

Ohio ABLE PD System Registration User Document



**Supporting the
ABLE system to enhance
student achievement**

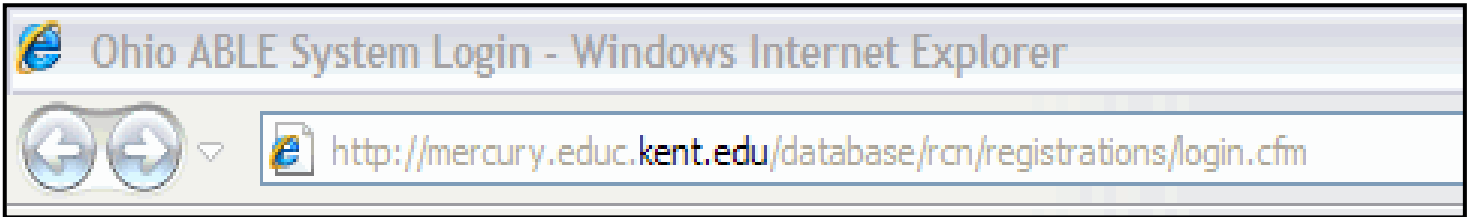
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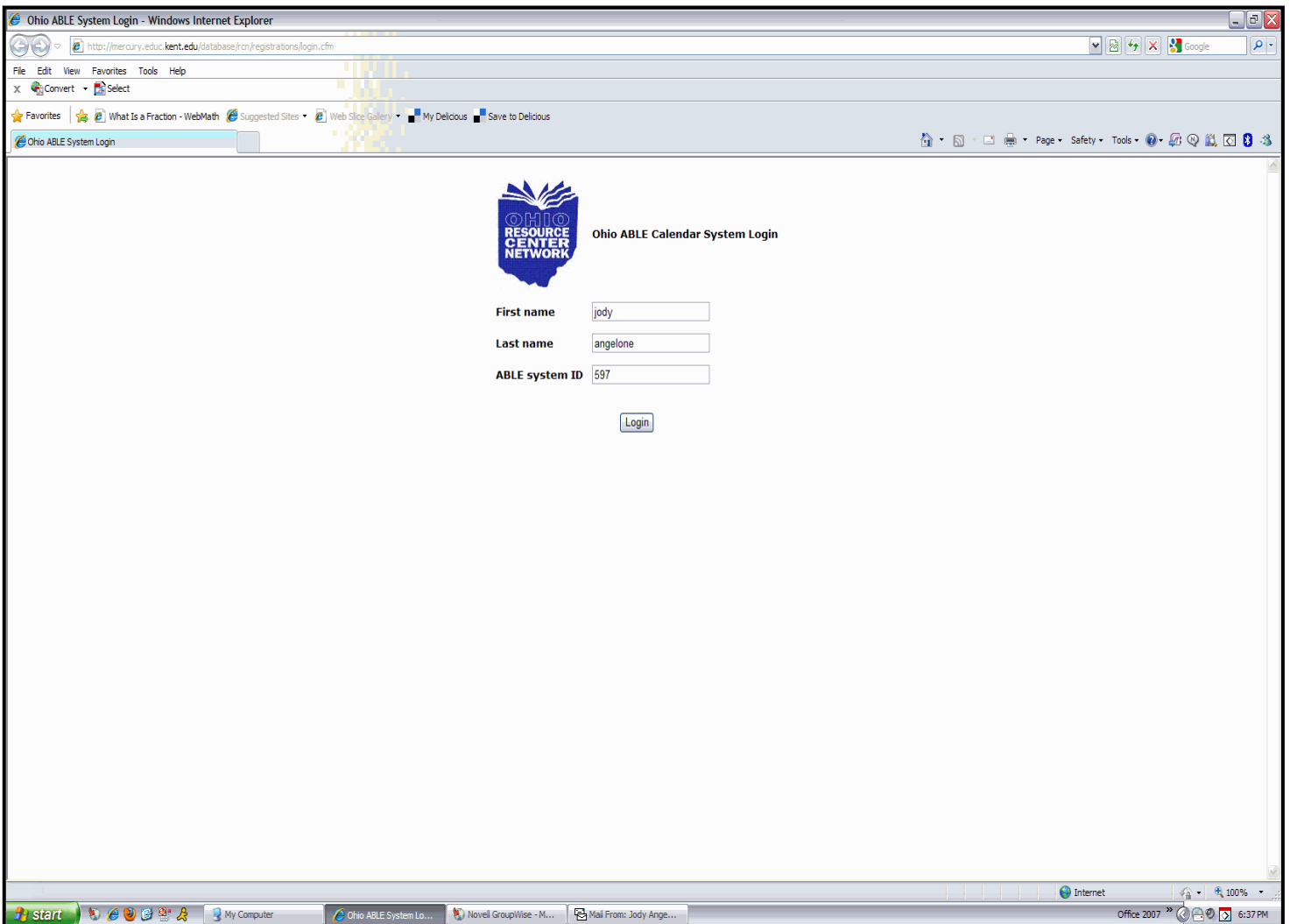
1.0 – ABLE Calendar System User Login Screen

