



Professional Learning Opportunities for GaDOE Employees

SLDS, TRL, and IIS Training for GaDOE staff	
Face-to-face training classes are offered for employees each summer in the West Tower at the GaDOE: <ul style="list-style-type: none"><li>SLDS/TRL Overview</li><li>SLDS/TRL In-Depth Training</li><li>IIS Dashboard Training</li></ul>	Register at <a href="http://goo.gl/forms/9Vbs1rtl2H">http://goo.gl/forms/9Vbs1rtl2H</a>
Center for Classroom Innovation Tours/Training	
The Georgia Statewide Instructional Technology Advisory Committee has partnered with the GaDOE Technology and Facilities Services Divisions to design and equip a Center for Classroom Innovation (CCI). Located at GaDOE headquarters in Atlanta, the CCI is available to LEAs to host visits that help their stakeholders develop an understanding of innovative classroom design and technology as a way to enhance student 21st Century Skills and blended learning opportunities.	<a href="http://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Center-for-Classroom-Innovation.aspx">http://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Center-for-Classroom-Innovation.aspx</a>  <b>For Reservations &amp; Tours, contact:</b> Chara Lee 404-657-0810 Email: <a href="mailto:chlee@doe.k12.ga.us">chlee@doe.k12.ga.us</a>
GaDOE Security, Privacy, and SLDS Training <i>These sessions are offered face-to-face on an annual basis in January in the West Tower Training Center at GaDOE.</i>	
Recorded session available for those who could not attend or who joined the organization after the sessions were offered.	<a href="https://attendee.gotowebinar.com/recording/6039755176356902401">https://attendee.gotowebinar.com/recording/6039755176356902401</a>
Introductory FERPA training	
FERPA 101 and 201 self-paced, online training available.	<a href="https://training.wecomply.com/wc2/login.aspx?ReturnUrl=%2fwc2%2ftraining%2fprograms.aspx">https://training.wecomply.com/wc2/login.aspx?ReturnUrl=%2fwc2%2ftraining%2fprograms.aspx</a>
Requesting Access to SLDS <i>Follow the procedure below to request access to SLDS through the MyGaDOE Portal.</i>	
<ol style="list-style-type: none"><li>View the <b>GaDOE Security, Privacy, and SLDS training</b> recording by going to <a href="https://attendee.gotowebinar.com/recording/6039755176356902401">https://attendee.gotowebinar.com/recording/6039755176356902401</a>. This link will require you to register to watch the recording. Please be sure to use the first name, last name, and email address that you use as a GaDOE employee, as this is how you will be marked as “completed”.</li><li>Complete and sign the <a href="#">Certificate of Non-Disclosure</a>.</li><li>Complete the <b>FERPA 101</b> and <b>FERPA 201</b> online training courses that are located at <a href="http://ptac.ed.gov/">http://ptac.ed.gov/</a> (Once on the ptac.ed.gov page, scroll down to the section titled <b>TRAINING VIDEOS</b>, then click on the video called <b>FERPA 101 for Local Education Agencies</b> to complete the FERPA 101 training--be sure to print out the certificate of completion for the course. Next click on the video called <b>FERPA 201: Data Sharing under FERPA</b> to complete the FERPA 201 training--be sure to print out the certificate of completion for this course as well.)</li><li>Complete and sign either the <a href="#">GaDOE Employee Request Access to School-Level SLDS</a> (No PII version of SLDS), or the <a href="#">GaDOE Employee Request Access to SLDS</a>. On each form, there is space for you to clearly explain your need for the level of access that you are requesting. This form must be signed by your supervisor as well.</li><li>Submit <b>all four documents</b> (Certificate of Non-Disclosure, FERPA 101 certificate, FERPA 201 certificate, and SLDS access request form) to Sharon Christ (<a href="mailto:schrist@doe.k12.ga.us">schrist@doe.k12.ga.us</a>) in the Office of Technology Services, suite 1966. You may either scan and email your documentation, or you may bring the hardcopies directly to her desk.</li></ol> <p>For additional assistance, contact Carol Moore-Mcleod <a href="mailto:cmoore@doe.k12.ga.us">cmoore@doe.k12.ga.us</a></p>	
GoToMeeting, GoToWebinar, and GoToTraining Tools <i>The following resources are available online:</i>	
GoToMeeting User Guides	<a href="http://support.citrixonline.com/en_US/Meeting/documents">http://support.citrixonline.com/en_US/Meeting/documents</a>
