



RPDC Consultants Log Manual

DESE Admin Version

5/15/2014

This manual is to assist the DESE Staff assigned as DESE Admin in the operation and use of the RPDC Consultants Log System.

Revision History

Date	Revision	Author	Changes
05/15/2014	1.0	Rebecca Oesterly	Creation of Original Document

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What will I see when I log in as a DESE Admin User?

You will see your home page, which is the Regions tab/page. This tab/page displays the following:

- Load Consultant for Region drop down list and button. This allows you to choose a specific region and then to display all staff member's associated to the region selected.
- Consultant Name <link> - by clicking on this link, you are able to your access to the targeted RPDC staff member's calendar. The calendar page provides a pathway select an existing event for reviewing purposes on a targeted RPDC staff member.

You will see the Maintenance tab. This tab / page displays drop down options for all DESE and RPDC staff members. Select a staff member value and click the Edit Staff button. The page will refresh and display that staff members already saved data. If you click on the Add Staff button, the page refreshes and displays all associated fields in default mode.

You will see the Unlock Submitted Logs tab. This tab / page displays an ad-hoc view for searching for and returning results equal to a targeted submitted event data log.

You will see the Log Audit Data History tab. This tab / page displays all submitted event log records that have been originally submitted, unlocked by DESE Super Admin or DESE Admin user, event log data edited and saved, and then re-submitted to DESE.

Regional Professional Development Center
Consultant Logs

DESE Admin Home

Regions | Maintenance | Unlock Submitted Logs | Log Data Audit History

Consultants By Region

Region 1: Southeast RPDC

Consultant Name
1:Test To Add Staff by DESEa
1:Tom Anderson
1:Julie Antill
1:Tammy Brotherton
1:Marcia Clark
1:Jesse DeLeon
1:Rita Fisher
1:Susan Hekmat
1:Stephanie Kuper
1:Deborah Lintner
1:Melanie Needling
1:Linda Null
1:Tom Okruch
1:Carol Reiman
1:Becky Rider
1:Rose RPDC RC
1:Rose RPDC RD
1:Tiffney Smith
1:Dana TestAccount

- Click a Staff Name to view calendar.
- Select a Region Name and click Load Other Regions button to display other staff names.

What can I do on a selected RPDC Staff Member's Calendar?

First, click on RPDC Staff Member name link on the Regions page; this will open the target RPDC Staff Member's Calendar in read view. Event ID in red font color indicates that there are no event data logs associated for the event ID/consultant. Event ID in black font color indicates that there are existing event data logs associated.




Regional Professional Development Center Consultant Logs

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District: Missouri DESE
CDC: 500500
User Name: Rose DESE AD
User Id: ROSEDESEAD

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Calendar View - Read Only

Calendar For: May 2014 Today Is: 5/21/2014

Working With: Region 1 - Rose RPDC RD

Previous Year							Previous Month							Current Month							Next Month							Next Year																				
Sunday							Monday							Tuesday							Wednesday							Thursday							Friday							Saturday						
No work day							No work day							No work day							No work day							No work day							No work day													
No work day							1-514-4 <input type="checkbox"/> Paid Leave 7 hrs logged							1-514-9 <input type="checkbox"/> Paid Leave							1-514-3 <input type="checkbox"/> Paid Leave							1-514-8 <input type="checkbox"/> Paid Leave							No work day													
No work day							No work day							No work day							No work day							No work day							No work day													
No work day							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							1-514-12 <input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							No work day 1 hrs logged						
No work day 1 hrs logged							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave 1 hrs logged							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							1-514-13 <input type="checkbox"/> Paid Leave							No work day						
No work day							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							<input type="checkbox"/> Paid Leave							No work day						

Events Needing Log Data
Events Assigned To Me

- Click an existing Event Number to open the event.

Calendar Navigation

You may navigate back one year by clicking the Previous Year button; you may move back one prior month by clicking the Previous Month button, you may navigate to the current month by clicking the Current Month button; you may navigate to the next month by clicking the Next Month button; and you may navigate forward one year by clicking the Next Year button.

Events Needing Log Data Page <Report>

You may click the Events Needing Log Data button. This will display all open logs that have the Event Data section of the Event Data page empty. If the targeted RPDC Staff member has open logs that are missing the Event Data Log(s), then the system will generate a "report" which displays event ID's that still require log data.

You may click on the Event ID link. You will be navigated to the Event Data page in read view.

Events Needing Log Data

Tuesday, May 20, 2014
Region 1 - Rose RPDC RD

Event Id	Event Title	Event Type	Event Location	Event Staff
1-514-12	test SA creates event; assigns - no logs	Technical Assistance	District/Building	1:Rose RPDC RD
1-514-3	test RC creating event; assign to herself & also assign to roseRD			1:Rose RPDC RC, 1:Rose RPDC RD
1-514-9	bab	Other		1:Rose RPDC RD

Print

- Click an Event Number to open the event.

If the targeted RPDC staff member is not missing log data on any open events, then the system will generate the following:

Events Needing Log Data

Thursday, October 03, 2013
Region 1 - Rose RPDC Dir

Event Id	Event Title	Event Type	Event Location	Event Staff
No report data found.				

- Click an Event Number to open the event.

Events Assigned to Me Page <Report>

You may click the Events Assigned to Me button. This will display all open logs for events that the targeted RPDC staff member has been assigned to. If you click on the Event ID link, the system will navigate to that Event Data page and will display that event in read view.

