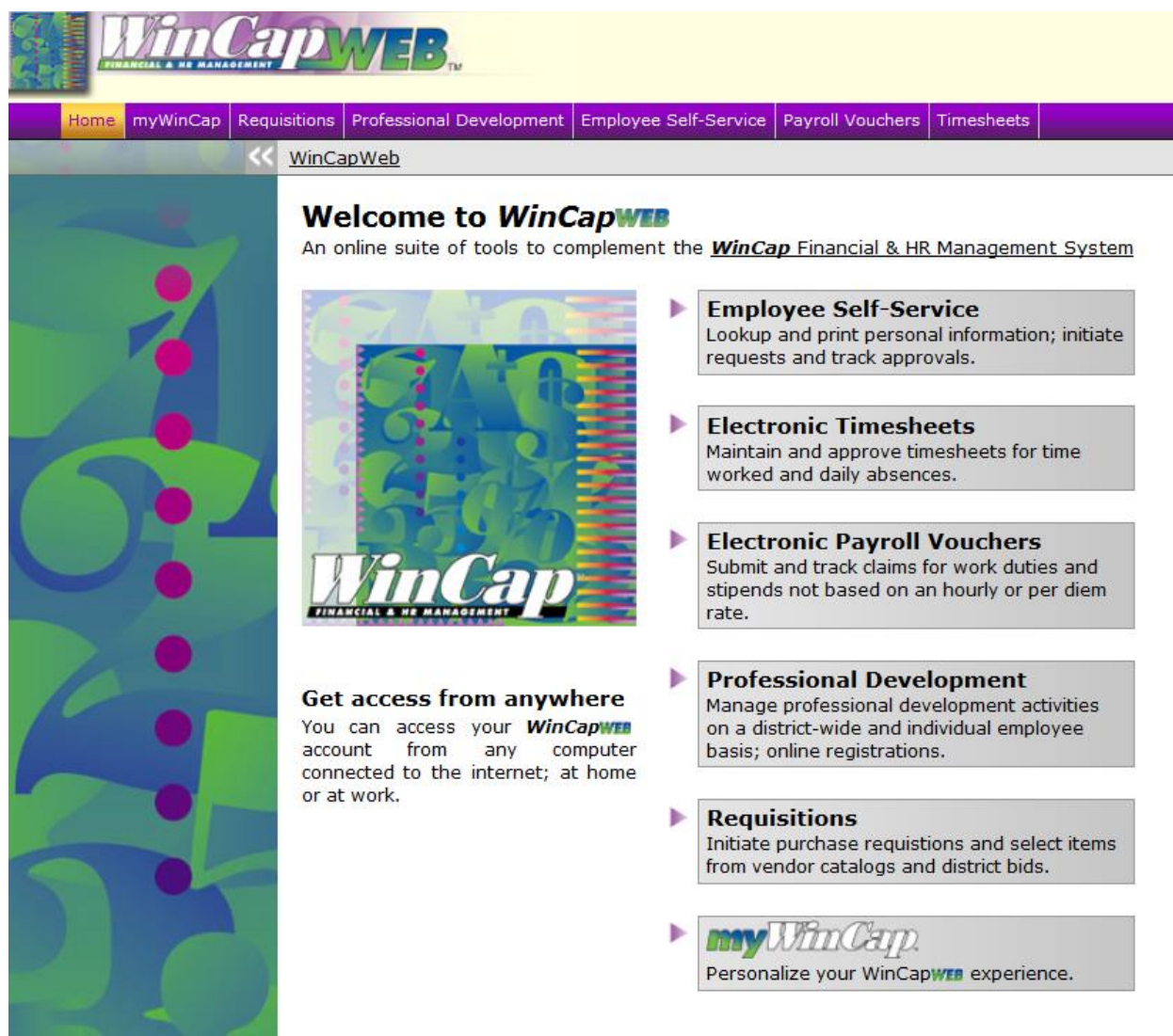


Professional Development User Guide

with WinCapWeb.




WinCapWEB
FINANCIAL & HR MANAGEMENT

Home myWinCap Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets

<< WinCapWeb

Welcome to **WinCapWEB**

An online suite of tools to complement the **WinCap** Financial & HR Management System



Get access from anywhere
You can access your **WinCapWEB** account from any computer connected to the internet; at home or at work.

- ▶ **Employee Self-Service**
Lookup and print personal information; initiate requests and track approvals.
- ▶ **Electronic Timesheets**
Maintain and approve timesheets for time worked and daily absences.
- ▶ **Electronic Payroll Vouchers**
Submit and track claims for work duties and stipends not based on an hourly or per diem rate.
- ▶ **Professional Development**
Manage professional development activities on a district-wide and individual employee basis; online registrations.
- ▶ **Requisitions**
Initiate purchase requisitions and select items from vendor catalogs and district bids.
- ▶ **myWinCap**
Personalize your WinCapWEB experience.

