# Unified Talent Course Participant User Guide

This document provides step-by-step instructions for finding, enrolling in, and withdrawing from courses, and for tracking your personal transcript.

Access and Login

Unified Talent is a District application that can be accessed via the MCS PD Catalog link or from the MCS Staff > Staff Applications webpage. (Look for the 📖 **Professional Development Catalog** icon.) If you are not already logged in to the district network (like from a home computer) you will have to login with your district credentials.

Application Resource Icons and Menu Bar
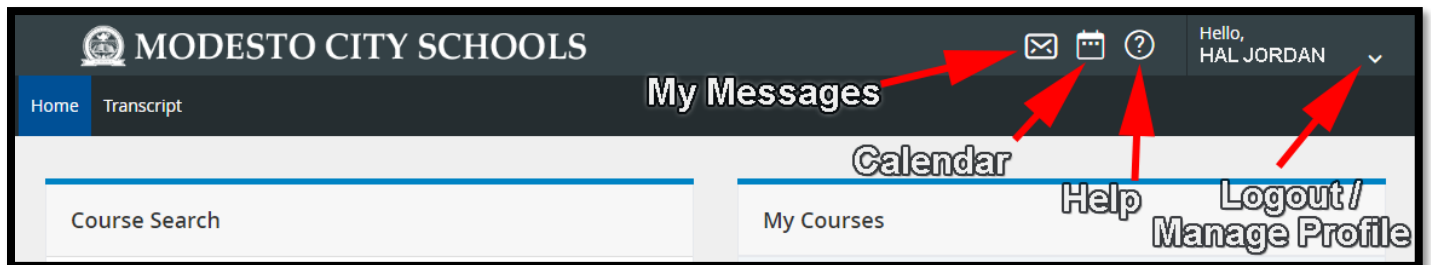
As you navigate through the application, a common set of resource links will consistently be accessible from the top of each page.

Banner Bar

This banner area includes icon shortcuts to:

- My Messages
- Calendar
- Product Documentation (Help)
- Manage Profile / Logout

Home Page

The Home Page consists of a variety of resource sections that provide quick access to course information. Here you can search for courses by title or course tags, see required or recommended trainings, access course surveys and learn how to use the Performance Matters mobile app. Included below are directions to:
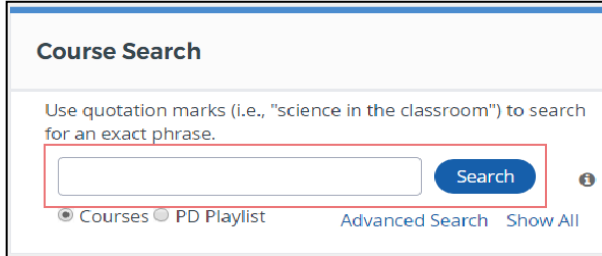
- Search for Courses
- Register for a Course
- Link to the External Calendar
- Withdraw from a Course
- View Your Transcript
- Complete a Survey

Search for Courses
Basic Search Option

    1. In the **Course Search** channel, enter a search term, then click **Search**.

Course Search

Use quotation marks (i.e., "science in the classroom") to search for an exact phrase.

[   ] [Search] ❶

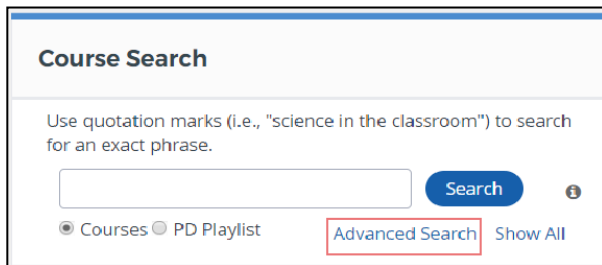◉ Courses ○ PD Playlist　　Advanced Search　Show All