Events Assigned To Me

Tuesday, May 20, 2014
Region 1 - Rose RPDC RD

Begin Date	Event Id	Event Title	Event Type	Event Location	Event Staff
04/23/2014	1-414-9	setup clean event log for RD by DESE SA	Planning Communication Collaboration	Other Location	1:Rose RPDC RD
05/14/2014	1-514-12	test SA creates event; assigns - no logs	Technical Assistance	District/Building	1:Rose RPDC RD
05/23/2014	1-514-13	sa creating event=RD = DNA	Professional Development	District/Building	1:Rose RPDC RD
05/01/2014	1-514-3	test RC creating event; assign to herself & also assign to roseRD			1:Rose RPDC RC, 1:Rose RPDC RD
05/05/2014	1-514-4	test to validate roseRPDCrd can create; assign to himself & assign to roseRPDCrc an event - no logs at creation point	Professional Development	District/Building	1:Rose RPDC RC, 1:Rose RPDC RD
05/09/2014	1-514-8	test rc has no logs; rd has log; rc wants to remove event from her view	Professional Development	Other Location	1:Rose RPDC RD
05/06/2014	1-514-9	bab	Other		1:Rose RPDC RD

Print

- Click an Event Number to open the event.

If there no open logs for you then the system will generate the following:

Events Assigned To Me

Thursday, October 03, 2013
Region 6 - David Oesterly

Event Id	Event Title	Event Type	Event Location	Event Staff
No report data found.				

- Click an Event Number to open the event.

What else may do from the targeted RPDC Staff Member's Calendar view?

You may view the Paid Leave checkbox. This is a visual indicator to other staff members that the targeted RPDC staff member has designated this day as a "Paid Leave" day.

You may Access the Targeted RPDC Staff Member's Existing Event. Click the Event ID number listed on the calendar that you would like to open. This will display your view of the event data page in read view. We will discuss, in detail, the Event Data page later in this manual.

How do I Review an Existing Event?

Go to the targeted RPDC Staff Member's calendar and click on the Existing Event ID link that you would like to edit. The system displays the Event Data page in read view. You will have access to the Print button and the Return to Calendar button / functionality.

The Event Information section and the Event Participant Count sections will display the same data on all assigned RPDC staff for this event. The Event Log Data section is completely unique to the RPDC assigned staff member who entered it. This data is NOT reflected on any other assigned RPDC staff member's event data view.




Regional Professional Development Center
Consultant Logs

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District: Missouri DESE
CDC: 500500
User Name: Rose DESE AD
User Id: ROSEDESEAD

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1-514-3 Event Data - Read Only

Today Is: 5/21/2014
Working With: Region 1 - Rose RPDC RD

Event Entered By: ROSERPDCRC

Event Information

* Event Title: test RC creating event; assign to herself & also assign to roseRD

* Begin Date: 5/1/2014 End Date: Event Type: Select...

Purpose: Select... Location: Select... * RPDC Staff:

- 1:Test To Add Staff by DESEsa
- 1:Tom Anderson
- 1:Julie Antill

Event Participant Counts

Participant Counts Do Not Apply

District/Agency	Building	Teachers	Admin	Other
ADAIR CHARTER	ADAIR CHARTER ACAD	1	0	0
CROSSROADS ACAD OF KANSAS CITY	CROSSROADS ACAD OF KANSAS CITY	1	0	0
ADRIAN R-III	ADRIAN SR. HIGH	0	0	1

Event Log Data

Staff	Date	Type Of Day	Initiative Type	CW Detail	Plan, Comm, Cord	Training	State Mtgs/ Conference	Travel	Mode Of Contact	Notes
No event log data found.										

Print
Return To Calendar

Screen shot without event log data records



Regional Professional Development Center Consultant Logs

1-514-4 Event Data - Read Only

[Hide](#)

District: Missouri DESE
CDC: 500500
User Name: Rose DESE AD
User Id: ROSEDESEAD

Today Is: 5/21/2014

Working With: Region 1 - Rose RPDC RD

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Event Information			
* Event Title <input type="text" value="test to validate roseRPDCrd can create; assign to himself & assign to roseRPDCrc an event - no logs at creati"/>			
* Begin Date	<input type="text" value="5/5/2014"/>	End Date	<input type="text"/>
Event Type	<input type="text" value="Professional Development"/>		
Purpose	<input type="text" value="Initial Contact"/>	Location	<input type="text" value="District/Building"/>
* RPDC Staff	<input type="checkbox"/> 1:Test To Add Staff by DESEsa <input type="checkbox"/> 1:Tom Anderson <input type="checkbox"/> 1:Julie Antill		

Event Participant Counts				
<input type="checkbox"/> Participant Counts Do Not Apply				
District/Agency	Building	Teachers	Admin	Other
AVILA UNIVERSITY	AVILA COLLEGE, KANSAS CITY	5	50	10

Event Log Data										
Staff	Date	Type Of Day	Initiative Type	CW Detail	Plan, Comm, Cord	Training	State Mtgs/ Conference	Travel	Mode Of Contact	Notes
1:Rose RPDC RD	5/5/2014	Work Day	CW	ACL	6.00	0.00	0.00	0.00	Webinar	notes
	5/20/2014	Work Day	PBIS		0.00	0.00	1.00	0.00	Email	

Screen shot with event log data records associated

How do I update an existing DESE/RPDC Staff Member or add a new DESE / RPDC staff member?

Click on the **Maintenance** tab. You'll see your default view which provides the ability to select an existing DESE or RPDC staff member and clicking the Edit Staff button OR to add a new DESE or RPDC staff member by clicking the Add Staff button.

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DESE Admin Home

Regions | Maintenance | Unlock Submitted Logs | Log Data Audit History

Staff Maintenance

Staff: DESE:Rose DESE AD [Edit Staff] [Add Staff]

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CDC: 500500
User Name: Rose DESE AD
User Id: ROSEDESEAD

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I want to edit an existing DESE / RPDC staff member – what do I do? Click on the drop down options for existing staff; scroll until you find the target staff member and click. Then click the Edit Staff button.

DESE Staff Member selected screen shot

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Staff Maintenance

Staff: DESE:Rose DESE AD [Edit Staff] [Add Staff]

Update Staff Information

User Id: ROSEDESEA First Name: Rose
Region: DESE LastName: DESE AD

CW	MELL	MELL	PLC	PBIS	IC	CC	BSS	PLC	PBIS	RPDC	FTE	Begin Date	End Date
	ELL	MIG						CS	CS	CS			

Staff data not found.