Christine Starks
Building/Program Administrator
W.T. Hoag Educational Center

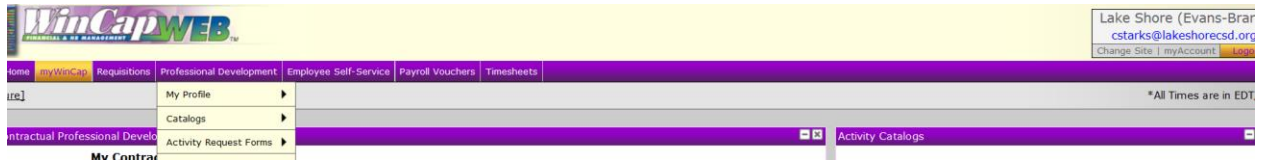
As of the 2016-2017 School Year records for Professional Development will now be found within WinCapWeb. This guide will help you navigate this feature.

First! Log In. Use the **Forgot Password** button if you need help. Every Lake Shore LSCTA member has a WinCapWeb account using their email address as the Username.

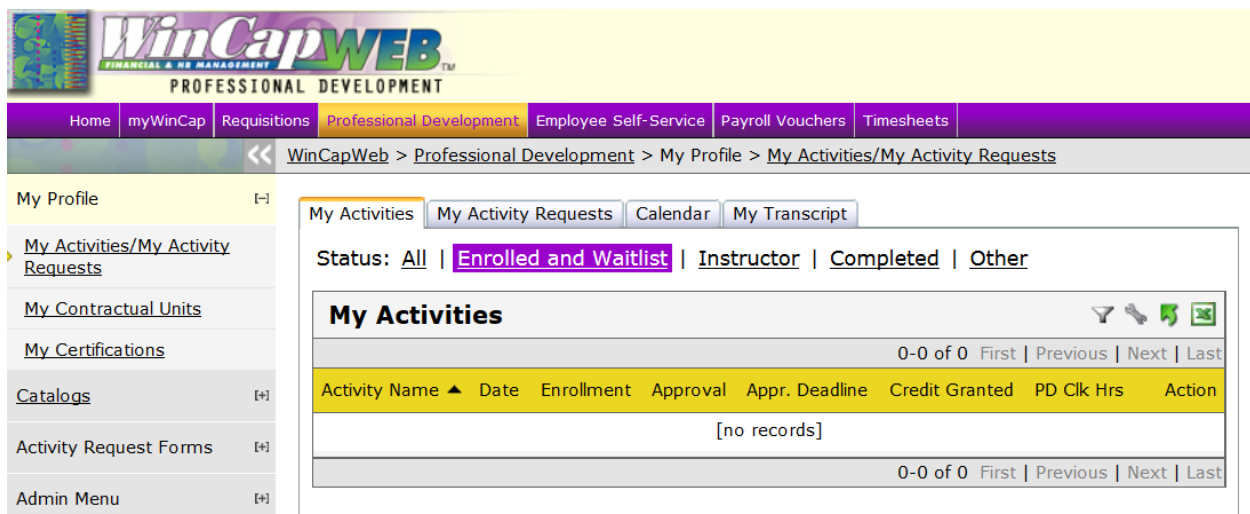
This is what you will see once you are logged in. Notice the top-right corner; it should say **Lake Shore (Evans-Brant)**. If it does not, click the **Change Site** button and choose **Lake Shore (Evans-Brant)**.

Lake Shore Central School

There is a drop down menu for the *Professional Development Tab*, just like the others you already had access to.



Under My Profile you will see your planned activities, requests, a calendar view and your history in transcript format.



The catalog can be viewed as a list and sorted by name or date. It is easy to enroll! Just click on the **ENROLL** button and follow the prompts. You can also view it as a calendar and easily link to the enrollment page.

WinCapWeb > Professional Development > Catalogs > 2016-2017 PD Catalog

My Profile | Catalogs | 2016-2017 PD Catalog | Activity Request Forms | Admin Menu

Quick Help
 Display Settings
 Reset Display Settings
 Export to Excel

Activity Catalog | Calendar

Provider: (all)

Activities: All | **Upcoming/Ongoing Activities** | Past Activities

2016-2017 PD Catalog

1-25 of 27 [First](#) [Previous](#) [Next](#) [Last](#)

