

CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM A FACILITATOR'S GUIDE FOR CFLMS

As a facilitator within the Cypress-Fairbanks Learning Management System, you have ADMIN rights. This feature allows you to:

- Print a sign-in sheet
- Record attendance
- Issue credit
- Print a course record sheet
- View the names of students on a “waiting list”
- Receive emails about class registration
- Send e-mails to your participants
- Send an e-mail to staffdevelopment@cfisd.net to cancel a class.

HOW DO I ACCESS MY ADMIN RIGHTS WITHIN CFLMS?

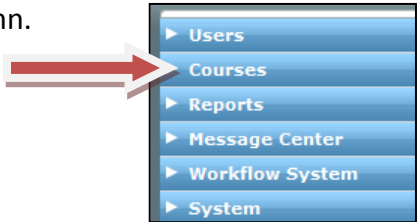
1. Go to the CFISD home page (<http://cfisd.net/>).
2. At the top right side of the home page, access the “Quick Links” drop-down menu and select “Staff Development.”
3. Click on “Cypress-Fairbanks Learning Management System” (CFLMS).
4. Login with your Novell login (ABC10101) and employee number.
5. Click on ADMIN in the top navigation row.

The image contains two screenshots illustrating the steps to access admin rights. The left screenshot shows the CFISD home page with a search bar at the top left and a date of Sunday, September 12, 2010. A 'Quick Links' drop-down menu is open, and 'Staff Development' is highlighted. A red arrow points from this menu item to the right. The right screenshot shows the 'Staff Development' page for Cypress-Fairbanks ISD. It features a navigation bar with links for 'about cfisd', 'bond update', 'campuses', and 'departments'. A note states: 'NOTE: These courses are for CFISD employees only. Please see [Admin](#) district employee.' Below this, a link for 'Cypress-Fairbanks Learning Management System (CFLMS)' is highlighted with a red arrow. The main content area shows the 'avatar:online' learning platform interface. On the left, there are 'User Tools' (Login) and 'Course Catalog' (Catalog Calendar, Show All Classes, Show Next 7 Days, Show Next 30 Days). On the right, there is a 'welcome to Avatar PDMS™' section with a login form for 'Novell login:' and 'Employee ID#:' with a 'Login' button. A red arrow points to the 'Login' button. At the bottom of the Avatar PDMS interface, there is a navigation bar with 'Admin', 'Help', 'Logout', and 'Search' buttons. The 'Admin' button is circled in red.

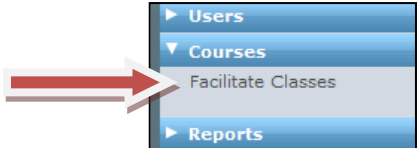
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HOW DO I ACCESS A COURSE I AM FACILITATING?

1. Click COURSES using the left side navigation column.



2. Select FACILITATE CLASSES.



3. Select the class from the list.



Class Code	Name	First Meeting	Waiting List	Attendance	Roster
17886	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-ARNOLD)	8/11/2010	Waiting List	Attendance (pdf)	Issue Credit
19348	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-HAMILTON ELEMENTARY)	8/9/2010	Waiting List	Attendance (pdf)	Issue Credit

HOW DO I PRINT AN ATTENDANCE SIGN IN SHEET?

1. Go to the ATTENDANCE column.
2. Click the PDF link.
3. PRINT the form to use as a "Sign-in Sheet."
4. If you allow walk-ins, the employees must sign in and record their Employee ID# on the sign in sheet.



Class Code	Name	First Meeting	Waiting List	Attendance	Roster
17886	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-ARNOLD)	8/11/2010	Waiting List	Attendance (pdf)	Issue Credit
19348	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-HAMILTON ELEMENTARY)	8/9/2010	Waiting List	Attendance (pdf)	Issue Credit

