PA INTERPRETER DASHBOARD (PAID)

> *You are now able to upload your Continuing Education Units through the Dashboard!*

This feature is available only to rostered interpreters who are signed up for the Dashboard. You may upload your CEUs whenever and as often as you like throughout your renewal cycle. The Interpreter Program will review the CEUs once they are notified by you, once you have uploaded all 16 CEUs (3 of which must be Ethics).

For any questions regarding CEUs, please contact the Interpreter Program: InterpreterProgram@pacourts.us

For any technical questions, please contact the IT support team: InterpretersAppSupport@pacourts.us

Uploading CEUs from a Computer

It is easier to upload CEUs from your computer. You can, however, use your phone. Those instructions can be found on page 4.

1. Login to the Dashboard.

2. Go to the tabs on the left, click "CEUs" – this will open the SharePoint CEU landing page. You may need to log in again.
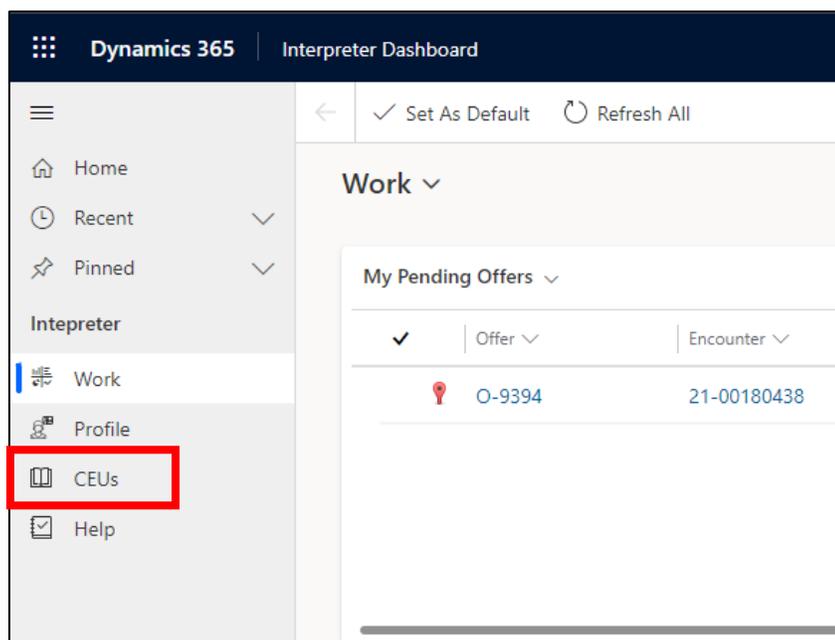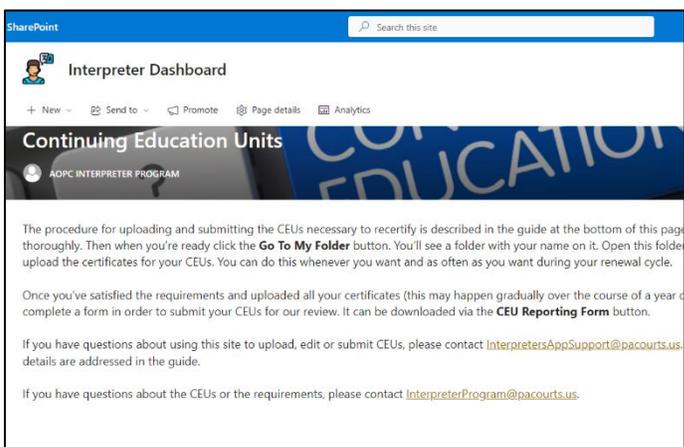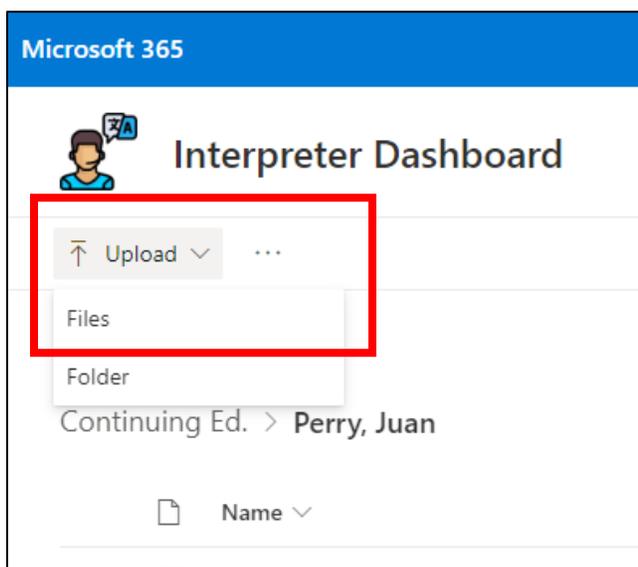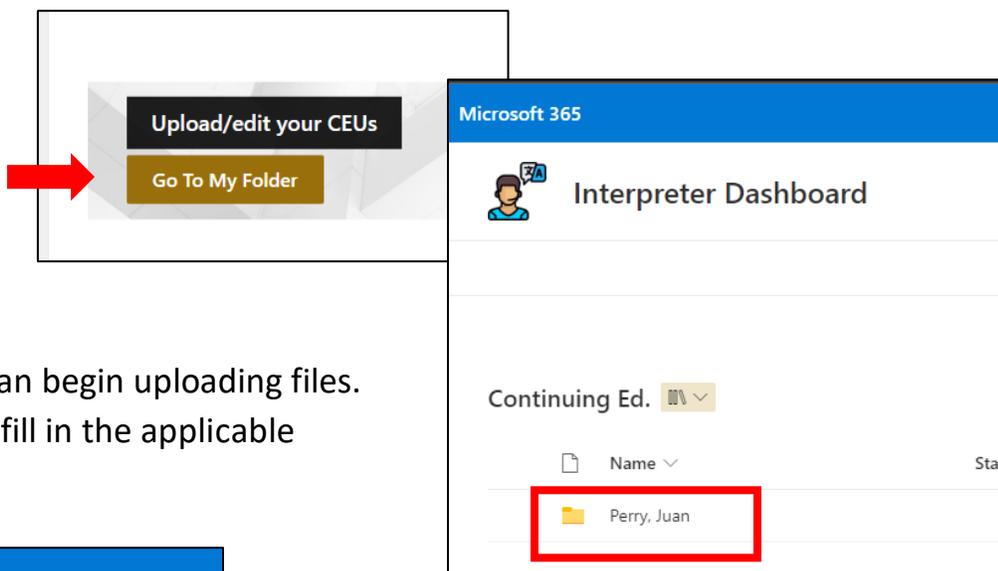
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3. Click "Go to My Folder".

