

# KYAE Professional Development Catalog

## *Registration Process*

<http://www.kyvae.org/courses/courses.aspx>

April 2010



## 2010-11 KYAE PD Registration Process

Full-time staff registration: April 22-May 5, 2010

Part-time staff registration: May 6-May 17, 2010

Registration closed: May 18, 2010

### Getting Started

**PDtrack is no longer the PD registration online system. Instead, you will use the KYAE Professional Development Catalog at <http://www.kyvae.org/courses/courses.aspx>.**

#### Steps to Register for PD Courses

**Before you get started:** All active staff in the AERIN system will be sent a username/password to the Kentucky Virtual e-Learning Portal from KYVC. This username/password will be used to register for online courses and PD institutes using the KYAE Professional Development Catalog at <http://www.kyvae.org/courses/courses.aspx>, and later to access online courses and complete upcoming institute pre-work and post-tests at <http://www.kyvae.org>. If you cannot login to the system when registering for a course, please contact the KYVC help desk online at [https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std\\_alp.php](https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php) or call toll-free at 1-877-740-4357.

1. Sit down with your supervisor and discuss your professional development needs using the KYAE 2010-11 Professional Development Requirements (<http://kyae.ky.gov/educators/pd2010.htm>).
2. Decide what professional development course(s) you will be taking. Full-time instructors and instructor's aides will take one institute track; part-time instructors will take up to two online courses. For specifics, see KYAE 2010-11 Professional Development Requirements (<http://kyae.ky.gov/educators/pd2010.htm>).
3. Register for KYAE 2010-11 PD course(s) using the KYAE Professional Development Catalog which replaces PDtrack. If you are participating in Standards-in-Action, PowerPath Cohort 2 or Leadership Excellence Academy Cohort 2, you will be registered by KAYE.

Pre-registration is required for instructor institutes and online courses using the KYAE Professional Development Catalog located at <http://www.kyvae.org/courses/courses.aspx>. **There will be no onsite registration.**

4. To check that you have completed your registration, go to your Kentucky Virtual e-Learning Portal at [www.kyvae.org](http://www.kyvae.org). The courses will be listed under **Courses** after you login. Click on the course name and it will give you instructions from your course facilitator. Most courses won't have the pre-tests and pre-work posted until late June 2010. Be sure to complete any pre-test at least one week before your institute track kickoff.
5. Print a copy of your Kentucky Virtual e-Learning Portal courses for your staff folder.
6. See PD Process Dates and Deadlines located on <http://kyae.ky.gov/educators/pd2010.htm> on the right hand side of the page, under PD Links heading.

After you have decided what course(s) you want to enroll in, go to <http://www.kyvae.org/courses/courses.aspx>. Place a checkmark in the box next to the course that you will be taking.

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**KENTUCKY ADULT EDUCATION**  
LEARNING FOR LIFE

Who is Charlotte Torian?  
○ Mother of three  
○ Factory worker  
○ Kentucky GED graduate  
● All of the above

Home > KYVAE > KYVAE Catalog

**KYAE Professional Development Catalog** [View My Educart](#)

<a href="#">Course Code</a>	<a href="#">Section Number</a>	<a href="#">Course Section Title</a>	<a href="#">Credits</a>	Select
KYAE110	1011	<a href="#">1st Year Instructor Institute, Cohort 1</a>	8	<input checked="" type="checkbox"/>
KYAE111	1011	<a href="#">1st Year Instructor Institute, Cohort 2</a>	8	<input type="checkbox"/>
KYAE112	1011	<a href="#">2nd Year Instructor Institute, Cohort 1, Central</a>	8	<input type="checkbox"/>
KYAE113	1011	<a href="#">2nd Year Instructor Institute, Cohort 2, Eastern</a>	8	<input type="checkbox"/>
KYAE114	1011	<a href="#">2nd Year Instructor Institute, Cohort 3, Western</a>	8	<input type="checkbox"/>
KYAE200	0910	<a href="#">Orientation to Adult Education</a>	0	<input type="checkbox"/>
KYAE200	1011 New!	<a href="#">Orientation to Adult Education</a>	0	<input type="checkbox"/>
KYAE701	1011	<a href="#">Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Cohort 1)</a>	8	<input type="checkbox"/>
KYAE702	1011	<a href="#">Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 1)</a>	8	<input type="checkbox"/>

You can also click on the underlined "Course Section Title" and it will show you a description of that course (see screenshot on next page).

