

# 2013 Summer

**DoDEA District and Area Liaisons/Coordinators**

**-HOW TO APPLY FOR SUMMER WORKSHOPS-**

**Dates are March 1 to March 8, 2013 (EST)**

## District and Area Summer POCs

-These are the main Points of Contact for any information or assistance-

VIRTUAL SCHOOL	POC
All Virtual School Educators	Terri Marshall
DDESS	POC
Georgia/Alabama	Teresa Moon
Kentucky	Peggy Fink (Ft. Knox) Steve Griffin (Ft. Campbell)
New York/Virginia/Puerto Rico	Jeff Duncan
North Carolina	Denise Hudson (Ft Bragg) and La Rhonda Ware (Lejeune)
South Carolina/Cuba	Cassandra Ashley
EUROPE	POC
Bavaria	Joan Islas
Heidelberg	Carol Kuzmick
Isles	Peter Grenier
Kaiserslautern	Peggy Hoffman-Schmidt
Mediterranean	Louisa Pruitt
PACIFIC	POC
Guam	Helen Bailey
Japan	George Man
Korea	Judy Allen
Okinawa	Mike Johnson
AREA	POC
DDESS	Uma Patel
EUROPE	CTE Faye Batey, PLTs Penny Defrates
PACIFIC	Krista Hurley
DoDEA	POC
Headquarters	Deborah Donnelly

# 2013 Summer Workshop Application Time

**Critical dates for applying**

When?	What?	Who?
February 1, 2013	Summer course offering released in the “Weekly Packet” for distribution to all constituents for review prior to the online application.	HQ releases course offerings
March 1, 2013 (0001 EST)	DoDEA educators may apply for courses for which they meet the selection criteria. <b>All applicants must meet selection criteria.</b>	Teachers, school administrators, DSO liaisons, area coordinators/liaisons will all apply during the same window of time.
March 8, 2013 (2359 EST)	<b>Online application is closed.</b> <b>Do not wait until the last day as you may encounter technical problems.</b>	Teachers, school administrators, DSO liaisons, area coordinators/liaisons may no longer apply.
March 11, 2013 (0001 EST)	The database is <b>open</b> to school level principals to review all applicants from the school.	Principals or designated Assistant Principals
March 15, 2013 (2359 EST)	Database for school level administrators’ review is <b>closed</b> .	Principals or Assistant Principals
March 18, 2013 (0001 EST)	The database is <b>open</b> to the District Summer POCs to review all applicants from the school and district levels.	District Summer POCs
March 22, 2013 (2359 EST)	The database is <b>closed</b> to the District summer POCs	District Summer POCs
March 25, 2013 (0001 EST)	The database is <b>open</b> to the Area Summer POCs to review applicants from the school, district, and area levels.	Area Summer POCs
March 29, 2013 (2359 EST)	The database is <b>closed</b> to the Area Summer POCs.	Area Summer POCs
April 1, 2013 (0001 EST)	The database is <b>open</b> to the HQ Summer POCs to review and select the final list of recommended applicants.	HQ Summer POCs
April 5, 2013 (2359 EST)	The database is <b>closed</b> to the HQ Summer POCs	HQ Summer POCs
April 8, 2013 (0001 EST)	HQ Professional Development Reviews database.	HQ Professional Development
April 12, 2013 (2359 EST)	The database is <b>closed</b> to HQ Professional Development.	HQ Professional Development
April 17, 2013 (0001 EST)	List of approved summer participants open to Area and Districts for review.	Area and District Summer POCs
April 22, 2013 (0001 EST)	<b>List of approved summer participants open to school administrators for notification to the faculty.</b>	<b>Principals/Assistant Principals must announce to all faculty members the names of those who have been approved to attend summer workshop.</b>

## How to Access the SWA

- The summer workshop application available on **March 1 through March 8 (EST)** for educators to apply. See previous slide for details.
- You may type or “cut and paste” the following URL into the browser: [https://webapps.dodea.edu/swa\\_cf/index.cfm](https://webapps.dodea.edu/swa_cf/index.cfm)
- You may access the “**Summer Workshop Application**” process via the main page on the DoDEA homepage. Look for the link on [www.dodea.edu](http://www.dodea.edu)
- Report any problems in accessing the SWA to your principal immediately.

Once you have clicked on the Summer Workshop link, you come to a page that looks like the following: Click on **“APPLICATION / REGISTRATION”** to get started.



