



# Directions for using Coursewhere

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Instructions

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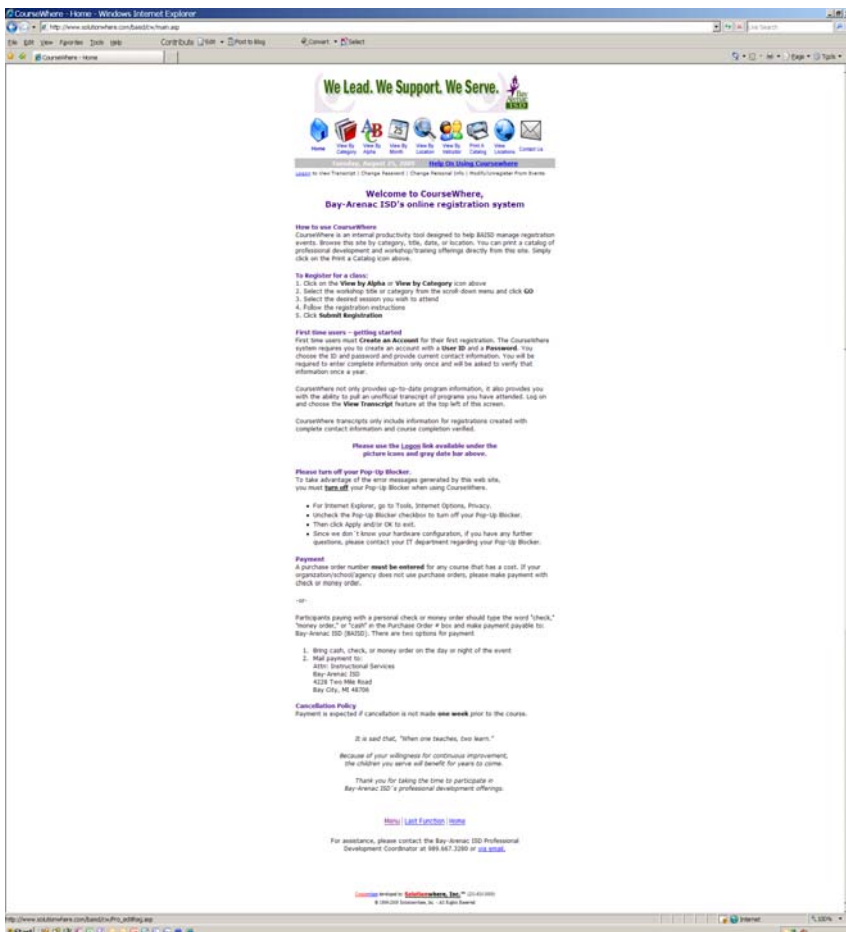
### Additional Transcript Information

- How to fill out the green/teal box
- Select Activity
- Definitions








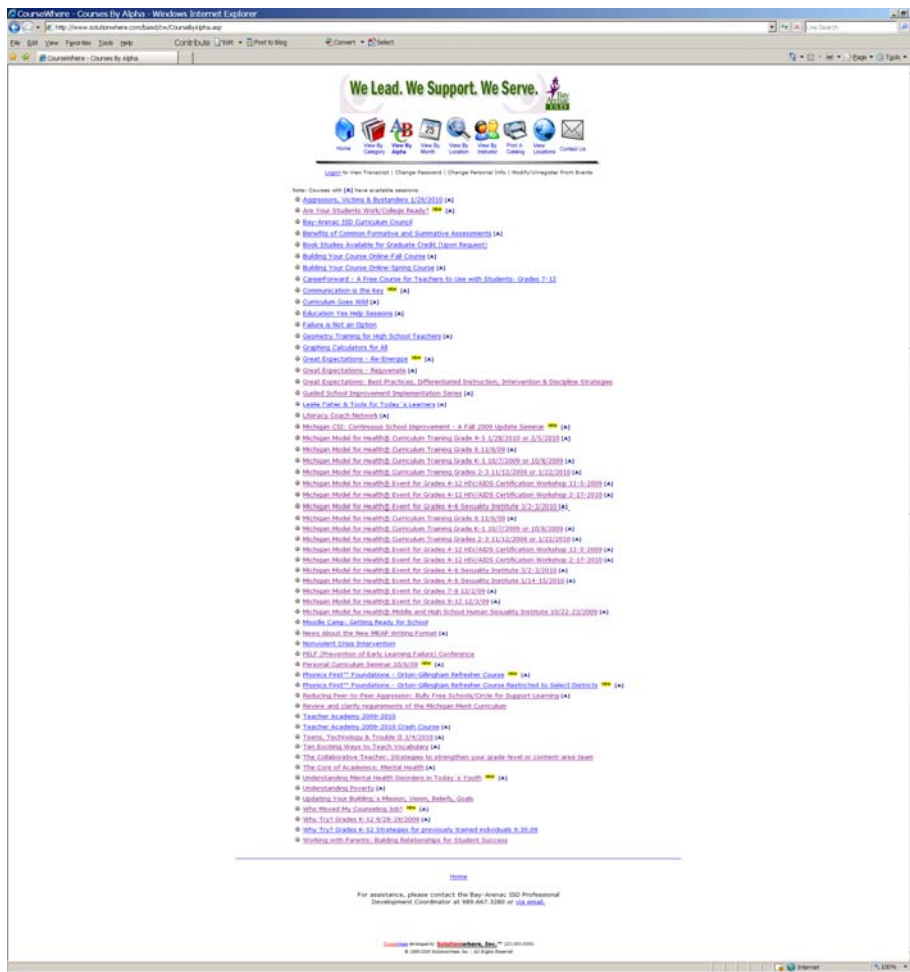
## Registering on CourseWhere using drop-down box on website

1. Go to the Bay-Arenac ISD website at [www.baisd.net](http://www.baisd.net)
2. Click on the drop-down menu under Quick Links
3. Choose CourseWhere



This is the next page that you will see. There are many ways to navigate using CourseWhere from this screen.

1. View by Alpha 
2. View by Category 
3. View by Instructor 
4. View by Location 
5. View by Month 



Registering for classes using the View by Alpha option.



1. View by Alpha
2. Select the course you are interested in from the long list of courses.

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 Home
  View By Category
  View By Alpha
  View By Month
  View By Location
  View By Instructor
  Print A Catalog
  View Locations
  Contact Us

---

[Logon](#) to View Transcript | [Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#)

1) Click on the category you want to view. To select multiple categories, hold down the "Ctrl" key (⌘ for Mac) while you click on each category. 2) Enter an optional keyword. 3) Click on the Go button. Your results will appear at the bottom of the page.

All Categories

- 1. Clear and Shared Focus
- 2. High Standards/Expectations for All Students
- 3. Effective School Leadership
- 4. High Levels of Collaboration and Communication

Optional Keyword

---

Note: [A] indicates available sessions. Click on the course name for more information or to register.

## View by Category



To use this option, choose the category you are interested in from the list and click on the Go! button.

This will bring up all the courses in that category.


