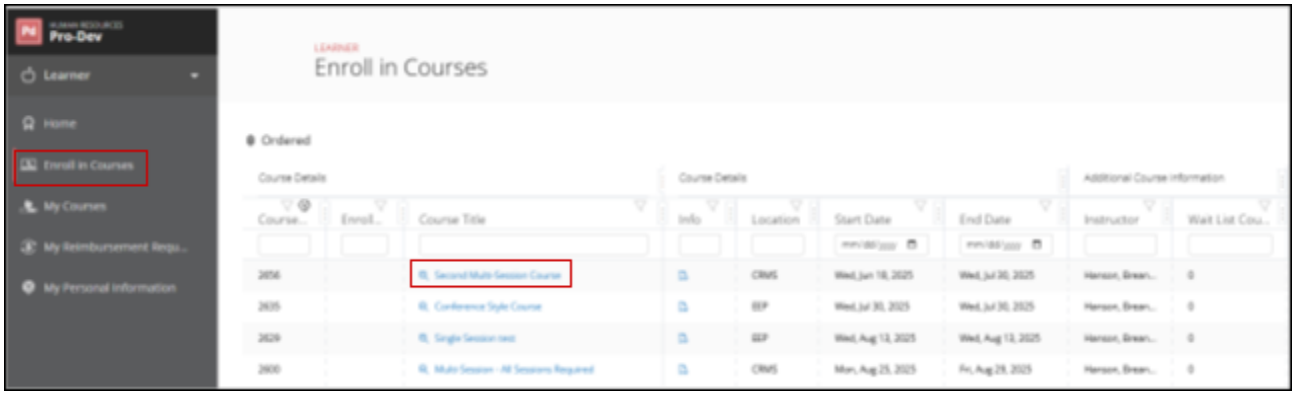
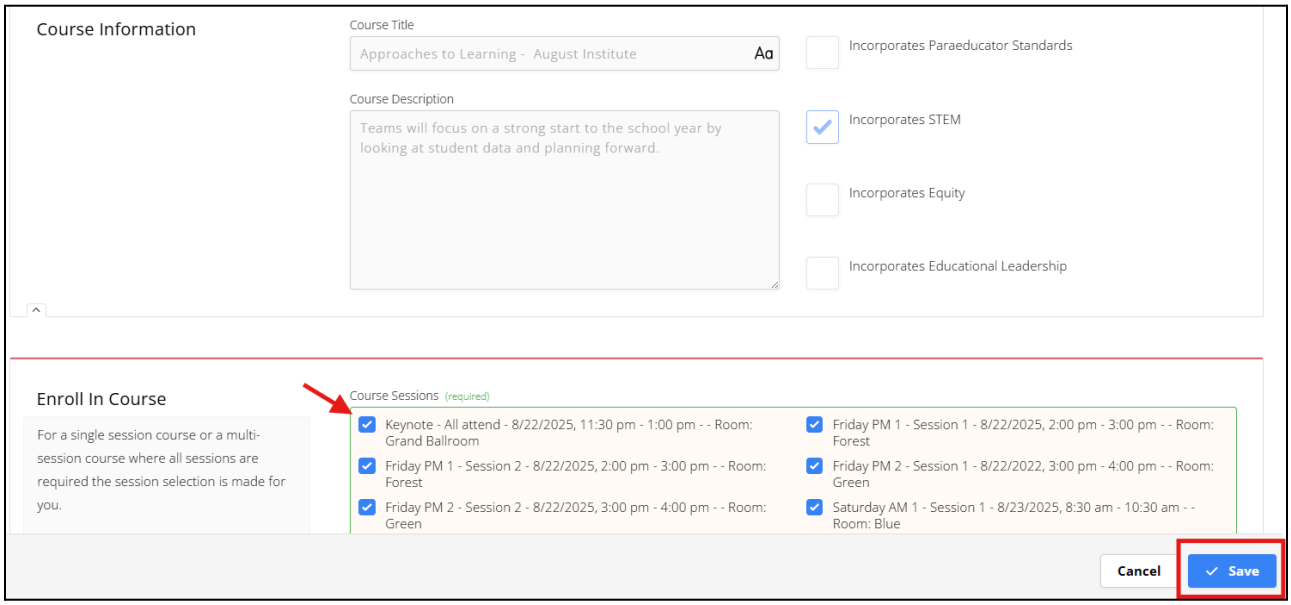
Registering for Courses