# Course section description.

The screenshot shows a Microsoft Internet Explorer browser window displaying the KYVAE Professional Development Catalog. The browser's address bar shows the URL: <http://www.kyvae.org/courses/ItemDetails.aspx>. The page header includes the Kentucky.gov logo and navigation links for KY Agencies and KY Services. A search bar is present in the top right corner. The main content area features the 'KYAE Professional Development Catalog' title and a breadcrumb trail: Home > KYVAE > KYVAE Catalog. A sidebar on the left lists navigation options: Students, Educators, Employers, Announcements/News, Services, Performance/Accountability, Policy, Reports/Research, and About Us. The main content displays the course title 'KYAE110 - Section 1011 - 1st Year Instructor Institute, Cohort 1' with a 'View My Educart' link. The description states: 'Register for this course if you are a full-time instructor or instructor's aide hired on or after January 1, 2010.' It lists the cohort as 'Cohort 1, Statewide' and provides dates and locations for Kickoff (Oct 6-8, 2010), Interim (Nov 18-19, 2010), and Showcase (Apr 15, 29, or May 6, 2011). A link for more information is provided: <http://kyae.ky.gov/educators/instr1st2010.htm>. The facilitator is Connie Spencer-Ackerman (Phone: 606-783-9377). The course is worth 8 credits. Alternate contact information is provided: Name: Connie Spencer-Ackerman, Email: [c.spencerack@moreheadstate.edu](mailto:c.spencerack@moreheadstate.edu). Pre-requisites: 'You must take Orientation to Adult Education prior to attending the face-to-face kickoff.' Start Date: 10/6/2010, End Date: 6/6/2011, Registration End Date: 6/15/2010. At the bottom of the course details, there are two buttons: 'Add Course To EduCart' and 'Return to Listings'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 5:19 PM, Tuesday, 4/6/2010.

Kentucky.gov

KY Agencies | KY Services

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KENTUCKY  
**ADULT EDUCATION**  
LEARNING FOR LIFE

Who is Charlotte Torian?  
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○ Kentucky GED graduate  
● All of the above

Home > KYVAE > KYVAE Catalog

**KYAE Professional Development Catalog**

[View My Educart](#)

**KYAE110 - Section 1011 - 1st Year Instructor Institute, Cohort 1**

**Description:** Register for this course if you are a full-time instructor or instructor's aide hired on or after January 1, 2010.

Cohort 1, Statewide  
Kickoff: Oct 6-8, 2010—Location TBD  
Interim: Nov 18-19, 2010—Location TBD  
Showcase: Apr 15, 29, or May 6, 2011—Location TBD

For complete information regarding this course click on this link: <http://kyae.ky.gov/educators/instr1st2010.htm>

Facilitator: Connie Spencer-Ackerman, Phone: 606-783-9377.

**Credits:** 8

**Alternate Contact Name:** Connie Spencer-Ackerman  
**Alternate Contact Email:** [c.spencerack@moreheadstate.edu](mailto:c.spencerack@moreheadstate.edu)

**Pre-requisites:** You must take Orientation to Adult Education prior to attending the face-to-face kickoff.

**Start Date:** 10/6/2010  
**End Date:** 6/6/2011  
**Registration End Date:** 6/15/2010

Done

start

Inbox - Microsoft Out... PD 2010-11 PD Catalog directions... KYVAE Catalog - Mic... RE: Updating PD trac... Welcome to Kentucky...

