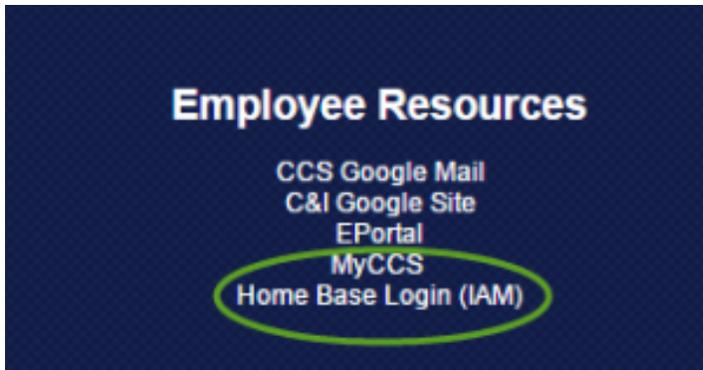


# INSTRUCTIONS ON HOW TO REGISTER AND CREATE COURSES IN HOMEBASE (Unified Talent)

## Course Registration:

If you need help with course registration, please view the step-by-step screenshots below: Registration for CCS Face-to-Face and Instructor-Led Online Professional Development courses are located in HomeBase. In order to see course descriptions and register for courses, you will first need to enter Unified Talent, where the online PD platform is located. To find course descriptions, register for courses, and participate in some online courses, start by clicking on the Home Base login at the bottom of the CCS home page. (Please note that course names/descriptions will not appear in the platform until registration opens and will no longer appear once registration for a course is full. The system has been set up this way by NCDPI).



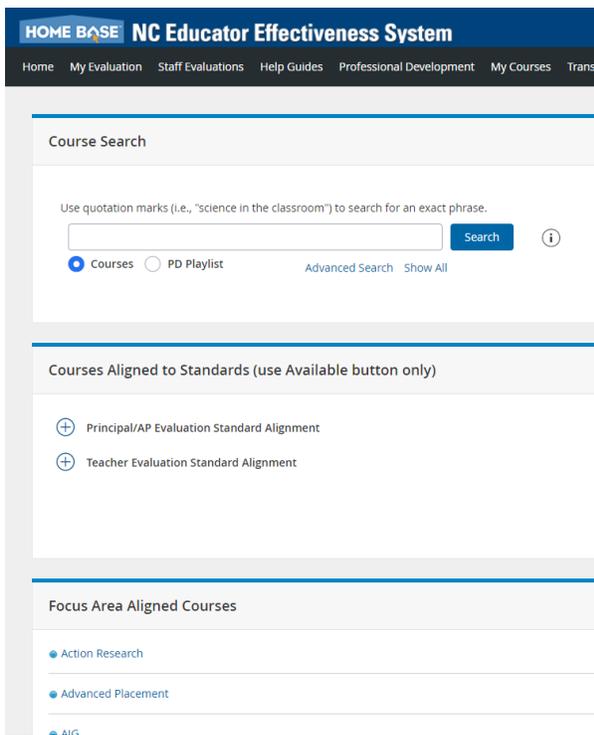
Once you click on the Home Base link, please type in your user information to log into Home Base. You must be an active, full-time CCS educator to be issued an NCID and to have access to this professional development system. If you do not have this access, but need to register for a CCS PD course, please call the CCS Professional Development Office at (910) 678-2708 to discuss other possible options for PD.



Once you've logged into Home Base, you will see several choices. Please click on the Unified Talent link.



Once on this "NCEES" homepage, select the tab at the top, labeled "Professional Development".



You will see a box called, "Course Search". If you know the exact title of your course, you may enter it in the search bar. If not, click on "Advanced Search".

From this screen on the left you will see "Course Provider" click the drop down in "Select One" and click "Equal to."