4. You will see a folder with your name. Click on it to open the folder.

5. Once inside the folder, you can begin uploading files. Upload your certificates and fill in the applicable information.

6. Click "Upload" and choose "Files" from the dropdown menu. Choose one file from your computer. Alternatively, you may drag and drop a file into the folder.

7. The upload will take a moment to complete. The properties will open on the right side of your screen. This is where you must fill in the details of your CEU.
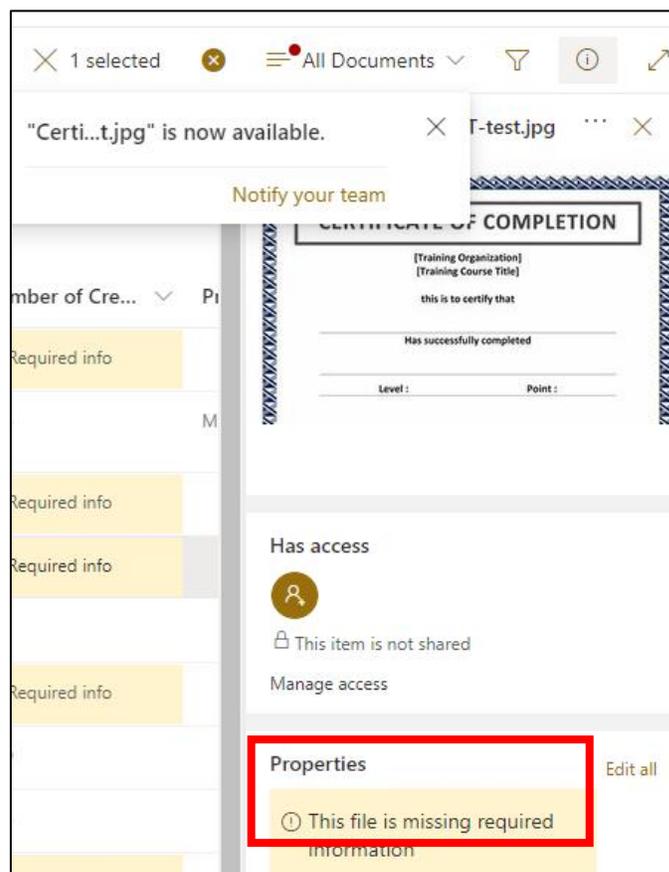
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Filling in CEU Certificate Details

1. Where it says "Properties", fill in the details of your CEU/certificate. You will have to scroll to see all the details.
2. The Content Type defaults to "CEU Certificate". Don't change this.
3. Fill in the respective details:
   A. Edit name of file, please give the file an applicable, appropriate name
   B. Enter name of activity
   C. Check if this fulfills ethics requirement. If it does, click the checkbox to add the check mark. Otherwise, leave it unchecked.
   D. Add a brief description, if you feel it is needed
   E. Add event sponsor name
   F. Enter number of credits
   G. Add event presenter/instructor, if applicable
   H. Enter dates and times (you can enter them however you like)
   I. The Status will default to Uploaded. Don't change this.
4. Exit when finished; it automatically saves.

Properties   Edit all

Content Type
CEU Certificate

A → Name *
Certificate-NAJIT-test.jpg

B → Name of Event or Activity *
NAJIT Annual Conference

C → Fulfills Ethics Requirement?
✓

D → Brief Description of Activity
Annual Conference at NAJIT

E → Event Sponsor or Provider *
NAJIT

Number of Credits *

NAJIT

F → Number of Credits *
8.50

G → Presenter or Instructor
Enter value here

H → Dates and Times *
4/17-4/19/2023

I → Status
Uploaded

Edit columns

More details

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Submitting CEUs for Review

Once you have uploaded your 16 CEUs (3 of which must be Ethics), you are ready to submit them for review.

1. Download a copy of the CEU Reporting form, complete the first page only, and upload it to your CEU folder in the same way as you uploaded a certificate.
2. Upload as you did with the CEU certificates but set the Content Type to "CEU Reporting Form". This eliminates all the certificate detail fields you would normally be expected to enter. Exit when finished; it automatically saves.
3. Please send interpreterprogram@pacourts.us an email with the subject line "Firstname Lastname CEU submission to review" such as "Juan Perry CEU submission to review" and let us know that your certificates and CEU reporting form are in your folder ready to review.

For tips & tricks, see **page 6!**

Your submission is now line for review. You will be notified if anything is missing. If compliant, you will receive a renewal packet in the mail.

