

Dear Instructor,

We would like to thank you for taking the time from your schedule to offer your expertise to area educators. With your support, professional development services from GPAEA will continue to offer excellence in leadership, collaboration, and support for best teaching practices that make a difference in the lives of each child. If we can help in any way, please let us know.

Regards,

Professional Development Team

Getting Started

This folder has been provided to help you navigate the AEA Professional Learning Registration System and to inform you of Great Prairie AEA's procedures regarding offering professional development.

Included in this folder:

- Information for Getting Started
- Directions for creating a course proposal and sections
- Directions for managing rosters and entering attendance and grades
- GPAEA Instructor Handbook
- GPAEA Participant Handbook

Step 1: Log In

Go to: <https://aealearning.truenorthlogic.com>

Your log in information for the new AEA Professional Learning Registration System is the e-mail and password that you have used to log into the AEA Learning Online system. This is the online training system that is utilized for blood borne pathogens, ELP Standards and/or for online, self-paced courses.

If you need help retrieving your login information, please go to the this [link](#) and follow the instructions to reset your password. Please note, if you create a new account, there will be a 24-hour wait before you can access the account through the AEA Professional/ Learning Registration System.

Step 2: Submit Vita (see handout)

- In order to access the Instructor Center, you will need to fill out the information in the *Enter Vita Tab*. This information will be reviewed by the personnel in the Professional Development Office and you will be set up with instructor rights. Once you have been set up with instructor rights you will be able to create a course proposal.

Step 3: Course Proposal (see Appendix of Instructor Handbook)

- You may now create a course proposal under the *Instructor Center Tab*.
- If you are offering a new course, you will create a course proposal, create a section and submit them electronically for approval. (See packet in your folder for directions) You will be notified once the class has been approved and added to the course catalog.
 - Note: (This is a two-step process and the course will not be able to be reviewed until both steps have been completed)
- In the future when you are offering another learning opportunity for a previously approved course, you will search for the course and just add a section. You will then submit the section for approval. You will be notified when your course has been approved.
- In reviewing the course, if the professional development staff find that the course needs to be modified, you will receive an email stating that the course was denied and instructions for the needed modifications. You will need to make the modifications and re-submit for approval.
- Training Videos are available under the *Resources Tab*

Upon completion of the course please submit the following to Julie Hannam:

Great Prairie AEA
Attn: Julie Hannam
2814 N. Court 3601
Ottumwa, Iowa 52501

____ **Class Sign-In Sheets**

____ **Contract with all information completed (if requesting instructor pay)**

____ **Viterbo Forms (for students opting to take Viterbo graduate credit)**

Please ensure that all participants have signed the sign-in sheets before sending them to Julie. Write the following for students that did not attend:

No Show – if they never showed up

Dropped – if they called prior to course start date

Absent – if they have made prior arrangements with instructor

If you have any questions, please contact Julie Hannam, 641-682-8591 ext. 5239, julie.hannam@gpaea.org