

Quick Reference for Teachers Assistants in Using RICERT TA – November 1, 2006

This Quick Reference is intended to help you get an overview of key tasks in the RICERT TA System. To learn how to use this system effectively, you will need to access the RICERT TA Manual that gives you step-by-step instructions for the key tasks identified below. This Manual is on the Teacher Assistant website at www.ritap.org/ta. Once on the Teacher Assistant Website, click on the Resources Webpage and find RICERT TA. Click on RICERT TA and it will take you to a RICERT TA Webpage with several resources to help you in using the RICERT TA system.

Who uses the RICERT TA System? Personnel in school districts and the following educational programs: collaboratives, charter schools, state operated programs and RIDE approved private schools for children with disabilities (non-public schools)

1. Administrators at the district/educational program level
2. Teacher Assistants (Instructional Teacher Assistants, Non-Instructional Teacher Assistants and Other Paraprofessionals)
3. RI Department of Education (RIDE) staff

FOR TEACHER ASSISTANTS - Here are key tasks. See RICERT TA Manual for Step-By-Step Instructions.

NOTE: TAs cannot begin to use this system until the district starts putting it in place.

Key Task Summary	Task Name	Manual
<p>1. The RICERT TA System will send Teacher Assistants an email attaching a letter with Teacher Assistant login ID and password. Download this letter and be sure to save it so that you will be able to access the RICERT TA system using this login ID and your password. When you get this email, do not bother replying to this email, because it is generated by the “system” and the system is not designed to respond to replies from people to whom it sends emails.</p> <p><i>To download this letter and other RICERT TA documents, you will need something called Adobe Reader. Many people already have Adobe Reader on their computers. If you do not, go to the RICERT System at http://www.eride.ri.gov/RIDE/. Even without your login ID and password, you can go to this website. It will take you to a webpage that says, “Welcome to the RICERT Website”. There you will see a box that has the words in it – “Get Adobe Reader”. Click on that box and it will download Adobe Reader onto your computer. Then you should be able to download any documents that the RICERT TA system emails to you.</i></p>	Getting your login ID and password so that you can use the RICERT TA system	Section 6
<p>2. Access the RICERT System at http://www.eride.ri.gov/RIDE/. This takes you to a webpage that says “Welcome to the RICERT Website”. Click on Teacher Assistants. This will take you to a login page. Click on your login type (TEACHER ASSISTANT) and enter your login ID & your password that the system emailed to you when you first started using this system. Then hit login. Then click on TA Menu. Then you will be able to click on either</p> <ol style="list-style-type: none"> a. “My Profile” to carry out the key tasks below b. “My Statement of Qualifications” to get a copy of your Statement of Qualifications AFTER your qualifications have been verified by an administrator in your district /program or c. “Logoff” – <u>Use this to exit the system</u> d. “Main Menu” to take you to the Main Menu. 	Login to the RICERT TA System	Section 6

Key Task Summary	Task Name	Manual
<p>3. Login to the RICERT TA System as described above. Click on My Profile. This will bring you to your Profile. Check your “Personal Information” to make sure it is correct. You can change this information at any time, for example, if you get a new address, a new email – even a new name.</p> <p>You can also change your password. The password must be at least 8 characters that include both letters and numbers and there can be no spaces – for example, 1234ride. Use a password that will be easy for you to remember and make a note of it along with your login ID in a place that you won’t forget so that you will be able to get to it when you need it.</p> <p>Once you have confirmed your Profile information with changes as needed, click on SAVE.</p> <p>NOTE: Additional items on the Profile are:</p> <ul style="list-style-type: none"> - My Assignments – <u>You do not need to enter anything here.</u> Your district/program will enter your assignment information each year. The system will save this information from year to year so that over time, your profile will show your work history. See section 6.4 of manual for further information. - My Professional Development Activities – See below. - My Professional Development Interests – See below. - My Post Secondary Education – See below. - My Licenses – See below. <p>Your profile and other information will always be in the system even if you change jobs within your district or move to another district or stop working. It will always be there as a work history for you to update or use as needed as long as you have your login and password.</p>	<p>Entering or Updating Information on Your Personal Profile</p>	<p>Section 6</p>
<p>4. Click on “My Profile” and locate “My Professional Development Activities”. This will take you to a screen where you can enter information EACH TIME you engage in a Professional Development Activity. Complete the information required and click on SAVE.</p> <p>To help you fill out information on each of your Professional Development Activities, there is a handout called, “Worksheet for Professional Development Activity Documentation on RICERT TA” that is located on the Teacher Assistant website (see first page of this Quick Reference for how to get to the website).</p> <p>Please note that the Professional Development Activities has a box for “Verified”. This box will be checked by someone in your district/program assigned to verify the PD that you took, for example, by your providing him or her a copy of your training certificate or other documentation. Find out who in your district/program will be doing the verification & what documentation you need to provide them.</p>	<p>My Professional Development Activities</p>	<p>Section 7</p>
<p>5. Click on “My Profile” and locate “My Professional Development Interests”. Click on “Add PD Interest” and you will see a list of topics. Click on the one(s) that reflects your Professional Development Interests. You can click on as many as you want...but you can only add one at a time. You can also remove topics from your Professional Development Interests as your interests change over time. Click on PREVIOUS after making additions or removals.</p>	<p>My Professional Development Interests</p>	<p>Section 7</p>

Key Task Summary	Task Name	Manual
6. Click on "My Profile" and locate "My Post Secondary Education". Add your post secondary information if applicable. When done, click on PREVIOUS.	My Post Secondary Education	Section 8
7. Click on "My Profile" and locate "My Licenses". Add any paraprofessional licenses you have by clicking on the choices that you are given. These choices for paraprofessional licenses are the only licenses that can be entered. When done, click on PREVIOUS. If needed, you can remove licenses (for example, if you have a paraprofessional license that expires).	My Licenses – For licenses including Certified Nursing Assistant and Therapy Assistants.	Section 9
8. Click on "My Profile". You will see these words " Qualification Worksheet" in the upper right hand corner of your Profile. Click on these words to access this worksheet. Complete your Qualification Worksheet by reviewing the 11 items at the top of the worksheet and clicking on the response in the combo box as appropriate to reflect your qualifications. You need to complete all items that have an asterisk (8 of the 11 items), although for some items you may click on "No" if this does not apply to you. Then, IF YOU HAVE completed at RIDE Approved TA Training Program, there is a section on the Worksheet for you to click on the name of the program and enter the year you completed this program. When done, click on SUBMIT. <u>Until you submit your Qualification Worksheet to the district, the system will email you a reminder every 2 weeks that you need to complete and submit your Qualification Worksheet.</u>	My Qualification Worksheet	Section 10
9. If your district/program has documentation for the items you submitted on your Qualification Worksheet, it will VERIFY that your Qualification Worksheet is correct. Verifying will cause the RICERT TA System to send you an email attaching a "Statement of Qualification" from the RI Department of Education. Download this statement and save it. This Statement of Qualification can also be downloaded from the TA menu option "My Statement of Qualification". If your district/program does not have documentation for the items on your Qualification Worksheet, it will DENY that your Qualification Worksheet is correct. Denying will cause the RICERT TA System to send you an email telling you about the need to correct this situation by working with your administration to be able to verify your qualifications.	Statement of Qualification	Section 10
10. Frequently Asked Questions (FAQs) and Tips for using the RICERT TA System. In addition, throughout the system, you can click on HELP on most of the webpages. Also, Section 20 provides various resources (including this handout) for use in training administrators and teacher assistants in system use.	Help	Sections 17, 19 and 20