



TeachPoint Resources

This is a compilation of various support documents. Please use the outline on the left to jump to different resources that are relevant to your needs. The resources here are for both teachers/staff and administrators. To view all TeachPoint support resources please [click here](#).

Logging into TeachPoint

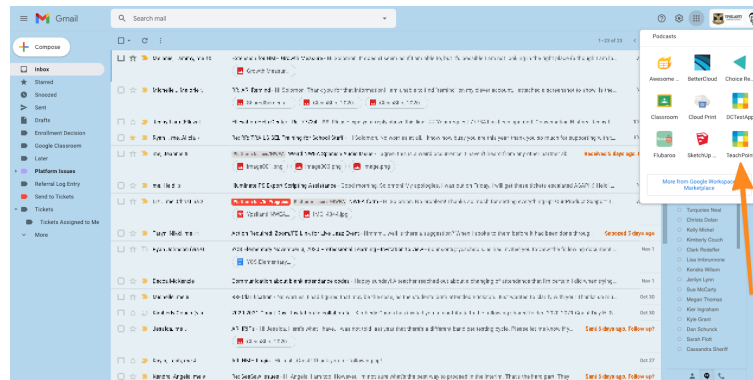
(to watch a [guide](#) of this process click here)

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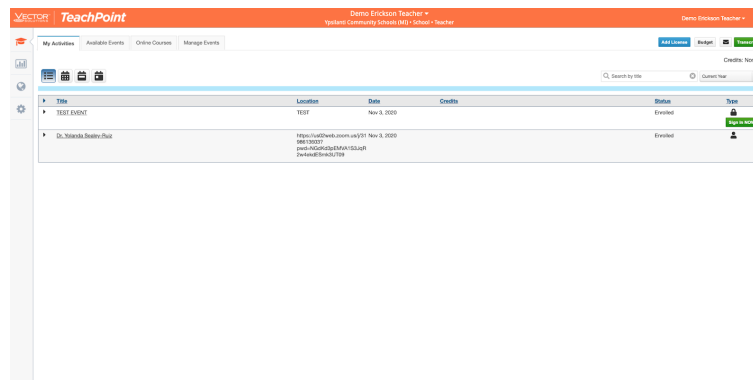


Scroll down to the very bottom of the list and you should see a TeachPoint icon.



TeachPoint

If you do not have the link, here is a [link](#) you can use. Please bookmark it for future use.



Clicking on the icon will automatically launch TeachPoint and log you into the system. There should be no username/password. The default screen will load your "My Activity"

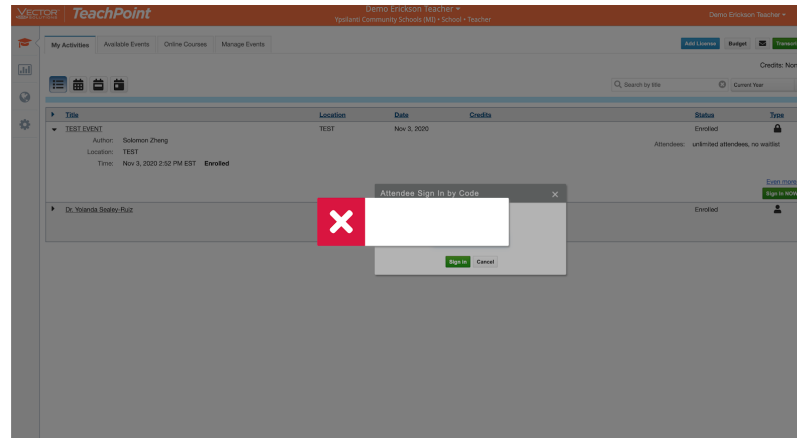
The "My Activity" tab will show all of the sessions and professional learning events that you have enrolled or completed. It is on this page you can sign into events and

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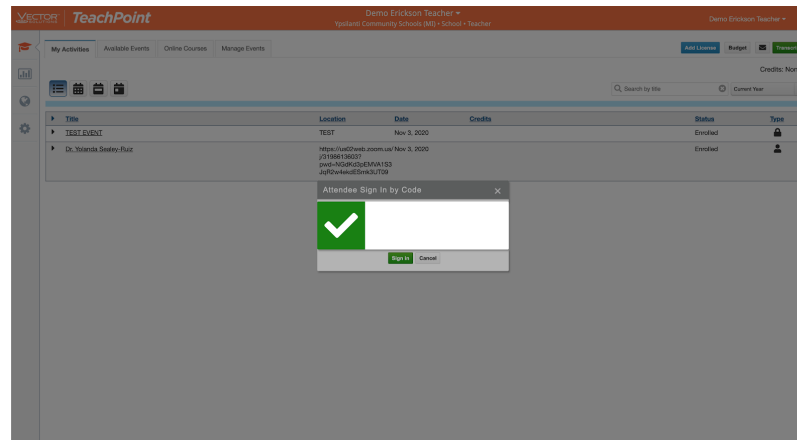
green button
when you are
finished.