1.1 Logging into the Calendar System

The RCN PD System can be accessed via the Internet. Type <http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm> in the address bar of the web browser window. You can also access the system using the existing RCN web address, however, when you try to register for an event you will be prompted with a login screen.



The user login screen will appear in the web browser window. Users should enter their **FIRST** and **LAST NAME** along with the **USER ID**. You can obtain your USER ID from your program director. The system cannot be accessed if you do not have your USER ID. The user login screen is pictured below.



2.0 – View Contact Information Screen

2.1 Verify Contact Information

The Contact Information screen is where your personal and work information can be found in reference to professional development. When initially logging into the system you should view this page thoroughly to ensure accuracy of your record. The Contact Information screen is below.

The screenshot shows a web browser window displaying the contact information for Jody Angelone. The page includes a navigation menu, a logo for the Ohio Resource Center Network, and several sections of contact data:

- Name:** Jody Angelone
- ABLE program information:** Northwest ABLÉ Resource Center, Director
- Addresses:**
 - Primary:** PO Box 10,000, Perrysburg, OH 43551
 - Secondary:** 529 W. Madison Street, Gibsonburg, OH 43431
- Phone, FAX, and Email:**
 - Phone numbers:** (567) 661-7355, (419) 637-7869 (Home)
 - Fax numbers:** (567) 661-7171
 - Email addresses:** jody_angelone3@owens.edu (Primary), Secondary
- Additional information:**
 - Special needs/dietary requirements:** n/a
 - Director/Coordinator email address:** jody_angelone3@owens.edu

If all contact information is correct then proceed within the system. If any information needs to be changed or added then you need to click on the 'Edit information link' on the page.

2.1 Edit Contact Information

You should change your information if there is any discrepancy with the data. Pay close attention to the **PRIMARY ADDRESS** field because this address is where your stipends or payments will be sent as you request them. Your **PRIMARY ADDRESS** should match the address you provided on your W-9 tax form. The [Edit Contact](#) screenshot can be found here.

Information for **Jody Angelone**

Name

Name: [Title] [Jody] [Angelone] [Suffix] [Nickname] [Former]

ABLE program information

Program name: 1.) Northwest ABLE Resource Center, 2.) [Dropdown], 3.) [Dropdown]

Site (optional): [Text Box]

Position: Primary [Director] Secondary [Text Box]

Addresses

Primary (will be used for payments)

PO Box 10,000 [Text Box] [Text Box] Perrysburg OH 43551 [Text Box]

Address 1 Address 2 City State ZIP Code

Secondary (will be used for all other communication, if different from above)

529 W. Madison Street [Text Box] [Text Box] Gibsonburg OH 43431 [Text Box]

Address 1 Address 2 City State ZIP Code

Phone, FAX, and Email

Phone numbers			Fax numbers		Email addresses	
Number	Extension	Type	(567) 661-7171	Type:	Primary	
(567) 661-7355	[Text Box]	[Dropdown]	() - [Text Box]	Type: [Dropdown]	jody_angelone3@owens.edu	
(419) 637-7869	[Text Box]	Home [Dropdown]			Secondary	
() - [Text Box]	[Text Box]	[Dropdown]				
() - [Text Box]	[Text Box]	[Dropdown]				

Additional information

After you've made your corrections or additions, hit the 'Submit Changes' button.