> 📋 **NOTE**
>
> You can search by course title, description, section title, intended audience, subjects, or other relevant criteria.
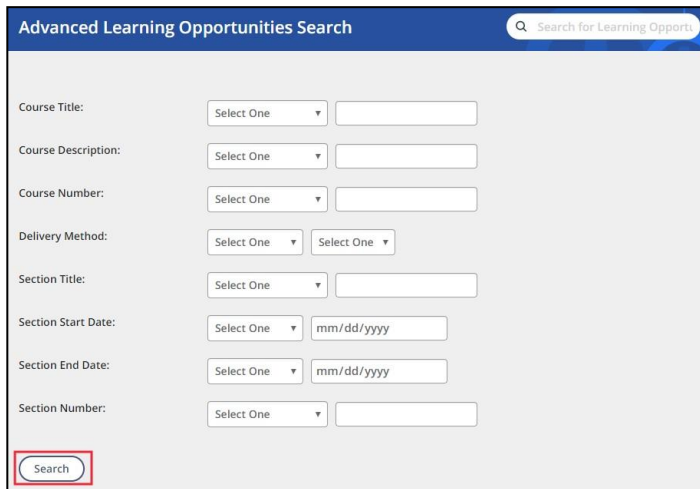
    2.   A list of all courses matching the criteria and accessible to you (location, demographics) displays.

Advanced Search Option

    1.   In the **Course Search** channel, click **Advanced Search** to conduct a more detailed search.

Course Search

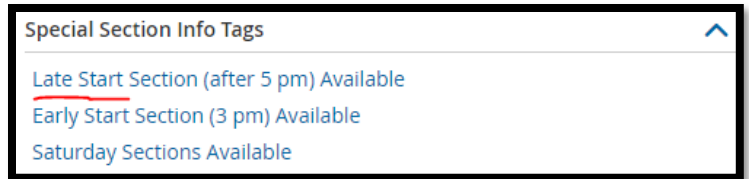Use quotation marks (i.e., "science in the classroom") to search for an exact phrase.

[   ] [Search] ❶

◉ Courses ○ PD Playlist　　Advanced Search　Show All

    2.   Complete the form, then click **Search**.

Advanced Learning Opportunities Search　　🔍 Search for Learning Opportu

Course Title:	Select One ▾	[ ]
Course Description:	Select One ▾	[ ]
Course Number:	Select One ▾	[ ]
Delivery Method:	Select One ▾	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]

    3.   A list of all courses matching the criteria and accessible to you (location, demographics) displays.

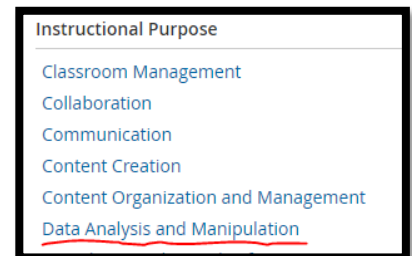# Unified Talent Course Participant User Guide

Find Courses by Tags Option

Most courses in the catalog have been flagged with tags based on Subject Level, Grade Level, Instructional Purpose, or Special Section Availability.

For example, if you wanted to know which courses were offered after 5:00 pm, clicking on the Special Section Info Tags option for Late Start Section, would bring up all courses that have been flagged as a late start.