Uploading CEUs from a Phone

The procedure for uploading from a phone is almost the same as from a computer. It just has a compact and slightly different interface and requires touch gestures. If you have trouble, use your computer instead.
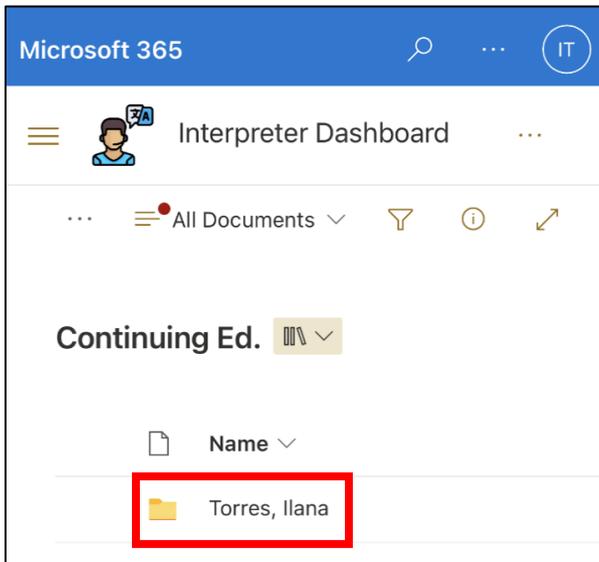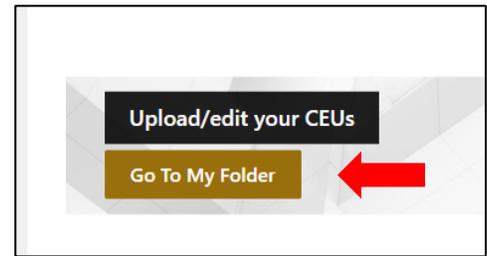
1. Login to the Dashboard.

2. Tap the three lines next to "Dynamics 365" to open your tabs.

3. Go to the tabs on the left, tap "CEUs" – this will open the SharePoint CEU landing page. You may need to log in again.
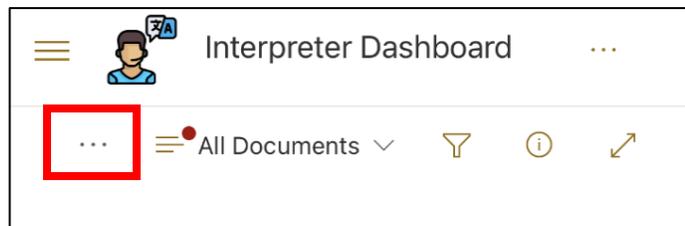
4
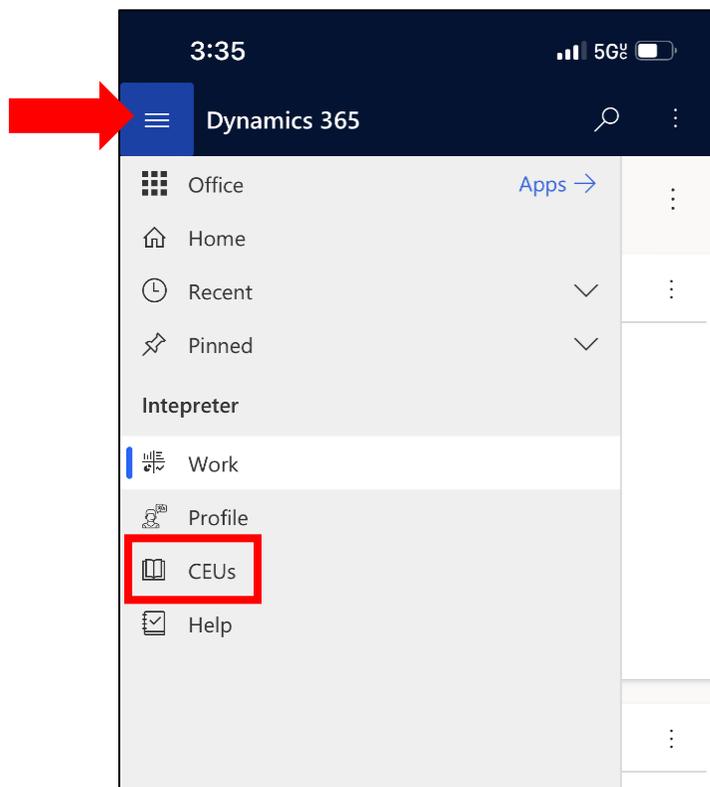
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4. Scroll down, then tap "Go to My Folder".

