develop

The Minnesota Quality Improvement & Registry Tool

Training Event Entry for Trainers

Trainers are individuals who deliver high quality professional development experiences to people working in the field of early care and education. A current Trainer membership is required to own Courses, be listed on a Course's Authorized Trainer List, and schedule approved training Events in Develop.

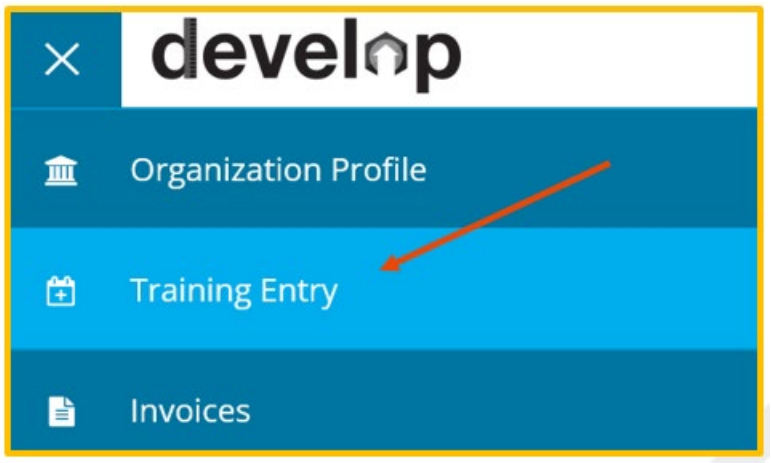
Only approved Trainers can own Courses and offer approved training Events in Develop. Trainers can only schedule and train Events in Knowledge and Competency Framework (KCF) Areas they are approved to train on.

HOW TO ENTER AN EVENT

For approved Trainers, follow the instruction in this guide to enter a new training event.

1. Log into the Develop Individual Profile. To create an Individual Profile reference the document, Creating an Individual Profile (PDF).

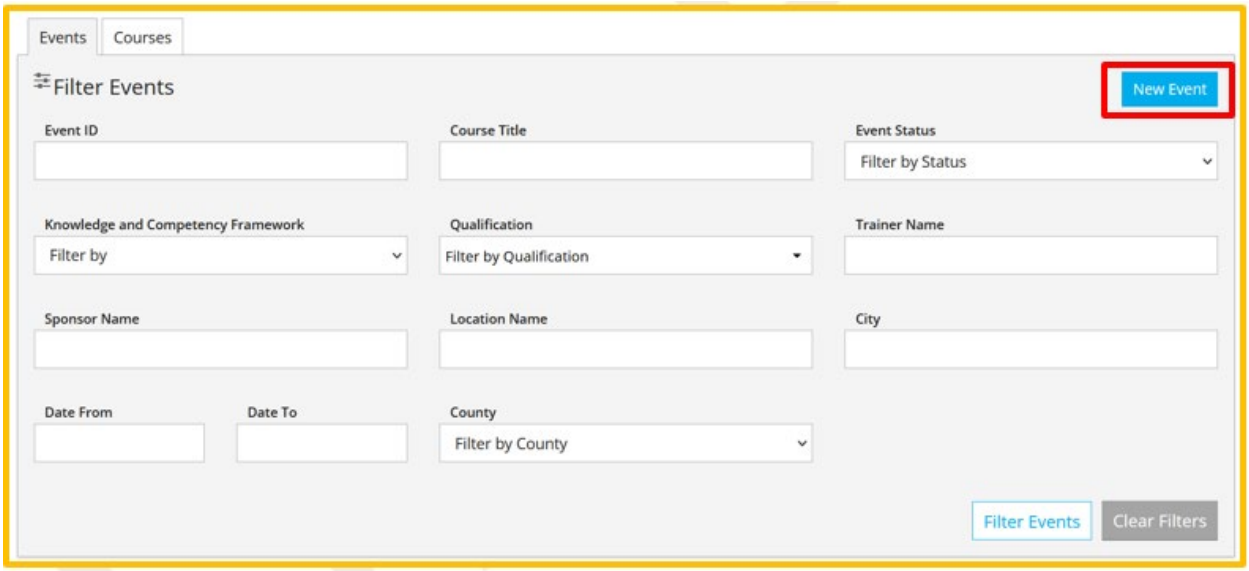
2. In the left-hand navigation menu, select **Training Entry**.



