



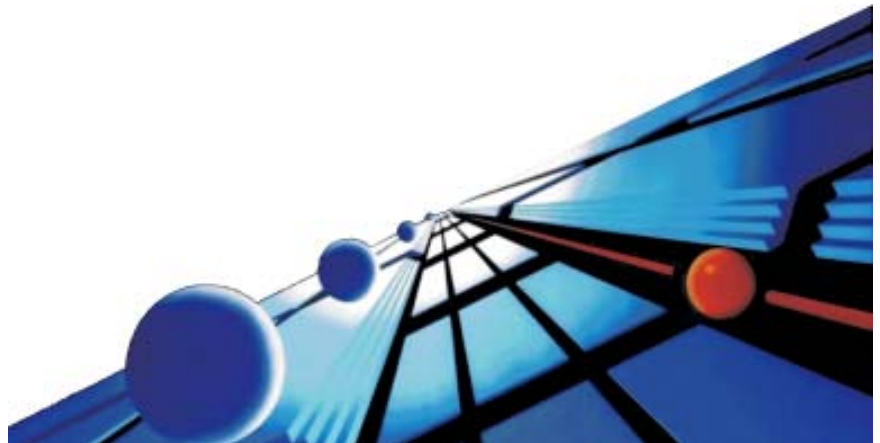
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# **MyEdPortal Information Package**

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**5200 Springfield Street Suite 320  
Dayton, Ohio 45431**

**Johnny Clark  
MyEdPortal Manager  
937-476-2206**



# MyEdPortal

*Helping Prepare the Next Generation*

MyEdPortal is an exciting new concept that provides a one-stop information location for educators, parents, and students. Schools of today and tomorrow must prepare teachers and students for a fundamentally different world than in the past. MyEdPortal provides a launching pad for all your educational needs.

## Highly Qualified Teachers

- Help state and local administrators track and report
- Help districts comply to state and federal mandates
- Help our teachers realize their HQT status and provide tools to those who fall short of the HQT mark

## No Child Left Behind

- Help state and local administrators track and report progress
- Help districts comply with state and federal laws

## Parents\*

- Provide real-time grades and attendance to parents
- Help parents and teachers communicate
- Help focus on the student through innovative technologies

## Students\*

- Provide a safe haven for our children to create online communities revolving around their schools
- Improve confidential communications between staff and students

## Communities

- Invest in our communities by investing in our future leaders and their teachers

## MyEdPortal Objectives

- Streamline the work flow process from the state level all the way to the educator
- Help teachers reduce administrative time and increase time in the classrooms
- Improve communications between the schools and parents
- Reduce costs for technology to school districts
- Help our children succeed

**Certification Tracking** - *Professional Development Made Simple*

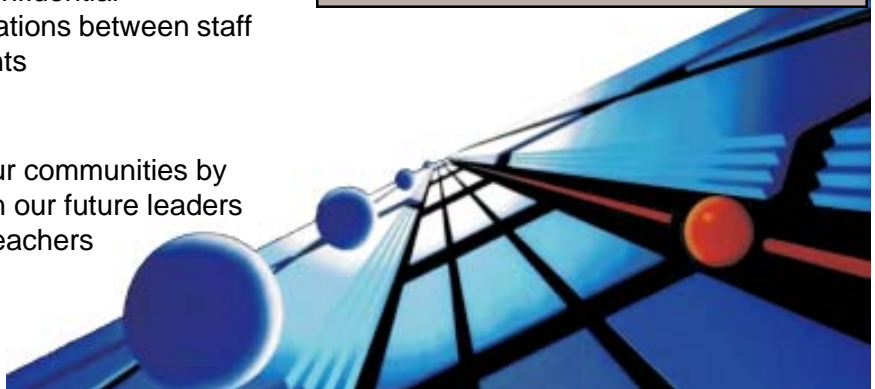
### Built by Educators for Educators.

At CDO Technologies, we consider ourselves partners in education. Who better to build software for educators than the people who use it?

Our customers have direct input on Certification Tracking changes and upgrades.