This is the
message you
will receive if
you enter the
password/code
incorrectly.



If you enter the
correct code,
you will see a
green check
mark to
indicate you
are signed into
the
session/event.

Return later to
complete the
feedback for
the event.



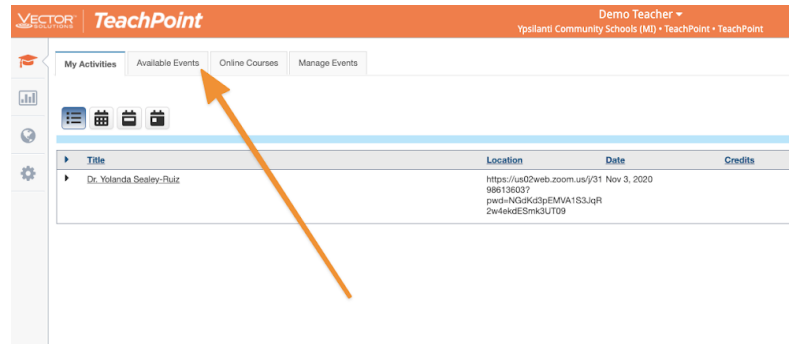
Enrolling in Events

Start hv loannin

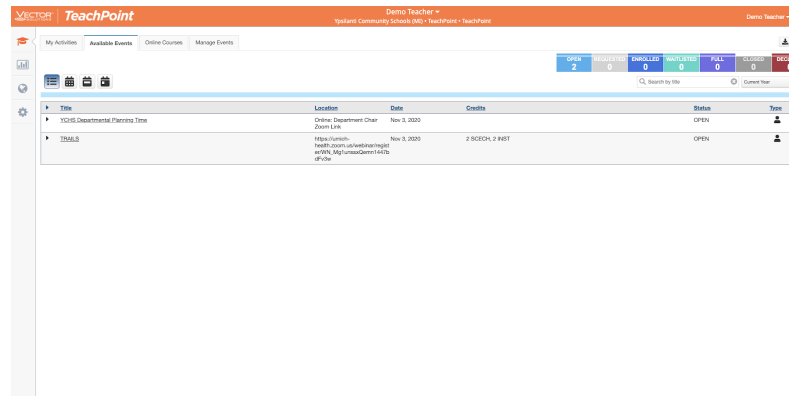
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Choose the **Available Courses** tab to enroll in a session currently not on your My Activities tab.

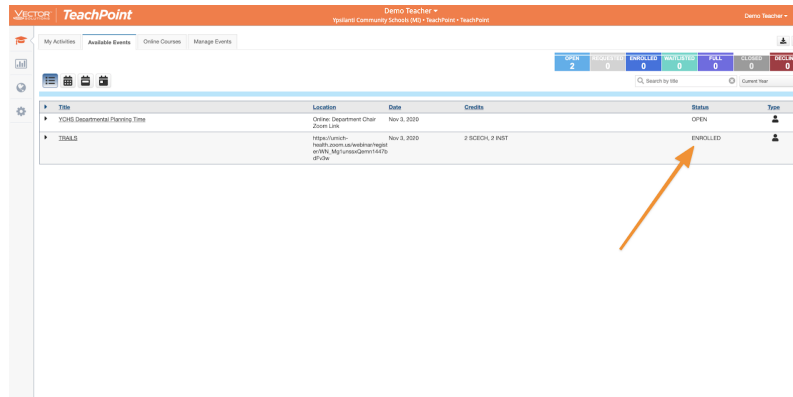
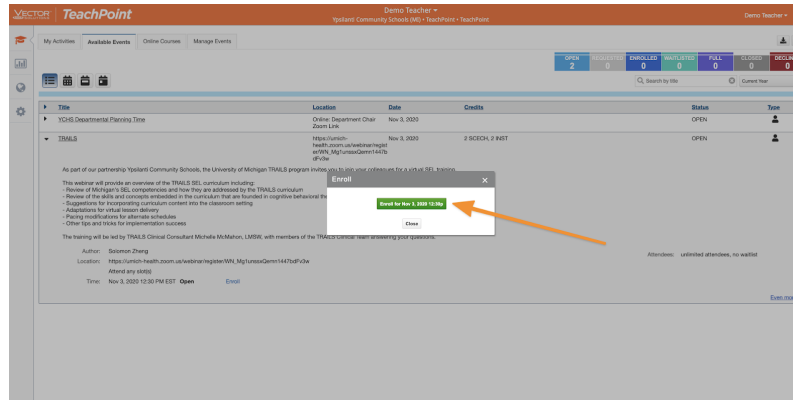
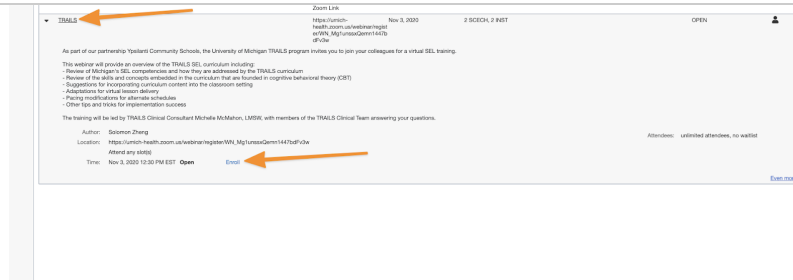


