

Professional Development Sessions

There are several different tools in the participant website that may be used to locate the Professional Development Sessions scheduled in the system. The *escWorks* home page advertises the upcoming sessions on the right hand side of the home screen. The participants may also choose to Search for sessions, or view the Calendar of Events in order to locate a session they would like to register for.

For convenience, a Session ID can be entered directly into the ***Already know the Session ID?*** search area to be directed to the registration page for that session.

To search for sessions or to view the Calendar of Events, click on the appropriate link in main menu bar.

The screenshot displays the escWorks Region 6 Education Service Center website. The header features the escWorks logo, the text "Region 6 Education Service Center", and a "Call Us Today" button with the phone number (936) 435-8400. The main navigation bar includes "Home" and "Registration Cart: 0 items".

On the left side, there is a "QuickLinks" section with a "sign out" button and a menu with the following items: Home, Search Types, Search, Calendar of Sessions, and Conferences. Below this are sections for "User Account Information", "Contact Us", and "PDF Downloads".

The main content area is titled "Welcome to Professional Development Online Registration" and features a search bar with the text "Search by Session ID or Keyword" and a "submit" button. Below the search bar is a "Create an Account" section with the following instructions:

- Click **Sign In**, then use the **Signup for a FREE account today** link.
- Complete the form and click **Save Record**.
- Make note** of your email address and password. You'll need these next time you sign in.

Below the instructions is a "Contact Us" section with a "Choose File" button (No file chosen) and an "Upload" button.

On the right side, there is an "Upcoming Sessions" section with the following list:

- Monday 5/5/2014**
 - [Driver Education 32-Hour Non-Credit Online Course](#)
 - Education Service Center Region 6, Online Course
 - [Driver Education Student Classes](#)
 - CONROE ISD, The Woodlands College Park High School
 - [Driver Education Student Classes](#)
 - CONROE ISD, THE WOODLANDS HS
- Tuesday 5/6/2014**
 - [TXSTRANS PK-K Institute Day 5: Measurement](#)
 - CROCKETT ISD, CROCKETT EC
 - [GEMS: QUADICE](#)
 - Education Service Center Region 6, Brazos II
 - [Spring Nurses/Counselors Conference](#)
 - Education Service Center Region 6, Bluebonnet C
 - [School Bus Driver Training Recertification Class](#)
 - MONTGOMERY ISD, Montgomery Transportation Center
 - [After School Specials](#)
 - Education Service Center Region 6, Distance Learning-Recorded
- Wednesday 5/7/2014**
 - [QMAC/ Data Management for Assessment and Curriculum](#)
 - TEXAS SERENITY ACADEMY, TEXAS SERENITY ACADEMY
 - [Room Setup](#)
 - Education Service Center Region 6, Bluebonnet E
 - [EIE: Air and Weather: Catching the Wind: Designing Windmills](#)
 - NORMANGEE ISD, NORMANGEE ELEMENTARY

At the bottom of the page, there is a copyright notice: "Copyright 2014 escWorks .NET. All Rights Reserved." and a footer with the text "Region VI Education Service Center Home Page | Contact Us" and the escWorks logo.

Search Sessions

Sessions can be located by using the Search feature to search by session title, session id, dates, audiences, subjects, or keywords.

The **Search** locates all sessions which include all or part of the search criteria selected. For example: If a search is performed using the word “Student” the results will include any session with “Student” in the title, description, audience, or keyword.

escWorks
educational success for all

Region 6
Education Service Center

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Search

Registration Cart: [0 items](#)

QuickLinks

Hello, **Support Account**
[sign out](#)

Home
Search Types
Search
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Conferences

Face-to-Face Online Free Weekend

Page size: 12

ID	Start Date	Title	Description	Type
164092	3/18/2014	Addressing Disproportionality in Special Education: Evaluation Decisions - LIVE WEBINAR SESSION	This two-part session will review current res...	Online Course
159505	5/1/2014	Instructional Leaders Meeting	Regular meetings are held to distribute the latest...	Professional Development

To search for Sessions:

- Enter all or part of a session title, session id, audiences, subjects, or keywords in the search field
- Use the checkboxes below the search field to narrow down your search results to sessions that are Face to Face, Online, Free or offered on the Weekend. Multiple check boxes may be selected
- Click the **Search** button to run the search
 - Use the search navigation to move from page to page, or use Page Size drop down menu to increase the number of items displayed on the page
- The column titles in the Search window may be used to sort the search results. Click on any column title to change the sort order of the search results. For example, clicking on the Title column will display the search items in alphabetical order by the Session Title.

Page size: 12

627 items in 53 pages

ID	Start Date	Title	Description	Type
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Calendar of Sessions

The Calendar of Sessions link displays the scheduled sessions in a calendar format. Participants can click on a title to view additional session information and register for the session.

