COURSES, GUEST LECTURES, WORKSHOPS, TRAININGS, WEBINARS AND CONFERENCES

To Add a Course or Guest Lecture in NIRS

*What?*
All disability-related COURSES (taught for credits) and GUEST LECTURES (in courses taught for credits) that YOU taught MUST be entered in NIRS.

*How?*
1. Click on **Add Activity**
2. In the menu, click on Add beside ‘Interdisciplinary Preservice Preparation’
3. Use the CDCI Training Template (NOT FOR TA ACTIVITIES) in LimeSurvey for surveying students in courses (not necessary for guest lectures). (See Planning a CDCI Training on the Employee Resources page)
4. Answer all the questions posed in NIRS. Pay special attention to the following questions:
   - **Title of Activity:** Please enter “Course: Number & Title of Course” or “Guest Lecture: Number & Title of Course”
   - **Was this training conducted outside the UCEDD?:** For courses and guest lectures, answer YES (Exception: Answer NO if the course is part of CDCI certificate program)
   - **Types and Numbers of Participants:** Enter the number of classroom students under OTHER CLASSROOM STUDENTS
     - Please check that the Trainees Total field is blank
   - **Was the Center the lead on this activity?** If the answer is YES and the Area of Emphasis is Education & Early Intervention, Customer Satisfaction data MUST be entered
     - If you had 3+ contacts with the students, and the center was the lead on the activity, the question 'Initial Outcome Measure' MUST be entered
   - Both Customer Satisfaction and Initial Outcome Measure questions are captured in CDCI Training Template (NOT FOR TA ACTIVITIES) in LimeSurvey

To Add ALL other types of trainings in NIRS

*What?*
All trainings, workshops, webinars and conference that you have provided MUST be entered in NIRS.

*How?*
1. Click on **Add Activity**
2. In the menu, click on Add beside ‘Continuing Education/Community Training’
3. Use the CDCI Training Template (NOT FOR TA ACTIVITIES) in LimeSurvey for surveying training participants. (See Planning a CDCI Training on the Employee Resources page)
4. Answer all the questions posed in NIRS. Pay special attention to the following questions:
   - **Are certificates of completion or CEUs offered?** Select YES if you provided a certificate of completion, CEU or equivalent.
   - **Was the Center the lead on this activity?** If the answer is YES and the Area of Emphasis is Education & Early Intervention, Customer Satisfaction data MUST be entered
     - If you had 3+ contacts with the students, and the center was the lead on the activity, the question 'Initial Outcome Measure' MUST be entered (These are both captured in LimeSurvey Template)