Submit changes

3.0 – PD Events

3.1 How to Register for a PD Event

You can register for both a face-to-face or alternative delivery PD event on this screen. When clicking on the ‘Register for an Event’ link all RCN current and future events are displayed. You can click on the individual Resource Center’s links to view their offerings only. Next, select the PD Event you want by clicking on the PD title.

The screenshot shows a web browser window displaying the Ohio ABLE Complete List of Coming Events. The page includes a navigation menu with links for PD history, stipends/payments, contact information, and director access. A summary states there are 42 in-person workshops or events and 126 alternative delivery options. Below this is a section for Regional Resource Centers Calendars with links for Northeast, Central/Southeast, Southwest, and Northwest. A table of events follows, with columns for Day, Date, Title/Description, and Location. Three callout boxes provide instructions: one points to the 'Alternative Delivery PD Options' link, another points to the 'Ohio Resource Center Network' logo and the regional calendar links, and a third points to a specific event title in the table.

Click here for Alternative Delivery PD Options

Click here for the individual Resource Centers

Click on the PD Event Title to register

Day	Date	Title/Description	Location
Closed	10/01/2010 9:00 AM - 4:00 PM	Math Kick-Off (Region 3) Equations, Expressions and Inequalities: Higher Level Math in ...	Sinclair Community College
Closed	Friday 10/01/2010 9:00 AM - 4:00 PM	NWRC Fall Open House Come and visit our new location. Spend time reviewing our newest resources, participate i...	Owens Community College - Toledo Campus
Closed	Saturday 10/02/2010 9:30 AM - 3:30 PM	Math Kickoff for Central/Southeast Ohio Equations, Expressions, and Inequalities: Higher Level Math in the Multi-Level Classroom<...	Central/Southeast ABLE Resource Center
	Friday 10/08/2010 9:00 AM - 1:00 PM	SW ABLE Advisory Committee Mtg/Directors' Forum	Sinclair Community College
	Friday 10/08/2010 9:30 AM - 3:30 PM	Region 2: Unpacking the Standards Have the revised content standards been a puzzlement for you since you've received them? ...	Ohio University - Athens
	Saturday 10/09/2010 9:30 AM - 3:00 PM	New Teacher Orientation The New Teacher Orientation is a networking session. Participants will discuss topics cov...	Northeast ABLE Resource Center - Henn Mansion
	Friday 10/15/2010 9:00 AM - 3:30 PM	Building Better Writers Do you have students who continue to struggle with writing? Many students have learned the...	Sinclair Community College
	Friday 10/15/2010 9:30 AM - 3:00 PM	17th Annual Math Kick-Off Equations, Expressions, and Inequalities: Higher Level Math in the Multi-Level Cl...	Northeast ABLE Resource Center - Henn Mansion
	Friday 10/15/2010 9:30 AM - 12:00 PM	Basic PowerPoint for Teachers - half day This 1/2-day session is designed to introduce participants to the basics of presentation s...	Northeast ABLE Resource Center - Henn Mansion

This next screen allows you to view the PD Event information like, date, time, lunch options etc. Press the 'Register for...' button at the top of the screen to confirm registration.

The screenshot shows a web browser window titled "Register for an event - Windows Internet Explorer". The address bar shows a URL from mercury.educ.kent.edu. The page content includes the Northwest ABE logo, a confirmation header for Jody Angelone, and a "Register for Unpacking the Standards" button. A red callout box points to this button with the text "Click here to confirm registration". Below the button are sections for "Event information", "Meal information", "Registrant Information", "ABLE program information", "Addresses", and "Phone, FAX, and Email".