- Click on the **More** link to see additional sessions scheduled for the day.



Region 6

Education Service Center

Call Us Today

(936) 435-8400

Calendar of Events
Registration Cart: [0 items](#)

QuickLinks

Hello, **Support Account**

sign out

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PDF Downloads

May 2014

May ▾ | 2014 ▾ | [Go](#)
[<< Previous](#) | [Next >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 169236- Standards-Based IEP Process 159902- Instructional Leaders Meeting 102671-TI R-Spire Handheld Training for Planners more...	2 157361-PPA Contest - State COEs 161370- VAC/Transition Forum	3
4	5 165710-Driver Education 32-Hour Non-Credit Online Course 165290-Driver Education Student Classes 165287-Driver Education Student Classes	6 159813-TEXTEAMS PK-K Institute Day 5: Measurement 159918-QEMS: QUADICE 164227-Spring Nurses/Counselors Conference more...	7 170405-DMAC/ Data Management for Assessment and Curriculum 169808-Introduction to the Revised TEKS 6-8 Day 1: Facal Points and TEKE Comparisons 160313-BIE: Air and Weather: Catching the Wind: Designing Windmills more...	8 157434-CTE Administrators and Contact Meeting 157644-The Arts in Education Conference 168367-Tech Leaders' Visioning Group more...	9 159804-Tech Leaders Meeting 167234-ESC-SLP Statewide Learning Series	10 167019-Independent Studies in Gifted Education 167002-G/T Day 1: Self Study 167003-G/T Day 2: Self Study more...
11	12 160218-Critical Visual Impairment (CVI) Study Group TETN 169702-End of the Year Activities for Bilingual and ESL Programs 160046-Making Sense of Science: Force and Motion Day 3: Acceleration and Mass more...	13 165384-Online School Bus Driver Training Recertification Class 156083-Building Classroom Communities with Edmodo 160160-QEMS: Microscopic Explorations more...	14 162285-nCLB Consolidated Application and Compliance Report Training 169809-Introduction to the Revised TEKS 6-8 Day 2: Building on Fluency to Build Proficiency 157612-Curriculum Collaborative Annual Update more...	15 170368-Alternative Certification Program for Driver Education 158886-Bilingual/ESL/Title III/Migrant Updates TETN 168870-Texas Success: Think Through Math more...	16 161849-ESC-SLP Statewide Learning Series	17 168888-TPCP- Writing Strategies
18	19 more...	20 more...	21 more...	22 more...	23 more...	24 more...

- Use the drop down boxes to select a different month or year and click **Go**.
- Use the **Previous** button to go back to the previous month. Use the **Next** button to see the sessions offered in the upcoming months.

Registering for a Session

Once the participant locates a session they would like to register for, they may select the **Register** button.

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Session Detail Registration Cart: [0 items](#)

QuickLinks Hello, **Support Account** [sign out](#)

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Tech Leaders Meeting
Annual Face-to-Face Meeting

Tech Leaders monthly meeting for Technology Directors. Superintendents and Principals are invited to join.
Important Session Information:

Registration ends at 12:00 AM on Thursday, May 08, 2014

Session ID: 159804	Credits Available: (6) SD or CPE
Seats Filled: 23 / 100	Fee: \$0.00
Contact Person: Kathy Lewis	Instructor(s): Jamey Osborne

Date	Time	Location
5/9/2014	8:30 AM - 3:00 PM	Bluebonnet C, Bluebonnet E, Bluebonnet F, Brazos I, Brazos II, Distance Learning Room - Pls reserve with Technology Services, Lonestar 1, Lonestar 2, Lonestar 3, Lonestar 4, Lonestar 5, Lonestar 6

- The Shopping Cart will then be displayed.

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Shopping Cart Registration Cart: [1 items](#)

QuickLinks Hello, **Support Account** [sign out](#)

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Description	Amount
Remove Support Account: 159804-Tech Leaders Meeting Tech Leaders monthly meeting for Technology Directors. Superintendents and Principals are invited to join.	\$0.00
Total: \$0.00	

[Check out](#)

- If this selection was added in error click the **Remove** button to delete it from the shopping cart
- Click the **Checkout** button to continue to the payment screens

Note: At this point, the participant will be asked to log into the system if they have not already done so

In order to keep user accounts as up to date as possible, the user is prompted to confirm their current location, specifying organization, district and campus. The Continue button does not appear until the user checks the box stating "I certify the above information to be accurate".

South East Education Cooperative

Check Out Registration Cart: [1 Items](#)

QuickLinks

Hi, Richard Long

[sign out](#)

Home

Search Options

Search

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User Account

Registration/Certificate

Please help us verify your information to ensure you receive proper credit for your professional development.