The next picture is the screen when Category 1 is chosen.









At this point, if you are happy with the course, you can click on the hyperlink and register for the course as shown after the different viewing options in this handout.

[Menu](#) | [Last Function](#) | [Home](#)

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 Home
  View By Category
  View By Alpha
  View By Month
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  Print A Catalog
  View Locations
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1) Click on the category you want to view. To select multiple categories, hold down the "Ctrl" key (⌘ for Mac) while you click on each category. 2) Enter an optional keyword. 3) Click on the Go button. Your results will appear at the bottom of the page.

All Categories

- 1. Clear and Shared Focus
- 2. High Standards/Expectations for All Students
- 3. Effective School Leadership
- 4. High Levels of Collaboration and Communication

Optional Keyword

---

Note: [A] indicates available sessions. Click on the course name for more information or to register.

**1. Clear and Shared Focus**

- [Updating Your Building's Mission, Vision, Beliefs, Goals](#)

---

[Menu](#) | [Last Function](#) | [Home](#)

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Select an instructor from the dropdown box to view the available courses they are teaching.  
Note: Some online sessions may not be available through this page

For a

Make Selection

- Al Craven, Melissa Rosello, GISD & Pam Sook, BAISD
- Asbill, Kita
- Barbara Peters, Bay-Arenac ISD New Teacher Trainer
- Bruzewski, Molly
- Bushnell, Bruce
- Carol Lukeman, ETA Cuisenaire
- Dee Lindenberger, Marquette Alger RESA
- Dewey, Mike
- Dr. David Hall
- Dr. Ruby Payne
- Dunbar, Deborah
- D'Arcy, Colleen
- D'Arcy, Collen
- Enrolls, Maximus/Michigan
- Fisher, Leslie
- Garry John, SVSU Math & Science Professor
- Janet Sopczynski, BAISD ELA Consultant
- Kita Asbill, Mentor, Great Expectaions
- Michigan Department of Education
- Mike Dewey & Safety Team
- Mike Dewey, Superintendent
- Pam Sook, BAISD
- Pam Sook, Health, Drug Free & Safety Coord.
- Pam Sook, Health, Drug Free and Safety Coord.
- Pam Sook, Health, Drug Free, Safety Coordinator
- Regional Health Consortium
- Regional Health Consortium, Pam Sook
- Regional Health Training Coordinators, Pam Sook
- Regional Health Training Team
- Salle J. O'Neill, EdS, LPC

sional

## View by Instructor



To use this option, make a selection from the drop down list.

The next picture is the screen you will see after making a selection, if there is a course with the instructor that you chose from the list.

At this point, if you are happy with the course, you can click on the hyperlink and register for the course as shown after the different viewing options in this handout.

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View By Alpha
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View By Location
View By Instructor
Print A Catalog
View Locations
Contact Us

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[Logon](#) to View Transcript | [Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#)

Select an instructor from the dropdown box to view the available courses they are teaching.  
Note: Some online sessions may not be available through this page

Garry John, SVSU Math & Science Professor

Instructor: **Garry John, SVSU Math & Science Professor** - No further information available

---

### 5. Curriculum, Instruction and Assessment

<a href="#">Geometry Training for High School Teachers</a>	9/25/2009	<a href="#">8:30AM-3:30PM</a>
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[Menu](#) | [Last Function](#) | [Home](#)

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Select a location to view courses for that location  
Note: Some online sessions may not be available through this page

Make Selection

- Bay-Arenac ISD, Bay City, MI
- Bay-Arenac ISD - Academy Room, Bay City, MI
- Bay-Arenac ISD - Bay City Room, Bay City, MI
- Bay-Arenac ISD - Pinconning Lab, Bay City, MI
- Bay-Arenac ISD - Standish-Sterling Lab, Bay City, MI
- Bay-Arenac ISD Career Center Lecture Hall, Bay City, MI
- Frankenmuth Bavarian Inn, Frankenmuth, MI
- Genesee Health, Safety & Nutrition Services, Flint, MI
- Saginaw ISD Transitions Center, Saginaw, MI

Make Selection

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## View by Location



To use this option, make a selection from the drop down list.

This picture is the screen you will see after making a selection, if there is a course from the location that you chose from the list that interest you begin the registration for the course as shown after the different viewing options in this handout.

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Select a location to view courses for that location  
Note: Some online sessions may not be available through this page

Frankenmuth Bavarian Inn, Frankenmuth, MI

**Frankenmuth Bavarian Inn** [Map](#)  
713 S. Main Street  
Frankenmuth, MI 48734  
Contact: [Erika Rupert](#) @ 989.667.3280  
Aux aids/Other info:

### 5. Curriculum, Instruction and Assessment

- [Michigan Model for Health@ Event for Grades 4-12](#) 11/5/2009 8:30AM-3:00PM
- [HIV/AIDS Certification Workshop 11-5-2009](#)
- [Michigan Model for Health@ Event for Grades 7-8 12/2/09](#) 12/2/2009 8:30AM-3:30PM
- [Michigan Model for Health@ Event for Grades 9-12 12/3/09](#) 12/3/2009 8:30AM-3:00PM
- [Michigan Model for Health@ Middle and High School Human Sexuality Institute 10/22-23/2009](#) 10/22/2009 8:30AM-3:30PM

### 7. Focused Professional Development

- [The Core of Academics: Mental Health](#) 3/16/2010 8:30AM-3:00PM

### 8. Supportive Learning Environment

- [Aggressors, Victims & Bystanders 1/29/2010](#) 1/29/2010 8:30AM-3:00PM
- [Reducing Peer-to-Peer Aggression: Bully Free Schools/Circle for Support Learning](#) 9/11/2009 8:30AM-3:00PM
- [Teens, Technology & Trouble II 3/4/2010](#) 3/4/2010 8:30AM-3:00PM
- [Why Try? Grades K-12 9/28-29/2009](#) 9/28/2009 8:30AM-3:00PM

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[Logon](#) to View Transcript | [Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#)

Month:  Year:

Sort By: Category  Date

Note: Some online sessions may not be available through this page

Courses for Sep-2009

**10. Effective Use of Technology...**

- [Building Your Course Online-Fall Course](#) 9/30/2009 [4:30PM-7:30PM](#) Bay-Arenac ISD - Standish-Sterling Lab
- [Leslie Fisher & Tools for Today's Learners](#) 9/30/2009 [8:30AM-3:00PM](#) Bay-Arenac ISD

**5. Curriculum, Instruction and Assessment**

- [Geometry Training for High School Teachers](#) 9/25/2009 [8:30AM-3:30PM](#) Bay-Arenac ISD
- [Literacy Coach Network](#) 9/23/2009 [8:30AM-3:00PM](#) Bay-Arenac ISD - Pinconning Lab
- [News About the New MEAP Writing Format](#) 9/9/2009 [1:00PM-3:00PM](#) Bay-Arenac ISD - Academy Room
- [News About the New MEAP Writing Format](#) [5:00PM-7:00PM](#) Bay-Arenac ISD - Academy Room
- [News About the New MEAP Writing Format](#) 9/15/2009 [5:00PM-7:00PM](#) Bay-Arenac ISD - Academy Room

**7. Focused Professional Development**

- [Understanding Poverty](#) 9/3/2009 [10:15AM-11:45AM](#) Bay-Arenac ISD Career Center Lecture Hall

**8. Supportive Learning Environment**

- [Reducing Peer-to-Peer Aggression: Bully Free Schools/Circle for Support Learning](#) 9/11/2009 [8:30AM-3:00PM](#) Frankenmuth Bavarian Inn
- [Why Try? Grades K-12 9/28-29/2009](#) 9/28/2009 [8:30AM-3:00PM](#) Frankenmuth Bavarian Inn

[Menu](#) | [Last Function](#) | [Home](#)

View by Month



To use this option, select the month and year that you are interested in as well how you would like the information sorted by and make a selection from the drop down list.