Confirm registration of Jody Angelone

Register for Unpacking the Standards

Event information

Title Unpacking the Standards
Sponsor agency Northwest Resource Center

Dates and times

Start date	Friday 10/29/2010
Registration time	8:30 AM
Start time	9:00 AM
End date	Friday 10/29/2010
End time	3:00 PM
Register by	10/25/2010

Location

Name	Owens Findlay Campus
Address	3200 Bright Road Findlay, OH 45840

Meal information Lunch is on your own. The Jaguar Grill will be open.

Registrant Information

Name

Name	Mrs.	Jody	Angelone				
	Title	First	Middle	Last	Suffix	Nickname	Former

ABLE program information

Program name Northwest ABE Resource Center

Site (optional)

Position Primary: Director

Addresses

Primary

PO Box 10,000		Perrysburg	OH	43551
Address 1	Address 2	City	State	ZIPCode

Secondary

				43431
Address 1	Address 2	City	State	ZIPCode

Phone, FAX, and Email

Phone numbers	Fax numbers	Email addresses
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Please note: Be sure to check and see if there is a registration fee or meal fee associated with the event. If yes, select payment option before clicking to confirm your registration.

The next screen shot is displayed below. It confirms the PD Event Registration.

Registered for event - Windows Internet Explorer

http://mercury.educ.kent.edu/database/cn/registrations/northwest/calendar_registration_inser.t.cfm

View PD history ||| Register for an event ||| View/Edit contact information

NORTHWEST ABLE
Adult Basic and Literacy Education

Thank you for registering for Unpacking the Standards!

Please print this for your records.
You will be sent a confirmation once your registration has been processed.

The confirmation message is here

Event Information

Title Unpacking the Standards

Dates and times

Start date	Friday 10/29/2010
Registration time	8:30 AM
Start time	9:00 AM
End date	Friday 10/29/2010
End time	3:00 PM
Register by	10/25/2010

Location Owens Findlay Campus
3200 Bright Road , Findlay, OH 45840

Meal information Lunch is on your own. The Jaguar Grill will be open.

Registrant Information

Name

Name	Mrs.	Jody		Angelone			
	Title	First	Middle	Last	Suffix	Nickname	Former

ABLE program information

Program name Northwest ABLE Resource Center

Site (optional)

Position Primary: Director

[Return to the Northwest ABLE Resource Center website](#)

Done

start | My Computer | Registered for event... | Novell GroupWise - M... | Mail From: Jody Ange... | Office 2007 | 6:43 PM

3.2 How to Cancel a PD Event Registration

You can also cancel a scheduled PD event from the [View PD History](#) screen by clicking on the **TITLE** link of the PD. Cancellations should be made at least 24 hours prior to the PD event. If you cancel in less than 24 hours, you might be billed for costs incurred to the RCN. See illustration below.

The screenshot shows a web browser window titled "Professional Development History - Windows Internet Explorer". The address bar shows the URL: http://mercury.educ.kent.edu/database/cn/registrations/pd_history_list.cfm?ABLESystemID=597. The page content includes the Ohio Resource Center Network logo and navigation links: [Request stipend](#) | [Register for an event](#) | [View/Edit contact information](#) | | |. Below the logo, it says "Professional development history for Jody Angelone".

The main content area is divided into sections:

- Current year professional development**
 - In-person professional development**

Begin date	Title	Contact hours	Status
10/29/2010	Unpacking the Standards	5.0	Scheduled
10/23/2010	New Teacher Orientation	5.5	Scheduled
10/16/2010	NWRC Math Kick-Off	5.0	Scheduled
10/15/2010	Make It/Take It		Cancelled late
10/01/2010	Math Kick-Off (Region 3)	5.0	Scheduled
09/24/2010	Critical Reading: Post-Secondary and Workplace Needs	5.0	Scheduled
09/24/2010	Unpacking the Standards	5.0	Cancelled on time
 - Alternative delivery professional development**

Begin date	Title	Contact hours	Status
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 - Individual activities**

Begin date	Title	Estimated cost	Status
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- Past Professional Development Records**
 - In-person professional development**

Begin date	Title	Contact hours	Status
05/24/2010	Spring Directors' Meeting		Attended all
05/12/2010	Introduction to Universal Design for Learning - ABLE registration		Attended all

A red callout box on the left contains the text: "Click on any scheduled PD event to begin the cancellation process". An arrow points from this box to the "Unpacking the Standards" title link in the first table.

