



# RPDC Consultants Log Manual

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DESE Super Admin Version

5/15/2014

This manual is to assist the DESE Staff assigned as DESE Super 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 Super Admin User?

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

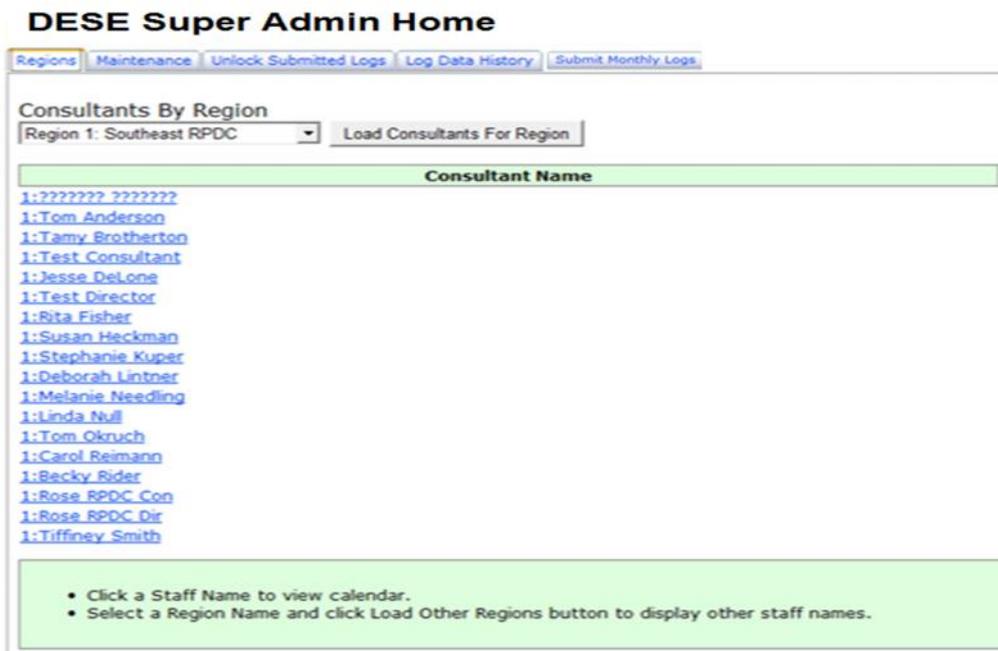
- Load Consultant for Region drop down list and button. This allows you to choose a specific region and then to display all staff member's associated to the region selected.
- Consultant Name <link> - by clicking on this link, you are able to your access to the targeted RPDC staff member's calendar.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

**The last tab you will see is the Submit Monthly Logs tab.** This is your access to select a targeted region and to process the monthly consultant logs for a specific month/year. The system will only display the month/year that has open consultant logs for the region selected. If you or the RPDC Regional Director has already submitted a month, you will not see it as an option unless a previously submitted log has been unlocked or additional logs were added after submission for the selected month/year. We will discuss, in greater detail, the Submit Monthly Log functionality later in this manual.



## 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 create/update view.



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District: Missouri DESE  
 CDC: 500500  
 User Name: Becky SuperAdmin  
 User Id: ROSEDESESA

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### DESE Super Admin Calendar View

Calendar For: May 2014

Today Is: 5/20/2014

Working With: Region 1 - Rose RPDC RD

Previous Year	Previous Month	Current Month	Next Month	Next Year		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <a href="#">Add Event:</a> 1-514-3	2 <a href="#">Add Event:</a>	3 <a href="#">Add Event:</a>
				<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Paid Leave	No work day
4 <a href="#">Add Event:</a>	5 <a href="#">Add Event:</a> 1-514-4	6 <a href="#">Add Event:</a> 1-514-9	7 <a href="#">Add Event:</a>	8 <a href="#">Add Event:</a>	9 <a href="#">Add Event:</a> 1-514-8	10 <a href="#">Add Event:</a>
No work day	<input type="checkbox"/> Paid Leave 7 hrs logged	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Paid Leave	No work day
11 <a href="#">Add Event:</a>	12 <a href="#">Add Event:</a>	13 <a href="#">Add Event:</a>	14 <a href="#">Add Event:</a> 1-514-12	15 <a href="#">Add Event:</a>	16 <a href="#">Add Event:</a>	17 <a href="#">Add Event:</a>
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 1 hrs logged
18 <a href="#">Add Event:</a>	19 <a href="#">Add Event:</a>	20 <a href="#">Add Event:</a>	21 <a href="#">Add Event:</a>	22 <a href="#">Add Event:</a>	23 <a href="#">Add Event:</a> 1-514-13	24 <a href="#">Add Event:</a>
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	<input type="checkbox"/> Paid Leave	No work day
25 <a href="#">Add Event:</a>	26 <a href="#">Add Event:</a>	27 <a href="#">Add Event:</a>	28 <a href="#">Add Event:</a>	29 <a href="#">Add Event:</a>	30 <a href="#">Add Event:</a>	31 <a href="#">Add Event:</a>
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 Add Event to create a new event.
- 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. You may print this report by clicking on the Print button. 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/update/delete view.

### Events Needing Log Data

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

Event Id	Event Title	Event Type	Event Location	Event Staff
<a href="#">1-514-12</a>	test SA creates event; assigns - no logs	Technical Assistance	District/Building	1:Rose RPDC RD
<a href="#">1-514-3</a>	test RC creating event; assign to herself & also assign to roseRD			1:Rose RPDC RC, 1:Rose RPDC RD
<a href="#">1-514-9</a>	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. You may print this report by clicking on the Print button. If you click on the Event ID link, the system will navigate to that Event Data page and will display that event in read/update/delete 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	<a href="#">1-414-9</a>	setup clean event log for RD by DESE SA	Planning Communication Collaboration	Other Location	1:Rose RPDC RD
05/14/2014	<a href="#">1-514-12</a>	test SA creates event; assigns - no logs	Technical Assistance	District/Building	1:Rose RPDC RD
05/23/2014	<a href="#">1-514-13</a>	sa creating event=RD = DNA	Professional Development	District/Building	1:Rose RPDC RD
05/01/2014	<a href="#">1-514-3</a>	test RC creating event; assign to herself & also assign to roseRD			1:Rose RPDC RC, 1:Rose RPDC RD
05/05/2014	<a href="#">1-514-4</a>	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	<a href="#">1-514-8</a>	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	<a href="#">1-514-9</a>	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 select 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 still have the option to de-select it, and other staff members may still select this Staff Member for an event for that day.