After viewing the courses in the list, you are able to chose and begin the registration process as shown after the different viewing options in this handout.

Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009

<p><b>Audience:</b> Middle and high school teachers, qualifying to teach human growth and development/reproductive health.</p> <p><b>Course Narrative:</b> This two-day session is a 6-12 certification training, qualifying staff to teach human growth and development within Michigan's public schools.</p> <p><b>Course Objectives:</b> Workshop attendees will:</p> <ul style="list-style-type: none"> <li>• Understand the implementation of reproductive health/sex education within local districts.</li> <li>• Discuss various aspects of reproductive health: anatomy, childbirth, family planning, STDs, etc.</li> <li>• Examine the abstinence framework surrounding sex education in Michigan.</li> <li>• Preview current materials and resources.</li> <li>• Discuss issues related to reproductive health education.</li> <li>• Learn the qualifications to teach sex education within a local district.</li> </ul> <p><b>Date:</b> October 22-23, 2009</p> <p><b>Time:</b> 8:00 a.m. registration and continental breakfast 8:30 a.m. - 3:00 p.m. Training</p> <p><b>Location:</b> Bavarian Inn Restaurant 713 Main Street Frankenmuth, MI 48734</p> <p><b>Cost:</b> In-consortium - Free Non-consortium/Out-of-District - \$50 each day or \$75 for both (includes training, manuals, materials and meals)</p> <p><b>Credit:</b> SBCEUs or SVSU, upon application approval</p> <p><b>Maximum Participants:</b> 50</p> <p><b>Minimum Participants:</b> 10</p> <p><b>Questions?</b> <i>Event:</i> Contact Pam Sook at sookp@baisd.net or 989.667.3262 <i>Registration:</i> Contact Erika Rupert at ruperte@baisd.net or 989.667.3280</p> <p>To view a copy of the flyer, please <a href="#">click here</a>.</p>	<p><b>Instructor led sessions</b> (To Register, or for more information, click on a start date.)</p> <table border="1"> <thead> <tr> <th>Start</th> <th>Time</th> <th>Days</th> <th>Location</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">10/22/2009</a></td> <td>8:30AM-3:30PM</td> <td>2</td> <td>Frankenmuth Bavarian Inn</td> <td></td> </tr> </tbody> </table>	Start	Time	Days	Location	Status	<a href="#">10/22/2009</a>	8:30AM-3:30PM	2	Frankenmuth Bavarian Inn	
	Start	Time	Days	Location	Status						
<a href="#">10/22/2009</a>	8:30AM-3:30PM	2	Frankenmuth Bavarian Inn								

**NOTE: If an instructor-led course session is full, you can still register. You will be put on a waiting list.**

[Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](#).

Begin the registration process by following the [hyperlinks](#) on the page.

Hyperlinks are in [blue](#).

The first hyperlink in the registration process will be the date.



CourseWhere - Course Session Information - Windows Internet Explorer

http://www.coursewhere.com/Session.aspx?SessionID=1745&SessionID=1745

CourseWhere - Course Session Information

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Log in to View Transcript | Change Password | Change Personal Info | Health/Unregister From Course

**Michigan Model for Health(3), Middle and High School Human Sexuality Institute 10/22-23/2009**  
Session: 1745

**Audience:**  
Middle and high school teachers, qualifying to teach human growth and development/reproductive health.

**Course Narrative:**  
This two-day session is a 6-12 certification training, qualifying staff to teach human growth and development within Michigan's public schools.

**Course Objectives:**  
Workshop attendees will:

- Understand the implementation of reproductive health/sex education within local districts.
- Discuss various aspects of reproductive health: anatomy, childbirth, family planning, STDs, etc.
- Examine the abstinence framework surrounding sex education in Michigan.
- Review current materials and resources.
- Discuss issues related to reproductive health education.
- Learn the qualifications to teach sex education within a local district.

**Date:** October 22-23, 2009

**Time:**  
8:00 a.m. registration and continental breakfast  
8:30 a.m. - 2:00 p.m. Training

**Location:**  
Beverian Inn Restaurant  
713 Main Street  
Frankenmuth, MI 48734

**Cost:**  
In-Convention - Free  
Non-Convention/Out-of-District - \$80 each day or \$175 for both (includes training, materials, materials and meals)

**Credit:**  
SBC304 or SVIS, upon approval on approval

**Maximum Participants:** 20

**Minimum Participants:** 10

**Questions?**  
Event: Contact Pam Sisk at [psisk@bhsd.net](mailto:psisk@bhsd.net) or 989.667.3282  
Registration: Contact Erika Rupert at [erupt@bhsd.net](mailto:erupt@bhsd.net) or 989.667.3280

To view a copy of the flyer, please [click here](#).

Course Session Information	
<b>Days</b>	2
<b>Scheduled Date(s)/Time(s)</b>	10/22/2009 8:30am-2:00pm 8:00 a.m. Registration and continental breakfast 10/23/2009 8:30am-2:00pm 8:00 a.m. Registration and continental breakfast
<b>Session Contact</b>	Erika Rupert @ 989.667.3280 Email: <a href="mailto:erupt@bhsd.net">erupt@bhsd.net</a>
<b>Instructor(s)</b>	Pam Sisk, BS200
<b>Hours/Credits/Cost</b>	<input type="checkbox"/> In-Convention / 10 Hours <input type="checkbox"/> Non-Convention/Out-of-District One Day   \$90.00 <input type="checkbox"/> Only / 10 Hours <input type="checkbox"/> Non-Convention/Out-of-District Both   \$75.00 <input type="checkbox"/> Day / 10 Hours <input type="checkbox"/> SP-CR36 / 10 Hours   \$5.00 <input type="checkbox"/> SVIS Graduate Credit / 10 Hours   \$265.75 Money collected for CMJ or SVIS will be payable to the college on the first day of the class.
<b>Location</b>	Frankenmuth Beverian Inn 150 713 S. Main Street Frankenmuth, MI 48734 Location Contact: Erika Rupert @ 989.667.3280 Email: <a href="mailto:erupt@bhsd.net">erupt@bhsd.net</a>
<b>Payment Instructions</b>	<b>Auxiliary AKA/Other Info:</b> Please submit payment (PG, Money Order, or Check) made payable to Bay-Arnet 100 to: Attn: Erika Rupert Bay-Arnet 100 4125 Two Mile Road Bay City, MI 49790

