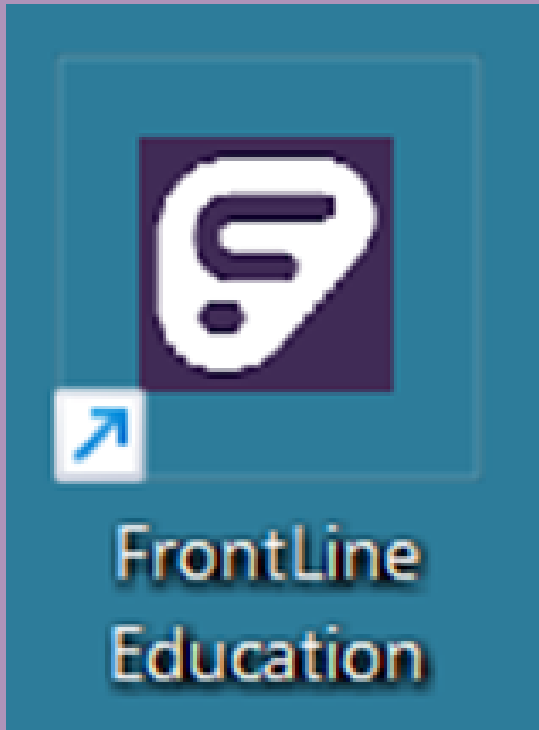
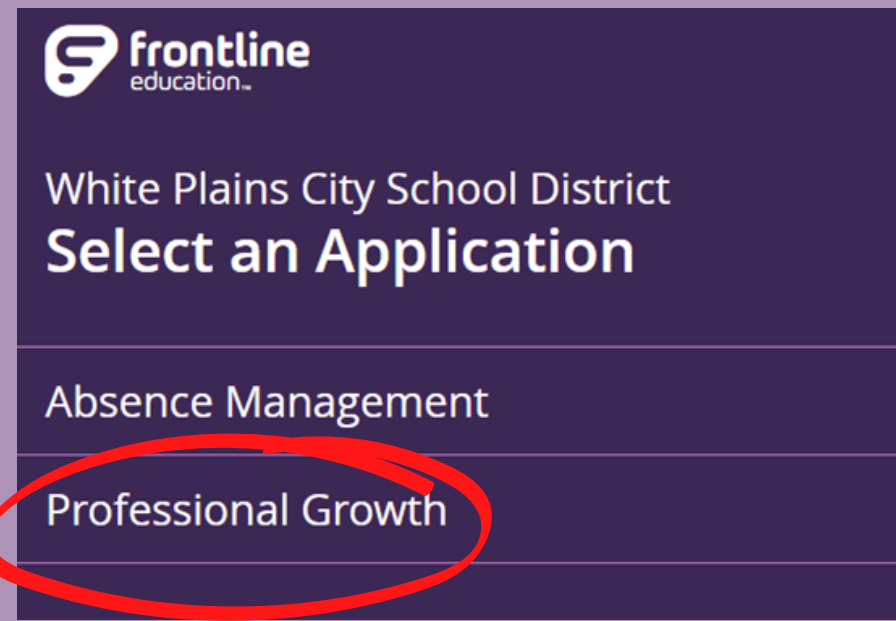


# How-to Mark Complete Courses & Workshops



Click on the  
desktop icon to  
log on



Click on select item




▼ My Requests - Monica Alvarez

Actions	Activity Title	Start Date	End Date	FormName
[-] Save as Draft (0 Record(s))				
-- no records --				
[-] Wait List (0 Record(s))				
-- no records --				
[-] Pending Prior Approval (0 Record(s))				
-- no records --				
[-] Approved and/or In-Progress (7 Record(s))				
<a href="#">Manage</a>	The Healing Power of Stories: Prescriptive Non-Fiction Writing Grs. K-12 - (TEACHERS ONLY) (via Zoom)	02/04/2023	03/11/2023	Staff Development Center Request Form (w/ Stipend)
<a href="#">Manage</a>	Stop the Bleed Skills Only Course (In-Person) 12/19/22	12/19/2022	12/19/2022	Professional Development Hours
<a href="#">Manage</a>	Stop the Bleed Skills Only Course (In-Person) 12/5/22	12/05/2022	12/05/2022	Professional Development Hours
<a href="#">Manage</a>	Mentor Teacher Training Workshop - Fall 2022 (In-Person)	10/12/2022	11/09/2022	Staff Development Center Request Form (w/ Stipend)

To complete the evaluation and to mark a course/ workshop complete, select one from the list

► 5 MEETINGS [Add To Calendar](#) ▼

Step #	Step Title	Status	Type	Action
No steps to display.				
⚠ This activity requires you to complete an evaluation before you can mark it complete.				<a href="#">Complete Evaluation</a>



Click on the **complete Evaluation** button



SDC Course evaluation

General Info

User	<b>Monica Alvarez</b>
Building	Staff Development Center
Department	Administration : Asst Supts.
Employee ID	7260
User	<b>ANONYMOUS</b>
Building	<b>ANONYMOUS</b>
Activity Title	Mentor Teacher Training Workshop - Fall 2022 (In-Person)

SDC Course evaluation

Your responses are **ANONYMOUS**  
Although you are logged into your account while submitting this survey, your name and account details are not visible in the results.