If the targeted RPDC Staff Member has been selected to attend an event for the day that has been marked as paid leave, you have the following options:

1. You may choose to leave the Paid Leave box check marked and attend the event; you would record your Event Log Data on your Event Data page with the Type of Day equal to WORK DAY; OR
2. You may choose to de-select the paid leave checkmark and attend the event; OR
3. If you choose to not attend. To do this, simply go into your event data page, enter a Event Log Data DATE equal to the date of the event, and select the Type of Day as DID NOT ATTEND. Click the Add Log Data button. This will display this record under the log data records view. Make sure you click the Save button! If you do not click the Save button, your data will not be saved!!! By selecting the Type of Day equal to DID NOT ATTEND, you have disassociated yourself from this event. When this log is submitted to DESE, it will not trigger any low or high edits.

**You may Add an Event.** Click the Add Event link on the day you would like to create the event. The system will open the Event Data page with all fields open for adding data. We will discuss, in detail, the Event Data page later in this manual.

**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 / update / delete view. We will discuss, in detail, the Event Data page for editing later in this manual.

## How do I Create / Add New Event?

To add a new event, go to the targeted RPDC Staff Member's calendar and click the Add Event link for the calendar month, day and year. This will display the Event Data page with all fields open for data entry.




### Regional Professional Development Center Consultant Logs

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District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

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### Event Data

Today Is: 5/20/2014  
 Working With: Region 1 - Rose RPDC RD

#### 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  Buildings  Participant Count

Teachers  Admin  Other

District/Agency	Building	Teachers	Admin	Other
No event participant counts found.				

#### Event Log Data

Date  Type Day  Initiative Type  CW Detail  Mode Of Contact

Planning, Communication, & Collaboration  Training  State Meetings Conferences  Travel

Notes

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.									

- Click Add Participant Count button to add counts to Participant Count list.
- Click Add Log Data button to add counts to Log Data list.
- Click the Save button after you have entered event information and added Participant Count and Log Data information.

If you are simply setting up an event AND which District/Building will be affected, simply do the following:

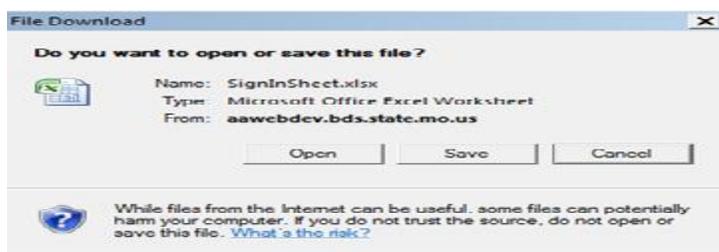
1. Enter your Event Title (this is required)
2. Enter your Begin Date (this is required and defaults to the calendar day you selected)
3. Select the RPDC Staff Member as the RPDC Staff (there must be at least ONE RPDC staff member identified)
4. Enter the same date equal to your Begin Date into the Event Log Data section. Select the Type of Day equal to DID NOT ATTEND.
5. Click the Add Log Data button. The page will refresh and display this log in the records view portion of the Event Log Data segment.
6. **Click the SAVE button!!!!** Make sure you view the message at the top of the page which will read Event Data has been saved. If you don't use the SAVE button, you will LOSE ALL YOUR DATA!!!

Now the targeted RPDC Staff Member's calendar will display this event ID on the day equal to the begin date selected. If there is no log data associated, the Event ID will display in a red font color. You may go into this event at a later time and select the RPDC staff. You may also enter the Event Participant Count segment fields if you wish. If you add an Event Participant Count data, [click the Add Participant Count button](#). This will display this newly added record in the display section of this segment. **Remember to click the SAVE button!!!!** All identified RPDC staff members will now have this event ID displayed on their calendars. The identified staff members can open their own event data page and then begin entering log data.

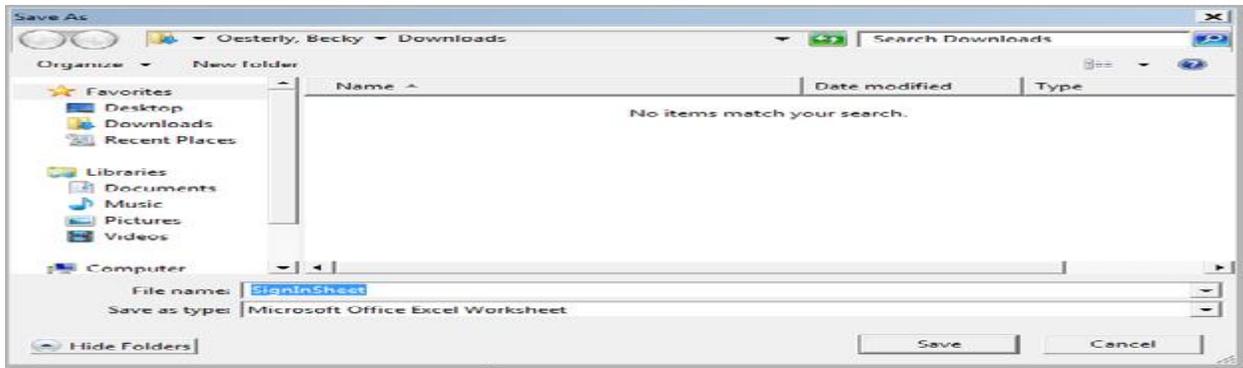
## How do I use the Create a Sign-In Sheet?

**First select an existing event data page from the targeted RPDC Staff Member's calendar view.** If you select the Add Event option, you will not see the Create Sign In Sheet button.