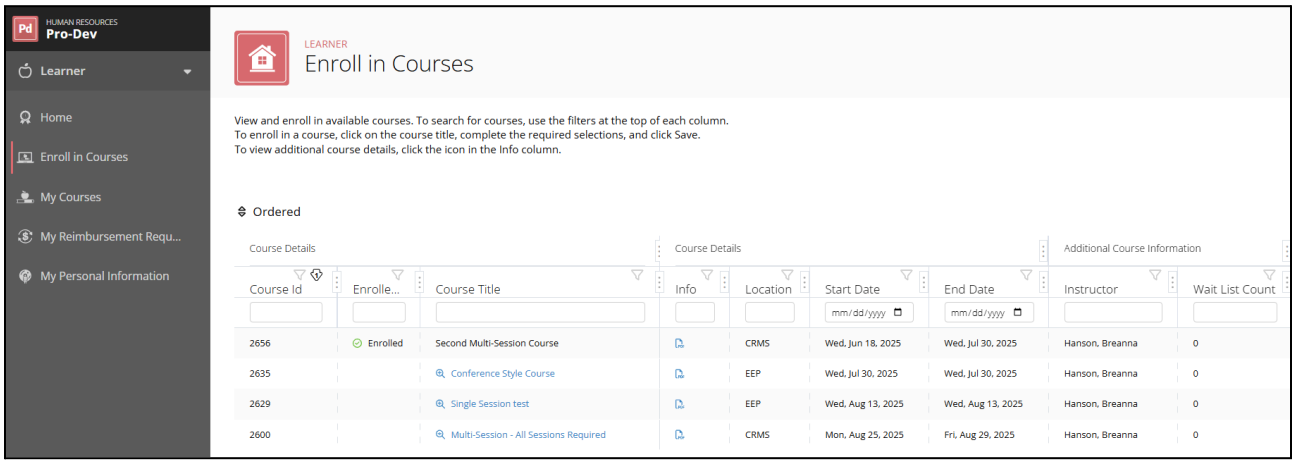
Use the left-hand navigation menu to select "Enroll in Courses." A list of available courses will be displayed. On this screen, you can search for courses, view course details, and register. Note that there may be multiple pages of courses.



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



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."



