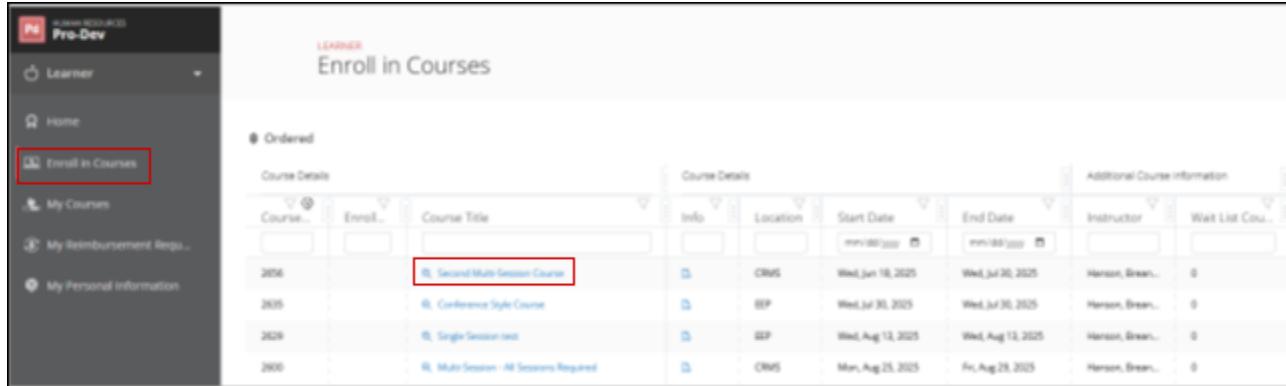


Registering for Courses

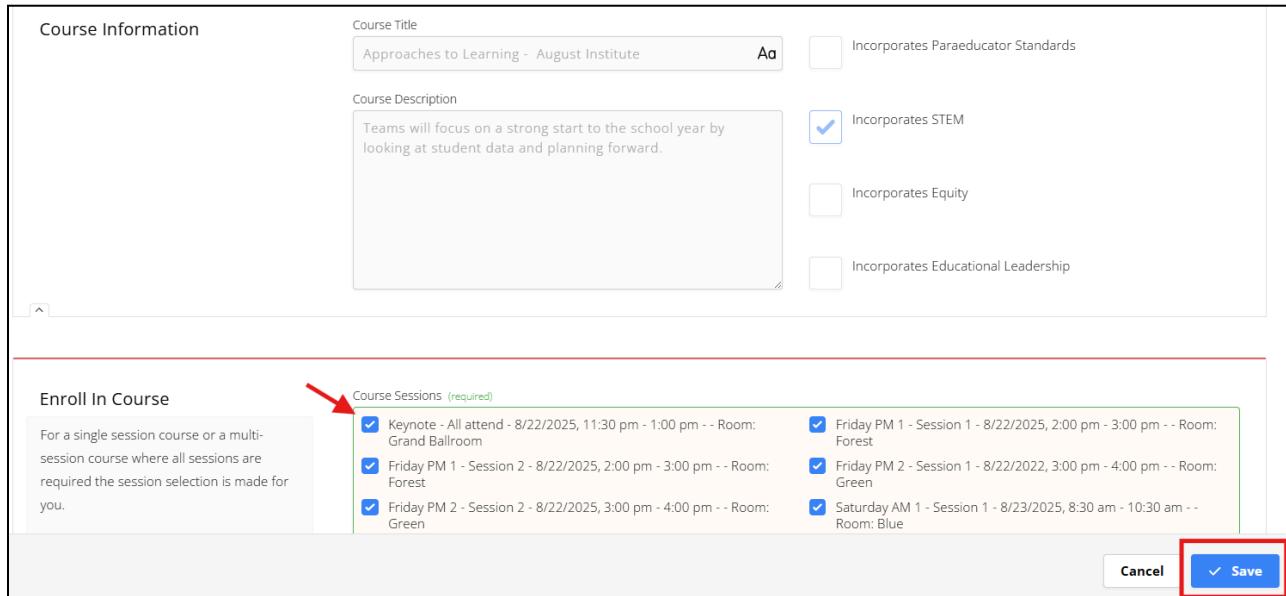
Use the left-hand navigation menu to select "Enroll in Courses." A list of available courses will be displayed. On this screen, you can search for courses, view course details, and register. Note that there may be multiple pages of courses.



