The LIFELONG LEARNING REGISTRY:
Essentials for District and Regional Administrators

Lifelong Learning Registry (LLR) Administrators are those who have been granted district-level or region-level administrative rights. With district-level administrative rights you are able to

- review the learning records of individuals,
- download reports for your district, and
- create Event Codes for learning events originating on your district.

These same rights are available on the regional level, except that reports can be region-wide or district-specific.

The Who and How of Administrative Rights

Everyone establishing an LLR account is automatically granted standard user-level rights. To receive district- or region-level administrative rights, send a request to learning@nazarene.org.

No one is automatically granted administrative rights! However, we are happy to provide the appropriate administrative rights to as many persons on the district or region as the district or region needs. On the district level, this includes the district superintendent, district-office personnel, the district lifelong learning coordinator, and perhaps the chairs or secretaries of the District Boards of Ministry.

> *If you are seeking district-level administrative rights and are not the district superintendent,* please include the name of your district and the name and email address of your district superintendent in your request for administrative rights. Regional office personnel simply need to identify themselves as regional personnel (whether working in the regional office or serving as a Field Strategy Coordinator).

Know Your Administrative Limits

Just so you are aware, there are some limits to your administrative rights. You will not be able to

- Delete or edit any user record;
- Update any user profile information;
- See or restore any user's password;
- Determine what learning events are added to or deleted from any user's record.

This last point signals a shift from a time when, on the USA/Canada Region, entries to a minister's lifelong learning record were made by a denominational office and only after a process approving the event as one qualifying for lifelong learning hours. The LLR system provides a guideline about what qualifies as a lifelong learning event that was developed by a global council, and then trust each user to apply the guideline when reporting. *Although some districts may offer additional guidance to its ministers, the user alone has the authority and access to make any changes to his or her account.*[*]

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[*] As primary administrator of the Lifelong Learning Registry, the Global Clergy Development office does have the capability of deleting LLR accounts and editing user profiles. The GCD office is committed to using this capability judiciously. The broad administrative privileges belonging to the GCD office allow it to assist users, award or remove administrative rights, eliminate duplicate accounts, and otherwise protect the integrity of the Registry.

How to Make the Most of the LLR Reporting Features

SELECT THE FILE FORMAT YOU PREFER

Reports can be downloaded as .CSV or .XLS files. The .CSV option works well with a variety of spreadsheet software. Both formats give the administrator the option of changing the appearance of the report as desired (adjusting column widths, centering titles, deleting columns of information, etc.).

SELECT THE TIME-FRAME FOR YOUR REPORT

When you download a report, the report will return results for the past month. You can change the Start Date and End Date. To see a drop-down calendar, <u>click once</u> anywhere inside the date box, then click on a date inside the calendar (for first move to the preferred month and then click the specific date). To eliminate the drop-down calendar, <u>click again</u> inside the same date box simply edit the date shown to match the date you desire.

> **IMPORTANT:** Make sure you have the correct time frame for the report you wish to see. Read more below.

SELECT THE REPORT YOU NEED

To see district or region reporting options, select either "Your District" or "Your Region" from the LLR menu. The report you request depends on your purpose.

> Summary Report vs. Detailed User Report*. When you select "Download District Report" you are given a variety of options, including whether you wish to view a summary report or a detailed report.
>
> - The SUMMARY report provides a list of users and the total number of lifelong learning hours for each user listed.
>
> - The DETAILED report provides all the details for each entry made by the user. *This report includes <u>only</u> those users who have reported lifelong learning activity.*

a. *To obtain a listing of all LLR users on your district/region*. Select "Summary Report" if you wish to obtain a report showing all those who have established an account on your district or region – regardless of whether they have reported any lifelong learning activity.

