Getting Started with MyEzTraxx

EzTraxx Online provides educators with an end-to-end management solution for professional development. The application allows for the recording, tracking and reporting of activities, participation, and related staff data.

MyEzTraxx is the general teaching staff module of EzTraxx Online used for proposing professional development activities, enrollment, enrollment management, transcript access, and the creation and tracking of Individual Professional Development Plans. It is the resource for news and information about your district, links to sites of interest and the Regional Education Service Centers, and Help and Support features. It is fully integrated with the EzTraxx Onine application used in your organization's Central Office for the planning, management and reporting of continuing education and related staff data.

The features and functionality of the MyEzTraxx site are managed by the district or organization's administration. The site's dynamic menu allows each client to select the features they will make accessible to their users. Following is a list of the topics covered in this document to assist you with using the application.

TOPICS	OBJECTIVES	TASKS	Page
A. Login	The student will be able to login with their user name and password and retrieve their user name and password if lost or forgotten.	• Login to MyEzTraxx	1
		• Retrieve User Name and Password	2
B. Overview of the Homepage	The student will become familiar with the layout of the MyEzTraxx Homepage.	• My Profile • Resources • Help • Service Providers	
C. Enrollment	The student will be able to search and enroll in activities.	• Activity Class Catalog • Search Activity Class • Enrollment Management	
D. Activity Requests	The student will be able to complete an Activity Request and manage any requests they have created.	• Create Activity Request • List Activity Requests	
E. Instructors	The student will be able to use the instructor features of the application.	• List Activity Classes • Record Attendance • Send email to participants • View Classes	
F. IPDP	The student will be able to complete the IPDP form.	• Overview of creating a plan. • Create Objectives & Strategies • Assign Goals • Assign Resources • How were objectives met	
G. Reports	The student will be able to search, view, and print the Staff Profile and Transcript reports as well as add additional items to the Self-Created Profile	• Staff Profile • Transcript • Create Staff Profile • Self Profile	

TOPICS	OBJECTIVES	TASKS
A. Login	The student will be able to login with their user name and password and retrieve their user name and password if lost or forgotten.	• Login to MyEzTraxx • Retrieve user name and password

MyEzTraxx is a secure site accessible with a user name and password. Your district or organization will send you a login User Name and Password via email. These may be changed at any time by you once you have logged in.

Login

To login to the secure MyEzTraxx site:

a. Go to www.protraxx.com.
b. Click on Login found in the upper right hand corner of the page.
c. Type your user name and password. Click **Login Here**.

Click here to enter your email address. Your user name and password will be sent to you.

Retrieve User Name and Password

If you forget your user name and/or password, click Forgot your password? found in the lower left corner of the login screen. You will be prompted to enter your email address in the space provided. Then click **SEND PASSWORD**.

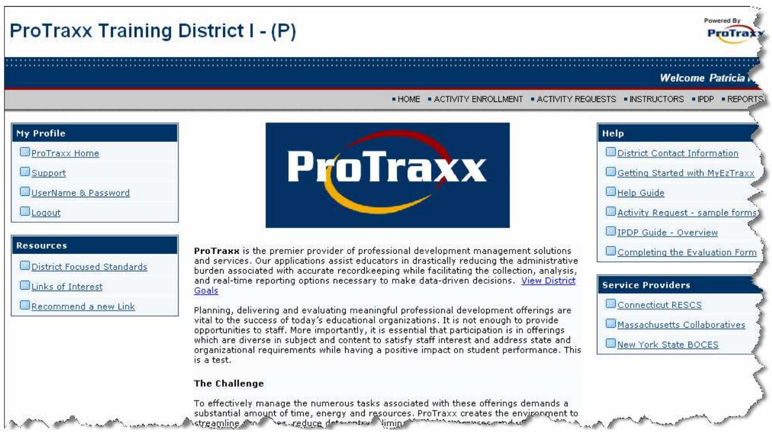
The User Name and Password on file for the given email address will be forwarded to that email address.

You may return to the Login page by clicking Back to Login.

TOPICS	OBJECTIVES	TASKS
B. Overview of the Homepage	The student will become familiar with the layout of the MyEzTraxx Homepage.	• My Profile • Resources • Help • Service Providers

Your organization's homepage will be viewable upon login. The center of the page has been customized to provide you with news, events, forms or other information that may prove useful to you and to encourage regular site visits. *Note that what you are able to see and do within this page is determined by your administration.*

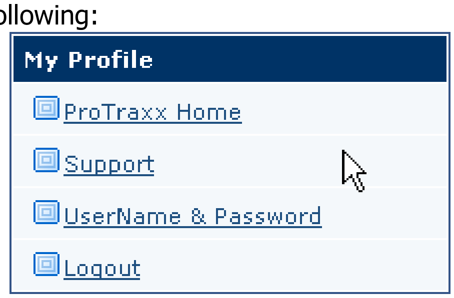
There are up to five headers across the page including: **Home, Activity Enrollment, Activity Requests, IPDP** (Individual Professional Development Plan) **and Reports**. Move your cursor over each header to access the available pages within each one.



The homepage consists of four quadrants, My Profile, Resources, Help and Service Providers.

MyProfile

My profile allows you to navigate to the following:



ProTraxx Homepage – return to our public website where you login at www.protraxx.com
Support – email us to request assistance with the MyEzTraxx site.
User Name and Password – view and update your user name and password here.
Logout – leave the secure MyEzTraxx site.

Resources

Resources provides a view of the district focused standards, numerous links to sites of interest and the option to suggest a site for sharing with other clients.

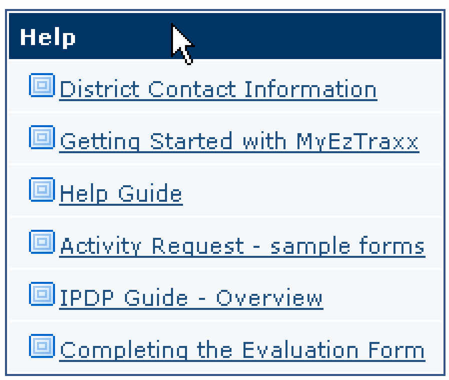
District Focused Standards – EzTraxx Online allows for the alignment of activity offerings with the student performance standards, teacher and administrative competencies and the curriculum trace maps. While there are hundreds of individual standards, the district or organization may choose to focus on specific ones at any given period of time. To view those that have been targeted by your organization, click District Focused Standards.