The screenshot shows the 'Enroll in Courses' page. The sidebar on the left has a 'Learner' dropdown, followed by 'Home', 'Enroll in Courses' (which is highlighted with a red box), 'My Courses', 'My Reimbursement Requ...', and 'My Personal Information'. The main content area is titled 'Enroll in Courses' and shows a table of courses. The first course, 'Second Multi-Session Course', is highlighted with a red box. The table columns include Course ID, Enrolled status, Course Title, Info, Location, Start Date, End Date, Instructor, and Wait List Count.

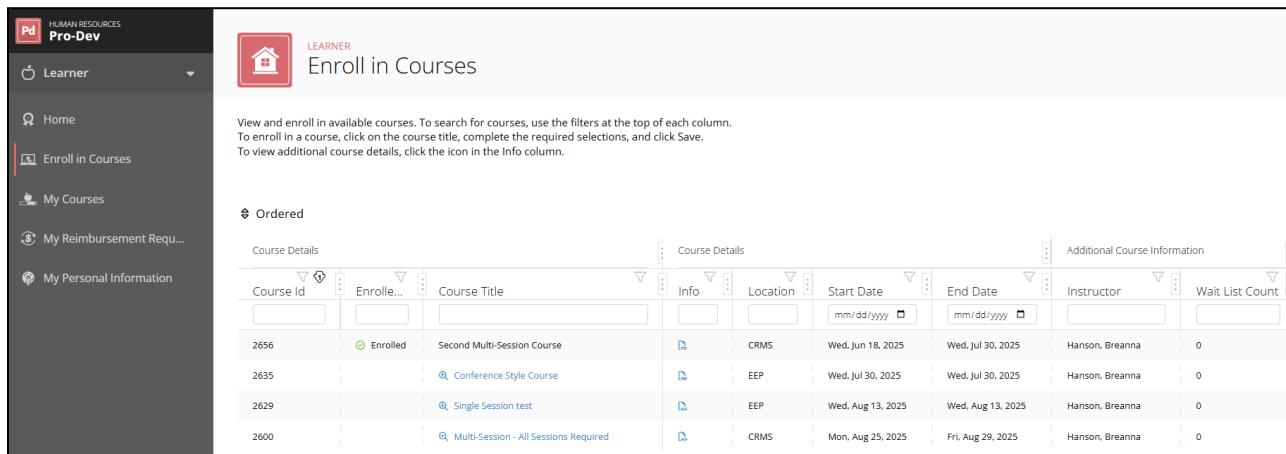
Course ID	Enrolled	Course Title	Info	Location	Start Date	End Date	Instructor	Wait List Count
2656	Enrolled	Second Multi-Session Course	CRMS	Wed, Jun 18, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0	
2635	Enrolled	Conference Style Course	EEP	Wed, Jul 30, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0	
2629	Enrolled	Single Session test	EEP	Wed, Aug 13, 2025	Wed, Aug 13, 2025	Hanson, Breanna	0	
2600	Enrolled	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.



The screenshot shows the 'Course Information' and 'Enroll In Course' forms. The 'Course Information' form includes fields for 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), and checkboxes for Incorporates Paraeducator Standards, Incorporates STEM (which is checked), Incorporates Equity, and Incorporates Educational Leadership. The 'Enroll In Course' form has a note: 'For a single session course or a multi-session course where all sessions are required the session selection is made for you.' It shows a list of course sessions with checkboxes: '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', and 'Saturday AM 1 - Session 1 - 8/23/2025, 8:30 am - 10:30 am - Room: Blue'. A red arrow points to the 'Course Sessions (required)' section, and a red box highlights the 'Save' button.