DEPARTMENT OF HUMAN SERVICES

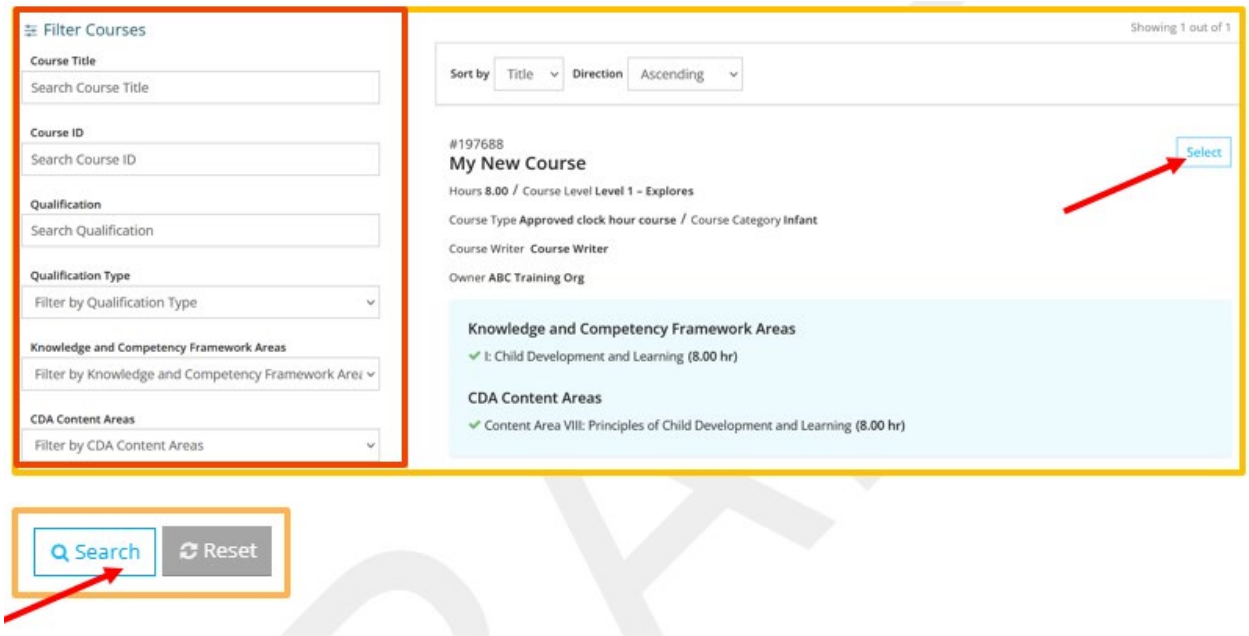
Training Event Entry for Trainers

3. When the Training Entry page loads, click **New Event**.



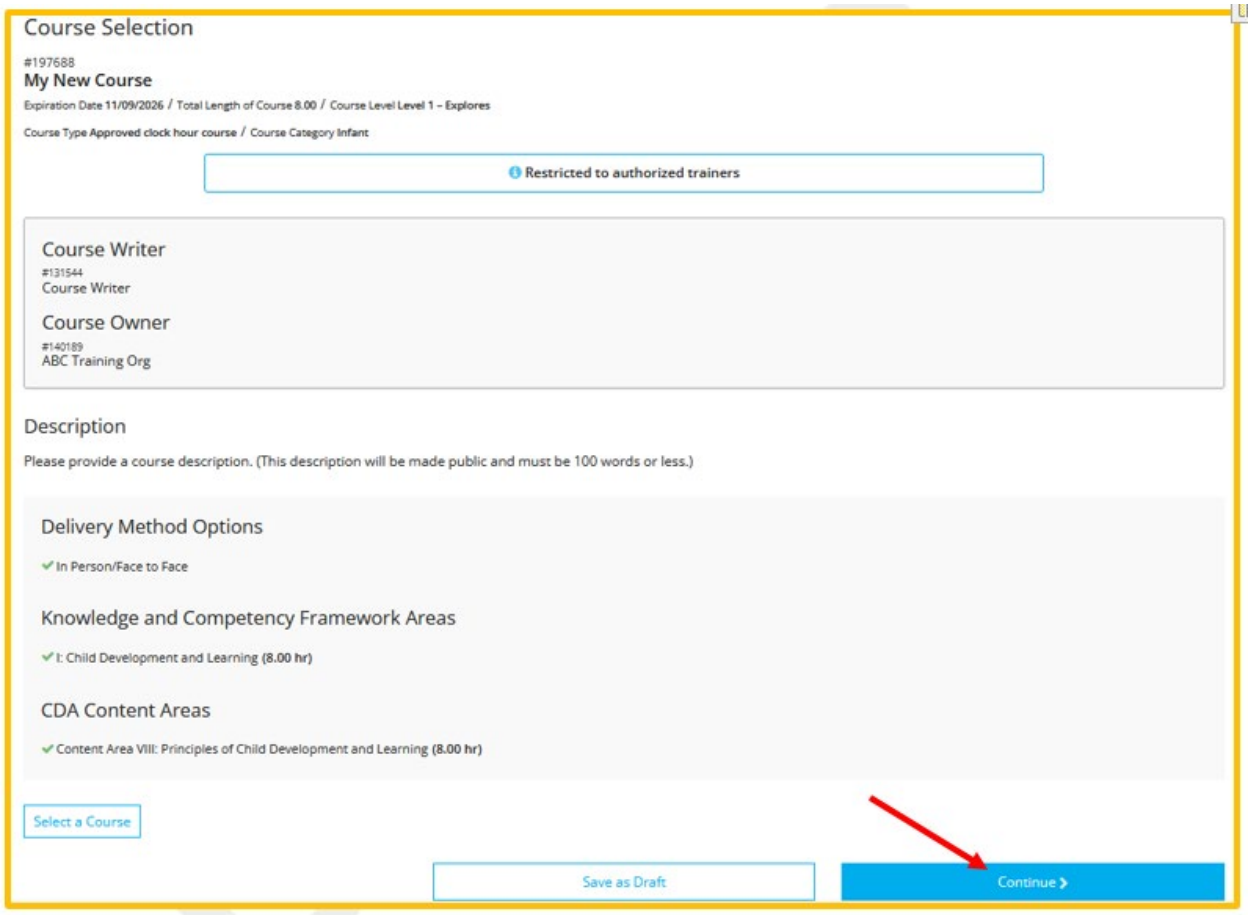
4. Use the filters or search fields to find the course to schedule an event. Click **Search**, once the course shows up on the list, and click **Select**.

5. Many course options that appear in the course catalog are available to the trainer for approved event scheduling. However, some options may be restricted from scheduling if the trainer is not approved for the KCF area attached to the approved course. Be sure to check the trainer's verified KCF areas on the Trainer profile and cross check them with KCF areas attached to approved courses.



6. Displayed is the **Course** tab. The course details will display in this section. To keep scheduling an event, click **Continue**.

