

## The Professional Development Hub Instructions for Use

The Professional Development Hub has been developed by NIS to enable teachers to quickly and easily enroll in the professional development courses offered by the Riverside Unified School District. Additionally, “*The HUB*” enables administrators and course instructors to post and edit courses, email the course enrollees, print rosters and maintain and organize their courses.

The Hub is divided into three separate sections as follows:

1. Users
2. Administrators
3. Instructors

The Hub may be accessed by any RUSD employee with a network login. Upon login, the Hub will determine the user’s access permission level and will present the appropriate screens and functions based upon the user’s permission level.

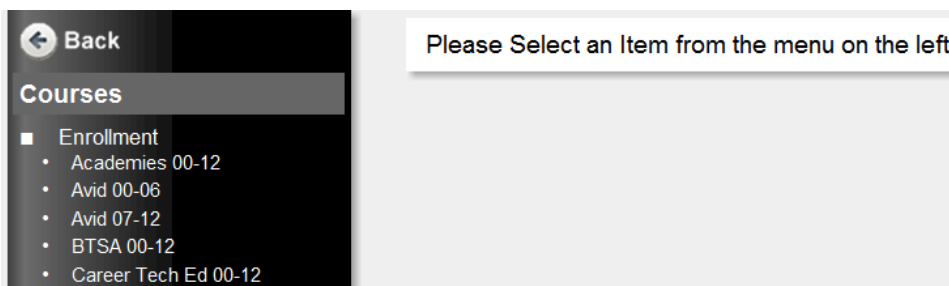
### Users and Enrollment

The opening Screen:

The current users name is displayed at the top-center of the screen.



The opening screen presents a listing of course categories in the navigation pane on the left side of the screen. Selecting on any one of the categories will display courses within that category which are currently being offered. Selecting ‘Enrollment’ at the top of the listing will display all courses in all categories.



For example, the following screen will appear if *Mathematics 07-12* were selected:

Back

Courses

- Enrollment
- Academics 00-12
- Avid 00-06
- Avid 07-12
- BTSA 00-12
- Career Tech Ed 00-12
- DEA 00-12
- Dual Lang Immersion 00-12
- ELL 00-12
- Foreign Lang 00-12
- GATE 00-12
- Hist/Soc Science 00-06

Browse Courses for Enrollment - Mathematics 07-12

sort by: [Title](#) [Date](#)

Enroll	7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching
	2012-MAT-0712-003A amontgomery@rusd.k12.ca.us Seats: Capacity: 30 Available: 21
	1/13/2012-1/13/2012 3:30 pm-6:00 pm F
Enroll	7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching
	2012-MAT-0712-003B amontgomery@rusd.k12.ca.us Seats: Capacity: 30 Available: 24
	1/19/2012-1/19/2012 3:30 pm-6:00 pm Th
Enroll	7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching
	2012-MAT-0712-003C amontgomery@rusd.k12.ca.us Seats: Capacity: 30 Available: 24
	1/23/2012-1/23/2012 3:30 pm-6:00 pm M

Courses may be sorted by course title or course start date by clicking on the [Title](#) or [Date](#) links at the top of the page.

To enroll in the course or to view a description and additional information for the course, click on the *Enroll* button. The following course information screen will be presented:

**2012 7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching**  
**2012-MAT-0712-003B**

Enroll in this Course

**SchoolYear:** 2012

**Course Title:** 7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching

**Course Number:** 2012-MAT-0712-003B

**Instructor:** Anne Montgomery

**Dates:** 1/19/2012 - 1/19/2012

**Times:** 3:30 pm - 6:00 pm

**Days:** Th

**Hours:** 3.50

**Capacity:** 30

**Availability:** 24

**Location:** Miller Middle School, Room 816

**Description:**  
Teachers will study the concepts of math knowledge versus math knowledge for teaching (MKT) based on the work of Deborah Ball and others. The adopted textbooks will be examined for support and planning in the context of MK and MKT. (This session is the same as the morning of Day 2 of this summer's institute - if you attended this summer you will not get credit for these hours.) Sign up for only ONE section: A, B, or C. 2.5 hours face to face and 1.0 hours homework/online

Documents:

Links:

To enroll in the course, the user need only to click the *Enroll* button at the top of the form. Once this button is clicked the user is automatically enrolled in the course, the button changes to a *Drop* button and a confirmation email is automatically sent to the user. Conversely, once a user has enrolled, the user only needs to click the *Drop* button to drop the course and receive another confirmation email.

**2012 7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching**  
**2012-MAT-0712-003B**

Drop this Course

Once a user has enrolled in a course, the course will be marked **enrolled** when the user views the course listing.