HOME	WORKSHOPS	<b>APPLICATION / REGISTRATION</b>	POST WORKSHOP EVALUATION
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odea  
PARTMENT OF DEFENSE EDUCATION ACTIVITY

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Professional Development Information **SUMMER WORKSHOP APPLICATION**

rsday, January 22, 2009

rom the Associate  
Education

Menu

## Welcome

**DoDEA is proud to present the on-line Summer Workshop Application ( SWA ) process.**



*Continuous professional growth opportunities are critical for enhancing the repertoire of strategies, skills and competencies of educators. DoDEA values the professional educator as most important in achieving exemplary learning opportunities for our students.*

*Professional development days have been provided to the districts and areas to support district and school specific training needs throughout the year and during the summer months. District and area offices are primary resources for delivering professional development services to the schools. DoDEA Headquarters continues to provide training for specific needs.*



*I trust many of you will take advantage of these offerings as we continue to work on providing the highest quality world class education for our students.*

Upon entering the “**Summer Workshop Application**” (SWA) you will view a page similar to the one below. This is your “**LOGIN**” page.

The screenshot shows a web browser window titled "Summer Workshop Application Version 5.0". The browser's address bar is empty. The page has a navigation menu with links for HOME, WORKSHOPS, APPLICATION / REGISTRATION, and POST WORKSHOP EVALUATION. Below the navigation menu is a header for DoDEA (Department of Defense Education Activity) with links for DoDEA Home, FOIA, and Privacy Policy. The main content area features a date "Today is Thursday, January 22, 2009" and a section titled "Summer Workshop Application Process". Under this title, it says "Please enter your login information. Click the 'Login' button to continue." A note explains that the login credentials are the same as those used for DoDEA Outlook mail or government computers, and that a DODAAC ID is required for specific areas, districts, or schools. The login form consists of three input fields: "Username (NT Account)", "Password", and "DODAAC ID", followed by a "Login" button. A note at the bottom states that Adobe Acrobat Reader is needed to generate or view reports. A "Get ADOBE READER" button is provided for download. At the very bottom, a disclaimer states that DoDEA does not support or endorse Microsoft Corp., Macromedia, Inc., and Adobe Systems Incorporated, or their products. The browser's status bar at the bottom right shows "Local intranet".

Summer Workshop Application Version 5.0

HOME WORKSHOPS APPLICATION / REGISTRATION POST WORKSHOP EVALUATION

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Professional Development Information SUMMER WORKSHOP APPLICATION

Today is Thursday, January 22, 2009

### Summer Workshop Application Process

**Please enter your login information. Click the "Login" button to continue.**

*The Username and Password are the same login credentials used when logging in to the DoDEA OUTLOOK mail or government computer. The DODAAC ID is a code provided for a specific Area, District or School within the DoDEA organization.*

Username (NT Account)

Password

DODAAC ID

*This application is best viewed using Internet Explorer Version 5 and above on a 1024 x 768 screen resolution. Usage of other browsers may yield unpredictable performance issues.*

[Adobe Acrobat Reader](#) is needed to generate / view Reports in these applications.



DoDEA does not support or endorse Microsoft Corp., Macromedia, Inc. and Adobe Systems Incorporated, or their products.

Local intranet

## Before Beginning Please note the following:

**Emergency Remedy Plan:** There is a plan to do updates or to quickly remedy any problems that may arise. If you cannot login to the system during the hours of **16:30 to 18:00 EST**, it may be that the program or server is undergoing an update or remedy. Please login again after 18:00. The SWA will be taken offline, during the above mentioned hours, only when repairs, updates or remedies are needed.

There are websites on the internet that will convert the EST to your local time so that you be able to ascertain if this is why you cannot log into the “**Summer Workshop Application**” (SWA).

- Summer Workshop Application Version 5.0

HOME WORKSHOPS APPLICATION / REGISTRATION POST WORKSHOP EVALUATION

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Professional Development Information SUMMER WORKSHOP APPLICATION

Today is Thursday, January 22, 2009

### Summer Workshop Application Process

Please enter your login information. Click the Login button to continue.

The Username and Password are the same login credentials used when logging in to the DoDEA OUTLOOK mail or government computer. The DODAAC ID is a code provided for a specific Area, District or School within the DoDEA organization.

Username (MIL Account)

Password

DODAAC ID  Login

This application is best viewed using Internet Explorer Version 5 and above on a 1024 x 768 screen resolution. Usage of other browsers may yield unpredictable performance issues.