   Note: To save as a draft and return to make changes later, click on **Save as Draft**. This option is available at the bottom of each screen. See step 11 for an event that saved in Draft status.



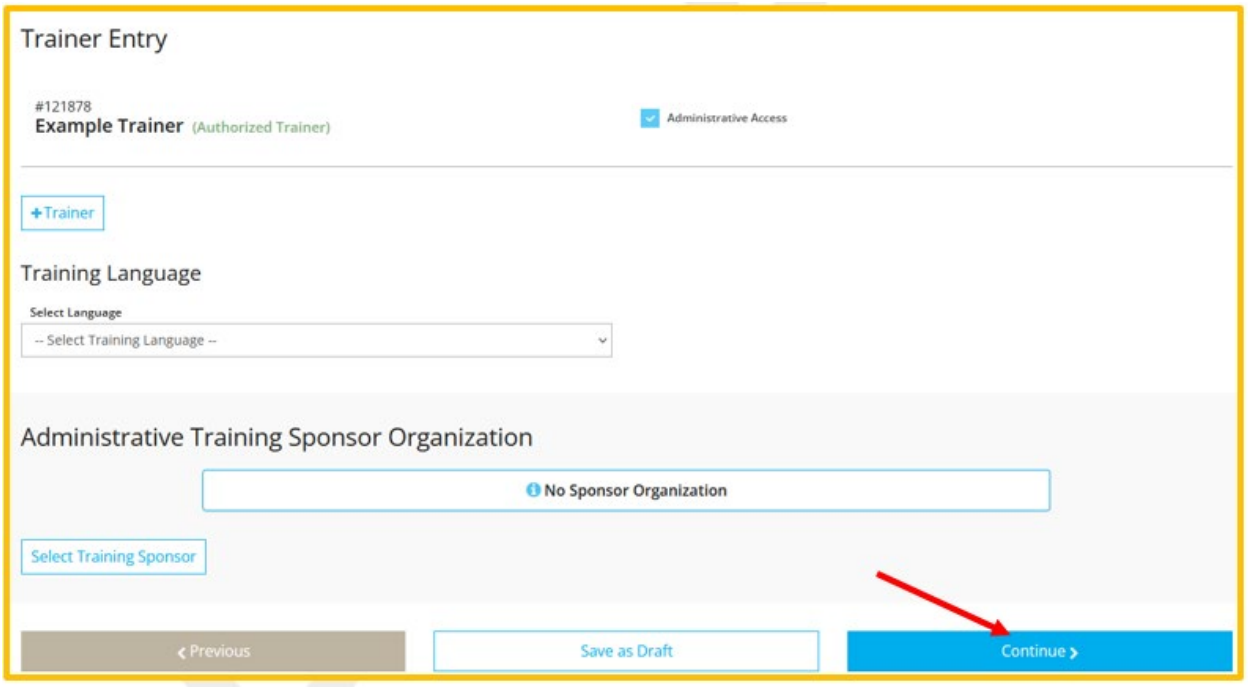
Training Event Entry for Trainers

7. On the **Trainer and Sponsor** tab, the individual (you) will be listed as the Trainer and the Administrative Access checkbox will be checked. To add another Trainer, click **+Trainer**.

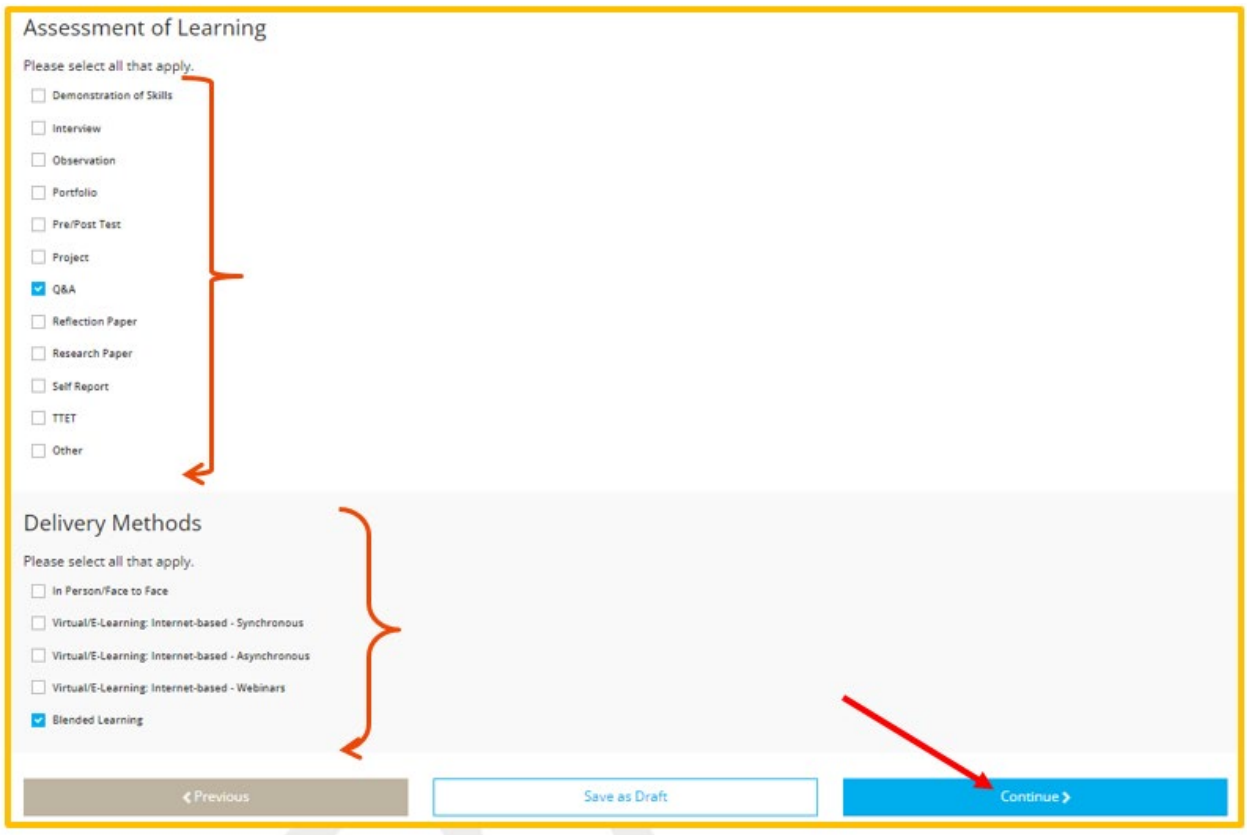
   A Training Sponsor Organization can be selected to be listed with the event. This is optional. To select a Training Sponsor Organization, click **Select Training Sponsor**, then search by name or Org. ID to find the appropriate Organization.