Links of Interest – This page provides access to dozens of sites of interest at the State, provider, conference, and association levels. To recommend a link, complete the fields provided (see below).

Recommend a new Link – If you wish to share a site or link with our clients, please complete the fields available in Recommend a new Link. When complete, click Submit and your suggestion will be considered by our team for addition to the site.

Help

EzTraxx Online offers numerous tools to assist you as you get to know MyEzTraxx's features and functionality.



District Contact Information – Should you need to contact someone in your district to assist you with the application or report a discrepancy in your posted information, use this link. Your administrators will populate the page with email and/or phone contact information of the staff to contact should you require technical or data assistance.

Getting Started with MyEzTraxx – to download a copy of this document, click Getting Started with MyEzTraxx.

Help Guide – to download the complete Help Guide, click Help Guide.

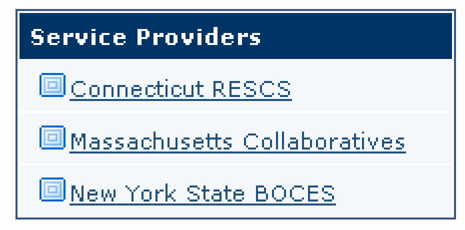
Activity Request – sample forms – to view and print a sample of a completed Activity Request form, click here.

IPDP Guide – to download the IPDP section of this document, click here.

Completing the Evaluation Form – for instructions on how to complete the online evaluation form when you have attended an activity, click here.

Service Providers

The service providers section lists regional education service providers offering additional professional development opportunties.



To view opportunities available at other educational organizations choose one of these links.

TOPICS	OBJECTIVES	TASKS
C. Enrollment	The student will be able to search and enroll in activities.	• Activity Class Catalog • Search Activity Class • Enrollment Management

There are two methods of searching for activities: Search Activity Class and Activity Class Catalog.

Search Activity Class and Enroll

a. Select **Search Activity Class** found under Activity Enrollment. Enter search criteria and click **Search**. Available activities will be listed here in alphabetical order by subject. *Note: You will not be able to view activities which have already started.*

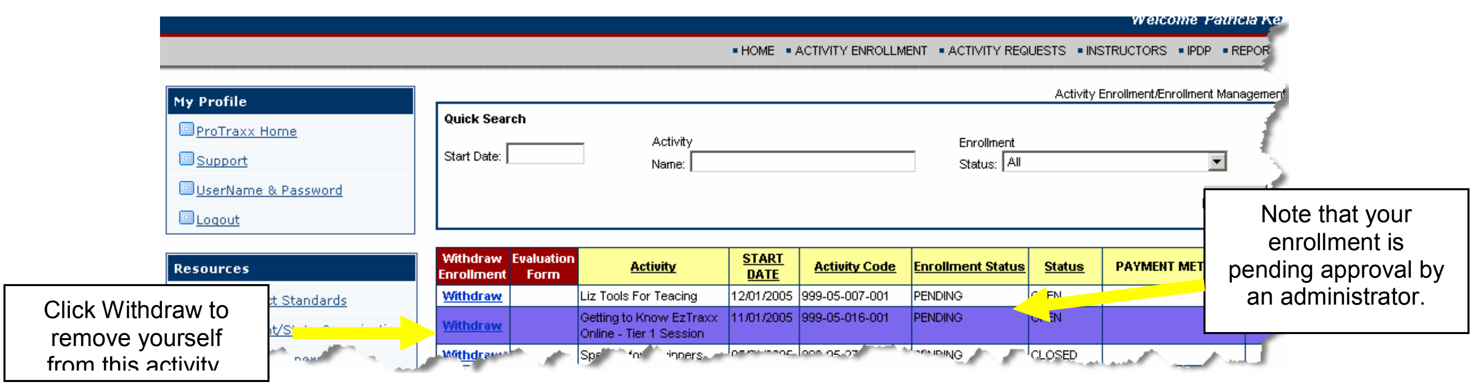
b. Select the activity to view or enroll in by clicking its underscored name from the search results. The **View Activity Class** page opens. If space is available in this activity, the **Enroll** button will appear at the bottom of the page. If the activity is full, you may see the **Add To Waitlist** option. Click this button to add your name to the waitlist for this class. If you are already enrolled in an activity class, the message "YOU ARE ALREADY ENROLLED FOR THIS CLASS" will appear. If you attempt to enroll in an activity class which would create a scheduling conflict based on enrollment in other activities, the message "A SCHEDULE CONFLICT EXISTS. YOU WILL NOT BE ABLE TO ENROLL IN THIS CLASS" will appear. You must edit your schedule in order to enroll in this class (see ENROLLMENT MANAGEMENT).

Activity Class Catalog

Select **ACTIVITY CLASS CATALOG** found under Activity Enrollment. Scroll through the entire list of activities listed by Activity Group Topic, or perform a quick search. Enter a date, select a target audience and/or choose an Activity Group Topic and click Search. To perform an advanced search, click Advanced Search at the upper right hand corner of the page. The Search Activity Class page will open, allowing you to search using multiple criteria. Proceed as described above.

Enrollment Management

When viewing the ENROLLMENT MANAGEMENT PAGE, note that the first column displays the Withdraw option, if available. *You may only delete enrollment you have created.* If an administrator has enrolled you in an activity or your enrollment has been approved, you cannot delete it. Your enrollment is Pending until it is approved by your administrator. You will receive an email notifying you of this approval.
Once you have successfully enrolled in an activity class, the Enrollment Management page opens and highlights the activity you have successfully enrolled in.



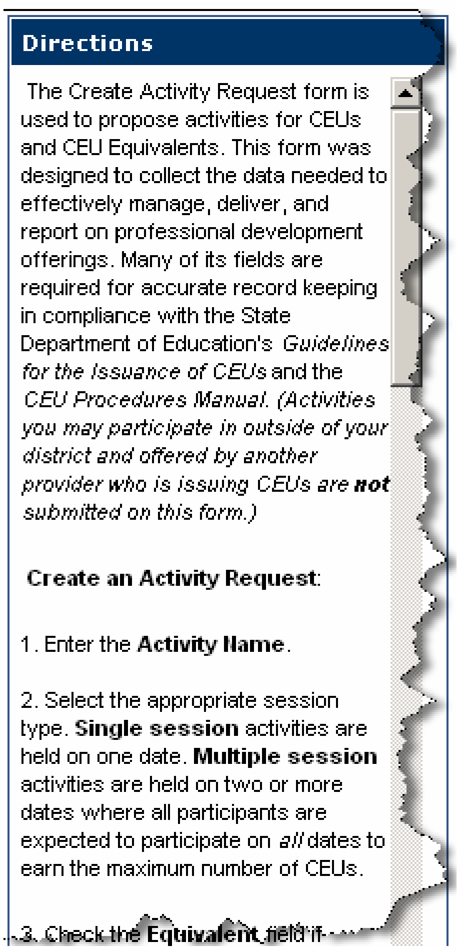
TOPICS	OBJECTIVES	TASKS
D. Activity Requests	The student will be able to complete an Activity Request and manage any requests they have created.	• Create Activity Requests • List Activity Requests