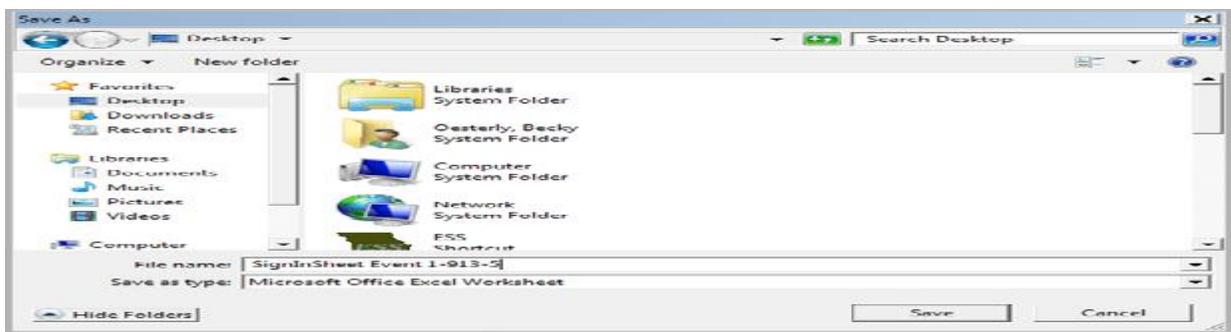
**Next step is to click the Create Sign In Sheet button.** This will open a separate "pop up" page, File Download, which will allow you to start the exporting process to your computer. This pop up page will ask, "Do you want to open or save this file?" Click the SAVE button.



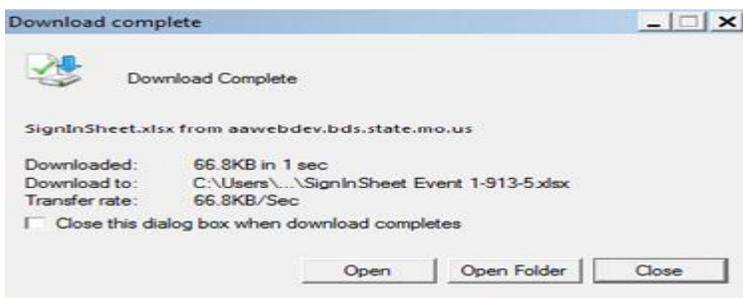
This will then generate a "pop up" page that is a "Save As" page. The default file name listed is: SignInSheet. You may choose to rename the file if you wish. Suggested practice is to name it SignInSheet + event number (SignInSheet 1-913-1 for example).



**Next, select your target drive to save your exported excel file.** Once you have identified your target drive, click the SAVE button on the “Save As” pop up page.



Your excel Sign In Sheet is now saved to your target destination; the “Save As” pop up page closes. You’ll next see a pop up message “Download Complete”. Click the CLOSE button. The Download Complete pop up message closes and you will remain on the Event Data page.



**You’re now ready to go your excel Sign In Sheet and begin the sign in process at your site location.** The excel format will display the following:

- **Event ID** (not the actual event number like 1-913-1, this is an internal ID and it maps this excel spreadsheet back to the appropriate event when you go to import it!);
- **Event Number** ( this is the actual event number you see on the event data page 1-913-1)
- **Begin Date** (this is the Begin Date that is saved on the Event Data page)
- **Event Title** (this is the Event Title that is saved on the Event Data page)

- **First Name** (this is an open field)
- **Last Name** (this is an open field)
- **District/Agency** (this has a drop down button and options)
- **Building** (this has a drop down button and options mapped to the District/Agency selected)
- **Type** (this is the participant type – Admin, Teacher, Other)

100	Event ID	1-913-5	Begin Date	9/6/2013	
Test high edit submitted and then corrected					
	First Name	Last Name	District/Agency	Building	Type
	Becky	Tester	<div style="border: 1px solid black; padding: 2px;"> ACADAMIE LAFAYETTE  ACADEMY FOR INTEGRATED ARTS  ACADEMY OF KANSAS CITY  ADAIR CO. R-I  ADAIR CO. R-II  ADRIAN R-III  ADVANCE R-IV </div>		

100	Event ID	1-913-5	Begin Date	9/6/2013	
Test high edit submitted and then corrected					
	First Name	Last Name	District/Agency	Building	Type
	Becky	Tester	APPLETON CITY R-II	<div style="border: 1px solid black; padding: 2px;"> APPLETON CITY ELEM.  APPLETON CITY HIGH  APPLETON CITY MIDDLE </div>	

100	Event ID	1-913-5	Begin Date	9/6/2013	
Test high edit submitted and then corrected					
	First Name	Last Name	District/Agency	Building	Type
	Becky	Tester	APPLETON CITY R-II	APPLETON CITY HIGH	<div style="border: 1px solid black; padding: 2px;"> Admin  Teacher  Other </div>
					Other

Once you have completed entry work, simply save your excel spreadsheet. You're now ready to start the import process!

## How do I Import a Sign-in Sheet from Excel?

First open the Event Data page that you used to create the Sign In Sheet. Next click the Import Sign In Sheet button. The page will refresh and you'll see some additional components – “Enter the location of the Sign In Sheet to submit: <browse data field>; the Browse button; and the Upload button.

You'll also see a “pop up” page – “Choose File to Upload”. This allows you to begin the selection process. Browse to the target drive where you saved your excel Sign In Sheet and select the file. The “Choose File to Upload” page now displays the target Sign In Sheet in the File Name data field of this page. Click the Open button. The “Choose File to Upload” pop up page closes, and you now see the File Path and the File Name in the Browse <data field> on the Event Data page.

**Professional Development Center**

Today Is: 10/9/2013  
Working With: Region 1 Rose RPDC Dir

Professional Development

- 1:?????? ?????
- 1:Turn Anderson
- 1:Tamy Brotherton

**Event Participant Counts**

Participant Counts Do Not Apply

District/Agency: ACADAMIE LAFAYETTE Buildings: ACADEMIE LAFAYETTE Participant Count: Teachers  Admin  Other

Create Sign In Sheet Import Sign In Sheet Add Participant Count

Enter the location of the Sign In Sheet to submit:  Browse... Upload

District/Agency	Building	Teachers	Admin	Other
No event participant counts found				

**Choose File to Upload**

File name: SignInSheet Event 1-913-5

All Files (\*.\*)

Open Cancel

**Event Participant Counts**

Participant Counts Do Not Apply

**District/Agency**  **Buildings**  **Participant Count**  
 Teachers  Admin  Other

Enter the location of the Sign In Sheet to submit:

District/Agency	Building	Teachers	Admin	Other
No event participant counts found.				