> **IMPORTANT:** To assure your report includes ALL users, change the "Start Date" <u>year</u> to 2010 (it's easiest to do this by placing the cursor at the digit you wish to change). The "End Date" defaults to the current date, so normally you need not make a change to that date.

b. *To obtain an overview of lifelong learning by active users on your district/region*. Select "Summary Report" if you wish to obtain a report showing any of the following:

- Last-name alphabetized list of individuals who have established an LLR account
- Total number of lifelong learning hours for each user (determined by the date-range you impose)
- User email addresses
- User ministerial credential (licensed, ordained, or none)

Each of these data sets can assist you in your administrative work. By using the sort options of your spreadsheet software, you can

1) identify those with less than 20 lifelong learning hours over the past year,
2) separate activity according to type of credential,
3) communicate by email with select users or groups of users.

c. *To evaluate lifelong learning patterns, opportunities accessed, etc. of active users on your district/region*. Select "Detailed User Report" to obtain a report for all those who have made one or more entries to their LLR account. The report provides information on *each* entry by every user on your district. These data sets allow you to

1) View a visual display of the 4C focus (content, competency, character, and context) of the learning activity reported,
2) Evaluate the specifics of any entry (this may be helpful if you have a concern about the number of hours reported or have questions about a certain learning event. *The goal of providing this information is to equip your leadership to engage in positive, helpful conversations with ministers*),
3) Sort by start date or by event title to show participation for certain time-frames or events,
4) Sort by event type to see the distribution of participation in various kinds of learning opportunities.

Avoid Wasting Valuable Reports

Consider forming a Lifelong Learning subcommittee of your District Board of Ministry (or for your region or field). Here are some reasons this may prove to be of value:

- The responsibility for spearheading lifelong learning initiatives for the ministers on your district belongs to the District Board of Ministry (see para. 231.4, 527.6, 536.15, 2013-17 Manual). Forming a Lifelong Learning subcommittee helps assure specific attention is given to fulfilling this responsibility.
- This subcommittee would be responsible to truly evaluate the detailed reports. This evaluation can help shape future lifelong learning initiatives and develop ideas for expanding engagement in lifelong learning or identify hindrances to engagement.
- Someone needs to track and follow-through on those situations where the minimum requirement has not been met, and to assure that helping conversations actually take place.

The Answer to the Question that Will Be Asked across the USA/Canada Region

Q. "What happened to my record of lifelong learning prior to the introduction of the LLR and why doesn't it appear in my LLR account?"

A. "The LLR will show only entries you have made. However, any lifelong learning hours reported under the previous system are available. Send your request to learning@nazarene.org."

Include the Lifelong Learning Registry in Routine Administrative Protocols

A number of credential-related events trigger certain administrative protocols. For example, when someone transfers in or out of a district, there are specific items that must be attended to administratively (such as sending a transfer form or responding to one received from another district). In almost every situation, the Lifelong Learning Registry is impacted. We suggest that you include the LLR in the following administrative protocols:

a. *New Pastor Communiques*

- Include a reminder to update his or her LLR account profile. With a transition to a new congregation, email addresses sometimes change and the new pastor may be coming from another district.

- Include the LLR site address and sign-up information in the event the new pastor has not yet established an LLR account.

b. *Transfers In and Out*

- Include a reminder to update his or her LLR account profile. With any transfer, the user's district information will need to be updated. Other data may also need updating.

c. *New Ordinands*

- Include a reminder to update the credential information from "Licensed Minister" to "Ordained" on his or her LLR account profile.

d. *New Graduates from the Course of Study*

- Include a reminder to create an LLR account. You might also reference Manual 527.6 or include an excerpt from that paragraph, referencing the fact that now that they have graduated from the Course of Study they are to complete at least 20 hours of lifelong learning annually.

e. *Annual Report Mailings to Licensed and Ordained Ministers Not Serving as Pastors*

- This is a great opportunity to remind them to check the accuracy of their profile and to make any updates necessary. It is also an opportunity to remind clergy currently unassigned of their responsibility to complete and to report at least 20 hours of lifelong learning annually.

Make Life Easier for Lifelong Learners: Use Event Codes

The Event Code feature of the Lifelong Learning Registry is designed to streamline the process for ministers reporting participation in a sponsored lifelong learning event (such as a district training day or for a conference sponsored by a local church on your district). When the user applies the Event Code (a six- or eight-digit code), all of the event information – with the exception of the total number of lifelong learning hours – is automatically added to the user's lifelong learning record.