This is what the Available Activities should look like when you first access it.

To enroll in the session, click on the title of the course and more information will expand. Then click on the enroll

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Once you select enroll you'll be prompted to select the date/session. This is especially important for multi-day events/professional learning opportunities.

Once you have identified the correct session, click on it to confirm your enrollment.

You'll see that after you enroll the status is now changed from OPEN to ENROLLED.

Head back over to the My Activities tab and you'll see

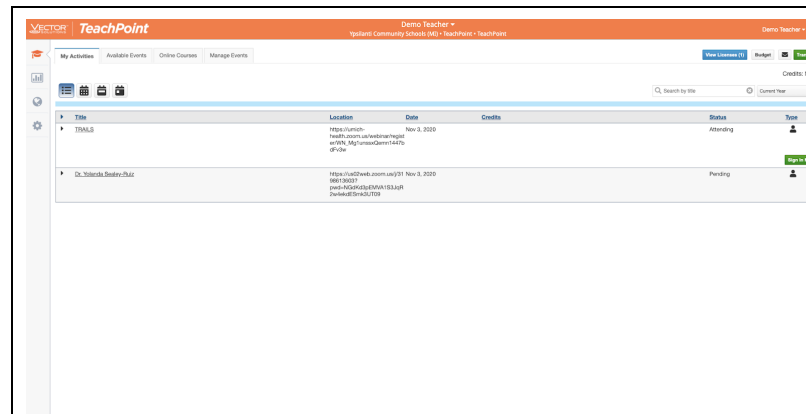
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It). This is where you will also fill in the feedback as well.

Submitting Feedback

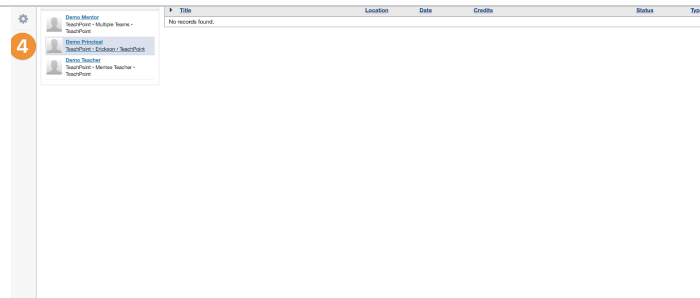


First log into TeachPoint and you should be taken to the My Activities tab.

Click the title of the event for which you are submitting feedback. You'll see that the event "expands" and shows more details.

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2. Tabs for different areas of management.
 - a. My Activities: current and past courses and sign in for sessions.
 - b. Available Events: where to enroll
 - c. Online Courses: engage with SafeSchools courses
 - d. Manage Events: for monitoring event approvals, attendance, and credit awards.
3. Buttons to access transcripts (only available on My Activities) and creating new events or submitting event requests.
4. Left navigation bar to access reports, activity log and settings.

Example view of the Active sessions that are open for registration.

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The screenshot shows the TeachPoint interface for event management. The top section displays a list of events with columns for title, author, start date, and status. The bottom section shows a detailed view of the 'Manage Events' page with a summary bar and a table of events.