   Click **Continue** to move on to the next screen.

   Note: If only one Trainer is listed on the Event, the Administrative Access checkbox will be checked by default and cannot be unchecked. If there are more than one Trainer, the box can be checked or unchecked for either Trainer.



8. On the **Assessment & Delivery** tab, check the boxes to indicate the type(s) of assessment of learning and delivery methods the event will use. Click **Continue**.

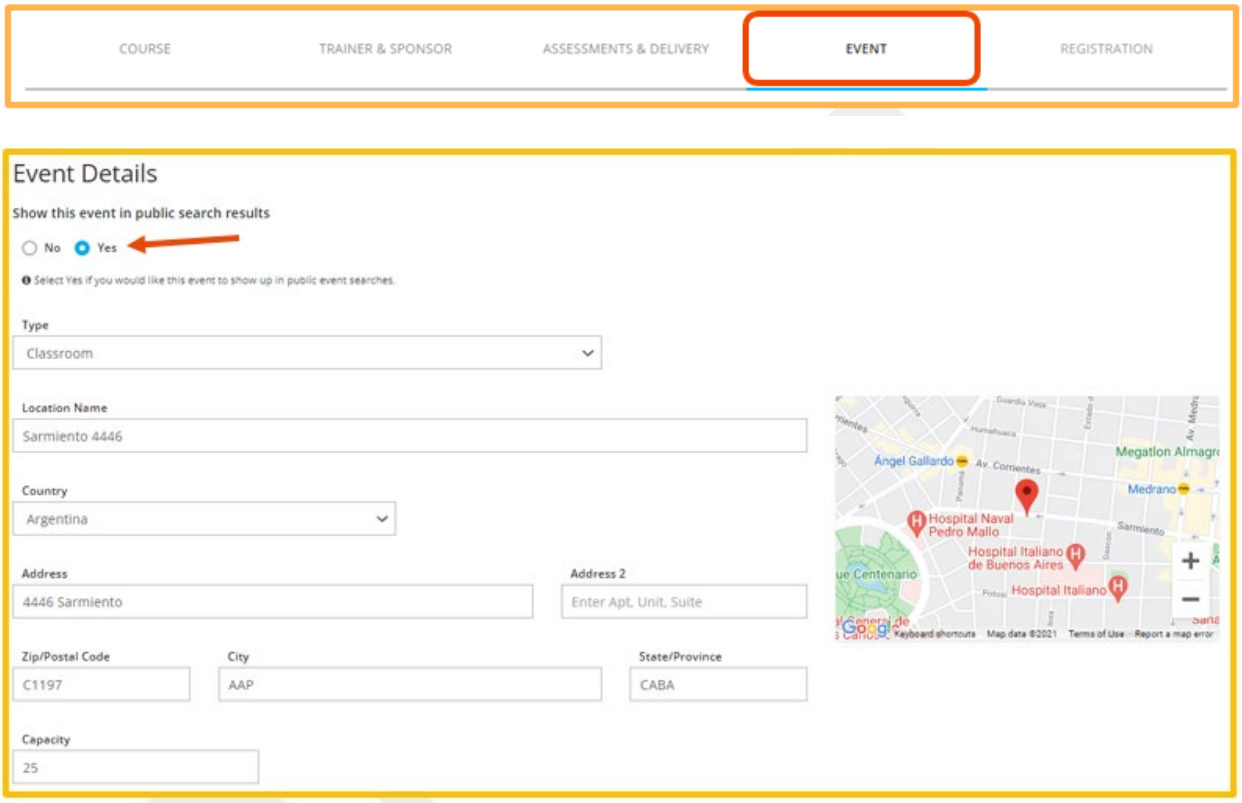


Training Event Entry for Trainers

9. Displayed is the **Event** tab.

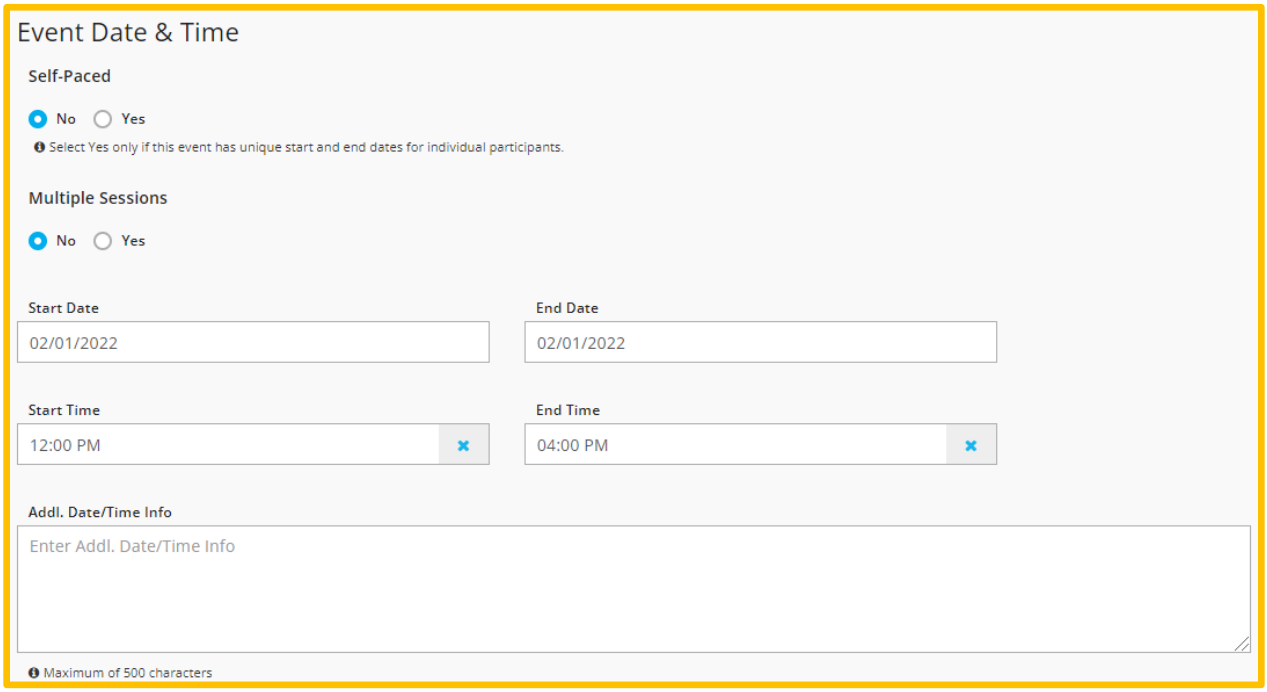
