

[FAQ- Create a Course Request](#)

Tips for Creating a Course Request on the Montana Professional Development Portal

Refer also to the [FACILITATOR TO DO LIST](#) for complete instructions on instructor responsibilities

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1. Log into the [Montana Professional Development Portal](http://www.pd4montana.com) (www.pd4montana.com)

If you don't yet have an account, please first CREATE AN ACCOUNT.

2. Click on COURSE REQUEST Tab

- Click on the  to add a new course

TIPS for making course request:

- *Once you have created a course- you can then **duplicate it** by clicking on the  icon. This saves a bunch of time-- all you need to do is change the information that has changed.*
- Fields marked with a  are required.
- Click on  in top right corner of each page for more detailed instructions.
- **If you aren't sure what to put in a field- do you best, the course will be reviewed before it is posted. and you will be contacted if there are questions.**
- Note- if for some reason you get an **error message**- First click on Course Request and see if the course is there... it will probably say PENDING because you have not finished the process. Click on the

pencil  to open the course-- then use the arrows at the bottom of the page to go back to the page you ended on. (Do not create another course-- if in doubt email Nancy and let her know the name of the course and ID# if possible and let her know what happened!)

- All course info is found on the Course Info page which can be accessed by clicking on the Printer icon... on the Course Registration page.

OVERVIEW-

There are 7 pages to complete- not all are required.

- Pg 1- course info- basic course info
- Pg 2- Criteria- choose criteria used to search for information about a course.
- Pg 3- Limits- use this page if you want to limit your course to a specific location (ie school) or group. The Register button will only be available for those from that location or group.
- Pg 4- Credit- identify credit types that are available. Courses posted on this website are eligible for OPI renewal credit through Western MT CSPD
- pg 5- Course materials (optional)- instructors can upload materials to the website and those can be accessed by participants on the Course Detail (printer icon next to the title of the course on Course Registration page
- pg 6- Course links (optional) instructors can enter weblinks which will be available on the COURSE DETAIL/ INFO page
- pg 7 Sessions-- specific information about location, time,
 - Click on the yellow plus to add information about additional instructors, as well as AV equipment needed
- pg 8 Registration - types of registration and costs if a registration fee is charged. Also types of payment that are available.
- (As noted above- once you have posted your first course-- it can be duplicated and much of the work is already there- only have to change the information that is different... so be patient the first time as you post your first course...)

Page 1 Course Info

UPDATE:After a course is submitted, you may return to view or update course information. Click the help icon  on the right for detailed assistance.

Course ID	2393
Course Status	Review
1. Course Request Type	Workshop-Single Session 
2. Category Type	School Culture 
3. Course Title	Smith Valley: MANDT Relational (Basic) 
4. Site Region	5-Region 5-Northwestern Montana 
Regions Map	
Site Dist/ Organization	Smith Valley Elementary 
Site Location	Smith Valley Primary School 
5. Course Sponsor 1	Western MT-CSPD 
Course Sponsor 2	
Course Sponsor 3	
6. Prerequisites	any prerequisites for this course add here. 
7. Course Description	Relational (Basic) Mandt: 1 day session, focusing on behavior management strategies for staff who work on a daily basis with students who are, for the most part, cooperative. Emphasis on strategies to de-escalate and manage behavior before it gets out of control. This does not allow you to do any restraints on anyone. 
8. Course Start Date	8/28/2012  
Course End Date	8/28/2012  
9. Registration Closing Date	9/4/2012   last day course will be visible on website for registration

1. **Course request type**- choose from Single Session or Multiple Sessions- Use multiple sessions if participants can choose which sessions they want to attend.
2. **Category type** - for more details about category type (Strand) [click here](#)
3. **Course title**- If your course is only being offered at a specific location- please add to title using this format: **MCPS: Cold Springs- Title of Course...**
4. **Site**: You will be identifying where the training will be taking place-- by choosing what Region, then what District/Organization and then Location (ie Region 5- Arlee School District-- Arlee Elementary)
 - **Site:Region** If you are not sure what region you are in- [click here -Regions Map](#)

TIP: Once you choose the region, you will need to wait a few seconds as the website loads all the Districts and Organizations for that region.

