

HOW TO FILL OUT EVALUATION FORMS FOR A COMPLETED COURSE VIA THE STAFF DEVELOPMENT TRAINING REGISTRATION WEBSITE

Any MCPS staff who has registered online and has completed a course can now submit his/her 3-2-1, instructor evaluation and bubble sheet online via the Training Registration Site.

The online forms will be accessible for 14 days after the last day of the course. If you have previously filled out these forms manually, please do not fill them out again. Please give your instructor ample time to enter in your grades online after you have submitted your forms via the website.

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

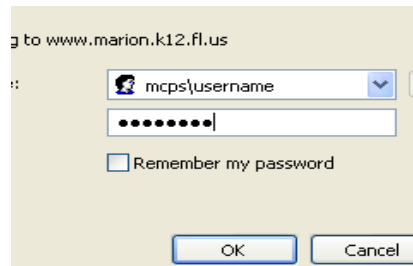
- Begin at Marion County Public School's homepage at www.marion.k12.fl.us (Ctrl & click to follow link)
- Click on the "Employee Portal" section which is the last blue button towards the top right hand side of the page.
- Go down to the "Training" link.
- Click on the "Training Registration" link.
- 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.

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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 "Employee Portal" section which is the last blue button towards the top right hand side of the page.
- Go down to the "Training" link.
- Click on the "Training Registration" 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. Otherwise, you will not be logged in. The "\" 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.