    a. In order for an event to appear in the public training search results, select the **Yes** button. To not have the event appear to the public in training search results, select the **No** button.

    b. Enter the location information.

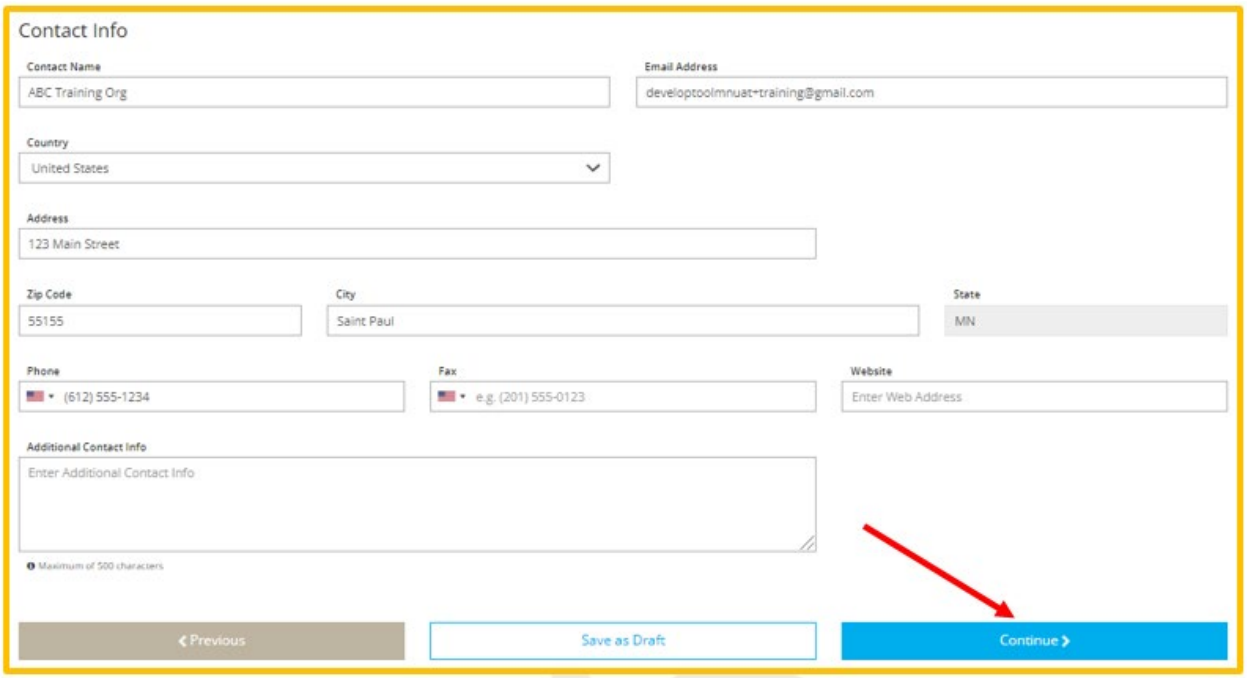


c. Enter date and time information.

i. Self-Paced: No scheduled meeting times
ii. Multiple Sessions: More than one meeting time.



d. Review the contact information. Information from the Trainer Information will automatically populate, but the information that is shown can be changed for this event. Click **Continue**.