Next click the **Upload** button. The system refreshes the page and displays the District/Agency, Building and Participant Count record(s) in the existing Participant Event Counts viewing window.

**NOTE: In order to save these uploaded Event Participant Count records you MUST click the SAVE button on the Event Data page. If you don't click the Save button, you will lose this data and will have to re-import it!!!!**

**Event Participant Counts**

Participant Counts Do Not Apply

**District/Agency**  **Buildings**  **Participant Count**  
 Teachers  Admin  Other

	District/Agency	Building	Teachers	Admin	Other
<a href="#">Edit</a> <a href="#">Delete</a>	APPLETON CITY R-II	APPLETON CITY HIGH	1	2	0
<a href="#">Edit</a> <a href="#">Delete</a>	BLACKWATER R-II	BLACKWATER ELEM.	1	0	1
<a href="#">Edit</a> <a href="#">Delete</a>	CAMPBELL R-II	CAMPBELL ELEM.	1	0	0

**Helpful Hints:** If you have multiple, SAME-KIND, District/Agency and Building combinations on your excel spreadsheet, the system will roll these multiple records into one record in the existing event participant count viewing window, and will add up all participant counts for the Teachers, Admin, and Other.

If you have already existing event participant count records, PRIOR to creating the sign in sheet, and you enter a District/Building combination on your excel sign in sheet that already is in existence on your Event Data page, the system will disregard this record. You MUST use the Edit button on the displayed record to update the counts.

If you have already existing event participant count records, PRIOR to creating the sign in sheet, and your sign in sheet has records that do NOT match the existing District/Building combination, the system allows you to upload these records. **Remember to click the SAVE button after doing so.**

If you have an Event Data page open and attempt to import a Sign In Sheet that was created through another Event Data page, the system will display an error message you attempt to save it. The system checks to see if the Event ID (not the event number) on the Event Data page matches the Event ID listed on the excel Sign In Sheet.

## How do I Edit an Existing Event – Information, Participant Count, Event Data Log?

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/update/delete view. If there are NO Event Log Data records associated to this event for the RPDC Staff Member OR other assigned RPDC staff members, then a Delete button will be displayed. This is the only condition that will allow a user to delete an event from the system. The Delete button will perform a soft delete and remove this event from all assigned RPDC staff calendars. If the system detects any logs associated with an event (for yourself or other staff), the Delete button will NOT display.

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 yours. 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: Becky SuperAdmin  
User Id: ROSEDESESA

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### 1-514-4 Event Data

Today Is: 5/20/2014  
Working With: Region 1 - Rose RPDC RD

Event Entered By: ROSERPDCRD

#### 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  Buildings  Participant Count

Teachers  Admin  Other

	District/Agency	Building	Teachers	Admin	Other
<a href="#">Edit</a> <a href="#">Delete</a>	AVILA UNIVERSITY	AVILA COLLEGE, KANSAS CITY	5	50	10

#### Event Log Data

Date  Type  Work Day  Initiative Type  CW  Select..  Mode Of Contact

Planning, Communication, & Collaboration
  Training
  State Meetings Conferences
  Travel

Notes

	Date	Type Of Day	Initiative Type	CW Detail	Plan. Comm. Cord	Training	State Mtgs/ Conference	Travel	Mode Of Contact	Notes
<a href="#">Edit</a> <a href="#">Delete</a>	5/5/2014	Work Day	CW	ACL	6.00	0.00	0.00	0.00	Webinar	notes
<a href="#">Edit</a> <a href="#">Delete</a>	5/20/2014	Work Day	PBIS		0.00	0.00	1.00	0.00	Email	

- Click Add Participant Count button to add counts to Participant Count list.
- Click Add Log Data button to add counts to Log Data list.
- Click the Save button after you have entered event information and added Participant Count and Log Data information.

Display of the Event Data page with no log records already saved

**Missouri**  
DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION**

**Regional Professional Development Center  
Consultant Logs**

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[hide](#)

District: Missouri DESE  
CDC: 500500  
Jser Name: Becky SuperAdmin  
Jser Id: ROSEDESEA

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## 1-514-9 Event Data

Today Is: 5/20/2014

Event Entered By: ROSERPDCRD Working With: Region 1 - Rose RPDC RD

### Event Information

\* Event Title

\* Begin Date  End Date  Event Type

Describe 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	Buildings	Participant Count		
<input type="text" value="ACADAMIE LAFAYETTE"/>	<input type="text" value="ACADEMIE LAFAYETTE"/>	Teachers <input type="text"/> Admin <input type="text"/> Other <input type="text"/>		
<input type="button" value="Create Sign In Sheet"/> <input type="button" value="Import Sign In Sheet"/> <input type="button" value="Add Participant Count"/>				
District/Agency	Building	Teachers	Admin	Other
<a href="#">Edit</a> <a href="#">Delete</a> ACADAMIE LAFAYETTE	ACADEMIE LAFAYETTE	1	0	0

### Event Log Data

Date  Type Day  Initiative Type  CW Detail  Mode Of Contact

Planning, Communication, & Collaboration    
  Training    
  State Meetings Conferences    
  Travel

Notes

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.									

- Click Add Participant Count button to add counts to Participant Count list.
- Click Add Log Data button to add counts to Log Data list.
- Click the Save button after you have entered event information and added Participant Count and Log Data information.

**You may delete an event in its entirety if the following conditions are true:**

- The targeted RPDC Staff Member does NOT have log data saved to this Event ID record and/or
- No other assigned RPDC staff have log data saved to this Event ID record

If the above condition(s) is true, then you will see the delete button at the bottom on the page. Click the Delete button, the system will ask if you're sure about deleting. Click Yes, if you're sure.