- **Site: District/ Organization**- This would be the name of the district or organization (again, depending on the number of locations, this may take some time to load)
- **Site: Location** - For School districts- this will list all the schools/ buildings that are in that district. For other organizations (ie Wingate Hotel)- The District/ Organization and Location will be the same)

TIP: If you don't see your Organization or Location on the drop down list-- choose *Not Listed and email admin@wmcspd.org with the name, address and phone number of the location so it can be added to the database.

5. **Sponsor** Choose from drop-down list-- if the sponsor is not there, email admin@wmcspd.org

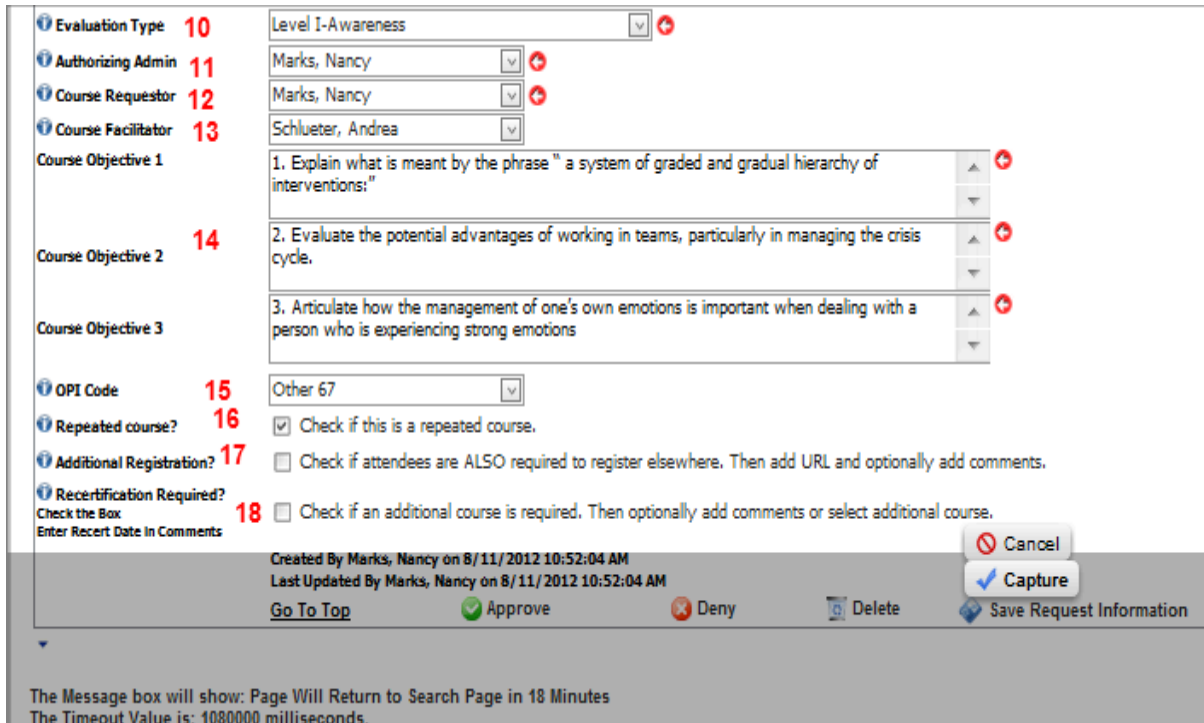
to have it added to the list

6. Prerequisite- List any prerequisites that are needed for this course, if there are none- leave it blank

7. Course description Keep in short but include the content of the course.

8. Start and End Date

9. Registration Closing Date- This is the LAST date that participants can register. Typically we leave the closing date open up to a week after the last day of the course- however, if you want to close registration (the course will no longer be available to register after that date) then you can use a different date.



