Instructional Technology

Department of Instructional Technology

Professional Development Database

To logon:

1) Go to: http://insttech.browardschools.com/fmi/iwp/res/iwp_home.html

2) On the **Instant Web Publishing** screen click on **ITInservice**

Instant Web Publishing

ITInservice

3) On the **Open Database** screen type the user name and the password for the database and click **Login**

Open database "zDITInservice" with:

○ Guest Account
● Account Name and Password
Account Name: participant
Password: participant

Login Cancel

Database Username and Password

User Name: participant

Password: participant

4) To access your records, on the **Welcome** screen type your account name and your password

Welcome to the Department of Instructional Technology
Professional Development Database

Your PIN starting with 0
(example: 00011111)

Account Name
00010101

Birthday mmddyyyy
(example: 01121975)

Password
10101991

* Click Login   Login

* DO NOT use Return key.
Please click on Login botton

Your Account Name is:
Your PIN starting with 0's

Your password is:
Your Birthday mmddyyyy

5) Click **Login**

To register for a class or event:

1) Click on the **New Class** button **(First time users have to choose this options)**

To register for a new class click on *New Class*   To view already existing records click on *My Classes*

[New Class]   [My Classes]

2) Type your course ID, select "Yes" or "No" for Inservice Points, and click Confirm Registration

6/10/2009
Wednesday

Personnel Number	00010101
First Name	TEACHER
Last Name	BROWARD
Work Location Nomber	9777
WorkLocation	CUSTOMER STAFF DEV SVC
email	BROWARD.TEACHER@BROWARDSCHOOl
Course ID	* Required Field. Ask your instructor for the Course ID
Course	
Course Name	
Course Type	
Points	
Inservice Points	○ Yes ○ No

[Confirm Registration]

If you typed all of your information correctly, you will see a screen similar to the one below

Instructional Technology

Hi **TEACHER !** You have **1** record(s) in our database.

BEEP Digital Curriculum Highway 4pt.
6/10/2009
Wednesday

Instructor

Personnel Number	00010101
First Name	TEACHER
Last Name	BROWARD
Work Location Nomber	9777
WorkLocation	CUSTOMER STAFF DEV SVC
email	BROWARD.TEACHER@BROWARDSCHOOLS.(
Course ID	00000003
Course	39204596
Course Name	BEEP Digital Curriculum Highway
Course Type	10457736
Points	4
Inservice Points	⊙ Yes ○ No

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Training Materials

[Next Record]
[Previous Record]
[Find Record]
[Perform Find]
[Show All Records]
[Main Menu]
[New Record]
[IT Class Schedule]
[Location Details]
[Logout]

[Please complete Quia survey]

Upload your follow-up

(Upload file)

To enable Java: (Mac)

1) Click on **Show Certificate**
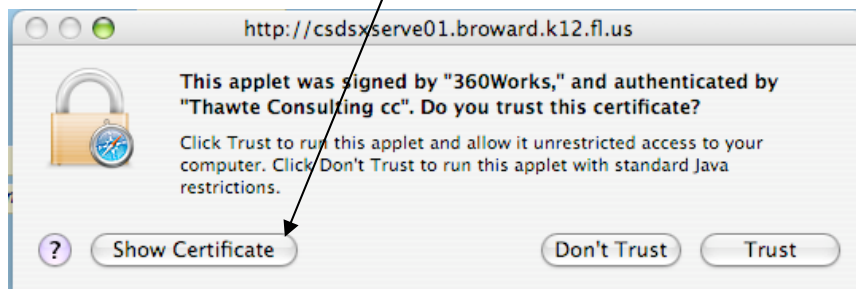
2) Verify that **360Works** in highlighted   3) Check **Always trust these certificates** and click **Trust**
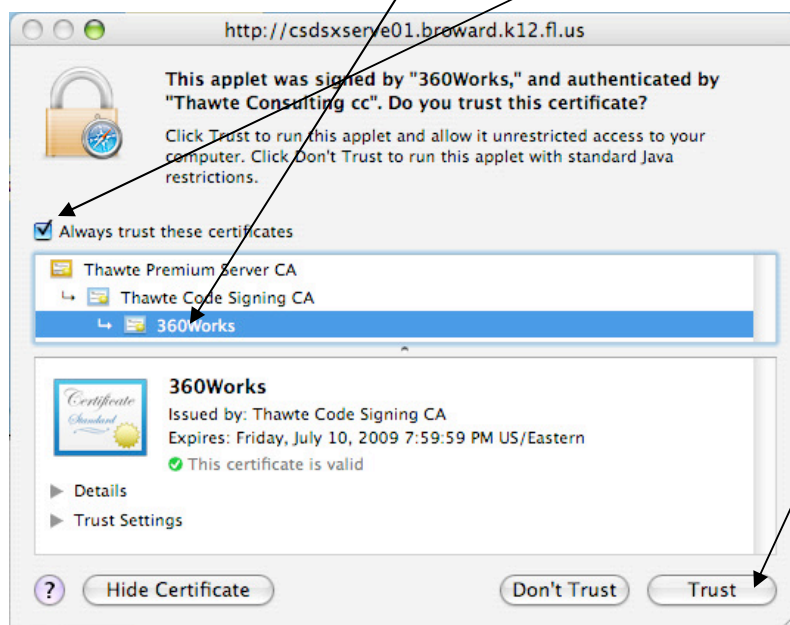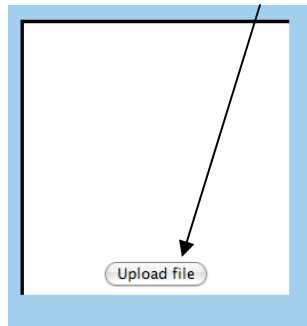