[Adobe Acrobat Reader](#) is needed to generate / view Reports in these applications.

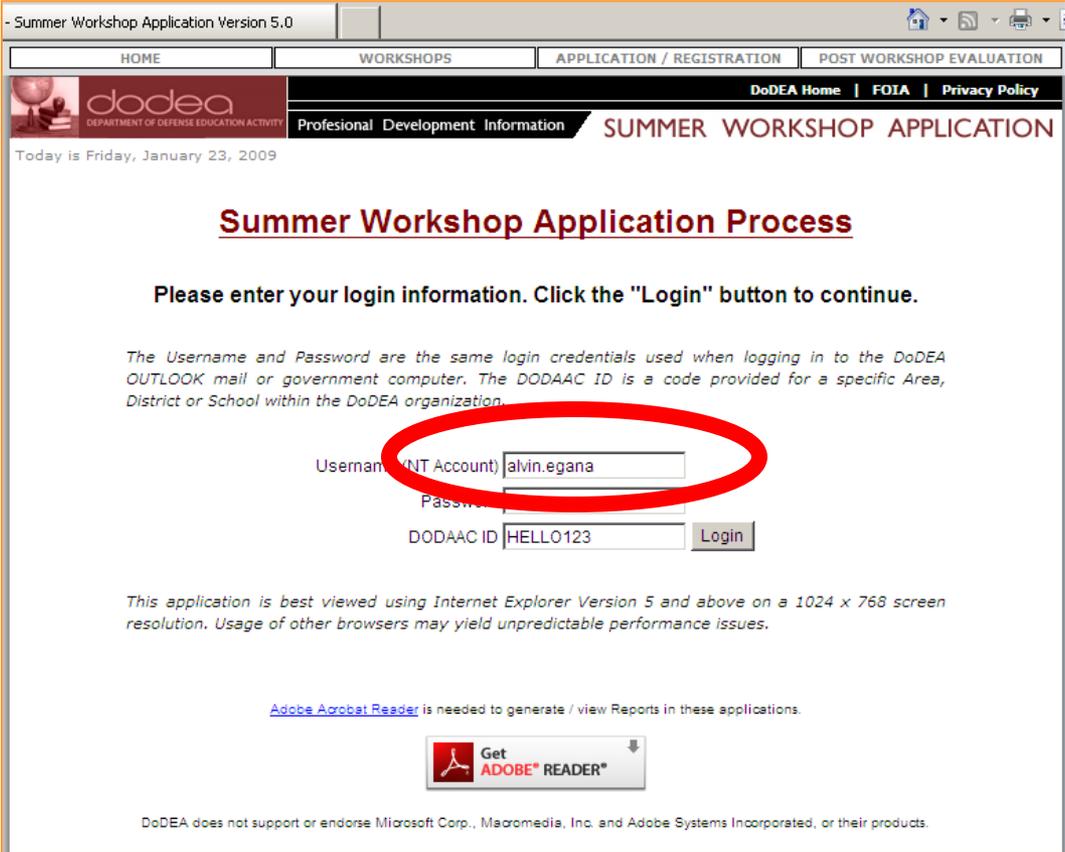
Get ADOBE® READER®

DoDEA does not support or endorse Microsoft Corp., Macromedia, Inc. and Adobe Systems Incorporated, or their products.

Local intranet

**USERNAME:** This is the same name that you enter to get into your OUTLOOK mail or government computer. It is known as the “active directory” login. It is your firstname.lastname. Samples of the “Username” login are: **Hillary.Clinton** or **Tiger.Woods** or **John.McGain** or **Barack.Obama**. You will use the same login you use every day to enter a DoDEA computer.