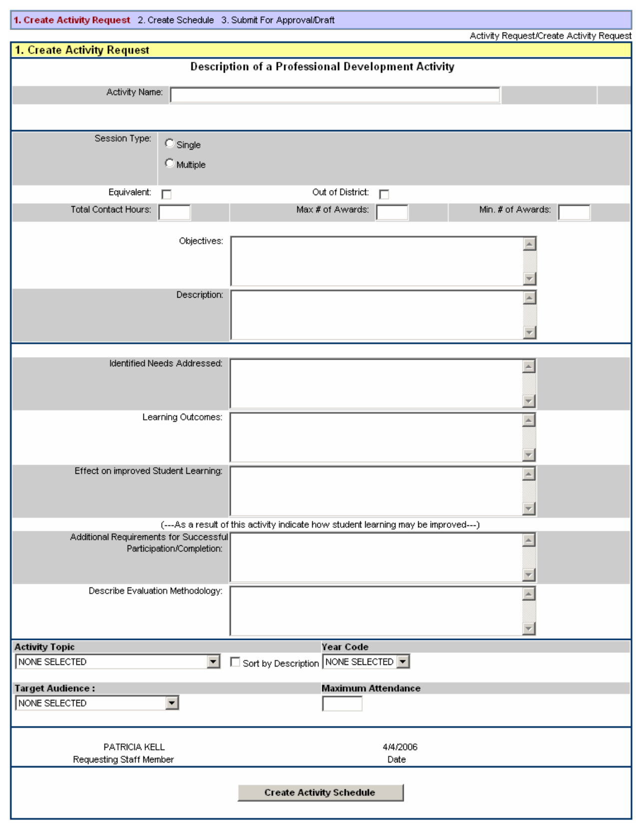
Your staff may be given access to the proposal of activities using the Create Activity Request form.

Create Activity Requests

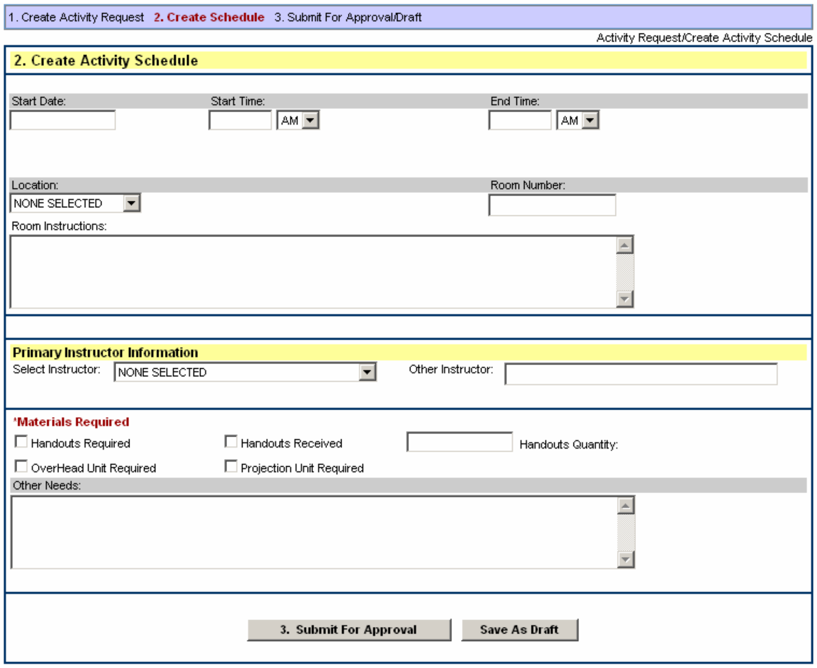
The **Create Activity Request** form is used to propose activities for CEUs and CEU Equivalents. This form was designed to collect the data needed to effectively manage, deliver, and report on professional development offerings. Many of its fields are required for accurate record keeping in compliance with the State Department of Education's *Guidelines for the Issuance of CEUs* and the *CEU Procedures Manual. (Activities you may participate in outside of your district and offered by another provider who is issuing CEUs are **not** submitted on this form.)*

To access the form, click **CREATE ACTIVITY REQUEST**. The form will open, along with Directions on the left side of the page which may have been customized by your administrator to further assist you. Complete the fields provided and then click **Create Activity Schedule** to continue and create the Activity Schedule.





Complete the Start Date, Start Time and End time and choose a Location from the drop down list. You may choose to enter room instructions. You must select an instructor, or if the instructor's name does not appear in the list, add it in the field Other Instructor. The remaining fields are optional.



Click **3. Submit For Approval** if you have completed your request, or save click **Save As Draft** and edit it at any time. Draft proposals are available under the **List Activity Request** (see more information below).

Your administrator may edit any or all of your submission.

List Activity Requests

To access any Activity Requests you have created and view their status, go to ACTIVITY REQUESTS and click List Activity Requests. The page will open to display all requests.

Activity Requests/List Activity Reques

ACTIVITY REQUEST	ACTIVITY NAME	ACTIVITY CODE	ACTIVITY SIZE	STATUS	START DATE
	IntelliTools Partners	999-06-268-001	1	OPEN	10/19/2006
	Foreign Language Curriculum Development	999-04-274-001	10	OPEN	07/16/2006
	Leading in a Changing School Environment	999-05-215-002	10	OPEN	07/03/2006
	Beginner MS Access	999-06-204-001	22	OPEN	05/01/2006
	The NewMath Curriculum for 6-8	999-05-228-001	10	COMPLETED	03/12/2006

Draft requests will be accessible through a provided link, allowing you to continue to edit them prior to submission.

