

RML User Guide

Professional Development Tracking System

Archdiocese of Miami

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# What is Register Me Live (RML)?

Register Me Live (RML) is a web-based course management system for K-12 schools and districts. Archdiocese of Miami (ADOM) uses is to store and track professional development courses and in-service points for its teachers. It can also be used to send out meeting invites and for certification coordinators to manage teachers’ professional development courses.

Each teacher’s (user’s) account provides their Total Points and a breakdown of Reading Points, ESE (SWD) Points, and Leadership Points. It is an easy way for teachers to track their points for renewal. The website is [www.registermelive.com](http://www.registermelive.com)

# Access to RML

For a teacher/administrator to have an account created in RML, the school must send a request to Office of Catholic Schools (OCS) with the individual’s information. The form to submit the request is located here [Certification Requests (office.com)](https://forms.office.com/pages/responsepage.aspx?id=_ghSvRpkzUqpNquo6Edlh09TMCbwnBFCrkd_gL4ePjlUREk4QjNGVDVQQUs1S0w4TklKNEpPWlhWQy4u) . Generally, only individuals who need their in-service points for renewal register as a user on RML, however, all teachers may be registered through the system.

Once a user is established in the system, an automated welcome email is sent to the user so they can create a password and log in.

# User Roles

Anyone registered in the system is considered a user. A user can be placed under one or more roles. Each role has their own respective permissions. Below are the roles and their permissions:

|  |  |
| --- | --- |
| Role | Permissions |
| Admin | Same permissions as a Site Admin, Trainer, and User plus:  Access to all districts’ classes, class roll, meetings, transcripts, ability to log in as a user, view list of components, create/manage sites, |
| Site Admin | Same permissions as a Trainer and User plus:  View teachers’ transcripts, Approve out of district courses, Approve evaluations to award teachers in-service points, Schedule/Open/Close Classes, Create and invite users to Meetings, Generate Reports, View Class registrations |
| Role | Permissions |
| Trainer | Same permissions as a User plus:  Update their own certification date.  Admin access to Classes & Meetings and Reports. |
| User | View/search classes they are enrolled in.  View/search meetings they are invited to.  View their calendar.  Create/manage calendar submissions (out of district courses) |

*Please note that word* ***user*** *and* ***teacher*** *are used interchangeably.*

ADOM assigns staff/faculty under the following roles:

* OCS Staff – Admin/Site Admin/Trainer/User
* Principals, Designated Certification Coordinators – Site Admin/Trainer/User
* Teachers – User

Schools who are designating a new Site Admin need to have their principal notify OCS by email at teacher.certification@theadom.org.

# Users Transferring to Another School

When a user transfers to another school within ADOM, the school attached to their account can be updated by submitting a request to OCS. This will allow the user to retain all their courses and accrued points under one account.

If a duplicate account is created, OCS can merge the accounts into one.

# RML Menu

|  |
| --- |
| **My Info** – Users are greeted by this page. It provides a summary of classes and in-service points.  **Classes and Meetings** – Provides a list of upcoming scheduled classes and meetings for district and site level professional development opportunities (these can also be viewed on the calendar (master or site level calendar). Classes are used for point (MIP) purposes.  **Calendar** – Provides users with a calendar that includes the meetings and classes they are enrolled in.  **Calendar Submission** – Allows users to submit out of district points to be approved.  **My Submissions** – Provides a list of out of district classes submitted for approval.  **Admin** – Only available for Admin, Site Admin, and Trainer roles. This is the section where Site Admins will be managing their school’s classes and teacher’s courses. |

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# My Info Page

Users are welcomed by the My Info Page upon logging in. It provides a summary of their account. Users are referred to teachers in this guide. Below is a screenshot of what the Info Page consists of.

1. **Credit Info**: Provides information on user’s total in-service points. Includes the Total number of points and breaks them down by In District and Out of District.
2. **Certification Date**: The start of validity period.
3. **Currently Enrolled**: Listing of open classes that the user is enrolled in. Provides information on the class as well as the opportunity to complete their evaluations.
4. **Waiting List**: A list of open classes that a user is on the waiting list for.
5. **Completed**: List of classes that a user has completed and received in-service points for. Transcripts are generated through here.

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# Classes, Sections, and Meetings

Classes and sections are created for events that award in-service points. Meetings, where attendees obtain in-service points, need to be created as a section within a class. Please note that “Meetings” in RML do not award points.

Each event under a class is called a section. You may have more than one section within a class. Look at the example below for Principal Meetings. There are multiple principal meetings throughout the school year. The class was titled Principal Meeting and the sections beneath it are the meetings (events/sections) that took place.

A list of all classes created under your school is located on the Classes page.

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This is what the Classes page looks like

1. Classes – Manage Classes on this tab
2. Filter to show Active and Inactive Classes
3. List of Classes
4. Button to create a new class
5. Buttons to manage Class details: Add a Section, Edit, Copy, Delete

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How to Create a Class and Section

1. Click on **Admin**
2. Click on **Classes and Meetings**
3. Click on **Classes**.

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Click on **New Class**.

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1. Enter the **Class Title**
   1. If you are going have several classes throughout the school year on the same topic, make the title general. When you reach the Section form, you can be more specific.
2. Provide a brief **description.**
3. Select a **label**, if applicable. It makes it easier to find classes or professional developments that are related to those topics/labels (Similar to #hashtags)
4. Click **Save** - you will then be directed to complete the Section information.

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### Enter the Section information

The section information is where you will enter the event’s details.

