



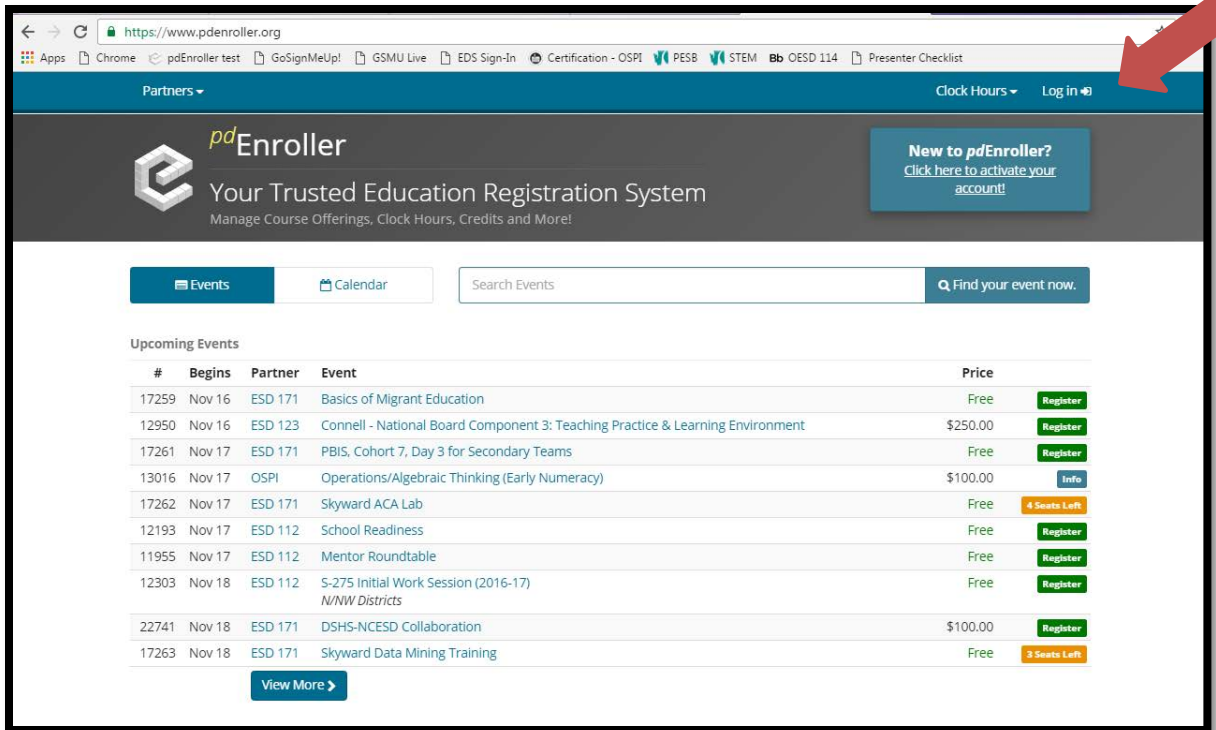
*pd*Enroller

Your Trusted Education Registration System

Manage Course Offerings, Clock Hours, Credits and More!