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

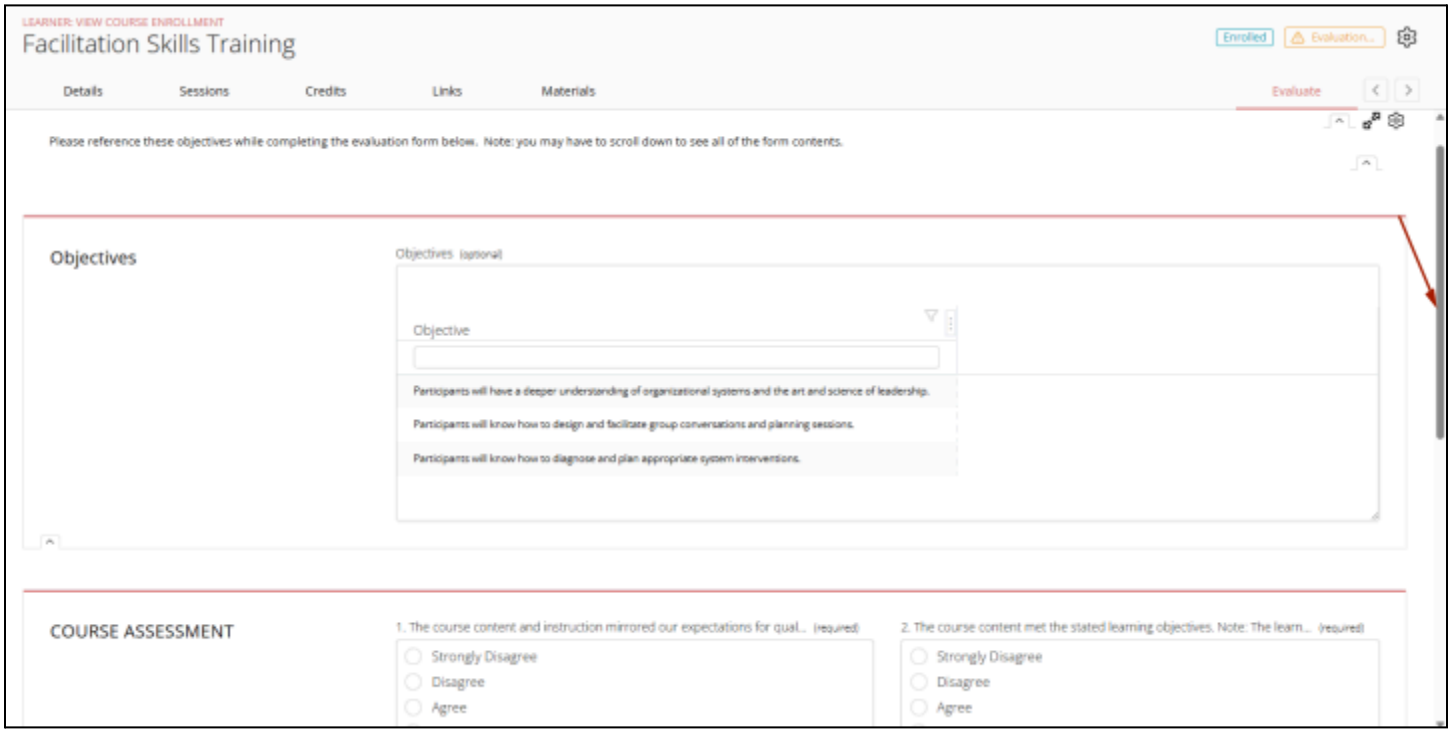
There are two different pathways you can follow in order to complete the course evaluation.

Option 1:

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

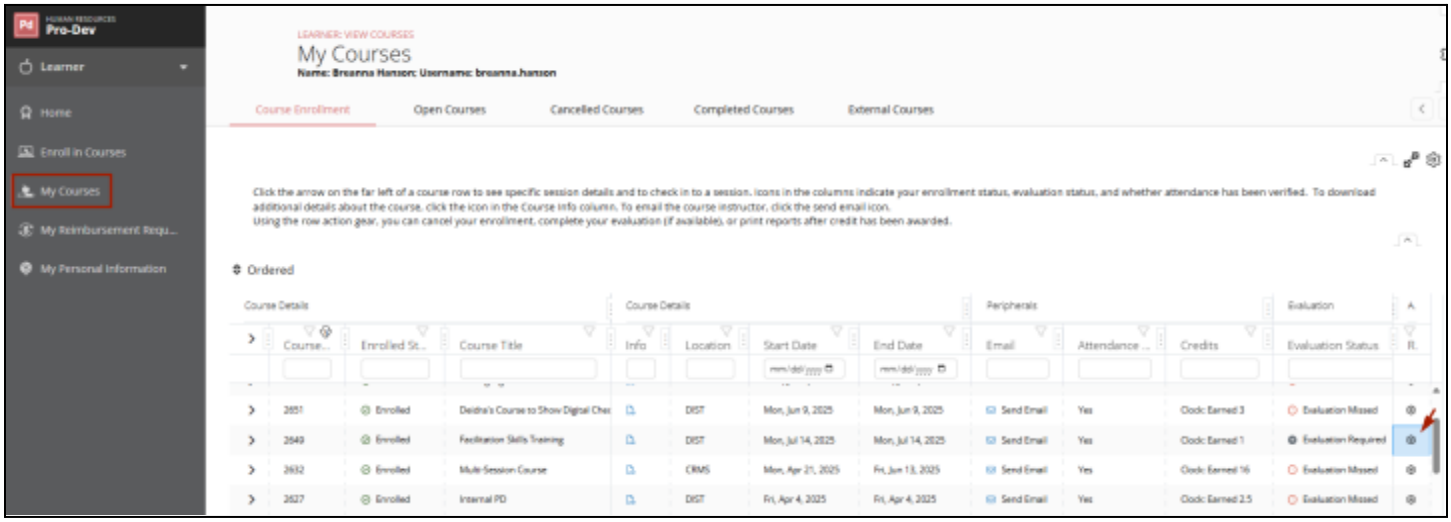


After clicking on the link, you are directed to the evaluation form within the Pro Dev application, where you can scroll down to complete and submit your evaluation.

