Instructional Technology

Department of Instructional Technology

Professional Development Database

To logon:

1) Go to: http://csdsxserve01.broward.k12.fl.us:16080/fmi/iwp/res/iwp_home.html

2) On the **Instant Web Publishing** screen click on **zDITInservice**

Instant Web Publishing

- EventsTracking0809
- FMServer_Sample
- GLIDES0809schools
- SuperContainer Example
- zDITInservice
- zDITInserviceWorking11_15_08

3) On the **Open Database** screen type the user name and the password for the database and click **Login**

Open database "zDITInservice" with:

- ○ Guest Account
- ● Account Name and Password

Account Name: participant

Password: participant

Login   Cancel

Database Username and Password

User Name: participant

Password: participant

4) To access your records, on the **Welcome** screen type your account name and your password

Welcome to the Department of Instructional Technology Professional Development Database

Account Name

Your PIN starting with 0 (example: 00011111)   00011111

Password

Birthday mmddyyyy (example: 01121975)   01121975

Click Login   Login

Your Account Name is:
Your PIN starting with 0's

Your password is:
Your Birthday mmddyyyy

5) Click **Login**

To register for a class or event:

1) Click on the **New Class** button **(First time users have to choose this options)**

To register for a new class click on *New Class*   To view already existing records click on *My Classes*

[New Class]   [My Classes]

2) Type your PIN number, course ID, select "Yes" or "No" for Inservice Points, and click Confirm Registration

1/13/2009
Tuesday

Personnel Number   00011111
First Name
Last Name
Work Location Nomber
WorkLocation
email

Course ID   00000003
Course
Course Name
Course Type
Points
Inservice Points   ⊙ Yes ○ No

[Confirm Registration]

If you typed all of your information correctly, you will see a screen similar to the one below

Hi *John !*   You have **1** records in our database.

BEEP Digital Curriculum Highway 4pt.   *1/14/2009*   Instructor
                                            Wednesday

[Next Record]   Personnel Number   00011111
[Previous Record]   First Name   John
[Find Record]   Last Name   Smith
[Perform Find]   Work Location Nomber   1461
[Browse]   WorkLocation   CASTLE HILL ELEMENTARY   *Leonid*
[New Record]   email   john.smith@browardschools.com   *Rabinovich*
[IT Class Schedule]   Course ID   00000003   leonid.rabinovich@browardschools.com
[Location Details]   Course   39204596   Training Materials
                          Course Name   BEEP Digital Curriculum Highway
[Logout]   Course Type   10457736   **WebPubScreen.tiff**
                              Points
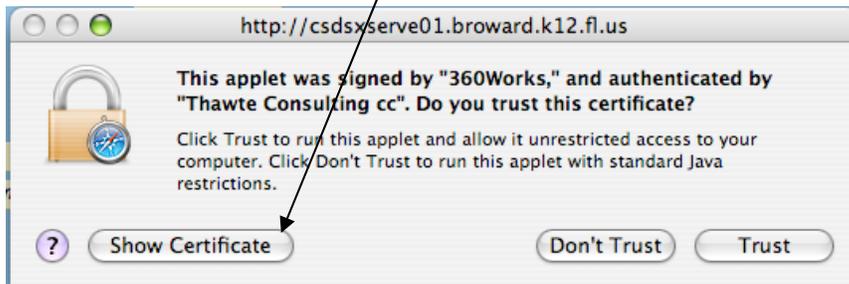   Inservice Points ⊙ Yes ○ No

[Please complete Quia survey]

Filename: WebPubScreen.tiff
File size: 69 K
Upload date: 1/13/09
11:08:32 AM

(Delete)

To enable Java: (Mac)
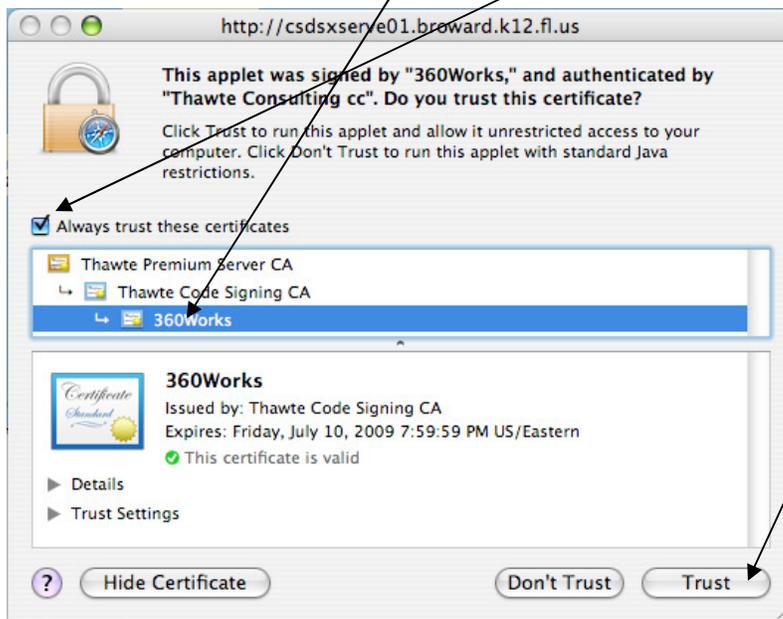
1) Click on **Show Certificate**

