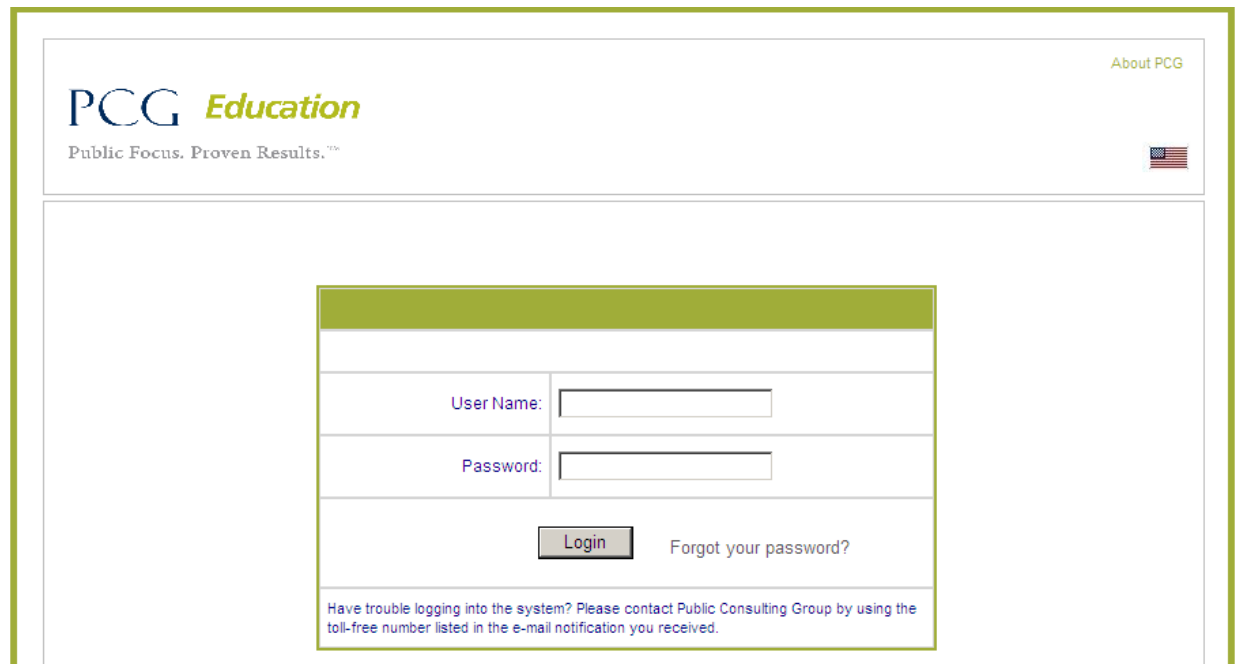![PCG Education — Public Focus. Proven Results.™]