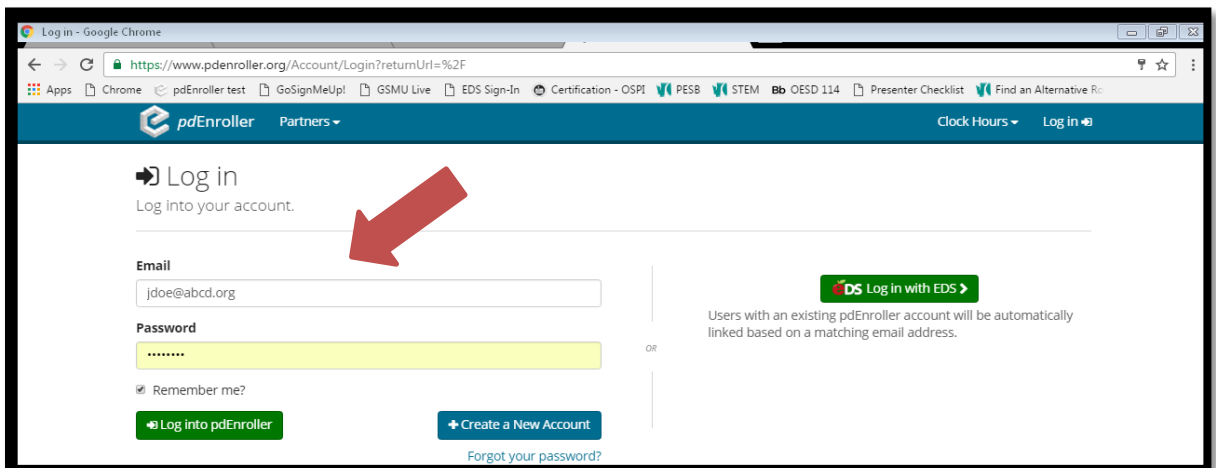
Clock Hour Proposal Tutorial

Step 1: Log in to your pdEnroller account



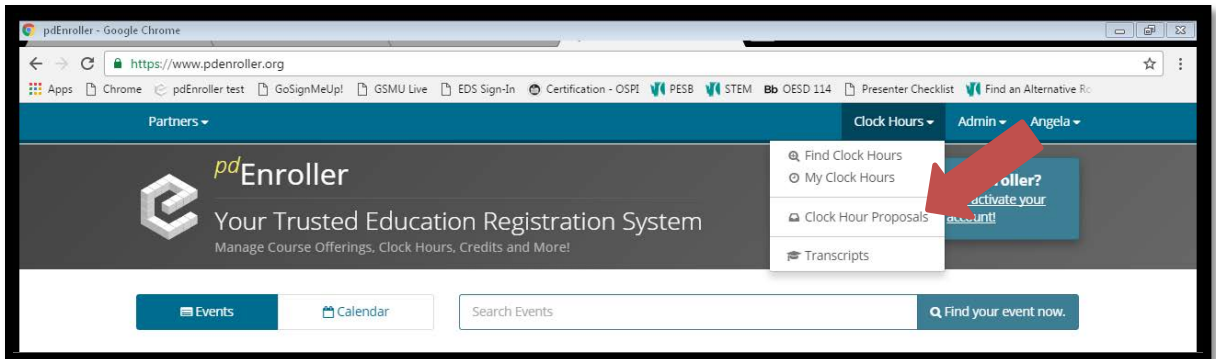
The screenshot shows the pdEnroller homepage. The top navigation bar includes links for Partners, Clock Hours, and Log in. A red arrow points to the 'Log in' link. The main header features the pdEnroller logo and the tagline 'Your Trusted Education Registration System'. Below the header, there are tabs for Events and Calendar, a search bar, and a 'Find your event now' button. The 'Upcoming Events' section displays a table of events with columns for #, Begins, Partner, Event, and Price. Each event row includes a 'Register' button, except for one which has an 'Info' button. A 'View More' button is located at the bottom of the events list.

#	Begins	Partner	Event	Price	
17259	Nov 16	ESD 171	Basics of Migrant Education	Free	Register
12950	Nov 16	ESD 123	Connell - National Board Component 3: Teaching Practice & Learning Environment	\$250.00	Register
17261	Nov 17	ESD 171	PBIS, Cohort 7, Day 3 for Secondary Teams	Free	Register
13016	Nov 17	OSPI	Operations/Algebraic Thinking (Early Numeracy)	\$100.00	Info
17262	Nov 17	ESD 171	Skyward ACA Lab	Free	4 Seats Left
12193	Nov 17	ESD 112	School Readiness	Free	Register
11955	Nov 17	ESD 112	Mentor Roundtable	Free	Register
12303	Nov 18	ESD 112	S-275 Initial Work Session (2016-17) N/NW Districts	Free	Register
22741	Nov 18	ESD 171	DSHS-NCESD Collaboration	\$100.00	Register
17263	Nov 18	ESD 171	Skyward Data Mining Training	Free	3 Seats Left

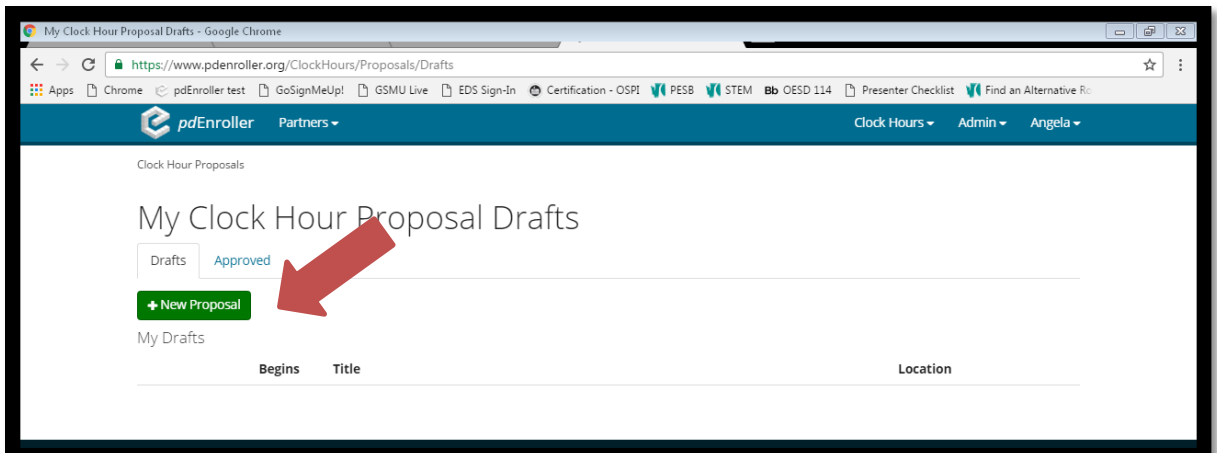


The screenshot shows the pdEnroller login page. The top navigation bar is the same as the homepage. The main heading is 'Log in' with the subtext 'Log into your account.' A red arrow points to this heading. Below the heading, there are input fields for Email and Password. The Email field contains 'jdoe@abcd.org'. The Password field is masked with dots. There is a 'Remember me?' checkbox and a 'Log into pdEnroller' button. To the right, there is a 'Log in with EDS' button and a note: 'Users with an existing pdEnroller account will be automatically linked based on a matching email address.' At the bottom, there is a 'Create a New Account' button and a link for 'Forgot your password?'.

