

## Accessing Online Courses

Once you have been enrolled in an online session, the course will be available in the Registration/Certificate area of the Professional Development website. In order to access your account, you must first sign into the site.

Sign In to your Account

The screenshot shows the Professional Development Online Registration website. At the top right, it says "Registration Cart: 0 items". The main header is "Welcome to Professional Development Online Registration". Below this is a search bar with the text "Search by Session ID or Keyword" and a "submit" button. The main content area is titled "Evaluations & Certificates" and contains a list of instructions: "Click the Registrations/Certificates link on the left.", "Click Past Sessions.", and "Click the Evaluation link to complete the evaluation. The Certificate link will appear when...". To the right of this list is a section for "Upcoming Sessions" with dates "Friday 8/1/2014" and "Tuesday 8/5/2014", and links for "Creative Curriculum", "Administration, Main Computer Lab", and "Learning Strategies in the Science Classroom". A "more sessions..." link is also present. On the left side, there is a "QuickLinks" sidebar with a "sign in" button and a "Registration History/Certificates" link highlighted with a red box.

Click the **Registration History/Certificates** link to view all registrations. Click the Online Sessions tab to view online events.

The screenshot shows a set of navigation tabs for "Online Sessions". The tabs are "Upcoming Sessions", "Past Sessions", "WaitingList", and "Online Sessions" (which is highlighted with a red box). Below these are three sub-tabs: "In Progress", "Complete", and "Incomplete".

There are three sub-tabs within Online Sessions.

The screenshot shows three sub-tabs within the "Online Sessions" section: "In Progress", "Complete", and "Incomplete".

The **In Progress** tab shows all of the sessions that are currently active. This could include a self-paced session for which your subscription has not yet expired, or an instructor - led session such as a webinar where the start date has not yet occurred. Click the Open or Play button to view your content.

The **Complete** tab shows all of the sessions for which you have been marked attended. This tab is where you will find links to evaluations and certificates.

The **Incomplete** tab shows all of the sessions for which you have registered, have not been marked attended and the expiration date or last day of the session has passed. You may see a course display here prior to moving to the completed tab as it may take a few days for attendance in the session to be updated.

If the course is a self-contained course that does not require verification of attendance by staff, the button will be "Play". The "Open" button may require you to sign into another site such as Blackboard or Moodle. If so, you will be emailed login information.

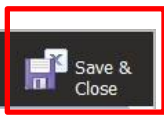
Upcoming Sessions		Past Sessions	WaitingList	Online Sessions
In Progress		Complete	Incomplete	
Session ID:	667964			Open
Session Title:	Section 504 Overview Online Class -			
Expiration Date:	Thursday, June 13, 2013			
Session ID:	970099			Play
Session Title:	Substitute Training 1.2 -			
Expiration Date:	Thursday, June 20, 2013			

If the button says "Locked", you paid for your course with a purchase order and the purchase order has not yet been verified. Once it has been verified, the button will change to Open.

Session ID:	990520	Locked
Session Title:	When Gifted Kids Don't Have All the Answers-Online Book Study -	
Expiration Date:	Wednesday, August 28, 2013	

In self-contained courses, if you click the Save & Close icon when closing the course, your position in the course will be saved and you will have the opportunity to resume your course at the point you last saved.

**OnDemand Learning**  
powered by *escWorks*



Resume

---

Would you like to resume where you left off?

## Evaluating Online Courses

Once you have completed the course and been marked attended, the course will move from **In Progress** to **Complete**.

- Click the **Complete** tab in the **Online Sessions** section of the Registrations/Certificate area.
- Click the evaluation link to complete the online evaluation
- A new window will pop-up with evaluation questions regarding the course. After completing the evaluation and clicking submit, you may be asked to refresh the page.

