

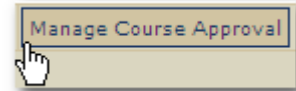


## STAFF DEVELOPMENT TRACKER

### Lane Change (1 of 4)

### Submitting a Class for Lane Change Approval

There is an area in Staff Tracker titled Manage Course Approval. This area is for you, personally, and is used to submit and track Lane Change classes as well as any other professional development you wish to enter and have in your record.



#### Important Guidelines:

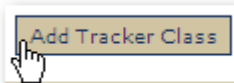
- Classes submitted for Lane Change approval are to be entered prior to taking the class.
  - ✓ If the course is listed in the tracker, and not a course offered from an external institution and you request approval prior to the course, you will NOT have to manually enter the course information.
- The Tracker has a 20 minute timeout and can also be affected by network glitches.  
**Compose your goals/objectives and descriptions in a word processor and copy/paste them into tracker to avoid loss and take advantage of spell/grammar check.**

#### To submit a class listed in tracker:

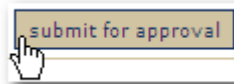
1. Login to Staff Tracker - <http://www.bismarckschools.org/employees/sdt/>

2. Click on Manage Course Approval

3. Select Add a Tracker Class



4. Find the class you wish to register and click submit for approval.



Click [details](#) next to any course title for full class details.

- a. All currently available courses in the tracker are listed by start date. Past classes that are complete or PD you are taking on your own will need to be entered manually. See **To submit a class NOT listed in tracker** instructions below.
5. All information entered by the instructor will automatically populate. If no changes are needed, skip to step 8 otherwise continue to 6 and 7 for information on making changes to the class prior to submission for approval.
6. If you plan to use the class for an eventual Lane Change it is helpful to add to the front of the title LC\_2S\_ (LC for lane change, 2 for the number of semester hours, S for semester or Q for quarter hours).

\* Title

7. Make certain that you VERIFY whether the class should be applied to an eventual Lane Change by clicking the radio button by the question, "I want to use this class toward an eventual Lane Change"

I want to use this class toward an eventual Lane Change

no

yes

- a. **Selecting YES will allow the class to be submitted to Human Resources for approval. If you select NO your class will automatically go into your Training Record for your own personal reference but will not be submitted to Human Resources for approval for an eventual Lane Change.**

8. Click Save

**To submit a class NOT listed in tracker:**

1. Login to Staff Tracker - <http://www.bismarckschools.org/employees/sdt/>

2. Click on Manage Course Approval

3. Select Add a New Class



4. Select the Balanced Scorecard Objective that most reflects your learning opportunity.

5. Select the "Sub-Track" topic(s). Try to limit to the 1-4 that are most relevant. Refer to the **Staff Development Alignment and Priorities** document located on the website for more specifics.



<http://www.bismarckschools.org/district/employees/staff-development/>

[Please note that there is not a right or wrong choice. You should think about your class and the categories that best match the class learning objectives.]

6. If you plan to use the class for an eventual Lane Change it is helpful for the title to start with LC\_2S\_Title (LC for lane change, 2 for the number of semester hours, S for semester or Q for quarter hours).

\* Title

7. Make certain that you VERIFY whether the class should be applied to an eventual Lane Change by clicking the radio button by the question, "I want to use this class toward an eventual Lane Change"

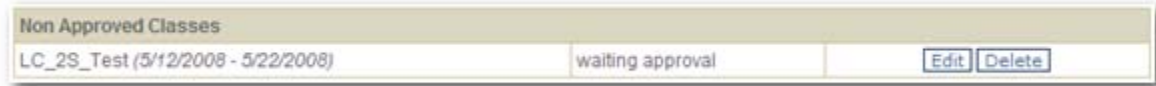
I want to use this class toward an eventual Lane Change

no

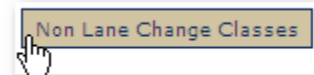
yes

- a. **Selecting YES will allow the class to be submitted to Human Resources for approval. If you select NO your class will automatically go into your Training Record for your own personal reference but will not be accepted for Lane Change.**

8. Enter a Brief Description (compose in a word processor and copy/paste) and then Submit.
9. If your class is for an eventual Lane Change you will see it show up in the Non Approved Classes as “waiting approval.” Once approved by Human Resources, it will automatically be moved. \*approvals are reviewed weekly
  - If it is denied you will see the “waiting approval” change to “denied” and you will receive an email explanation.



10. Classes that are NOT marked as being “for an eventual Lane Change” will automatically go into **Non Lane Change Classes** and will never be received/reviewed by Human Resources. These are for your own personal documentation only.



11. Once your class is approved for an eventual Lane Change you may attend the class and will need to attach your “evidence of completion/transcript.”

See Step 2: **Lane Change: Getting your Evidence of Class Completion Electronically.**