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1. **Class Title** - Cannot be changed here (you would need to delete class and redo the title and description if changes are needed)
2. **Notes** - Lets attendees know additional information about a class or PD. Names of out of district presenters should go here.
3. The **Evaluate** box automatically checks to ensure there is one posted for each class. If the class is online or invitation only, then click those boxes.

**Invitation Only** will allow you to choose only the individuals from the site that you would like to invite to the class.

1. **Evaluation** - Choose the *Archdiocese of Miami* evaluation template.
2. **Audience** - Who will be attending the class?
3. **Trainer** - This is the person who will be issuing the points for the class. (Trainers/presenters names can go in the “Notes” section if they are not on the list of trainers/contacts.)
   * + - Trainer’s email address is automatically populated when their name is selected.
4. **Max Participants** - Must have the maximum number of participants, otherwise attendees will not be able to sign up for class.
5. **Next** - Click next when finished setting up Main Info for class.

If you choose Invitation Only, you will be provided with the Invite Participants tab. Here, you can choose who you would like to invite by checking the box next to their name in the drop-down box.

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### Location

1. Enter the **site** location where the class will be held. The address will automatically populate.
2. Enter the **room** where the class will take place in.
3. Click **Next**.

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### Date Info

1. Enter the **date** of the class.
2. Enter the **start time** – once the class has started, no other attendees will be able to register for the class.
3. Enter the **end time**.
4. Only click **Add** if there are multiple meetings for the class being held on different days. For example: ESE Training Class worth 10 points and held on different days -2 hours per day (5 sessions).
5. Click **Next**.

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### Credit Info

1. Enter the number of **points** to be awarded upon completion of the class.
2. Enter the **component** name that will be used for the class.
3. Under **Data Elements**, select the choice under each drop-down that matches the class.
4. Click **Save** for the class to post.

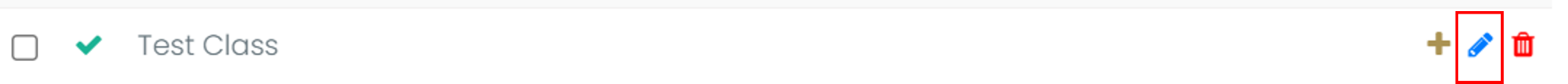
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### How to Copy a Section/Event

This function is good for replicating a section for recurring events throughout the year. When a section is copied, the Class’s name, Description, Labels, and Section ID cannot be changed/updated because the section belongs under that Class.

To copy a class, go to the list of classes, click on the edit icon next to the class. ­­



On the next page, click on the copy icon for the section you wish to copy.

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1. **Class, Class Description, Class Labels,** and **Section ID** cannot be changed on the Main Info tab.
2. All other information can be changed on the other tabs. Click on the following links to see how to edit each tab: [Location](#_Location), [Date Info](#_Date_Info), [Credit Info](#_Credit_Info)

Once each tab is completed, click on **Publish** at the bottom of the page. You can also click on **Publish** from any of the other tabs. Follow the steps under [Enter the Section Information](#_Enter_the_Section).

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Once the class has been copied and published, it will appear under the sections part of the Class. You will need to click on the name of the class to see all the copies/sections.

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### How to Create a New Section under a Class

To create a new Section within an existing class, find the class under the classes list.

Click the edit button

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Click New Section

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Follow the steps under [Enter the Section Information](#_Enter_the_Section).

### How to Award Points

Teachers are awarded points once they complete the evaluations for a section.

1. Click on Classes and Meetings
2. Click on Class Roll
3. Find the Class and Section under the drop-down lists
4. Check the box next to everyone who completed the evaluation.
   1. The individuals with a gold paper are those who completed the evaluations.
5. After checking all the boxes, click Update.

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Click Update on the pop-up box.

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After clicking Update, you will see a green check mark under the Completed column.

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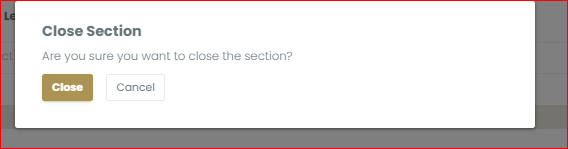
### How to Close a Section

Once all points have been awarded for a section, you can close the section by clicking on the Close icon next to the section’s title.

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Click Close



To reopen a section, click on View closed section

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Click on the open icon.

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Click Open

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### How to Inactivate a Class

If you no longer want to create sections under a class, have awarded all points for each section, and closed all the sections under a class, you may inactivate the class.

To do this,

1. Find the class in the class list.
2. Check the box to the left of the class’s name.
3. Click on **Make Inactive**.

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## How to Approve an Out of District Class

Out of district classes are professional development courses that teachers take with a third party to earn points. They can be online or in- person. Teachers can upload the courses through RML and the school’s designated certification coordinator can log into their own account and approve them.

To approve an out of district class:

1. Click on Admin
2. Click on classes and Meetings
3. Click on Submitted

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1. Search for the teacher
2. Click on the edit button

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1. Review the details and the certificate that were provided. They must have uploaded a certificate that shows the course, date, and hours. Click on Approve, towards the bottom.

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## How to Edit an Out of District Class

Out of District Classes cannot be edited once they are approved. The teacher who submitted the course is the only person who can edit their out of district course, prior to being approved. They will need to:

1. Click to Submissions
2. Click the edit button

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1. Edit the details
2. Click Save

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Once approved the out of district course is approved, teachers can view them in their transcript.

## How to Download a Teacher’s Transcript

1. Go to Admin
2. Click on Users

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1. Search for the teacher
2. Click on their name

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1. Scroll down to Completed
2. Type in the date range. Date range should be the start and end of their validity period.
3. Click on Transcript. The transcript will generate on a separate tab.

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