Internet

5:19 PM  
Tuesday  
4/6/2010

After you have decided what course you are going to take and you have placed a check mark in the box, go all the way down to the bottom of the page until you can select "Add Course to Educart".

			<a href="#">Content Track (Cohort 1)</a>		available
KYAE708	1011		<a href="#">Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 2)</a>	8	Not available
KYAE709	1011		<a href="#">Experienced Instructor Institute--Geometry Content Track (Cohort 2)</a>	8	Not available
KYAE710	1011		<a href="#">Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 3)</a>	8	Not available
KYAE711	1011		<a href="#">Experienced Instructor Institute--Learning to Think, Learning to Learn: What the Science of Thinking and Learning has to Offer Adult Education (Cohort 3)</a>	8	Not available
KYAE712	1011		<a href="#">Experienced Instructor Institute--Geometry Content Track (Cohort 3)</a>	8	Not available
KYAE713	1011		<a href="#">Experienced Instructor Institute--Number Sense Content Track (Cohort 3)</a>	8	Not available
KYAE714	1011		<a href="#">Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Cohort 4)</a>	8	Not available

1 2 3

Add Course To EduCart

Last Updated 1/9/2009

Contact Us | Site Map | CPE | KYVAE | KYVL | KYVC  
Privacy | Security | Disclaimer | Accessibility Statement

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All rights reserved.

After you have added the course to your "Educart" and you are ready to register for that course, select "View My Educart".

Kentucky.gov | KY Agencies | KY Services | Search | Kentucky.gov

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Home > KYVAE > KYVAE Catalog

**KYAE Professional Development Catalog**

Items in Cart (1)  
[View My Educart](#)

<a href="#">Course Code</a>	<a href="#">Section Number</a>	<a href="#">Course Section Title</a>	<a href="#">Credits</a>	<a href="#">Select</a>
KYAE110	1011	<a href="#">1st Year Instructor Institute, Cohort 1</a>	8	<input checked="" type="checkbox"/>
KYAE111	1011	<a href="#">1st Year Instructor Institute, Cohort 2</a>	8	<input type="checkbox"/>
KYAE112	1011	<a href="#">2nd Year Instructor Institute, Cohort 1, Central</a>	8	<input type="checkbox"/>
KYAE113	1011	<a href="#">2nd Year Instructor Institute, Cohort 2, Eastern</a>	8	<input type="checkbox"/>
KYAE114	1011	<a href="#">2nd Year Instructor Institute, Cohort 3, Western</a>	8	<input type="checkbox"/>
KYAE200	0910	<a href="#">Orientation to Adult Education</a>	0	<input type="checkbox"/>
KYAE200	1011 New!	<a href="#">Orientation to Adult Education</a>	0	<input type="checkbox"/>
KYAE701	1011	<a href="#">Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Cohort 1)</a>	8	<input type="checkbox"/>
KYAE702	1011	<a href="#">Experienced Instructor Institute--Strategies for the Struggling Readers: Diagnostics to Instruction (Cohort 1)</a>	8	<input type="checkbox"/>

You will see the course in "Your EduCart". If this is the course that you will be taking, select the "Checkout" button. If you made a mistake and this is not the course you want to take, select the "Remove" button. Then go back to the KYAE PD Course Catalog and select the course you want to take.

Kentucky.gov KY Agencies | KY Services Search Kentucky.gov Go

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Home > KYVAE > KYVAE Catalog

**KYAE Professional Development Catalog**

Items in Cart (1)  
[View My Educart](#)

### Your EduCart

This is the list of courses currently in your EduCart. To remove courses, click the "remove" button to the right of the course. To add more courses, click the "Add more courses to your EduCart" button below the list of courses. If you are ready to continue your course enrollment request, click "Checkout."

