

## Online Evaluations and Certificates of Completion

You are encouraged to complete an evaluation for the events that you have attended. You may not be able to print your certificate until the evaluation has been completed.

Once you have been marked attended for an event, you will receive an email notification thanking you for attending and asking you to visit the **Registration History** page to complete the evaluation and print the Certificate of Completion for the event.

Sign In to your Account

The screenshot shows the home page of the Professional Development Online Registration website. On the left is a dark blue sidebar with 'QuickLinks' including a 'sign in' button and a note for new users. Below are sections for 'Home', 'Search Types' (with links to keyword search, calendar, and conferences), and 'User Account Information' (with links to professional record, my account, registration history/certificates, and subscriptions). The main content area has a header with 'Welcome to Professional Development Online Registration' and a search bar. Below the search bar is a photo of a teacher and students. To the right of the photo is a list of 'Upcoming Sessions' for Friday 4/1/2016, including 'Multi-venue Science Leadership Network' and 'Achievement Series'. At the bottom is a 'Contact Us' link.

Go to your **Registration History** page to view your **Past Sessions**

Session ID	Title	Start Date
27434	Titles to Watch Coming in June - Evaluation	5/12/2014 8:00 AM

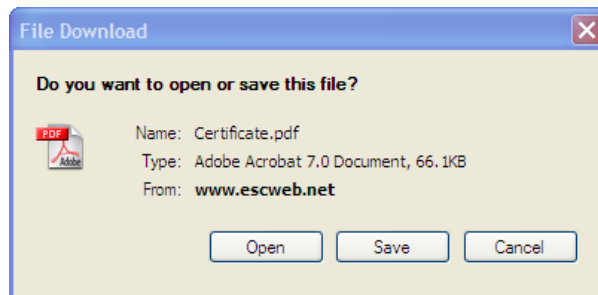
Click the *Evaluation* link to complete the online evaluation

Session ID	Title	Start Date
27434	Titles to Watch Coming in June - <a href="#">Evaluation</a>	5/12/2014 8:00 AM

Once the evaluation has been completed, a *Certificate* link will be displayed.

Session ID	Title	Start Date
27434	Titles to Watch Coming in June - <a href="#">Certificate</a>	5/12/2014 8:00 AM

Click on the *Certificate* link to open a PDF file version of the **Certificate of Completion** for the event.



- Select **Open** to open the PDF file
- Select **Save** to save the file to your computer
- Select **Cancel** to cancel this action.

Certificates and Evaluations for online events will be under the **Online Sessions** tab then the **Complete** tab.

Upcoming Sessions	Past Sessions	WaitingList	Online Sessions
In Progress	Complete	Incomplete	
<b>Session ID:</b>	951464		
<b>Session Title:</b>	Formative and Summative Assessment - Testing Story Line Courses		
<b>Credit:</b>	CPE 3		
<b>Score:</b>	0		
<b>Completed Date:</b>	12/19/2012 2:48:17 PM		
<b>Rating:</b>	☆☆☆☆☆		
<b>Comments:</b>			
<b>Link:</b>	<a href="#">Certificate</a>		