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."



The screenshot shows the 'Enroll in Courses' page. The sidebar on the left has a 'Learner' dropdown, followed by 'Home', 'Enroll in Courses' (which is highlighted with a red box), 'My Courses', 'My Reimbursement Requ...', and 'My Personal Information'. The main content area is titled 'Enroll in Courses' and shows a table of courses. The first course, 'Second Multi-Session Course', has an 'Enrolled' status next to it. The table columns include Course ID, Enrolled status, Course Title, Info, Location, Start Date, End Date, Instructor, and Wait List Count.

Course ID	Enrolled	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	Enrolled	Conference Style Course	EEP	Wed, Jul 30, 2025	Wed, Jul 30, 2025	Hanson, Breanna	0	
2629	Enrolled	Single Session test	EEP	Wed, Aug 13, 2025	Wed, Aug 13, 2025	Hanson, Breanna	0	
2600	Enrolled	Multi-Session - All Sessions Required	CRMS	Mon, Aug 25, 2025	Fri, Aug 29, 2025	Hanson, Breanna	0	

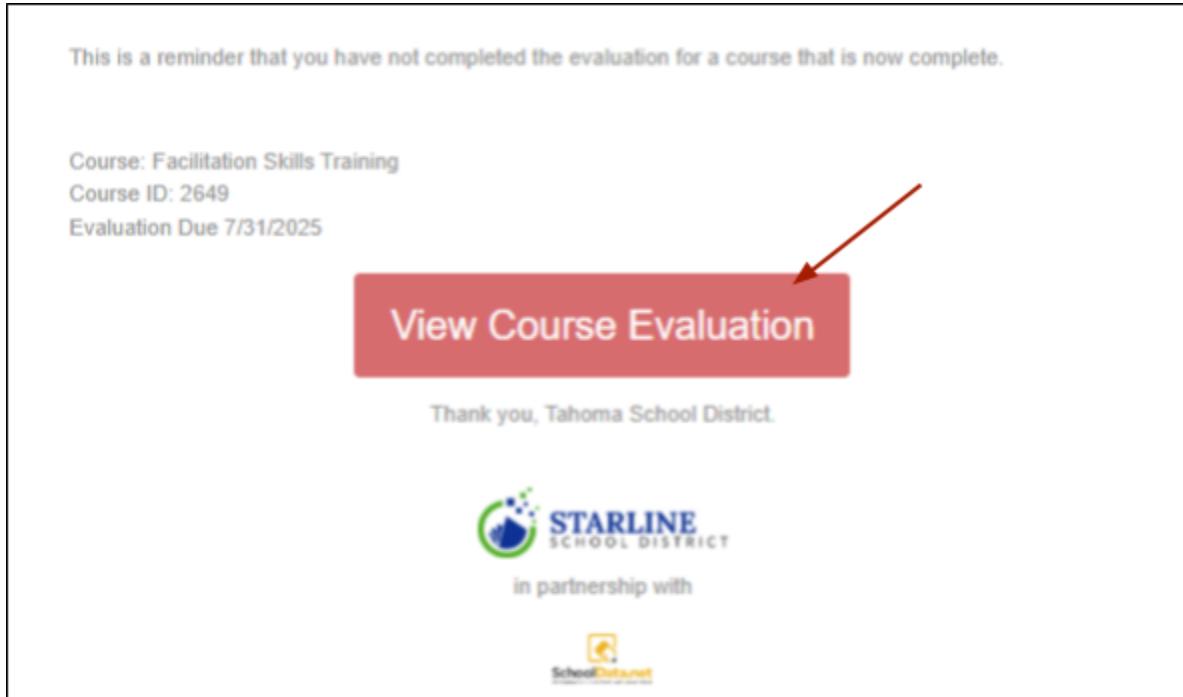
A confirmation message will display on the top of the screen and a status of "enrolled" will be displayed next to the course.

