

# TPS Regional Program Quantitative Reporting User Guide

## SECTION 1- INSTITUTION

### Organization/ Institution

Example: *Waynesburg University*

### Reporting Type

If you have an event AND a product to report, begin with the event. You will have the option to add a product after reporting the event.

What do you have to report?

- An Event
- A Product
- No activity to report this quarter

## SECTION 2 - EVENTS

### Start and End Dates

- For a *single-session* PD event, the start and end dates must be the same.
- For a *multi-session* PD event, report only in the quarter in which the final session falls.

Example: *A college course meeting weekly January 5 -- May 11, 2017 is one event (Academic Course) in quarter three, according to the end date (Q3= April 1 -- June 30, 2017).*

### Total Number of Sessions

### Name/ Title of Event

Example: *Teaching Geography Through Primary Sources*

### Type of Event

<b>Presentation</b>	<ul style="list-style-type: none"> <li>• 15 - 90 minutes; stand-alone session</li> <li>• Presenter-driven rather than activity-based</li> </ul>
<b>Single-session workshop</b>	<ul style="list-style-type: none"> <li>• 2-8 hours in length; stand-alone session</li> <li>• Interactive, facilitated engagement</li> </ul>
<b>Multi-session workshop</b>	<ul style="list-style-type: none"> <li>• 2 or more sessions offered as a series</li> <li>• Each session builds on content; not stand-alone sessions</li> <li>• Same participants intended for all sessions</li> </ul>
<b>Institute</b>	<ul style="list-style-type: none"> <li>• Multi-session workshop in which participants complete <u>all</u> TPS Curricular Goals (See below)</li> </ul>
<b>Academic course</b>	<ul style="list-style-type: none"> <li>• TPS-focused course offered for academic credit as part of a regular academic schedule</li> </ul>
<b>Coaching</b>	<ul style="list-style-type: none"> <li>• Planned one-on-one or small group interaction</li> <li>• Not included as a session of another PD event</li> </ul>

### Delivery Method

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

### TPS Curricular Goals

Select **one or more** goal(s) to specify the content covered during the PD event:

- Goal 1** Justify conclusions about whether a source is primary or secondary depending upon the time or topic under study
- Goal 2** Describe examples of the benefits of teaching with primary sources
- Goal 3** Analyze a primary source using Library of Congress tools
- Goal 4** Access teaching tools and primary sources from loc.gov/teachers
- Goal 5** Identify key considerations for selecting primary sources for instructional use (for example, student needs and interests, teaching goals, etc.)
- Goal 6** Access primary sources and teaching resources from loc.gov for instructional use
- Goal 7** Analyze primary sources in different formats
- Goal 8** Analyze a set of related primary sources in order to identify multiple perspectives
- Goal 9** Facilitate a primary source analysis using Library of Congress tools
- Goal 10** Demonstrate how primary sources can support at least one teaching strategy (for example, literacy, inquiry-based learning, historical thinking, etc.)
- Goal 11** Create a primary source-based activity that helps students engage in learning, develop critical thinking skills and construct knowledge

### TPS Program Resources

Did you use these resources or do you need information about them?

- Used TPS Teachers Network
- Administer the TPS Regional Participants Survey

### Primary Audience

Which best describes *the largest* segment of the event's participants?

- Administrators
- Classroom teachers
- Librarians, technology coordinators, and/or media specialists
- School of education faculty
- Teacher candidates/student teachers
- Other (specify in notes)

### Secondary Audience

Which best describes *the second largest* segment of the event's participants?

### Audience Notes

If "other" is selected for either primary or secondary audience, please provide a description.

### Total Number of Participants

Count each participant *only once*, regardless of the number of sessions attended.

### Of These, Number who are New to TPS

How many participants have never attended a TPS session before?

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

### Number of Contact Hours per Participant

How many hours of PD were participants engaged in direct contact during this event?

### Congressional Districts Served

List *all* Congressional Districts. Example: *PA 2, PA 4, PA 7*

- Whenever possible, report participants' work/school Districts, not residences
- If individual participants' Districts are unknown (e.g., conference attendees), report the District where the event took place
- Congressional Districts by zip codes, including 4-digit extensions, at [www.house.gov](http://www.house.gov)

### Host Organization

The Host Organization is one that invites and/or arranges the logistics. In most cases, this is the organization awarded a TPS Regional Grant.

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

Example: *Bethlehem Center, PA School District*

### Collaborators (If applicable)

List any collaborating organizations that contributed expertise and/or resources to develop and/or deliver the PD event. List one per line.

Example: *Abraham Lincoln Presidential Library and Museum*

### Product to Report

Do you have a **PRODUCT** to report?

## SECTION 3 - PRODUCTS

### Name/ Title of Product

Example: *Female Spies of the Union Primary Source Set*

### Product Category

Which category best describes the product's *primary* purpose?

<b>Academic/ professional publications</b>	TPS-related research or writing published in academic/professional publications Example: <i>published article</i>
<b>K-12 student activities/ materials</b>	Activities/materials for K-12 student use in the classroom or independently Example: <i>online interactive</i>
<b>K-12 educator materials/ resources</b>	Materials/resources for K-12 educator use in planning and/or delivering instruction Example: <i>primarysource set</i>
<b>Marketing/ PR materials</b>	Materials for promoting the TPS program and/or its offerings Example: <i>brochure</i>
<b>PD materials/ resources</b>	Materials/resources for delivering PD content Example: <i>workshop agenda</i>
<b>Other</b> (specify in notes)	Any product that does not fit any of the categories above

### Product Notes

If product is intended for an “Other” audience, provide a brief description.

### Primary Delivery Method

Select *only one*:

- Print** Accessed primarily as a print publication (brochure, poster, etc.)
- Online** Accessed primarily via web site (podcast, digital newsletter, etc.)
- Other** Accessed primarily via flash drive, email, DVD, etc.

### Scope

How widely is this product distributed?

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

### Reach

Estimate the total number of users who have accessed the product to date

### Primary Audience

Which best describes *the largest* segment of the targeted audience?

- Administrators
- Classroom teachers
- Librarians, technology coordinators, and/or media specialists
- School of education faculty
- Teacher candidates/student teachers
- Other (specify in notes)

### Secondary Audience

If another audience is reached, which best describes *the second largest* segment?

### Audience Notes

If “other” is selected for either primary or secondary audience, please provide a description.

### Collaborator/s (If applicable)

Type the name/s of collaborating organization/s that contributed to the product’s development and/or dissemination. *One organization per line.*

Example: *Carnegie Library*

## SECTION 4 - FEEDBACK

### Feedback

Highlight successes, reflections, challenges and/or lessons learned.

### Upload Report-related Files

Acceptable file extensions: txt, doc, pdf, xls, ppt, gif, jpg, jpeg, png

Alternatively, files may be emailed to Sue Wise ([swise@waynesburg.edu](mailto:swise@waynesburg.edu)).

### Your Email

Enter your email to receive your report receipt.

### Project Status

Select ***only one*** of the options regarding the status of your project:

- Open Project: Your project is ongoing (grant funds are still available for reimbursement and FINAL report is not yet due).
- Sustaining Partner: Your project is complete (no grant funds are left to be reimbursed and you FINAL report was submitted) OR your project is self-funded.

## SECTION 5 - OPEN PROJECTS ONLY

### Reporting Quarter and Year

### Audit Submission

**Applies only to projects that receive grant funds.** You are required to provide Waynesburg University with a link or copy of your institution’s Single Audit for each year TPS funds are included. To determine whether or not your institution is required to complete a Single Audit, visit: [Office of Federal Financial Management](#).