SDPC Resource Registry

TRAINING GUIDE

Welcome | Login

District Admin Dashboard 101

When you are getting started as a new District, or taking on new Staff, there is a lot to learn….

In this training guide, we will walk you through all the menu items on your Dashboard and provide help tips and training guides for you to share with your school district colleagues.

Log in to the SDPC Resource Registry: https://sdpc.A4L.org/login.php

> ! We are looking at this dashboard from a District Admin login only, with no additional assigned 'roles'. If you have additional assigned roles, you may have additional menu options.

You will see these as your Dashboard menu options:

- Your District's Agreements
- Your Resources
- Tools
- Account Management
- Help

YOUR DISTRICT'S AGREEMENTS:

- **Manage Agreements**
  - This is a list of all your Districts Agreements, so if you need to edit them you can do so from this page.

> For more information on how you can change Agreement information after upload, please refer to the 'Change Agreement Information after Upload' Training Guide.
>
> Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_change_agreement.pdf
>
> Can be found in Help > User Trainings menu.

- **View Expiring Agreements**
  - This is a list of all your Districts agreements that are expiring in 90 days.
  - If you have the Renewal Email Notification enabled, you will be sent an email alerting you to any expiring agreements in 90 and 60 days until expiry.

> For more information on how on renewal email notifications, please refer to the 'Renewal Enhancement Technical Guide'.
>
> Direct URL: https://sdpc.a4l.org/renewal_technical_guide.pdf
>
> Can be found in Help > User Trainings menu.

> For more information on how on to renew your Agreements, please refer to the 'Agreement Renewals' Training Guide.
>
> Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_guide_agr_renewals.pdf
>
> Can be found in Help > User Trainings menu.

  - If the Renewal Email Notification functionality is not enabled please contact your Alliance Admin (see Help section > Contact Support).

- **Add New Agreement**
    - o This is where you can start to upload your new Agreement.

For more information on how you can add Agreements, please refer to the 'How to Add an Agreement as an Originator' Training Guide.

Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_add_agr_originator.pdf

OR

please refer to the 'How to Add an Agreement as a Subscriber' Training Guide.

Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_add_agr_subscriber.pdf

Both can be found in Help > User Trainings menu.

- **Add New Request**
    - o When adding a new request, the staff member designated under 'Edit District Account Info' as the District Admin will be notified by email.
    - o The entry will be automatically added under Manage Agreements with a New Request status.

- **View All State DPAs**
    - o You can view all the signed DPAs for your State Alliance from this page.
    - o You can export this list and download Agreements.

- **Auto Exhibit E Creator**
    - o If this option is available to you, then your State Alliance Admin have the feature turned on for your Alliance.
    - o This option pulls in all the available Agreements with Exhibit E's from your State. If you already have an active Agreement for the resource, it will not show in this list. You can sort the list by any of the headers at the top of the table. You can also use the Search bar to find a specific Exhibit E.

For more information on how on the Auto Exhibit E Creator, please refer to the 'Exhibit E's – preparing and using the Auto Exhibit E Creator' Training Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_exhibit-e.pdf

OR

please refer to the 'Exhibit E Creator Technical Guide'

Direct URL: https://sdpc.a4l.org/exhibit_e_technical_guide.pdf

Can be found in Help > User Trainings menu.

- **View Prepared Exhibit E's**
  - o This is a list of all the 'prepared' Exhibit E's that are ready for signing.
    - ▪ If you are not the authorized signer for Exhibit E's, you can complete all the relevant information and click 'Save Prepared Exhibit E'. An email will be sent to the authorized signer letting them know there is an Exhibit E awaiting signature. There will also be a notification on their dashboard when they sign in alerting them of this. No email will be sent to the vendor until the Exhibit E has been signed.

For more information on how on the Auto Exhibit E Creator, please refer to the 'Exhibit E's – preparing and using the Auto Exhibit E Creator' Training Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_exhibit-e.pdf

OR

please refer to the 'Exhibit E Creator Technical Guide'

Direct URL: https://sdpc.a4l.org/exhibit_e_technical_guide.pdf

Can be found in Help > User Trainings menu.

YOUR RESOURCES:

- **Manage Resources**
  - This lists all the Agreements for your District.
  - You can edit the information associated with these Agreements.

> For more information on how you can change Agreement information after upload, please refer to the 'Change Agreement Information after Upload' Training Guide.
>
> Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_change_agreement.pdf
>
> Can be found in Help > User Trainings menu.

- **Request to Add a new Resource**
  - If a resource is not listed in the SDPC Resource Registry, then you need to request that it is added.
  - Complete all the requested information and submit.
  - The request is reviewed by the SDPC Admin Team who will approve or reject your request.

- **View All Resources**
  - This is a list of all the Agreements for your District.

- **View Statewide New Requests**
  - A full list of new requests from your District and Alliance members.
  - This saves you time as you can review which other school district is also trying to get an Agreement from a specific vendor.

- Example: If School District A is also trying to get an Agreement signed with Newsela, they can click on the 'Subscribe to Progress' check box, then click 'Subscribe'. They will then be kept notified on the progress of the Agreement signing, so that when it is available/uploaded on the Registry, they can then subscribe to it.

TOOLS:

- **Export District Data to Excel**
  - You can export a list of all your District's Agreements in various formats.

- **Customized Resource Listing**
  - You can use this function as the quickest and easiest way for School Districts to provide transparency to teachers and parents on the applications currently in use within their organization.

