

LIBRARY OF CONGRESS
TEACHING WITH
P R M A R Y
S O U R C E S

**TPS Reporting Tool
User Help Guide**

December 2009

TPS Reporting Tool – User Help Guide

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SECTION 1. EVENTS

NAME/TITLE OF EVENT

1.1 NAME/TITLE OF EVENT

Type the name or title of the professional development (PD) event

Example: An Introduction to the Library of Congress

TYPE OF EVENT

1.2 TYPE OF EVENT

Select only one of the following types based on the PD event’s defining characteristics:

Type of PD Event	Defining Characteristics*
Presentation	<ul style="list-style-type: none"> • Typically 15-90 minutes in length; stand-alone session • Presenter-driven rather than activity-based • Level I content with few exceptions
Single-session workshop (stand-alone)	<ul style="list-style-type: none"> • 2-8 hours in length; stand-alone session • Interactive, facilitated engagement • Level I content
Multi-session workshop (series)	<ul style="list-style-type: none"> • 2 or more sessions offered together as a series • Each session builds on content; <u>not</u> stand-alone sessions • Same participants intended for all sessions • Interactive, facilitated engagement • Level I or II content but <u>not</u> the complete level
Institute	<ul style="list-style-type: none"> • Same as above except participants complete an <u>entire</u> TPS level’s curriculum/framework (Level I or II)
Academic course	<ul style="list-style-type: none"> • A TPS-focused class (undergraduate or graduate level) offered for academic credit by an accredited college or university as part of a regular academic schedule • Level I or II content
Coaching	<ul style="list-style-type: none"> • Planned one-on-one or small group interaction focusing on Level I or II content • <u>Not</u> included as a session of another PD event

**Location, delivery method, schedule, and audience are not defining characteristics of a PD event*

Note: Do not include focus groups or other events held primarily to inform program planning, marketing, etc. in this report

EVENTS (CONT'D)

TPS CONTENT

1.3 TPS LEVEL OF CONTENT

Select only one of the following levels based on the PD event's content:

TPS Level of Content	Description
Level I	<ul style="list-style-type: none">Refer to the Level I Curriculum Goals (see Section 1.4)
Level II	<ul style="list-style-type: none">Refer to the Level II Framework available on the TPS Members Site under Program Content: http://www.loc.gov/teachers/tps/members/program/leveltwo.html
Level III (Ambassador)	<ul style="list-style-type: none">Level III course in development

1.4 LEVEL I CURRICULUM GOAL/S (IF APPLICABLE)

Applicable only to Level I events:

Select one or more of the following goals to specify the content covered during the PD event, and **click on** the "Add Goals" button to add each goal:

Level I Goal	Description
Goal 1	Understanding primary sources
Goal 2	Analyzing primary sources
Goal 3	Teaching with primary sources
Goal 4	Exploring primary sources and teaching materials from www.loc.gov
Goal 5	Understanding legal and ethical use of digital resources
Goal 6	Understanding the inquiry process
Goal 7	Creating inquiry activities with primary sources

EVENTS (CONT'D)

LOGISTICS

1.5 START/END DATES OF EVENT

START DATE

- **Select only one** date from the calendar provided to specify the first session of the PD event

END DATE

- **Select only one** date from the calendar provided to specify the last session of the PD event

Note: For a single-session PD event, the start date and end date must be the same date

Note: For a multi-session PD event, report all sessions as a single event and only in the quarter in which the final session falls

Example: All sessions of an academic course meeting weekly from 01/05-05/11/09 would be reported as a single PD event and only in the FY09 Q3 report because its end date, 05/11/09, falls within the third quarter (4/01-6/30/09).