The system has deleted this event from the targeted RPDC Staff Member's calendar and also from any other assigned RPDC staff members. You'll notice that this event has an associated log data record – the Delete button is NOT displayed. However, you may still delete an Event Participant Count record or an Event Data Log record.

**You may edit the fields in the Event Information section of the page. Please keep in mind, that any changes made in this section, will affect any other identified staff member's view of the event data page.**

**You may edit an existing Event Participant Count record for the actual Participant Count types (Teachers, Admin, and Other). Remember to click the Edit button to open these fields for editing (Edit button will no longer display; Update and Cancel buttons are now displayed). Remember to click the Update button to add these edits for the record selected. Please keep in mind, that any changes made in this section, will affect any other identified staff member's view of the event data page. Remember to also click the SAVE button, prior to leaving this page, in order to save the updated data to the tables.**

**Event Participant Counts**

Participant Counts Do Not Apply

District/Agency:  Buildings:  Participant Count: Teachers  Admin  Other

	District/Agency	Building	Teachers	Admin	Other
<a href="#">Edit</a> <a href="#">Delete</a>	ACADAMIE LAFAYETTE	ACADEMIE LAFAYETTE	1	0	0

**Event Participant Counts**

Participant Counts Do Not Apply

District/Agency:  Buildings:  Participant Count: Teachers  Admin  Other

	District/Agency	Building	Teachers	Admin	Other
<a href="#">Update</a> <a href="#">Cancel</a>	ACADAMIE LAFAYETTE	ACADEMIE LAFAYETTE	1	0	0

**You may delete an existing Event Participant Count record.** Click the Delete button located next to the event participant count record.

**You may add a new Event Participant Count record.** Remember to click the Add Participant Count button to display the new record in the viewing window of this section.

**Remember to click the SAVE button after making changes!!!!**

**You may edit the fields in an existing Event Log Data record.** Click the edit button next to the record. The system will allow you to change the Hour Type and the actual time. Click the Update button to display the edits.

Event Log Data											
Date	Type Day	Work Day	Initiative Type	CW	CW Detail	Select...	Mode Of Contact	Email			
Planning, Communication, & Collaboration		Training		State Meetings Conferences		Travel					
Notes										Add Log Data	
		Date	Type Of Day	Initiative Type	CW Detail	Plan, Comm, Cord	Training	State Mtgs/Conference	Travel	Mode Of Contact	Notes
<a href="#">Edit</a>	<a href="#">Delete</a>	5/5/2014	Work Day	CW	ACL	8.00	0.00	0.00	0.00	Webinar	notes
<a href="#">Edit</a>	<a href="#">Delete</a>	5/20/2014	Work Day	PBIS		0.00	0.00	1.00	0.00	Email	

Save Print Return To Calendar

Event Log Data											
Date	Type Day	Work Day	Initiative Type	CW	CW Detail	Select...	Mode Of Contact	Email			
Planning, Communication, & Collaboration		Training		State Meetings Conferences		Travel					
Notes										Add Log Data	
		Date	Type Of Day	Initiative Type	CW Detail	Plan, Comm, Cord	Training	State Mtgs/Conference	Travel	Mode Of Contact	Notes
<a href="#">Update</a>	<a href="#">Cancel</a>	5/5/2014	Work Day	CW	ACL	8.00	0.00	0.00	0.00	Webinar	notes
<a href="#">Edit</a>	<a href="#">Delete</a>	5/20/2014	Work Day	PBIS		0.00	0.00	1.00	0.00	Email	

Save Print Return To Calendar

**You may delete an existing Event Log Data record.** Click the Delete button next to the record.

**You may add a new Event Log Data.** Enter all data and click the Add Log Data button.

**Remember to click the SAVE button after making changes!!!!**

## How do I Submit Monthly Logs (unsubmitted / open consultant logs)

**First click the Submit Monthly Logs tab.** The system will display the Submit Monthly Logs page. The system is designed to show drop down values for each Region and to also display for any month/year that has been detected with open consultant logs associated to the Region selected. If there are NO open consultant logs for a specific month/year, then you will not see the MM/YYYY as an option (this can be from literally no open consultant logs for that time period OR you have already submitted that particular month/year).

The screenshot shows the DESE Super Admin Home page. 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 group photo of diverse children. The main content area is titled "DESE Super Admin Home" and has several tabs: "Regions", "Maintenance", "Unlock Submitted Logs", "Log Data Audit History", and "Submit Monthly Logs" (which is highlighted). Below the tabs, there are two dropdown menus: "Use This Region:" set to "Region 1: Southeast RPDC" and "Show Monthly Logs for:" set to "5/2012". There are "Select Region" and "Show Monthly Logs" buttons. Below these is a table with the following data:

Event Id	Event Title	Event Type	Location	Event Staff
<a href="#">1-512-1</a>	Test Event			1:Rose RPDC RC

Below the table is a "Submit Monthly Logs" button. On the left side of the page, there is a navigation menu with the following items: "RPDC Home", "All RPDC Events", "Preliminary Monthly Consultant Log", "Event Log Data By Date", "Initiative By Percent", "Initiative Report", "Submitted Monthly Log History", "Submitted Monthly Log Edit History", "Quarterly Log by Initiative", "Yearly Log by Initiative", "Monthly Logs By Event", "Monthly Logs By Initiatives", "Monthly Consultant Log", "Monthly Participant Count", "Collaborative Work Data Report", "FAQ", "DESE Web Application Menu", and "Logon/Logoff".

**Select the targeted Region and then select the month/year option that you would like to begin the submittal process for.** Highlight the time period you want and click the Show Monthly Logs button. Page will refresh and display all open consultant logs for the time period selected. It will also display the Event ID, Title, Type, Location and Event Staff equal to the open logs detected.

You may use the Event ID number link to access the Event Data page for editing and reviewing purposes. The page displays in read/update/delete view. When you navigate back to the Submit Monthly Logs page, remember to check the Region value AND the Show Monthly Logs for <DATE> to ensure you still have the correct Region AND have the correct month/year selected.