10. Displayed is the **Registration** tab.

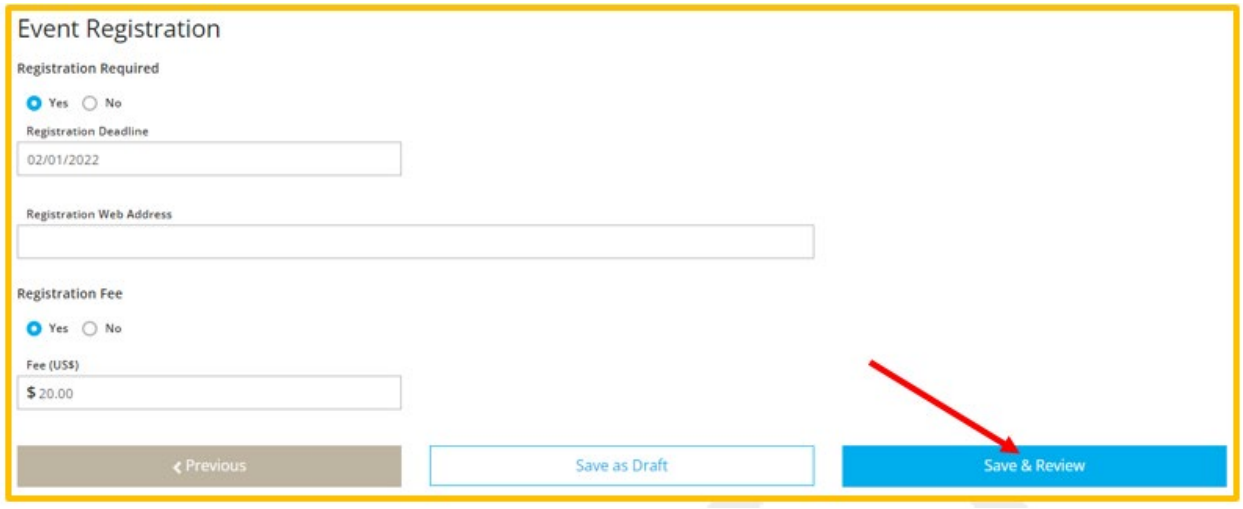
a. In the Event Registration section, select or fill in the following:

   i. If registration is required

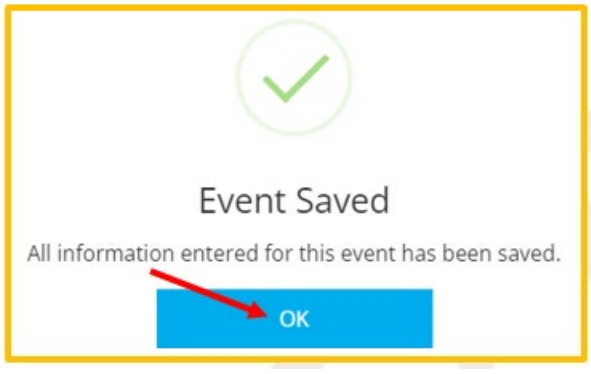
   ii. The registration deadline and the registration web address location

   iii. If there is a registration fee and the amount of the fee.

b. Click **Save & Review**.



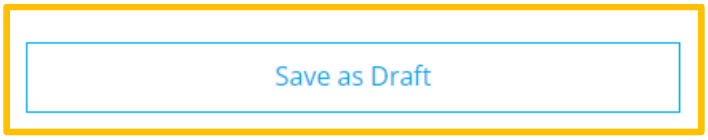
11. A confirmation message will display. Click **OK**.



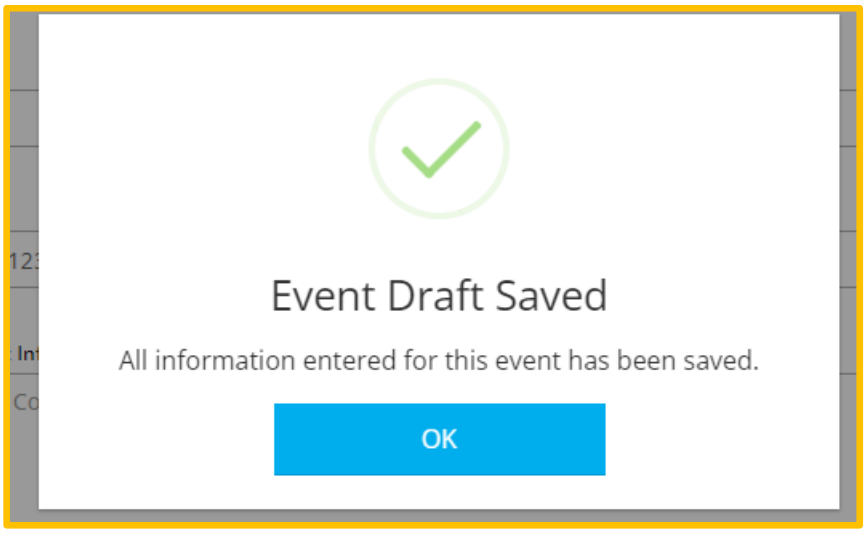
12. If the event is saved in **Draft** status the information can be reviewed as needed. The **Save as Draft** button is available at the bottom of each screen and information can be saved at any point in the process.

    a. To save as a draft at any point during the process.

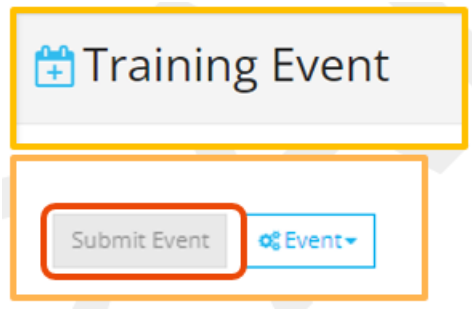
        i. Click on **Save as draft** on the bottom of the page.



