

COURSE PROPOSAL

Use the course Proposal form if you would like me to put any of your courses/ PD/SD in to TeachPoint for you, Otherwise, put your course in by clicking “New” on the top right of your screen and selecting “Request to Host Event” to enter it in to the system yourself. There is a Video showing you how to do this on SafeSchool.

EVALUATION

As a reminder- TeachPoint does not have an evaluation tool.

Please use the Professional Learning Evaluation Form for any PL/SD that you conduct.

- After the PL/SD please scan all evaluation forms and email them to me.
- **For your records-** keep a scanned digital copy and shred the paper copies OR keep the paper copies.
- **(If it is county-wide, I will send it out for everyone.)**
- **(If it is on SafeSchool- it does not need an eval form because they can evaluate it on SafeSchool if they choose.)**

The other option is using Microsoft Forms.

- If you want to use Microsoft Forms, let me know by email and I will set it up for your training(s) and email you a link that you forward by email to your participants.
 - Email me the name of the training, date/ time, and hours.
- After the training, I will email you a spreadsheet with the results, and keep a spreadsheet for my records.

ATTENDANCE

Please make sure you scan and email me your attendance sheets OR send them up in county-mail so I can confirm attendance in TeachPoint.

Thanks!
Eric Croasmun