With our products and services, there are no hidden costs and noneed for expensive hardware and IT staff. Customization of the product for your district is not only possible, but affordable.

\*In Future Release



# Certification Tracking

## Introducing Certification Tracking

We are proud to present this powerful computer software that is designed exclusively to assist educators in developing, submitting, and updating their Individual Professional Development Plans (IPDPs). All Educators need to do is fill-out a form. It's fast, efficient, and there's no paperwork to handle!

## Educator Access

Certification Tracking is entirely web-based. Log in from any computer with web access and a browser such as Internet Explorer or Netscape.

## Development Plan

Your Individual Professional Development Plan is written out in the fields provided. You may enter changes to your plan any time prior to submitting your for approval.

## Information

For information about how Certification Tracking can make your professional development process simpler, call CDO at 937- 476-2206, or email us at [Info@MyEdPortal.com](mailto:Info@MyEdPortal.com)

## LPDC Access

Obtaining critical information relating to the status of a continuing education program is paramount. The ability to quickly gather, sort, and analyze such information is made simple with Certification Tracking. Standard reports determine when educators need to renew their current license status, current credit level, and outstanding issues.

The image displays two screenshots of the MyEdPortal web application. The top screenshot shows the 'CerTrak Dashboard' for an 'Educator' user. It features a navigation bar with 'Home', 'Tools', 'Forum', and 'Support'. Below the navigation bar, there is a table with columns for 'Type' and 'Expiration'. The table contains one row: 'COMPREHENSIVE' with an expiration date of '06/30/2005'. Below the table, there is a section titled 'Status Submitted for Verification' with a table containing columns for 'Title', 'Contact Hours', 'Begin Date', and 'Request Form'. The table contains two rows: 'Economic 624' with 0 contact hours and a begin date of '01/09/2004', and 'National Board Candidacy' with 40 contact hours and a begin date of '02/12/2003'. The bottom screenshot shows the 'MyEdPortal' home page. It features a navigation bar with 'Home', 'Tools', 'Forum', and 'Support'. Below the navigation bar, there is a section titled 'MyEdPortal - Helping Prepare the Next Generation'. This section contains several bullet points under the following categories: 'Highly Qualified Teachers', 'No Child Left Behind', 'Parents', 'Students', 'Communities', and 'MyEdPortal Objectives'. The bottom of the page includes a footer with 'Copyright 2002-2003 MyEdPortal', 'Terms Of Use', 'Privacy Statement', and 'Hosted by: CDO Technologies'.





# Educator

## Certification Tracking Educator Features

**Add and track Licensure**

**Manage Individual Professional Development Plan (IPDP)**

**Add and track Goals**

**Add and track Activities**

**Track total CEU progress on IPDP**

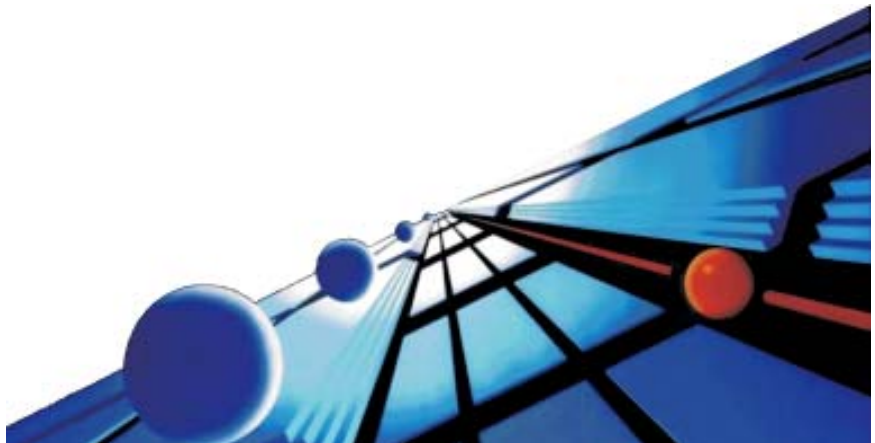
Certificate #	Grade	Type	Expiration	Status
12	Two-Year Prov. Certificate	COMPREHENSIVE	06/30/2005	In Progress