Upcoming Sessions		Past Sessions		WaitingList		Online Sessions	
In Progress		Complete		Incomplete			
Session ID:	990520						
Session Title:	When Gifted Kids Don't Have All the Answers-Online Book Study -						
Credit:	CPE 6						
Completed Date:	6/7/2013 8:35:13 AM						
Link:	<a href="#">Evaluation</a>						
Session ID:	671481						
Session Title:	escWorks Reports -						
Credit:	CEU 2						
Start Date:	Wednesday, January 01, 1902						
End Date:	Thursday, December 31, 2099						
Link:	<a href="#">Certificate</a>						

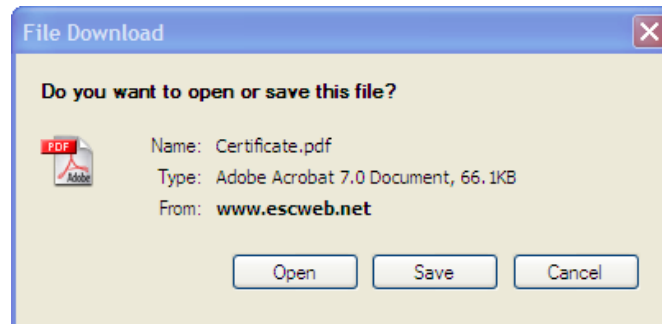
## Certificates for Online Courses

Once you have completed the course and been marked attended, the course will move from **In Progress** to **Complete**.

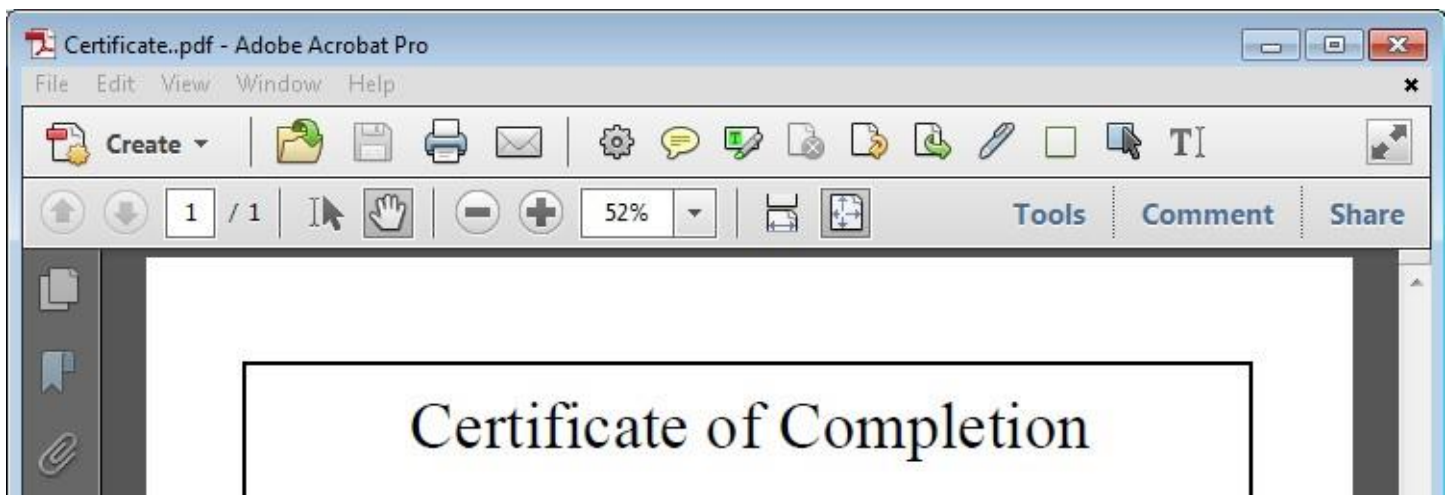
- Click the **Complete** tab in the **Online Sessions** section of the Registrations/Certificate area.
- After the evaluation has been completed, the evaluation link will change to a certificate link.

Session ID:	671481						
Session Title:	escWorks Reports -						
Credit:	CEU 2						
Start Date:	Wednesday, January 01, 1902						
End Date:	Thursday, December 31, 2099						
Link:	<a href="#">Certificate</a>						

Click on the Certificate link to open a PDF file version of the Certificate of Completion for the event. The browser will ask you to open or save the file. It may look like one of the following:



Click **Open** to view the report or click **Save** to save the report on your computer.



To print the report select **Print** from the File menu