**If you're ready to submit, click the Submit Monthly Logs button.** The system performs validations for low and high edits. If the system does NOT detect any high or low edits for all records displayed, then you will receive a Successful Submission message from DESE.




## Regional Professional Development Center Consultant Logs

---

### DESE Super Admin Home

[Hide](#)

District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

RPDC Home

- [All RPDC Events](#)
- [Preliminary Monthly Consultant Log](#)
- [Event Log Data By Date](#)
- [Initiative By Percent](#)
- [Initiative Report](#)
- [Submitted Monthly Log History](#)
- [Submitted Monthly Log Edit History](#)
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- [Logon/Logoff](#)

**Successful Log Submission**

The Monthly Consultants Log for May 2012 has been submitted to the Department of Elementary and Secondary Education.

**Monthly Log Results for 3/2014**

Event	Error	Consultant	Priority	Status
<a href="#">1-1013-194</a>	Log data not complete.	1:Julie Antill	High	Pending
<a href="#">1-1013-194</a>	Log data not complete.	1:Linda Null	High	Pending
<a href="#">1-1013-195</a>	Log data not complete.	1:Susan Hekmat	High	Pending
<a href="#">1-1013-195</a>	Log data not complete.	1:Carol Reiman	High	Pending
<a href="#">1-314-168</a>	Log data not complete.	1:Rita Fisher	High	Pending
<a href="#">1-314-305</a>	Log data not complete.	1:Tammy Brotherton	High	Pending
<a href="#">1-314-305</a>	Log data not complete.	1:Melanie Needling	High	Pending
<a href="#">1-314-35</a>	Missing location data.	1:Tammy Brotherton	Low	Pending
<a href="#">1-314-35</a>	Log data not complete.	1:Melanie Needling	High	Pending
<a href="#">1-314-35</a>	Missing location data.	1:Tom Okruch	Low	Pending
<a href="#">1-314-36</a>	Missing location data.	1:Tammy Brotherton	Low	Pending

**If the system has detected only Low Edit validations,** you will see the page refresh with a table that shows that you have consultant logs with a low edit. This could be that the Event Data page does not have the Event Participant Count section completed; or your assigned initiative percentages do not match compared to the hours that have been logged, or it could be that a staff member's hours for a specific week are too high. If you have only LOW edits returned, you may chose to submit them to DESE. Click the Submit Monthly Logs button again. You will receive a Successful Submission message from DESE.

**If the system has detected a High Edit validation,** you will see the page refresh with a table that shows you the Event ID, the Error and the Status equal to High. You will NOT be allowed to submit ANY logs to DESE (regardless if other logs do not have error edit associated) until you, or the staff participant involved, has corrected the high error. This means that the missing log data must be entered and saved!!! Once the high edit has been corrected, you may begin the Submit Monthly Logs process again.




## Regional Professional Development Center Consultant Logs

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### DESE Super Admin Home

[Hide](#)

District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

RPDC Home

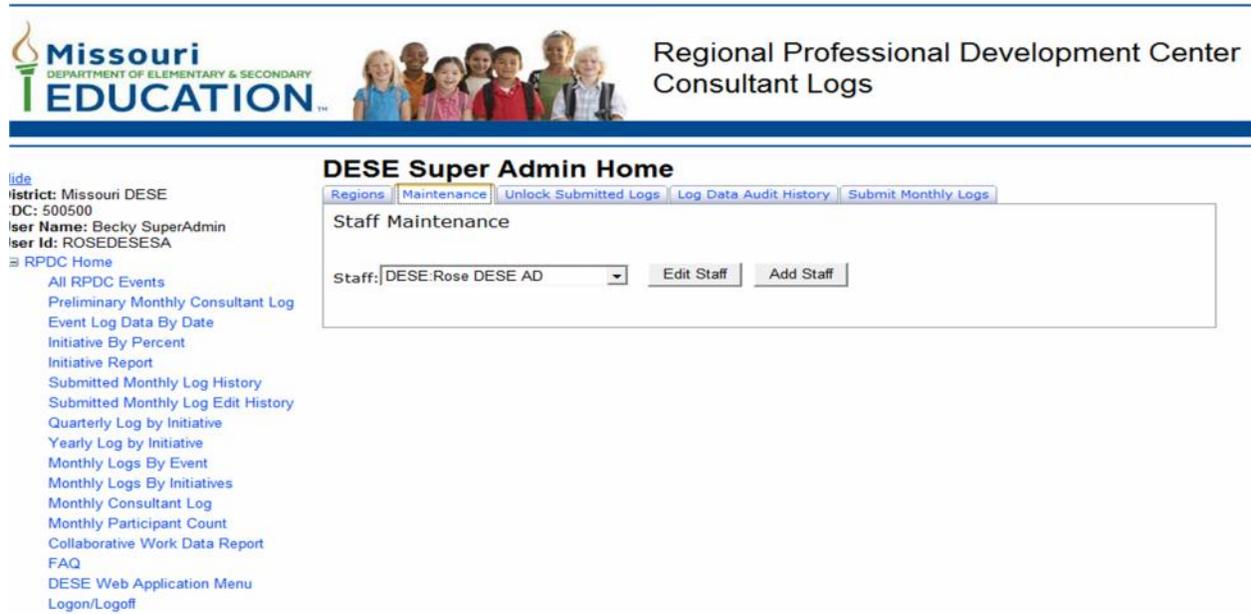
- [All RPDC Events](#)
- [Preliminary Monthly Consultant Log](#)
- [Event Log Data By Date](#)
- [Initiative By Percent](#)
- [Initiative Report](#)
- [Submitted Monthly Log History](#)
- [Submitted Monthly Log Edit History](#)
- [Quarterly Log by Initiative](#)
- [Yearly Log by Initiative](#)
- [Monthly Logs By Event](#)
- [Monthly Logs By Initiatives](#)
- [Monthly Consultant Log](#)
- [Monthly Participant Count](#)
- [Collaborative Work Data Report](#)
- [FAQ](#)
- [DESE Web Application Menu](#)
- [Logon/Logoff](#)