IPDP  
 Status: Submitted for Verification

Activity Id	Status	Type	Title	Contact Hours	Begin Date
29	Submitted for Verification	College/University Courses	Economics 624	10	01/03/2004
30	Verified and Completed	Participate in National Board Candidacy	National Board Candidacy	15	03/12/2003

CEUs	Submitted	Approved	Verified	Total CEU's
Saved	0	1.00	1.50	2.50

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# LPDC Member

## Certification Tracking LPDC Member Features

Home Tools Forums Support Admin

Logout | Ryan Owens

CerTrak Dashboard

Educator | Administrator

IPDP Summary | Activity Summary | Renewal Summary

**IPDP Summary**  
View Current IPDPs By Educator

**Submitted:**

IPDP Title	Email	Building Assignment	Submit Date
<a href="#">Carol Simmons - 3/26/2004</a>	csimmons@myedportal.com	Longfellow	

**Pending Revision Approval:**

IPDP Title	Email	Building Assignment	Submit Date
<a href="#">Susie Doe - 1/15/2004</a>	sdoe@myedportal.com	Allen	3/26/2004
<a href="#">Carson Palmer - 3/19/2004</a>	cpalmer@myedportal.com	Longfellow	3/26/2004
<a href="#">Ryan Owens - 3/29/2004</a>	ryan.ranly@cdotech.com	Allen Wilbur Wright	5/7/2004

**Submitted for Verification:**

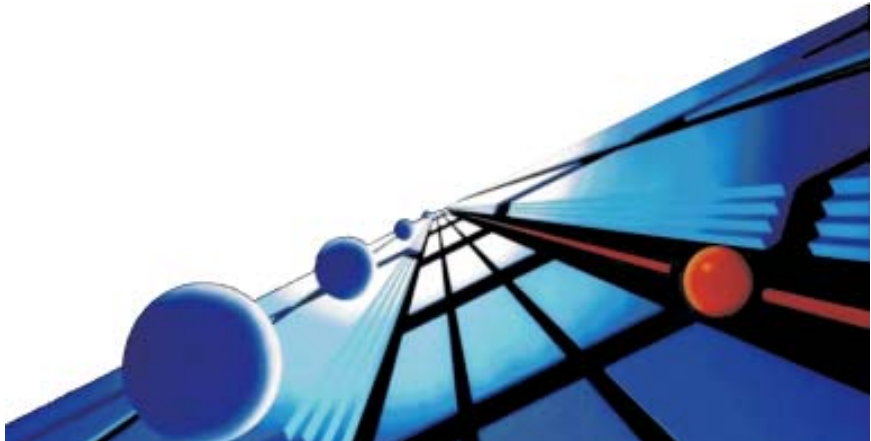
IPDP Title	Email	Building Assignment	Submit Date
<a href="#">Walter Payton - 10/25/2003</a>	wpayton@myedportal.com	Longfellow	3/30/2004

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Track IPDP and Activity progress submission and approval

Manage educator's IPDP

Quickly view and analyze all IPDP and Activity information requiring action



# Course Catalog

## Introducing Course Catalog

As an extension to our MyEdPortal product, we are proud to release a Course Catalog module to assist Educators and School Administrators in managing the registration process of courses and workshops offered by their school. The Course Catalog module provides a simple and easy-to-use interface. This powerful tool tracks prospectuses, classes, instructors, educators, attendance information, and more!

### Access

Course Catalog is entirely web-based. Users can log in from any computer with web access and a browser such as Internet Explorer or Netscape. No installation is needed. It's fast, efficient, and there is no paperwork to handle.

### Educators

Educators can view a catalog of workshops and courses based on their subject area, and enroll with a click of the mouse. With a glance of their dashboard, an educator can quickly view courses they have attended, enrolled in or are currently on the waiting list. Educators with Certification Tracking access can even tie their course enrollment to their IPDP.