Browse Courses for Enrollment - Mathematics 07-12			
sort by: <a href="#">Title</a> <a href="#">Date</a>			
<input type="button" value="Enroll"/>	<b>7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching</b>		
	2012-MAT-0712-003A	amontgomery@rusd.k12.ca.us	Seats: Capacity: <b>30</b> Available: <b>21</b>
	1/13/2012-1/13/2012	3:30 pm-6:00 pm	F
<input type="button" value="View"/>	<b>7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching</b>		
	2012-MAT-0712-003B	amontgomery@rusd.k12.ca.us	Seats: Capacity: <b>30</b> Available: <b>23</b>
<b>enrolled</b>	1/19/2012-1/19/2012	3:30 pm-6:00 pm	Th

If all seats are taken for a course and none are available, the course is marked **full** on the course listing

Browse Courses for Enrollment - Mathematics 07-12			
sort by: <a href="#">Title</a> <a href="#">Date</a>			
<input type="button" value="View"/>	<b>7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching</b>		
	2012-MAT-0712-003A	amontgomery@rusd.k12.ca.us	Seats: Capacity: <b>9</b> Available: <b>0</b>
<b>full</b>	1/13/2012-1/13/2012	3:30 pm-6:00 pm	F
<input type="button" value="View"/>	<b>7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching</b>		
	2012-MAT-0712-003B	amontgomery@rusd.k12.ca.us	Seats: Capacity: <b>30</b> Available: <b>23</b>
<b>enrolled</b>	1/19/2012-1/19/2012	3:30 pm-6:00 pm	Th

The user, however, still has the ability to put his/her name on a **Wait List** for the course. Clicking on View on the screen above will display the following:

2012 7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching	
2012-MAT-0712-003A	
<b>No Seats Available for this Course</b>	
<b>Place me on Wait-List</b>	<input type="button" value="Wait-List"/> 0 currently waiting.
<b>SchoolYear:</b>	2012
<b>Course Title:</b>	7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching
<b>Course Number:</b>	2012-MAT-0712-003A

A Wait-List button and the number of 'Waiters' in the queue is displayed.

If another enrollee drops this course, the seat will be filled with the next 'Waiter' on a first-in-the-queue-first-out basis.

When the Wait List button has been selected, the user is notified by email and the *Wait List* button changes to a *Remove* button. The user can use the *Remove* button to remove herself from the Wait List queue.

2012 7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching	
2012-MAT-0712-003A	
<b>No Seats Available for this Course</b>	
<b>Remove me from Wait-List</b>	<input type="button" value="Remove"/>

From time-to-time and for whatever reason, an Administrator may need to **Cancel** a class. When this occurs, the course in the Course Listing is marked Cancelled as shown below and all enrollees in the class are automatically notified by email.

Enroll	<b>May Final Colloquium for BTSA/Induction Year Two Candidates May Colloquium, BTSA Year Two</b>		
	<b>Course Cancelled - 1/10/2012</b>		
	2012-BTS-0012-006A	blibolt@rusd.k12.ca.us	Seats: Capacity: <b>40</b> Available: <b>38</b>
	5/31/2012-5/31/2012	4:00 pm-6:00 pm	Th

### My Courses

The **My Courses** area provides a recap of courses enrolled and courses completed for the logged-in user.

- Teaching Am Hist 00-12
- VAPA 00-12
- **My Courses**

The Courses Completed section is only populated after the Instructor marks the user as having attended the course in the Instructor area of the HUB.

← Back

**Courses**

- Enrollment
- Academies 00-12
- Avid 00-06
- Avid 07-12
- BTSA 00-12
- Career Tech Ed 00-12
- DEA 00-12
- Dual Lang Immersion 00-12
- ELL 00-12
- Foreign Lang 00-12
- GATE 00-12
- Hist/Soc Science 00-06
- Hist/Soc Science 07-12
- Interventions 00-12
- Mathematics 00-06
- Mathematics 07-12
- Middle Years 07-08
- Pythagoras 00-12
- Reading/Lang Arts 00-06
- Reading/Lang Arts 07-12
- Science 00-12
- Special Ed 00-12
- Teaching Am Hist 00-12
- VAPA 00-12
- **My Courses**

**Enrolled Courses and Completed Courses: Steve Palmer #202332**

Steve Palmer #202332  
District School #910

**Courses Enrolled**

**7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching** Go

2012-MAT-0712-003B	amongomery@rusd.k12.ca.us	Seats: Capacity: <b>30</b> Available: <b>23</b>	
1/19/2012-1/19/2012	3:30 pm-6:00 pm	Th	