REA/Organization (Select Region 4 ESC if you do not know your region.)
 Great Northwest Education Cooperative

District/Site (Select Other Organizations if you do not know your District.)
 Divide County Public School District

School (Select Other Organizations if you do not know your Campus.)
 Divide County Elementary School

Position:
 3rd Grade Teacher

I certify the above information to be accurate

[Continue](#)

If there is a charge for this session, the participant is asked to provide payment information on the payment screen.

**Region 6**
Education Service Center

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Unknown Registration Cart: [1 items](#)

QuickLinks

Hello, **Support Account**
[sign out](#)

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PDF Downloads

Please help us verify your information to ensure you receive proper credit for your professional development.

Organization (Select Region 6 ESC if you do not know your region.)
Region 6 ESC

Site (Select Other Organizations if you do not know your District.)
Region 6 Administration

School (Select Other Organizations if you do not know your Campus.)
Region VI Staff

Position:
ESC/TEA Staff

I certify the above information to be accurate

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[Home Page](#) | [Contact Us](#)

- Click I **Certify** to continue the registration

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Unknown Registration Cart: [1 items](#)

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PDF Downloads

Please help us verify your information to ensure you receive proper credit for your professional development.

Organization (Select Region 6 ESC if you do not know your region.)
Region 6 ESC

Site (Select Other Organizations if you do not know your District.)
Region 6 Administration

School (Select Other Organizations if you do not know your Campus.)
Region V3 Staff

Position:
ESC/TEA Staff

I certify the above information to be accurate.

[Continue](#)

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- Click **Continue** to complete the registration

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Cart Checkout Registration Cart: [1 items](#)

QuickLinks
Hello, **Support Account**
[sign out](#)

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Click the 'Complete Checkout' button to register for the sessions displayed below.

Description	Amount
Support Account: 159804-Tech Leaders Meeting Tech Leaders monthly meeting for Technology Directors. Superintendents and Principals are invited to join.	\$0.00
Total:	\$0.00

[Complete Checkout](#)

The following screen displays the registration confirmation:

Checkout Complete Registration Cart: [0 items](#)

Thank you for your registration

You have been registered for:

Title	Session ID	Start Date	Location
Tech Leaders Meeting	159804	5/9/2014 8:30 AM	Education Service Center Region 6, Bluebonnet C

You may visit your [Registration History](#) to print a confirmation page for each session for which you are registered.

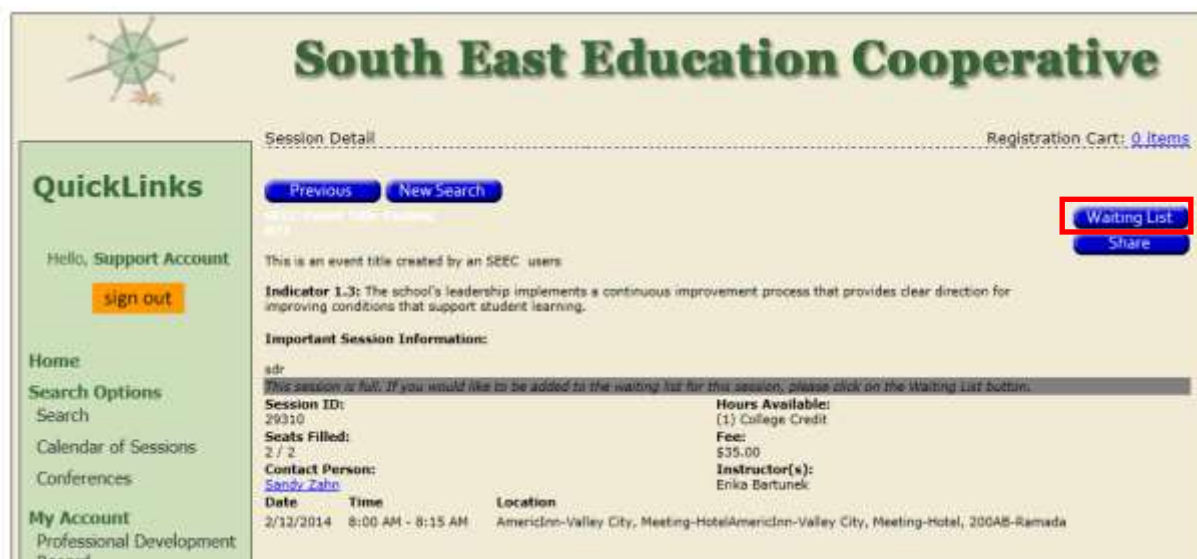
If you are paying by check, money order, or purchase order please include the payment voucher with your payment. You can download the payment voucher by clicking [here](#)