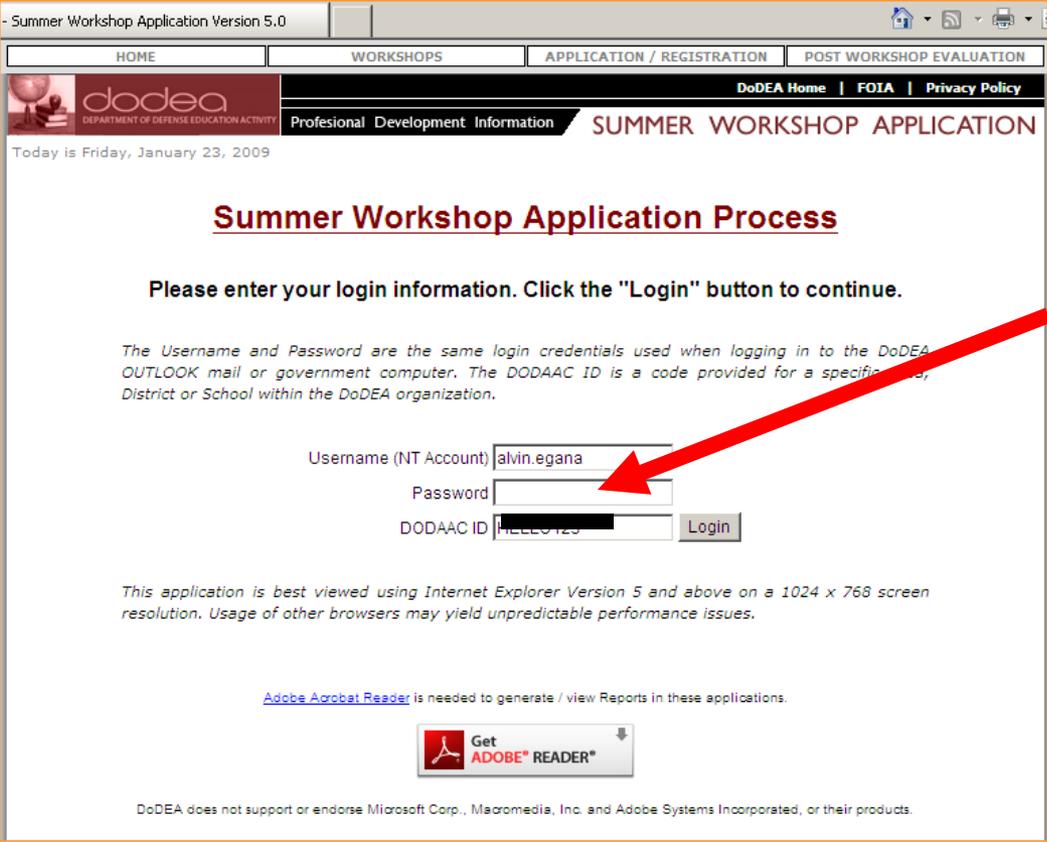
If you cannot get into the system, check your login. An inaccurate entry or typo will preclude you from entering the **SWA**.



**PASSWORD:** Enter your regular password that you use every day when logging on to a DoDEA computer. This is not a password that will be provided to you by HQ.

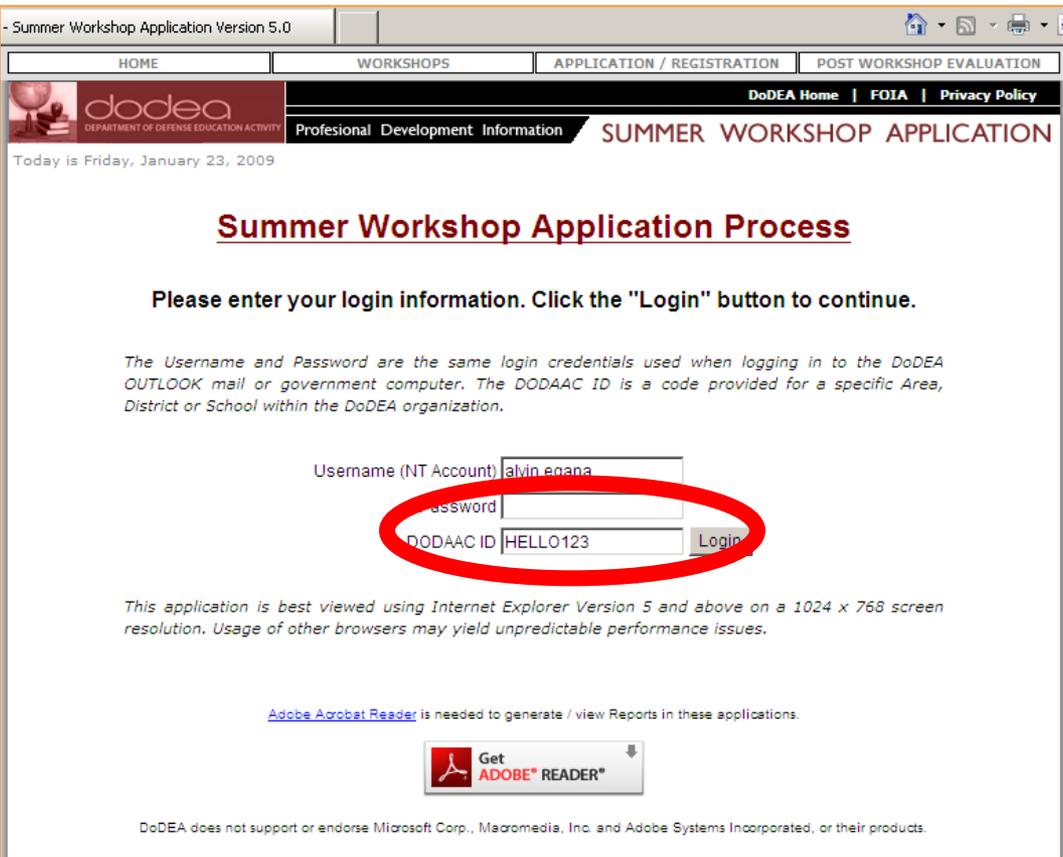
**For example:** If your present password is “**Mydaughter1987T**”, then use that to login. Only you know your password that you use on a daily basis.

