

Registering for Courses

Use the left-hand navigation menu to select "Enroll in Courses." A list of available courses will be displayed. On this screen, you can search for courses, view course details, and register. Note that there may be multiple pages of courses.

Course ID	Enroll	Course Title	Info	Location	Start Date	End Date	Instructor	Wait List Count
2656		Second Multi-Session Course		CRMS	Wed, Jun 18, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0
2635		Conference Style Course		EEP	Wed, Jul 30, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0
2629		Single Session test		EEP	Wed, Aug 13, 2025	Wed, Aug 13, 2025	Hanson, Breanna	0
2600		Multi-Session - All Sessions Required		CRMS	Mon, Aug 25, 2025	Fri, Aug 29, 2025	Hanson, Breanna	0

To begin registration, click on the course title and an enrollment form will open.

Course Information

Course Title: Approaches to Learning - August Institute

Course Description: Teams will focus on a strong start to the school year by looking at student data and planning forward.

Enroll In Course

For a single session course or a multi-session course where all sessions are required the session selection is made for you.

Course Sessions (required)

- ☒ Keynote - All attend - 8/22/2025, 11:30 pm - 1:00 pm - Room: Grand Ballroom
- ☒ Friday PM 1 - Session 2 - 8/22/2025, 2:00 pm - 3:00 pm - Room: Forest
- ☒ Friday PM 2 - Session 2 - 8/22/2025, 3:00 pm - 4:00 pm - Room: Green
- ☒ Friday PM 1 - Session 1 - 8/22/2025, 2:00 pm - 3:00 pm - Room: Forest
- ☒ Friday PM 2 - Session 1 - 8/22/2025, 3:00 pm - 4:00 pm - Room: Green
- ☒ Saturday AM 1 - Session 1 - 8/23/2025, 8:30 am - 10:30 am - Room: Blue

Buttons: Cancel, Save

On the form, select your desired session(s) for registration. If only one session is available, it will be automatically chosen. After making your selections, click "Save."

Course ID	Enroll	Course Title	Info	Location	Start Date	End Date	Instructor	Wait List Count
2656	Enrolled	Second Multi-Session Course		CRMS	Wed, Jun 18, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0
2635		Conference Style Course		EEP	Wed, Jul 30, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0
2629		Single Session test		EEP	Wed, Aug 13, 2025	Wed, Aug 13, 2025	Hanson, Breanna	0
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A confirmation message will display on the top of the screen and a status of "enrolled" will be displayed next to the course.

Completing a Course Evaluation

There are two different pathways you can follow in order to complete the course evaluation.

Option 1:

You receive an email reminder with a link to their course evaluation.



After clicking on the link, you are directed to the evaluation form within the Pro Dev application, where you can scroll down to complete and submit your evaluation.

A screenshot of the "Facilitation Skills Training" evaluation form within the Pro Dev application. The header shows "LEARNER: VIEW COURSE ENROLLMENT" and "Facilitation Skills Training" with tabs for "Details", "Sessions", "Credits", "Links", and "Materials". On the right, there are buttons for "Enrolled", "Evaluation...", and a settings icon. Below the header, a note states: "Please reference these objectives while completing the evaluation form below. Note: you may have to scroll down to see all of the form contents." The "Objectives" section lists three goals: understanding organizational systems, designing group sessions, and diagnosing system interventions. The "COURSE ASSESSMENT" section contains two questions with radio button options: "Strongly Disagree", "Disagree", and "Agree". A red arrow on the right side of the form points downwards, indicating the scroll direction.

Option 2:

Use the left-hand navigation menu to select "My Courses." A list of course enrollment records will be displayed. Find the course that needs to be evaluated. Note that there may be multiple pages of courses.

LEARNER: VIEW COURSES
My Courses
Name: Dedra H. Hansen; Username: dedra.hansen

Course Enrollment | Open Courses | Cancelled Courses | Completed Courses | External Courses

Click the arrow on the far left of a course row to see specific session details and to check in to a session. Icons in the columns indicate your enrollment status, evaluation status, and whether attendance has been verified. To download additional details about the course, click the icon in the Course Info column. To email the course instructor, click the send email icon. Using the row action gear, you can cancel your enrollment, complete your evaluation (if available), or print reports after credit has been awarded.

Course ID	Enrolled Status	Course Title	Location	Start Date	End Date	Email	Attendance	Credits	Evaluation Status
2651	Enrolled	Dedra's Course to Show Digital Ch...	DIST	Mon, Jun 8, 2025	Mon, Jun 8, 2025	Send Email	Yes	Clock Earned 2	Evaluation Missed
2640	Enrolled	Facilitation Skills Training	DIST	Mon, Jul 14, 2025	Mon, Jul 14, 2025	Send Email	Yes	Clock Earned 1	Evaluation Required
2632	Enrolled	Multi Session Course	CHMS	Mon, Apr 21, 2025	Fri, Jun 13, 2025	Send Email	Yes	Clock Earned 16	Evaluation Missed
2627	Enrolled	Internal PD	DIST	Fri, Apr 4, 2025	Fri, Apr 4, 2025	Send Email	Yes	Clock Earned 2.5	Evaluation Missed

On the righthand side of the screen click on the gear icon of the course and select "Evaluate".