TOPICS	OBJECTIVES	TASKS
E. Instructors	The student will be able to use the instructor features of the application.	• List Activity Classes • Record Attendance • Send email to participants • View Activity Classes

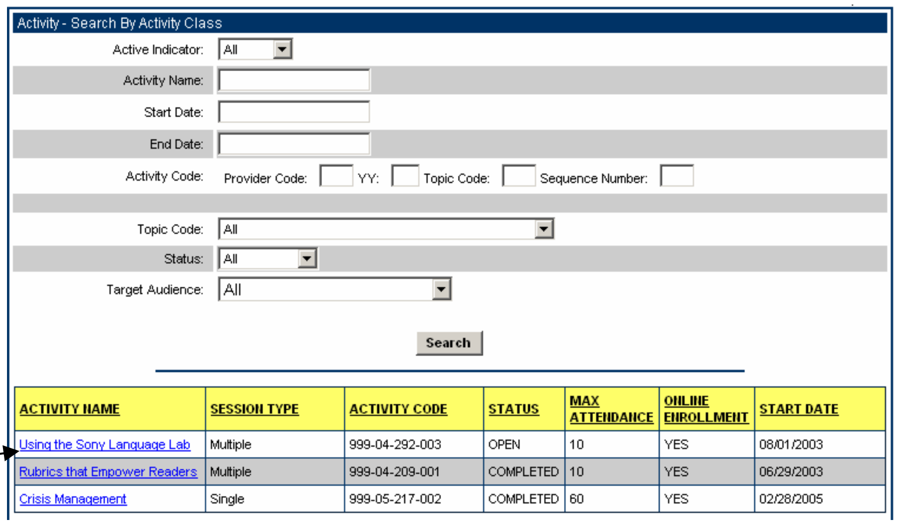
Those users having access to the MyEzTraxx site who have been identified as Instructors of professional development activities may be given the Instructor link. Instructors will be able to view all classes they have been assigned to, communicate with the students in their classes through email, and record attendance.

List Activity Classes

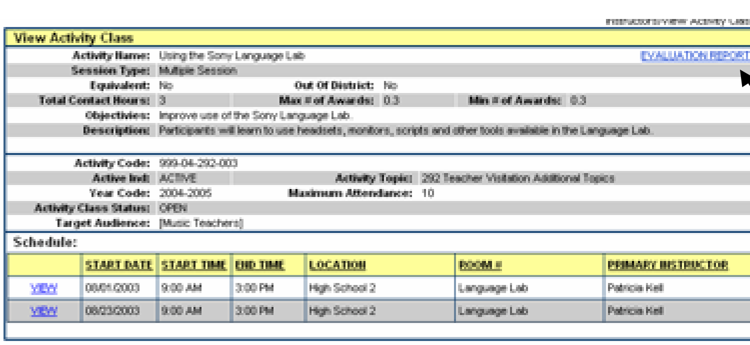
To view a list of activity classes, select **List Activity Classes** found under the INSTRUCTOR menu.

Enter search criteria in one or more of the fields provided to find the classes you are searching for, or click Search to return all classes you are assigned to. The list of classes will appear below the search in a grid listing the session type, activity code, status, maximum attendance, online enrollment indicator, and the start date. To view additional information about a class, click the underscored name of it.

Click the name of the class to view more details.



The View Activity Class page opens. Note that you will be able to view the Evaluation Report for this activity once the activity has been held and the participants complete the form.

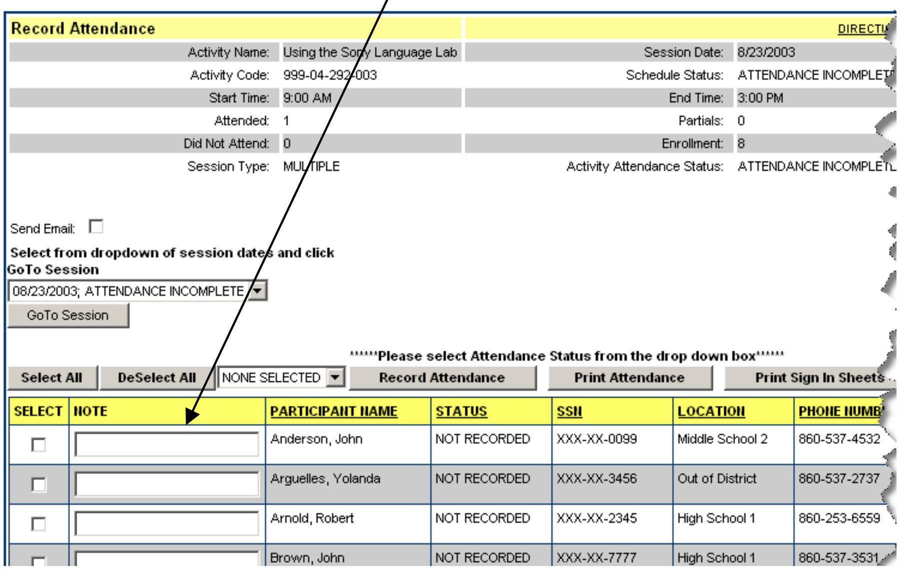


View a summary of all activity evaluations in this report.

Record Attendance

Instructors may have access to the Record Attendance page. This will allow them to take attendance at a session directly within the application, or to utilize the Sign-in Sheets which may be printed here as an alternative method.

Begin by Searching for the Activity Class you wish to take attendance for. Note that activity classes with multiple sessions (taking place on more than one date) must have attendance taken for each session. To view a particular session, find it in the drop down list and then click GoTo Session

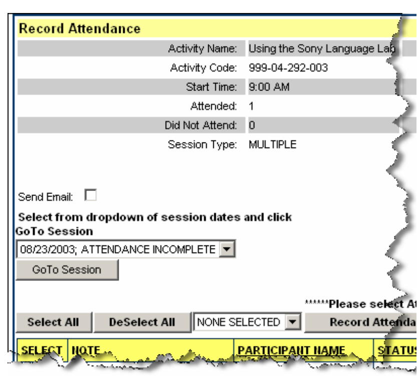


All registered participants will be viewed on this page. Check each individual participant off as appropriate or use the Select All button to choose all records. Choose the appropriate attendance type from the drop down list – Attended, Did Not Attend, Partial, or Not Recorded and then click Record Attendance. Note how the status in the fourth column will change following each action.