**K-6 Mathematics Materials-Based PD Modules 5-11 16 HRS** Go

2011-MAT-0006-102A	khamilton@rusd.k12.ca.us	Seats: Capacity: <b>40</b> Available: <b>0</b>	
11/1/2011-1/10/2012	12:00 noon-12:00 noon	MTWThF	

**40 Hour ELA Materials-Based Professional Development** Go

2011-ELA-0006-102A	cekman@rusd.k12.ca.us	Seats: Capacity: <b>100</b> Available: <b>85</b>	
10/17/2011-10/17/2011	3:30 pm-5:00 pm	M	

**Framing a Concept Wall - Big Ideas and Essential Questions Module 7** Go

2011-MAT-0006-007F	dlsmith@rusd.k12.ca.us	Seats: Capacity: <b>30</b> Available: <b>14</b>	
10/17/2011-10/17/2011	8:00 am-11:00 am	M	

**Courses Completed**

**Module 2: Grade 6 - Understanding enVision Lesson Sequence**

2011-MAT-0606-008	dlsmith@rusd.k12.ca.us	Seats: Capacity: <b>90</b> Available: <b>1</b>	
6/13/2011-6/13/2011	8:00 am-5:00 pm	M	

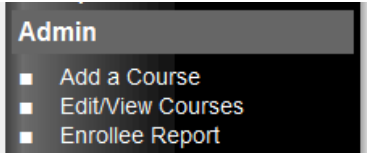
**Module 4: Grade 6- Supporting English Learners in Mathematics**

2011-MAT-0606-045	dlsmith@rusd.k12.ca.us	Seats: Capacity: <b>90</b> Available: <b>1</b>	
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## Administration

Only those who have been granted Administration privileges in the HUB have access to this area.

The Admin menu will appear for Administrators:



### The 'Add a Course' Screen:

#### Enter/Edit a Course

Copy a Course: [click here](#)

---

**Calendar Year:** 2012

**Subject:** -Select

**Grade From:** --

**Grade To:** --

**Course ID:** 3 digits

**Section:** --

**Course Number:** 2012- - -

**Course Title:**

**Title Tag:** 40 char Max - will be displayed next to the title

**Start Date:**

**End Date:**

**Start Time:** 12:00 PM

**End Time:** 12:00 PM

**Course Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Instructor's Email:**

**Instructor:**

**Course Description:**

**Credit Hours:**

**Course Capacity:**

**Location:**

The entries are self-explanatory.

All fields except **section** and **Title Tag** are *required entries* on this form. The course number is automatically generated from the selections **Calendar Year, Subject, Grade From, Grade To** and **Course ID**. The calendar icons may be used to select a course date. Once the form is completed and saved, the course entered will appear in all course listings in the HUB.

### Copying information from a previous course:

It may be convenient to copy information from the same course which was previously entered. The title and Description may be copied directly from previous courses.

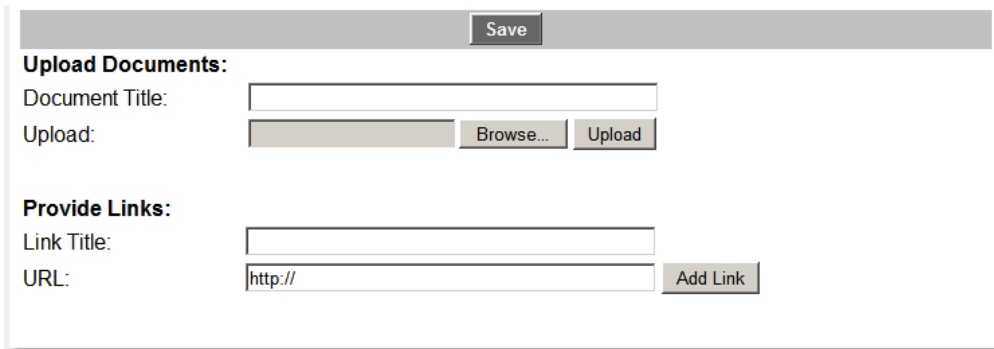
To copy a course, click on the [click here](#) next to Copy a Course at the top of the form.

**Copy a Course:** [click here](#)

You can use the *Year* and *Category* drop down lists to filter the contents of the *Copy from* dropdown. Select a course from the Copy from dropdown and click the *Copy* button. The title and description from the course selected will be copied to the appropriate boxes on the form. Any contents already in those boxes will be overwritten.

Once the information has been copied, it can be edited just as if you had entered it into the boxes directly.

