

**School Based Professional Development Entry in the Hub  
Cheat Sheet**

<https://adtools.rusd.k12.ca.us/ProfessionalDevelopment/>

**Human resources uses the information entered in the School Based section of the Hub to calculate how many substitutes are needed by your school. Only enter School Based Professional Development which will require substitutes.**

**Calendar Year:** The Calendar Year of the meeting date *e.g.* 2013

**Subject:** Always **'School Based'** *e.g.* School Based 15-12

**School:** The School drop-down appears once 'School Based' is selected above

**Grade From and Grade To:** The earliest grade and the latest grade that the professional development will apply to. *Example: If the development applies to Kindergarten through Second gradeteachers, select 00 for Kindergarten and 02 for second grade.*

**Course ID:** This is a three digit number of your choosing. You might select 001 for the first school based professional development this year, 002 for the second, etc.

**Section:** The section is optional. If you have two courses on the same topic but different times, you can select 'A' for the first one, and 'B' for the second one.

**Course Number:** The course number is automatically generated from the entries you have input in the fields above. Two courses cannot have the same number.

**Start Date:** The date of first day of the course. Must be in *month/day/four-digit-year* format.

**End Date:** The date of the last day of the course. If the course is a one day course, this will be the same as the Start Date.

**Start Time and End Time:** self-explanatory.

**Course Days:** Check the day(s) of the course.

**Instructor's Email:** Enter the email of the instructor. Then click the 'Set' button. The instructor's name will appear below the email box.

**Course Description:** A short description of the course content.

**Credit Hours:** If the teachers attending the course will receive professional development credit for this course, enter those hours. If not, enter 0.

**Course Capacity:** The number of attendees expected to attend this course.

Once the course is saved, you have the capability of enrolling and dropping individuals in the class. You can also maintain attendance.