### Facilitators

Course instructors have the ability to add their prospectus for a workshop or course. Facilitators have the ability to enter and track their past, present, and future course offerings. The dashboard contains a printable sign-in sheet and an easy to use interface for updating attendance upon course completion.

### Administrators

Administrator's dashboard gives a quick view of all proposed prospectuses for

review and approval. Administrators can even add their own prospectus and enter new course offerings from previously approved prospectuses. The dashboard also displays upcoming and recent courses or workshops, providing the ability to view attendance, as well as the ability to print Certificates of Attendance.



### Information

For information about how Course Catalog can make your professional development process simpler, call CDO at 937-476-2206, or email us at [info@MyEdPortal.com](mailto:info@MyEdPortal.com)



# Facilitator

## Course Catalog Facilitator Features

Home Tools Forums Support

Logout Carson Palmer

Course Catalog Dashboard

Facilitator

30 Day | All

**Prospectus Summary** - [Add a New Prospectus](#)

Course/Workshop Title	Submit Date	
<a href="#">Outside in the Field and Forest</a>	4/25/2004	<a href="#">Approved</a>

**Course Summary**

**Upcoming:**

Course/Workshop Title	Date(s)	
<a href="#">Microsoft Excel</a>	5/20/2004	<a href="#">Print Sign-In Sheet</a>
<a href="#">Microsoft Powerpoint</a>	6/15/2004	<a href="#">Print Sign-In Sheet</a>

**Recent:**

Course/Workshop Title	Date(s)	
<a href="#">Alcohol and Other Drug Awareness in the School</a>	5/14/2004	<a href="#">Update Attendance</a>
<a href="#">Biology</a>	5/15/2004	<a href="#">Update Attendance</a>

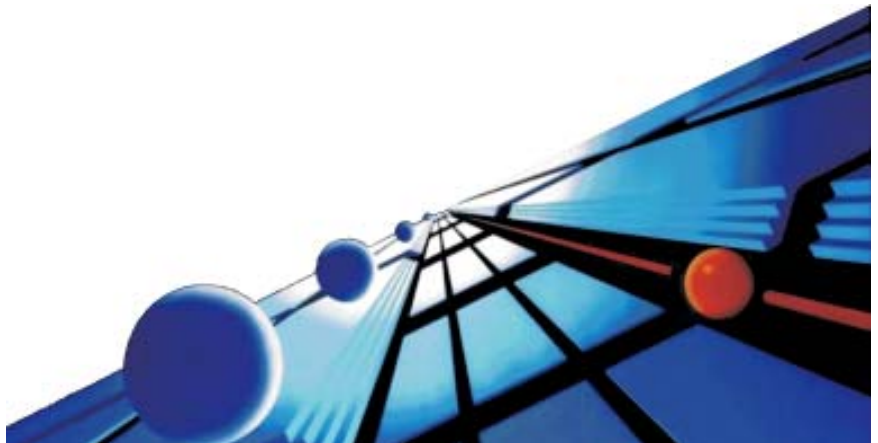
Enter and track status for a Prospectus for workshops & courses

View their upcoming workshops & courses

Print sign-in sheet per workshop and course

Update attendance for recent workshop and course

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# Administrator

## Course Catalog Administrator Features

Home Tools Forums Support

[Logout](#) | [Carol Simmons](#)

Course Catalog Dashboard

Administrator

[Prospectus Summary](#) | [Course Summary](#)

Prospectus Summary - [Add a New Prospectus](#)

[To Review](#) | [Declined](#) | [Approved](#)

To Review:

Course/Workshop Title	Submit Date	Submitter
<a href="#">Science for visual impaired</a>	4/26/2004	Ryan Owens

Home Tools Forums Support

[Logout](#) | [Carol Simmons](#)

Course Catalog Dashboard

Administrator

[Prospectus Summary](#) | [Course Summary](#)

Course Summary - [Add a New Course](#)

[30 Day](#) | [All](#)