Special Section Info Tags

Late Start Section (after 5 pm) Available
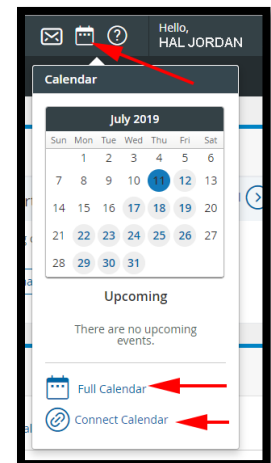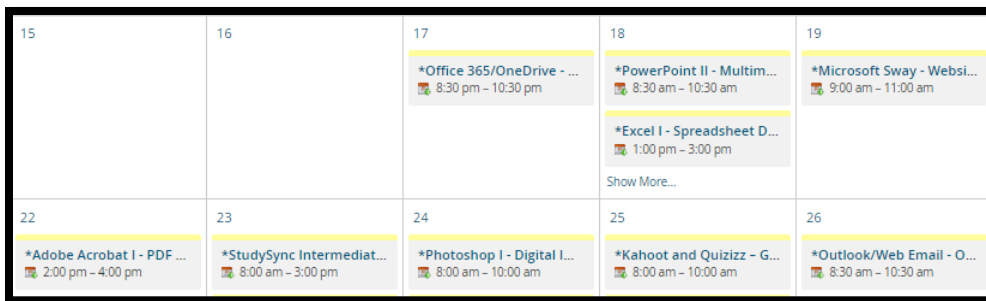Early Start Section (3 pm) Available
Saturday Sections Available

Of if you were a teacher wanting to learn more about Data Analysis and Manipulation, you would click in the Data Analysis and Manipulation tag under the Instructional Purpose tag section.

Instructional Purpose

Classroom Management
Collaboration
Communication
Content Creation
Content Organization and Management
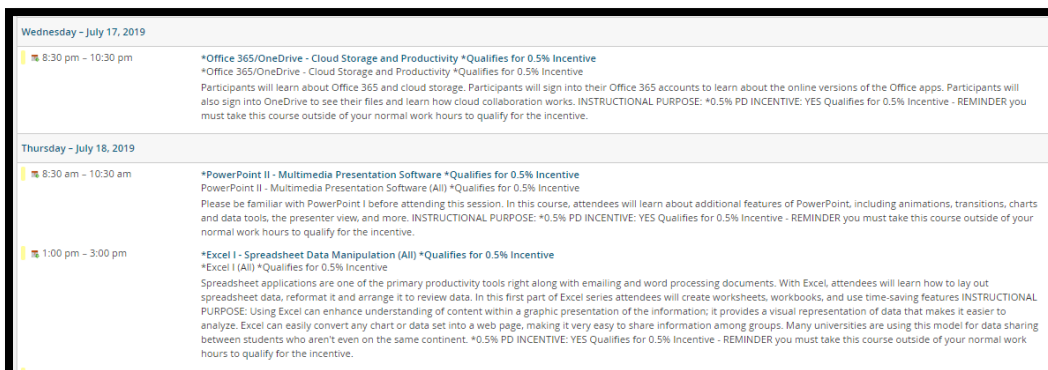Data Analysis and Manipulation

View Calendar Search Option

Clicking the Calendar icon next to your name at the upper right, will open the mini-calendar view. Click the Full Calendar option to view a full month view of course options. Clicking on a listed course will open the course listing information.
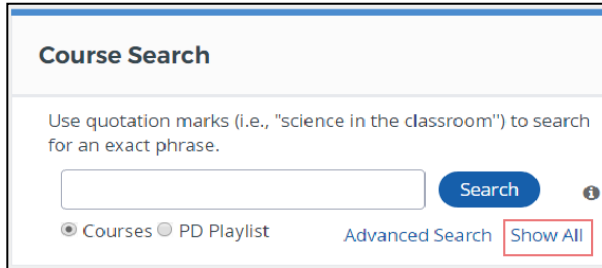
Hello, HAL JORDAN

Calendar

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Upcoming

There are no upcoming events.