If you cannot get in... the cause may be that you entered a faulty password or created an error when entering it.

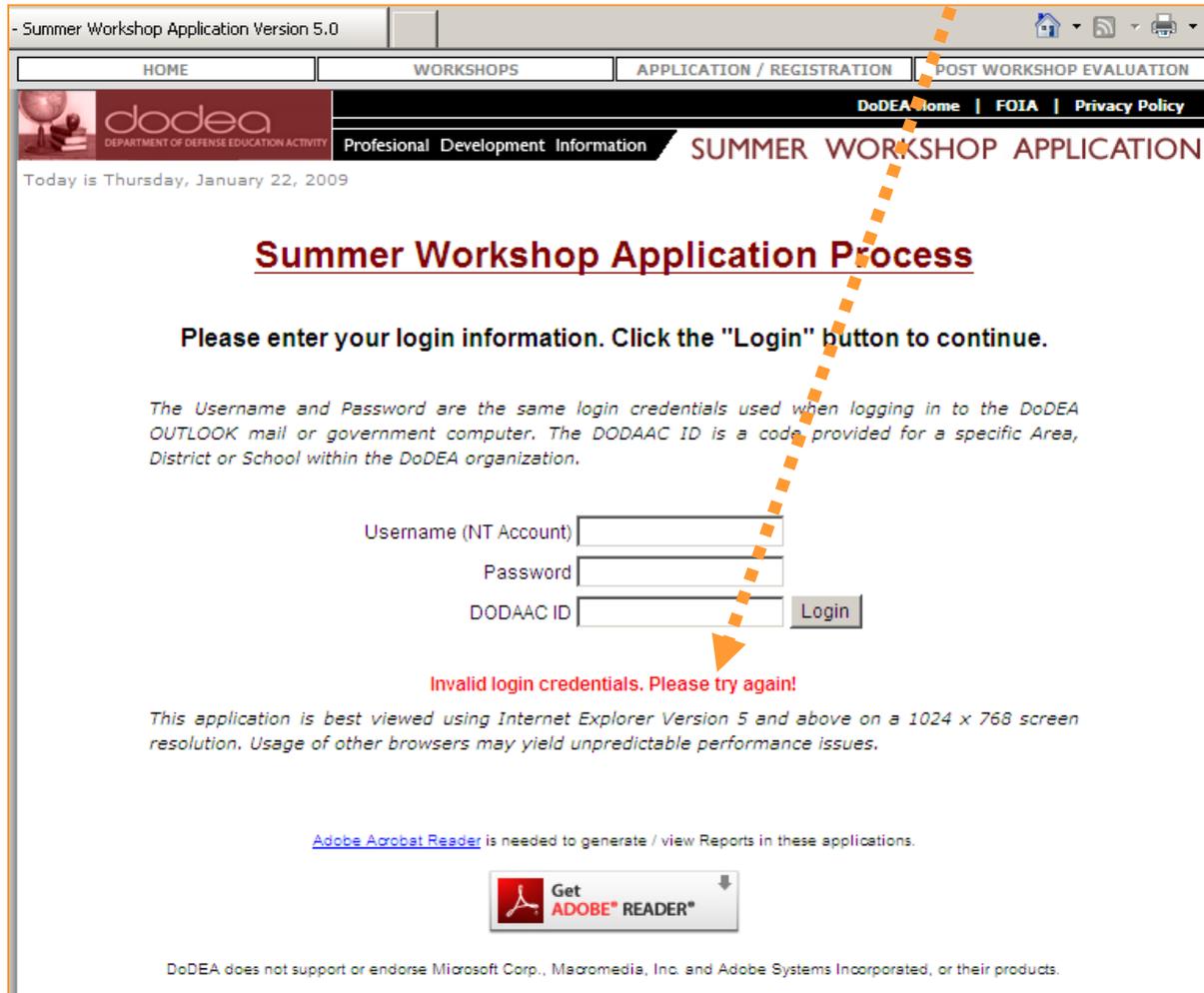


**DODAAC ID:** Your **DoDAAC ID** is obtained from your principal. All teachers from a given school will use the same DoDAAC ID. Do not give out your DoDAAC ID number to friends at another school. Do not borrow or use a colleague's DoDAAC ID from another school. Your DoDAAC ID password is specific to your school and you could apply as an educator from a different school if you use the wrong password. This would invalidate your application. If you have any problems getting into the system, let your principal know.

Ensure that you use the right letters and case. If you cannot login, check the number given and type it in exactly as given. **Best strategy....cut and paste it from the document provided by the principal.** Ensure that the **“CAP LOCK”** has not been activated!



If you provided any incorrect information, you will receive a **red lettered prompt**. You will have to try again to login.



The screenshot shows a web browser window titled "Summer Workshop Application Version 5.0". The page has a navigation menu with "HOME", "WORKSHOPS", "APPLICATION / REGISTRATION", and "POST WORKSHOP EVALUATION". Below the menu is a header with the DoDEA logo and "DEPARTMENT OF DEFENSE EDUCATION ACTIVITY", "Professional Development Information", and "SUMMER WORKSHOP APPLICATION". The date "Today is Thursday, January 22, 2009" is displayed. The main heading is "Summer Workshop Application Process". Below it, a message says "Please enter your login information. Click the 'Login' button to continue." A sub-message explains that the login credentials are the same as those used for DoDEA Outlook mail or government computers. There are three input fields: "Username (NT Account)", "Password", and "DODAAC ID", followed by a "Login" button. A red arrow points from the "Invalid login credentials. Please try again!" error message back to the "DODAAC ID" field. At the bottom, there is a note about Adobe Acrobat Reader and a "Get ADOBE® READER®" button.

- Summer Workshop Application Version 5.0

HOME WORKSHOPS APPLICATION / REGISTRATION POST WORKSHOP EVALUATION

DoDEA Home | FOIA | Privacy Policy