**Monthly Log Results for 3/2014**

Event	Error	Consultant	Priority	Status
<a href="#">1-1013-194</a>	Log data not complete.	1:Julie Antill	High	Pending
<a href="#">1-1013-194</a>	Log data not complete.	1:Linda Null	High	Pending
<a href="#">1-1013-195</a>	Log data not complete.	1:Susan Hekmat	High	Pending
<a href="#">1-1013-195</a>	Log data not complete.	1:Carol Reiman	High	Pending
<a href="#">1-314-168</a>	Log data not complete.	1:Rita Fisher	High	Pending
<a href="#">1-314-305</a>	Log data not complete.	1:Tammy Brotherton	High	Pending
<a href="#">1-314-305</a>	Log data not complete.	1:Melanie Needling	High	Pending
<a href="#">1-314-35</a>	Missing location data.	1:Tammy Brotherton	Low	Pending
<a href="#">1-314-35</a>	Log data not complete.	1:Melanie Needling	High	Pending
<a href="#">1-314-35</a>	Missing location data.	1:Tom Okruch	Low	Pending
<a href="#">1-314-36</a>	Missing location data.	1:Tammy Brotherton	Low	Pending

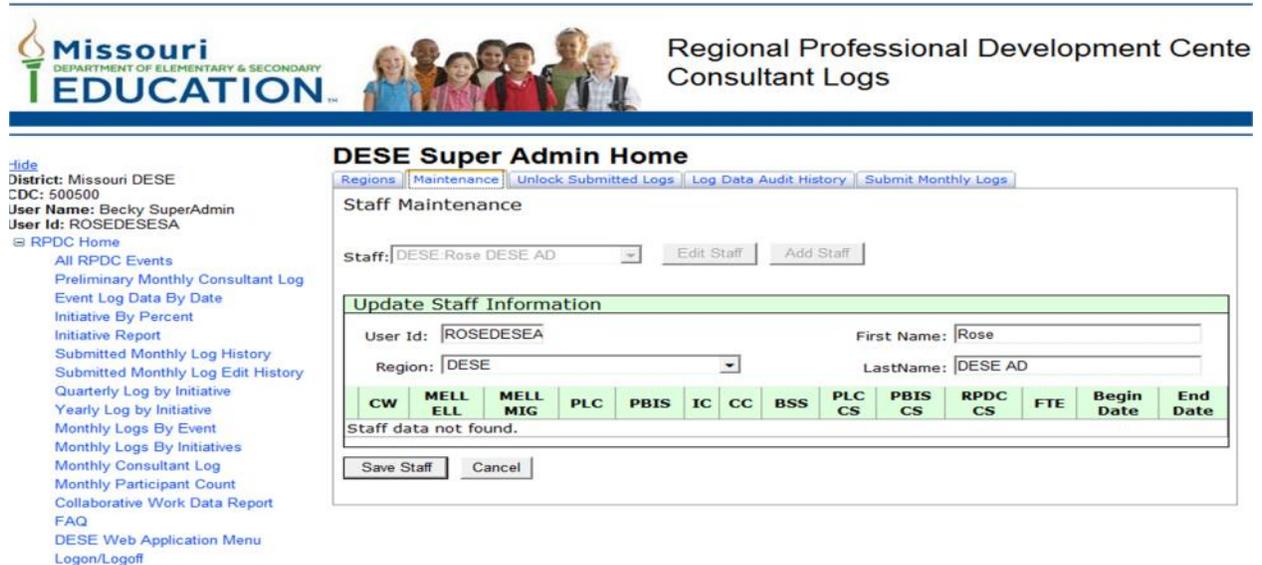
## How do I update an existing DESE/RPDC Staff Member or add a new DESE / RPDC staff member?

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.



The screenshot shows the "DESE Super Admin Home" interface. At the top, there is a header for "Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION" and "Regional Professional Development Center Consultant Logs". Below the header, there are navigation tabs: "Regions", "Maintenance" (highlighted), "Unlock Submitted Logs", "Log Data Audit History", and "Submit Monthly Logs". The main content area is titled "Staff Maintenance" and features a dropdown menu for "Staff:" with "DESE:Rose DESE AD" selected, and two buttons: "Edit Staff" and "Add Staff". On the left side, there is a sidebar menu with various options like "All RPDC Events", "Preliminary Monthly Consultant Log", etc.

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.



The screenshot shows the "DESE Super Admin Home" interface with the "Update Staff Information" form open. The form has fields for "User Id:" (ROSEDESEA), "Region:" (DESE), "First Name:" (Rose), and "LastName:" (DESE AD). Below these fields is a table with columns: CW, MELL ELL, MELL MIG, PLC, PBIS, IC, CC, BSS, PLC CS, PBIS CS, RPDC CS, FTE, Begin Date, and End Date. The text "Staff data not found." is displayed below the table. At the bottom of the form, there are "Save Staff" and "Cancel" buttons.

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.




## Regional Professional Development Center Consultant Logs

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[Hide](#)

District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

- RPDC Home
  - All RPDC Events
  - Preliminary Monthly Consultant Log
  - Event Log Data By Date
  - Initiative By Percent
  - Initiative Report
  - Submitted Monthly Log History
  - Submitted Monthly Log Edit History
  - Quarterly Log by Initiative
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  - Monthly Logs By Initiatives
  - Monthly Consultant Log
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  - Collaborative Work Data Report
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### DESE Super Admin Home

[Regions](#) | [Maintenance](#) | [Unlock Submitted Logs](#) | [Log Data Audit History](#) | [Submit Monthly Logs](#)

**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	

Add Initiative

Save Staff Cancel

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.




## Regional Professional Development Center Consultant Logs

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District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

- RPDC Home
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### DESE Super Admin Home

[Regions](#) | [Maintenance](#) | [Unlock Submitted Logs](#) | [Log Data Audit History](#) | [Submit Monthly Logs](#)

**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	

Add Initiative

Save Staff Cancel

## 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 Super Admin Home' interface. The user is logged in as Becky SuperAdmin. The 'Unlock Submitted Logs' tab is selected. The search criteria are: Event Number: 1-413-10, Region: Select..., and Consultant: Select... The 'Query Submitted Logs' button has been clicked, resulting in a table with the message: 'No submitted logs found with criteria entered.'