The PD title link will open up and display the PD event information. Click on the 'Cancel Registration' link.

The screenshot shows a Windows Internet Explorer browser window displaying the 'OLRC Calendar Details' page. The address bar shows the URL: http://mercury.educ.kent.edu/database/crn/registrations/calendar_detail_historical.cfm?itemsID=1793&ABLESystemID=597. The page features the Northwest ABE logo and the title 'Information for Unpacking the Standards'. A red text box on the right contains the message 'You are already registered for this event' and a blue 'Cancel registration' link, which is pointed to by a red arrow from a box that says 'Click on the link here'. Below this, the 'Event Information' section lists details such as Title, Contact hours, Sponsor agency, Dates and times, Location, Meal information, and Description. At the bottom, the 'Sponsor agency contact Information' section provides contact details for Jody Angelone and Pam Brenneman.

Northwest ABE
Adult Basic and Literacy Education

Information for
Unpacking the Standards

You are already registered for this event
[Cancel registration](#)

Click on the link here

Event Information

Title Unpacking the Standards
Contact hours 5.0
Sponsor agency Northwest Resource Center
Dates and times
Start date Friday 10/29/2010
Registration time 8:30 AM
Start time 9:00 AM
End date Friday 10/29/2010
End time 3:00 PM
Register by 10/25/2010
Location
Name Owens Findlay Campus
Address 3200 Bright Road
Findlay, OH 45840
Meal information Lunch is on your own. The Jaguar Grill will be open.
Description
Have the revised content standards been a puzzlement for you since you've received them? Would you appreciate some guidance on how to use them effectively in your lesson planning? During this session, teachers will familiarize themselves with the ABE/ASE content standards by clarifying terminology and structure, identifying specific skills and knowledge by unpacking the standards collectively as a team, determining power (lead) standards as priorities for instruction, and then grouping benchmarks in preparation for lesson development
Keywords describing this event
Unpacking Standards Terminology

Sponsor agency contact Information

Contact name/agency Jody Angelone
Pam Brenneman
Contact email pamela_brenneman@owens.edu
Contact phone numbers (567)661-7355
(567)661-7161

Next you'll see the Confirmation Cancellation screen. Click the 'Confirm Cancellation' button to cancel your registration.

Click on the button to submit the cancellation request

Confirm cancellation of Jody Angelone

for Unpacking the Standards

Event Information

Title: Unpacking the Standards

Dates and times: Start date: Friday 10/29/2010, Registration time: 8:30 AM, Start time: 9:00 AM, End date: Friday 10/29/2010, End time: 3:00 PM, Register by: 10/25/2010

Location: Owens Findlay Campus, 3200 Bright Road, Findlay, OH 45840

Meal information: Lunch is on your own. The Jaguar Grill will be open.

Registrant Information

Name

Name	Mrs.	Jody	Angelone				
	Title	First	Middle	Last	Suffix	Nickname	Former

ABLE program information

Program name: Northwest ABLE Resource Center


Site (optional):

Position: Primary: Director

The last screen displayed confirms the cancellation of the PD event.

The screenshot shows a Windows Internet Explorer browser window displaying a confirmation message. The browser's address bar shows the URL: http://mercury.educ.kent.edu/database/cn/registrations/northwest/calendar_cancellation_insert.cfm. The page content includes a confirmation message, event details, registrant information, and program information.

Confirmation Message:

 **You have cancelled your registration for Unpacking the Standards**
Please print this for your records.

Event Information

Title Unpacking the Standards

Dates and times

Start date	Friday 10/29/2010
Registration time	8:30 AM
Start time	9:00 AM
End date	Friday 10/29/2010
End time	3:00 PM
Register by	10/25/2010

Location Owens Findlay Campus
3200 Bright Road , Findlay, OH 45840

Meal information Lunch is on your own. The Jaguar Grill will be open.