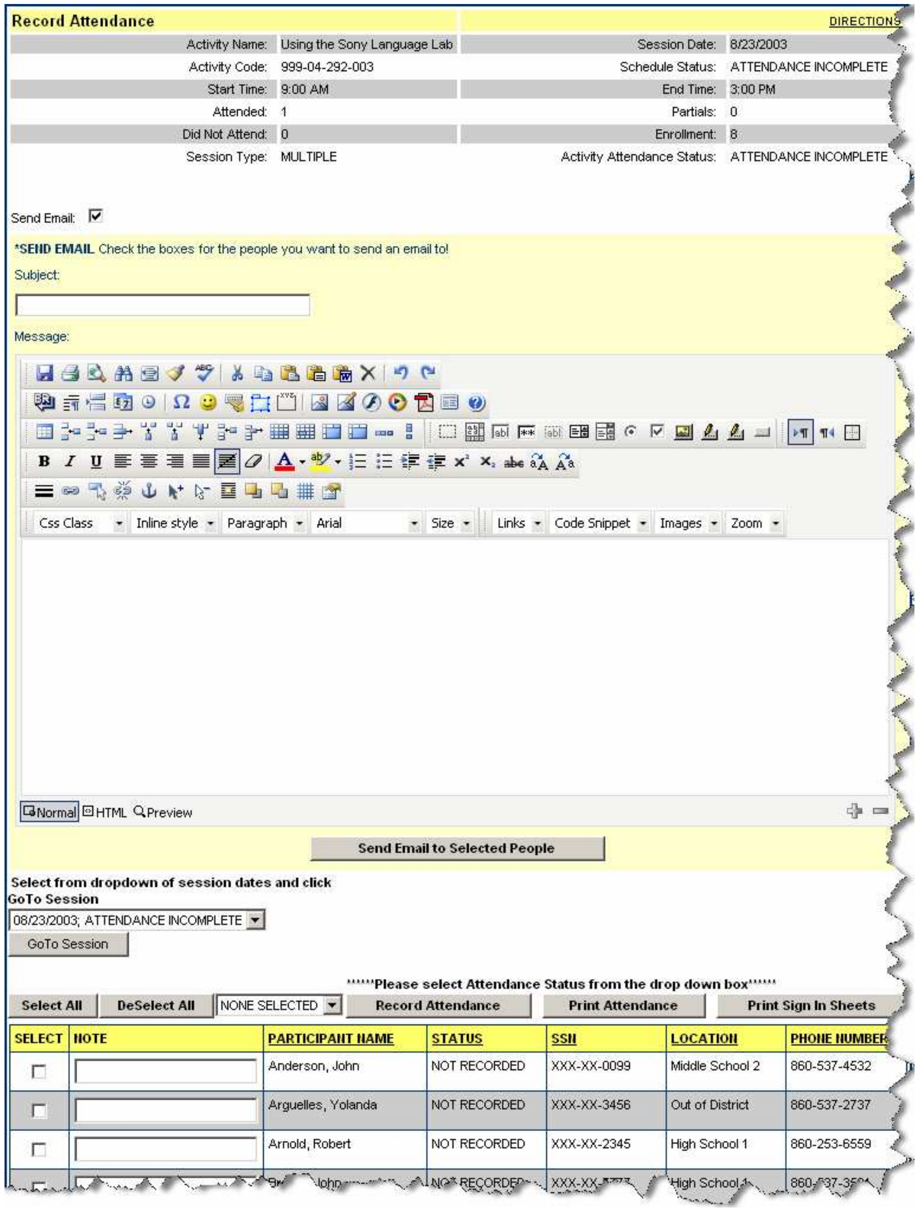
Send Email to Participants

The instructor may choose to communicate with the students in the class prior to or after a session. To do this, simply click on the Send Email check box found just above the Session information in the middle white section of the page.

Click here to open an email editor to send a message to one or more of the participants.



The email page opens. Enter a Subject and write your message in the space provided.



Check off the names of the recipients you wish to receive this message (choose Select All to send to all). When your message is complete and you have selected your recipients, click **Send Email to Selected People** to send your email. A copy of the email will be sent to your inbox.

TOPICS	OBJECTIVES	TASKS
F. IPDP	The student will be able to complete the IPDP.	• Overview of creating a plan • Create Objectives & Strategies • Assign Goals • Assign Resources

MyEzTraxx utilizes an online Individual Professional Development Plan (IPDP). Staff members having access to MyEzTraxx may create, submit and edit an IPDP online. Administrators have established goals that will be accessible to you for aligning with your own objectives as part of your Plan.

Overview of Creating a Plan

When you create your plan online, your Plan will be given a default Plan Name and Plan Description consisting of your full name and the fiscal year. You will create objectives, which you will align with goals established by your administrators and identify the resources you may need to accomplish your objectives. These resources may include funding, substitutes, and staff assistance.

Click **IPDP Management** to begin creating your Individual Professional Development Plan. All created Plans will be accessible here, as well as the option to create new plans. Any created plans will appear in the table under the headings, Plan Name, Fiscal Year and Status.

Each plan may have a description, objectives, goals, resources required and reviewer comments. Administrator's comments will be added upon submission for review prior to approval or denial. You will have the opportunity to revise and resubmit your plan should it be initially denied. Once a plan is approved, it cannot be changed. However, each staff member may *at any time* add to the plan's objectives a description of how each objective was met throughout the year.

Steps for Creating an IPDP:

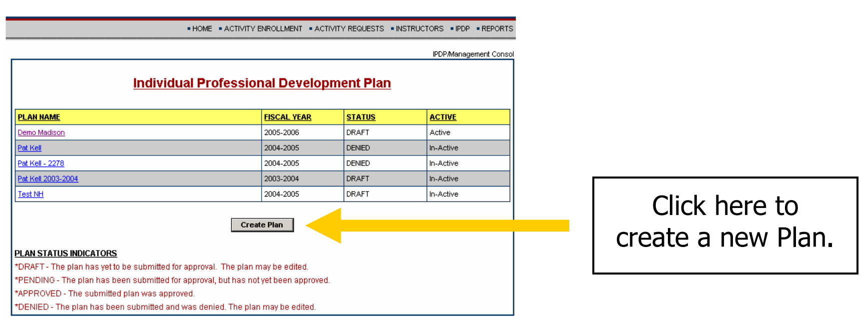
A. Create a Plan
B. Create Objectives
C. Assign Goals
D. Assign Resources
E. Define How You Met Objectives

Plan Status

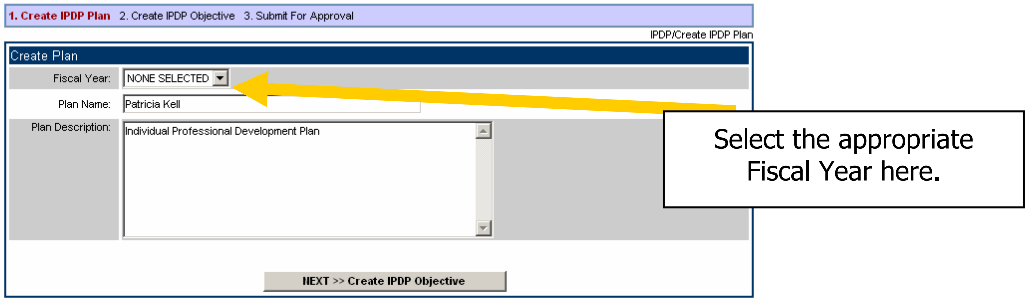
Each plan will be defined by one of the following:

Draft: Participants may save their plan in draft until is ready for submission.
Pending: Plans that have been submitted for approval are pending.
Approved: Plans that are accepted by the appropriate administrator are approved.
Denied: Plans that are rejected by the appropriate

To begin Creating your Plan, click Create IPDP Plan to create or edit a Plan.