INSTRUCTOR: The extent to which the instruction was able to effectively facilitate your learning

- 4 STARS = MEANINGFUL INTERACTION BETWEEN PRESENTER/AUDIENCE AND AMONG PARTICIPANTS
- 3 STARS = ADEQUATE INTERACTION BETWEEN PRESENTER/AUDIENCE AND AMONG PARTICIPANTS
- 2 STARS = LIMITED INTERACTION BETWEEN PRESENTER/AUDIENCE AND AMONG PARTICIPANTS
- 1 STARS = NO INTERACTION BETWEEN PRESENTER/AUDIENCE AND AMONG PARTICIPANTS

Click Save To Exit

[Save](#)

After completing the evaluation, Click **Save**

Confirmation

✓ Saved  
If your request is ready for final review, click the link below and then select the **Mark Complete** option.

[Return](#)

Next Mark complete the course/workshop. Click **Return**

Click **Mark Complete** after you have finished the course or workshop.

**APPROVED IN PROGRESS**

# Responsive Classroom- Elementary Core Course- Grs. K-6 (Teachers Only)

**1 evaluation(s) recently submitted.**

Bring social-emotional learning practices into your classroom with our Elementary Core Course!

Options ▾ **Mark Complete**

Mark Complete w/ expenses

General Info

User: **Monica Alvarez**  
Building: Staff Development Center  
Department: Administration : Asst Supts.  
Employee ID: 7260  
Submitted: 3/9/2023 3:06 pm  
Dates: 10/12/2022 to 11/9/2022  
Reference ID: D11719-A0-S-L114794741

Activity Summary

Activity Title: Mentor Teacher Training Workshop - Fall 2022 (In-Person)  
Dates: 10/12/2022 4:00 pm to 11/9/2022 7:00 pm

Expense Summary

Description	Requested	Approved	Final
Registration	\$0.00	-----	<input type="text" value="0"/>
Meals	\$0.00	-----	<input type="text" value="0"/>
Lodging	\$0.00	-----	<input type="text" value="0"/>
Other Expense	\$0.00	-----	<input type="text" value="0"/>
Totals	\$0.00	\$0.00	

Comments

Comments:

Characters left **2048**

Check off attached files, if needed.

Finish

**Submit**

Click **Submit**

This will then go to HR, so the in-service credit can be allocated.



Confirmation

Activity Marked As Completed

Approval Summary

Print the Mark Complete Form

Print Form Return

This will show that the course/workshop has been marked complete by you.

## To print a certificate for your records

Professional Growth White Plains City School District

Monica

NAVIGATION

- Insights
- My Info
- Learning Plan**
- Activity Catalogs
- Activities
- Forms
- Administration
- Configuration Tools
- Reports
- Resource Library

Awaiting Final Credit (1 Record(s))

Manage	[LHRIC TLI ] TECH EXPO 2022	05/20/2022	05/20/2022	BOCES/Regional Provider Form
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Denied (0 Record(s))

-- no records --

Recently Completed (5 Record(s))

Manage	Responsive Classroom- Elementary Core Course- Grs. K-6 (Teachers Only)	07/08/2024	07/11/2024	Inservice/District Credit Request
Manage	"3-8 Improving Constructed Responses" in Mathematics	10/14/2023	11/18/2023	Staff Development Center Proposal
Manage	ASL: Creating an Inclusive Environment in Your Classroom	09/26/2023	09/26/2023	Staff Development Center Proposal
Manage	Building Equity Through UDL workshop Grs. K-12	08/14/2023	08/17/2023	Instructional Technology Proposal
Manage	Disrupting Inequity Grs. K-12 (ALL STAFF) (In-Person)	04/28/2023	04/28/2023	Professional Development Hours

View My Portfolio for full list

My Evaluation - Monica Alvarez

Scheduled Components

Click on the **manage tab** for the course/workshop





[< Back to Learning Plan](#)

COMPLETED

# Responsive Classroom- Elementary Core Course- Grs. K-6 (Teachers Only)

Bring social-emotional learning practices into your classroom with our Elementary Core Course!

**Course Details:**

Responsive Classroom is an evidence-based approach to teaching that is deeply rooted in social-emotional learning and focused on engaging academics, positive community, effective management, and developmental awareness. You will learn to create safe and joyful learning communities where every student can thrive-while helping your students develop strong social, emotional, and academic skills.

Options ▾

View/Print Form

Print Certificate

**Click on the options button  
and select to print  
certificate**

**White Plains City School District**

5 Homeside Lane  
White Plains, NY 10605  
Phone: 914-422-2216  
Email: [scottpepper@wpcsd.k12.ny.us](mailto:scottpepper@wpcsd.k12.ny.us)

(Authorized Provider #: 524)

This certifies that Monica Alvarez  
(DOB:1/10/1977, SSN:0000) has

successfully completed the following course/activity:

**Responsive Classroom- Elementary Core Course- Grs. K-6 (Teachers Only)**

This started on 7/8/2024 and was completed on 7/11/2024

30 Hr / 2 Cr - Professional Development Hours (100 hours/5 years)

Category - Content, Pedagogy

I certify that the individual listed completed the  
CTLE credit pursuant to Subpart 16-1 of the  
Regulations of the Commissioner of Education

Joseph Ricca  
Superintendent of Schools



Should you need help, please contact me  
Monica Alvarez

monicaalvarez@wpcsd.k12.ny.us  
914-422-2438

Location: Staff Development Center  
(Eastview MS Rm124)