[Save Staff] [Cancel]

Hide
District: Missouri DESE
CDC: 500500
User Name: Rose DESE AD
User Id: ROSEDESEAD

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DESE Staff do not have the ability to assign Initiatives. You may edit any of the Update Staff Information fields. Click Save Staff to save changes.

RPDC Staff Member selected screen shot




**Regional Professional Development Center
Consultant Logs**

DESE Admin Home

Regions | Maintenance | Unlock Submitted Logs | Log Data Audit History

Staff Maintenance

Staff: 1:Tom Anderson [Edit Staff] [Add Staff]

Update Staff Information

User Id: TANDERSON First Name: Tom
Region: Region 1: Southeast RPDC LastName: Anderson

	CW	MELL ELL	MELL MIG	PLC	PBIS	IC	CC	BSS	PLC CS	PBIS CS	RPDC CS	FTE	Begin Date	End Date
Edit	25	0	0	0	50	0	0	0	0	0	25	100	7/1/2013	

[Save Staff] [Cancel] [Add Initiative]

Left Sidebar:
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 District: Missouri DESE
 CDC: 500500
 User Name: Rose DESE AD
 User Id: ROSEDESEAD
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 All RPDC Events
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 Event Log Data By Date
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**Regional Professional Development Center
Consultant Logs**

DESE Admin Home

Regions | Maintenance | Unlock Submitted Logs | Log Data Audit History

Staff Maintenance

Staff: 1:Tom Anderson [Edit Staff] [Add Staff]

Update Staff Information

User Id: TANDERSON First Name: Tom
Region: Region 1: Southeast RPDC LastName: Anderson

	CW	MELL ELL	MELL MIG	PLC	PBIS	IC	CC	BSS	PLC CS	PBIS CS	RPDC CS	FTE	Begin Date	End Date
Update Cancel	25	0	0	0	50	0	0	0	0	0	25	100	7/1/2013	

[Save Staff] [Cancel] [Add Initiative]

Left Sidebar:
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 CDC: 500500
 User Name: Rose DESE AD
 User Id: ROSEDESEAD
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RPDC Staff members have the ability to allow the assignment of Initiatives (by DESE Super Admin or DESE Admin users) by either clicking on the Edit button (which opens the existing record for editing to the Initiative assignments & percentages; FTD, Begin and End Dates), make changes and click the Update button OR by clicking the Add Initiative Button when you need to end the previous record and assign new Initiatives. Click the Save Staff button to save.

How do I Unlock a Submitted Consultant Log?

Click on the Unlock Submitted Logs tab. You'll see the default page which allows you to find the target consultant log in a number of ways. If you know the exact event ID number, you simply enter the event ID number into Event Number field and click Query Submitted Logs button. If you don't know the exact event ID number OR you would like to pull several records tied to the same submittal date, region and consultant, you may then enter the Submittal Date, Region and Consultant you are looking for, and click the Query Submitted Logs.

If you query does not return any results, you'll see the refreshed page as follows:

The screenshot shows the 'DESE Admin Home' interface. At the top left is the Missouri Department of Elementary & Secondary Education logo. To the right is the text 'Regional Professional Development Center Consultant Logs'. Below the logo is a navigation menu with tabs: 'Regions', 'Maintenance', 'Unlock Submitted Logs' (selected), and 'Log Data Audit History'. The main content area is titled 'Query for Submitted Log Data' and contains three search criteria: 'Event Number' (text input with '1-414-92'), 'Region' (dropdown menu with 'Select...'), and 'Submittal Date' (dropdown menu with 'Select...'). There is also a 'Consultant' dropdown menu with 'Select...'. Below these are 'Query Submitted Logs' and 'Reset' buttons. A table header is visible with columns: 'Select', 'Event Number', 'Submitted Date', 'Event Title', 'Event Type', 'Location', and 'RPDC Staff'. Below the header, a message states 'No submitted logs found with criteria entered.' At the bottom of the table area is an 'Unlock Selected Records' button. On the left side, there is a sidebar menu with 'RPDC Home' expanded, listing various reports and logs.

If you have successfully pulled back record, the page will refresh and display as follows:

This screenshot is similar to the previous one, but the search criteria are 'Event Number: 1-414-10' and 'Submitted Date: 4/2014'. The 'Query Submitted Logs' button has been clicked, and a single record is displayed in the table. The record has a checkbox in the 'Select' column, '1-414-10' in the 'Event Number' column, '4/2014' in the 'Submitted Date' column, 'test for submitting no edit records by SA' in the 'Event Title' column, 'Technical Assistance' in the 'Event Type' column, 'Other Location' in the 'Location' column, and 'Rose RPDC RD' in the 'RPDC Staff' column. The 'Unlock Selected Records' button is still present at the bottom of the table area. The rest of the interface, including the navigation tabs and sidebar menu, remains the same.



Hide

District: Missouri DESE
CDC: 500500
User Name: Rose DESE AD
User Id: ROSEDESEAD

RPDC Home

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DESE Admin Home

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Query for Submitted Log Data

Event Number: Region:

Submittal Date: Consultant:

Select	Event Number	Submitted Date	Event Title	Event Type	Location	RPDC Staff
<input type="checkbox"/>	1-414-10	4/2014	test for submitting no edit records by SA	Technical Assistance	Other Location	Rose RPDC RD
<input type="checkbox"/>	1-414-11	4/2014	high edit	Technical Assistance	District/Building	Rose RPDC RD
<input type="checkbox"/>	1-414-5	4/2014	high edit	Technical Assistance	District/Building	Rose RPDC RD
<input type="checkbox"/>	1-414-6	4/2014	test low edit missing location data	Professional Development	District/Building	Rose RPDC RD
<input type="checkbox"/>	1-414-7	4/2014	test low edit	Professional Development	District/Building	Rose RPDC RD
<input type="checkbox"/>	1-414-8	4/2014	test RD create; no event count & no event log; submit; then correct log; submit through tab flow	Technical Assistance	District/Building	Rose RPDC RD
<input type="checkbox"/>	1-414-9	4/2014	setup clean event log for RD by DESE SA	Planning/Communication/Collaboration	Other Location	Rose RPDC RD

To select a record(s), click on the Select 'selectable' checkbox next to the record(s) you would like to unlock and then click the Unlock Selected Records button. The page will refresh and display a message indicating that the records have been unlocked. Upon clicking on your RPDC Home link, the DESE Super Admin home page will refresh and display the Unlock Submitted Logs alert on your view; the DESE Admin View, and the Regional Director associated to the consultant selected view. This alert will no longer display AFTER the unlocked consultant log has been successfully re-submitted to DESE. The re-submission of the unlocked log then triggers events on the Log Data Audit History page.