Full Calendar
Connect Calendar

15	16	17	18	19
		*Office 365/OneDrive - ... 8:30 pm – 10:30 pm	*PowerPoint II - Multim... 8:30 am – 10:30 am *Excel I - Spreadsheet D... 1:00 pm – 3:00 pm Show More...	*Microsoft Sway - Websi... 9:00 am – 11:00 am
22	**23**	**24**	**25**	**26**
*Adobe Acrobat I - PDF ... 2:00 pm – 4:00 pm	*StudySync Intermediat... 8:00 am – 3:00 pm	*Photoshop I - Digital I... 8:00 am – 10:00 am	*Kahoot and Quizizz – G... 8:00 am – 10:00 am	*Outlook/Web Email - O... 8:30 am – 10:30 am

A variation on this view would be to click on the List View icon

July	2019

Wednesday – July 17, 2019

8:30 pm – 10:30 pm

*Office 365/OneDrive - Cloud Storage and Productivity *Qualifies for 0.5% Incentive
*Office 365/OneDrive - Cloud Storage and Productivity *Qualifies for 0.5% Incentive
Participants will learn about Office 365 and cloud storage. Participants will sign into their Office 365 accounts to learn about the online versions of the Office apps. Participants will also sign into OneDrive to see their files and learn how cloud collaboration works. INSTRUCTIONAL PURPOSE: *0.5% PD INCENTIVE: YES Qualifies for 0.5% Incentive - REMINDER you must take this course outside of your normal work hours to qualify for the incentive.

Thursday – July 18, 2019

8:30 am – 10:30 am

*PowerPoint II - Multimedia Presentation Software *Qualifies for 0.5% Incentive
PowerPoint II - Multimedia Presentation Software (All) *Qualifies for 0.5% Incentive
Please be familiar with PowerPoint I before attending this session. In this course, attendees will learn about additional features of PowerPoint, including animations, transitions, charts and data tools, the presenter view, and more. INSTRUCTIONAL PURPOSE: *0.5% PD INCENTIVE: YES Qualifies for 0.5% Incentive - REMINDER you must take this course outside of your normal work hours to qualify for the incentive.

1:00 pm – 3:00 pm

*Excel I - Spreadsheet Data Manipulation (All) *Qualifies for 0.5% Incentive
*Excel I (All) *Qualifies for 0.5% Incentive
Spreadsheet applications are one of the primary productivity tools right along with emailing and word processing documents. With Excel, attendees will learn how to lay out spreadsheet data, reformat it and arrange it to review data. In this first part of Excel series attendees will create worksheets, workbooks, and use time-saving features INSTRUCTIONAL PURPOSE: Using Excel can enhance understanding of content within a graphic presentation of the information; it provides a visual representation of data that makes it easier to analyze. Excel can easily convert any chart or data set into a web page, making it very easy to share information among groups. Many universities are using this model for data sharing between students who aren't even on the same continent. *0.5% PD INCENTIVE: YES Qualifies for 0.5% Incentive - REMINDER you must take this course outside of your normal work hours to qualify for the incentive.

Office of Instructional Technology

Jim   Alma   Alexandra   Angela

Unified Talent Course Participant User Guide

Browse All Option

1. In the **Course Search** channel, click **Show All** to display a list of all available courses.
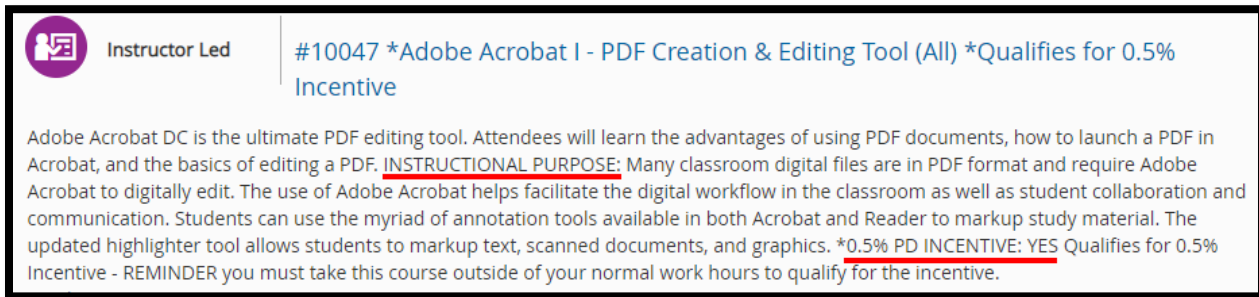

