

2013 Summer

DoDEA TEACHERS

-HOW TO APPLY FOR SUMMER WORKSHOPS-

Application timeline is from March 1 to March 8, 2013 (EST)

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. Principals are the first tier for those educators based at schools.



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 principal, 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.
- The principal or assistant principal is your best source for assistance during this process. Immediately report any problems with accessing this process.

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

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. <u>All applicants must meet selection criteria.</u>	Teachers, school administrators, DSO liaisons, area coordinators/liaisons will all apply during the same window of time.
March 8, 2013 (2359 EST)	Online application is closed. Do not wait until the last day as you may encounter technical problems.	Teachers, school administrators, DSO liaisons, area coordinators/liaisons may no longer apply.
March 11, 2013 (0001 EST)	The database is open 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 closed .	Principals or Assistant Principals
March 18, 2013 (0001 EST)	The database is open 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 closed to the District summer POCs	District Summer POCs
March 25, 2013 (0001 EST)	The database is open 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 closed to the Area Summer POCs.	Area Summer POCs
April 1, 2013 (0001 EST)	The database is open 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 closed 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 closed 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)	List of approved summer participants open to school administrators for notification to the faculty.	Principals/Assistant Principals must announce to all faculty members the names of those who have been approved to attend summer workshop.

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
- You may access the “**Summer Workshop Application**” process via the main page on the DoDEA homepage. Look for the link on 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 **APPLICATION / REGISTRATION** POST WORKSHOP EVALUATION

odea
PARTMENT OF DEFENSE EDUCATION ACTIVITY

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Professional Development Information **SUMMER WORKSHOP APPLICATION**

Thursday, January 22, 2009

from 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". Below this title, there is a prompt: "Please enter your login information. Click the 'Login' button to continue." A paragraph of text explains that the login credentials are the same as those used for DoDEA Outlook mail or government computers, and that the DODAAC ID is specific to an area, district, or school. There are three input fields: "Username (NT Account)", "Password", and "DODAAC ID", followed by a "Login" button. Below the input fields, there is a note: "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." At the bottom, there is a link to "Adobe Acrobat Reader" and a button to "Get ADOBE® READER®". A footer note states: "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 shows "Local intranet".

Summer Workshop Application Version 5.0

HOME WORKSHOPS APPLICATION / REGISTRATION POST WORKSHOP EVALUATION

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DEPARTMENT OF DEFENSE EDUCATION ACTIVITY 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.

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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.

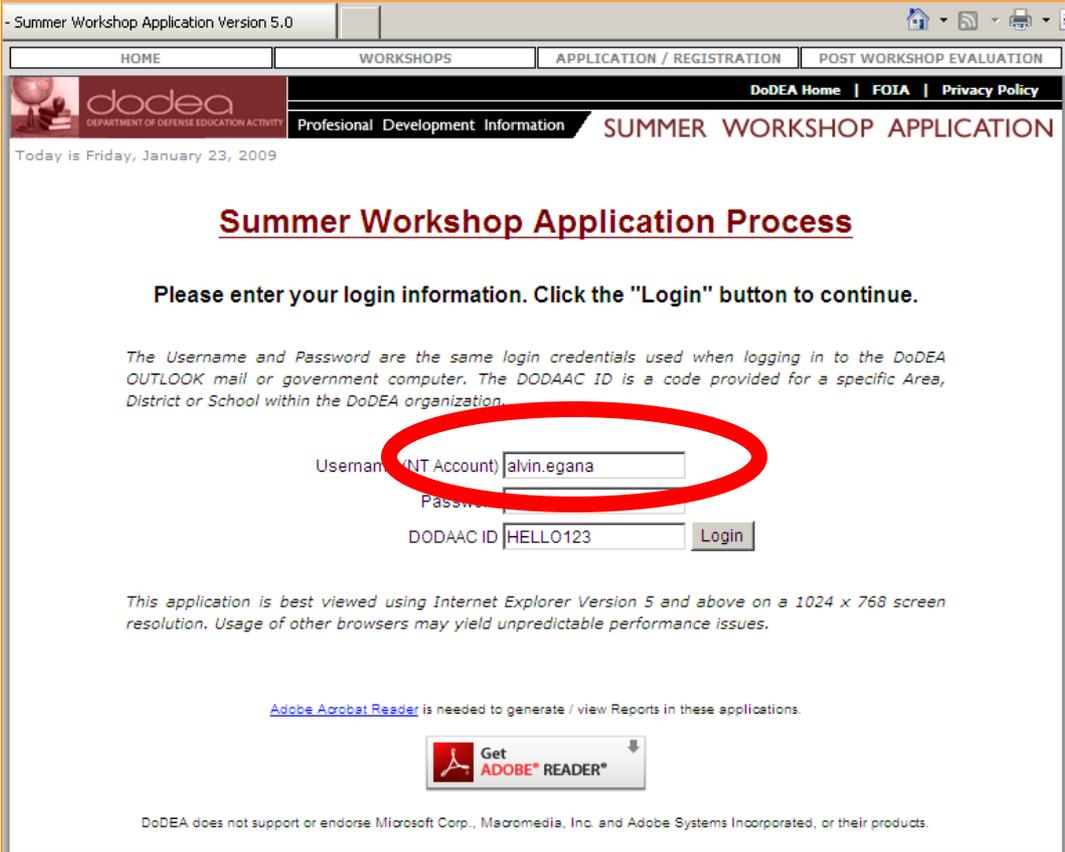
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Local intranet