### Entering Documents or links:



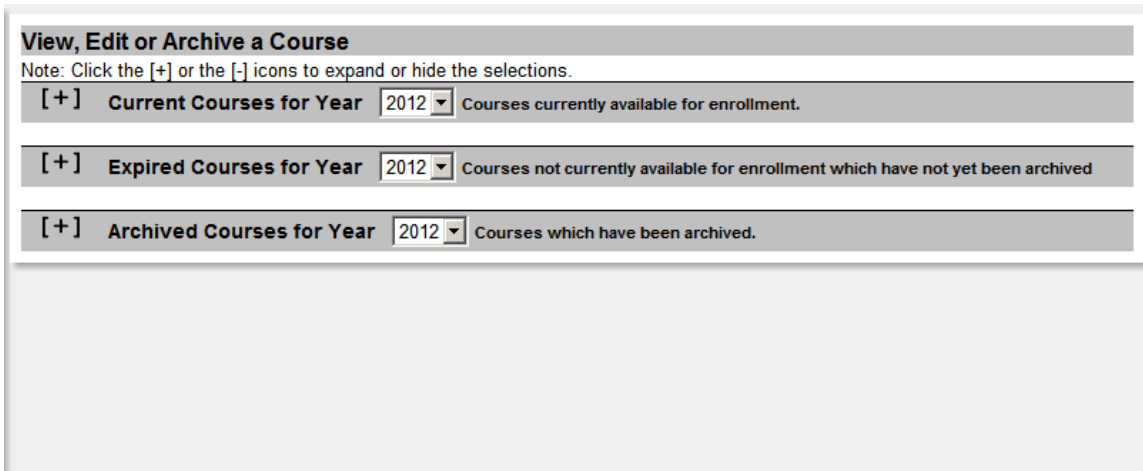
The screenshot shows a form with a 'Save' button at the top. Below it, there are two sections: 'Upload Documents' and 'Provide Links'. The 'Upload Documents' section has a 'Document Title' text box, an 'Upload:' label, a 'Browse...' button, and an 'Upload' button. The 'Provide Links' section has a 'Link Title:' text box, a 'URL:' text box containing 'http://', and an 'Add Link' button.

To upload a document, input the Document Title, click the *Browse* button to browse to the document on your computer. Then click Upload. These documents will be available to all who view the course on the course listing screens.

Additionally, you can provide a link to a website which you would like to provide as part of the course.

### View, Edit or Archive courses:

When the Edit screen opens, it looks similar to that shown below:



The screenshot shows a form titled 'View, Edit or Archive a Course'. Below the title is a note: 'Note: Click the [+] or the [-] icons to expand or hide the selections.' There are three expandable sections, each with a '+' icon, a title, a year dropdown menu, and a description. The first section is 'Current Courses for Year 2012' with the description 'Courses currently available for enrollment.' The second section is 'Expired Courses for Year 2012' with the description 'Courses not currently available for enrollment which have not yet been archived'. The third section is 'Archived Courses for Year 2012' with the description 'Courses which have been archived.'

The courses in this area are divided into three groups:

1. Current Courses – These are courses which are currently available for enrollment (the enrollment end date has not yet passed)
2. Expired Courses – These are courses which have course end dates prior to today and which have not been archived.
3. Archived Courses – These are courses which have been manually archived.

Current Courses:

The Course is considered current if the course end-date has not yet passed. To view current courses, click on the [+] on the left. The following will be displayed:

<b>View, Edit or Archive a Course</b>						
Note: Click the [+] or the [-] icons to expand or hide the selections.						
[-] <b>Current Courses for Year</b> 2012 Courses currently available for enrollment.						
Cat.	Title - CourseNumber - Instructor	Date	Edit	Archive	Roster	
<b>History of Federalism and the Supreme Court TAH-StreetLaw</b>						
TAH	2012-TAH-0712-005A [12/35] mgull	5/10/2012-5/10/2012 4:00 pm-7:00 pm	Edit	Archive	Roster	
<b>The Impact of the New Deal on American Federalism TAH-GLloyd</b>						
TAH	2012-TAH-0712-004A [11/35] mgull	4/17/2012-4/17/2012 4:00 pm-7:00 pm	Edit	Archive	Roster	
<b>Teaching Federalism in the Classroom TAH-BoRInst</b>						
TAH	2012-TAH-0712-003A [13/35] mgull	3/21/2012-3/21/2012 4:00 pm-7:00 pm	Edit	Archive	Roster	
<b>States &amp; Central Authority after the Civil War TAH-Field</b>						
TAH	2012-TAH-0712-002A [11/35] mgull	2/23/2012-2/23/2012 4:00 pm-7:00 pm	Edit	Archive	Roster	

Clicking on the [-] will close the display. Courses can be sorted by clicking on the **Cat**, **Title**, **CourseNumber**, **Instructor** or **Date** links at the top of the form. Click once to sort ascending. Another click will sort descending.