How can I compare original submitted log data to unlocked and re-submitted log data (audit history)?

Click on the Log Data Audit History tab. You'll see all records of unlocked and re-submitted consultant logs to DESE in descending order (most recent on top). The log data audit history allows you the ability to see the data that was **ORIGINALLY** submitted under the row titled Original for the following elements: Event ID, Submit Date, Submitter, Region, Staff Name, Initiative Type, CW Detail, Type of Hours Logged categories, and Mode of Contact. The record will also display the most recent changes made under the row title Current for the above-mentioned data fields. The Submitter will display the name of the Regional Director or the DESE Super Admin person who originally submitted the log and also re-submitted the log. The Type column reflects what type of change was made to the log (was the unlocked log updated <edited>; deleted; or added a new log).

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Regional Professional Development Center Consultant Logs

DESE Admin Home

Regions Maintenance Unlock Submitted Logs **Log Data Audit History**

Log Data Audit History

	Event ID	Type	Submit Date	Submitter	Region	StaffName	Initiative Type	CW-Details
Original	1-414-2	UPDATE	05/16/2014	Rose RPDC RD	1	Rose RPDC RC	CW	CW
Current	1-414-2	UPDATE	05/17/2014	Becky SuperAdmin	1	Rose RPDC RC	MELL-ELL	
Original	1-414-2	ADD	05/17/2014	Becky SuperAdmin	1	Rose RPDC RC	MELL-ELL	
Original	7-114-24	UPDATE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS	
Current	7-114-24	UPDATE	05/16/2014	Becky SuperAdmin	7	Cheryl Wrinkle	Sped CC	
Original	7-114-24	ADD	05/16/2014	Becky SuperAdmin	7	Cheryl Wrinkle	RPDC-CS	
Original	7-114-24	DELETE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS	
Current	7-114-24	DELETE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS	
Original	7-713-35	ADD	12/16/2013	Rick Breault	7	Cheryl Wrinkle	CW	
Original	7-713-35	UPDATE	11/12/2013	Rick Breault	7	Cheryl Wrinkle	Sped IC	
Current	7-713-35	UPDATE	12/16/2013	Rick Breault	7	Cheryl Wrinkle	Sped IC	
Original	7-713-35	ADD	12/16/2013	Rick Breault	7	Cheryl Wrinkle	CW	

Screenshot below was obtained by two separate shots to capture entire table display

Regions Maintenance Unlock Submitted Logs **Log Data Audit History** Submit Monthly Logs

Log Data Audit History

	Event ID	Type	Submit Date	Submitter	Region	StaffName	Initiative Type	CW Detail	PCC	Training	State Meetings	Travel	Mode Of Contact
Original	1-414-2	UPDATE	05/16/2014	Rose RPDC RD	1	Rose RPDC RC	CW	CWO	1.00	0.00	0.00	0.00	Email
Current	1-414-2	UPDATE	05/17/2014	Becky SuperAdmin	1	Rose RPDC RC	MELL-ELL		23.00	0.00	1.00	0.00	Other Technology
Original	1-414-2	ADD	05/17/2014	Becky SuperAdmin	1	Rose RPDC RC	MELL-ELL		0.00	3.00	0.00	0.00	Other Technology
Original	7-114-24	UPDATE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS					0	Other Technology
Current	7-114-24	UPDATE	05/16/2014	Becky SuperAdmin	7	Cheryl Wrinkle	Sped CC		1.00	0.00	0.00	0.00	Phone
Original	7-114-24	ADD	05/16/2014	Becky SuperAdmin	7	Cheryl Wrinkle	RPDC-CS		0.00	0.00	1.00	0.00	Email
Original	7-114-24	DELETE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS		2.00	0.00	0.00	0.00	Other Technology
Current	7-114-24	DELETE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS						Other Technology

What do the Reports do?

Here's a brief description

All reports in the Left Navigation will have an initial ad-hoc search options for you to pick from. All require a Date to be selected. All require some type of grouping to be selected. All of them also have a Display button.

When you click on the Display button, the system performs a search that matches the internal criteria and the ad-hoc criteria listed and return the results within the SSRS report viewer within the HTML page. The SSRS Report Viewer toolbar will display a disk icon which will give you the access for exporting to PDF and excel. The toolbar also provide a method to navigate between pages.

Example of the toolbar

The screenshot shows the SSRS Report Viewer interface. At the top, there is a toolbar with navigation icons (back, forward, search), a page indicator showing '1 of 1', a zoom level of '100%', and a search box with 'Find | Next' options. Below the toolbar, the report title 'All RPDC Events Report' is displayed on the left, and the date 'Thursday, October 03, 2013' and filter 'For 9/2013, by Region 1' are on the right. The main content area shows a table with columns: Event ID, Event Title, Event Type, Location, and RPDC. The table contains two rows: one with '1-913-31' and 'event title' under 'Coaching', and another with '1-913-35' and 'Assign to RC' under 'Rose RPDC Con'. A context menu is open over the table, listing export options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word.

Event ID	Event Title	Event Type	Location	RPDC
1-913-31	event title	Coaching	District/Building	Rose RPDC Con
1-913-35	Assign to RC			Region 1

What does the toolbar do?