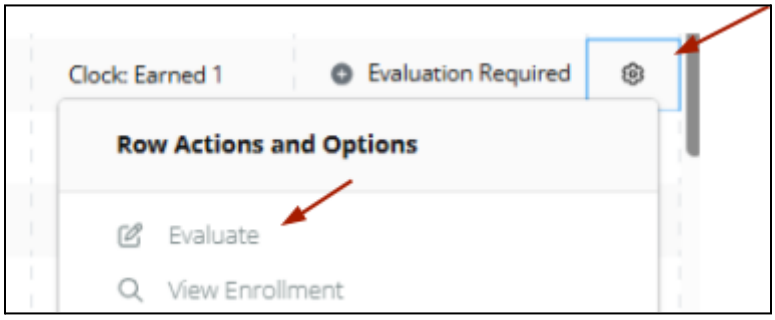


Option 2:

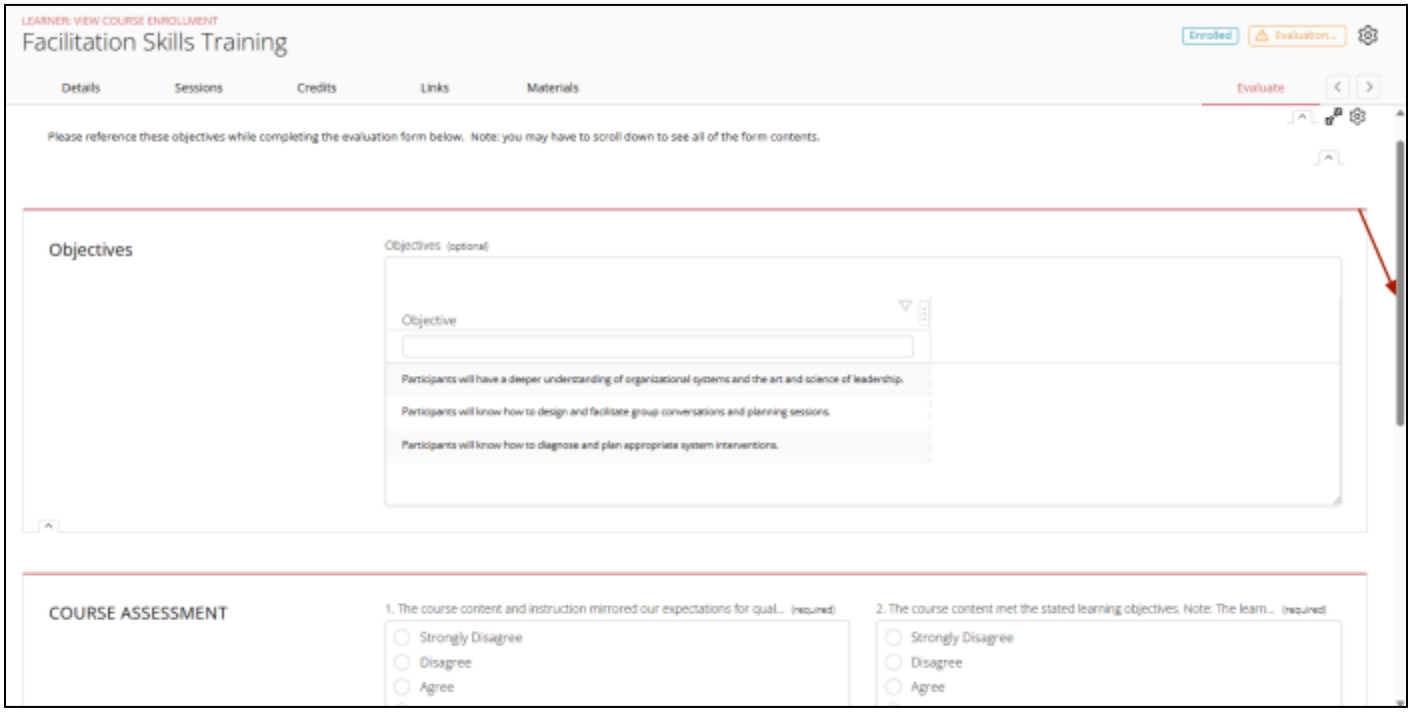
Use the left-hand navigation menu to select "My Courses." A list of course enrollment records will be displayed. Find the course that needs to be evaluated. Note that there may be multiple pages of courses.