2. A list of all courses accessible to you (location, demographics) displays.
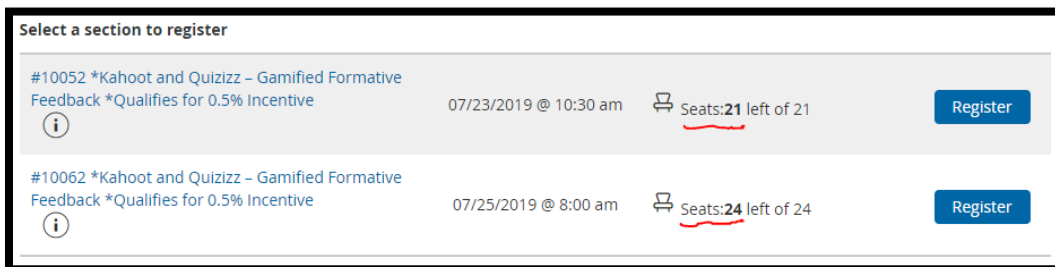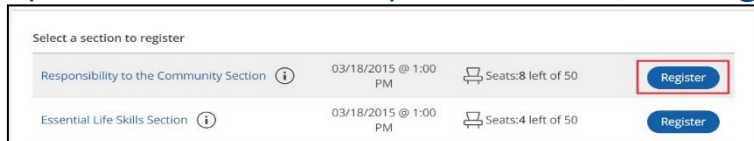
Course Search Results

A course catalog search listing includes the Course Title, Course Description (may include Instructional Purpose for certificated staff), PD Incentive information and possibly more.

Below each Course Listing will be a listing of Section opportunities indicating when and where a section is available for you to take. *In rare instances, a 0.5% Paid Incentive course section time option may inadvertently appear that falls within your normal working hours. **REMEMBER you must take courses outside of your normal work hours to qualify for the Paid PD Incentive**.

Once you've located the course you want to take, click **Register** for the desired section.

Confirm the section information, then select **Next** to continue registration.

# Unified Talent Course Participant User Guide

Once registration is successful, the confirmation screen will appear.

- Select **My Course List** to view a list of courses for which you've registered.
- Select **Course Search** to search for additional courses.
- Select **Click here** to link your Professional Development calendar to your personal calendar. For more information, see Link to External Calendar.
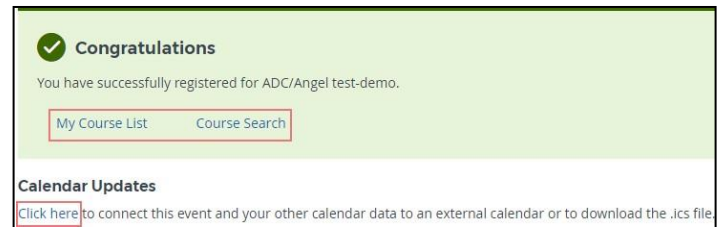

Join a Wait List

Once a course has reached its maximum enrollment, it may be designated as Full. If the course creator enabled a wait list, a **Join Waitlist** button will display. Click to be placed on the wait list. You will be enrolled if a registered participant withdraws or if the instructor decides to override the max course enrollment setting.
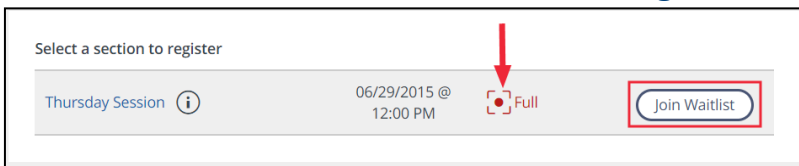

Link from Calendar

1. Login to the platform and select the calendar icon from the main header.
2. Select **Connect Calendar**.
3. Select the email provider for your personal account. To remove an existing linked account, select the trash can.
4. Choose the correct account in the popup window and allow access/ agree to terms to finish the linking process.