5. You will see a folder with your name. Double tap it to open the folder.

6. Once inside the folder, you can begin uploading files. Upload your certificates and fill in the applicable information.

7. To upload, tap the three dots that are to the left of "All Documents".

8. Then tap "Upload" and "Files".

9. Choose any of the options that come up to upload a file or photo. You can take a photo or choose one previously saved to your library.

10. Once an upload starts it will take a moment to complete. Then properties will appear which you must complete. You will need to scroll. See **Filling in CEU Details** on page 3.


5
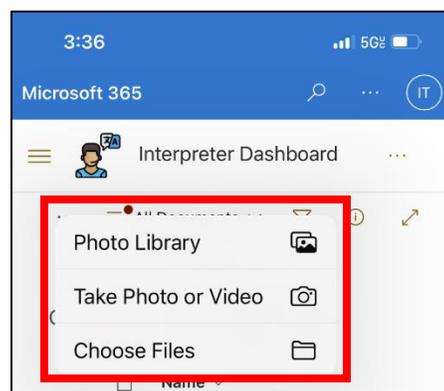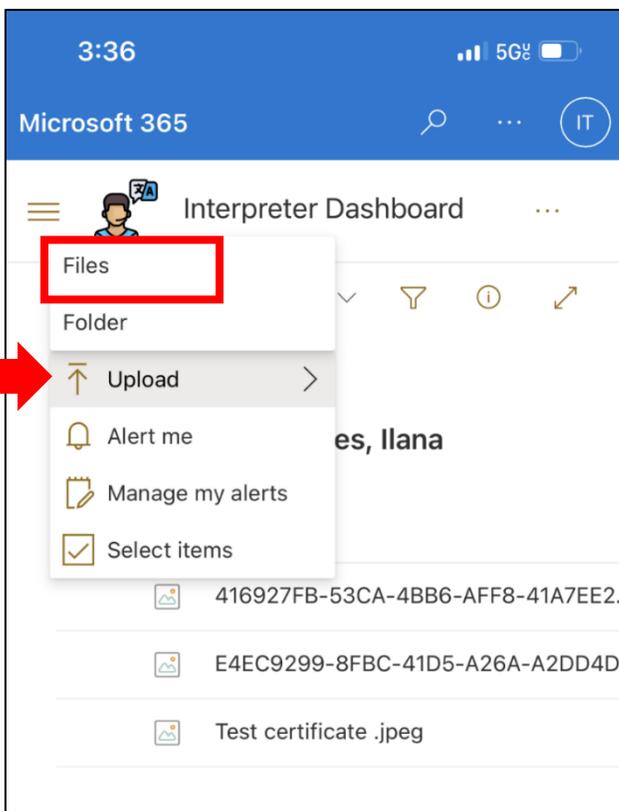
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Tips & Tricks

✓ Upload whenever you like as often as you like throughout your reporting period. Use your upload folder to your advantage. Your certificates won't be reviewed until you've submitted them for review (see page 4).

✓ If you are missing any of the fields, the system will notify you. You will see a red tag with a question mark, and yellow fields that say, "Required info". Follow the instructions below to fill out the missing fields. Also, if you accidentally get kicked out of editing the properties, or need to edit anything, follow the below instructions to get back to filling out the properties for the file.

On computer: Click the three dots next to the file name, next to the box with the arrow. Click on "Details" at the bottom, this will pop up the file properties on the right, where you can edit the fields. When you are done you can exit, it will auto save.

