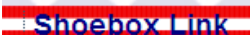


How Do I...?

Print my Shoebox Transcript to verify Professional Development

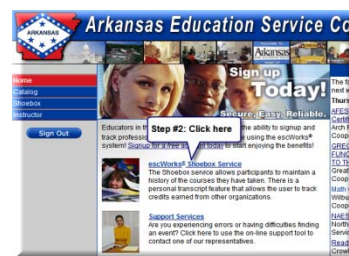
You must turn in verification of your Professional Development (PD) to your principal before checking out on the last day! Not to worry! All you need to do is print your Shoebox Transcript and provide documentation (certificates, handouts, agenda, etc.) for any unofficial events, those you have manually entered in your Shoebox. This should take about 2 minutes of your time IF you have added your unofficial events throughout the school year.

To access your shoebox account, go to the District Home Page (www.ms3.org) > click Technology Tidbits > click 

Step #1: Sign in to your Shoebox Account

NOTE: If you have forgotten your password - DO NOT create another account! Click the link provided under the continue button - "If you have forgotten your password, click here." - this will assist you in resetting your password

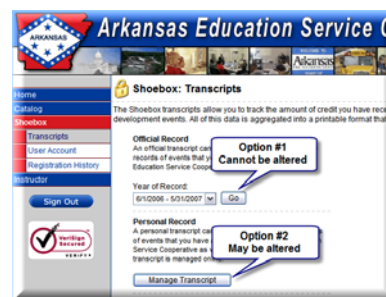
Step #2: Click on **escWorks® Shoebox Service**. This will direct you to your personal Shoebox.



Step #3: Click "Transcripts"

Once on your Transcript Page there are two options.

- Option #1 - **Official Record**: This option allows you to return to any previous school year and view and/or print your official PD record for that year.
 - This option cannot be altered.
 - It will not include any of your unofficial credits.
 - It will include a nice summary page. That may or may not be beneficial
- Option #2- **Personal Record**: The second option is Manage Transcript. This takes you to the same page you have used to enter unofficial events into your Shoebox. It should look familiar.
 - This option can be altered.
 - It will include both official and unofficial credits
 - It does not include a summary page.



My suggestion is that you use the **Personal Record** print-out option to verify your PD. This option will not print a summary page or identify the credit type. You can highlight with different colored markers your Parental Involvement, Arkansas History and Technology credits.

To use the **Personal Record** option, click the **Manage Transcript** button located near the bottom of the window.

1. Verify that the current school year is selected in the date range area.
2. Check the box to "Include Official Credits"
3. Click **Print** on the Shoebox Toolbar.
4. When the "File Download" window appears click **Open**.
 - If you would like to save a digital copy for your records, you may select the Save option.
5. A .pdf copy of your transcript will open.
6. Click the **Print** icon located on the toolbar (see #3 in the diagram to the right).
7. Verify that all events are included.
8. Use a highlighter to differentiate between Parental Involvement (2hr), Arkansas History (2hr)(if required) and technology (6hr).
9. Keep one copy for your records and turn in one copy to your building principal.