Activity Name	First Class Date	Seats	Instructor(s)	First Meeting Time Loc.	Action
Using Number Talks	07/26/2016 12:15 PM	0 (20)	Kerry Buell	Classroom 119 (WT Hoag Educational Center)	ENROLL
Using Number Talks	07/28/2016 09:00 AM	0 (20)	Kerry Buell	Classroom 119 (WT Hoag Educational Center)	ENROLL
Using Number Talks	07/28/2016 09:00 AM	0 (20)	Kerry Buell	Classroom 119 (WT Hoag Educational Center)	ENROLL
Preparing and Reviewing IEP's 2016/2017	08/08/2016 02:45 PM	11 (25)	DARLENE ZWAWA	Media Center (Lake Shore Middle School)	ENROLL
Ga Ga for Google	08/10/2016 08:30 AM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	ENROLL
Ga Ga for Google	08/17/2016 08:30 AM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	ENROLL
Preparing and Reviewing IEP's 2016/2017	08/24/2016 09:00 AM	3 (25)	MICHAEL BRUNKERHOFF	Classroom 102 (Lake Shore Senior High School)	ENROLL
Using XML Data in the Classroom	08/25/2016 09:00 AM	5 (25)	JENNIFER PHILAROM	Classroom 114 (Highland Elementary School)	ENROLL
Niagara Frontier Council for the Social Studies Conference 2016	08/30/2016 04:00 PM	0 (-)			ENROLL
Elementary Math Module Meetings	09/14/2016 03:45 PM	5 (25)	JENNIFER PHILAROM	Classroom 114 (Highland Elementary School)	ENROLL
Assistive Listening Devices and Systems in the Classroom	09/20/2016 03:45 PM	3 (25)	Katherine Pogorzelski	Library (JT Waugh Elementary)	ENROLL
Ga Ga for Google	10/12/2016 03:30 PM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	ENROLL
Using Picture Books Across the Curriculum	10/17/2016 03:50 PM	1 (25)	Susan Walterich	Library (Highland Elementary School)	ENROLL
Sign Language: Signs for the Classroom and Therapy Setting	10/18/2016 03:45 PM	1 (25)	Katherine Pogorzelski	Media Center (Lake Shore Middle School)	ENROLL
Ga Ga for Google	10/19/2016 03:30 PM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	ENROLL
Elementary Math Module Meetings	10/19/2016 03:45 PM	4 (25)	JENNIFER PHILAROM	Classroom 114 (Highland Elementary School)	ENROLL
Overview of the Wechsler Individual Achievement Test III	10/19/2016 03:45 PM	0 (25)	DOLORES ARMBRUST		ENROLL

Catalogs | 2016-2017 PD Catalog | Activity Request Forms | Admin Menu

Enroll in an Activity

You are not yet enrolled in this activity
 Please review the information provided on this form and select enroll

Title:
 Using Number Talks

Description: [show more...](#)

Notes: [show more...](#)
 Using Math Reviews to help ALL Students Succeed in Math

Activity Detail

Activity Type: Using Number Talks
 Activity Catalog: 2016-2017 PD Catalog
 Activity Number: UNT0002.0006
 Professional Development Clock Hours: 3.0000
 Certification Maintenance: Yes
 Provider: Lake Shore (Evans Brant)

Enrollment:

Instructor(s): Kerry Buell
 Minimum Enrollment: 5
 Maximum Enrollment: 20
 Cost/Fees:

Reason for Attending:

Meeting Time Selections

Group	Selection
	[no records]

If you would like to be Pre Approved to attend something that Lake Shore is not offering; complete the form online. It is under the [Activity Request Forms](#) menu. Simply fill in the text boxes and follow the prompts. You will receive an email when it is approved. As in the past, send proof of attendance to Christine Starks at W.T. Hoag, for credit to be granted.

The screenshot shows the W.T. Hoag Professional Development website. The top navigation bar includes links for Home, myWTHoag, Registration, Professional Development, Employee Self-Service, Personal Vouchers, and Timesheets. The breadcrumb trail indicates the path: WTHoagWeb > Professional Development > Activity Request Forms > Pre-Approval Request Form.

On the left sidebar, there are links for My Profile, Catalogs, Activity Request Forms, Pre-Approval Request Form (highlighted), and Admin Menu.

The main content area is titled "Pre-Approval Request Form" and includes a "Hide/Show Description" link. The text states: "Section 5.6.3.1 of the current Board of Education – L.S.C.T.A. agreement states: 'Programs to meet these requirements will be scheduled by the District after school on Saturdays and during the summer recess.' Further, the section states: 'Any hours which a teacher wishes to complete in a program not offered by the District must be approved by the administration in writing before the work is begun. The District's Professional Development Plan Committee may review and make advisory recommendations about in-service offerings by the District. It also may review and make advisory recommendations to the District on teachers' requests for approval of programs offered outside the District.'"

Below this text, another section states: "Section 5.6.3 states: 'Teachers shall be required to participate in fourteen (14) hours of approved professional development aligned with District standards and assessments and student needs, and articulated within and across grade levels. Such professional development shall be outside of the teacher work day and work year and shall be for the purpose of improving student performance/meeting student needs.'"

The "Activity Detail" section contains the following fields:

- Activity Name:
- Description:
- URL for description:
- Provider:
- Location Details:

As always, if you have questions, please call ext. 2480. We are happy to help!!