Course	Offered by	Term	In State	Out of State	Request Type	Remove
KYAE 110 Section 1011 - 1st Year Instructor Institute, Cohort 1	AEED	Virtual Term	Free	Free	Enrolled	<input type="button" value="Remove"/>

http://kyae.ky.gov/ Internet

Once you select "Checkout", the system will ask you to login.

You will need to use your current/new Kentucky Virtual e-Learning Portal username/password (**ANGEL username/password**) to register using the KYAE Professional Development Catalog, and later to logon and complete your institute or course pre-test and pre-work. If you cannot login to the system or have forgotten your username/password, please contact the KYVC help desk online at [https://help.kyvc.org/cqi-bin/kyvu.cfg/php/enduser/std\\_alp.php](https://help.kyvc.org/cqi-bin/kyvu.cfg/php/enduser/std_alp.php) or call toll-free at 1-877-740-4357.

Virtual Campus Navigator - User Identification - Microsoft Internet Explorer

Address: <https://vcn.kyvc.org/User/UserIdentification.aspx?args=ykBY4Tsk+pPigyIRvUJAPq7ble+Bs4D47zGAfajs9+3rTMF9nrGr5FrEVFGeaDj>

# KYC kentucky virtual campus

## User Identification

User Identification

**Authentication Credentials**

Username:

Password:

Done Internet

This will bring you to the “Checkout” page. Select “Next”.

The screenshot shows a web browser window with the title "KYVC Kentucky virtual campus". The page is titled "Checkout" and contains several sections of information:

- Profile:** Username: tquire; First Name: Toni; Middle Name: (empty); Last Name: QUIRE; Email Address: toni.quire@ky.gov; Confirm Email Address: toni.quire@ky.gov; Secondary Email: (empty); Date of Birth: 08/24/1960.
- Personal Info:** Prefix: Ms.; Suffix: (empty); Previous Last Name: (empty); SSN: A137457 [?].
- Address Info:** Mailing Address Street: 1024 Capital Ctr. Dr.; Mailing Address City: Frankfort; Mailing Address Country: USA; Mailing Address State: Kentucky; Mailing Address County: Franklin; Mailing Address ZIP/Postal Code: 40601; Do you live, work or study in KY?: Yes; Telephone No. (Home): (502) 573 - 5114; Telephone No. (Work): ( ) - ; Cell No.: ( ) - ; Gender: Female; Ethnicity: White, Non Hispanic.
- Student Info:** How did you first hear about KYVC?: Work;  Would you like KYVC to notify you about new offerings?

At the bottom right of the form, there are two buttons: "Next" and "Cancel". A black arrow points from the text above to the "Next" button.

This screen shows you the courses you registered for. If you would like to see course details, you can select the underlined title of the course and it will open up in a separate window.

Virtual Campus Navigator - Checkout - Microsoft Internet Explorer

Address <https://vcn.kyvc.org/Enrollment/CheckoutWizard.aspx?args=p6i7Jv3hDHKnLV0BT4MUodnj7ckeR0MPS9DytOau65UyiQ7OgMf/xe2fnxw> Go Links