KENTUCKY RANDOM MOMENT TIME STUDY
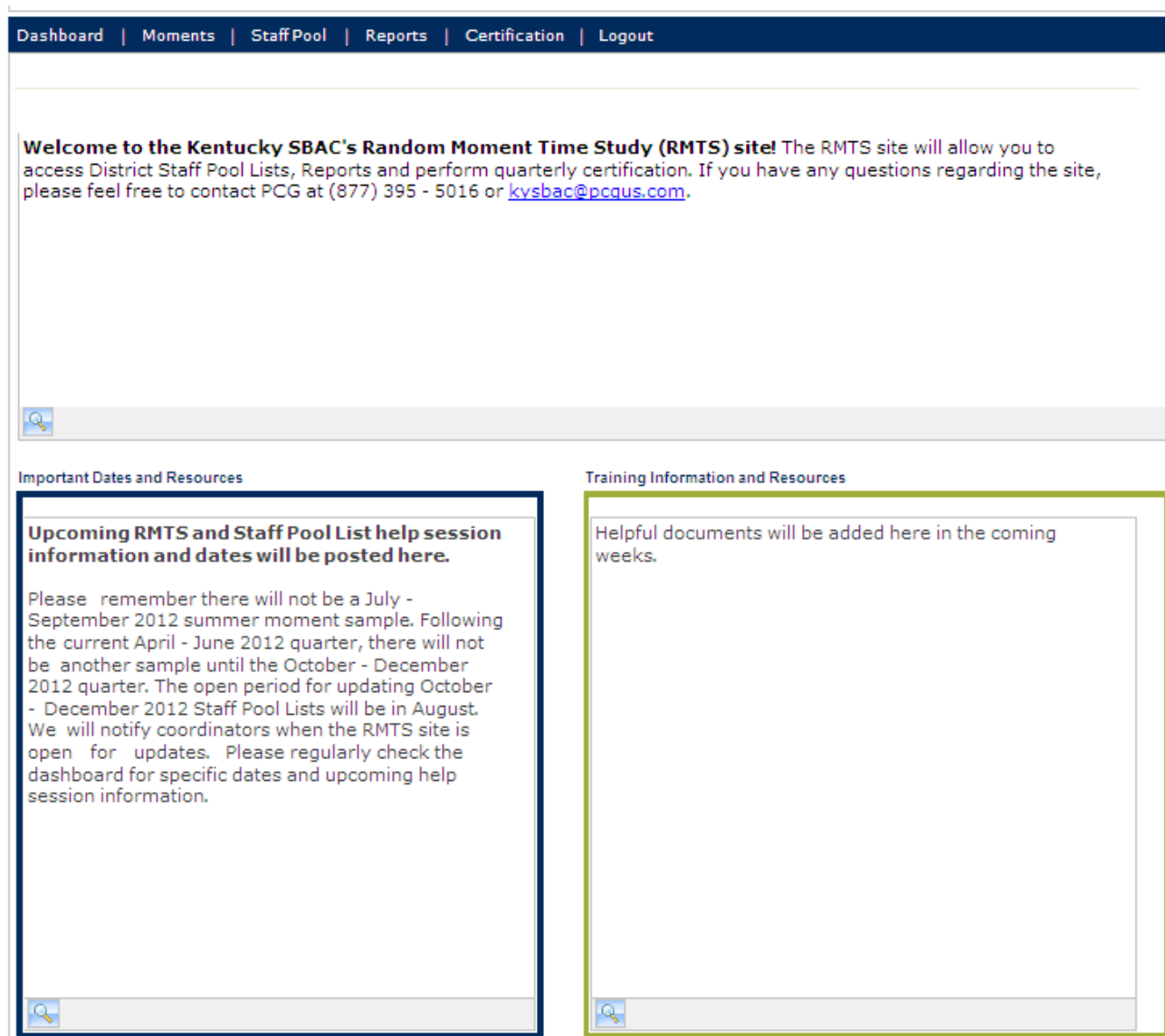# COORDINATOR ENHANCEMENT GUIDE

The following document will provide you with information relate to the enhancements which have been made to the Random Moment Time Study web site.

Your participant's will only see a change to the colors used and the displaying of the information within the RMTS web site. The information within the site itself remains the same.

The first change you will see is on the login page where the colors and the layout have changed. You will log in as you did in the past entering your username and password and then clicking on the Login button. This will take you to our new Dashboard Page.

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Welcome to the Kentucky SBAC's Random Moment Time Study (RMTS) site! The RMTS site will allow you to access District Staff Pool Lists, Reports and perform quarterly certification. If you have any questions regarding the site, please feel free to contact PCG at (877) 395 - 5016 or kysbac@pcgus.com.

Important Dates and Resources

Upcoming RMTS and Staff Pool List help session information and dates will be posted here.

Please remember there will not be a July - September 2012 summer moment sample. Following the current April - June 2012 quarter, there will not be another sample until the October - December 2012 quarter. The open period for updating October - December 2012 Staff Pool Lists will be in August. We will notify coordinators when the RMTS site is open for updates. Please regularly check the dashboard for specific dates and upcoming help session information.

Training Information and Resources

Helpful documents will be added here in the coming weeks.

The Dashboard screen is where you will navigate through the RMTS site. On the Dashboard you will see the following tool bar.

By clicking on the word Moments, you will be able to check to see if a particular participant has completed their random moment time study. To do this, you would type in the participant's last name and first name and then choose the appropriate quarter from the Period Dropdown and then click on the Search button.

In order to update your staff pool list or change a current participant's information, you would simply click on Staff Pool List.

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You may narrow in on a particular participant by using any of the dropdowns above, Cost Pool, School and/or Job Category. If you are looking for one specific participant, you may do that by clicking on the first letter of the person's last name.

By clicking on any of the above information, you will be able to update or inactivate a current participant. You may update their First or Last Name, correct their Job Category, email address, phone number or email address. Be sure to click on the update button once you have made your correction(s). You may also inactivated a person by clicking on the inactivate box next to the person's name and then clicking on the update button.

On the bottom of your staff pool list screen you will see something new called Export List to Excel and Load Participants. Beginning with your next staff pool list update, you will be able to export your staff pool list to an excel file, make all your updates and re-import the file back into the RMTS system. Training on this process will be provided soon. Please do not attempt to use this feature until you attend one of the future trainings.

The next area which you can click on is Reports.   If you hover on the report name, it will now provide you with a description of the report. Always be sure to choose all from the Generate Report for drop down.

The next area which you are able to click on is Certification. This information is only used following your updating of the Staff Pool List. Once you have updated your staff pool list, you will want to click on the Certification to verify with PCG that you have updated you staff pool list information. To confirm that your staff pool list has been certified, click on the view Certified/Uncertified Locations.

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| Dashboard | Moments | Staff Pool | Reports | Certification | Logout |

Certify Staff Pool

Location: Your District Name ▼   Period: 04/29/2012 - 05/04/2012 ▼   Certify

View Certified/Uncertified Locations

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| Dashboard | Moments | Staff Pool | Reports | Certification | Logout |

Certify Staff Pool

Location: Your District Name ▼   Period: 04/29/2012 - 05/04/2012 ▼   Certify

View Certified/Uncertified Locations

Location/s	
Certified	Uncertified

Your District name will
appear here once you
certify.

Close

If you have any questions regarding this information, please contact PCG at kysbac@pcgus.com or 877-395-5016.

Thank you for your continued support in this program.