Event Title	Author	Start Date	Enrolled / Waiting / Next Approval / Declined	Status	Actions
Edison Staff Professional Learning - ODET	Demo Principal	Oct 27, 2020	1/0/1/0	Approved	Delete Copy Feedback
Staff Meeting	Demo Principal	Nov 7, 2020	1/0/1/0	Approved	Delete Copy
Nov 3 PLC	Demo Principal	Nov 3, 2020	0/0/0/0	Approved	Delete Copy
October 30 Staff Meeting	Demo Principal	Oct 30, 2020	1/0/1/0	Approved	Delete Copy
Edison Professional Learning	Demo Principal	Oct 27, 2020	1/0/1/0	Approved	Delete Copy
October Meeting/PLC	Demo Principal	Oct 22, 2020	1/0/1/0	Approved	Delete Copy Feedback
McDon TeachPoint Event	Sakura Zheng	Oct 21, 2020	1/0/0/0	Approved	Delete Copy Feedback

Example page of events to manage from an administrator's perspective. Teachers will only see the courses/events they submit for approval here.

Additional Resources:

- [PD Tracking \(For Educators\)](#) - goes over each tab of the interface in more detail

How to Create an Event

1. Click New near the top right. A

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The screenshot shows a table of events with the following data:

Title	Author	Start Date	Enrolled / Waiting / Need Approval / Declined	Status	Actions
Erickson Staff Professional Learning - DRAFT	Demo Principal	Oct 27, 2020	1/0/1/0	Draft	Delete Copy Feedback
Building Staff Meeting	Demo Principal	Nov 7, 2020	0/0/0/0	Accepted	Delete Copy
Nov. 3 PLC	Demo Principal	Nov 3, 2020	0/0/0/0	Accepted	Delete Copy
October 30 Staff Meeting	Demo Principal	Oct 30, 2020	1/0/1/0	Accepted	Delete Copy
Study Professional Workshop	Demo Principal	Oct 27, 2020	1/0/1/0	Pending Approval	Delete Copy
October Mentorship PLC	Demo Principal	Oct 22, 2020	1/0/1/0	Accepted	Delete Copy Feedback
My First TeachPoint Event	Solomon Zhang	Oct 21, 2020	1/0/0/0	Accepted	Delete Copy Feedback

Page 1 of 7 records.

available types, but teachers will only see two:

- a. Submit credit for past events
 - b. Request future event
2. Choose the event type you wish to create and click on it.

The form includes the following sections:

- 1. Title:** Input field for the event title.
- 2. Schedule Type:** Radio buttons for Single or Multiple.
- 3. Start/End/Location:** Fields for start and end times and location.
- 4. Credits:** Input fields for various credit types (District Provided, State Continuing Education, Undergraduate College, Graduate, Staff Meetings).
- 5. Program Details:** Section for funding source, cost, and program details.
- 6. Personnel:** Fields for instructional and non-instructional staff needed.
- 7. Approvals:** Section for event sign-up, evidence, credit approval, and release.

Once you select an event type, the standard event request screen appears. Please keep in mind that all information put here is **publicly available to anyone who registers (unless the event is public, then everyone sees it)**.

1. Basic information about the event. The description helps staff to better understand the content of the PL.
2. Scheduling section where you can choose between a single or multi day. (for additional information [click here](#))
3. Fill in credit

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	<p>addition, here is where you indicate the presenter.</p> <ol style="list-style-type: none"> 4. Additional program information (optional for now) but budgeting will eventually make its way into here. 5. Event approval permissions for who can access certain elements of the event. 6. Publish permissions! This is important to ensure the correct audience sees the event. 7. Attachment link that can work with uploaded files or Google Drive files and links.
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Additional Resources

- [Request to Host \(Creating Public Events\)](#) - goes over the event creation from an administrator point of view
- [Requesting to Attend a PD Event \(For Educators\)](#) - goes over the PD request or credit logging process from a teacher's point of view
- [Details- Hyperlinking and Rich Text](#) - for how to add more

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Managing Events

- [Evaluator Approval](#) - for admins who have event approval privileges and how to approve events
- [PD Statuses](#) - how to read and interpret the different status titles for a PL request/event
- [Manage Events](#) - the various options for managing an event
- [Managing Attendance](#) - overview of how to manage event attendance
- [eSign for Attendance](#) - leveraging the eSign features for managing attendance
- [Submitting Feedback and Evidence](#) - how submission and the new evidence features can be integrated into an event

Additional Resources For Teachers and Staff

- An [introduction video](#) to the system (10 min)
- Detailed [explanation](#) for each section of the user interface.