Completing a Course Evaluation

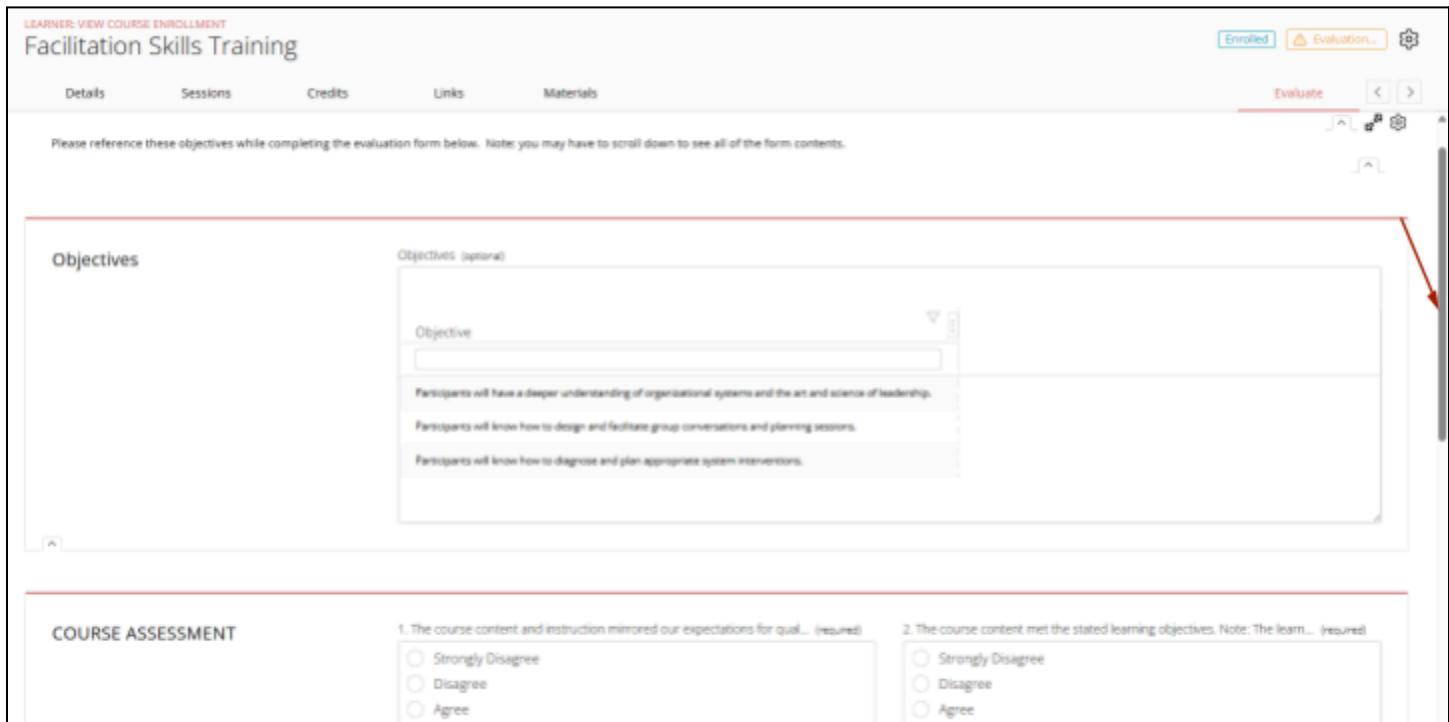
There are two different pathways you can follow in order to complete the course evaluation.

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.



LEARNER: VIEW COURSE ENROLLMENT

Facilitation Skills Training

Enrolled **Evaluation**

Details Sessions Credits Links Materials

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)