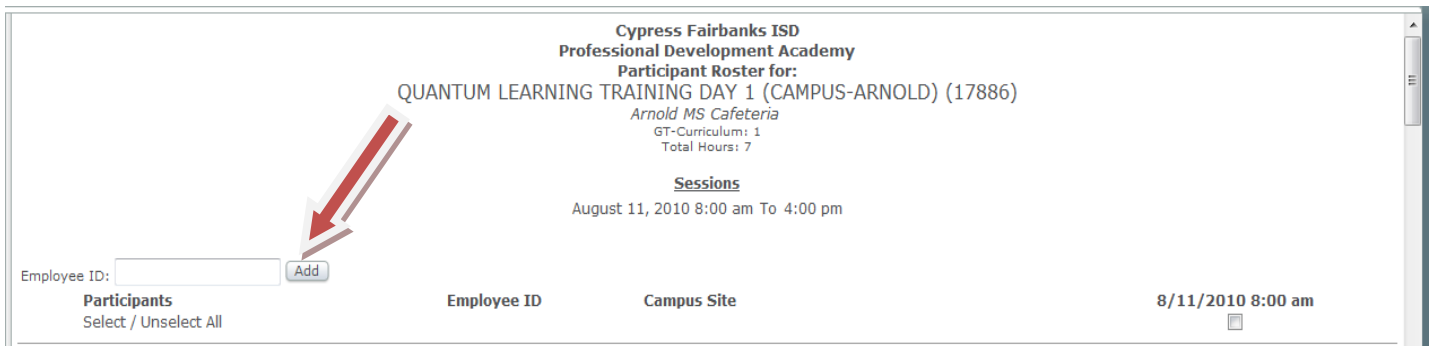
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HOW DO I RECORD ATTENDANCE FOR A CLASS?

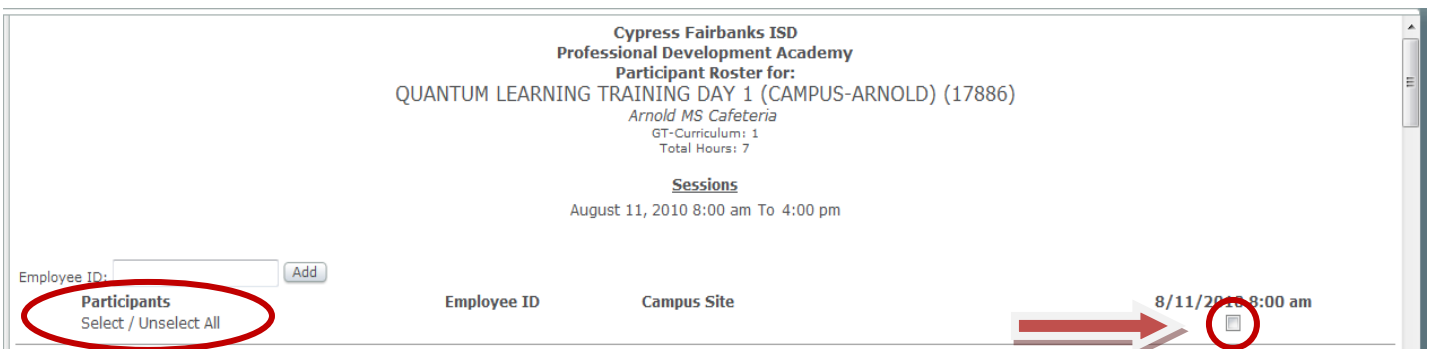
1. Go to the ATTENDANCE column.
2. Click the ATTENDANCE link to view the roster.

Class Code	Name	First Meeting	Waiting List	Attendance	Roster
17886	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-ARNOLD)	8/11/2010	Waiting List	Attendance (pdf)	Issue Credit
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3. The online roster shows a list of employees registered for your class.
4. If the class has multiple meeting dates, a checkbox will show for each meeting date.
5. If you allowed walk-ins, enter their EMPLOYEE ID# in the designated field, and click the ADD button. Verify the person's name and then select the FINALIZE button.



6. Click the SELECT/UNSELECT ALL button to quickly record attendance.



7. Click on individual names to deselect their credit.
8. Complete all changes.
9. Click SAVE CHANGES button at the bottom of the page.

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HOW DO I ISSUE CREDIT FOR A CLASS?

1. Click the ISSUE CREDIT link found under the ROSTER column.

Class Code	Name	First Meeting	Waiting List	Attendance	Roster
17886	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-ARNOLD)	8/11/2010	Waiting List	Attendance (pdf)	Issue Credit
19348	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-HAMILTON ELEMENTARY)	8/9/2010	Waiting List	Attendance (pdf)	Issue Credit

2. The current roster opens with a list of each participant and the credit status.
3. Give credit to the entire roster by using the CREDIT STATUS: ALL drop down menu.

Participant Name	Attendance	Credit Status : All	In-Progress
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4. Use the drop down menu and select ATTENDED to issue credit.
5. Select ABSENT for anyone who is registered but did not attend.
6. Click the SAVE CHANGES button to confirm the new status.

HOW DO I PRINT A PD COURSE RECORD?