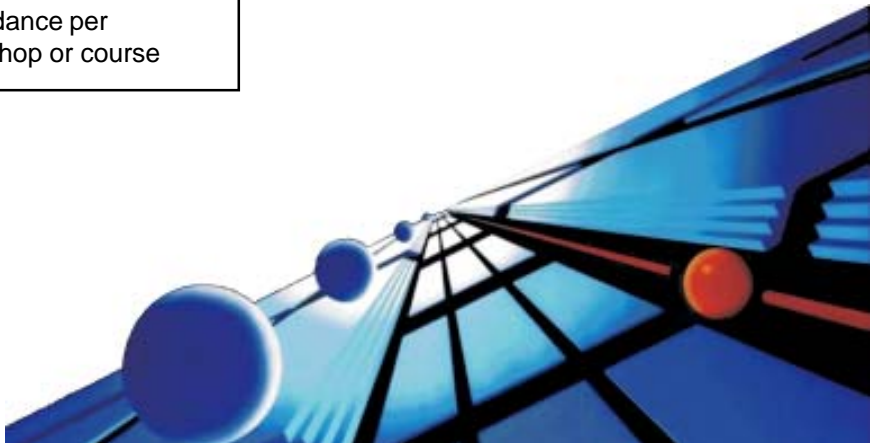
Upcoming:

Course/Workshop Title	Registration Dates	Date(s)
<a href="#">Microsoft Excel</a>	05/01/2004 - 06/13/2004	5/20/2004
<a href="#">Microsoft Powerpoint</a>	05/25/2004 - 06/15/2004	6/15/2004

Recent:

Course/Workshop Title	Date(s)	<a href="#">View Attendance</a>
<a href="#">Alcohol and Other Drug Awareness in the School</a>	5/14/2004	<a href="#">View Attendance</a>
<a href="#">Alcohol and Other Drug Awareness in the School</a>	5/14/2004	<a href="#">View Attendance</a>
<a href="#">Alcohol and Other Drug Awareness in the School</a>	5/14/2004	<a href="#">View Attendance</a>
<a href="#">Biology</a>	5/15/2004	<a href="#">View Attendance</a>

Print Certificates of Attendance per workshop or course







# Educator

## Course Catalog Educator Features

Home Tools Forums Support

Logout Susie Doe

Course Catalog Dashboard

Educator Courses

30 Day All

**Course Summary**

**Enrolled:**

Course/Workshop Title	Date(s)
<a href="#">Outside in the Field and Forest</a>	6/16/2004

**Wait List:**

You are on no waitlists for courses scheduled in the next 30 days.

**Past Course/Workshop:**

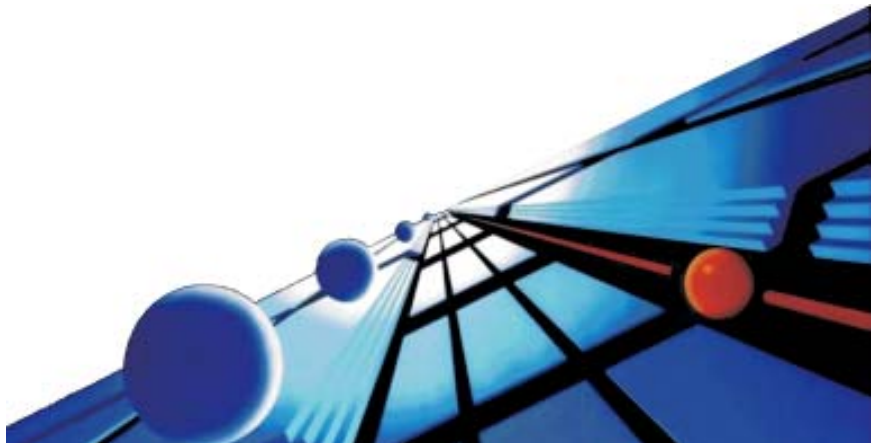
Course/Workshop Title	Date(s)	Attended
<a href="#">Alcohol and Other Drug Awareness in the School</a>	5/14/2004	Yes
<a href="#">Biology</a>	5/15/2004	Yes