# KYC kentucky virtual campus

## Checkout

### Sections Details

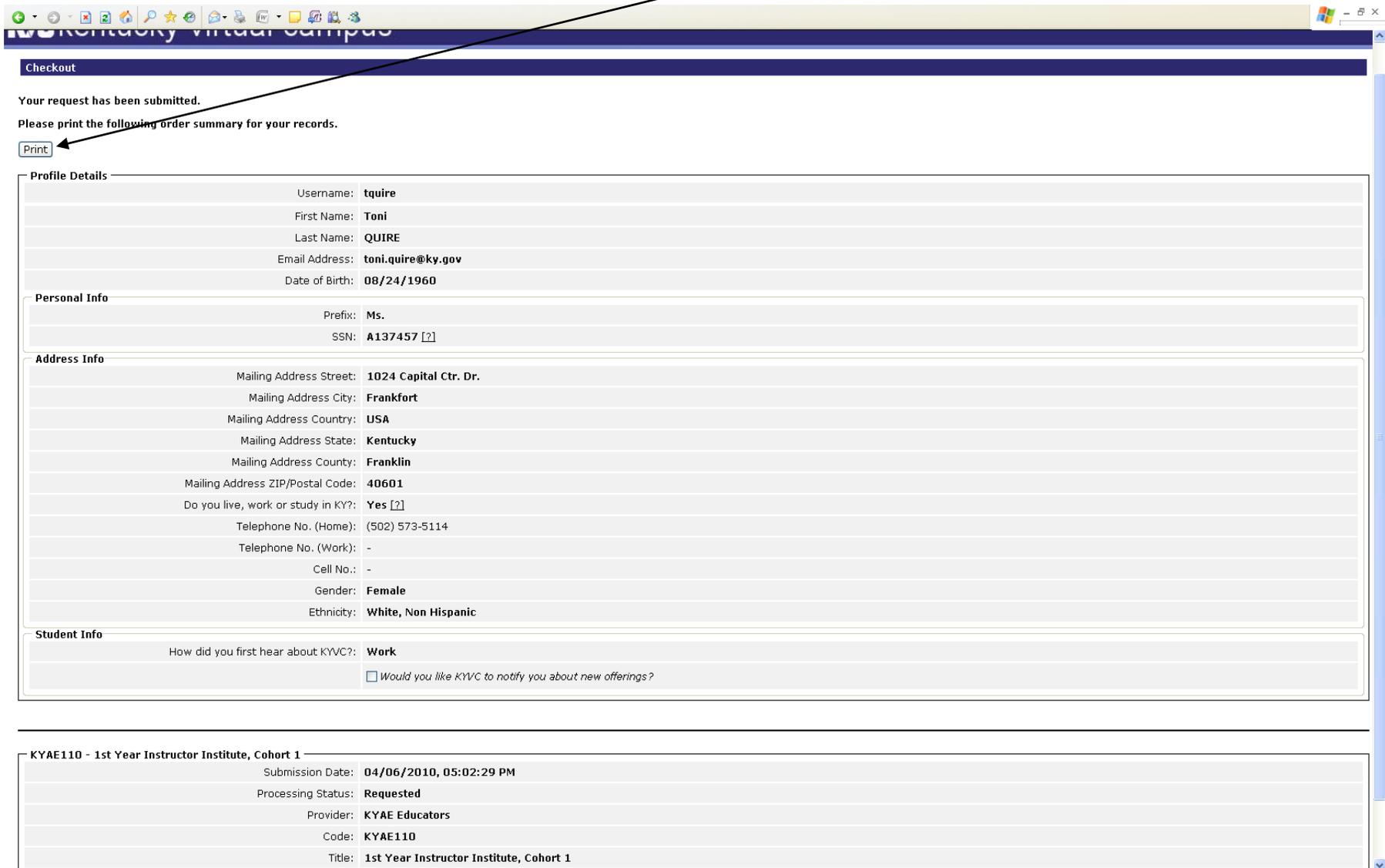
<u>Course Details</u>	<u>Section</u>	<u>Provider</u>	<u>Term</u>	<u>Status</u>	<u>Request Type</u>	<u>Fees</u>
<u>1st Year Instructor Institute, Cohort 1 [KYAE110]</u>	1011	AEED	Virtual Term	Open	Enrollment	Free

Previous Finish Cancel

Internet

When you are ready to complete the registration process, click "Finish" and this will register you for in the course.

After you select “Finish”, you will get a summary of your registration. Select “Print” for a summary of your registration for your records.