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.McCain** or **Barack.Obama**. You will use the same login you use every day to enter a DoDEA computer.

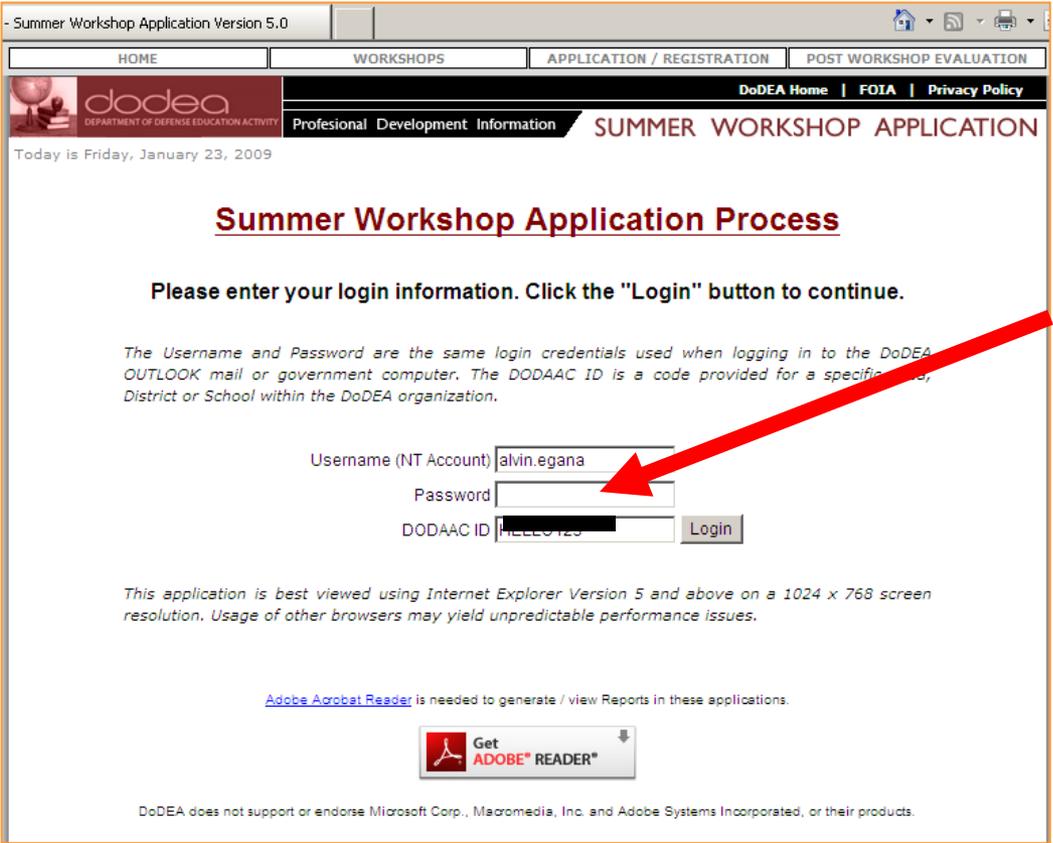
If you cannot get into the system, check your login. An inaccurate entry or typo will preclude you from entering the **SWA**.



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!