Quickly view all details for enrolled personnel

Quickly view all details for wait-listed workshops or courses

Quickly view all details for workshops or courses that have been attended

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# Educator

Home Tools Forums Support

Logoff | Susie Doe

### Course Catalog Dashboard

Educator | Courses

View and enroll in available workshops and courses

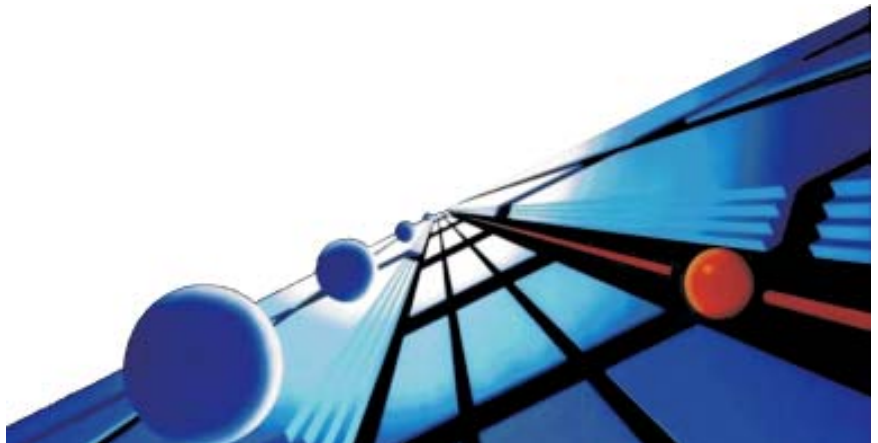
Course Summary

Available:

Course/Workshop Title	Category	Registration Dates	Date(s)	Enrollment Max	Current Enrollment	Waitlist Max	Current Waitlist
<a href="#">Alcohol and Other Drug Awareness in the School</a>	All Sciences	05/01/2004 - 05/31/2004	5/14/2004	4	4	2	1
<a href="#">Outside in the Field and Forest</a>	All Sciences	05/01/2004 - 06/09/2004	6/16/2004	20	3	10	0
<a href="#">Biology</a>	All Sciences	05/17/2004 - 06/15/2004	5/15/2004	2	2	3	2

Link workshops and courses as activities toward IPDP

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# Miscellaneous Facts

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## **Facts**

There are several pertinent facts you will need to know about MyEdPortal.

## **Multi-platform Operation**

MyEdPortal can be used from both PC or Mac computers, using Internet Explorer or Netscape browsers.

## **Technical Support**

Online and phone support is available for the end-users.

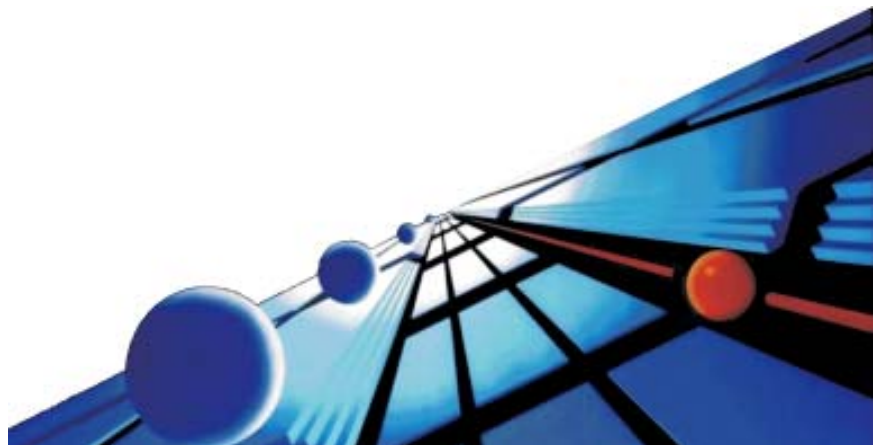
## **Report Capabilities**

Ad hoc and custom reporting is available to administrative staff.

## **Cost**

MyEdPortal quickly pays for itself in saved labor costs.

Additional training and software customization is available as needed.





