

Managing Shoebox Transcripts

Once you have created a shoebox account, you may add staff development credits you have earned outside the district or check your current staff development progress.

1. To manage your staff development transcripts log in to Shoebox. There is a direct link to Shoebox located on the Technology Tidbits webpage which is located on the district homepage.



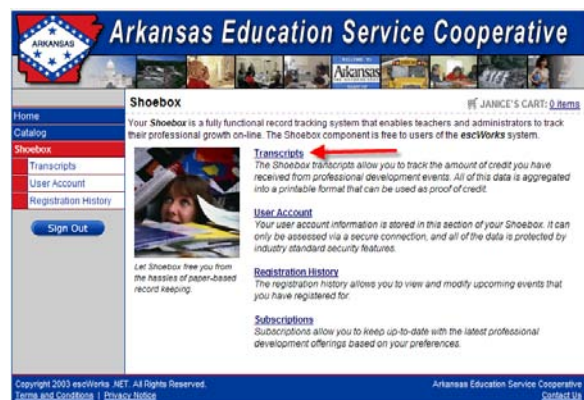
2. Click the **Sign In** button on the left of the screen. **Sign in** using your email address and the password you created when you created the account.

Click continue

3. Click **escWorks Shoebox Service** link when the next window appears. This will take you to your Shoebox account.



4. Once in the Shoebox account, **click the Transcripts** link.



5. An official transcript cannot be altered. It contains only the records of events that you have attended in the Marion School District or at an Arkansas Education Service Cooperative. However, you can manage your personal records by clicking on the **Manage Transcript** button.

Once in your **Personal Record** area, enter your out-of-district staff development information by completing all necessary information and clicking **Add Credit** when you are finished. Please be sure to include an accurate description. This is for your benefit in the event your Professional Development record is checked by the state department. Also, any event entered manually

TIP: * Click the calendar button and select the appropriate date rather than keying in the date.

* Do Not type the word "Hours" in Credit Earned, simply type the # of hours.

Arkansas Education Service Cooperative

Shoebbox: Transcripts - Personal Records

Event Title: _____ Date: _____

Description: _____ Credit Type: _____

** Credit Name: _____ Credit Earned: _____

Add Credit

Enter a date range to view credits from different time periods and click on any of the credits in this grid to modify it.

Date	Event Title	Amount
X 8/9/2005	V.TEC TRAINING	8
X 7/28/2005	JAG PRE-815	18
X 7/20/2005	JAG INT	18
X 6/3/2005	JAG RESERVE TRAINING	6
X 6/16/2005	UNITED STREAMING	2
X 6/23/2005	CPS TRAINING	2
X 6/3/2005	GRANDDUCK REGIONAL TRAINING	22
X 12/1/2005	AR SITE PAAL MEETING	2
GRAND TOTAL:		75

6. To print your record, click the **Print** button and follow the prompts.

7. When you are finished be sure to click the **Sign Out** button on the left of the screen.