

3 Things to Do Before TED Arrives: TED Funding Sources, Topics, & Roles Worksheet

Funding Sources

List here the Names of the Funding Sources, Grants, or Programs you want to add into TED. Later, when you enter events into TED, you'll select a Funding Source for each event, which will enable you to generate Summary Reports specific to these Funding Sources over time. You can enter as many Funding Sources as you wish into TED, as you go along.

- 1)
- 2)
- 3)
- 4)
- 5)

Topic Areas

You can list up to 13 Topic Areas in TED. We've listed TED's default Topic Areas below. Choose only those default Topic Areas relevant to your organization's work, then add in customized Topic Areas to cover the rest of your work. Each time you set up a new event in TED, you'll enter which Topic Areas it covers. Then, in the Summary Reports, you'll be able to see what events were offered, and who from which organizations has attended trainings, in which Topic Areas. Once you set your list of 13 Topic Areas, you need to keep them the same from then on. Try to leave a couple of open spots for topics that emerge over time.

13 Topics	Your Site's Topic Areas	TED's Default Topic Areas
1)		Alternate Dispute Resolution
2)		Auditory
3)		Autism
4)		Family and Professional Partnerships
5)		Individuals with Disabilities Education Act
6)		Least Restrictive Environment
7)		Mathematics
8)		Other Core Standards
9)		Positive Behavioral Supports/Safe Schools
10)		Reading/Language Arts
11)		Special and General Ed Collaboration
12)		Transition
13)		RTI

Roles

You can list up to 9 Primary Roles in TED. We've listed TED's 7 default Primary Roles below. **There is room for you to add in two other Primary Roles** that might be important in your work. Each time you set up a new person in TED, you'll enter their role. Then, in the Summary Reports, you'll be able to see the Roles of those you are serving. You'll also be able to send out emails to those from specific roles in promoting your events.

Another group of Roles in TED are those of Other Certificated Professionals (OCP). You can add in as many OCP Roles as you wish. They will all be summarized in the reports under the role of Other Certificated Professionals. But, you will still be able to select and send emails to people from these individual OCP roles as needed.

9 Primary Roles	Your Site's Primary Roles	TED's Default Primary Roles
1)		Teacher – Special Education
2)		Teacher – General Education
3)		Administrator – Special Education
4)		Administrator – General Education
5)		Paraprofessional
6)		Parent / Family
7)		Program Specialist
8)		<i>open</i>
9)		<i>open</i>

Unlimited	Your Site's OCP Roles	TED's Default OCP Roles
1)		Speech and Language Pathologist
2)		Psychologist
3)		Reading Specialist
4)		Adaptive PE
5)		Occupational Therapist
6)		Nurse
7)		Program Specialist
8)		CDE
9)		<i>open, as many as you wish</i>

Before actively using TED, it's important to make these decisions. Then enter your Topics and Roles under TED's Administration Menu – View/Edit Profile section. They'll show up in Topics and Roles drop-down menus in TED. Add your Funding Sources directly into the main TED window Funding Source drop-down menu as you need them.