Once the calendars are linked, any updates to your registered PD events will update in your personal calendar as well.
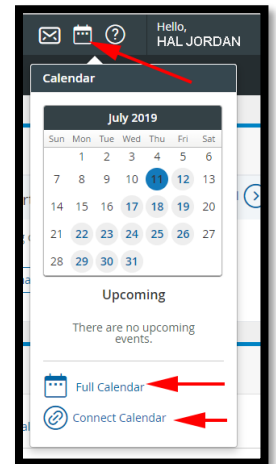
Withdraw from a Course

1. Return to the **Course Catalog** tab.
2. Locate the My Courses channel.
3. Locate the course from which you wish to withdraw and click **Withdraw**.
4. Click **Withdraw** again to confirm.

Unified Talent Course Participant User Guide
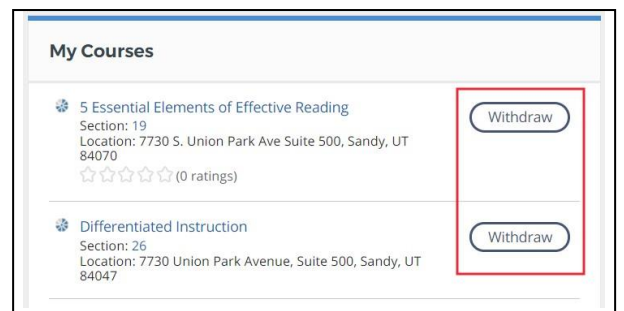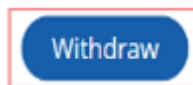
My Transcript

1. To search for specific transcript details, enter dates in the fields provided and select **Search**.

Section Completed Date From:	mm/dd/yyyy
Section Completed Date To:	mm/dd/yyyy
Section End Date From:	mm/dd/yyyy
Section End Date To:	mm/dd/yyyy

Search

2. Your transcript will display.

#	#	Section #	Title	Start Date	End Date	Completion Date
1.	Test101	- Not Set -	Zero Credit TCM Test	04/04/2017	04/16/2017	04/16/2017
2.	33	30	Numeracy; Primary Grades	05/06/2015	05/06/2016	06/01/2015
3.	9	9	Teaching Practice Rigor	10/01/2014	12/01/2015	06/01/2015

Total:

Credits	
11.0	CPE Credits
	GT Credits
	TExES Certificate
	Inservice-Classified

A. Use the tabs at the top of the list to view course by credit type.

B. Verify the status of your course and/or view more details by clicking directly on the course or section number.

3. Use the buttons available to access versions of your transcript that can be emailed or printed. These functions will produce the transcript in its current view.

Email Pdf   Print

Complete a Survey

1. To access your surveys, return to the **Course Catalog** tab.
2. Locate the My Surveys channel.
3. Once a course is completed and the participant is marked complete, a survey will appear in this list. Click on **Start Survey**.

4. Complete the survey form and click **Record & Return to Menu**.

Record & Return to Menu

5. A status summary of the survey will display. If necessary, click a category name to complete it.

My Surveys

*STEM Professionals Teaching Teachers - Course Feedback
The feedback that is being collected is based on two main areas, these areas are Presentation and Program Assessment.
Start Survey | Details

Florida Writes - Course Feedback
The feedback that is being collected is based on two main areas, these areas are Presentation and Program Assessment.
Start Survey | Details

Course Feedback
The feedback that is being collected is based on two main areas, these areas are Presentation and Program Assessment.

Take the Survey

Select each category to complete the survey.	Description	Completion Status
• Program Assessment	Program Assessment	✓ Completed
• Presentation Assessment	Presentation Assessment	✗ Incomplete

▸ Click here to view your full completion status.

Return to My Courses