parchment® services

Credential Management Professional Development

Become an expert in credential management with onsite professional development.

Parchment's trainer will visit your campus to provide detailed training and best practices for your staff. Participants will receive a digital certificate verifying course completion that can be shared on LinkedIn or via a secure link. K12 District or high school staff can participate in Parchment Professional Development with a full day course:
Managing Digital Academic Records for Students and Alumni.

COURSE DESCRIPTION

Prepare for the admissions season with specialized training on how to manage all of the record requests coming to your office through Parchment. Parchment can help School Counselors with detailed training during an in-person professional development day. The course will be delivered at your campus prior to the start of your fall semester (Dates available in August, September or October). At the conclusion of the course, your counselors will have the hands-on knowledge for a successful academic year.

LEARNING OUTCOMES:

+ Uploading rosters and issuing registration codes to the student body
+ Best practices for easy and fast student registration
+ Student ordering experiences and how to provide support
+ Understanding the Credential Library to upload, store, manage and match student records
+ Maintaining FERPA compliance
+ Order verification & approval
+ How to handle Third Party Orders
+ Reports and trends

COURSE DETAILS:

+ Training is best conducted in a computer lab where each participant has a computer with internet connection
+ Course length options: 4 hours (two 2-hour sessions)
+ Sample course times: 10-12 PM and 1-3 PM
+ Train up to 24 participants
+ Includes posters and leave-behind training material
+ Includes lunch (pizza or sandwiches)

Parchment Services, including professional development, is part of the comprehensive digital credentials management platform designed help you turn credentials into opportunities.

Learn More: www.parchment.com