10 Evaluation Type 10 Level I-Awareness

11 Authorizing Admin 11 Marks, Nancy

12 Course Requestor 12 Marks, Nancy

13 Course Facilitator 13 Schlueter, Andrea

Course Objective 1 14 1. Explain what is meant by the phrase "a system of graded and gradual hierarchy of interventions:"

Course Objective 2 14 2. Evaluate the potential advantages of working in teams, particularly in managing the crisis cycle.

Course Objective 3 14 3. Articulate how the management of one's own emotions is important when dealing with a person who is experiencing strong emotions

15 OPI Code 15 Other 67

16 Repeated course? 16 ☒ Check if this is a repeated course.

17 Additional Registration? 17 ☐ Check if attendees are ALSO required to register elsewhere. Then add URL and optionally add comments.

18 Recertification Required? 18 ☐ Check if an additional course is required. Then optionally add comments or select additional course.

Check the Box Enter Recert Date in Comments

Created By Marks, Nancy on 8/11/2012 10:52:04 AM
Last Updated By Marks, Nancy on 8/11/2012 10:52:04 AM

Go To Top Approve Deny Delete Save Request Information

The Message box will show: Page Will Return to Search Page in 18 Minutes
The Timeout Value is: 1080000 milliseconds.

10. Authorizing Administrator - this is the person who will be paying for the course

11. Requestor - you! who is requesting the course (once it is approved, this person gets an email that it is approved and can email others to go register)

TIP: This field has to draw from the entire database of users on this site- so it takes a little time to load...

12. Course facilitator- this is the person who will assist the instructor and also has access to the course rosters and course information for this class. If the name of the facilitator is not listed on the drop down menu- please contact Nancy Marks at nancymarks@wmcspd.org to have that role added.

13. Evaluation Level- For specific detailed information about -[Evaluation levels- click here](#)

14. Course Objectives - What participants are expected to know and be able to do when they finish this course. 3 objectives are required. For Levels 2-4 trainings participants will be asked to evaluate if these objectives were met. Objectives should be written in measurable terms ie:

15. **OPI Code-** Type of training for OPI renewal purposes. List is alphabetical.
16. **Repeated Course** Check if this course is a repeat of a previous course offered
17. **Additional Registration** This box would be checked if participants need to go to another website to register or get more information about the course (ie course content is on a moodle site or a different website)
18. **Recertification Required-** check if recertification is required for this courses (ie Mandt, First Aid) and add the date for recertification

Pg 2: Criteria

Pg 3: Limits

- Use this page if you want to limit your course to a specific location (ie school) or group. The Register button will only be available for those from that location or group.
- If it is open to the public- go on to page 3.
- Limit to Location= Select Location radio button-- then Region--then District/Organization.. (wait to load). then choose the Location (building or buildings) that can attend this course.

LIMITATIONS:

Courses can be limited to specific audiences: Location (District/Organization), Member Group or PD Group. If there are no limitations, or when finished, click  to proceed. Click  for detailed assistance.

Course ID: 2392 CourseTitle: Smith Valley: Basic (Relational) Mandt

Limit by ☐ No Limits ☒ Location ☐ Member Group ☐ PD Group

 Region

 District

 Location

Selected Locations

Smith Valley 7-8
 Smith Valley Primary School

Region	District Name	Description
5-Region 5-Nort	Smith Valley Elementary	Smith Valley 7-8
5-Region 5-Nort	Smith Valley Elementary	Smith Valley Primary School

Pg 4: Credit type

- Choose credit type(s)
- Credits is based on number of hours
- Be sure to click SAVE!!

Course Request

CREDITS

Click  to add a Credit Type. (add as many as needed for the course). Click  on the right for detailed assistance.