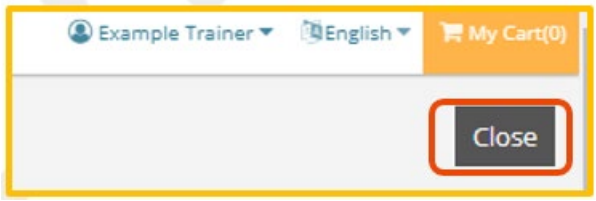
        ii. A display box will appear stating that the information enter has been saved. Click on **OK**.



        iii. Displayed is the **Training Event** page. The status of the event shows as a **Draft**. It will also state the **Event Not Submitted** and the **Submit Event** button is grayed out.



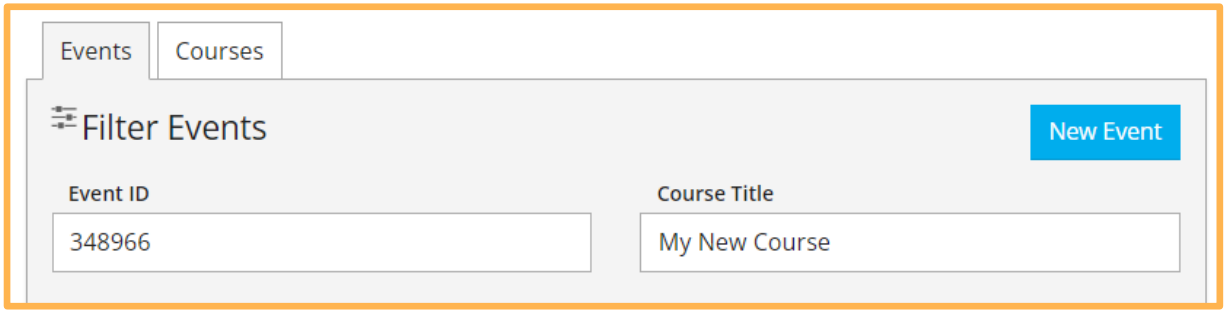
At this point, the information is saved as a draft. To completely close out and come back to make edits later, select the **Close** button in top right corner of the page.

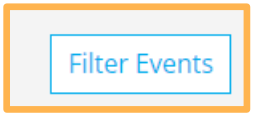


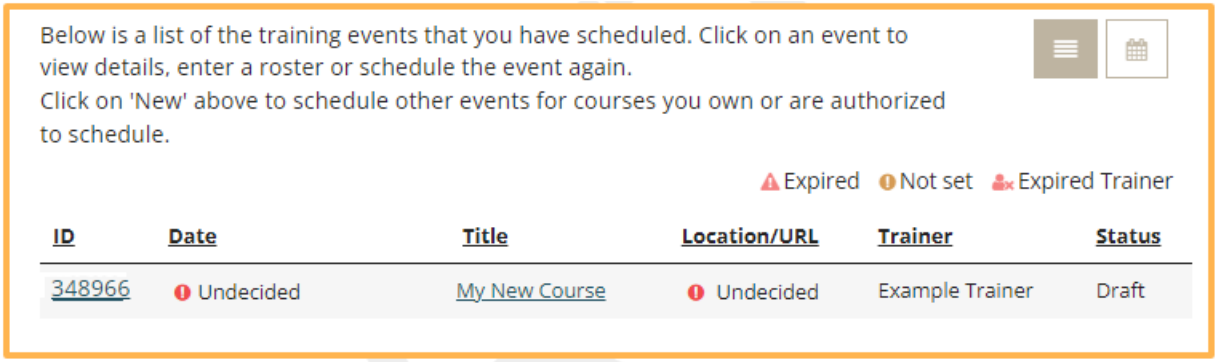
b. Review and edit information

i. To review and edit a saved draft of a training entry after completely closing out of Develop, follow steps 1-2 in this document.

Enter on the Training Entry page, the course ID and/or the name of the course in the search fields. Click **Filter Events** button. Scroll down the page to see the search results and select the event to edit.



