

PROFESSIONAL DEVELOPMENT

Create and manage staff education programs via the Web with IFAS Professional Development. Once course detail is setup, end users enjoy 24x7 access to registration, class schedules, a personal record of completed coursework, and other functionality. Automating these tasks reduces your organization's administrative burden immediately. In addition to creating organization efficiency, Professional Development promotes and facilitates an increasingly educated workforce within your organization.

Setup/Configuration Features

- Define facilities and training locations.
- Define course begin/end dates offered within calendar or fiscal year.
- Define course information and associated class data including course code, description, class size, location, instructor, facilitator, required materials, prerequisites, etc.
- Upload and attach a full course syllabus in any document format.
- Allow instructors to track participant attendance online.
- Instructor assigned participant course evaluation or grade.
- Create class/instructor evaluation questionnaire to collect student feedback.

End User Features

- View class schedules online. Drill down for additional detail, including course description, facility, date/times, class size/availability, etc.
- Drop existing classes and/or register for new classes.
- View an online history of the classes that you've attended. Each successfully completed course has a link to print a certificate.

Background Features

- Limit access to screens and reports via IFAS security.
- Prevent or allow participants from registering for the same course multiple times.
- Automate pre-requisites checking.
- Automate registration and facility date/time conflict checking. If a course is full, the registrant is placed on a waiting list and an e-mail notification is indicating their position on the list. Wait listed registrations are automatically filled when a vacancy becomes available on a first in, first out basis with an e-mail notification to the registrant
- Billing process for optional course fees; Provides email notification to the person(s) responsible for collecting fees assessed on course registrations. Information provided includes the Participant's name, Course Title and dollar amount of fees assessed within the email communication.

Reporting

Access to information is straightforward and easy. Professional Development includes standard reports and immediate online inquiry to any data in IFAS. Security-protected reports can be run at the user's networked computer or via the Internet from any Web browser.

Standard reports available include:

- Attendance Roster
- Transcript
- Class Report
- Cancelled Classes
- Summary Report
- Registration Report
- Certificate
- Wait List