1.6 TOTAL # OF SESSIONS

Type the total number of sessions for the PD event

1.7 DELIVERY METHOD

Select only one of the following based on the PD event's delivery method:

- Face-to-face (f2f)
- Online
- Blended (f2f and online)

1.8 DELIVERY LOCATION (CITY, STATE)

Type the name of the city in which the PD event took place

Select only one state from the list provided to specify the city's location

Note: For online PD events, use the city and state in which your local TPS program is located

EVENTS (CONT'D)

PARTICIPATION

1.9 PRIMARY AUDIENCE

Select only one of the following that best describes the largest segment of the PD event's participants:

Audience
Classroom teachers
Librarians, technology coordinators, and/or media specialists
Enrichment or resource teachers (e.g., Title I, gifted ed., reading specialists)
Other professional staff (e.g., staff developer, instructional coach, curriculum coordinator)
Administrators
Teacher candidates/student teachers
School of Education faculty
Other (specify in notes)

1.10 SECONDARY AUDIENCE

Select only one of the following that best describes the second largest segment of the PD event's participants:

Audience
Classroom teachers
Librarians, technology coordinators, and/or media specialists
Enrichment or resource teachers (e.g., Title I, gifted ed., reading specialists)
Other professional staff (e.g., staff developer, instructional coach, curriculum coordinator)
Administrators
Teacher candidates/student teachers
School of Education faculty
Other (specify in notes)
Not applicable

EVENTS (CONT'D)

1.11 TOTAL # OF PARTICIPANTS UNIQUE TO EVENT

Type the total number of participants, counting each participant only once regardless of the number of sessions attended

1.12 OF THESE, TOTAL # OF PARTICIPANTS NEW TO TPS

Type the total # of event participants new to TPS, counting each participant only once regardless of the number of sessions attended

Note: If unknown (e.g., presentation delivered at a conference), report all participants as new to TPS

1.13 ESTIMATED TOTAL # OF CONTACT HOURS PER PARTICIPANT

Type the estimated total number of hours that a participant of the PD event engaged in direct contact with TPS staff (whether face-to-face or online)

CONGRESSIONAL DISTRICT/S

1.14 CONGRESSIONAL DISTRICT/S SERVED

Select one or more Congressional Districts using the state and district lists provided, and **click on** the "Add District" button to add each district.

Guidelines for identifying Congressional Districts served:

- Report the event participants' work/school locations, not their residences
- Report the event location's Congressional District if participants' districts are unknown (e.g., conference attendees)
- Look up Congressional Districts by using zip codes, including their 4-digit extensions, at www.house.gov
- Find zip codes, including their 4-digit extensions, using the United States Postal Service zip code lookup at <http://zip4.usps.com/>

EVENTS (CONT'D)

HOST ORGANIZATION (IF APPLICABLE)

1.15 HOST ORGANIZATION (IF APPLICABLE)

Type the name of the organization that hosted the PD event, if applicable

Host organization - invites and/or arranges the logistics for TPS to deliver an off-site PD event

*Example #1: International Society for Technology Integration (ISTE)'s
National Educational Computing Conference (NECC)*

Example #2: Bethlehem Center, PA School District

COLLABORATOR/S (IF APPLICABLE)

1.16 NAME OF COLLABORATOR/S (IF APPLICABLE)

Type the name/s of collaborating organization/s (up to 5) that contributed expertise and/or resources to develop and/or deliver the PD event, if applicable.

Example: Abraham Lincoln Presidential Library and Museum

EVENTS (CONT'D)

1.17 TYPE OF COLLABORATOR (IF APPLICABLE)

For each collaborating organization listed (up to 5), **select only one** of the following types that best describes it:

