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Wisdomwhere Professional Development Guide

This is where you:
- Register for District, Department, or School hosted Professional Development
- Document Out-of-District professional development (must produce a certificate or transcript with name of course, your name, date, amount of time)
- Track CEU's towards License Recertification for **Certified personnel** (generates a transcript which includes, course title, number of credits and type of credit.
- Track hours towards professional development requirements for **Classified personnel** (generates a transcript with course title and number of hours).

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Logging into Wisdomwhere and Registering for Courses

You will get an email once your account has been created. It will include your user name (the first part of your email) and password. Please write them down somewhere safe. You can always get to Wisdomwhere by going to the GCPS website under STAFF, but you may want to bookmark it, for easy access.

The direct link is: *https://www.solutionwhere.com/WW/Granville*
- Go into your profile and update your information.
- You may change your password, if you choose.
- It is important that you leave your first name, last name, user name, and email address, as they are set up for you. These fields must match our HR records and NC Department of Public Instruction.
- If you have a name change, please contact us and we can help you make any changes needed.

Please use the steps in this tutorial and do not hesitate to contact our office, if you need assistance.

REGISTERING for an <u>In-District Event</u> (district, dept., school, etc.)

You will need to register in Wisdomwhere ahead of time for any GCPS Hosted Professional Development.

If someone sends you a direct link to a session that they want you to attend (or you get a Learning Menu for a PD Day with direct links)
- Click that link and Login using your Registrant ID and Password (emailed from Alisa King)
- Review information and click register at the bottom right side of the screen.
- Confirm and then click Register at the bottom middle of screen
- You are now Registered!! You will get a confirmation email from Wisdomwhere.

If you want to search for a course, or just want to see what is being offered
- Go to website *https://www.solutionwhere.com/WW/Granville* and log in with your Registrant ID and password (emailed from Alisa King),
- Go to *Events* at the top of the screen and
- Go to the *Search Keywords* button and enter any words you think might be in a course ie. ELA, Math, IT (Instructional Technology)
- Enter a Start date where it says *Date Range* to make sure you are viewing courses that are still active.

This does not always provide everything that is available. You can scroll to the bottom and do an advanced search by month, type of credit (unit), or curriculum area. You will see the sessions that fit your criteria in the 'Wisdomwhere Catalog'. Click on the Blue *Event Name* to see more information about the session and/or to register for it.

If the event has a school abbreviation before it, it usually is only offered for that school's staff members ie. BSES- Butner Stem Elementary School. Do not sign up for one of these sessions without getting prior approval from the contact person listed on the description.

If you need help finding something, please feel free to contact us.

Completing an <u>In-District Course</u> & Transferring it to your Transcript

In an attempt to simplify and streamline the process of receiving credit for a GCPS Hosted/In-District Courses, we have made some changes to this process. It puts a heavy emphasis on individuals' taking responsibility for making sure they sign the <u>attendance form</u> for every session that they attend.

Note: **Attendance Codes** will only be used for the Instructional Technology Self Paced Modules this year.

The Attendance and Credit process has changed.
- If you have registered for the course in Wisdomwhere **and** signed the attendance form at the end of the session, you do not need to do anything until you receive an email from Wisdomwhere with the evaluation form. Please complete and submit it within 2 weeks of the time you receive it. This will move it from your ongoing course list to your completed transcript. You will not be able to access the evaluation prior to receiving this email.

- If you have registered for the course in Wisdomwhere, but your name is not on the attendance, Wisdomwhere will send an email asking you to unregister for the course. This is so it does not stay on your incomplete list. See Page 5 for how to **Unregister for a Course.**

IMPORTANT: We are really focusing on accurate attendance this year. There has been a disconnect between registering and signing in on the day of attendance. To try to help make this easier, especially for "In Person" sessions, we are providing you with a QR Code & a URL link to the attendance form.

Verification of attendance is completed by locating your signature/name on the attendance form. This indicates that you were present and that you have completed all the requirements of the course. Many courses require you to attend ALL sessions to get credit for the course. Some courses explicitly state that you will receive partial credit and that means you will get credit for the part that you did attend. It is your responsibility to make sure the evaluations are completed in a timely manner.
Reminder: You will not receive credit until your evaluation is completed
.
Ongoing or Year Long Training Sessions:
- If you are attending training that goes throughout the year and has multiple session dates, please make sure you sign in for each session you attend.
- You will receive the email with the evaluation after the final session.

Instructions for Using QR Codes for Attendance

QR Codes will be used as the link to attendance forms for PD in 2023-2024. The URL Link that has previously been used will also be provided and will go to the same attendance sheet.

Tips for Users:
- Use your phone camera. Turn the camera to face the QR code and tap the yellow *'docs.google.com'* bar.
- Note which email your QR code attendance defaults to. It may go to your home or work email. You can switch the email that is recorded, by tapping *'switch account'*. Please use your GCS email.
- To begin filling out the attendance using QR Code, you must check the box *'Record (email that is showing) as email to be included with my response'.*
- When entering your name, please use the name that is in your email/Wisdomwhere Account or put it in parentheses).
- Make sure to click *'Submit'.*

Documenting <u>Out-of-District</u> Training in Wisdomwhere

You may attend training that is not offered by our district. It may be virtual or at a different location outside of our county. This includes any college courses you take for which you would receive CEU credits.
There are 2 steps to submitting out of district training. Once you have completed both, our office will validate that information, and it will appear on your transcript.