HOME BASE NC Educator Effectiveness System

Home My Evaluation Staff Evaluations Help Guides Professional Development System Administration

Advanced Learning Opportunities Search

Search for Learning Opportunities

Course Provider: [Select One] [Select One]

Course Title: [Select One] [Equal To] [Not Equal To] [ ]

Course Description: [Select One] [ ]

Course Number: [Select One] [ ]

Section Title: [Select One] [ ]

Section Start Date: [Select One] [mm/dd/yyyy]

Section End Date: [Select One] [mm/dd/yyyy]

Section Number: [Select One] [ ]

[Search]

Show All Opportunities

For course provider (Left side) choose equal to and Non-Moodle (drop down boxes).

HOME BASE NC Educator Effectiveness System

Home My Evaluation Staff Evaluations Help Guides Professional Development System Administration

Advanced Learning Opportunities Search

Search for Learning Opportunities

Course Provider: [Select One] [Select One]

Course Title: [Select One] [ ]

Course Description: [Select One] [ ]

Course Number: [Select One] [ ]

Section Title: [Select One] [ ]

Section Start Date: [Select One] [mm/dd/yyyy]

Section End Date: [Select One] [mm/dd/yyyy]

Section Number: [Select One] [ ]

[Search]

Show All Opportunities

Next, click search (Left side of screen). You will need to scroll to the bottom of the screen to see your search results.

The screenshot shows a search form with the following fields:

- Course Number: Select One dropdown and a text input field.
- Section Title: Select One dropdown and a text input field.
- Section Start Date: Select One dropdown and a date input field (mm/dd/yyyy).
- Section End Date: Select One dropdown and a date input field (mm/dd/yyyy).
- Section Number: Select One dropdown and a text input field.

Below the fields is a "Search" button and a link for "Show All Opportunities".

On the left side of your screen click on PD type. In most cases, you will choose F2F registration. This will show you all the available Face to Face classes open for registration.

The screenshot shows the search results page with the following details:

- REFINE BY:** Reset All
- PD Type:** F2F event registration (checked), Self-paced online modules, Self-paced online mini-modules, Instructor-led online courses, Instructor-led MOOCs, Instructor-led blended opportunities.
- Results:** (4) Results for Advanced Search, F2F event registration. Sort By: Course Title: A to Z.
- Course 1:** #10501 BLEND YOUR LEARNING WITH HYPERDOCSI. Instructor Led. Description: Do you like being in control? Design your own learning in this session about blended instruction... Credit. Views 0. Select a section to register: #17629 BLEND YOUR LEARNING WITH HYPERDOCSI. 11/13/2018 @ 4:00 PM. Seats: 11 left of 30. Register button.
- Course 2:** #10537 CLASSROOM MANAGEMENT INTENSIVE SESSION 3. Instructor Led. Description: This course takes teachers on an in-Depth analysis of classroom management Theory and its subsequent application... Credit. Views 0. Select a section to register: #17628 CLASSROOM MANAGEMENT INTENSIVE SESSION 3. 01/04/2019 @ 4:00 PM. Full status.

If a course has reached its maximum capacity, if the registration window is closed, or if you have already enrolled in the course previously, but have not completed it, the registration button may not be available to you. If this occurs, please contact the CCS Professional Development department for assistance. Courses are only visible in the registration system when they are open for registration.