Type of Collaborator	Description
Advocacy organization	<ul style="list-style-type: none"> Organization that supports a cause, idea or policy <i>Example: Sierra Club</i>
College/university (non-TPS)	<ul style="list-style-type: none"> Institution of higher learning not in the TPS Consortium <i>Example: University of Virginia</i> OR an independent, non-TPS affiliated department/area of a college/university belonging to the TPS Consortium <i>Example: SIU-Edwardsville Department of History</i>
Cultural institution	<ul style="list-style-type: none"> Institution of importance or value to a community <i>Examples: Donora Smog Museum</i>
For-profit organization	<ul style="list-style-type: none"> Organization that profits from its products or services <i>Example: Google</i>
Government agency/institution	<ul style="list-style-type: none"> Federal, state or local government agency or institution <i>Example: Colorado State Department of Education</i>
Library (Public or Private)	<ul style="list-style-type: none"> Any public or private library except the Library of Congress <i>Example: Newberry Library</i>
Library of Congress (non-TPS entity)	<ul style="list-style-type: none"> Any Library of Congress entity except the TPS program <i>Example: Veterans History Project</i>
Professional association/organization	<ul style="list-style-type: none"> Association or organization serving a given profession <i>Example: American Library Association (ALA)</i>
School/district	<ul style="list-style-type: none"> K-12 school or school district, whether public or private <i>Example: Chicago Public Schools</i>
TPS Consortium Member	<ul style="list-style-type: none"> Any member belonging to the Library of Congress TPS Consortium: http://www.loc.gov/teachers/tps/consortium/
Other (specify in notes)	<ul style="list-style-type: none"> A collaborator not described by any of the types above

1.18 COLLABORATIVE RELATIONSHIP (IF APPLICABLE)

Select “yes” or “no” in response to the following question for each collaborator listed (up to 5):

- Do you have plans to collaborate on any specific projects with this organization in the future?

EVENTS (CONT'D)

ADDITIONAL INFORMATION (OPTIONAL)

1.19 ADDITIONAL INFORMATION (OPTIONAL)

Attach any files of important information about the PD event (e.g., .doc file of syllabus, .ppt file of presentation slides). Types of files that can be attached have the following file extensions:

.txt, .doc, .pdf, .xls, .ppt, .gif, .jpg, .jpeg, .png

NOTES (OPTIONAL)

1.20 NOTES (OPTIONAL)

Type brief notes about any important additional PD event details.

Note: Adding notes is required if you selected any response ending with the phrase, "(specify in notes)."

SECTION 2. PRODUCTS*

*Report only products created by TPS staff (not participants) with or without assistance from collaborating organizations

PRODUCT DETAILS

2.1 NAME/TITLE OF PRODUCT

Type the name or title of the product

Example: Female Spies of the Union Primary Source Set

2.2 PRODUCT CATEGORY

Select only one of the following categories that best describes the product's primary purpose:

Product Category	Description
Academic/professional publications	<ul style="list-style-type: none">• TPS-related research or writing published in academic/professional publications <i>Example: published article</i>
K-12 student activities/materials	<ul style="list-style-type: none">• Activities/materials for K-12 student use in the classroom or independently <i>Example: online interactive</i>
K-12 educator materials/resources	<ul style="list-style-type: none">• Materials/resources for K-12 educator use in planning and/or delivering instruction <i>Example: primary source set</i>
Marketing/PR materials	<ul style="list-style-type: none">• Materials for promoting the TPS program and/or its offerings <i>Example: brochure</i>
PD materials/resources	<ul style="list-style-type: none">• Materials/resources for delivering PD content <i>Example: film of model lesson</i>
Other (specify in notes)	<ul style="list-style-type: none">• Any product that does not fit any of the categories above

2.3 BRIEF DESCRIPTION

Type a brief description of the product

Example: A collection of primary sources about women who spied for the Union during the Civil War, available online and via flash drives distributed at content-related PD events.