If there are multiple pages, the toolbar will display 1 ... of 5, etc. You may either enter the number in the text box or use the navigation icons listed. You also have a number of options when it comes to exporting the report (see screen shot above). After you have exported the report, you will utilize excel or PDF print options to print the report.

Now let's get started with the Reports!

What does the Preliminary Monthly Consultant report do?

This report allows you to see all open, unsubmitted consultant logs for a specific month/year and to return the results according to a Specific Consultant, Specific Region or Statewide. Select the Month/Year date and pick a Region equal to a specific Region or Statewide to display. If you pick a particular consultant or region does not have any open, unsubmitted consultant logs, then the system will not return any records. After selecting your Month/Year, and Region or Consultant, then click the Display button. System will then search for the open logs that match the date selected, consultant and/or region selected. If you selected state wide, the system will search for all open, unsubmitted event logs for all regions. If system finds open, unsubmitted event logs that match the search criteria selected, the system will refresh the page and display the results in report format within the SSRS report viewer.

Preliminary Monthly Consultant Log

* Pre-submittal Date:

Regions:

Consultant:

Preliminary Monthly Consultant Log

* Pre-submittal Date:

Regions:

Consultant:

Date	Type Of Day	CW						RPDC-CS								
		Plan, Col, Com	Training	State Mtg/Conf	Travel	Plan, Col, Com	Training	State Mtg/Conf	Travel	Plan, Col, Com	Training	State Mtg/Conf	Travel			
1	No Work Day															
2	Work Day															
3	Work Day															
4	Work Day															
5	Work Day															
6	Work Day															
7	No Work Day															
8	No Work Day															

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Event Log Data by Date report do?

This report provides the user the ability to review all unsubmitted (open) event log data for a consultant according to the date the user selected for the log on the event data page. It also ties in the event ID number, the type of hour and hours logged to the type, and the Initiative Type selected including the CW (Collaborative Work) Detail value associated if the User has an initiative type equal to Collaborative Work (CW). For Regional Director and Consultants, this report will provide data to help assess if time needs to be adjusted between initiatives prior to submitting to DESE.

Event Log Data By Date Report

Pre-submittal
Date:

Region:

Consultant:

Event Log Data By Date Report

Tuesday, May 20, 2014
For 5/2014, by Region 1

Date Of Log Entry	Event ID	Event Title	RPDC Staff	Initiative Type	CW Detail	Hours Logged			
						PCC	Training	Mtgs	Travel
05/01/2014	1-314-272	Test Event	Dana TestAccount	CW		0.00	3.00	0.00	1.00
05/17/2014	1-414-9	setup clean event log for RD by DESE SA	Rose RPDC RD	MELL-ELL		0.00	0.00	1.00	0.00
05/18/2014	1-414-9	setup clean event log for RD by DESE SA	Rose RPDC RD	MELL-ELL		0.00	1.00	0.00	0.00
05/29/2014	1-514-10	test delete for RD=no logs & RC=with logs	Rose RPDC RC	CW	ETLP	0.00	0.00	1.00	0.00
05/23/2014	1-514-13	sa creating event=RD = DNA	Rose RPDC RD			0.00	0.00	0.00	0.00
05/05/2014	1-514-4	test to validate roseRPDCrd can create; assign to himself & assign to roseRPDCrc an event - no logs at creation point	Rose RPDC RD	CW	ACL	6.00	0.00	0.00	0.00
05/20/2014	1-514-4	test to validate roseRPDCrd can create; assign to himself & assign to roseRPDCrc an event - no logs at creation point	Rose RPDC RD	PBIS		0.00	0.00	1.00	0.00
05/07/2014	1-514-6	test event for RD with no logs & RC with logs = delete button on RD	Rose RPDC RC	PLC		1.00	0.00	0.00	0.00
05/05/2014	1-514-8	test rc has no logs; rd has log; rc wants to remove event from her view	Rose RPDC RD	CW	CWO	0.00	1.00	0.00	0.00

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Initiative by Percent report do?

This report provides a summarization of submitted (closed) consultants log hours displayed in a percentage by the initiative type. The data is collected from the Event ID related log, RPDC Staff, the Initiative Type and hours logged. User may group the return by searching for All Consultants, All Regions; or Statewide (all regions).

Initiative By Percent Report

Date: 4/2014

Grouping: All Consultants

Display

Initiative By Percent Report

Tuesday, May 20, 2014
For 4/1/2014 to 4/30/2014, by Region 1

RPDC Staff	% CW	% MELL-ELL	% MELL-MIG	% PLC	% PBIS	% IC	% CC	% BSS	% PLC-CS	% PBIS-CS	% RPDC-CS	No Work Days
1:Test To Add Staff by DESEsa												
1:Tom Anderson												
1:Julie Antill												
1:Tammy Brotherton												
1:Marcia Clark												
1:Jesse DeLeon												
1:Rita Fisher												
1:Susan Hekmat												
1:Stephanie Kuper												
1:Debora Lintner												
1:Melanie Needling												
1:Linda Null												
1:Tom Okruch												
1:Carol Reiman												
1:Becky Rider												
1:Rose RPDC RC		100										
1:Rose RPDC RD	3	2	38	38							19	
1:Tiffiney Smith												
1:Dana TestAccount												

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Initiative Report do?

This report provides a summarization of submitted (closed) consultants log data tied to the Event ID; RPDC Staff member; the Initiative Type and related Hours Logged / Type; and Mode of Contact. System default search/return criteria are Event ID number equal to submitted (closed logs) and date (MM/YYYY or YYYY). User may group the return by searching for a Consultant, Region; or All Regions.