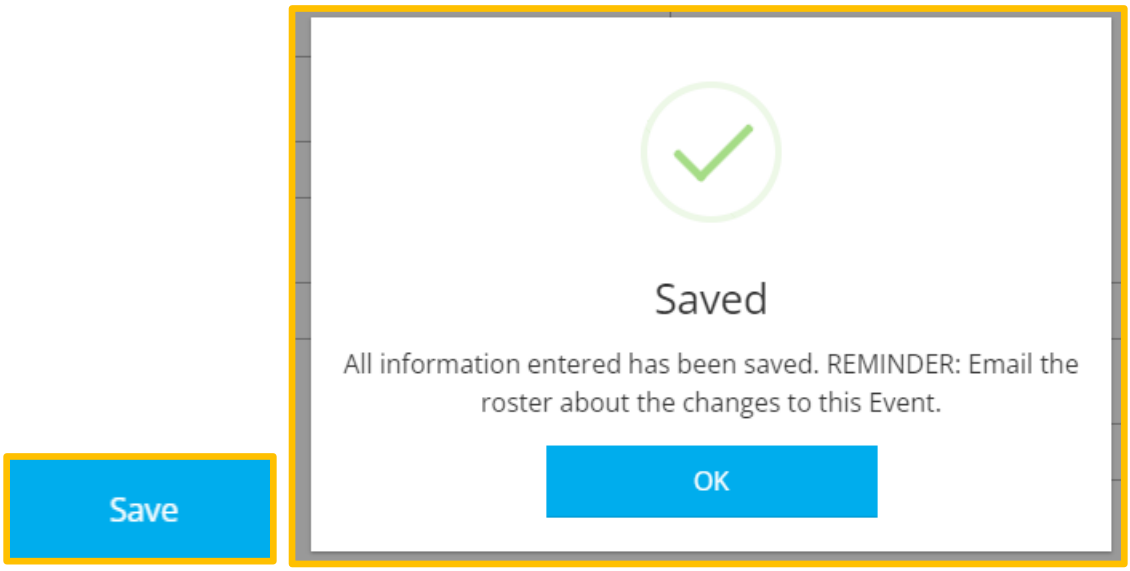




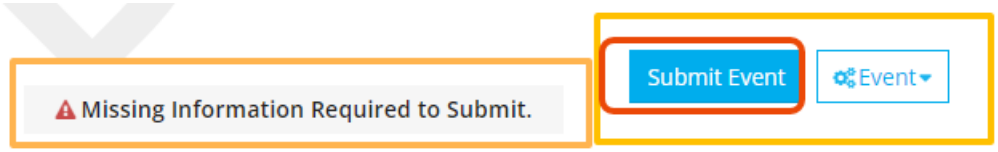
ii. All the sections will now display on the **Training Event** page instead of tabs. Go to the desired section to review or edit.

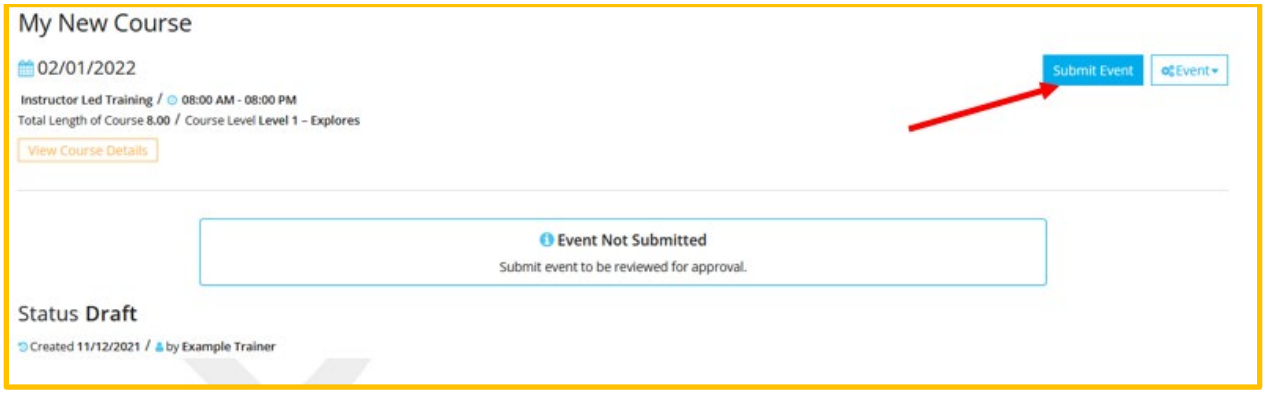
- Course – The number, name, and course information.
- Status – The status will display as draft and display that the event has not been submitted. This status will change once all sections have been filled out and the Event has been submitted for approval.
- This event will show in public search results – The choices in this section can be edited right on the page.
- Event Details – Details of the event.
- Event Registration – Details if the event requires registration or a fee.
- Trainers and Sponsor – Details of trainer entry.
- Assessments and Delivery – Displays the type(s) of assessment of learning and delivery methods the event will use.

iii. To edit the desired section, click on the **Manage** button. The specific section will display to edit. When finished, click on **Save**. A box will display that all the information entered has been saved.

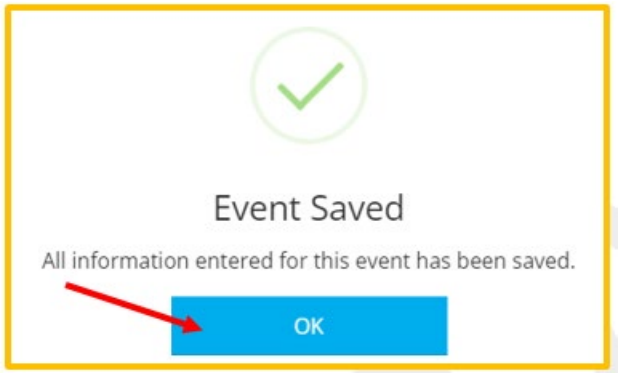


c. If any section is, missing information a message with a red triangle will state **Missing Information Required to Submit**. When completed and all sections are filled out, click the **Submit Event** button. The button will now be blue instead of gray when all information is entered.



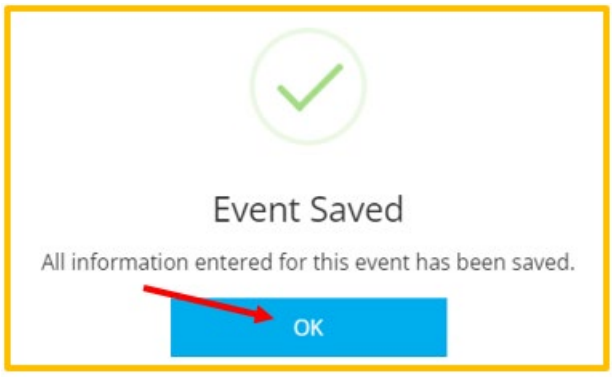


d. A confirmation message is displayed stating that the event was saved. Click **OK**.



e. The status on the Training Event page should now state **Accepted**.

13. A confirmation message will display. Click **OK**.



14. Depending on certain course and event details, the event will either be reviewed by Achieve MNCPD before being changed to Accepted status, or it will be moved to Accepted status immediately. Either way, an automated email will be sent when the event is approved and has moved into Accepted status.