**Cancellation Policy**  
Payment is expected if cancellation is not made one week prior to the course.

All registrants click here:

[Home](#)

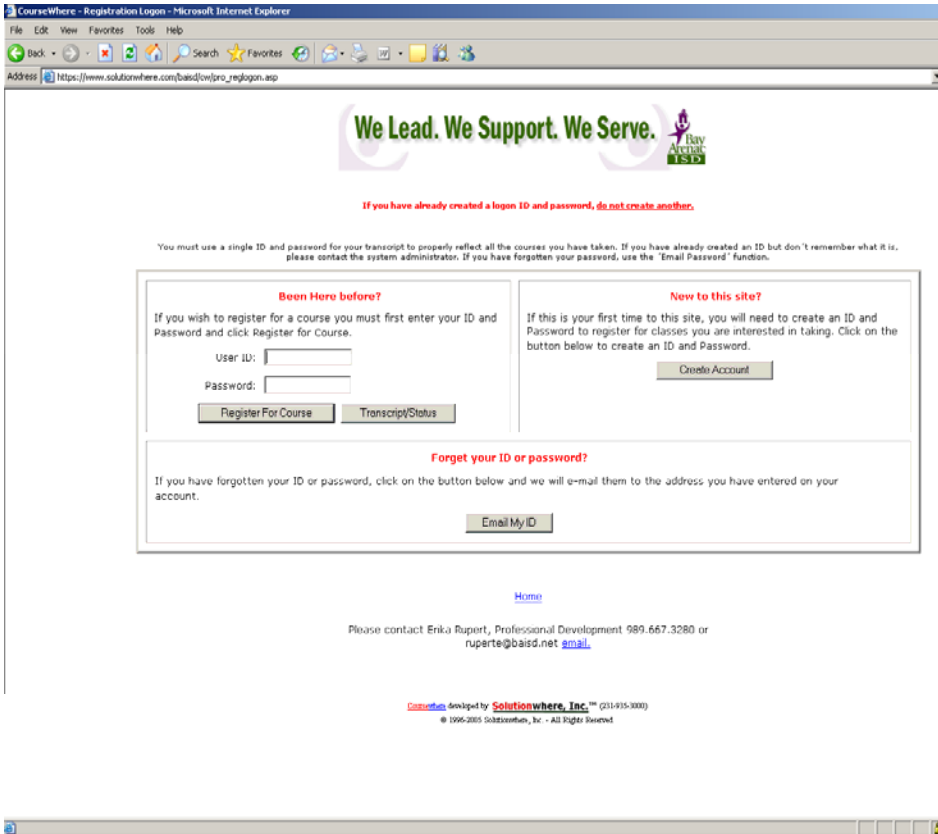
For assistance, please contact the Bay-Arnet 100 Professional Development Coordinator at 989.667.3280 or [psisk@bhsd.net](mailto:psisk@bhsd.net).

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## Registration Process Continued

Click on the options that pertain to you, such as cost and click on the

**Register** button at the bottom of the page.



## New to site

If you are new to this site, you will need to create an account using the right side of the screen.

Click on the **Create Account** button.



## Creating a New User Account Continued

This is the screen that will be seen when creating an account for the first time.

After clicking on the button under **NEW to this Site**.

You will need to fill out the boxes in the **User Account Creation** box on the screen before proceeding to the next section.



ruperte is logged on. [[Logoff](#)]

If the Registrant ID and Information below is Not yours, then please [Logoff](#) and Re-Login.

**To register, complete any missing or incorrect information then click on the "Submit Registration" button at the bottom of this form.**

Course: Michigan Model for Health@ Middle and High School Human Sexuality Institute 10/22-23/2009  
 Session: 1745  
 Start Date/Time: 10/22/2009 at 8:30AM-3:30PM  
 Selected Cost/Credits:  
 In-Consortium /10 Hours  
 SB-CEUs /10 Hours: \$5.00

**Total \$5.00**

<b>Registrant ID</b>	ruperte	
<b>First Name</b>	<input type="text" value="Erika"/>	
<b>Middle Name</b>	<input type="text" value="L"/>	Optional
<b>Last Name</b>	<input type="text" value="Rupert"/>	
<b>SSN</b>	<input type="text" value="000"/> - <input type="text" value="03"/> - <input type="text" value="0160"/>	<a href="#">Instructions</a>
<b>Work Phone</b>	<input type="text" value="989"/> - <input type="text" value="667"/> - <input type="text" value="3280"/> Ext. <input type="text" value="3375"/>	
<b>Home Phone</b>	<input type="text" value="989"/> - <input type="text" value="667"/> - <input type="text" value="3272"/>	In case of cancellation or program change
<b>Fax</b>	<input type="text" value="989"/> - <input type="text" value="667"/> - <input type="text" value="3272"/>	Optional
<b>Address</b>	<input type="text" value="1285 West Wheeler Road"/>	Home Address
<b>Address 2</b>	<input type="text"/>	Optional
<b>City</b>	<input type="text" value="Auburn"/>	
<b>State</b>	<input type="text" value="MI"/>	
<b>Zip</b>	<input type="text" value="48611"/>	
<b>Email</b>	<input type="text" value="ruperte@baisd.net"/>	Mandatory
<b>District</b>	<input type="text" value="Bay-Arenac ISD"/>	
<b>Building</b>	<input type="text" value="Educational Service Center"/>	
<b>Position</b>	<input type="text" value="Secretary"/>	Optional
<b>Sub-position</b>	<input type="text" value="N/A"/>	
<b>Gender</b>	Male <input type="radio"/> Female <input checked="" type="radio"/>	Optional
<b>Summer Address</b>	<input type="text"/>	
<b>Super Authorization Date</b>	<input type="text"/>	Date supervisor approved your attendance.
<b>Payment Type</b>	<input type="text" value="No Charge"/>	<a href="#">Instructions</a>
<b>P.O. Number</b>	<input type="text" value="Transfer"/>	<a href="#">Instructions</a>
<b>Special Needs/Comments/Requests</b>	<input type="text"/>	Optional

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## Account Creation Continued

This screen will have a few filled in boxes from when you began creating the account.

When filling in the remainder of the form, some fields are mandatory.

### Mandatory Fields:

- **First Name**
- **Last Name**
- **Work and Home Phone Numbers**
- **Address**
- **City**
- **State**
- **Zip**
- **Email Address**
- **District**
- **Building**
- **Super. Authorization Date**
- **P.O. Number (which must be entered, or you cannot register for the class)**

Payment Type: Please mark how payment will be made. No Charge is the first on the drop-down list, but if there is a cost listed at the top of the page above your name, then this option is not correct and you must use the dropdown menu to place the correct Payment Type in the box.