Initiative Report

Submittal Date: 4/2014 ▾

Region: Select... ▾

Consultant: Select... ▾

Initiative Report

Tuesday, May 20, 2014
For 4/2014, by Region 1

Initiative	Total	PCC		Training		Meetings		Travel	
	Hours	Hours	Percent	Hours	Percent	Hours	Percent	Hours	Percent
CW	3.50	0.25	7	1.50	43	0.75	21	1.00	29
BSS									
MELL-ELL	29.00	23.00	79	3.00	10	3.00	10		
MELL-MIG	47.00	23.00	49	23.00	49			1.00	2
PLC	47.00					24.00	51	23.00	49
RPDC-CS	23.00	23.00	100						
Sped CC									
Sped IC									
PBIS									
PLC-CS									
PBIS-CS									

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Submitted Monthly Log History report do?

This report provides a history record of all submitted monthly logs. User may group the return by searching for a specific Region; or a specific Consultant.

Submitted Monthly Log History Report

Submittal Date: 4/2014 ▾

Region: Select... ▾

Consultant: Select... ▾

Display Reset

Submitted Monthly Log History

Tuesday, May 20, 2014

Date	Event Id	Event Title	Event Type	Location	RPDC Staff	Region
4/2014	1-414-10	test for submitting no edit records by SA	Technical Assistance	Other Location	1:Rose RPDC RD	1
4/2014	1-414-11	high edit	Technical Assistance	District/Building	1:Rose RPDC RD	1
4/2014	1-414-2	test to create and enter event log data by rc	Professional Development	Other Location	1:Rose RPDC RC	1
4/2014	1-414-5	high edit	Technical Assistance	District/Building	1:Rose RPDC RD	1
4/2014	1-414-6	test low edit missing location data	Professional Development	District/Building	1:Rose RPDC RD	1
4/2014	1-414-7	test low edit	Professional Development	District/Building	1:Rose RPDC RD	1
4/2014	1-414-8	test RD create; no event count & no event log; submit; then correct log; submit through tab flow	Technical Assistance	District/Building	1:Rose RPDC RD	1
4/2014	1-414-9	setup clean event log for RD by DESE SA	Planning/Communication/Collaboration	Other Location	1:Rose RPDC RD	1

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Submitted Monthly Log Edit History report do?

This report provides a history record of all submitted monthly logs that the system detected a high or low edits associated to the log record. The Submitted Monthly Log Edit History report displays the corrected High Edit with a status of corrected. If the User corrected the Low Edit, it also will display the status as corrected. If the User submits a Low Edit log without correction, this report will display the status as submitted.

Submitted Monthly Log Edit History Report

Submittal Date:

Region:

Consultant:

Submitted Monthly Log Edit History Report

Tuesday, May 20, 2014

Date	Event ID	Error	RPDC Staff	Priority	Status
4/2014	1-414-5	Log data not complete.	Rose RPDC RD	High	Corrected
4/2014	1-414-6	Log data not complete.	Rose RPDC RD	High	Corrected
4/2014	Log Report	Incentive % does not match contract % for CW.	Rose RPDC RC	Low	Submitted
4/2014	Log Report	Incentive % does not match contract % for MELL-MIG, PLC, RPDC-CS.	Rose RPDC RD	Low	Submitted
4/2014	FTE	Hours for week of 4/6/2014 are too high.	Rose RPDC RD	Low	Submitted
4/2014	1-414-6	Missing location data.	Rose RPDC RD	Low	Submitted
4/2014	1-414-5	Missing location data.	Rose RPDC RD	Low	Submitted
4/2014	1-414-8	Log data not complete.	Rose RPDC RD	High	Corrected
4/2014	1-414-8	Missing location data.	Rose RPDC RD	Low	Submitted
4/2014	1-414-11	Log data not complete.	Rose RPDC RD	High	Corrected

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Quarterly Log by Initiative report do?

This report provides a summarization of submitted (closed) consultants log hours displayed in a percentage by the initiative type based a quarterly time period. The data is collected from the Event ID related log, RPDC Staff, the Initiative Type and hours logged. User may group the return by searching for All Consultants, a specific Region; All Regions; or Statewide (all regions).

Quarterly Log By Initiative Report

Date:

Grouping:

Quarterly Log By Initiative Report

Tuesday, May 20, 2014
For 4/1/2014 to 6/30/2014, by Region 1

RPDC Staff	% CW	% MELL-ELL	% MELL-MIG	% PLC	% PBIS	% IC	% CC	% BSS	% PLC-CS	% PBIS-CS	% RPDC-CS	No Work Days
1:Test To Add Staff by DESEsa												
1:Tom Anderson												
1:Julie Antill												
1:Tammy Brotherton												
1:Marcia Clark												
1:Jesse DeLeon												
1:Rita Fisher												
1:Susan Hekmat												
1:Stephanie Kuper												
1:Debora Lintner												
1:Melanie Needling												
1:Linda Null												
1:Tom Okruch												
1:Carol Reiman												
1:Becky Rider												
1:Rose RPDC RC		100										
1:Rose RPDC RD	3	2	38	38							19	
1:Tiffiney Smith												
1:Dana TestAccount												

Quarterly Log By Initiative Report

Tuesday, May 20, 2014
For 4/1/2014 to 6/30/2014, by State Wide

Month	% CW	% MELL-ELL	% MELL-MIG	% PLC	% PBIS	% IC	% CC	% BSS	% PLC-CS	% PBIS-CS	% RPDC-CS	No Work Days
April	2	19	31	31							15	
May												
June												

Quarterly Log By Initiative Report

Tuesday, May 20, 2014
For 4/1/2014 to 6/30/2014, by All Regions

Region	% CW	% MELL-ELL	% MELL-MIG	% PLC	% PBIS	% IC	% CC	% BSS	% PLC-CS	% PBIS-CS	% RPDC-CS	No Work Days
Region 1	2	19	31	31							15	
Region 2												
Region 3												
Region 4												
Region 5												
Region 6												
Region 7												
Region 8												
Region 9												