The screenshot shows a web browser window with a 'Checkout' page. The page has a dark blue header with the text 'Kentucky virtual campus'. Below the header, there is a message: 'Your request has been submitted. Please print the following order summary for your records.' A 'Print' button is located below this message. An arrow points from the text in the first block to this button. Below the message is a registration summary form with the following sections:

**Profile Details**

Username:	tquire
First Name:	Toni
Last Name:	QUIRE
Email Address:	toni.quire@ky.gov
Date of Birth:	08/24/1960

**Personal Info**

Prefix:	Ms.
SSN:	A137457 [?]

**Address Info**

Mailing Address Street:	1024 Capital Ctr. Dr.
Mailing Address City:	Frankfort
Mailing Address Country:	USA
Mailing Address State:	Kentucky
Mailing Address County:	Franklin
Mailing Address ZIP/Postal Code:	40601
Do you live, work or study in KY?:	Yes [?]
Telephone No. (Home):	(502) 573-5114
Telephone No. (Work):	-
Cell No.:	-
Gender:	Female
Ethnicity:	White, Non Hispanic

**Student Info**

How did you first hear about KYVC?:	Work
<input type="checkbox"/> Would you like KYVC to notify you about new offerings?	

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**KYAE110 - 1st Year Instructor Institute, Cohort 1**

Submission Date:	04/06/2010, 05:02:29 PM
Processing Status:	Requested
Provider:	KYAE Educators
Code:	KYAE110
Title:	1st Year Instructor Institute, Cohort 1

Also, after you select "Finish", you will get an automated e-mail from [kyvc@kyvc.org](mailto:kyvc@kyvc.org) sent to the e-mail address that is listed in AERIN. The e-mail will look like the following and give you directions on how to login to your course at the Kentucky Virtual e-Learning Portal (ANGEL account):

-----Original Message-----

From: kyvc@kyvc.org [mailto:kyvc@kyvc.org]

Sent: Tuesday, April 06, 2010 5:03 PM

To: Quire, Toni (KYAE)

Subject: Welcome to Kentucky Adult Education Professional Development

Dear Toni QUIRE,

Welcome to Kentucky Adult Education Professional Development! You are enrolled in:

KYAE 110-1011 - 1st Year Instructor Institute, Cohort 1                      FREE

To access your course, go to <http://www.kyvae.org> and login.

Your username and password are:

Username: tquire

Password: 888888

If you are a new student, you will be prompted to change your password the first time you log into the system.

The course you have been accepted into will be listed under "My Courses". To get started, click the name of the course. You may also update your personal information by clicking "Update Personal Information" under the "My Information" area.

If you have further questions, please contact the Kentucky Virtual Campus (KYVC) Help Desk toll free at (877) 740-4357 or by visiting our web form at [https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std\\_alp.php](https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php) and click the Email a Question tab.

**\*\* Your FREE Services \*\***

As an online student, you have other services you can use for FREE.

Kentucky Virtual Library ([www.kyvl.org](http://www.kyvl.org))

Many database, articles and other full-text resources are available online. You can also find other materials you need and have them delivered to your local library. There are even tutorials on how to do research - all for free!

There are two ways to access these valuable resources. You may go to [www.kyvl.org](http://www.kyvl.org) and click the "Find Books Articles and More" link. To access the library databases, you will need to enter a username and password.

Username: academic

Password: butler12

You can also click the "Kentucky Virtual Library" link under the Resources Available area while logged into your Kentucky Virtual eLearning Portal.

For questions on how to access or use the Kentucky Virtual Library, feel free to email [kyvl@ky.gov](mailto:kyvl@ky.gov) or call toll-free 1-877-588-5288 to reach a member of the KYVL staff.

Please do not respond to this email as this mailbox is unattended.

Best wishes,  
Kentucky Adult Education Professional Development

Your courses will show up under “My Courses” in your Kentucky Virtual e-Learning Portal after logging in at <http://www.kyvae.org>.