**Note: If your district does not use P.O. Numbers, please read the instructions on the right side of the screen next to the P.O. Number box.**

Then click on the **Submit Registration** button.

### P.O. Number Box

If there is a charge associated with an event something must be in this box. Since you are an employee of BAISD, please type the word **TRANSFER** in this box.

Someone from Instructional Service department will submit a Transfer request to the Business Office for the event.

### Cancellation Policy

**If you decide not to attend an event, you must cancel seven days (7) prior to an event or you will still be charged for**

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**ruperte** is logged on. [[Logoff](#)]

THANK YOU!

Thank you for using our on-line registration. Your registration has been submitted, **and you are now confirmed** for the following session 1745  
Your Registration Number Is: **25068**

\*\*\*\* PLEASE PRINT THIS PAGE AS YOUR REMINDER NOW! \*\*\*\*

Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009

**Payment Information:**

For workshops that require a fee, entrance to the workshop will not be granted without proof of payment.

Each participant must have a copy of a purchase order (or purchase order number), a check payable to BAISD, or an internal transfer form to BAISD when registering.

**Cancellation Policy:**

Payment is expected if cancellation is not made one week prior to the course.

**Selected Cost/Credits:**

In-Consortium/10Hours  
SB-CEUs/10Hours: \$5.00  
Total \$5.00

A reminder e-mail has been sent to you

Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009  
Session: 1745

Course Session Information	
<b>Days</b>	2
<b>Scheduled Date(s)/Time(s)</b>	10/22/2009 8:30AM-3:30PM 8:00 a.m. Registration and continental breakfast 10/23/2009 8:30AM-3:30PM 8:00 a.m. Registration and continental breakfast
<b>Session Contact</b>	Erika Rupert @ 989.667.3280 Email:ruperte@baisd.net
<b>Instructor</b>	Pam Sook, BAISD
<b>Location</b>	<b>Frankenmuth Bavarian Inn</b> <a href="#">Map</a> 713 S. Main Street Frankenmuth, MI 48734  <b>Contact:</b> <a href="#">Erika Rupert</a> @ 989.667.3280
<b>Payment Instructions</b>	<b>Auxiliary Aids/Other Info:</b> Please submit payment (PO, Money Order, or Check) made payable to Bay-Arenac ISD to: Attn: Erika Rupert Bay-Arenac ISD 4228 Two Mile Road Bay City, MI 48706

**Cancellation Policy**

Payment is expected if cancellation is not made one week prior to the course.

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## Course Confirmation

This is a confirmation page that will appear after clicking on the **Submit Registration** button as listed above.

Some districts require a copy of this page for a payment and

**Erika Rupert**

---

**From:** Course Administrator [ProfessionalDevelopment@baisd.net]  
**Sent:** Tuesday, August 25, 2009 11:55 AM  
**To:** Erika Rupert  
**Subject:** Registration for course : Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009

Greetings Erika Rupert - Thank you for registering for Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009. This is a verification email.

You selected session number 1745 which starts on 10/22/2009. Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009 will be held on 10/22/2009 and will begin at 8:30AM-3:30PM and will be held at Frankenmuth Bavarian Inn.

Payment Information: For workshops that require a fee, entrance to the workshop will not be granted without proof of payment. If you have already paid or had a copy of your purchase order sent to Bay-Arenac ISD, please disregard the above sentence. If you are a Bay-Arenac ISD employee, a transfer requested will be completed after the course.

Special diet? Please let us know ASAP so arrangements can be made for your meals.

Each participant must have a copy of a purchase order or purchase order number), a check payable to BAISD, or an internal transfer form to BAISD when registering.

Cancellation Policy: Payment is expected if cancellation is not made one week prior to the course.

Selected Cost/Credits:

In-Consortium /10 Hours

SB-CEUs /10 Hours: \$5.00

Total: \$5.00

## **Email Confirmation**

After registration you will receive an email confirmation that looks similar to the document on the left.

You will also receive a copy of this as a reminder approximately nine days prior to the event.

**The message is generic.  
There is always  
something about proof of  
payment in the email. No  
phone calls are  
necessary. If you are an  
employee, a transfer will  
be completed for you for  
your payment, just  
attend the event.**

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[Logon](#) to View Transcript | [Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#)

### Email ID and password

Please enter your full Email address, and click the Email My ID button.  
Your User ID and password will be emailed to you.

Email Address:

[Menu](#) | [Last Function](#) | [Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](#).

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## Forgot your User ID or Password? Have them emailed to you.

This is what the screen looks like if you request your ID and Password to be emailed to you.

**NOTE: You must know what your email address is on your account. If you use an incorrect address, you will not receive the information. If you did not enter a valid email address into the necessary box when you set up the account, this option will not work for you. Therefore, please call Instructional Services at (989) 667-3280 for assistance.**



## Viewing Transcript information

To view your transcript information, type in your ID and Password and click on the **Transcript/Status** button.

CourseWhere - Registration Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://www.solutionwhere.com/baisd/cw/pro\\_reglogon.asp](https://www.solutionwhere.com/baisd/cw/pro_reglogon.asp)

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Bay-Arenac ISD

**If you have already created a logon ID and password, do not create another.**

You must use a single ID and password for your transcript to properly reflect all the courses you have taken. If you have already created an ID but don't remember what it is, please contact the system administrator. If you have forgotten your password, use the 'Email Password' function.

**Been Here before?**

If you wish to register for a course you must first enter your ID and Password and click Register for Course.

User ID:

Password:

Register For Course Transcript/Status

**New to this site?**

If this is your first time to this site, you will need to create an ID and Password to register for classes you are interested in taking. Click on the button below to create an ID and Password.

Create Account

**Forgot your ID or password?**

If you have forgotten your ID or password, click on the button below and we will e-mail them to the address you have entered on your account.

Email My ID

[Home](#)

Please contact Erika Rupert, Professional Development 989.667.3280 or [ruperte@baisd.net](mailto:ruperte@baisd.net)

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Transcript begin date - Windows Internet Explorer

Address [https://www.solutionwhere.com/baisd/cw/pro\\_TranscriptDate.asp](https://www.solutionwhere.com/baisd/cw/pro_TranscriptDate.asp)

File Edit View Favorites Tools Help

Home View By Category View By Alpha View By Month View By Location View By Instructor View By Catalog View Locations

Support Help Dictionary/Thesaurus Logoff

Transcript begin date

Please enter a transcript begin date(MM/DD/YY):

OR

Leave blank for entire transcript.

View Transcript

[Menu](#) | [Last Function](#) | [Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](mailto:ruperte@baisd.net).

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This is the next screen you will see.

Click on the **View Transcript** button.