Select	Event Number	Submitted Date	Event Title	Event Type	Location	RPDC Staff
No submitted logs found with criteria entered.						

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

The screenshot shows the 'DESE Super Admin Home' interface with search results. The search criteria are: Event Number: (empty), Submittal Date: 4/2014, Region: Region 1: Southeast RPDC, and Consultant: 1:Rose RPDC RD. The 'Query Submitted Logs' button has been clicked, resulting in a table with 9 records.

Select	Event Number	Submitted Date	Event Title	Event Type	Location	RPDC Staff
<input type="checkbox"/>	1-414-10	4/2014	test rd creating 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.

**Missouri**  
DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION**

Regional Professional Development Center  
Consultant Logs

**DESE Super Admin Home**

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

Query for Submitted Log Data

Event Number:  Region:

Submittal Date:  Consultant:

Query Submitted Logs Reset

[hide](#)  
District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

- RPDC Home
  - All RPDC Events
  - Preliminary Monthly Consultant Log
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## 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).



## Regional Professional Development Center Consultant Logs

### DESE Super Admin Home

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District: Missouri DESE  
CDC: 500500  
User Name: Becky SuperAdmin  
User Id: ROSEDESESA

RPDC Home

- [All RPDC Events](#)
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[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 Data
<b>Original</b>	1-414-2	UPDATE	05/16/2014	Rose RPDC RD	1	Rose RPDC RC	CW MELL-ELL	CWC
<b>Current</b>			05/17/2014	Becky SuperAdmin				
<b>Original</b>	1-414-2	ADD	05/17/2014	Becky SuperAdmin	1	Rose RPDC RC	MELL-ELL	
<b>Current</b>			05/17/2014	Becky SuperAdmin				
<b>Original</b>	7-114-24	UPDATE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS Sped CC	
<b>Current</b>			05/16/2014	Becky SuperAdmin				
<b>Original</b>	7-114-24	ADD	05/16/2014	Becky SuperAdmin	7	Cheryl Wrinkle	RPDC-CS	
<b>Current</b>			05/16/2014	Becky SuperAdmin				
<b>Original</b>	7-114-24	DELETE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS RPDC-CS	
<b>Current</b>			01/10/2014	Rick Breault				
<b>Original</b>	7-713-35	ADD	12/16/2013	Rick Breault	7	Cheryl Wrinkle	CW	
<b>Current</b>			12/16/2013	Rick Breault				
<b>Original</b>	7-713-35	UPDATE	11/12/2013	Rick Breault	7	Cheryl Wrinkle	Sped IC	
<b>Current</b>			12/16/2013	Rick Breault				
<b>Original</b>	7-713-35	ADD	12/16/2013	Rick Breault	7	Cheryl Wrinkle	CW	
<b>Current</b>			12/16/2013	Rick Breault				
<b>Original</b>	7-713-35	UPDATE	11/12/2013	Rick Breault	7	Cheryl Wrinkle	Sped IC	
<b>Current</b>			12/16/2013	Rick Breault				
<b>Original</b>	7-713-35	ADD	12/16/2013	Rick Breault	7	Cheryl Wrinkle	RPDC-CS	
<b>Current</b>			12/16/2013	Rick Breault				
<b>Original</b>	7-713-35	UPDATE	11/12/2013	Rick Breault	7	Cheryl Wrinkle	Sped IC	
<b>Current</b>			12/16/2013	Rick Breault				
<b>Original</b>	7-813-19	UPDATE	11/12/2013	Rick Breault	7	Cheryl Wrinkle	Sped IC	
<b>Current</b>			01/10/2014	Rick Breault				

[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
<b>Original</b>	1-414-2	UPDATE	05/16/2014	Rose RPDC RD	1	Rose RPDC RC	CW MELL-ELL	CWO	1.00	0.00	0.00	0.00	Email
<b>Current</b>			05/17/2014	Becky SuperAdmin									
<b>Original</b>	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
<b>Current</b>			05/17/2014	Becky SuperAdmin									
<b>Original</b>	7-114-24	UPDATE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS Sped CC		4.00	0.00	0.00	0.00	Other Technology
<b>Current</b>			05/16/2014	Becky SuperAdmin									
<b>Original</b>	7-114-24	ADD	05/16/2014	Becky SuperAdmin	7	Cheryl Wrinkle	RPDC-CS		0.00	0.00	1.00	0.00	Email
<b>Current</b>			05/16/2014	Becky SuperAdmin									
<b>Original</b>	7-114-24	DELETE	01/10/2014	Rick Breault	7	Cheryl Wrinkle	RPDC-CS RPDC-CS		2.00	0.00	0.00	0.00	Other Technology
<b>Current</b>			01/10/2014	Rick Breault									

## 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' buttons. 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', and another with '1-913-35' and 'Assign to RC'. 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	Ros Ros
1-913-35	Assign to RC			Rose RPDC Con   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: 10/2103 ▾

Region: Select... ▾

Consultant: Select... ▾

Display Reset

#### 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:

Region:

Consultant:

### 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

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: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												
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.

### Monthly Consultant Log

\* Submittal Date: 4/2014

Regions: Select...

Consultant: Select...

Display

#### Monthly Consultant Log - April 2014

Region 1 - Becky Rider		CW				BSS				RPDC-CS							
Date	Type Of Day	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	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																
<b>TOTAL HRS</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Hours by Category</b>		0				0				0							
<b>Total % by Category</b>		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	<b>(048914) ACADAMIE LAFAYETTE (A=0, T=1, O=0)</b>		
	6940 ACADEMIE LAFAYETTE		
		Participants: A=0, T=1, O=0 Districts=1, Buildings=1	
30	<b>(048914) ACADAMIE LAFAYETTE (A=0, T=1, O=0)</b>		
	6940 ACADEMIE LAFAYETTE		
		Participants: A=0, T=1, O=0 Districts=1, Buildings=1	
	<b>Consultant Total - Participants: A=0, T=2, O=0 Districts=2, Buildings=2</b>		

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 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 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  
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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.

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.