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

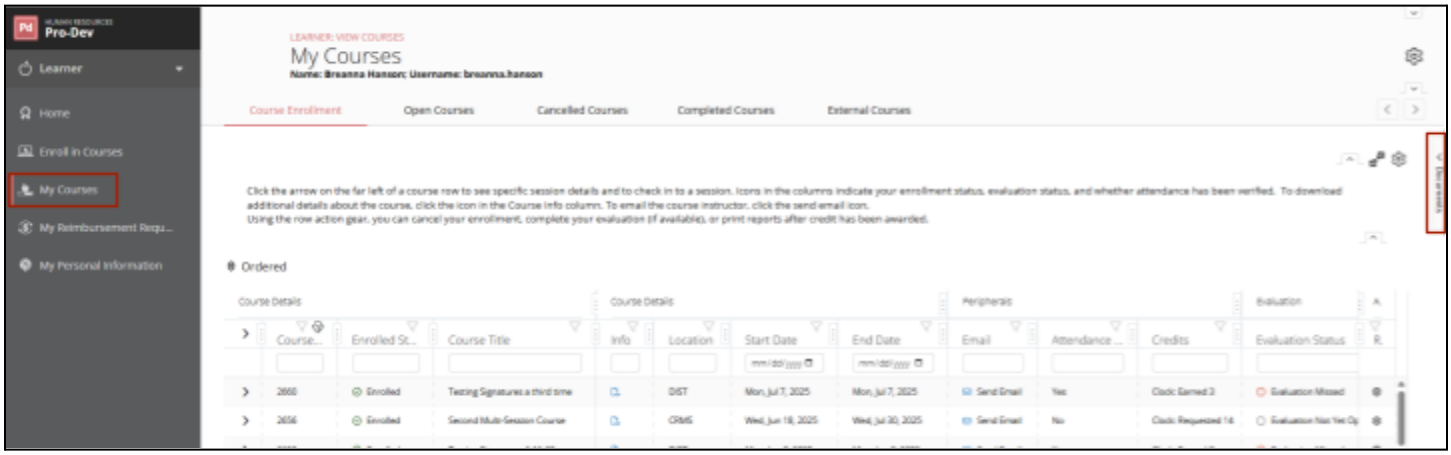


The evaluation form will open, and you can scroll down to complete and submit the evaluation.

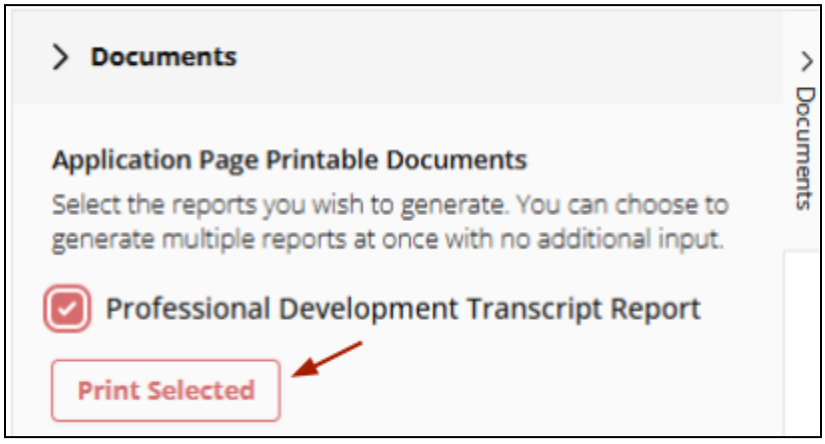


Printing your Transcript

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).