PRODUCTS (CONT'D)

2.4 PRIMARY DELIVERY METHOD

Select only one of the following based on the product's primary delivery method:

Delivery Method	Description
Print	<ul style="list-style-type: none">• Accessed primarily as a print publication, such as a brochure or poster
Online	<ul style="list-style-type: none">• Accessed primarily via a Web site, such as a podcast or a newsletter in html format
Other electronic media	<ul style="list-style-type: none">• Accessed primarily via a flash drive, CD-ROM, DVD or other device

2.5 SCOPE

Select only one of the following based on the product's scope (i.e., coverage area):

- School and/or district level
- State level
- National level

USAGE

2.6 ESTIMATED REACH

Type the estimated total # of users who have accessed the product to date

PRODUCTS (CONT'D)

2.7 PRIMARY AUDIENCE

Select only one of the following that best describes the largest segment of the product's users:

Audience
Classroom teachers
Librarians, technology coordinators, and/or media specialists
Enrichment or resource teachers (e.g., Title I, gifted ed., reading specialists)
Other professional staff (e.g., staff developer, instructional coach, curriculum coordinator)
Administrators
Teacher candidates/student teachers
School of Education faculty
Other (specify in notes)

2.8 SECONDARY AUDIENCE

Select only one of the following that best describes the second largest segment of the event's participants:

Audience
Classroom teachers
Librarians, technology coordinators, and/or media specialists
Enrichment or resource teachers (e.g., Title I, gifted ed., reading specialists)
Other professional staff (e.g., staff developer, instructional coach, curriculum coordinator)
Administrators
Teacher candidates/student teachers
School of Education faculty
Other (specify in notes)
Not applicable

PRODUCTS (CONT'D)

COLLABORATOR/S (IF APPLICABLE)

2.9 COLLABORATOR/S (IF APPLICABLE)

Type the name/s of collaborating organization/s (up to 5) that contributed to the product's development and/or dissemination, if applicable.

Example: Chicago History Museum

2.10 TYPE OF COLLABORATOR (IF APPLICABLE)

For each collaborating organization listed (up to 5), **select only one** of the following types that best describes it:

Type of Collaborator	Description
Advocacy organization	<ul style="list-style-type: none"> Organization that supports a cause, idea or policy <i>Example: Sierra Club</i>
College/university (non-TPS)	<ul style="list-style-type: none"> Institution of higher learning not in the TPS Consortium <i>Example: University of Virginia</i> OR an independent, non-TPS affiliated department/area of a college/university belonging to the TPS Consortium <i>Example: SIU-Edwardsville Department of History</i>
Cultural institution	<ul style="list-style-type: none"> Institution of importance or value to a community <i>Examples: Donora Smog Museum</i>
For-profit organization	<ul style="list-style-type: none"> Organization that profits from its products or services <i>Example: Google</i>
Government agency/institution	<ul style="list-style-type: none"> Federal, state or local government agency or institution <i>Example: Colorado State Department of Education</i>
Library (Public or Private)	<ul style="list-style-type: none"> Any public or private library except the Library of Congress <i>Example: Newberry Library</i>
Library of Congress (non-TPS entity)	<ul style="list-style-type: none"> Any Library of Congress entity except the TPS program <i>Example: Veterans History Project</i>
Professional association/organization	<ul style="list-style-type: none"> Association or organization serving a given profession <i>Example: American Library Association (ALA)</i>
School/district	<ul style="list-style-type: none"> K-12 school or school district, whether public or private <i>Example: Chicago Public Schools</i>
TPS Consortium Member	<ul style="list-style-type: none"> Any member belonging to the Library of Congress TPS Consortium: http://www.loc.gov/teachers/tps/consortium/
Other (specify in notes)	<ul style="list-style-type: none"> A collaborator not described by any of the types above

PRODUCTS (CONT'D)

2.11 COLLABORATIVE RELATIONSHIP (IF APPLICABLE)

Select “yes” or “no” in response to the following question for each collaborator listed (up to 5):

- Do you have plans to collaborate on any specific projects with this organization in the future?

ATTACH PRODUCT (IF AVAILABLE)

2.12 PRODUCT ATTACHMENT (IF AVAILABLE)

Attach the product if it is available in an electronic file format (e.g., .pdf file of newsletter issue, .jpg file of brochure). Types of files that can be attached have the following file extensions:

.txt, .doc, .pdf, .xls, .ppt, .gif, .jpg, .jpeg, .png