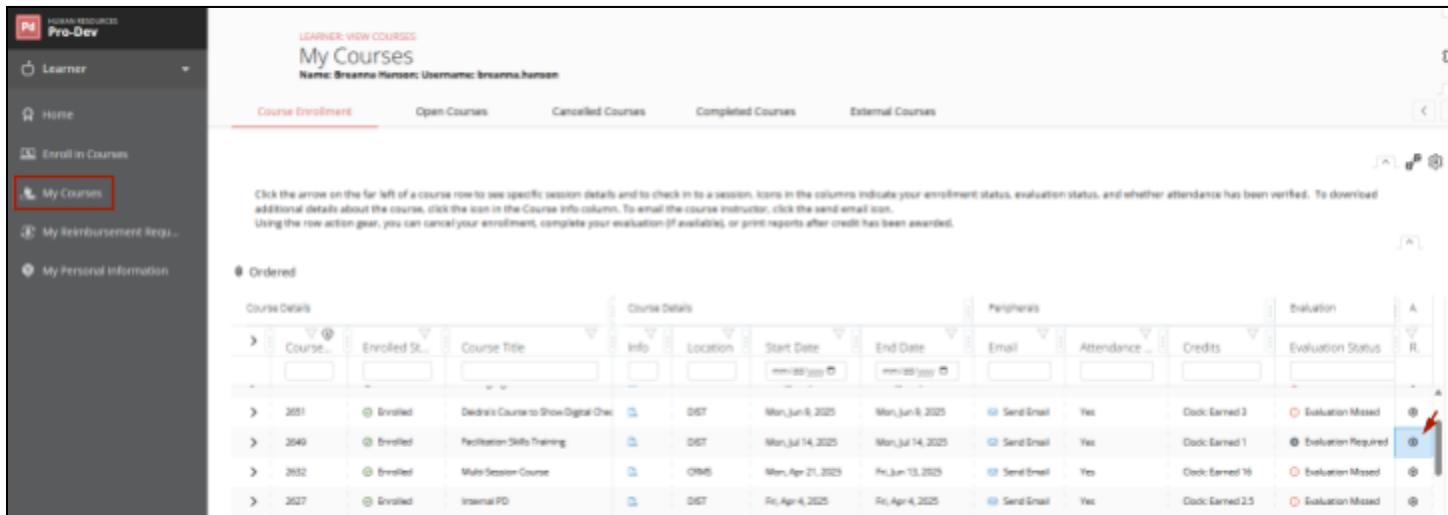
Strongly Disagree
 Disagree
 Agree

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

Strongly Disagree
 Disagree
 Agree

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: Breanna Hansen; Username: breanna.hansen

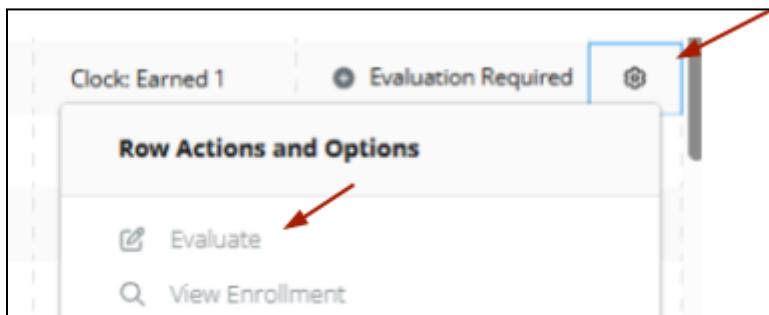
Course Enrollment Open Courses Cancelled Courses Completed Courses External Courses

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.

Ordered

Course	Enrolled	Course Title	Info	Location	Start Date	End Date	Email	Attendance	Credits	Evaluation	Evaluation Status
2651	Enrolled	Facilitation Course to Show Digital Chec	06T	Mon, Jun 6, 2025	Mon, Jun 6, 2025	Send Email	Yes	Clock: Earned 2	Evaluation Missed		
2649	Enrolled	Facilitation Skills Training	06T	Mon, Jul 14, 2025	Mon, Jul 14, 2025	Send Email	Yes	Clock: Earned 1	Evaluation Required		
2652	Enrolled	Multi-Session Course	09M5	Mon, Apr 21, 2025	Fri, Jun 13, 2025	Send Email	Yes	Clock: Earned 16	Evaluation Missed		
2657	Enrolled	Internal PD	06T	Fri, Apr 6, 2025	Fri, Apr 6, 2025	Send Email	Yes	Clock: Earned 25	Evaluation Missed		

