



STAFF DEVELOPMENT TRACKER

Lane Change (3 of 4) Attaching Evidence of Class Completion

Once a **Personal Class(s)** has been submitted and approved you will complete the class(s).

Many teachers find that it is most efficient to wait until they have enough credits for a lane change and then move to this step of attaching their “evidence of completion/transcript.”

You should have your “evidence” (e.g. grade report/transcript) available on your computer prior to starting this process.

Following are the steps:

- (1) Login to Staff Tracker - <http://www.bismarckschools.org/employees/sdt/>
- (2) Click on Document Locker.

[Document Locker](#)

- (3) You will see your Archived Training Record (this is a record of all the classes you have documented with the district prior to this new electronic system.

Documents
Training Record Archive
Additional Documents

- (4) In this section you will upload all the transcripts or letters that provide the “evidence” that you successfully completed your courses for lane change.
- (5) Click Add New Document [Add New Document](#)
- (6) Type in the Title. We suggest that you title your transcripts or letters as follows...
 - Lastname_University_DateDownloaded
 - Example1: If I were saving my UND transcript I would title it... Kincaid_UND_8.12.08
 - Example2: If my last class for lane change was not yet on my transcript but I had a letter of completion I could upload it as... Kincaid_DiffInstructClass_8.12.08
- (7) Browse to the document(s) you saved during Step 2.
- (8) Click on Submit.
- (9) You will need to repeat this process for each transcript or letter.