To edit the course, click the Edit button. To Archive the course click the Archive button. Clicking on Roster will display the printable Course Roster.

You may also filter the courses by year. Use the dropdown box to select the year or ALL. ALL shows all years.

The year of the course is based upon the year in the Course Number, not the start date or end date of the course. Therefore, if the course number is 2012-TAH-0712-005, the course year is 2012.

Expired Courses:

The Course is considered expired if the course end-date has passed. To view expired courses, click on the [-] on the left. The following will be displayed:

[-] <b>Expired Courses for Year</b> 2012 Courses not currently available for enrollment which have not yet been archived						
Note: Title displayed in red indicates that attendance has not yet been recorded for this course.						
Cat	Title - CourseNumber - Instructor	Date	Edit	Archive	Roster	
<b>January BTSA/Induction All Day Seminar for Year One Candidates Jan. BTSA All Day Seminar, Year One</b>						
BTS	2012-BTS-0010-004A blibolt	1/11/2012-1/11/2012 8:00 am-3:00 pm	Edit	Archive	Roster	
<b>Federal Power during Civil War/Reconstruction TAH-JLloyd2 TAH-JLloyd2 TAH-JLloyd2</b>						
TAH	2012-TAH-0712-001A mgull	1/10/2012-1/10/2012 4:00 pm-7:00 pm	Edit	Archive	Roster	
<b>January Grades 7-12 History/Social Science Department Chair Meeting Jan. Grades 7-12 H/SS Chair Meeting</b>						
HSS	2012-HSS-0712-004A blibolt	1/9/2012-1/9/2012 3:30 pm-5:00 pm	Edit	Archive	Roster	

Clicking on the [-] will close the display. Courses can be sorted by clicking on the **Cat**, **Title**, **CourseNumber**, **Instructor** or **Date** links at the top of the form. Click once to sort ascending. Another click will sort descending.

To edit the course, click the Edit button. To Archive the course click the Archive button. Clicking on Roster will display the printable Course Roster.

You may also filter the courses by year. Use the dropdown box to select the year or ALL. ALL shows all years.

The year of the course is based upon the year in the Course Number, not the start date or end date of the course. Therefore, if the course number is 2012-TAH-0712-005, the course year is 2012.

If attendance has not yet been recorded in the HUB, the title of the course will be displayed in **dark red**.

### Archived Courses:

A course may be archived by clicking the *Archive* button in either the Current or Expired Course screens. An archived course is a course which is finished with all required attendance completed.

[-] Archived Courses for Year 2012 Courses which have been archived.						
Cat	Title - CourseNumber - Instructor	Date	Edit	Delete	Roster	
	<b>7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching</b>		Restore	Delete	Roster	
MAT	2012-MAT-0712-003B amontgomery	1/30/2012-1/30/2012 3:30 pm-6:00 pm				
	<b>7-12 Mathematics Materials Based PD Module 2 MKT - Math Knowledge for Teaching</b>		Restore	Delete	Roster	
MAT	2012-MAT-0712-003B amontgomery	1/30/2012-1/30/2012 3:30 pm-6:00 pm				
	<b>Test Test Test</b>		Restore	Delete	Roster	
AVE	2012-AVE-0006-100A spalmer	1/18/2012-1/18/2012 12:00 noon-1:00 pm				

A course must be archived prior to Deletion. Once a course has been archived, it can be restored by clicking the *Restore* button or deleted completely by clicking the *Delete* button.

### Editing a Course:

To edit a course, click on the *Edit* button from the Current or Expired course listings. To edit the course, make the changes needed in the form then click the *Save* button.