GoToMeeting Training videos	<a href="http://support.citrixonline.com/en_US/Meeting/videos">http://support.citrixonline.com/en_US/Meeting/videos</a>
GoToWebinar User Guides	<a href="http://support.citrixonline.com/en_US/webinar/documents">http://support.citrixonline.com/en_US/webinar/documents</a>
GoToWebinar Training videos	<a href="http://support.citrixonline.com/en_US/webinar/videos">http://support.citrixonline.com/en_US/webinar/videos</a>
GoToTraining User Guides	<a href="http://support.citrixonline.com/en_US/training/documents">http://support.citrixonline.com/en_US/training/documents</a>
GoToTraining Training videos	<a href="http://support.citrixonline.com/en_US/training/videos">http://support.citrixonline.com/en_US/training/videos</a>
Free Live Training for GoToMeeting, GoToWebinar, and GoToTraining	<a href="http://support.citrixonline.com/en_US/Meeting/knowledge_articles/000088117?title=Free+Public+Training">http://support.citrixonline.com/en_US/Meeting/knowledge_articles/000088117?title=Free+Public+Training</a>
Performance Management Training	
Training videos available online	<a href="http://doas.ga.gov/human-resources-administration/hr-education-and-training/Performance-Management-Training">http://doas.ga.gov/human-resources-administration/hr-education-and-training/Performance-Management-Training</a>
Concur Travel Expense Training	
TeamWorks Travel and Expense Training available online	<a href="http://sao.georgia.gov/teamworks-travel-and-expense-training">http://sao.georgia.gov/teamworks-travel-and-expense-training</a>
P-Card Training	
Purchasing Card (P-Card) Training is governed by Department of Administrative Services (DOAS) P-Card policy and DOE Internal P-card Policy.	<p>First-Time P-card users will contact Amanda Gibson at <a href="mailto:amgibson@doe.k12.ga.us">amgibson@doe.k12.ga.us</a> in FBO Internal Support/Purchasing to be set-up in DOAS Learning Management system(LMS) after manager approval. Further instructions will be provided for both DOAS LMS training and DOE internal training.</p> <p>New User P-card Training Reference: S:\Purchasing card Forms – Manuals\GaDOE P-Card Policy_Revised May 2015.pdf under Section: VI. Card Program Personnel Training</p> <p>PeopleSoft P-Card training guides are located on the S: Drive listed as S:\TGM Instructions for current users and new users</p> <p>Required DOAS annual agency internal P-card training is TBA in late Fall. Contact: Amanda Gibson <a href="mailto:amgibson@doe.k12.ga.us">amgibson@doe.k12.ga.us</a></p>
Contracts Training	
Contracts information and support is provided by FBO Internal Support/Purchasing.	<p>First-Time Contract PeopleSoft Database users will contact Amanda Gibson at <a href="mailto:amgibson@doe.k12.ga.us">amgibson@doe.k12.ga.us</a> in FBO Internal Support/Purchasing to be set-up in DOAS Learning Management System for PeopleSoft Requestor training after manager approval.</p> <p>Reference: Contract PeopleSoft Database Training guides are located on the S: Drive listed as S:\TGM Requestors Guides for current users and new users. New User Reference Materials: S:\TGM Requestors Guides\How to Create a Contract Requisition Which will Become Your Contract.pdf S:\TGM Requestors Guides\Creating A Requisition 6-30-15.ppt</p> <p>Contact: Miriam Brodkin <a href="mailto:mbrodkin@doe.k12.ga.ua">mbrodkin@doe.k12.ga.ua</a></p>
Microsoft Applications Training	
Microsoft IT Academy offers an extensive collection of self-paced, online training courses on individual Microsoft Office applications for GaDOE employees.	GaDOE employees may click <a href="#">here</a> for instructions on accessing Microsoft IT Academy.
GaDOE Web Content Management	
<ul style="list-style-type: none"><li>Guidance to GaDOE Content Managers on how to manage their website content in SharePoint</li><li>Important policies and procedures related to Web Content Management</li><li>Expectations of Content Managers</li><li>Basic navigation and content management in SharePoint</li><li>SharePoint security process</li><li>Web Policies and Best Practices</li></ul>	<b>Contact:</b> Udhya Arumugam <a href="mailto:uarumuga@doe.k12.ga.us">uarumuga@doe.k12.ga.us</a>
MyGaDOE Portal	
The MyGaDOE Portal provides safe and secure access to several GaDOE applications and services.	<b>Contact:</b> Udhya Arumugam <a href="mailto:uarumuga@doe.k12.ga.us">uarumuga@doe.k12.ga.us</a>