Professional Development Information SUMMER WORKSHOP APPLICATION

Today is Thursday, January 22, 2009

## Summer Workshop Application Process

Please enter your login information. Click the "Login" button to continue.

*The Username and Password are the same login credentials used when logging in to the DoDEA OUTLOOK mail or government computer. The DODAAC ID is a code provided for a specific Area, District or School within the DoDEA organization.*

Username (NT Account)

Password

DODAAC ID  Login

**Invalid login credentials. Please try again!**

*This application is best viewed using Internet Explorer Version 5 and above on a 1024 x 768 screen resolution. Usage of other browsers may yield unpredictable performance issues.*

[Adobe Acrobat Reader](#) is needed to generate / view Reports in these applications.

Get ADOBE® READER®

DoDEA does not support or endorse Microsoft Corp., Macromedia, Inc. and Adobe Systems Incorporated, or their products.

Upon a successful login, you will need to agree to the “Privacy Act” to proceed further.

The screenshot shows a web browser window titled "Summer Workshop Application Version 5.0". The browser's address bar and navigation icons are visible at the top. Below the browser window, there is a navigation menu with links for "HOME", "WORKSHOPS", "APPLICATION / REGISTRATION", and "POST WORKSHOP EVALUATION". A logo for "dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY" is on the left, and "Professional Development Information" and "SUMMER WORKSHOP APPLICATION" are on the right. A date stamp reads "Today is Thursday, January 22, 2009".

The main content area features a white box with a black border containing the following text:

Please read **Important Notice** below before you continue...

### PRIVACY ACT OF 1974

Information contained in this system is subject to Title 5, United States Code Section 552a, as amended, the Privacy Act of 1974. Confidentiality must be observed, and information contained in the records must be protected from unauthorized alteration or disclosure. 5 USC 552a (1) provides criminal penalties to officials or employees found guilty of willfully violating the privacy of an individual. Freedom of Information Act disclosure exemptions 6 and 7 apply to information in this system.