**Enter/Edit a Course**

Copy a Course: [click here](#)

Cancel this Course [click here](#)

Calendar Year: 2012

Subject: Mathematics 00-06

Grade From: 00

Grade To: 00

Course ID: 203 3 digits

Section: -

Course Number: 2012-MAT-0000-203

Course Title: Module 4: Grade K - Supporting English Learners in Mathematics

Title Tag: 40 char Max - will be displayed next to the title

Start Date: 5/24/2012

End Date: 5/24/2012

Start Time: 8:00 AM

End Time: 5:00 PM

Course Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Instructor's Email: sdunlap@usd.k12.ca.us Set

Instructor: Steven Dunlap 181258 sdunlap

Course Description: Characteristics of English learners: Strategies for English Language Development; Meeting the needs of English Learners in enVision MATH; Culture and Mathematics Instruction; Interactive Model Lesson, use of enVision Center Activities to support academic language and differentiate for EL's. How do the materials support the goals set forth in the framework? Ch. 6 Universal Access

Credit Hours: 0.00

Course Capacity: 35

Location: TBD

Save

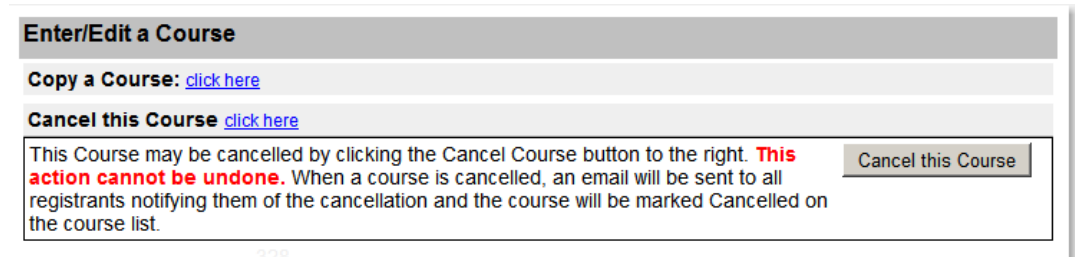


### Copy a Course:

You can copy the Course Title and description from another course by using the Copy a Course function at the top of the form. A detailed description of this function is in the Add a Course section of this document. Please be advised that anything copied using this function will overwrite the current contents of the Title and Description areas of the Form.

### Cancel a Course:

An Administrator can Cancel a Course when the need arises. Click the [click here](#) link next to Cancel this Course at the top of the form.



The screenshot shows a section of a web form titled "Enter/Edit a Course". Below the title, there are two links: "Copy a Course: [click here](#)" and "Cancel this Course [click here](#)". Below these links is a warning box with a border. The text inside the box reads: "This Course may be cancelled by clicking the Cancel Course button to the right. **This action cannot be undone.** When a course is cancelled, an email will be sent to all registrants notifying them of the cancellation and the course will be marked Cancelled on the course list." To the right of the text in the box is a button labeled "Cancel this Course".

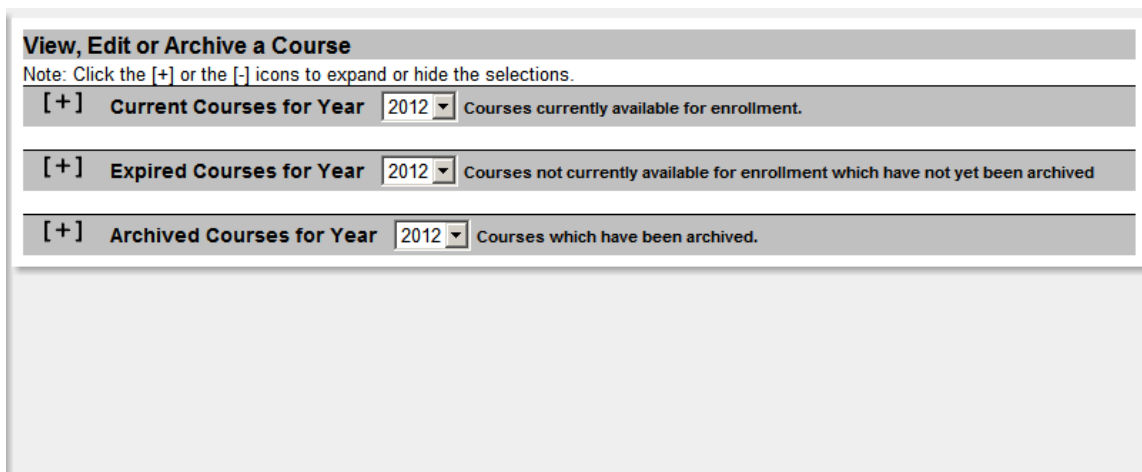
Once the *Cancel this Course* button is clicked, the course will be marked **Cancelled** in all course listings and an email will be sent to all enrollees advising them of the Cancellation. Once the *Cancel this Course* button has been clicked, the cancellation is in effect and cannot be undone.

## Instructors

When an Administrator enters a course, an instructor must be assigned. Assigned instructors automatically have access to the Instructor's area for their courses.