## Creating a Course:

- Log in to Unified Talent through HomeBase.
- Instead of selecting “Professional Development”, select “System Administration”. (If this is not an option for you, contact Jennifer Graham.)
- Under Applications, select Course Administration.
- From the left side of the screen, select Create New Learning Opportunity.
- **Select Instructor Led Course.** We do not create self-paced courses through Unified Talent, so do not select this option even if you are planning a self-paced course!
- Enter (*based on completion of the CCS Professional Development Course Information Form*):
  - Course Title
  - Course Description
  - Disclaimer (optional)
  - Course Provider (Non-Moodle)
  - Credit Type and Amount **(Amount of credit refers to each individual session - not cumulative amount)**
  - Leave Funding Source blank
  - PD Type (optional)
  - Leave Duration blank
  - Prerequisites (optional)
  - Notes (*Should at least reference that the course is a CCS Instructor-Led face-to-face, virtual, etc. session. If the session is being held at a location other than where your participants are used to going for PD, this is one place where this can be mentioned. Courses that are already posted may serve as possible examples.*)
  - If you will be creating multiple “sections” that may have the same participants, you will need to check the box to allow them to register for multiple sections.
  - Leave “Do not require section start...” blank.
  - Leave “Archived” blank.
  - Click on the button for “Create Instructor Led Course”.
  - On the right side of the new screen, select “Set Locations”.
  - Leave the selections as District and Cumberland County Schools and click Add. Then click Done at the bottom of the screen. (*If you would like to create customized sessions where only teachers at certain schools can register, this is possible through this function.*)
  - Click on “Align Focus Areas” on the right side of the screen and select the curriculum focus area(s) for the course.

- Click on “Align Standards” on the right side of the screen and select the standards from the AP/Principal Evaluation or the Teacher Evaluation that will be addressed through the course.
- Scroll down to the bottom of the page and click on the button for “New Section”.
- Create a section title. The title should make it easy for a teacher to determine which section he/she needs to register for. It is recommended to include some date information, as well. (Examples: VOC Winter 2019 or 7th Grade Math Fall 2018)
- If the PD will be held at ERC, the address is 396 Elementary Drive, Fayetteville, NC 28301. Leave the Room Number blank even if you have been assigned to a room. If the PD will be held anywhere other than ERC, provide the complete address of the course location.
- Provide the name of the person who should be contacted to answer questions about the course. This person may be the course facilitator, or it may be someone else (for example, Jennifer Graham may be the facilitator, but Theresa Perry should be the contact person).
- Enter the maximum number of participants who can register for the course. This decision may be based on the size of the room, number of materials, and/or the content of the course. The course creator can determine whether or not he/she wants to use the waitlist function. If this function is selected, the creator will need to add or decide not to add waitlisted participants prior to the start date of the course.
- Set the dates for when the course will start, end, and when registration will end.
- Set the start time and end time of the first meeting of the course.
- Leave the “Follow-up Survey” and survey date blank. This is important. You can create your own feedback survey to administer to participants, but we do not use the one in Unified Talent. If you select this one, it will prevent participants from receiving their CEU credit.
- If registration is to be available immediately, mark the box for “Release Section Now”. Otherwise, set a date to release the section so that it will be available for registration.
- Notes: This is an optional section, but participants like to have as many details as possible to plan for their PD experiences. If you are hosting a virtual session, you can include the join link in this section.
- Section Completion Status should remain as “In Progress” for now.
- Click the blue button at the bottom of the screen that says “Create”.
- Review the content of the new screen. Scroll down to the bottom and click on the button that says “Instructors”. Both the facilitator of the course and the course creator should be added as instructors. The search requires

the name of an active CCS employee. When done adding instructors, click the button for “Done” at the bottom of the screen.

- Scroll down and click on the button for “Class Times”. Add the time information for each course meeting. Between each added time, click “Save”. When all class times have been added, click “Save and Exit”.
- Scroll down to the bottom of the page and click the button for “Done”.
- At this point, the course posting is done. To view/edit the roster or the course information, use the drop down arrow by the course section.
- If you create more than one section of a course, DO NOT CREATE A NEW COURSE! You will simply need to add a new section for the course. This will prevent the pages of offered courses from getting too long, thus overwhelming registering participants. If you are creating a series of related sections, you can use the “copy” function under the section’s dropdown arrow to create a copy of your completed section and then you will just have to make the few necessary edits to the duplicate section.
- Prior to each course session, the creator should go through the “View Roster” function to print a sign-in sheet. Participants will sign this sheet to provide evidence of their attendance.
- Once the course (or sections of the course) are completed, the creator of the course will need to go into the section(s) and mark participants’ completion or incompleteness based on the sign-in sheets. YOU CAN ONLY “COMPLETE” ONE SECTION OF A COURSE PER DAY AT THIS TIME. IF YOU TRY TO COMPLETE MORE THAN ONE SECTION OF A COURSE ON THE SAME DAY, PARTICIPANTS WILL ONLY RECEIVE CREDIT FOR THE FIRST ONE.
- To do this, use the dropdown arrow next to the section and select “View Roster”.