**A date does not need to be entered in the box to proceed.**

CourseWare - Registrar - Transcript/Registration Status - Windows Internet Explorer

http://www.sdsdschools.com/assisted/assisted\_new\_transcript.asp

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registrator is logged on. [Logout]

Registrar  
Name: OFRA L. REGISTOR  
Middletown, MD  
Date: 8/12/2009

**Registrar's Transcript View**

Display Family Transcript  
Events Attended

Event Name Description

Event Name	Description	Amount	Balance	Start Date	End Date	Credits	Credits	Credit Type	Hours
Work Can Be Like a Day at the Beach	1288	845.00	812/2008	8/12/2008	0.0	Registration Fee	0		
Learning to Read	1287	85.00	8/12/2008	8/12/2008	0.0	Registration Fee	0		
Learning to Read	1286	85.00	8/12/2008	8/12/2008	0.0	Registration Fee	0		
Truck Clinic	1282	85.00	8/12/2008	8/12/2008	0.0	Registration Fee	0		
Microsoft Access 2003	891	85.00	8/12/2008	8/12/2008	0.0	In-Session	0		
Public Safety & Legal Issues for the School Secretary	890	85.00	8/12/2008	8/12/2008	0.0	In-Session	0		
MSRP for Office Professionals	889	85.00	8/12/2008	8/12/2008	0.0	In-Session	0		
Excel Software Training - Microsoft Office XP	1287	85.00	10/7/2008	10/7/2008	0.0	Full day MSRP member	0		
Assessing the Workplace Safety	1287	85.00	10/7/2008	10/7/2008	0.0	In-Session	1.0		
ADAMS HRM 7.0	1288	85.00	8/12/2008	8/12/2008	0.0	tu	0		
Public Safety Communication to Principals	1288	85.00	10/12/2008	10/12/2008	0.0	tu	0		
Word Tips & Tricks	1286	85.00	8/12/2008	8/12/2008	0.0	Half day MSRP member	0		
Informational/Advanced Excel Training	1286	85.00	8/12/2008	8/12/2008	0.0	Registration Fee	0		
Advanced Microsoft Office Professional	1285	85.00	4/7/2008	4/7/2008	0.0	Registration Fee	0		
Advanced Excel 2003	1284	85.00	4/28/2008	4/28/2008	0.0	Registration Fee	0		
MS-11 Differentiated Instruction	1287	85.00	1/19/2008	1/19/2008	0.0	Class Time	0.0		
Opening Day 2008	890	85.00	8/20/2008	8/20/2008	0.0		0		

Totals

Type	Credits	Hours
Registration Fee	0.0	0
In-Session	0.0	0
Full day MSRP member	0.0	0
In-Session	0.0	0
Half day MSRP member	0.0	0
Class Time	0.0	0
	0.0	0

Current Registered Events

Event Name Description

Event Name	Description	Amount	Balance	Start Date	End Date	Credits	Credits	Credit Type	Hours
Building and Maintaining Working Relationships with Your Supervisor	889	In-Complete	11/18/2008	8/12/2008	11/20/08	0.0	In-Session	0	
All Staff Training Fee	1288	In-Complete	8/12/2008	8/12/2008	11/20/08	0.0	N/A	0.00	
Outlook 2007 In-Depth Administrator/Office Support Training - MS200 Staff Only	8879	In-Complete	8/11/2008	8/12/2008	11/20/08	0.0	Registration Fee	0	

Totals

Type	Credits	Hours
In-Session	0.0	0
Registration Fee	0.0	0

This form allows you to track transcript information for programs that were registered for outside of the system. Please fill out the form and press the Add button.

Description Name  
Location  
Start Date  
End Date  
Term, Credits  
Credit Type  
Related Credit Type  
Related Activity

Add

Many | Last Function | Home

For assistance, please contact the Bay-Anne's SED Professional Development Coordinator at 888.667.3290 or [usa@sdsc.edu](mailto:usa@sdsc.edu).

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## Viewing Transcript Information Continued

This is the next screen that will be seen. This is where you can find courses that you took as well as courses that you are registered to take.

If you use the aqua color at the bottom of the page to add additional courses that you have taken.



ruperte is logged on. [[Logoff](#)]

Tuesday, August 25, 2009 [Help On Using CourseWhere](#)

| [View Transcript](#) | [Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#) |

## Welcome to CourseWhere, Bay-Arenac ISD's online registration system

### How to use CourseWhere

CourseWhere is an internal productivity tool designed to help BAISD manage registration events. Browse this site by category, title, date, or location. You can print a catalog of professional development and workshop/training offerings directly from this site. Simply click on the Print a Catalog icon above.

### To Register for a class:

1. Click on the **View by Alpha** or **View by Category** icon above
2. Select the workshop title or category from the scroll-down menu and click **GO**
3. Select the desired session you wish to attend
4. Follow the registration instructions
5. Click **Submit Registration**

### First time users – getting started

First time users must **Create an Account** for their first registration. The CourseWhere system requires you to create an account with a **User ID** and a **Password**. You choose the ID and password and provide current contact information. You will be required to enter complete information only once and will be asked to verify that information once a year.

CourseWhere not only provides up-to-date program information, it also provides you with the ability to pull an unofficial transcript of programs you have attended. Log on and choose the **View Transcript** feature at the top left of this screen.

CourseWhere transcripts only include information for registrations created with complete contact information and course completion verified.

Please use the [Logon](#) link available under the picture icons and gray date bar above.

### Please turn off your Pop-Up Blocker.

To take advantage of the error messages generated by this web site, you must **turn off** your Pop-Up Blocker when using CourseWhere.

- For Internet Explorer, go to Tools, Internet Options, Privacy.
- Uncheck the Pop-Up Blocker checkbox to turn off your Pop-Up Blocker.
- Then click Apply and/or OK to exit.
- Since we don't know your hardware configuration, if you have any further questions, please contact your IT department regarding your Pop-Up Blocker.

### Payment

A purchase order number **must be entered** for any course that has a cost. If your organization/school/agency does not use purchase orders, please make payment with check or money order.

-or-

Participants paying with a personal check or money order should type the word "check," "money order," or "cash" in the Purchase Order # box and make payment payable to: Bay-Arenac ISD (BAISD). There are two options for payment

1. Bring cash, check, or money order on the day or night of the event
2. Mail payment to:  
Attn: Instructional Services  
Bay-Arenac ISD  
4228 Two Mile Road  
Bay City, MI 48706

### Cancellation Policy

Payment is expected if cancellation is not made **one week** prior to the course.

*It is said that, "When one teaches, two learn."*

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the children you serve will benefit for years to come.*

*Thank you for taking the time to participate in  
Bay-Arenac ISD's professional development offerings.*

[Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](#).