When the instructor's Class screen opens, it looks similar to that shown below:

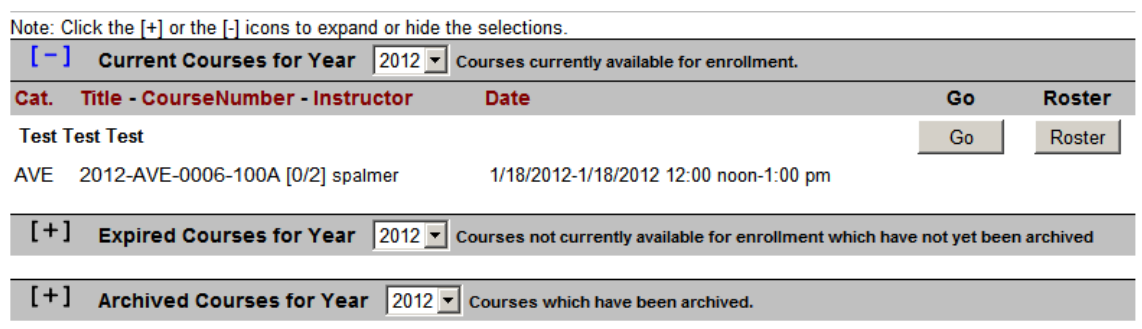


The courses in this area are divided into three groups:

4. Current Courses – These are courses which are currently available for enrollment (the enrollment end date has not yet passed)
5. Expired Courses – These are courses which have course end dates prior to today and which have not been archived.
6. Archived Courses – These are courses which have been manually archived.

### Current Courses:

The Course is considered current if the course end-date has not yet passed. To view current courses, click on the [+] on the left. The following course listing will be displayed:



Clicking on the [-] will close the display. Courses can be sorted by clicking on the **Cat**, **Title**, **CourseNumber**, **Instructor** or **Date** links at the top of the form. Click once to sort ascending. Another click will sort descending.

Clicking the *Go* button next to a course will take the instructor to the Course Display screen, clicking the *Roster* button will display a printable roster report.

You may also filter the courses by year. Use the dropdown box to select the year or ALL. ALL shows all years.

The year of the course is based upon the year in the Course Number, not the start date or end date of the course. Therefore, if the course number is 2012-TAH-0712-005, the course year is 2012.

#### Expired Courses:

The Course is considered expired if the course end-date has passed. To view expired courses, click on the [+] on the left. The following will be displayed:

Note: Click the [+] or the [-] icons to expand or hide the selections.

[+] Current Courses for Year		2012	Courses currently available for enrollment.	
[-] Expired Courses for Year 2012 Courses not currently available for enrollment which have not yet been archived				
Note: Title displayed in red indicates that attendance has not yet been recorded for this course.				
Cat	Title - CourseNumber - Instructor	Date	Go	Roster
Test	Test Test		Go	Roster
AVE	2012-AVE-0006-100A spalmer	1/4/2012-1/4/2012 12:00 noon-1:00 pm		

Clicking on the [-] will close the display. Courses can be sorted by clicking on the **Cat**, **Title**, **CourseNumber**, **Instructor** or **Date** links at the top of the form. Click once to sort ascending. Another click will sort descending.

The title of the course displayed above is in **dark red**. The dark red indicates that attendance has not yet been entered for this course. Once attendance has been entered, the title will be in black.

Clicking the *Go* button next to a course will take the instructor to the Course Display screen, clicking the *Roster* button will display a printable roster report.

You may also filter the courses by year. Use the dropdown box to select the year or ALL. ALL shows all years.

The year of the course is based upon the year in the Course Number, not the start date or end date of the course. Therefore, if the course number is 2012-TAH-0712-005, the course year is 2012.

#### Archived Courses:

An archived course is a course which is finished with all required attendance completed. Only an Administrator can Archive or Delete a course.

[-] Archived Courses for Year		2012	Courses which have been archived.	
Cat	Title - CourseNumber - Instructor	Date	Go	Roster
Test	Test Test		Go	Roster
AVE	2012-AVE-0006-100A spalmer	1/4/2012-1/4/2012 12:00 noon-1:00 pm		

A course must be archived prior to Deletion. Once a course has been archived, it can be restored by clicking the *Restore* button or deleted completely by clicking the *Delete* button.

Clicking the *Go* button next to a course will take the instructor to the Course Display screen, clicking the *Roster* button will display a printable roster report.


The Instructor's Course Display screen:


The instructor may perform the following functions from the Instructor's Course Display screen:

1. Review all course information
2. Print the course roster
3. Enroll or Drop a student
4. Email all students on the roster
5. Mark attendance.
6. Upload documents
7. Provide web links for the course


To enter the Course Display screen, click the *Go* button next to any course in the instructor's area.