With district-level administrative rights, you have authority to set up Event Codes for lifelong learning events. When you set up the event, you must enter the maximum number of lifelong learning hours that a participant can receive if attending all sessions. However, participants will have to enter for themselves the total number of hours for the event. The reason is that it is rare for all participants to attend all sessions of a given event (due to travel delays, early departures, skipping sessions, etc.). So, we want participants to enter the number of hours in which they actually participated.

See *Tips for Sponsors of Lifelong Learning Events* at the end of this document.

NOTE: Regional events (such as PALCON) and global events (such as the Global Theology Conference) created by a regional or global denominational office will very likely already have an Event Code. To avoid duplication and confusion, we advise district personnel to create Event Codes only for district-sponsored events or by a local church on their district. District sponsored or local church sponsored events may be open to the entire region or even globally, but would not be sponsored by a regional or global denominational office.

What about Ministers Enrolled in a Ministry-Related Degree Program?

In the past, ministers enrolled in a ministry-related degree program were considered exempt from the lifelong learning requirement (Manual, 527.6). However, this creates a problem for the minister since their denominational record (Ministry Profile) indicated zero lifelong learning hours during the years of their active engagement in a degree program. It also suggested they need not take advantage of lifelong learning opportunities outside of their degree program.

NEW GUIDELINE: Ministers enrolled and active in a ministry-related degree program should enter their participation as a single lifelong learning event for each and every year they remain active in the program. The entry should include the following information:

EVENT TITLE:	*Enter the actual name of the degree program*
START / END DATES:	*Enter dates of anticipated participation during the <u>current</u> assembly year*
EVENT DESCRIPTION:	*Enter the institution's catalog description for the degree program*
EVENT PROVIDER:	*Enter the name of the institution offering the degree program*
NUMBER OF HOURS:	*Enter 20.0* (we do realize many more hours are invested)
EVENT TYPE:	*Select "Other" from the drop-down menu*
LEARNING VALUE:	*Tick all boxes that apply*

Find Help in the LLR HELP MENU

Participation in some lifelong learning events is a bit of a challenge when it comes to reporting. Or, the user needs a little more guidance that the general guideline provided. By getting acquainted with the LLR Help Menu, you'll be able to accurately respond to questions about reporting.

Get Administrative Help and Give Feedback

Contact Global Clergy Development at learning@nazarene.org or toll-free +1-800-306-7651.

Tips for Sponsors of Lifelong Learning Events:
Communicating to Participants about the Lifelong Learning Registry EVENT CODE

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Below are some of the key elements to communicate to event participants so that those who are Nazarene clergy can report their lifelong learning hours for the event using a Lifelong Learning Registry (LLR) Event Code:

- <u>Be sure you have created an Event Code</u> using the Lifelong Learning Registry "Event Templates" tool. In many cases we can grant administrative rights to the Registry to someone from your office to create Event Codes for future events.

- <u>Communicate the Event Code to event participants</u>.
  - Include the Event Code in the printed event program/event agenda, if any. *This is most helpful since a program provides the schedule information participants will need to calculate the number of lifelong learning hours they should enter when reporting their participation.*

    > NOTE: Hours may vary by participant since some may arrive late, depart early, or miss a portion of an event.

  - Include with the Event Code a note about the maximum number of learning hours for the event (assumes all sessions are attended). *It is helpful to design the event program/event agenda in a way that makes it clear which schedule elements qualify as lifelong learning.*

    > FOR EXAMPLE: If you break for meals, the meal time would not be included in the lifelong learning hours total; however, if the meal is a banquet with a keynote speaker, this timeframe in whole or in part would appropriately be included in the total number of lifelong learning hours for the event.

- Invite participants to report their participation on the Lifelong Learning Registry. *Provide participants the information they need to login in to their Lifelong Learning Registry account, or to establish an account if they have not done so already. The site address is* http://learning.nazarene.org

- Provide basic instruction to participants on how to enter the Event Code to quickly update their Lifelong Learning record on the Registry.

  > *FOR EXAMPLE*:
  > To update your lifelong learning record, login in the Lifelong Learning Registry (http://learning.nazarene.org), select "Add Record" and enter the Event Code [INSERT CODE HERE] in the space provided. Then, scroll down the page and enter the number of lifelong learning hours you wish to report based on your actual participation in the event. Finally, select "Create" at the bottom of the page. The event will appear in your record.