Sections			
	TITLE	SECTION #	START DATE ▼
▼	VOC S1 Spr 2 2019	18636	April 29, 2019 - May 27, 2019
	VOC S1 W 2019	17835	January 14, 2019 - February 22, 2019
	VOC S1 F2 2018	17132	October 15, 2018 - November 26, 2018
	VOC S1 F12018	16981	September 17, 2018 - October 26, 2018
	VOC S1 Su2018	15177	June 11, 2018 - July 20, 2018
	VOC S1 Sp2 2018	14937	April 30, 2018 - May 25, 2018

- Edit
- Manage
- View
- View Roster
- Navigate Section
- Copy
- Delete

- Once the Section Roster page comes up, click on the button for "Grade / Roster Status".

## Section Roster

Done

#: 3701

Title: Vocabulary - Which Words, What Ways, and Why? (CCS Online Course)

CEUs:

Literacy

Section #: 18636

Section Title: VOC S1 Spr 2 2019

Start Date: 04/29/2019

End Date: 05/27/2019

Maximum Number of Participants: 30

Manage Credits

Add Learner

Add Learner Advanced

Email All

Enrollment History

Edit

Export

Messages

Name Tags

Remove Participants

Grade / Roster Status

- For each participant, use the dropdown menu to mark them as “complete” or “incomplete”.

Section Title: VOC S1 Spr 2 2019  
 Start Date: 04/29/2019  
 End Date: 05/27/2019  
 Maximum Number of Participants: 30

Change all Roster Status to:  
 -Select One-

\*Note: When using "Apply All" or when changing the grade on an individual, the final Roster Status will be subject to the auto change registration status rules that may be set for the grade you've chosen. These rules can be viewed by super-administrators from the "Section Grades" menu option.  
 Save This Page - Save all of the values that are set in the table below  
 Apply All - Take the values show above and apply them to everyone on the roster  
 Apply - Take these values and set them into the boxes below

Save This Page Cancel

Show Only Active Users

#	Name	District / School	Registration Status	Registration Details	Credit Hours
1.	AMENDOLA, DANNY ID: 9541358967 jamesamendola@ccs.k12.nc.us Demographics: Instructional Show More...	Cumberland County Schools, Stoney Point Elementary	Completed	Enrolled On: April 11, 2019 Last Status Change: April 11, 2019	1.0 CEUS Literacy
2.	BARNES, LAURIE ID: 9528939848 lauriebarnes@ccs.k12.nc.us Demographics: Instructional Show More...	Cumberland County Schools, Armstrong Elementary	Incomplete	Enrolled On: March 20, 2019 Last Status Change: March 20, 2019	1.0 CEUS Literacy
3.	BETHEA, LASHAUNDA S ID: 3214137581 Lashaundabethea@ccs.k12.nc.us Demographics: Instructional Show More...	Cumberland County Schools, Westover Middle	Registered	Enrolled On: April 10, 2019 Last Status Change: April 10, 2019	1.0 CEUS Literacy

- Once you have finished selecting completion information for each registered participant, click on the button above the roster that says, "Save This Page".
- IMPORTANT NOTE: Some PD participants may not have access to HomeBase/Unified Talent to register for PD. It will be very important that information for these participants be collected and submitted to the PD department (immediately if it is a short-term PD; at the end of the school year if it is a PD that's cumulative across the year). Information for these participants will need to be collected from the paper sign-in rosters.

- Scroll down to end of the page, where there is a dropdown that currently says, "In progress". Change this to "Complete" and then save.

- CONGRATULATIONS!!!!