Professional Development Hub
## 'School Based' Enhancements
Instructions for Admins

The enhancements described in this document apply only to the 'School Based' section of the Professional Development Hub. These instructions should be used in conjunction with the instructions provided for the Professional Development Hub for a full understanding of the use of the HUB.

Accessing the HUB:

The Professional Development Hub is available at the following url:
https://adtools.rusd.k12.ca.us/ProfessionalDevelopment/

A link to the Professional Development Hub is also available on the Employee Portal Page of the RUSD website.

Professional Development Hub
- PD Hub - from HOME
- PD Hub - from Work
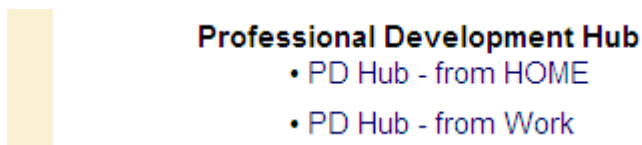
To Log-In:

Use your network Username and Password, the same one you use to sign into your computer in the morning.

To Add a Site-Based Professional Development Class:

Admin
- ■ Add a Course ◄—
- ■ Edit/View Courses
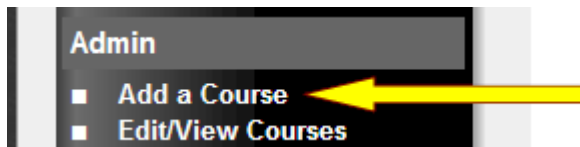
Select Add a Course from the Admin menu to open the Course Add screen.

The Course Add screen displays Enter/Edit a Course as shown below:

Enter/Edit a Course

Entering a School Based Professional Development Class:

Subject:	-Select ▼
Grade From:	-Select
Grade To:	Academies 00-12
Course ID:	Avid 00-06
	Avid 07-12
Section:	BTSA 00-12
Course Number:	Career Tech Ed 00-12
	DEA 00-12
Course Title:	Dual Lang Immersion 00-12
	ELL 00-12
Title Tag:	Foreign Lang 00-12
Start Date:	GATE 00-12
	Hist/Soc Science 00-06
End Date:	Hist/Soc Science 07-12
Start Time:	Interventions 00-12
	Mathematics 00-06
End Time:	Mathematics 07-12
	Middle Years 07-08
Course Days:	Prog Qual/AEL/Catg 00-12
	Pupil Services 00-12
	Pythagoras 00-12
	Reading/Lang Arts 00-06
Instructor's Email:	Reading/Lang Arts 07-12
	School Based 00-12
Instructor:	Science 00-12
	Special Ed 00-12
	Teaching Am Hist 00-12
	VAPA 00-12

Select the year then select **'School Based 00-12'** from the drop-down **Subject** menu. A school menu will appear once you have made that selection.

Calendar Year:	2012 ▼	
Subject:	School Based 00-12 ▼	-Select ▼
Grade From:	-- ▼	-Select
Grade To:	-- ▼	Adams Elementary School (ADA)
Course ID:	___ 3 digits	Alcott Elementary School (ALC)
		Arlington High School (AHS)
Section:	-- ▼	Beatty Elementary (BEA)
		Bryant Elementary School (BRY)
Course Number:	2012- - -	Castle View Elementary School (CVW)
		Central Middle School (CEN)
Course Title:	___	Chemawa Middle School (CMS)
		Earhart Middle School (EMS)
Title Tag:	___	Emerson Elementary School (EME)
		Franklin Elementary School (FRA)
Start Date:	___ 📅	Fremont Elementary School (FRE)
		Gage Middle School (GMS)
End Date:	___ 📅	Harrison Elementary School (HAR)
		Hawthorne Elementary School (HAW)
Start Time:	12:00 ▼ PM ▼	Highgrove Elementary School (HIG)
		Highland Elementary School (HIL)
End Time:	12:00 ▼ PM ▼	Hyatt Elementary School (HYA)
		Jackson Elementary School (JAC)
Course Days:	☐ Mon ☐ Tue ☐ Wed ☐ Thu	Jefferson Elementary School (JEF)
		Kennedy Elementary School (KEN)
Instructor's Email:	___	King High School (KHS)
		Lake Mathews Elementary School (LME)
Instructor:		Liberty Elementary School (LIB)
		Lincoln Continuation High (LHS)
		Longfellow Elementary School (LON)
		Madison Elementary School (MAD)
Course Description:		Magnolia Elementary School (MAG)
		Miller Middle School (MMS)

Select your school from the drop down school list provided.

Then select the GradeFrom and GradeTo for your school. For example, an elementary school might be GradeFrom 00 (kindergarten) and GradeTo 06 (Sixth grade)

The **Course ID** is a three digit number which you provide. You may use any number for this number, but the number must be unique for this year. For example, you might make the first class of the year **001**, and the second class **002**, etc. Each course must have a unique number.

The section letter is optional. The section number is used when you have two (or more) identical course numbers, one could be A and the other B.

The full course number is automatically generated in the Course Number box based upon your selections and entries above.

Complete the rest of the form with the appropriate information. Most fields are required. The instructor's email address must be an RUSD email address.

The **Course Capacity** number is of particular importance. If the **Course Capacity** is set to 0 nobody will be able to enroll or be enrolled in your course. Set the course capacity to the approximate number of attendees.

Enrollment:

Teachers who are attending should log-in to the Hub and enroll in the course. The course you enter will appear in the **School Based** section under Enrollment.

The School Based Courses are highlighted in blue in the Course listings (see below).

Clicking on **School Based 00-12** on the left menu will display only the School Based courses.

Browse Courses for Enrollment - School Based 00-12

A blue title represents a School-Based course

sort by: Title Date

Enroll	School Based Professional Development		
KHS	2012-KHS-0012-123	spalmer@rusd.k12.ca.us	Seats: Capacity: 10 Available: 10
	8/28/2012-8/28/2012	9:00 am-12:00 noon	T

To enroll, a teacher would click the enroll button and then confirm enrollment on the following class screen.

An email is automatically sent to the teacher enrolling at the time of enrollment. Additionally, if the teacher drops the course an email is also sent.

For further information, please refer to the full Professional Development Hub instructions.

Thank you

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