1. Click VIEW link under the PD COURSE RECORD column.

Class Code	Name	First Meeting	Waiting List	Attendance	Roster	PD Development Course Record
3880	QUANTUM LEARNING STRATEGIES FOR MATH TEACHERS	11/10/2007	Waiting List	Attendance (pdf)	Issue Credit	View
6233	QUANTUM LEARNING TE DAY FOR AULT	7/17/2008	Waiting List	Attendance (pdf)	Issue Credit	View
17563	QUANTUM LEARNING TRAINING CADRE MEETING	4/21/2010	Waiting List	Attendance (pdf)	Issue Credit	View
17886	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-ARNOLD)	8/11/2010	Waiting List	Attendance (pdf)	Issue Credit	View
19348	QUANTUM LEARNING TRAINING DAY 1 (CAMPUS-HAMILTON ELEMENTARY)	8/9/2010	Waiting List	Attendance (pdf)	Issue Credit	View

2. Print the page.
3. Complete the form.
4. Return the PD COURSE RECORD and a copy of the ATTENDANCE sign-in sheet to:
 - Patricia Bice @ ISC-S or
 - Theresia Mattern (for all technology classes) ISC-W

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HOW DO I VIEW THE WAITING LIST ROSTER?

1. Click on the WAITING LIST link found under the WAITING LIST column.
2. The waiting list shows all participants waiting for a class opening.

WILL I BE NOTIFIED VIA E-MAIL REGARDING REGISTRATION?

As a facilitator, you may receive a GroupWise email message if the registered number of participants is less than the minimum number.

You will receive the following message:

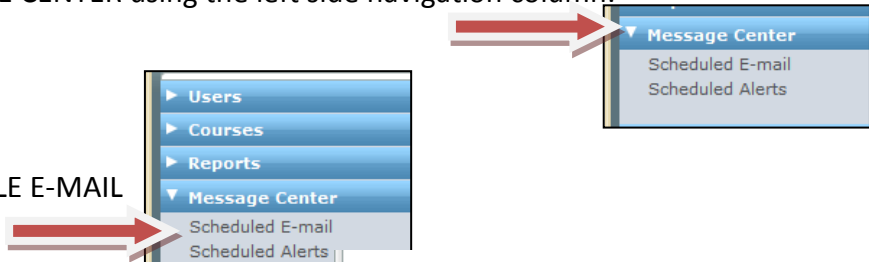
*The class listed below has less than the minimum number of registrants.
You have two options as a Facilitator:*

- 1) *You may request that the class be canceled through an email to Joanna Orlando.*
- 2) *You may conduct the class and select Professional Development Credit for as a Facilitator, but you may not select payment as a Facilitator.*

CAN I SEND AN E-MAIL TO PARTICIPANTS IN A CLASS?

As the facilitator, you can send an e-mail message to registered participants. To send an e-mail message:

1. Click MESSAGE CENTER using the left side navigation column.



2. Click SCHEDULE E-MAIL

Schedule Email

New Email

Scheduled emails will be sent to selected recipients as soon as possible a message is sent.

Your E-mail: required

Recipients: required Please choose recipients to load.

BCC: required

Subject: required

Send Date: required

Attach Survey: required

Attach File: required

required

required

required

required

required

required

3. Click the RECIPIENTS drop down menu.

Choose:

- a. ACTIVE IN CURRENT CLASS or
- b. ENROLLED IN CLASS

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CAN I SEND AN E-MAIL TO PARTICIPANTS IN A CLASS?

- 4. When you select the recipients, the CLASS field shows.
- 5. Type the first letter of the class name.
- 6. Use the down arrow key on your keyboard to select your class.
- 7. Press the ENTER key to select your class.

Schedule Email

New Email

Scheduled emails will be sent to selected recipients as soon as possible after the desired "Send Date" is sent.

Your E-mail: required

Recipients: required

Class: required

- 8. Type the e-mail subject message.
- 9. Click the calendar to set date and time delivery. The date and time can be set to delay the delivery.
- 10. You may attach a file.
- 11. Type message.
- 12. Click the SAVE AS NEW button to send the message.

Recipients: required

Class: required

BCC:

Subject: required

Send Date: required
MM/DD/YYYY H:MM am/pm

Attach Survey:

Attach File: A link to your file will be automatically generated.

Body of Email: required

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HOW DO I CANCEL A CLASS?

1. Send an e-mail message to staffdevelopment@cfisd.net. Include:
 - a. instructor's name
 - b. name of the class
 - c. date
 - d. class number

2. An e-mail will be sent to each participant notifying them of the cancellation.

WHO CAN I CONTACT WITH ADDITIONAL QUESTIONS OR FOR HELP?

Please feel free to contact the Staff Development office at staffdevelopment@cfisd.net with additional questions or for clarification.