- 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 Friday, January 23, 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) alvin.gana

Password

DODAAC ID HELLO123 Login

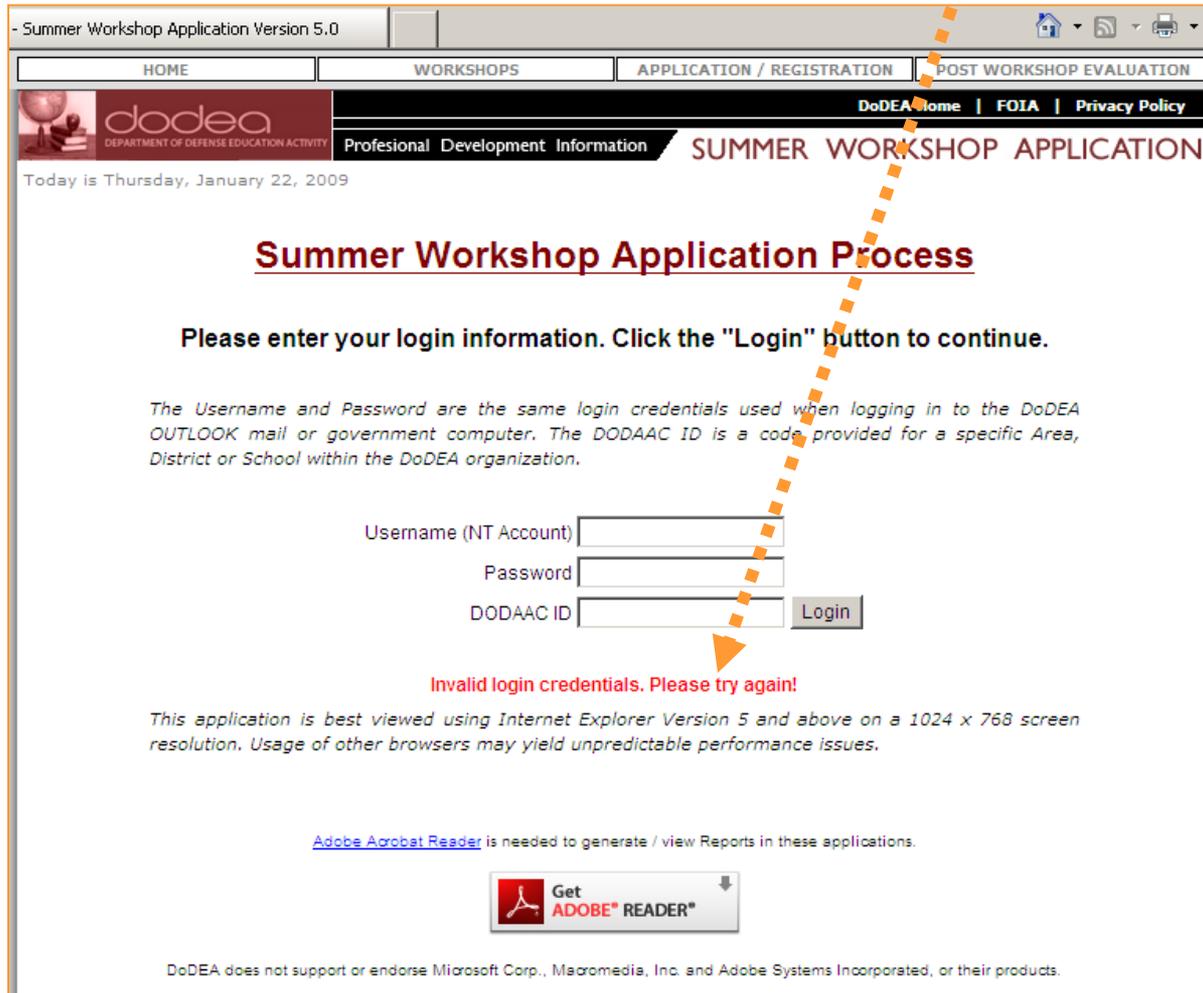
This application is best viewed using Internet Explorer Version 5 and above on a 1024 x 768 screen resolution. Usage of other browsers may yield unpredictable performance issues.

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

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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" in red, underlined text. Below it, a message says "Please enter your login information. Click the 'Login' button to continue." A paragraph 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!" message back to the "Login" button. At the bottom, there is a note about Adobe Acrobat Reader and a "Get ADOBE® READER®" button. A footer note states that DoDEA does not support or endorse Microsoft, Macromedia, or Adobe products.

