

HOW TO FILL OUT ONLINE EVALUATION FORMS FOR A COMPLETED COURSE VIA THE TRAINING REGISTRATION SITE

If you have registered online and have completed a course, you will need to submit a 3-2-1, Bubble Sheet and Instructor Evaluation via the Training Registration Site.

The online forms will be accessible for 14 calendar days which includes the last day of the course plus another 13 days. Please give your instructor ample time to enter in your grades online after you have submitted your forms. To check the status of your forms, please login to your online transcript and click on the "View Details" link for the course number in question.

To fill out evaluation forms online upon completion of a training from within the MCPS network:

- Begin at Marion County Public School's homepage at www.marion.k12.fl.us (Ctrl & click to follow link)
- Click on the "EMPLOYEES" section.
- Under the "Quick Links" section, click on the "Professional Development" link.
- Update and verify your information and click on the "I Have Read, Understood and Agree to the Above Paragraph" button at the bottom of the page.
- Click on the "Fill out Forms for a Completed Course" link under the "Student Home" section on the left hand side of the page.
- If you have any available forms to fill out, you will see a message asking you to open each form.
- Upon filling out each form, you will click the "Submit" button.
- Remember to log off after you complete filling out the forms by clicking the "Log Out" button at the top of the screen.
- Close out your Internet Explorer browser by clicking the "X" in the top right hand corner of the page.

If you need assistance regarding filling out the forms online, please contact Kelly Andre at 236-0509 or x 50109.

HOW TO FILL OUT ONLINE EVALUATION FORMS FOR A COMPLETED COURSE VIA
THE TRAINING REGISTRATION SITE

**To fill out evaluation forms online from outside of the MCPS network,
please use the following procedures:**

- Begin at Marion County Public School's homepage at www.marion.k12.fl.us (Ctrl & click to follow link)
- Click on the "EMPLOYEES" section.
- Under the "Quick Links" section, click on the "Professional Development" link.
- A small screen will appear (see below). You must type in mcps\ and your District username in the first box. In the second box, enter in your network password. **Be sure to use the backwards "\"slash mark in the username area. The backslash "\" is located above the enter key.**



- You will be taken to the "Professional Development Registration Site" page.
- Update and verify your information and click on the "I Have Read, Understood and Agree to the Above Paragraph" button at the bottom of the page.
- Click on the "Fill out Forms for a Completed Course" link under the "Student Home" section on the left hand side of the page.
- If you have any available forms to fill out, you will see a message asking you to open each form.
- Upon filling out each form, you will click the "Submit" button.
- Remember to log off after you complete filling out the forms by clicking the "Log Out" button at the top of the screen.
- Close out your Internet Explorer browser by clicking the "X" in the top right hand corner of the page.

**If you need assistance regarding filling out the forms online,
please contact Kelly Andre at 236-0509 or x 50109.**