

Teachscape License Provisioning Process for 2013-14

The 2013-14 Educator Effectiveness Funding Grant will provide for Teachscape licenses for all educators in districts who choose the state model.

Step 1: After the district submits the grant (by November 30), DPI will send the district an invoice for the EE System fee of \$80 per educator. The Wisconsin Teachscape Template will include detailed instructions to the district about how to use this template to register educators for Teachscape.

Step 2: Upon receipt of payment, DPI will send districts a grant claim form and WI Teachscape template with instructions for completion and submission of each. The district completes the WI Teachscape Template with all district user information and sends it back to DPI. The template will ask for information about each new user (i.e. name, email, role, building, etc.), as well as the number of licenses that have already been provided to pilot participants by DPI and the number of licenses that the district already purchased through Teachscape as Early Adopters. *Remember grant funds will be disbursed by DPI to reimburse districts for the \$80 per educator EE System Fee when DPI receives the System Fee district payment, the grant claim form, and the Wisconsin Teachscape Template.

Step 3: DPI verifies the number and role of Teachscape users.

Step 4: DPI sends the district's WI Teachscape Template to Teachscape.

Step 5: Teachscape provisions the users listed on the Teachscape Template. *Note: Once DPI sends the form to Teachscape, it can take approximately 10 working days to provision users. The district should make every effort to list in the WI Teachscape Template everyone requiring a Teachscape License. Add-ons and changes to district users will cause delays in provisioning Teachscape licenses to districts.

Step 6: Teachscape will notify the EE district contact specified on the grant when the licenses are available to be accessed. **Districts will be responsible** for sending out login information to their users. *Note: Users will login with their email and the password *teach*. Each user will need to change his/her password.

Step 7: After licenses have been provided to users, the district will need to contact Teachscape Support to make any changes to their licenses (transfers, name changes, and changes in email addresses, etc). The information for Teachscape Support will be provided in the activation email sent out to the users.