# Educator

## Reporting Features

Home Tools Forums Support Admin

[Logoff] [Ryan Owens]

Reporting Views: IPDP\_PENDING\_APPROVAL [Select]

Field List - Please select the fields you would like displayed on the report.

Full Name   
  Address   
  Plan Title   
  LPDC Comments  
 Last Name   
  Identification Number   
 Submitted Date   
 Status  
 First Name   
 Date of Birth   
 Comments   
 Date Approved  
 Email Address

[Next >]

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Create personalized reports

Select fields for display per report

Home Tools Forums Support Admin

[Logoff] [Ryan Owens]

Conditions - Filter your report by adding conditions.

[Submitted Date] > '03/15/2004'

And [Full Name] Equal [ ] [Add Condition]

[Next >]

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Add filters per report

Home Tools Forums Support Admin

[Logoff] [Ryan Owens]

Print Excel My Favorites

### Educator Plans Requiring Action

3/29/2004 3:15:05 PM

Full Name	Last Name	First Name	Email Address	Submitted Date	Status	Date Approved
Doe,Susie	Doe	Susie	sdoe@myedportal.com	03/26/2004	Pending Revision Approval	01/26/2004
Palmer,Carson	Palmer	Carson	cpalmer@myedportal.com	03/26/2004	Pending Revision Approval	03/25/2004
Payton,Walter	Payton	Walter	wpayton@myedportal.com	03/30/2004	Submitted for Verification	10/31/2003
Simmons,Carol	Simmons	Carol	csimmons@myedportal.com	03/26/2004	Submitted	

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Print Preview, Export to Excel and Add to Favorites





## References

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### **Euclid City Schools**

651 East 222<sup>nd</sup> St.  
Euclid, OH 44123  
(216) 797-4480

### **Westerville City Schools**

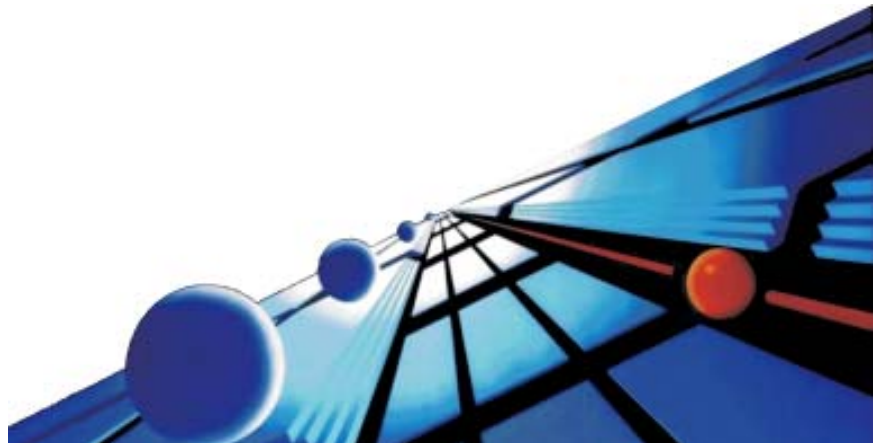
303 South Otterbein Avenue  
Westerville, Ohio 43081  
(614) 797-5737

### **Upper Arlington City Schools**

1950 North Mallway  
Upper Arlington, OH 43221  
(614) 487-5100

### **Upper Arlington/Worthington Summer Institute**

200 East Wilson Ridge Rd.  
Worthington, OH 43085  
(614) 487-5060





## Technical Specifications

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**Hardware Requirements:**  
PC or Mac platform supported

**Software Requirements:**  
**PC:** Internet Explorer 6 or higher; Netscape 7.01 or higher

**Mac:** Internet Explorer 5 or higher



## Technical Support

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**E-mail:** [helpdesk@myedportal.com](mailto:helpdesk@myedportal.com)

**Hours of Operation:** 8:00 am to 5:00 pm, excluding weekends and holidays

**Help Desk:** Web access to Helpdesk tickets



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Ph: 937-476 2206  
Fax: 937-258-1614  
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