Windows (PC)

1) Verify that **Always trust content from this publisher is selected** and click **Run**
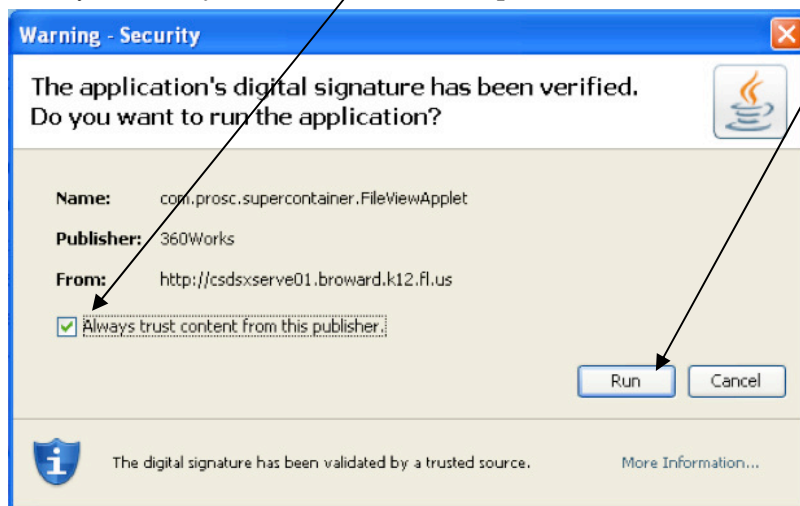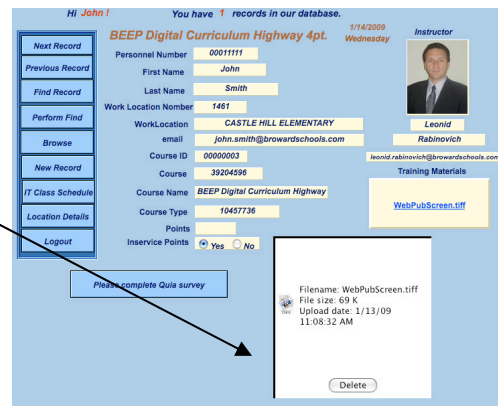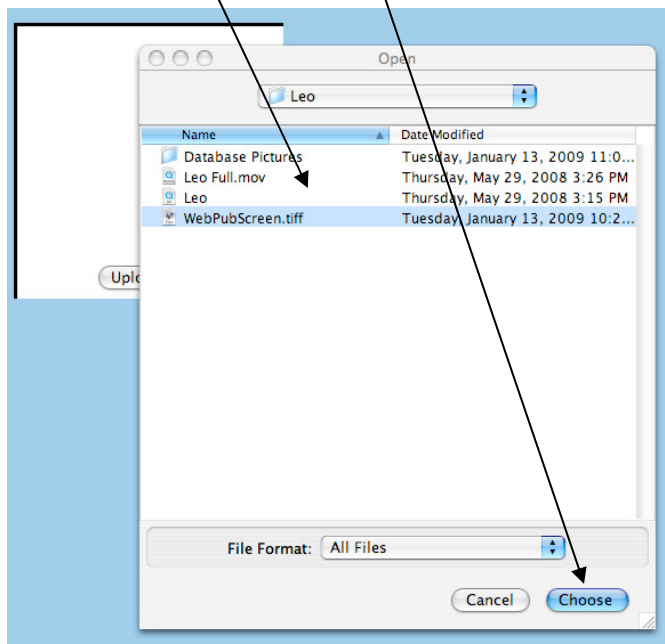
To upload follow-up for the class:
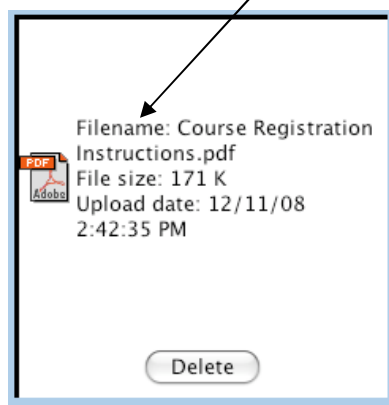
1) Click on **Upload file** button:

Upload file

Upload box

BEEP Digital Curriculum Highway 4pt.   1/14/2009 Wednesday   Instructor

Next Record
Previous Record
Find Record
Perform Find
Browse
New Record
IT Class Schedule
Location Details
Logout

Personnel Number   00011111
First Name   John
Last Name   Smith
Work Location Number   1461
WorkLocation   CASTLE HILL ELEMENTARY
email   john.smith@browardschools.com
Course ID   00000003
Course   39204596
Course Name   BEEP Digital Curriculum Highway
Course Type   10457736
Points
Inservice Points   ⦿ Yes   ○ No

Leonid Rabinovich
leonid.rabinovich@browardschools.com
Training Materials
WebPubScreen.tiff

Please complete Quia survey

Filename: WebPubScreen.tiff
File size: 69 K
Upload date: 1/13/09
11:08:32 AM

Delete

2) Select your file and click **Choose**

Open

Leo

Name	Date Modified
Database Pictures	Tuesday, January 13, 2009 11:0...
Leo Full.mov	Thursday, May 29, 2008 3:26 PM
Leo	Thursday, May 29, 2008 3:15 PM
WebPubScreen.tiff	Tuesday, January 13, 2009 10:2...

File Format: All Files

Cancel   Choose

3) Verify that the file has been uploaded.

Filename: Course Registration
Instructions.pdf
File size: 171 K
Upload date: 12/11/08
2:42:35 PM

Delete

Note: If the file is not showing in the **Upload box, Reload** page**.**