Registrant Information

Name

Name	Mrs.	Jody		Angelone			
	Title	First	Middle	Last	Suffix	Nickname	Former

ABE program information

Program name Northwest ABE Resource Center

Site (optional)

Position Primary: Director

Confirmation Message Callout: The confirmation message is here

4.0 – PD History Screen

4.1 View Your PD History

This next screen will display your current, past, and future PD events (face-to-face, alternative delivery and individual activity requests). You should verify your PD information for accuracy. If there is an error found you should contact your regional Resource Center for assistance.

The screenshot shows a web browser window displaying the Professional Development History for Jody Angelone. The page is titled "Professional Development History" and includes navigation links for "Stipends/Payments", "Register", "Contact information", and "Director access". The main content is organized into several sections:

- Current year professional development**
 - In-person professional development**

Begin date	Title	Contact hours	Status
10/29/2010	Unpacking the Standards	5.0	Cancelled on time
10/29/2010	Unpacking the Standards	5.0	Scheduled
10/29/2010	Unpacking the Standards	5.0	Cancelled on time
10/23/2010	New Teacher Orientation	5.5	Scheduled
10/18/2010	2010 Fall ABLE Directors' Meeting	10.5	Scheduled
10/16/2010	NWRC Math Kick-Off	5.0	Scheduled
10/16/2010	NWRC Math Kick-Off	5.0	Scheduled
10/16/2010	NWRC Math Kick-Off	5.0	Cancelled on time
10/16/2010	NWRC Math Kick-Off	5.0	Cancelled on time
10/15/2010	Make It/Take It		Cancelled late
10/15/2010	Building Better Writers	5.0	Scheduled
10/01/2010	Math Kick-Off (Region 3)	5.0	Scheduled
09/24/2010	Critical Reading: Post-Secondary and Workplace Needs	5.0	Attended all
09/24/2010	Unpacking the Standards	5.0	Cancelled on time
 - Alternative delivery professional development**

Begin date	Title	Contact hours	Status
09/27/2010	PD Stipend System Informational Webinar	2.0	Scheduled
09/27/2010	PD Stipend System Informational Webinar	2.0	Scheduled
 - Individual activities**
- Past Professional Development Records**
 - Individual activities**

Begin date	Title	Estimated cost	Status
09/01/2010	eTech Conference	\$250.00	Completed
04/06/2011	OAAACE Conference	\$250.00	Pending
04/06/2011	OAAACE Conference	\$250.00	Pending
04/06/2011	OAAACE Conference	\$250.00	Pending
09/01/2010	How to TEST	\$125.00	Completed
 - In-person professional development**

Begin date	Title	Contact hours	Status
05/24/2010	Spring Directors' Meeting		Attended all
05/12/2010	Introduction to Universal Design for Learning - ABLE registration		Attended all
04/22/2010	Ohio Association for Adult and Continuing Education (OAAACE)		Attended all
04/21/2010	National Coalition for Literacy/Dollar General Advocacy Day		Attended all
08/07/2009	Summer Symposium 2009: Learning Disabilities: Bridging the Gaps		Attended all
01/12/2009	Day of Sharing - Part II		Attended all
10/14/2008	Fall ABLE Directors' Meeting		Attended all
09/04/2008	PD Systems Meeting		Attended all
06/12/2008	Technology Task Force Meeting		Attended all
05/30/2008	Accountability Task Force		Attended all
04/17/2008	OAAACE Conference		Attended all
03/11/2008	Spring Director's Meeting NE/NW	6.0	Attended all
03/11/2008	Spring Director's Meeting NE/NW	6.0	Attended all
10/17/2007	Fall ABLE Directors' Meeting		Duplicate
10/17/2007	Fall ABLE Directors' Meeting		Attended all
07/18/2007	KeyTrain Training	3.0	Attended all
07/16/2007	KeyTrain Training	3.0	Attended all
04/20/2007	OAAACE Conference		Attended all
03/12/2007	Spring ABLE Directors' Meeting		Attended all
10/17/2006	Fall ABLE Directors' Meeting		Attended all