The Create Plan page opens.



Select a Fiscal Year.

Note that the Plan Name and the Plan Description fields are **automatically populated.** The Plan Name will be your full name and the plan description will be "Individual Professional Development Plan". You may edit this information by typing over the existing text.

Then click 

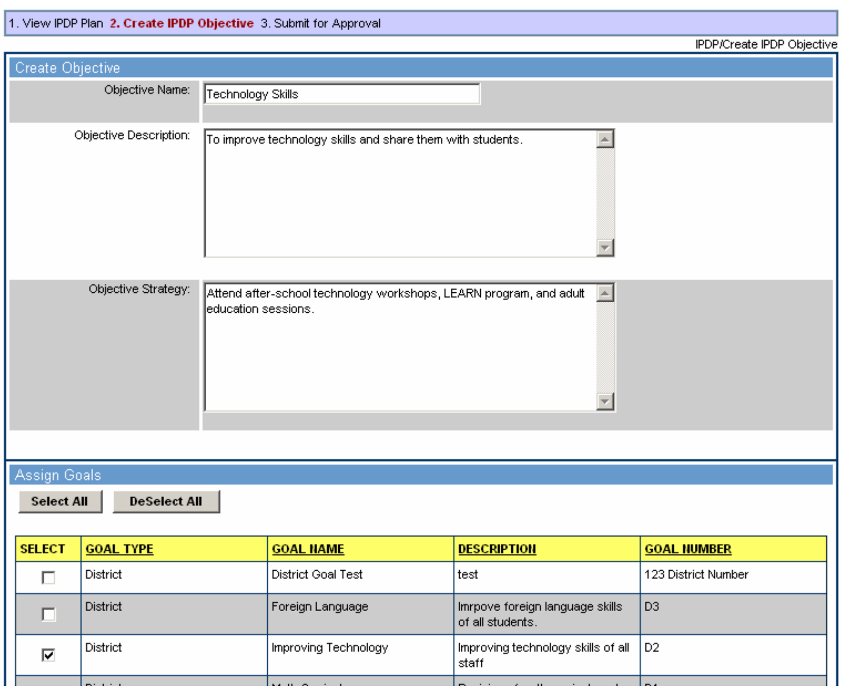
.

Create Objectives and Strategies

You will create one objective at a time and identify the strategies you will use to meet the defined objective.

Enter a brief description of your Objective. Enter an Objective Strategy by describing how you will meet this objective.

The following page opens, where you will create an Objective and align it with District/School/Organizational Goals and identify the Resources needed to assist you in accomplishing this objective.

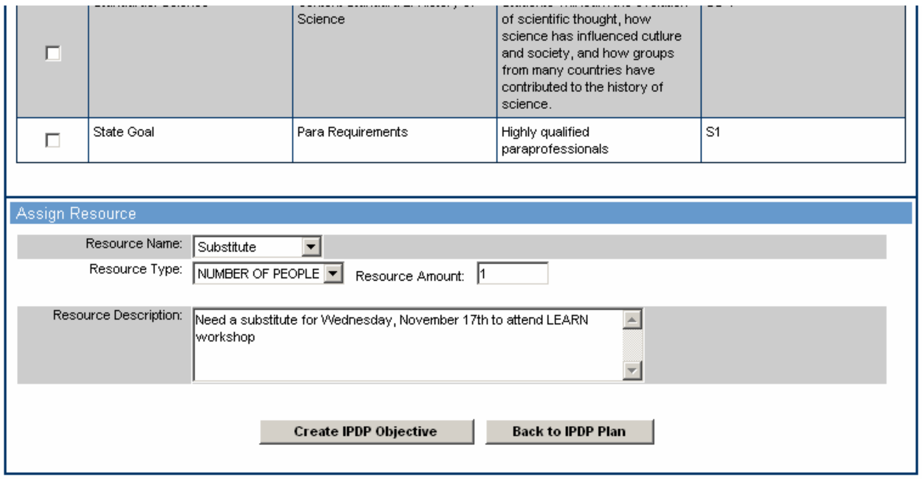


Assign Goals to your Objectives.

The lower half of the form allows you to select one or more goals that have been established by your administrators and align them witth your objective by clicking in the Select box to the left of the appropriate Goals.

Assign Resources to your objective.

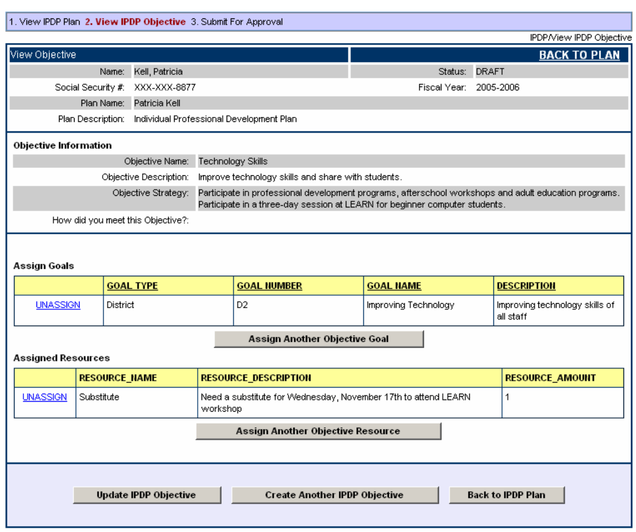
Scroll down the page and assign necessary Resources to accomplish this objective.