Quarterly Log By Initiative Report

Tuesday, May 20, 2014
For 4/1/2014 to 6/30/2014, by All Consultants

RPDC Staff	% CW	% MELL-ELL	% MELL-MIG	% PLC	% PBIS	% IC	% CC	% BSS	% PLC-CS	% PBIS-CS	% RPDC-CS	No Work Days
1:Test To Add Staff by DESEsa												
1:Tom Anderson												
1:Julie Antill												
1:Tammy Brotherton												
1:Marcia Clark												
1:Jesse DeLeon												
1:Rita Fisher												
1:Susan Hekmat												
1:Stephanie Kuper												
1:Debra Lintner												
1:Melanie Needling												
1:Linda Null												
1:Tom Okruch												
1:Carol Reiman												
1:Becky Rider												
1:Rose RPDC RC		100										
1:Rose RPDC RD	3	2	38	38							19	
1:Tiffiney Smith												
1:Dana TestAccount												
2:Michael Auer												
2:Pat Bauer												
2:Dana Consultant												
2:Dawn Cook												
2:Dana Director												
2:Mark Doss												
2:Amanda Holloway												
2:Jennifer McKenzie												
2:Vickie Robb												
2:Jana Scott												

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Yearly Log by Initiative report do?

This report provides a summarization of submitted (closed) consultants log hours displayed in a percentage by the initiative type based a yearly time period. The data is collected from the Event ID related log, RPDC Staff, the Initiative Type and hours logged. User may group the return by searching for a specific Region; All Regions; or Statewide (all regions).

Yearly Log By Initiative Report

Date:

Grouping:

Yearly Log By Initiative Report

Tuesday, May 20, 2014
For 1/1/2014 to 12/31/2014, by Region 1

RPDC Staff	% CW	% MELL-ELL	% MELL-MIG	% PLC	% PBIS	% IC	% CC	% BSS	% PLC-CS	% PBIS-CS	% RPDC-CS	No Work Days
1:Test To Add Staff by DESEsa												
1:Tom Anderson												
1:Julie Antill												
1:Tammy Brotherton												
1:Marcia Clark												
1:Jesse DeLeon												
1:Rita Fisher												
1:Susan Hekmat												
1:Stephanie Kuper												
1:Debora Lintner												
1:Melanie Needling												
1:Linda Null												
1:Tom Okruch												
1:Carol Reiman												
1:Becky Rider												
1:Rose RPDC RC		100										
1:Rose RPDC RD	3	2	38	38							19	
1:Tiffiney Smith												
1:Dana TestAccount												

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Monthly Logs by Event report do?

This report provides a summarization of submitted (closed) consultants log data tied to the Event ID; RPDC Staff member; the Initiative Type and related Hours Logged / Type; and Mode of Contact. System default search/return criteria are Event ID number equal to submitted (closed logs). User may group the return by searching for submitted monthly log date MM/YYYY; for a Region; or All Regions or Consultant.

Monthly Logs By Event Report

Submittal Date:

Region:

Consultant:

Monthly Logs By Event Report

Tuesday, May 20, 2014
For 4/2014, by Region 1

Date Of Log Entry	Event ID	Event Title	RPDC Staff	Initiative Type	Hours Logged				Mode Of Contact
					PCC	Training	Mtgs	Travel	
04/30/2014	1-414-10	test for submitting no edit records by SA	Rose RPDC RD	MELL-ELL	0.00	0.00	1.00	0.00	Email
04/16/2014	1-414-11	high edit	Rose RPDC RD	MELL-ELL	0.00	0.00	1.00	0.00	Email
04/08/2014	1-414-2	test to create and enter event log data by rc	Rose RPDC RC	MELL-ELL	23.00	0.00	1.00	0.00	Other Technology
04/30/2014	1-414-2	test to create and enter event log data by rc	Rose RPDC RC	MELL-ELL	0.00	3.00	0.00	0.00	Other Technology
04/17/2014	1-414-5	high edit	Rose RPDC RD	PLC	0.00	0.00	1.00	0.00	Email
04/15/2014	1-414-6	test low edit missing location data	Rose RPDC RD	CW	0.00	1.00	0.00	0.00	Email
04/07/2014	1-414-7	test low edit	Rose RPDC RD	MELL-MIG	0.00	23.00	0.00	0.00	Email
04/08/2014	1-414-7	test low edit	Rose RPDC RD	PLC	0.00	0.00	23.00	0.00	Email
04/09/2014	1-414-7	test low edit	Rose RPDC RD	RPDC-CS	23.00	0.00	0.00	0.00	Email
04/10/2014	1-414-7	test low edit	Rose RPDC RD	MELL-MIG	23.00	0.00	0.00	0.00	Email
04/11/2014	1-414-7	test low edit	Rose RPDC RD	PLC	0.00	0.00	0.00	23.00	Email
04/08/2014	1-414-8	test RD create; no event count & no event log; submit; then correct log; submit through tab flow	Rose RPDC RD	MELL-MIG	0.00	0.00	0.00	1.00	Email
04/22/2014	1-414-9	setup clean event log for RD by DESE SA	Rose RPDC RD	CW	0.25	0.50	0.75	1.00	Email

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Monthly Logs by Initiative report do?

This report provides a summarization of submitted (closed) consultants log data tied to the Event ID; RPDC Staff member; the Initiative Type and related Hours Logged / Type; and Mode of Contact as it relates to the associated Initiative Type. System default search/return criteria are Event ID number equal to submitted (closed logs). User may group the return by searching for submitted monthly log date MM/YYYY; for a specific Consultant, a Region; or All Regions.