For additional information, contact your Privacy Act Officer.

At the bottom of the box are two buttons: "I Agree" and "I Disagree". A large red arrow points from the top right of the page towards the "I Agree" button.

## Please Note

- Anyone who entered an application into the **Summer Workshop Application (SWA)** database before March 1, 2013, will be deleted from the database. Application dates are **March 1 to March 8 EST.**
- **If you applied early, you will need to re-apply.** (Prior to March 1st, the “Summer Workshop Application” was operative only for POCs to “test drive” the program. The “test-drive” data needs to be purged and along with that will be any early applications.)
- If you have any problems accessing the SWA, report this to your principal immediately.



## Welcome to the Summer Workshop Application (SWA) Process

- The process to apply for summer workshops is the same for everyone. The only difference is the information that appears on the toolbar.
- The SWA is a four tier review process for most educators. However, DSO liaisons/coordinators are reviewed in Tier 2 (district), Tier 3 (area) and Tier 4 (HQ). Area liaisons/coordinators are reviewed in Tier 3 and Tier 4.



There is a limit of 20 minutes of inactivity. If no activity (keystrokes) occurs in a 20 minute time frame, you will not be able to enter any data into the summer workshop application database. If this happens, you will need to login again and begin the application process again.

- It is highly recommended that you “copy and paste” the DoDAAC code, from the document provided to you by your district/area Summer POC, into the “Login” page. This will preclude many problems with upper and lower case letters. Ensure that the “CAP LOCK” is not activated on your keyboard.
- Your Summer POC is your best source for assistance during this process. Immediately report any problems with accessing this process. See the next slide for the name of your District or Area POC.
- A complete booklet has been distributed of all summer courses. If you have not seen this, you can find this on the SWA site or you can check with your District or Area POC.

After logging in, you will view a page that looks like the one below. You will notice the following items:

[Home](#) [Workshops](#) [Applications/Registration](#) hyperlinks appear. Clicking on them will take you to specific documents or information.

Your [name](#), [position](#), and [district/area](#) appear in the left-hand corner.

To begin the registration process, click on “[Liaisons](#)”. (This is the link for both liaisons / coordinators).

When you login, ensure that your name and office appear in the left-hand corner. If the name of your office does not appear--- **DO NOT PROCEED**--- as your application will not be seen by your Summer POC. Report this immediately to your Summer POC.

The screenshot displays the 'Summer Workshop Application Version 5.0' web interface. At the top, there is a navigation bar with links for 'HOME', 'WORKSHOPS', 'APPLICATION / REGISTRATION', and 'POST WORKSHOP EVALUATION'. Below this, the 'DoDEA Home' logo and 'FOIA' and 'Privacy Policy' links are visible. The main content area is titled 'SUMMER WORKSHOP APPLICATION' and features a 'Professional Development Information' section. A red arrow points from the text above to the 'Liaisons (District/Area)' link in the 'Register' section of the left-hand navigation menu. The left-hand navigation menu includes links for '[ LOGOUT ]', 'ALVIN EGANA Liaison Heidelberg [ DODDS - Europe ]', 'Register - Liaisons (District/Area)', 'Status Update - Reviews and Recommendations', 'Reports - By Org - Final', and 'Search - Find Application to View / Edit'. The main content area contains text describing the online registration service and the Summer Workshop Application process.

**Completing the Application:** Fill-in the application. Everyone will fill-in the social security block except local nationals, who will be required to fill-in their passport number. Your area, district and position will automatically fill-in according to the DoDAAC ID code you entered.

Fill-in the remainder of the required cells.

- Summer Workshop Application Version 5.0

HOME WORKSHOPS APPLICATION / REGISTRATION POST WORKSHOP EVALUATION

DoDEA Home FOIA Privacy Policy

Professional Development Information **SUMMER WORKSHOP APPLICATION**

Today is Friday, January 23, 2009

Please complete the following information to register for Summer Workshop/s: [BACK](#)

**Summer Workshop 2009 Application / Registration Form**

**LIAISON**

Applicant / Candidate Basic Information

Liaison's First Name

Liaison's Last Name

*\*Note: Please do not include dashes "-" or any special characters when entering the SSN (Social Security) and/or Passport Number*

SSN (Social Security)  - OR - Passport No. for Foreign Nationals

Re-type/Confirm SSN

Will the Liaison be using RAT for travel this summer?  Yes  No

(RAT does not pertain to DDESS stateside employees)

Liaison Type

Current (Office) Location Area :  District :

Currently Assigned As

Years with DoDDS / DDESS

Summer Time Contact Information

**Completing the Application:** All summer contact numbers will be used if we need to contact you for any reason pertaining to a given course.

