



RPDC Consultants Log Manual

DESE User and Public User Version

5/15/2014

This manual is to assist the DESE Staff assigned as DESE User and Public Users 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 User or a Public 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.

DESE User --

DESE User Home

Regions
Region 1: Southeast RPDC Load Consultants For Region

Consultants By Region

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.

Public—

Public User Home

Regions
Region 1: Southeast RPDC Load Consultants For Region

Consultants By Region

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.

Calendar View - Read Only

Calendar For: May 2014

Today Is: 5/23/2014

Working With: Region 1 - Rose RPDC RC

Previous Year		Previous Month		Current Month		Next Month		Next Year	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
				1 1-514-3 <input type="checkbox"/> Paid Leave	2 <input type="checkbox"/> Paid Leave	3 1-514-8 No work day			
4 No work day	5 1-514-4 <input type="checkbox"/> Paid Leave	6 <input type="checkbox"/> Paid Leave	7 1-514-19 <input type="checkbox"/> Paid Leave 1 hrs logged	8 <input type="checkbox"/> Paid Leave	9 <input type="checkbox"/> Paid Leave	10 No work day 1 hrs logged			
11 No work day	12 <input type="checkbox"/> Paid Leave	13 <input type="checkbox"/> Paid Leave	14 <input type="checkbox"/> Paid Leave	15 <input type="checkbox"/> Paid Leave	16 <input type="checkbox"/> Paid Leave	17 No work day			
18 No work day	19 <input type="checkbox"/> Paid Leave	20 <input type="checkbox"/> Paid Leave	21 <input type="checkbox"/> Paid Leave	22 1-514-10 <input type="checkbox"/> Paid Leave	23 <input type="checkbox"/> Paid Leave	24 No work day			
25 No work day	26 <input type="checkbox"/> Paid Leave	27 <input type="checkbox"/> Paid Leave	28 <input type="checkbox"/> Paid Leave	29 <input type="checkbox"/> Paid Leave 1 hrs logged	30 <input type="checkbox"/> Paid Leave	31 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.

Screen shot without event log data records

1-514-3 Event Data - Read Only

Today Is: 5/23/2014
Working With: Region 1 - Rose RPDC RC

Event Entered By: ROSERPDCRC

Event Information

* Event Title

* Begin Date End Date Event Type

Purpose Location * 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.										

Screen shot with event log data records associated

1-514-19 Event Data - Read Only

Event Entered By: ROSERPDCRC

Today Is: 5/23/2014
Working With: Region 1 - Rose RPDC RC

Event Information				
* Event Title	<input type="text" value="create event"/>			
* Begin Date	<input type="text" value="5/7/2014"/>	End Date	<input type="text"/>	Event Type
Purpose	<input type="text" value="Initial Contact"/>	Location	<input type="text" value="Other Location"/>	* 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
ACADAMIE LAFAYETTE	ACADEMIE LAFAYETTE	1	0	0

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 RC	5/10/2014	No Work Day	CW	CWO	0.00	1.00	0.00	0.00	Email	note

[Print](#) [Return To Calendar](#)

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	Plan, Col, Com	Training	St: Mt
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:

Region:

Consultant:

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												

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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	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	RPDC 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 RPDC RD	test low edt 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 RPDC 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
Page 1 of 1

- 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.

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.