- 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 Login

Invalid login credentials. Please try again!

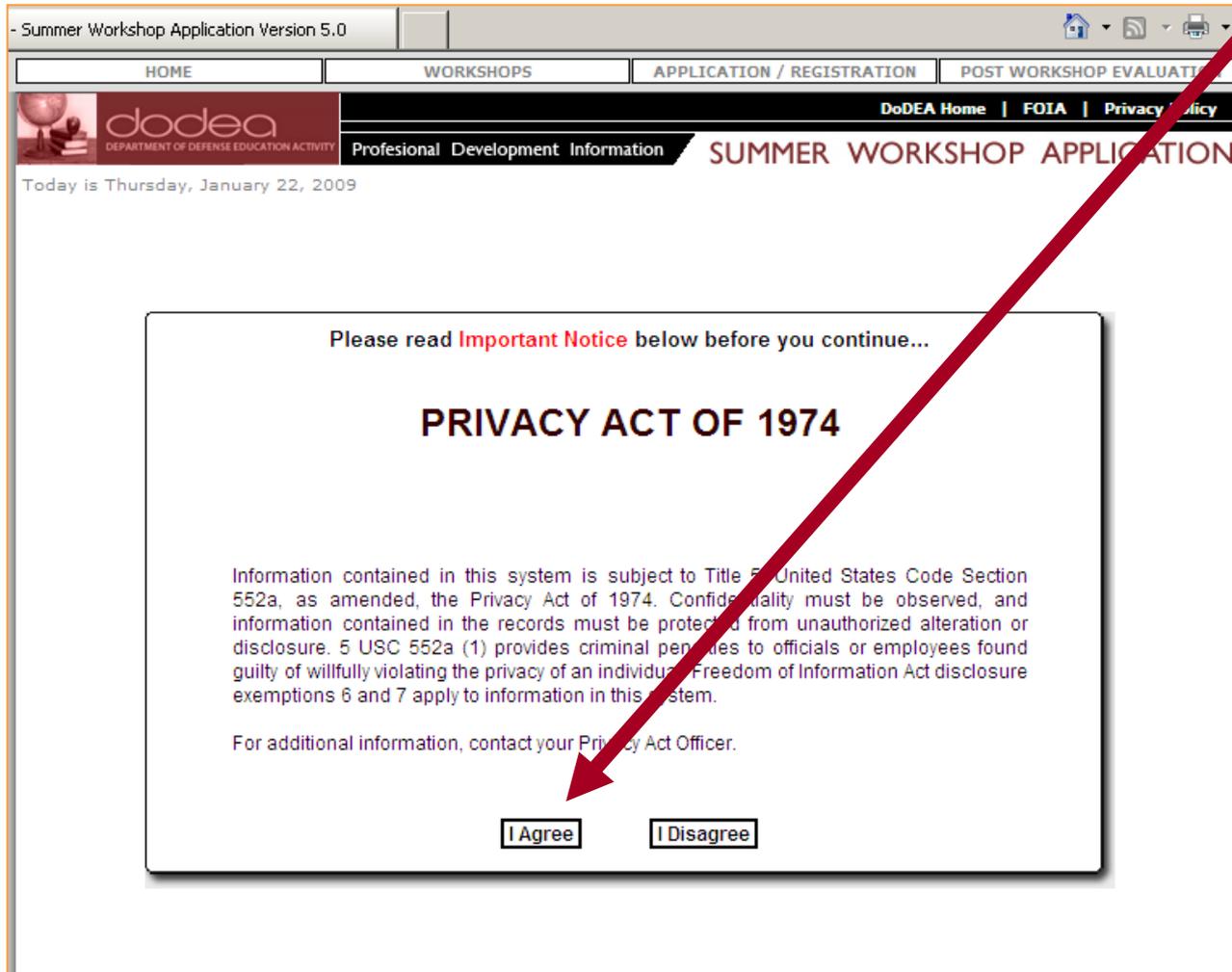
This application is best viewed using Internet Explorer Version 5 and above on a 1024 x 768 screen resolution. Usage of other browsers may yield unpredictable performance issues.

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

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



The screenshot shows a web browser window with the title "Summer Workshop Application Version 5.0". The browser's address bar and navigation icons are visible. The website's header includes a navigation menu with "HOME", "WORKSHOPS", "APPLICATION / REGISTRATION", and "POST WORKSHOP EVALUATION". Below the navigation is a logo for "dodea DEPARTMENT OF DEFENSE EDUCATION ACTIVITY" and a "Professional Development Information" link. The main heading is "SUMMER WORKSHOP APPLICATION". The date "Today is Thursday, January 22, 2009" is displayed. A central box contains 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.