2) Verify that **360Works** in highlighted   3) Check **Always trust these certificates** and click **Trust**
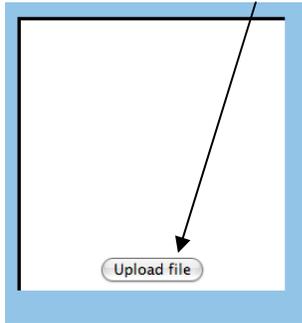

Windows (PC)

1) Verify that **Always trust content from this publisher is selected** and click **Run**
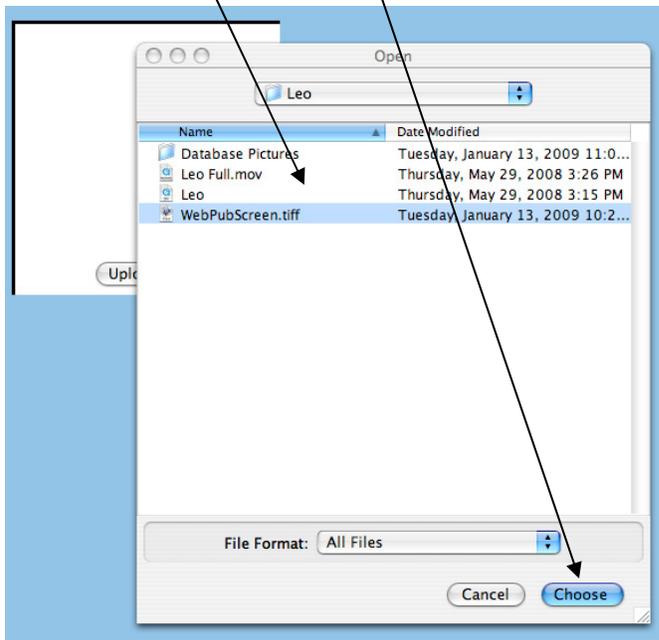
To upload follow-up for the class:
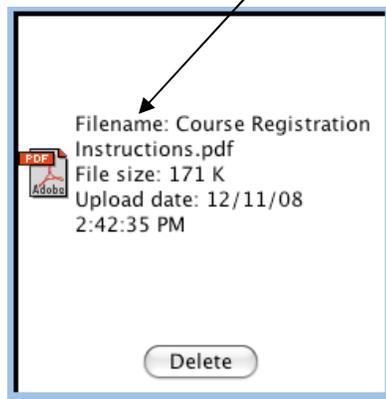
1) Click on **Upload file** button:

Upload file

Hi *John !*   You have 1 records in our database.
1/14/2009 Wednesday

BEEP Digital Curriculum Highway 4pt.

Instructor

Next Record	Personnel Number	00011111	
Previous Record	First Name	John	
Find Record	Last Name	Smith	
Perform Find	Work Location Number	1461	
Browse	WorkLocation	CASTLE HILL ELEMENTARY	Leonid
New Record	email	john.smith@browardschools.com	Rabinovich
IT Class Schedule	Course ID	00000003	leonid.rabinovich@browardschools.com
Location Details	Course	39204596	Training Materials
Logout	Course Name	BEEP Digital Curriculum Highway	
	Course Type	10457736	WebPubScreen.tiff
	Points		
	Inservice Points	○ Yes ○ No	

Upload box

Please complete Quia survey

Filename: WebPubScreen.tiff
File size: 69 K
Upload date: 1/13/09
11:08:32 AM

Delete

2) Select your file and click **Choose**

Upl...

Open

📁 Leo

Name	Date Modified
Database Pictures	Tuesday, January 13, 2009 11:0...
Leo Full.mov	Thursday, May 29, 2008 3:26 PM
Leo	Thursday, May 29, 2008 3:15 PM
WebPubScreen.tiff	Tuesday, January 13, 2009 10:2...

File Format: All Files

Cancel   Choose

3) Verify that the file has been uploaded.

Filename: Course Registration
Instructions.pdf
File size: 171 K
Upload date: 12/11/08
2:42:35 PM

Delete

Note: If the file is not showing in the **Upload box, LOGOUT and LOGIN to the database again.**