## Unregister for a class

1. Log on to CourseWhere using your ID and password
2. Click on Modify/Unregister from Events –



[Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#)

ruperte is logged on. [[Logoff](#)]

**Registrant**

**Name:** Erika L Rupert  
**Student ID:** ruperte  
**Date:** 8/25/2009

**Registrant's Transcript View**

[Printer Friendly Transcript](#)  
**Events Attended**

\* Verified additional information - Hold cursor over for more information.  
 \* Conference Event - Listed Alphabetically

Event Name	Session	Balance	Start Date	End Date	Grade	Credits	Credit Type	Hours
<b>Work Can Be Like a Day at the Beach!</b>								
Juggling All Your Hats	1356	\$45.00	8/23/2006	8/23/2006	0.0	Registration Fee	5	
Island Cuisine with Chef Andy	1357	\$0.00	8/23/2006	8/23/2006				
Accentuate the Positive	1358	\$0.00	8/23/2006	8/23/2006				
True Colors	1362	\$0.00	8/23/2006	8/23/2006				
Microsoft Access 2000	306	\$0.00	6/21/2001	6/21/2001	1.0	In-District/In-Consortium	0	
Fish Philosophy/Customer Service Counts for Office Professionals	697	\$0.00	1/17/2003	1/17/2003	1.0	In-District	0	
Hot Topics & Legal Issues for the School Secretary	746	\$0.00	4/10/2003	4/10/2003	5.0	In-District	0	
AS400 for Office Professionals	834	\$0.00	11/6/2003	11/6/2003	0.0		3	
Excel Software Training - Microsoft Office XP	1067	\$0.00	10/7/2004	10/7/2004	0.0	Full day MIEM member	6	
Answering the Telephone Safely	1097	\$0.00	12/6/2004	12/6/2004	0.0	In-Consortium	1.5	
ADOBE PRO 7.0	1200	\$100.00	5/18/2005	5/18/2005	0.0	N/A	7	
Talk is Cheap, Communication is Priceless	1233	\$0.00	10/26/2005	11/30/2005	0.0	N/A	6	
Word Tips n' Tricks	1231	\$75.00	3/15/2006	3/15/2006	0.0	Half day MIEM Member	3	
Intermediate/Advanced Excel Training	1590	\$0.00	3/11/2008	3/26/2008	0.0	Registration Fee	6	
Adobe® Acrobat® 8.0 Professional	1591	\$0.00	4/9/2008	4/9/2008	0.0	Registration Fee	3	
Advanced Word 2007	1608	\$0.00	4/29/2008	5/6/2008	0.0	Registration Fee	6	
K-12 Differentiated Instruction	1707	\$0.00	1/29/2009	1/29/2009	0.0	Class Only	4.5	
Opening Day 2003		\$0.00	8/20/2003	8/20/2003	0.0		2	

Totals		
Type	Credits	Hours
Registration Fee	0.0	20
In-District/In-Consortium	1.0	0
In-District	6.0	3

**Current Registered Events**

ⓘ If an event is shown below with a blue hyperlink, you may un-register from it completely, by clicking on the Event Name.

Event Name	Session	Status	Balance	Start Date	Sched. Time	Credits	Credit Type	Hours
Building and Maintaining Working Relationships with Your Supervisor	835	InComplete	\$0.00	1/18/2003	8:30AM-11:30AM	0.0	In-District	3
All Staff Opening Day	1281	InComplete	\$0.00	8/24/2005	9:15AM-11:30AM	0.0	N/A	2.25
Outlook 2007 In Depth Administrator/Office Support Training - BAISD Staff Only	1609	InComplete	\$0.00	6/11/2008	8:30AM-11:30AM	0.0	Registration Fee	3
<a href="#">Michigan Model for Health® Middle and High School Human Sexuality Institute 10/22-23/2009</a>	1745	Confirmed	\$5.00	10/22/2009	8:30AM-3:30PM	0.0	In-Consortium	10
						0.0	SB-CEUs	10

Totals		
Type	Credits	Hours
In-District	0.0	3
Registration Fee	0.0	3
In-Consortium	0.0	10
SB-CEUs	0.0	10

This form allows you to track transcript information for programs that were registered for outside of this system. Please fill out the form and press the 'Add' Button

Description/Name:

Location:

Start Date:  MM/DD/YYYY

End Date:  MM/DD/YYYY

Num. Credits:  Grade:  Num. Hours:

Please select from existing credit types by selecting from 'Credit Type' and pressing 'Select'. If 'Credit Type' not found in dropdown, add in 'Selected Credit Type' text field.

Credit Type:

Selected Credit Type:

Select Activity:  N/A  REP

[Menu](#) | [Last Function](#) | [Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](#).

Unregister for a class continued

This is the next screen you will see.

To unregister for a class, the class must be active or coming up in the future and the course will be showing up as a [hyperlink](#)

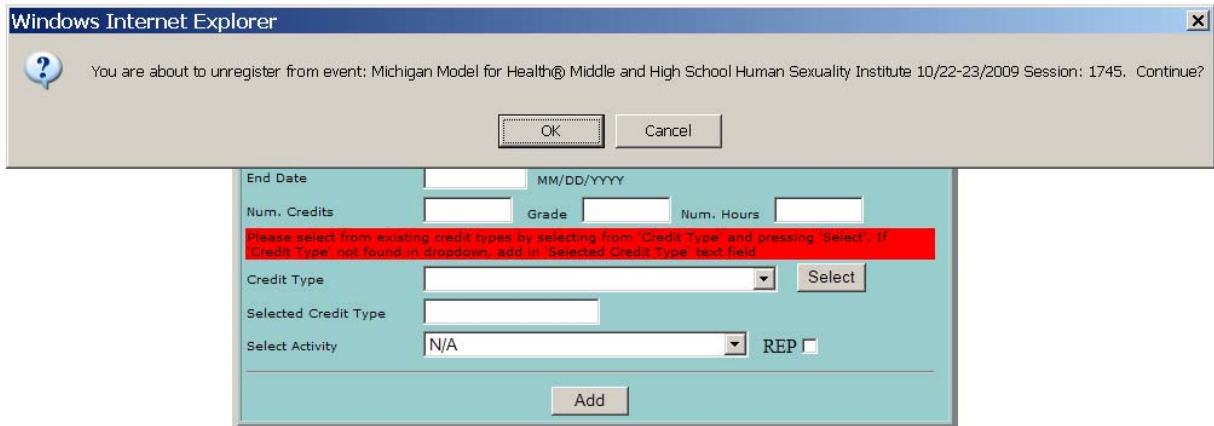


### Current Registered Events

**If an event is shown below with a blue hyperlink, you may un-register from it completely, by clicking on the Event Name.**

Event Name	Session	Status	Balance	Start Date	Sched. Time	Credits	Credit Type	Hours
Building and Maintaining Working Relationships with Your Supervisor	835	InComplete	\$0.00	1/18/2003	8:30AM-11:30AM	0.0	In-District	3
All Staff Opening Day	1281	InComplete	\$0.00	8/24/2005	9:15AM-11:30AM	0.0	N/A	2.25
Outlook 2007 In Depth Administrator/Office Support Training - BAISD Staff Only	1609	InComplete	\$0.00	6/11/2008	8:30AM-11:30AM	0.0	Registration Fee	3
<a href="#">Michigan Model for Health@ Middle and High School Human Sexuality Institute 10/22-23/2009</a>	1745	Confirmed	\$5.00	10/22/2009	8:30AM-3:30PM	0.0	In-Consortium	10
						0.0	SB-CEUs	10

Totals		
Type	Credits	Hours
In-District	0.0	3
Registration Fee	0.0	3
In-Consortium	0.0	10
SB-CEUs	0.0	10



[Menu](#) | [Last Function](#) | [Home](#)

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## Unregister for a class continued

This is the next screen you will see.