Monthly Logs By Initiative Report

Submittal Date:

Region:

Consultant:

Monthly Logs By Initiative Report

Tuesday, May 20, 2014
For 4/2014, by Region 1

Initiative Type	Date Of Log Entry	Hours Logged				RPDC Staff	Mode Of Contact	Event ID	Event Title
		PCC	Training	Mtgs	Travel				
CW	4/15/2014	0.00	1.00	0.00	0.00	Rose RPDC RD	Email	1-414-6	test low edit missing location data
CW	4/22/2014	0.25	0.50	0.75	1.00	Rose RPDC RD	Email	1-414-9	setup clean event log for RD by DESE SA
MELL-ELL	4/8/2014	23.00	0.00	1.00	0.00	Rose RPDC RC	Other Technology	1-414-2	test to create and enter event log data by rc
MELL-ELL	4/16/2014	0.00	0.00	1.00	0.00	Rose RPDC RD	Email	1-414-11	high edit
MELL-ELL	4/30/2014	0.00	0.00	1.00	0.00	Rose RPDC RD	Email	1-414-10	test for submitting no edit records by SA
MELL-ELL	4/30/2014	0.00	3.00	0.00	0.00	Rose RPDC RC	Other Technology	1-414-2	test to create and enter event log data by rc
MELL-MIG	4/7/2014	0.00	23.00	0.00	0.00	Rose RPDC RD	Email	1-414-7	test low edit
MELL-MIG	4/8/2014	0.00	0.00	0.00	1.00	Rose RPDC RD	Email	1-414-8	test RD create; no event count & no event log; submit; then correct log; submit through tab flow
MELL-MIG	4/10/2014	23.00	0.00	0.00	0.00	Rose RPDC RD	Email	1-414-7	test low edit
PLC	4/8/2014	0.00	0.00	23.00	0.00	Rose RPDC RD	Email	1-414-7	test low edit
PLC	4/11/2014	0.00	0.00	0.00	23.00	Rose RPDC RD	Email	1-414-7	test low edit
PLC	4/17/2014	0.00	0.00	1.00	0.00	Rose RPDC RD	Email	1-414-5	high edit
RPDC-CS	4/9/2014	23.00	0.00	0.00	0.00	Rose RPDC RD	Email	1-414-7	test low edit

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Monthly Consultant Log report do?

This report provides a summarization of all closed (submitted) event log data by Regional Consultant. User may group the return by searching for a specific consultant, a specific Region or Statewide (displays all regional staff in one report as separate page for each consultant).

Monthly Consultant Log

* Submittal Date:

Regions:

Consultant:

Monthly Consultant Log - April 2014

Region 1 - Becky Rider																	
Date	Type Of Day	CW				BSS				RPDC-CS							
		Plan, Col, Com	Training	State Mgt/Conf	Travel	Plan, Col, Com	Training	State Mgt/Conf	Travel	Plan, Col, Com	Training	State Mgt/Conf	Travel				
1	Work Day																
2	Work Day																
3	Work Day																
4	Work Day																
5	No Work Day																
6	No Work Day																
7	Work Day																
8	Work Day																
9	Work Day																
10	Work Day																
11	Work Day																
12	No Work Day																
13	No Work Day																
14	Work Day																
15	Work Day																
16	Work Day																
17	Work Day																
18	Work Day																
19	No Work Day																
20	No Work Day																
21	Work Day																
22	Work Day																
23	Work Day																
24	Work Day																
25	Work Day																
26	No Work Day																
27	No Work Day																
28	Work Day																
29	Work Day																
30	Work Day																
TOTAL HRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours by Category		0				0				0				0			
Total % by Category		0%				0%				0%				0%			

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Monthly Participant Count report do?

This report provides a summarization of all closed (submitted) event log data by Regional Consultant. This specific focus of this report is to display all District/Agency, Building and related Participant Counts. User may group the return by searching for a specific consultant, a specific Region or Statewide (displays all regional staff in one report as separate page for each consultant).

Monthly Participant Count

* Submittal Date:

Regions:

Consultant:

Monthly Participant Count - April 2014

Region 1 - Rose RPDC RC

Day	Districts and Buildings	Totals	
8	(048914) ACADAMIE LAFAYETTE (A=0, T=1, O=0)		
	6940 ACADEMIE LAFAYETTE		
		Participants: A=0, T=1, O=0 Districts=1, Buildings=1	
30	(048914) ACADAMIE LAFAYETTE (A=0, T=1, O=0)		
	6940 ACADEMIE LAFAYETTE		
		Participants: A=0, T=1, O=0 Districts=1, Buildings=1	
	Consultant Total - Participants: A=0, T=2, O=0 Districts=2, Buildings=2		

If you would like export your report, click the export (floppy disk) icon within the SSRS Toolbar. This will display the exporting options provided within the SSRS toolbar, as explained under the Brief Description section of this manual. After exporting, you may use excel or PDF print options for printing the report.

What does the Collaborative Work Data report do?

This report provides the user the ability to review submitted (closed) event log data that is specific to the Initiative Type equal to Collaborative Work. Certain Regional Professional Development Centers require the tracking of this specific initiative type. The report also displays the Event ID the log is tied, staff, type of hours and hours logged to type, mode of contact, the event type and participant count. The submittal date field is required. You may select either a specific Region or All Regions or a specific Consultant, this is also required.

Collaborative Work Data Report

Submittal Date:

Region:

Consultant:

Missouri Department of Elementary and Secondary Education
Regional Professional Development Centers
Collaborative Work Data Report

Pre-submittal Date: 4/2014

Region: 1

Event ID	RPOC Region	Consultant Name	Event Title	Begin Date	Learning Package Topic	Type Of Hours				Mode Of Contact	Event Type	Total Participant Count			
						PCC	Training	Mtgs	Travel			Total Hours	Teacher	Admin	Other
1-414-6	1	1.Rose RPOC RD	test low edit missing location data	4/10/2014	CDT	0.00	1.00	0.00	0.00	1.00	Email	Professional Development	0	0	0
1-414-9	1	1.Rose RPOC RD	setup clean event log for RD by DESE SA	4/23/2014	CWO	0.25	0.50	0.75	1.00	2.50	Email	Planning/Communication/Collaboration	123	123	123

*Report as of: 5/23/2014
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- Select a Submittal Date and select either a specific Region or All Regions from the Region option menu OR select a specific Consultant from the Consultant option menu. You must choose either a Region option OR a Consultant option – not both.
- Select the Display button to generate the report.
- Select the Reset button to clear all search criteria from page.

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