Step One:
- Access Wisdomwhere: *__https://www.solutionwhere.com/WW/Granville/__*
- Log in using your Registrant ID and Password
- From **HOME**- Go to 'My Events' (on the left hand side)
- Click on 'Event Request' (on the left hand side)
- This is called your External Transcript: Here you will enter all the information about the course including the title or name, start/end date, number of hours you spent, sometimes referred to as credit hours.. **Note:** CEU's are credits for License renewal. 1 CEU is equal to 10 credit hours, so 1 credit hour equals .1 CEU etc. (You can skip 'plan development', 'activity', 'grade', & 'highly qualified'). If you know the type of credit, use the drop down list.
- Don't worry if there is something that you are unsure of, when our office goes to validate the course, we will fill in any missing parts.
- When you are finished click the blue 'ADD' button to submit it.

Step Two:
- Email a copy of the certificate or transcript to *__professional@gcs.k12.nc.us__*.
- You can <u>scan a copy and email</u> it or put a copy in courier to Alisa King at <u>Tar River Elementary</u> or Professional Development at Tar River Elementary.
- Wait for a confirmation that we have received your certificate and are processing it. Once we have validated it, it will no longer appear in (ongoing) External Transcript, but will move over to your completed transcript.
- This email is where we process and store all Out of District certificates.

Note: Any professional development that you have showing in your NCEES or LINQ accounts, should be printed and sent in as an "out of district" course. Please follow the <u>Out of District Directions</u> above. The professional development office personnel do not have access to NCEES or LINKS accounts. At this time, ALL PD should be documented in Wisdomwhere.

Understanding Your Transcript & Unregistering for a Course

On the left hand column you will see a box that says 'My Events'.

Upcoming- Any In-District Sessions that you have registered for in Wisdomwhere that have not started yet.

Modify/Unregister- Please, do this if you cannot attend. Sometimes there is a waiting list and it is nice for instructors to know how many people will attend. If you do not attend all of the sessions in an event that attendance at all sessions was required, you can unregister here also. Contact our office for help if you need it.

In Progress- Several courses have multiple sessions over a period of time and some require specific pieces of evidence showing independent work to complete the course. To receive credit you must complete any requirements, including signing the attendance sheet for all of the sessions. You will not receive the email with the evaluation until after the final session.

Incomplete- Any course that is no longer active, in which you either did not attend all of the sessions, did not sign the attendance for a session, or you did not complete the Evaluation. If any of those are missing, it will stay in your incomplete section, until you either complete the missing item (if possible) or unregister.

Event Request- This is where you document 'Out-of-District' training.

Complete- This is your Official Transcript. It lists each course you have completed while working in GCPS.   This includes both 'In-District' and 'Out-of-District' courses that have been validated by our department. You will be prompted to enter a date. You can narrow the date range by entering a start date or simply leave it blank and click on "View Log". Scroll to the bottom and there is a table with the number of credits by type. This is helpful when planning for license renewal.

Credits Required for Licensure Renewal (5 year Cycle) for MOST Certified Staff with a continuing license.

Credits Required for Licensure Renewal	
Grades K-5 • 3 Subject Area • 3 Literacy • 2 Digital Learning	**Student Services Personnel** • 3 Professional Discipline • 2 Digital Learning • 3 General
Grades 6-12 • 3 Subject Area • 2 Digital Learning • 3 General	**Administrators** • 3 Executive's Role • 2 Digital Learning • 3 General

If you have questions about your NC teaching license, please contact Melissa Talley in the Licensure Department. talleym@gcs.k12.nc.us or Ext. 101223

If you are a BT, please contact Beckie Bishop at bishopr@gcs.k12.nc.us Ext. 101277

Importance of Documenting Your Professional Development

Wisdomwhere is how we document your training and maintain your transcript information for the duration of your time in Granville County Public Schools.   All participants are required to earn a certain amount of credit, depending on the individual (CEU's for Certified Staff and Hours for Classified Staff), and this is our way of documenting your professional learning.

Printing & Saving Your Transcript

Log into Wisdomwhere.
On the left hand column you will see a box that says 'My Events'.
Go to 'Complete'

COMPLETE- This is your Wisdomwhere Transcript.
It lists each course you have completed while working in GCPS.   This includes both 'In-District' and 'Out-of-District' courses that have been validated by our department.
You will be prompted to enter a date. You can narrow the date range by entering a start date. Use this option if you want to see the number and type of credits you have for your current renewal cycle. To do this:
1. Enter July 1, and the year that is five years prior to your renewal year. (For example if you renew in 2023 you would enter 7-1-2018)
2. Click on "View Log". Scroll to the bottom and there is a table with the number of credits by type. This is helpful when planning for license renewal.

PRINTING and/OR SAVING Transcript:
1. To save and/or print your transcript, click on the printer icon at the top left of the page. It says "Printer Friendly Version" Then you will see your transcript of completed courses for this renewal cycle.
2. To PRINT, click the Printer Icon at the left hand top of the page.
3. To SAVE as a PDF on your computer, click the printer at the top left hand of the page
   - Destination: Save as PDF
   - Click the blue SAVE button.
   - Save as: Name your document
   - Drop Down arrow: Location on Computer where you want it saved.

If you have questions about your NC teaching license, please contact Melissa Talley in the Licensure Department.