Course ID: 2392 Course Title: Smith Valley: Basic (Relational) Mandt

+ Add a Credit Type Record

Credit Type	Credits	Provider
*Credit Type: OPI Renewal	*Credits: 6	
*Provider: Western MT CSPD		
Credit Comments		

 Save  Return

based on # of hours

can have more than one credit type.

pg 5 Upload file

- Upload files -- these links will show up on the Course Info (Detail) page--
- click on  for more detailed directions.

pg 6 Web Links

- add links to websites these links will show up on the Course Info (Detail) page--

pg 7 Sessions

2 step process....

Step 1:Location, time, enrollment info

Home	Course Registration	My Records	Course Request	Instructor	Supervisor	Management	Admin
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Course Request

Session Information

COURSE DETAIL: THIS IS A 2-STEP PROCESS.
1. Click  to ADD A RECORD. Complete the fields and click SAVE.
2. Click  next to that record to add instructor, equipment, criteria-REQUIRED!
Click  on the right for detailed assistance.

Course ID: 2393 CourseTitle: Smith Valley: MANDT Relational (Basio)

 Add a New Session

ID	SEQ	Activity	Date	Starting	Ending	Room	Min	Avail	
*Sequence	1	*Activity	All Day Session	*Date	8/28/2012	*Start Time	8:30 AM	*End Time	3:30 PM
Online Course	☐	*Room	Smith Valley School, Rm TBA	*Minimum Enrollment	6	*Seats Available	20		
Participant Information/Instructions. Viewed by all users.									
Comments to the Pro Dev Manager (not viewed by other users)									

 Save  Return

- **Step 2:Additional Instructors, equipment (click yellow +)**
 - If there is more than one instructor- you can add that person here.
 - Choose equipment needed for the workshop

Montana Professional Development Portal

Thursday, November 15, 2012

Home Course Registration My Records **Course Request** Instructor Management Admin

Search 1-Course Info 2-Criteria 3-Limits 4-Credits 5-Materials 6-Course Links **7-Sessions** 8-Registration

COURSE SESSIONS: THIS IS A 2-STEP PROCESS.

1. Click to ADD A RECORD. Complete the fields and click SAVE.
2. Click next to that record to select additional instructors and equipment needs.

If the course has multiple session dates repeat steps 1 & 2 to create additional sessions as needed. Click on the right for detailed assistance.

Course ID: 2271 CourseTitle: MANDT Recertification-Missoula

	ID	SEQ	Activity	Date	Starting	Ending	Room	Min	Avail
	1759	1	All Day Session	11/15/2012	8:00 AM	3:00 PM	24	6	10

The Lead Instructor is already identified. Enter additional instructors for this session (Optional).

Instructor Name
No data to display

Add Equipment Needed. OPTIONAL!

Equipment	Equipment Comments
Internet connectivity	

pg 8 Registration Info

Montana Professional Development Portal

Saturday, August 11, 2012

Home Course Registration My Records **Course Request** Instructor Supervisor Management Admin

Course Request

REGISTRATION (Optional)

If you know the registration types and fees, click to add a record. Select registration type and add fee.

When you are done, click **SUBMIT REQUEST**. Your request will automatically be routed for review. You will receive an email notification when that review is complete to inform you if the course request is approved or denied.

Click for detailed assistance.

Course ID: 2393 CourseTitle: Smith Valley: MANDT Relational (Basic)

Add New Registration Type

Registration Type	Registration Fee
Individual	0.00

Add New Payment Type

Payment Type
Not Applicable-No Charge for this Course

Page 7 of 7

Don't see your option on the list? email admin@wmcspd.org to have it added.

when all info is done

Submit Request

The Message box will show: Page Will Return to Search Page in 18 Minutes
The Timeout Value is: 1080000 milliseconds.

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NEXT STEPS

Congrats... You have entered a course request.

Send an email to admin@wmcspd.org and tell Nancy you have created a course and would like to have it reviewed. You will receive an email when it is approved. so you can let folks know to go and register! (or you can invite or register participants yourself by going to the Instructor Tools- Invite/register/cancel..