- Click on the **Registration History** link to go to the Registration History page
- Click on the calendar icon to download the session information to your Outlook calendar
- The participant receives a confirmation email similar to the this, including the outlook calendar item as well:



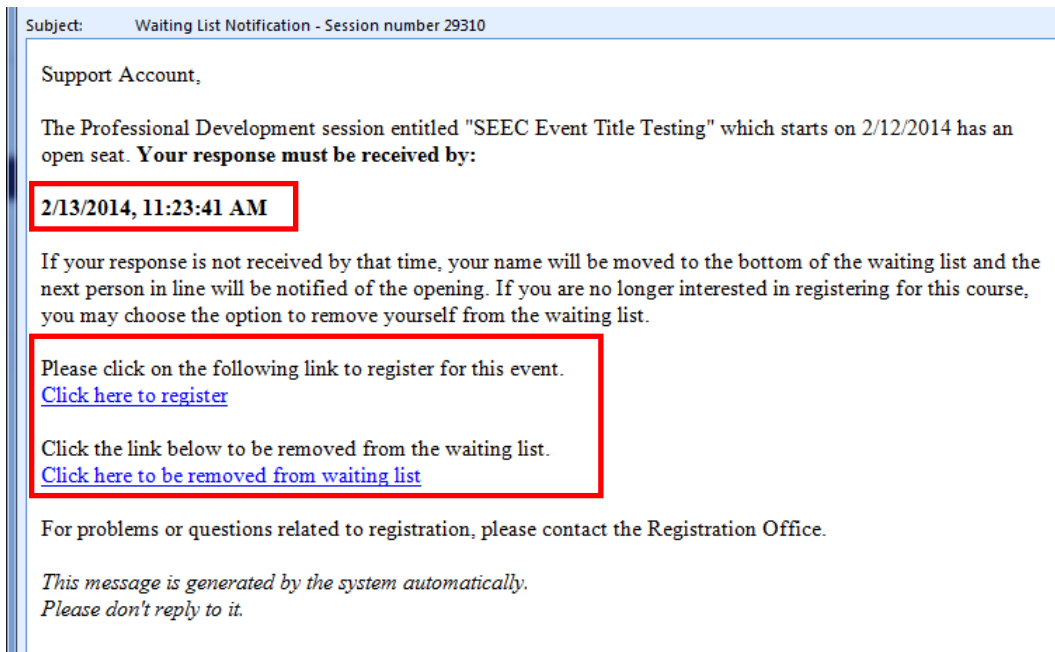
Signing Up for the Session Waitlist

Once a session has reached the registration limit, participants may place themselves on the Waiting List for that session in the registration section of the system (if the session creator set the option to allow a waiting list). The Register button is no longer displayed, and a Waiting List button appears.



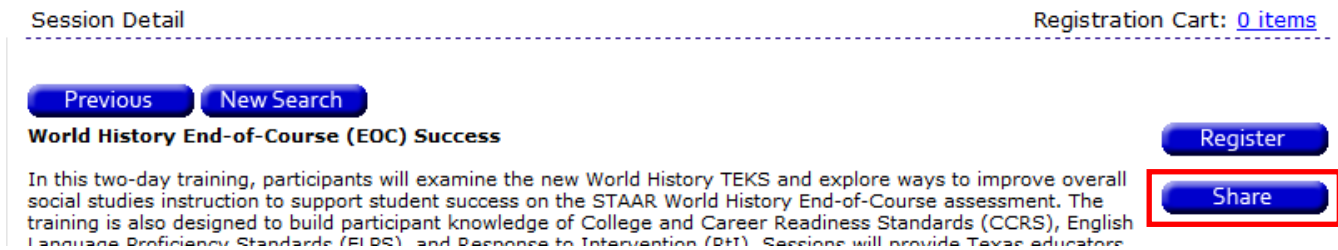
Participants may manage placement on waiting lists in the Registration History area. *See section titled "Managing the Waiting List Options".*

If space becomes available in the session, the user is notified of the availability via email. If they do not register for the session within the time limit specified on the email, the next person on that session's Waiting List is notified that space is available.



Sharing a Session

When viewing the session detail page, the **Share** button can be used to email information about the session to someone else.



- Click on the **Share** button to email a friend the session information

The following window opens:

Calibration Message
You are not logged in

To be sent to the following email:
Cancel

Friend or Colleague Email

To name:
To email:
Your name:
Your message:

Send Cancel

- Enter the email address of the friend or colleague
- Enter your name and email address
- Enter a message to the friend or colleague in the short message box.
- Click Send

Note: Clicking cancel causes the system to not send the email.