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



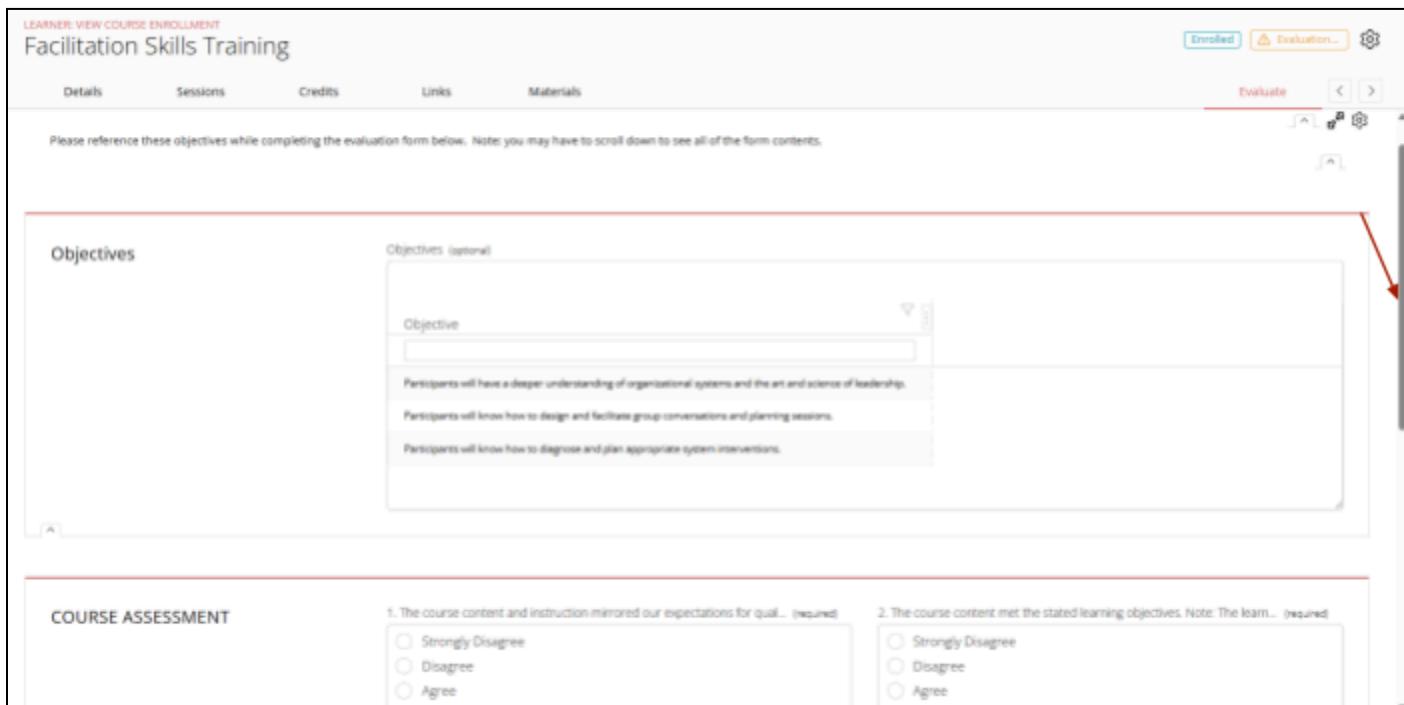
Clock: Earned 1 Evaluation Required

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

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 (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

