

Early Learning Network

Training Resources & Materials

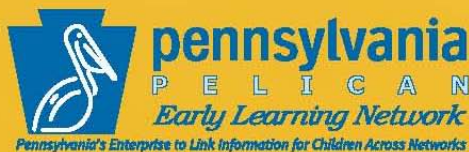
Are you new to entering information in PELICAN/Early Learning Network?

Are you already using PELICAN/Early Learning Network, but want to refresh your knowledge and skills?

Check out the training resources below. These training workshops, materials and online courses will provide you with everything you need to understand and use the PELICAN/Early Learning Network (ELN) system, including Work Sampling System and the Ounce Scale Online.

Face-to-Face Training Opportunities

- Work Sampling System Online and the Ounce Scale Online (WSO/OSO) – In-person training on both how to complete the Work Sampling System and Ounce Scale and how to enter the data in the online system is available through your Regional Key. These training sessions are designed for teachers who are collecting and reporting child outcome data.
 1. To find training events near you, go to the PA Keys website (www.pakeys.org) and click on “Login” in the upper right corner.
 2. Once you have logged in, click on “Calendar” in the left margin to access the Professional Development Calendar.
 3. Search the calendar to find a training topic, time and location that meets your needs.
- PELICAN/Early Learning Network – Training on how to access and use the PELICAN/ELN system is available throughout the year. These training sessions are designed for program directors and other administrative staff who will be responsible for entering program, classroom and child/family demographics into PELICAN/ELN. To find a training session at a time and location that meets your needs, log onto the Professional Development Calendar on the PA Keys website. See directions above.
- Entering Child Outcome Data in PELICAN/ELN and WSO/OSO for Family and Group Child Care Providers – Providers in family and group child care homes have both administrative and teacher roles in PELICAN/ELN and WSO/OSO. While they are responsible for entering program demographics in PELICAN/ELN, they also need to know how to complete the child outcome assessments in WSO/OSO. This face-to-face training session is designed specifically for those providers who will enter information on both PELICAN/ELN and WSO/OSO. **These training sessions will begin in summer 2010 and will be posted to the PA Keys Professional Development Calendar soon.**



Online Training Opportunities

- **Online Help** – In PELICAN/ELN, the Online Help provides step-by-step instructions on how to perform functions within the system. Online Help can be accessed by logging in to the PELICAN/ELN system and clicking the **Help** link located at the top of every page.
- **Online Courses** – Many of the courses that are offered in face-to-face training sessions will also be available at the Early Learning Network Training and Technical Assistance site. Online courses include a narrated PowerPoint, handouts, quizzes and a certificate of completion for those who successfully complete the course. At this point, the *Early Learning Network Overview* course is available. This online course provides basic information about ELN and its implementation across Pennsylvania. Check back frequently to see what courses have become available. To access the ELN Training and Technical Assistance site, go to <https://eln.eita-pa.org/>. You will need to log in to the system in order to access the courses.
- **PELICAN/ELN Simulations** – PELICAN/ELN simulations provide detailed demonstrations of how PELICAN/ELN works. Providers are able to practice entering data using hands-on exercises. These training sessions are designed for new program directors and other administrative staff who will be responsible for entering program, classroom and child/family demographics into PELICAN/ELN. The simulations are also available to existing PELICAN/ELN users to refresh their skills about specific functions of PELICAN/ELN. Providers may watch all of the simulations or can choose the simulation that meets their needs. Simulations are available on the following topics: Basic Navigation Module; Location/Staff/Classroom Module; Child & Family Information Module and Entering Attendance Module:

There are three ways to access the PELICAN/ELN simulations:

1. Go to the PA Keys website (www.pakeys.org) and use the Quick Links to go to the Early Learning Network. Click on ELN Resources, Training Modules to access the simulations;
2. Go to the PaTTAN website (www.pattan.net) and search under Early Learning Network; or
3. Go to the Early Learning Network Training and Technical Assistance site (<https://eln.eita-pa.org/>) and look under Online Resources for Resources and Support for Directors/Administrators.

Training Materials

All training materials can be found on the PA Keys, PaTTAN, and ELN T/TA websites. To access these websites, see the directions under PELICAN/ELN simulations above.

- **PELICAN/ELN Tip Sheets** – Contains short summary documents aimed at providing useful tips regarding the PELICAN/ELN system
- **PELICAN/ELN Data Entry forms** – There are 5 data entry forms that are designed to be used by programs to collect program, staff, classroom and child/family data needed by PELICAN/ELN.
- **ELN Updates** – Provides newsletters with questions and answers about all aspects of the Early Learning Network.
- **Early Learning Network: A Guide for Parents** – This flyer is designed to explain the ELN system to parents with a specific focus on confidentiality of data and the security of PELICAN/ELN. It is available in both English and Spanish.
- **Materials on how to access PELICAN/ELN** – Find the forms that must be completed in order to gain access to PELICAN/ELN and WSO/OSO and instructions on how to complete and submit them.