Years with DoDDS / DDESS

**Summer Time Contact Information**

Email  One email address only (Example: John.Doe@yahoo.com) or

c/o Name  A person who can be reached during the summer in case we need to contact you.

Phone  Please do not include any dashes or special characters.

**DoDEA Outlook Email**  (To receive the summer book)

**Workshop Selection**

All summer workshops are subject to the availability of funds.  
\*Applicants / Candidates may register up to 4 workshops to attend but a maximum of only 2 workshops will be selected.

Additional Instructions in Workshop Selection:

For each selected workshop, a box / space will be provided to the applicant to provide two paragraphs (without indent) of text. (Limit 1000 characters)

Paragraph 1 -- Explain (concretely) how you specifically meet the selection requirements detailed in the summer book for this workshop. If you do not meet the qualifications detailed, do not apply.

Paragraph 2 -- Explain how you will implement the learnings in the coming school year.

IMPORTANT: Reviewing parties will carefully examine your rationale for each workshop.

Please note: The number of characters per a narrative should not exceed 1000.

Course Number	Directed / Non-Directed	Workshop Name	
765	D	English Writing POC : Maria Timmerman	08-Jan-2009 - 11-Jan-2009

The first “email address” is a summer email address.

The “phone number” is for a summer contact number. If you insert an overseas phone number, provide all the correct international dialing codes and not just the local number.

The “name” is for a person we can contact if we need to get a hold of you.

This information will be used in case we have to contact you during the summer regarding a course.

Insert your “DoDEA email address” in this cell. If you insert the correct address, you will receive a copy of your application via **OUTLOOK** email.

**Selecting courses:** Liaisons/coordinators may apply for courses which delineate liaisons/coordinators in the selection criteria. Liaisons/coordinators could be approved for more than 2 courses, if the courses are relegated to your responsibilities.

After selecting your courses, you will need to insert your priority for each course. (1-4). 1 indicates your first choice.

- Summer Workshop Application Version 5.0

**Workshop Selection**

All summer workshops are subject to the availability of funds.  
 \*Applicants / Candidates may register up to 4 workshops to attend but a maximum of only 2 workshops can be approved.

Additional Instructions in Workshop Selection:

For each selected workshop, a box / space will be provided to the applicant to provide two paragraphs (without indentions) of rationale on why the specific choice was made. (Limit of 1000 characters)

Paragraph 1 -- Explain (succinctly) how you specifically meet the selection requirements detailed in the summer booklet. A vague response may disqualify you. If you do not meet the qualifications detailed, do not apply.  
 Paragraph 2 -- Explain how you will implement the learnings in the coming school year.

IMPORTANT : All reviewing parties will carefully examine your rationale for each workshop.

Please note the number of characters per a narrative should not exceed 1000.

Select & Rank Choice				Course Number	Directed / Non-Directed	Workshop Name	Dates
1	2	3	4				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	98765	D	English Writting POC : Maria Timmerman Venue : Virginia	08-Jan-2009 - 11-Jan-2009
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MAT7001	D	DMI - Numbers II: Making Meaning for Operations (MMO) POC : Alvin Egana Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MAT7002	D	DMI - Geometry: Examing Features of Shape (EFS) POC : Alvin Egana Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MAT7003	D	Mathematics for Middle Grades II (new course) POC : Alvin Egana Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MAT7004	D	DMI - Measuring Space in 1, 2 and 3 Dimensions POC : Alvin Egana	TBD - TBD





Upon completing a successful submission of your application, you will receive the following prompt. After clicking on “OK”, a copy of your application will be emailed to the OUTLOOK address you entered.

It is important to know that this is an application process that involves 2 to 3 tiers of review and recommendation. One is not guaranteed any given course. Course offerings are subject to the availability of funds and may be canceled.

On **April 22nd** the “**Final Report**” of those applicants approved for summer workshops will be available. District POCs will notify those liaisons/coordinators assigned to the district. Area POCs will notify liaisons/coordinators assigned to the area.