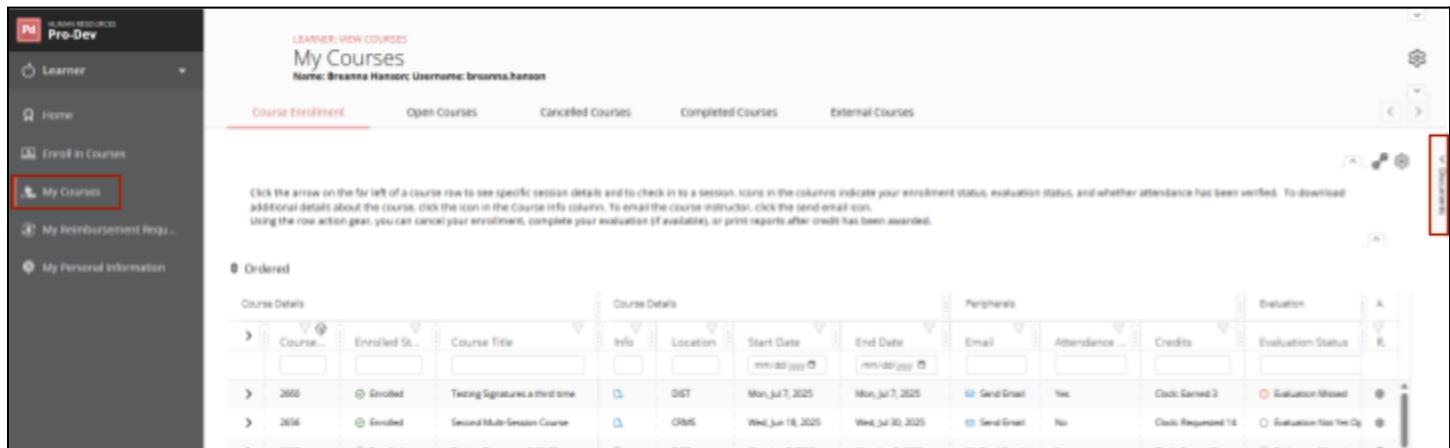
2. The course content met the stated learning objectives. Note: The learn... (required)

Strongly Disagree
 Disagree
 Agree

Print

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.



LEARNER: VIEW COURSES
My Courses
Name: Breanna Hanson; Username: breanna.hanson

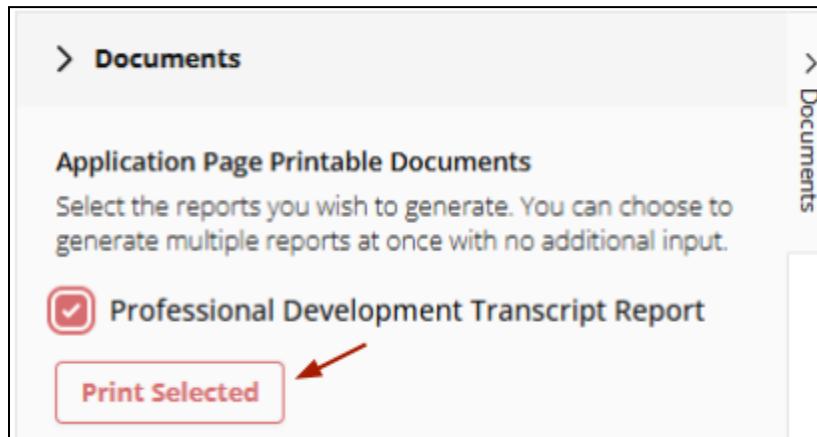
Course Enrollment Open Courses Cancelled Courses Completed Courses External Courses

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 column 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.

Ordered

Course Details	Course Details	Peripherals	Evaluation							
Course...	Enrolled St...	Course Title	Info	Location	Start Date	End Date	Email	Attendance...	Credits	Evaluation Status
2656	Enrolled	Testing Signatures a third time		DIST	Mon, Jul 7, 2025	Mon, Jul 7, 2025		Yes	Credit Earned 3	<input type="radio"/> Evaluation Missed
2656	Enrolled	Second Multi-Session Course		ORMS	Wed, Jun 19, 2025	Wed, Jul 30, 2025		No	Credit Requested 14	<input type="radio"/> Evaluation Not Yet Due

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



Documents

Application Page Printable Documents

Select the reports you wish to generate. You can choose to generate multiple reports at once with no additional input.

Professional Development Transcript Report

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).

▽ Filtered ▷ Ordered

Course Id — contains: 902

