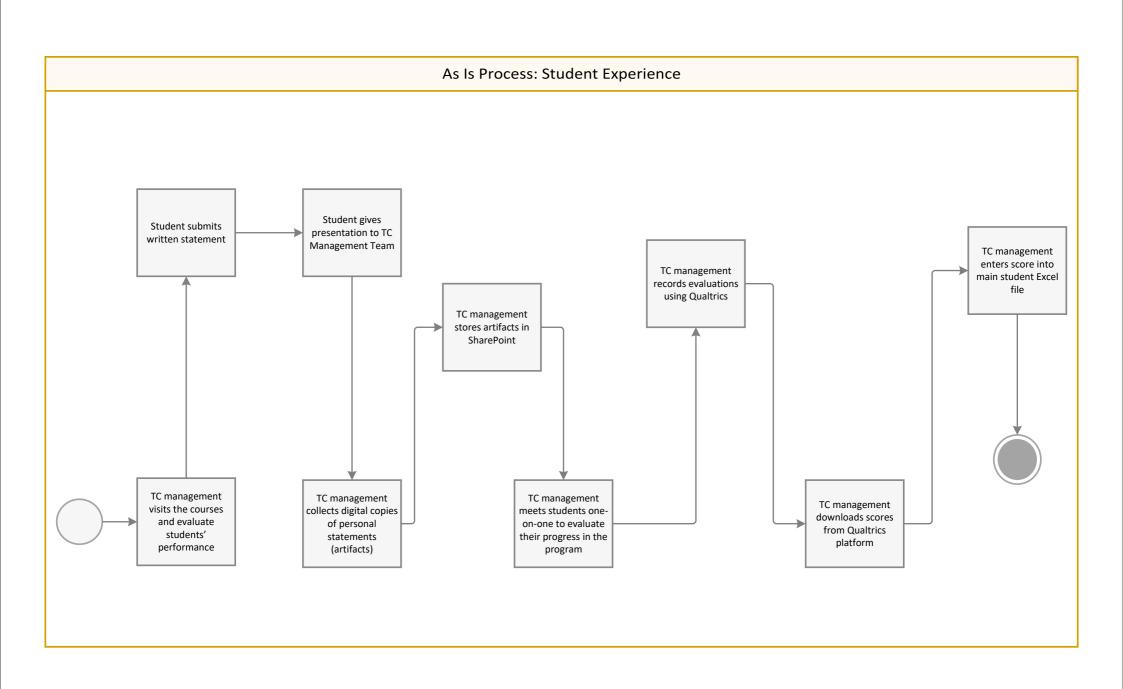
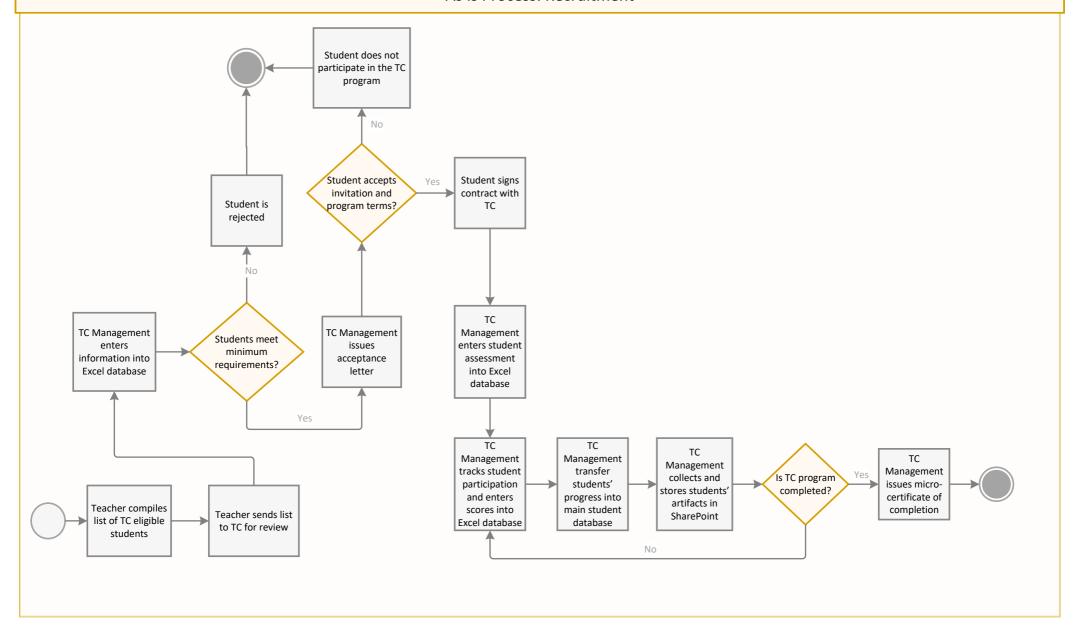
As-Is Process: Teachers Manual TC Sends copy of teachers manual TC Creates Teachers' Manual and other and generates pdf materials to the TC Enters TC Administrator Yes сору Information new teacher information to Updates contact complete? No Excel database information in Excel database manually Teacher Completes Teacher reviews **Teacher Emails** manual and keeps templates Teachers Inform Teacher's contact Information Form included in it as guide information needs changes to TC materials to be updated? Office No



As Is Process: Recruitment



To-Be Process: Teachers Manual TC stores a copy of TC provides new the manual and TC creates a virtual teachers with access related workspace and to the work documentation in dashboard collaboration the workspace and workspace dashboard Teacher reviews the TC monitors and TC monitors/ Information manual and tracks new entries or determine the most completes the updates changes through recent entry through teacher information required? system notifications timestamps web form Yes Teacher updates contact information in the data base or webform