Virtual Campus Navigator - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://vcn.kyvc.org/Portal/PortalHome.aspx?args=Ajs0Y2tVGIkT8v238/q10JzGje8vy9>

# KYC Kentucky Virtual eLearning Portal

Home Log Off Welcome, Toni QUIRE

## My Courses

- 1st Year Instructor Institute--Statewide (Fall 2010) | [i](#)  
Role: Learner AEED\_8888\_KYAE\_110\_1011 Instructor: Connie Spencer-Ackerman
- Orientation to Adult Education Online Course | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_200\_0910 Instructor: Erika Larson
- Orientation to Adult Education Online Course | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_200\_1011 Instructor: Toni QUIRE
- Carroll County Adult Education Group | [i](#)  
Role: Course Editor AEED\_8888\_CC\_101\_01 Instructor: CRISTINA MARSH
- 1st Year Instructor Institute--Statewide (Fall 2010) | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_110\_1011 Instructor: Connie Spencer-Ackerman
- Experienced Instructor Institute--Geometry and Number Sense Pedagogy, Central (August) | [i](#)  
Role: Instructor AEED\_8888\_KYAE\_718\_1011 Instructor: Cindy Maggard
- Experienced Instructor Institute--Algebra Connections (Western Kentucky Cohort, Region 1) | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_318\_0910 Instructor: Cindy Maggard
- Orientation to ESL Online Course | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_508\_0910 Instructor: Toni QUIRE
- Experienced Instructor Institute--Geometry Content Track, Western | [i](#)  
Role: Instructor AEED\_8888\_KYAE\_712\_1011 Instructor: Cindy Maggard
- Assessment to Instruction Online Course | [i](#)  
Role: Instructor AEED\_8888\_KYAE\_505\_0910 Instructor: Toni QUIRE
- Health Literacy and Financial Literacy Online Course | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_509\_0910 Instructor: Toni QUIRE
- Experienced Instructor Institute--Geometry and Number Sense Pedagogy, Central (August) | [i](#)  
Role: Instructor AEED\_8888\_KYAE\_704\_1011 Instructor: Cindy Maggard
- Experienced Instructor Institute--Reading and Writing Instruction: Best Practices (Western Kentucky Cohort, Region 1) | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_319\_0910 Instructor: Dawn Hanzel
- Assessment to Instruction Online Course | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_500\_0910 Instructor: Toni QUIRE
- Experienced Instructor Institute--Learning to Think, Learning to Learn: What the Science of Thinking and Learning has to Offer Adult Education, Western | [i](#)  
Role: Instructor AEED\_8888\_KYAE\_711\_1011 Instructor: Connie Spencer-Ackerman
- Assessment to Instruction Online Course | [i](#)  
Role: Course Editor AEED\_8888\_KYAE\_502\_0910 Instructor: Toni QUIRE

## My Applications

- [Access vCN](#)

## My Information

- [Update Personal Information](#)
- [Check My Course Section Requests](#)

## Tools

- [24/7 Help Desk](#)
- [Coordinator Videos](#)
- [Instructor Videos](#)

## Of the Day

### Quote of the Day

There is nothing so dangerous for anyone who has something to hide as conversation! A human being, Hastings, cannot resist the opportunity to reveal himself and express his personality which conversation gives him. Every time he will give himself away. -- [Agatha Christie](#) (1890-1976)  
[Quote of the Day](#) provided by [The Free Dictionary](#)

### This Day in History

[The Oklahoma Land Rush \(1889\)](#) – On April 22, 1889, some 50,000 people lined up to grab a piece of the 2 million acres (8,000 sq km) being made available by the US government in the first land run into the Unassigned Lands, later known as the state of Oklahoma.  
[This Day in History](#) provided by [The Free Dictionary](#)

start | Internet | 3:58 PM Thursday 4/22/2010

**Questions** -- If you have any questions, regarding how to register after carefully reading this document, please contact Toni Quire at [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov) or 502-573-5114, ext. 113.