> For more information, please refer to the 'How to set-up a Customized Resource Listing URL for your School District's website' Training Guide.
>
> Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_custom_resource_url.pdf
>
> Can be found in Help > User Trainings menu.

- **Digital Resource Request Form**

STEP 1: Select a Resource or Request a Resource to be added to the Registry.

STEP 2: Fill out optional Vendor contact info and purpose of resource

Digital Resource Request Form | Step 2

APPLICATION NAME   VENDOR CONTACT INFO   APPLICATION INFO

Company / Vendor Name

Classroom Focused Software

Resource

10 Frame Fill

Please fill out the following to the best of your ability. If you are unsure then, please leave the field blank.

Vendor's Contact Name

Vendor's Contact Email   Enter a valid email address.

Vendor's Contact Phone

Purpose

Continue

STEP 3: Complete your contact info and meta data for resource

Digital Resource Request Form | Step 3

APPLICATION NAME   VENDOR CONTACT INFO   APPLICATION INFO

Company Name: Classroom Focused Software

Resource: 10 Frame Fill

Please fill out the following to the best of your ability. If you are unsure then, please leave the field blank.

Your Name

Your Email   Enter a valid email address

Principal/Dean

Paid By

Cost

Grades *Check all that apply*

| ☐ K | ☐ 1 | ☐ 2 | ☐ 3 |
| ☐ 4 | ☐ 5 | ☐ 6 | ☐ 7 |

Content Area *Check all that apply*

☐ English Language Arts	☐ Health
☐ Educational Technology	☐ Library Media
☐ Math	☐ Science
☐ Physical Education	☐ Visual Performing Arts
☐ Social Science	☐ Other
☐ World Language	☐ Computer Science
☐ Career Technical Education	☐ SPED

Requires Media Release?   Yes ☐

What skills, content, or standards is it associated with?

How do you envision the students using the resource?

Notes

Save Info

- **Bulk email tool:**
    - If you wanted to send a message to all your District Admins, you can do so here. Just select your target audience from the drop-down menu and complete your email subject and message text in the relevant boxes. Then click 'Send email'.

- **Bulk Import Template**
    - Not widely used. Please contact us should you wish to find out more information.

- **SDPC APIs**
    - The SDPC API is designed to be a machine-readable version of public information already available to 'Premium' Members through the SDPC Resource Registry. This API is useful for data analysis, maintaining snapshots in time, and more. Leveraging the same technologies as the Registry, this API will provide instant access to the data without having to perform manual searches.
    - If you would like to use this functionality you will need to become a 'Premium' member of the A4L Community

	To find out more about joining the A4L Community and becoming a 'Premium' member, please go to: https://home.a4l.org/join-the-community/

ACCOUNT MANAGEMENT:

- **Change Password**
    - o This is where you can change your own account password.

- **Edit User Account Info**
    - o This is where you can edit your own personal account information. Please ensure this information is up-to-date and accurate at all times.

- **Edit District Account Information**
    - o This is where you can edit your District information. Please ensure this information is up-to-date and accurate at all times.

- **Manage District Users**
    - o This screen shows every user within your District.
    - o You can edit contact information for each User.
    - o There are two items for each User:
        - ▪ Manage Roles: This identifies what the user has access to, whether the user is the District Main or a District (Additional User)
        - ▪ Association: This identifies which District the User is associated with.

! There should only ever be ONE District Main, all other users within that district should be identified as District (Additional User). They have the same rights, but the 'District Main' contact is the one who's information will be used on the Auto Exhibit E Creator.

- o Once there is a District Admin set-up for a District, they can add additional users themselves. Additional users need to contact the District Admin to request an account.

? **COMMON QUESTION:** Why is the signer information blank/not pulling all my information when I am using the Auto Exhibit E Creator?

ANSWER: Please check your Account information (Account Management > Edit User Account Info) and check that all fields are completed.

- **Manage Progress Workflow**
  - You can also manage your Districts 'Progress Workflows'
    - *These are used when a 'New Request' is requested at the School District level.*

Create your custom progress workflow below.

ADD STEPS	
Progress Step Name	Step # (Order)
Email Message Sent to Requestor	Paragraph ∨ **B** *I* 🔗 ⋮☰ ☰ ⟨ ⟩ 🖼 " ⊞∨ ▶∨ ↶ ↷

Add

  - Update the workflow options and click 'Add' for each one.
    - Example: Step One – Contract sent; Step Two – With Legal Department; etc.
    - 'The 'Requester' is the person who initiated the request.

- **Add Additional District Account**
  - Add additional Districts users here.

> ! There should only ever be ONE District Main, all other users within that district should be identified as District (Additional User). They have the same rights, but the 'District Main' contact is the one who's information will be used on the Auto Exhibit E Creator.

HELP:

- **Contact Support:**
    - o This is where you will find contact information for ALL Alliance Admins.

- **FAQs:**
    - o A few frequently asked questions/answers. You can also find additional knowledgebase articles from the Support Portal: https://a4l.freshdesk.com/support/solutions. If you still have questions, please submit a support ticket: https://a4l.freshdesk.com/support/home

- **User Trainings**
    - o Here is where we have many of our PDF training guides and videos available for all Users to access.

- **Registry Resources**
    - o Links to the SDPC website resources page: https://privacy.a4l.org/resources/

- **Registry Enhancements**
    - o Links to the SDPC website Enhancements page where you can view enhancements in the development pipeline and submit your suggestions/ideas.