This is the next message box you will receive. If you click OK you will unregister for the course.

After unregistering for a course, you will be logged off of CourseWhere, if you are only registered for one course.





ruperte is logged on. [[Logoff](#)]

Tuesday, August 25, 2009 [Help On Using CourseWhere](#)

[View Transcript](#) | [Change Password](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#)

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[Home](#)

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## Change Password

1. Log on
2. Click on the [Change Password hyperlink](#).



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[View Transcript](#) | [Change Personal Info](#) | [Modify/Unregister From Events](#) |

ruperte is logged on. [[Logoff](#)]

### Change Password

Please enter any combination of up to 20 characters and/or numbers for Password.

User ID: ruperte

Password:

Password (again):

## Change Password Continued

Type in your new password in the two boxes and click on the Submit Password box.

[Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](#).

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ruperte is logged on. [[Logoff](#)]

Tuesday, August 25, 2009 [Help On Using CourseWhere](#)

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- Uncheck the Pop-Up Blocker checkbox to turn off your Pop-Up Blocker.
- Then click Apply and/or OK to exit.
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1. Bring cash, check, or money order on the day or night of the event
2. Mail payment to:  
Attn: Instructional Services  
Bay-Arenac ISD  
4228 Two Mile Road  
Bay City, MI 48706

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## Change Personal Info

1. Log on
2. Click on the Change Personal Info hyperlink.



[View Transcript](#) | [Change Password](#) | [Modify/Unregister From Events](#) |

ruperte is logged on. [\[Logoff\]](#)

If the Registrant ID and Information below is Not yours, then please [Logoff](#) and Re-Logon.

**To update your personal information, complete any missing or incorrect information then click on the "Update" button at the bottom of this form.**

Registrant ID: ruperte

First Name:

Middle Name:  Optional

Last Name:

SSN:  -  -  [Instructions](#)

Work Phone:  -  -  Ext.

Home Phone:  -  -  In case of cancellation or program change

Fax:  -  -  Optional

Address:  Home Address

Address 2:  Optional

City:

State:

Zip:

email:  Mandatory

District:

Building:

Position:  Optional

Sub-position:

Gender: Male  Female  Optional

[Home](#)

For assistance, please contact the Bay-Arenac ISD Professional Development Coordinator at 989.667.3280 or [via email](#).

## Change Personal Info Continued

You should check your information yearly.

**Never change your SSN,** this is your employee number and this number is changed for your SS# in a program for REP to report your professional development hours to the State of Michigan.

**If you make any changes** to your personal information, remember to click on the **Update button** at the bottom of the page.

Please see table for instructions on adding transcript information:

This form allows you to track transcript information for programs that were registered for outside of this system. Please fill out the form and press the 'Add' Button

Description/Name

Location

Start Date  MM/DD/YYYY ('MM' **only** if the date is Oct, Nov, or Dec)

End Date  MM/DD/YYYY ('MM' **only** if the date is Oct, Nov, or Dec)

Num. Credits  Grade  Num. Hours  \***(Do not** place decimal **SB-CEU credits** in this box, please place the **credits** in the 'Num. Credits' box.)

\* Please select from existing credit types by selecting from 'Credit Type' and pressing 'Select'. **If not found, add in 'Selected Credit Type' text field**

Credit Type  \*

Selected Credit Type

Select Activity   **REP** Check this box only if this course follows your action plan and needs to be reported to the State of Michigan.

Mentoring Workshop or Conference Coursework Highly qualified status State level or institute of higher learning Virtual Learning Administrator Continuing Education Instructional Technology

Select Activity	Definition
Sustained, work-embedded	This category must include activities that focus on the work that educators do and that is related to the learning of students in the school or district. This category is distinguished because the activities are sustained and are aligned with the School Improvement Plan. The activities may be individual but may also include small groups of colleagues who gather for planned activities. Examples of professional development in this category are: <ul style="list-style-type: none"> <li>• Curriculum alignment for fourth-grade social studies standards</li> <li>• Assessment practices to assess visual arts learning of all third through sixth graders</li> <li>• Study groups to learn recent developments in hands-on science instruction</li> <li>• Action research to determine if new instructional approaches are yielding higher achievement</li> <li>• Designing and implementing staff presentations</li> <li>• Best practices in reading instruction</li> <li>• Analysis of student work to assess samples of writing across the curriculum</li> </ul>
Mentoring	The number of hours of professional development acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession. Examples of professional development in this category are: <ul style="list-style-type: none"> <li>• Sessions between mentor and mentee</li> <li>• Professional development for the mentor</li> <li>• Collaborative learning with other mentors</li> </ul>
Workshop or Conference	The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. Examples in this category are all one-day or short-term learning experiences. <ul style="list-style-type: none"> <li>• Annual content conference</li> <li>• Inspirational speakers</li> <li>• New developments in MEAP Assessment</li> <li>• National, state, or regional association conferences such as those provided by the Michigan Education Association, National Art Education Association, Michigan Association of School Administrators, etc.</li> <li>• Blood-borne pathogen training</li> <li>• New teacher workshops</li> <li>• Title I information sessions</li> <li>• Software training</li> <li>• Preschool-year professional development</li> <li>• Summer academies</li> <li>• Curriculum training</li> </ul>
Coursework	The number of hours of professional development acquired through continuing education courses taken for semester credit at a college or university.
Highly qualified status	The number of hours of <i>content-specific</i> professional development acquired for the purpose of documenting Highly Qualified status. Examples of professional development in this category are: <ul style="list-style-type: none"> <li>• Grade-level content expectations in English Language Arts</li> <li>• Mathematics for middle school students</li> <li>• Biology standards for secondary students</li> </ul>
State level or institute of higher learning	The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee. Examples of professional development in this category are: <ul style="list-style-type: none"> <li>• Student teacher supervision or cooperating teacher to a student teacher</li> <li>• Grant review for competitive grant programs</li> <li>• Presentation at state-level conference</li> <li>• Review of educator preparation program</li> <li>• Development of state-level content standards</li> </ul>
Virtual learning	The number of hours of content-specific professional development acquired through online delivery or other distance-learning experiences. Examples of professional development in this category are: <ul style="list-style-type: none"> <li>• Grade-level standards in mathematics delivered by Michigan Virtual University</li> <li>• Weekly audio-conference sessions on lesson development in elementary science</li> <li>• Multiple sessions relying primarily on videos of reading instruction</li> <li>• Problem-based social studies workshop by teleconference</li> <li>• Web-based course on foreign language standards</li> </ul>
Administer continuing education	The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing education requirements of administrators. This category of professional development represents the graduate courses or the State Board Continuing Education Units (SB-CEUs) required in five-year cycles for administrator qualification.
Instructional Technology	The number of hours of professional development acquired for the purpose of planning, designing, using and evaluating technology-enhanced methods and strategies to maximize student learning.