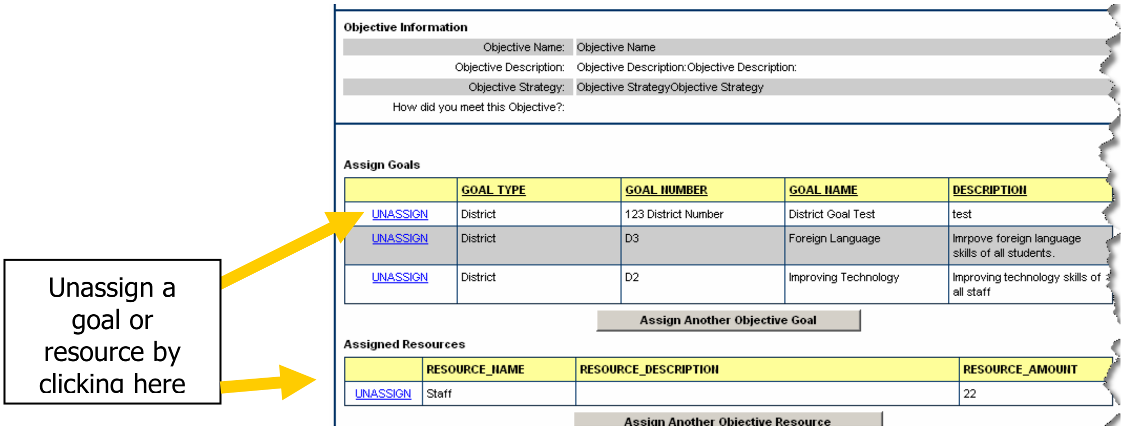


Select one Resource at a time. Choose from the options created by your administrator in the drop down list. Then choose a Resource Type and enter a Resource Amount in the field provided. Enter a description of this resource to further describe it to your administrator who will be reviewing your plan. When complete, click **Create IPDP Objective**.

(To exit this page at any time, To return to the Objective page, click **Back to IPDP Plan**.)

The View Objective page opens.





To UNASSIGN a goal that you selected, click UNASSIGN to the left of the appropriate Goal.

To add an additional Goal to this Objective, click **Assign Another Objective Goal**.

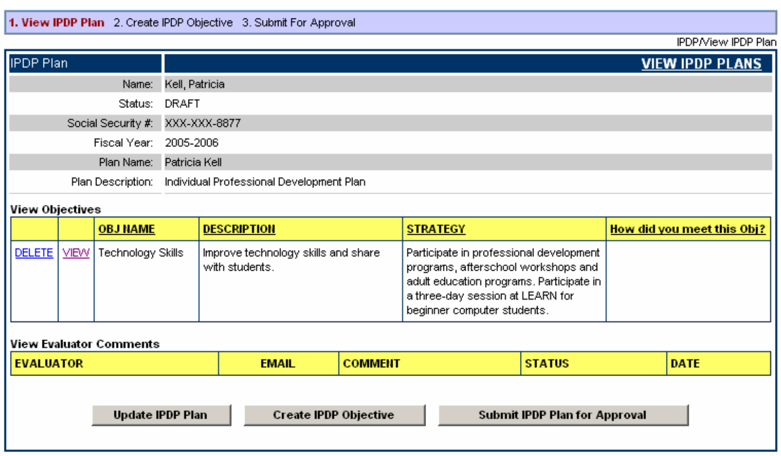
To UNASSIGN a Resource that you selected, click UNASSIGN to the left of the appropriate Resource.

To add an additional Resource to this Objective, click **Assign Another Objective Resource**.

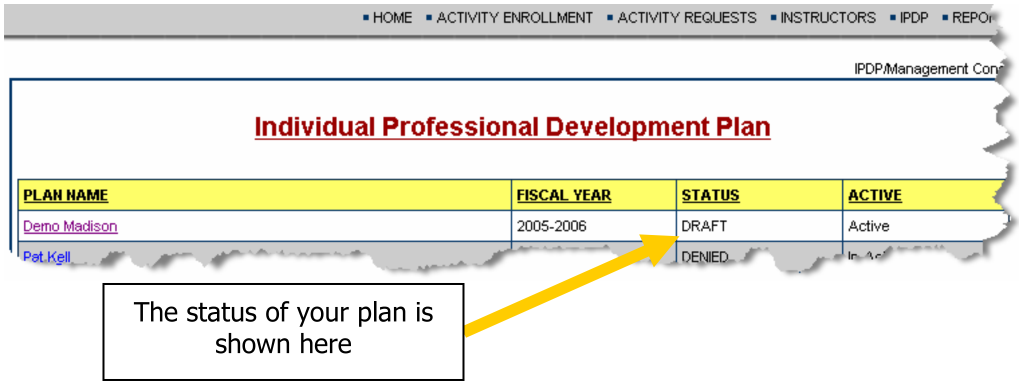
To edit the Objective, click **Update IPDP Objective** at the bottom of the page.

To Create another Objective, click **Create Another IPDP Objective**.

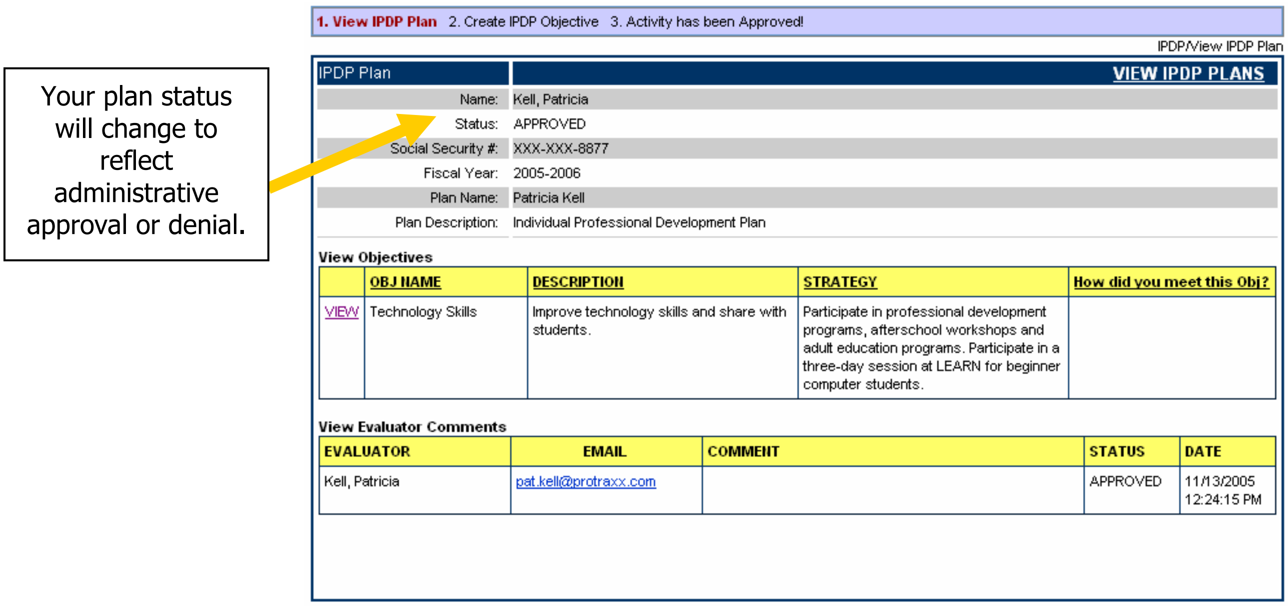
To return to the IPDP Plan, click **Back to IPDP Plan**.