A large red arrow points from the top right of the browser window 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.



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

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

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

To begin the registration process, click on “[Register](#)”.

ation Version 5.0

HOME WORKSHOPS APPLICATION / REGISTRATION POST WORKSHOP EVALUATION

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Professional Development Information **SUMMER WORKSHOP APPLICATION**

Today is Monday, January 26, 2009

[LOGOUT]

ALVIN EGANA
Teacher
Edward A. White Elementary
[DDESS]

Register
- Teacher

Status Update
- Reviews and
Recommendations

Reports
- By Org

Summer Workshop Application Process

An online registration service, this section of the Summer Workshop Application (SWA) was developed for the Department of Defense Education Activity (DoDEA) staff. This application helps educators at all levels to register for and be recommended to attend the educational workshops.

During the summer months, professional development days have been provided to the districts and areas to support professional development needs. The headquarters office continues to provide training for specific teaching and learning needs.

An applicant (e.g. Teacher, Principal etc.) can register for specific workshops that meet her/his criteria. The next higher level staff member (e.g. District, Area etc.) has the authority to recommend or not recommend the applicant's request to attend the workshop, based upon the application and selection criteria.

When you login, check to make sure that your name and school appear in the left-hand corner. If the name of your school does not appear **DO NOT PROCEED** as your registration will not be seen by your principal. Report this immediately to your principal.

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 the passport number. Your area, district and school will automatically fill-in according to the DoDAAC ID code you entered.

Fill-in the remainder of the required cells.

Please complete the following information to register for Summer Workshop/s: BACK

Summer Workshop 2009 Application / Registration Form Submit Application Cancel

TEACHER

Applicant / Candidate Basic Information

Teacher's First Name

Teacher'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 Teacher be using RAT for travel this summer? Yes No
(RAT does not pertain to DDESS stateside employees)

Current (Office) Location Area :

District :

Org./School :

Grade Level

Subject/s Currently Taught

Total Years Teaching

Years with DoDDS / DDESS

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

Years with DoDDS / DDESS

Summer Time Contact Information

Email

c/o Name A person

Phone Please do not include

DoDEA Outlook Email

Workshop Selection

All summer workshops are subject to the availability of funds.
*Applicants / Candidates may register up to 4 workshops to attend but

Additional Instructions in Workshop Selection:

For each selected workshop, a box / space will be provided to the applicant to provide two paragraphs (without indentations) of rationale on why the specific selection 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 Writing POC : Marie 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 a summer contact.

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

Selecting courses: You will only see courses that pertain to your school. **For example:** If you are a teacher at a high school you will only see courses designated for high school teachers. You may request up to four courses, but will not be selected more than two.

Apply only for those courses for which you specifically meet the selection criteria. You will need to select your priorities for courses (1-4).

- 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

After you have filled in your request click on the “Submit Registration” button.

Summer Workshop Application Version 5.0

Type in the rationale here for choosing to apply for this workshop. Type in the rationale here for choosing to apply for this workshop. Type in the rationale here for choosing to apply for this workshop. Type in the rationale here for choosing to apply for this workshop. Type in the rationale here for choosing to apply for this workshop. Type in the rationale here for choosing to apply for this workshop. Type in the rationale here for choosing to apply for this workshop.

[X] Remove This Selection

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MAT7002	D	DMI - Geometry: Examining 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 Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MAT7005	D	DMI - Numbers I: Building a System of Tens (BST) POC : Alvin Egana Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SCI7001	D	Physics and Space Science for Early Childhood POC : Kim Day Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SCI7002	D	Physics and Earth and Space Science for Grades 3-5 POC : Kim Day Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SCI7003	D	Physics and Earth and Space Science for Middle Grades POC : Kim Day Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SCI7004	D	ASU Modeling Physics POC : Kim Day Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SCI7005	D	Jason - Disappearing Wetlands POC : Kim Day Venue : TBD	TBD - TBD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	STST001	D	SPED Alternate Assessment Scoring POC : David Cantrell Venue : TBD	TBD - TBD

Submit Application Cancel

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 4 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. Principals have been requested to publicize this. Do not make any plans to attend any summer courses until you have been officially notified.