**Course: 2012Test Test Test**  
**#2012-AVE-0006-100A**

[Print Roster](#) 

[Mark Completions](#) 

[Enroll a Student](#)

[Email to All Enrollees](#) 

**SchoolYear:** 2012  
**Course Title** Test Test Test #2012-AVE-0006-100A  
**Course Number** 2012-AVE-0006-100A  
**Instructor** spalmer  
**Dates** 1/4/2012 - 1/4/2012  
**Times** 12:00 noon - 1:00 pm  
**Days** W  
**Hours** 0.00  
**Capacity** 2  
**Availability** 2  
**Location** asfasdf  
**Description:**  
Test Test

334

**Upload Documents:**  
Document Title:   
Upload:

**Provide Links:**  
Link Title:   
URL:

To Print a Roster:

Click on the Print Roster Link at the top of the page.

To Mark Completions (attendance):

Click on the Mark Completion link at the top of the page. The attendance page will be presented.

**Course: 20127-12 Mathematics Materials Based PD Module 3**  
**#2012-MAT-0712-004B**  
**Instructor: amontgomery**

Student	ID	School	Complete?
Babcock, Bruce	121400	Ramona High School	<input checked="" type="checkbox"/>
Finwall, Thomas	66285	Poly High School	<input checked="" type="checkbox"/>
Garrett, Erin	204180	Poly High School	<input checked="" type="checkbox"/>
Haegg, Brandy	79610	Mt. View Elementary School	<input checked="" type="checkbox"/>
Light, Abram	170359	University Middle School	<input checked="" type="checkbox"/>
Petersen, Phillip	67149	Chemawa Middle School	<input checked="" type="checkbox"/>
Probst, William	91283	Arlington High School	<input checked="" type="checkbox"/>
Schalow, Monica	151343	Special Education	<input checked="" type="checkbox"/>
Valenzuela, Kerri	213656	CSIS District School	<input checked="" type="checkbox"/>

Checking the checkbox in the right column and saving the form will mark the course completed for the appropriate student. This action will also move the course to the My Courses – Completed Courses section for the attending student.

Click on the Enroll a Student link at the top of the page. The attendance page will be presented.

**2012 7-12 Mathematics Materials Based PD Module 3**

**Enroll a student in this class:**

**Enter Last Name:**

Enter the first few letters of the student's last name

**Drop a student:**

To enroll a new student in the course, enter the student's last name (or the few letters) and then click the *Go* button. A list of possible students will be presented.

**2012 7-12 Mathematics Materials Based PD Module 3**

**Enroll a student in this class:**

**Enter Last Name:**

Enter the first few letters of the student's last name

LastName	FirstName	Location	Enroll
Palmer	Darrell	Central Middle School	<input type="button" value="Enroll"/>
Palmer	Eric	Hyatt Elementary School	<input type="button" value="Enroll"/>
Palmer	Ida	Nutrition Services- B. Bonds	<input type="button" value="Enroll"/>
Palmer	Joan	District	<input type="button" value="Enroll"/>
Palmer	Michael	District	<input type="button" value="Enroll"/>
Palmer	Shawna	District	<input type="button" value="Enroll"/>
Palmer	Steve	Network and Information Systems	<input type="button" value="Enroll"/>

To enroll the student, click the *Enroll* button next to the student's name.

To drop a student from the course click the *Open Roster* button next to 'Drop a Student'

**Drop a student:**

LastName	FirstName	Location	Drop
Babcock	Bruce	Ramona High School	<input type="button" value="Drop"/>
Finwall	Thomas	Poly High School	<input type="button" value="Drop"/>
Garrett	Erin	Poly High School	<input type="button" value="Drop"/>
Haegg	Brandy	Mt. View Elementary School	<input type="button" value="Drop"/>
Light	Abram	University Middle School	<input type="button" value="Drop"/>
Petersen	Phillip	Chemawa Middle School	<input type="button" value="Drop"/>
Probst	William	Arlington High School	<input type="button" value="Drop"/>
Schalow	Monica	Special Education	<input type="button" value="Drop"/>
Valenzuela	Kerri	CSIS District School	<input type="button" value="Drop"/>

To drop a student, click the *Drop* button next to the student's name.

Entering Documents or links:

**Upload Documents:**  
Document Title:   
Upload:

**Provide Links:**  
Link Title:   
URL:

To upload a document, input the Document Title, click the *Browse* button to browse to the document on your computer. Then click *Upload*. These documents will be available to all who view the course on the course listing screens.

Additionally, you can provide a link to a website which you would like to provide as part of the course.