

ADMINISTRATOR DIRECTIONS

Note: Use these directions to register your district and staff members for participation in the 2017-18 ASA and/or NYSCAME Professional Development Workshop Series. ***You will need a list of art/music teachers and their email addresses to complete the on-line form.***

ITEMS YOU MUST KNOW BEFORE YOU START THIS PROCESS:

- To use the steps outlined below, your school district (via your school business official) must have included one or more of these workshop series in its Letter of Intent (LOI) or emailed its intention to enroll. If you are unsure of your district's current standing, please contact Joanne Spencer at the Arts-in-Education office (516-396-2345) so that she can clarify your district's enrollment status.
- If your district is not enrolled for one of these workshop series, you must STOP HERE, since you will not be able to complete the steps below.
- If your district is enrolled for one or both of these workshop series, you can now move forward.
- If you are an administrator coordinating both the music and art programs in your district and intend to participate in both the ASA and NYSCAME Workshop Series, please follow the appropriate steps to enroll in one series first, then go back and complete the request for the other workshop series. Note: You cannot combine them and enroll in both series at the same time.
- The District Advisory Council Representative is the individual or individuals whom your district has designated to attend the BOCES Arts-in-Education Advisory Council meetings and conduct business on the Arts-in-Education website during the 2017-18 school year.
- If you are the District Arts Coordinator, you may or may not also be the District Advisory Council Representative, depending on the decision of your district.

Fill out the "Request for Visiting Artists/Experts" – Complete this form to pay for ASA and/or NYSCAME Professional Development through AIE and so that your art and/or music teachers will receive their login information.

1. Choose the workshop series in which you intend to enroll - ASA or NYSCAME
2. Go to <http://www.nassauboces.org/artsined>
3. Click the link that says "On-line Forms" and choose the Request for Visiting Artists/Experts form.
4. To complete the form, you will require the following information:
 - a. Name of person completing this form
 - b. Your teacher list:
 - i. Returning teachers will be rolled over. Please review their information.
 - ii. If a teacher's name or email has changed, or you realize that you have made a mistake in entering the name or email, **DO NOT** delete this person and attempt to re-enter the correct information or you will eliminate his/her records. Leave the incorrect information as is and complete the request. After the request has been approved by BOCES, go to the ProDev tab on the District page, click on "View" in ASA or NYSCAME (whichever is applicable), scroll down and click on the person's name. Retype the correct information and click "Save New Email" or "Save New Name" (whichever is applicable).

- iii. To remove a teacher no longer in your district, delete the teacher by clicking on the "X" (Remove).
- iv. To add New Teachers in your district – enter their names and email addresses. Then click the "Add" button.
5. **IMPORTANT NOTE:** If you realize that you cannot complete your teacher list, you will be able to save the request, but only after you've completed the Request Info Tab. Click "SAVE Progress" at the bottom of any subsequent page, then save a copy of the URL that appears on the pop-up page. You can then access your incomplete request by pasting this URL into the browser.
6. Have your District Advisory Council Representative log on to the district profile (gray pane on left) and approve the Request that you have just completed by clicking on Program Request, clicking on Request # and clicking APPROVE.
7. Wait for your request to be approved by BOCES. (Call 516-396-2345 to expedite the approval)
8. If you have a change in personnel after you have submitted your final teacher list under the Request for Professional Development form,
 - a. To change a teacher's information, you must contact your District Advisory Council Representative (refer to bullets 5 & 6 on p. 1 for clarification) who can edit names and email addresses or add/remove staff under the Professional Development tab on the district page.
9. Teachers will receive an email prompting them to log on with their passwords and to use the website link to choose their workshops.

First Day Teachers can enroll in workshops: MUSIC-August 31; ART-September 18 (beginning at 4:00 pm) Remember – If you have not successfully completed the steps outlined above, none of your teachers will be able to enroll in the workshop series.

To secure Forgotten or lost password/log-in information:

1. Go to <http://www.nassauboces.org/artsined>
2. On the "Home" page, go to Log-Ins (gray pane on left) and, click Professional Development
3. You will then be instructed to enter your email address and click on "Forgot Password."
4. Your password will be emailed to you.