Clock: Earned 1 | Evaluation Required

Row Actions and Options

- Evaluate
- View Enrollment

The evaluation form will open, and you can scroll down to complete and submit the evaluation.

LEARNER: VIEW COURSE ENROLLMENT
Facilitation Skills Training

Enrolled | Evaluation... | Gear icon

Details | Sessions | Credits | Links | Materials

Evaluate | < | >

Please reference these objectives while completing the evaluation form below. Note: you may have to scroll down to see all of the form contents.

Objectives

Objectives (optional)

Objective

Participants will have a deeper understanding of organizational systems and the art and science of leadership.

Participants will know how to design and facilitate group conversations and planning sessions.

Participants will know how to diagnose and plan appropriate system interventions.

COURSE ASSESSMENT

1. The course content and instruction mirrored our expectations for qual... (required)

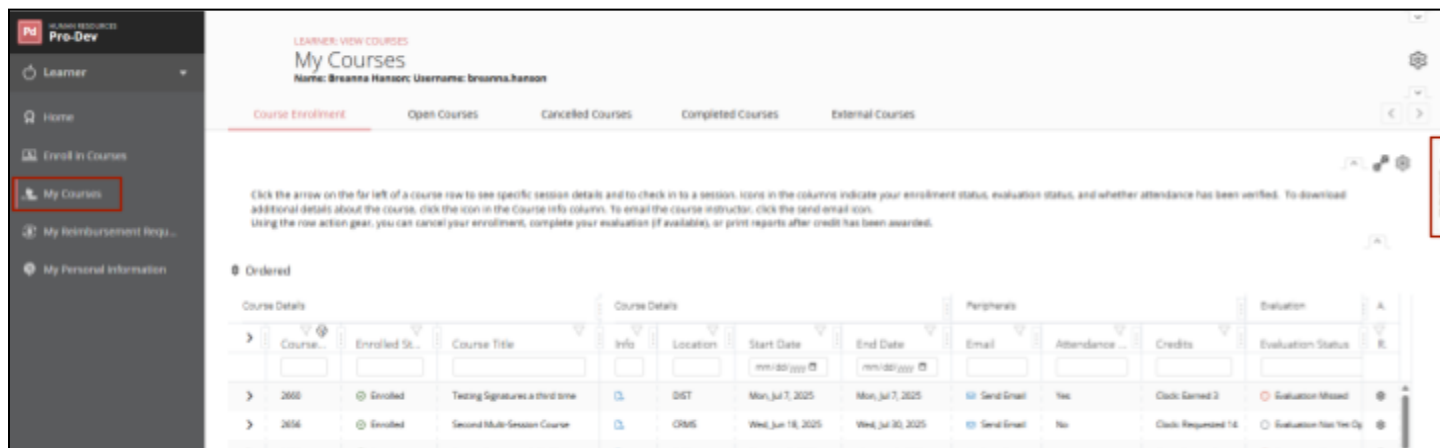
☐ Strongly Disagree
☐ Disagree
☐ Agree

2. The course content met the stated learning objectives. Note: The learn... (required)

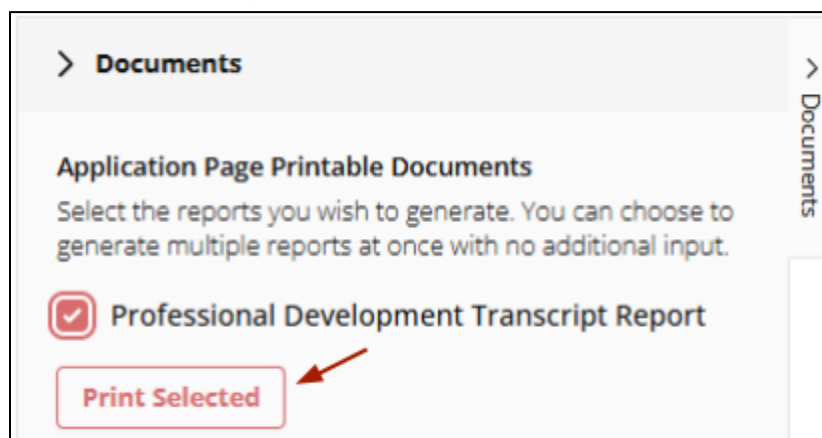
☐ Strongly Disagree
☐ Disagree
☐ Agree

Printing your Transcript

To print your transcript, use the left-hand navigation menu to select "My Courses." On the right hand side of the screen, click on "Documents" to open the document drawer.



A small menu will open, check the "Professional Development Transcript Report" and press "Print Selected".



The report will generate and once ready you will be notified the report is ready to be downloaded.

Trouble Shooting

Can't see any courses - check to see if there is a filter in place. Look for the word "Filtered" above the datatable. Click on it and any filters will display. Click on the trash can icon(s) to clear the filter(s).