- To delete an objective, click the Delete to the left of the appropriate objective.
- To View or Edit the Objective, click View to the left of the appropriate objective.If your plan is complete, you will need to return to the IPDP Plan page and click **Submit IPDP Plan for Approval** .



Your plan status will change from Draft to Pending, and the Approved or Denied. The Plan below has been approved.



Note: If your plan has been denied, you may view the plan and your evaluator's comments, update the plan and re-submit it.

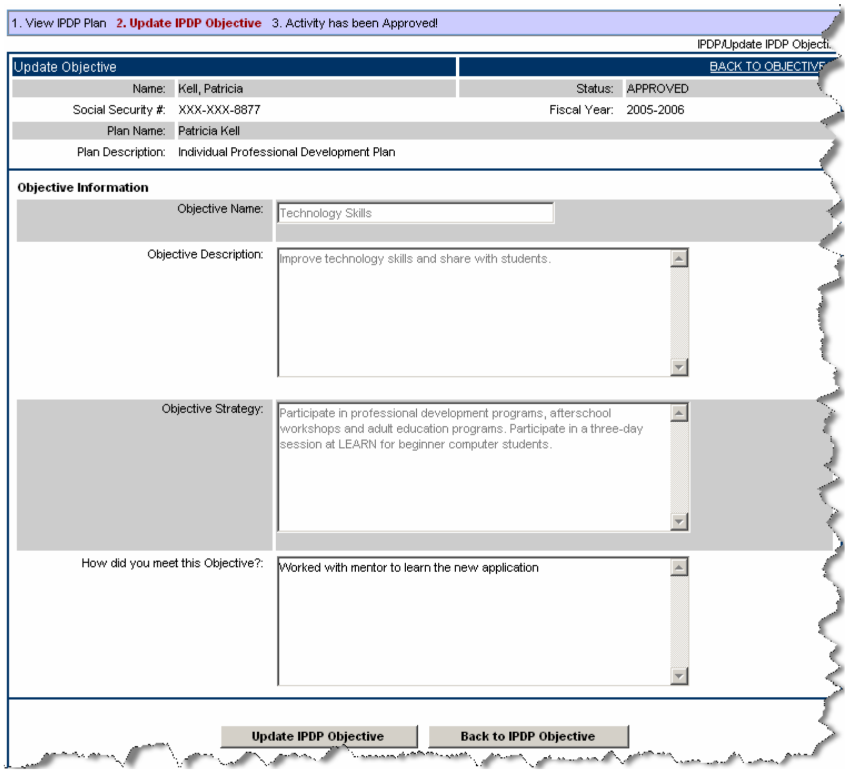
If your plan has been approved, you may add to the plan throughout the school year by updating each of your Objectives with comments on "***How did I meet this objective***"?

To add comments to your Objectives to define How you met Objectives:

From the main IPDP page, click on the appropriate plan to describe how you are meeting objectives.

Click on View next to the Objective you wish to add comments to.

Note that approved plans allow you to edit only the last field, ***How did I meet this Objective***?



Type your comments in the How did you meet this Objective? Field and click **Update IPDP Objective**.

TOPICS	OBJECTIVES	TASKS
G. Reports	The student will be able to search, view and print the Staff Profile and Transcript reports as well as add additional items to the Self-Created Profile.	• Staff Profile • Transcript • Create Self-Profile • View, print Self-Profile

The data gathered through the EzTraxx Online application is compiled in numerous reports. Each individual staff member having access to MyEzTraxx may have access to the following:

Staff Profile

Staff Profile – a complete snapshot of the employee including your position, tenure or projected tenure, certifications and endorsements held, the related state requirements for CEUs, your professional development participation, staff evaluations, training and education.

Transcript

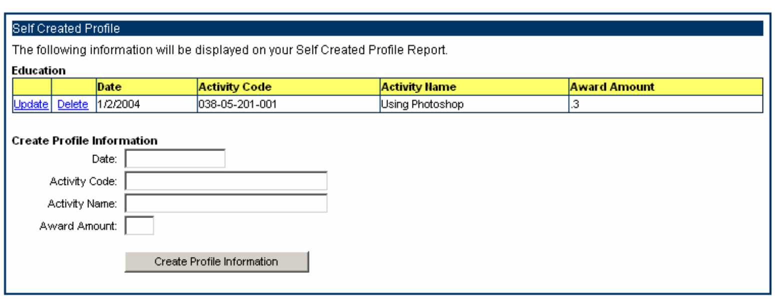
Transcript – a State formatted report of comleted professional development programs which have been issued CEUs or other awards. This report is categorized by fiscal year and totals each year as well as an overall grand total for all data in the database.

Choose to print either report by clicking the Print Report button at the upper right hand corner of the page. Please note that your state may require that official Transcript reports be generated by an administrator and be originally stamped reports to be considered valid documentation for recertification. Check with your district or organization for further information.

Create Self Profile

Your district or organization may choose to allow you to add additional items to your Staff Profile that may not be available to the administration but would create a more complete record of your credentials. You may add additional information to an all inclusive report, the Self-Created Profile, using the Create Self Profile feature.

Classroom work, published articles, books, etc, or out of district participation are just some of the items you may wish to add to your profile. To add items, click Create Self Profile. Enter the following data: Date, Activity Code (if available), Activity Name, and Award Amount (if any). Click [Create Profile Information] when complete.



Self Profile Report

To view or print the Self Profile report, click Self Profile under REPORTS on the menu. This report will include all items on the Staff Profile as well as any items you have added through the Create Self Profile feature as described above.

To print this report, click [Print Report] on the upper right hand side of the screen.