On phone: Check off the file, tap the three dots at the top, then tap "Details". The file will open and you will be able to add the required information. When you are done, tap the "X" near the top under the funnel to exit, it will auto save.
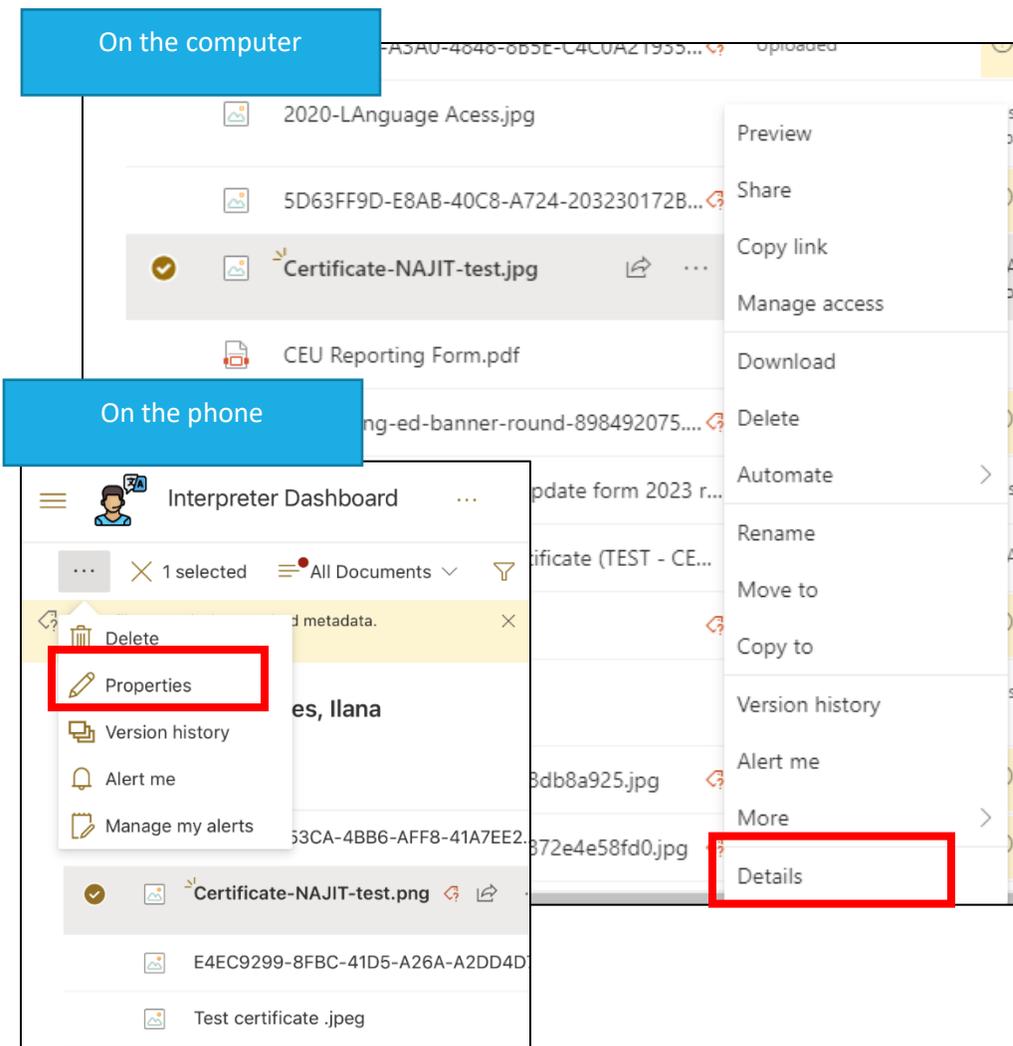
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✓ Deleting files:
<u>On computer</u>: Click the three dots near the file name, then click "Delete". You can also check off the file and click the big "Delete" button at the top.
<u>On phone</u>: Check off the file, tap the three dots at the top, then tap "Delete".

✓ Tip: You may change the files to "Tiles" to get a better visual of what you uploaded. You can always change it back to a list format to see the fields.