Step 2: Click on the Clock Hour tab and select Clock Hour Proposals from the dropdown list.

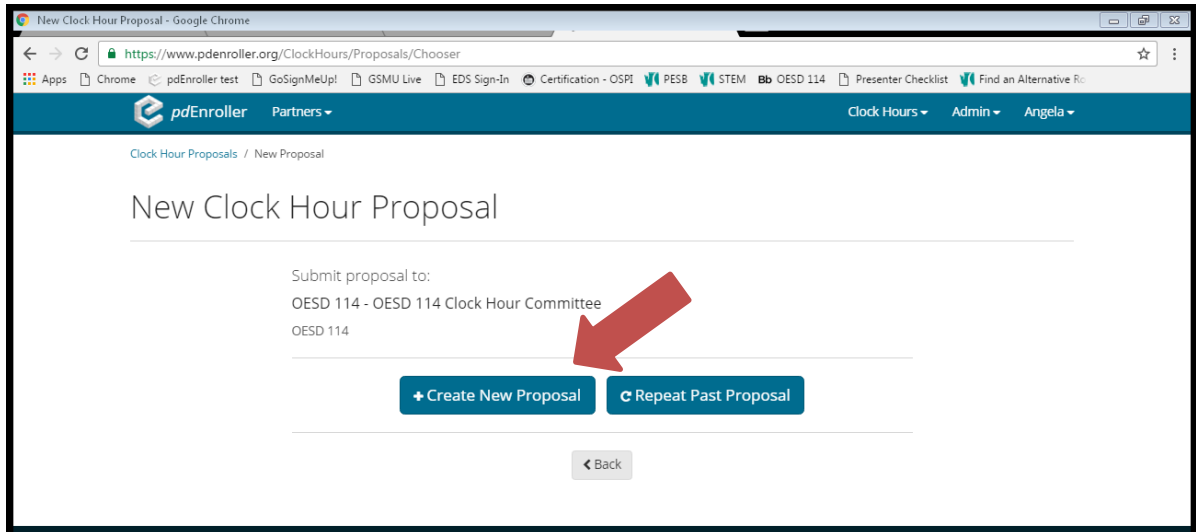


Step 3: On the Clock Hour Proposal page, click on the green button, “+New Proposal”.



From this page, you can also see a list of current draft proposals that you may be working on and can select them.

Step 4: Choose either “Create New Proposal” or “Repeat Past Proposal”.



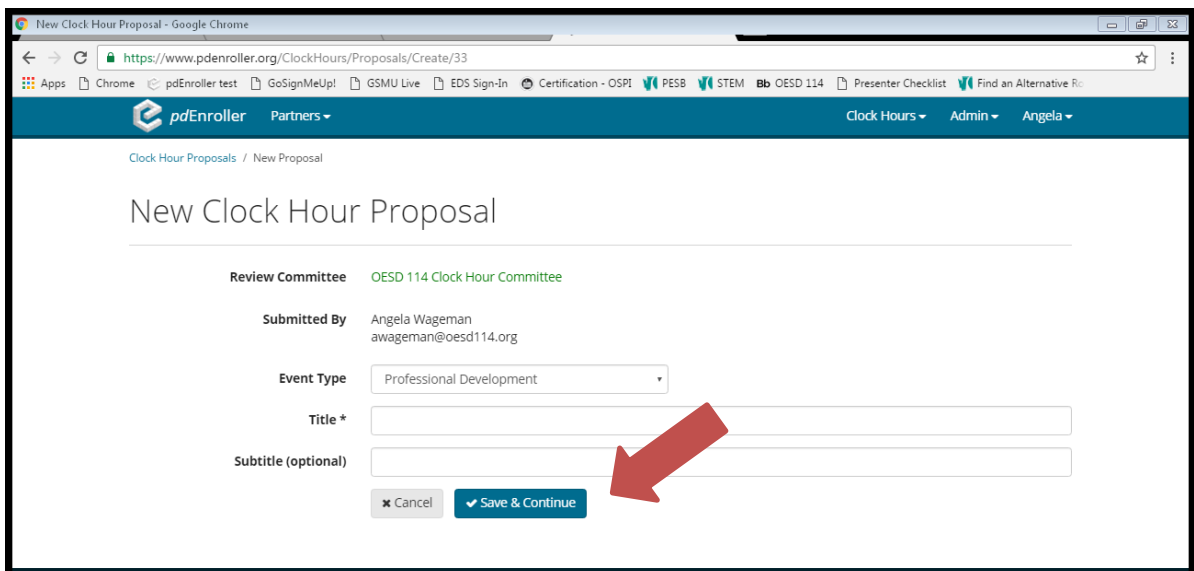
New Clock Hour Proposal

Submit proposal to:
OESD 114 - OESD 114 Clock Hour Committee
OESD 114

+ Create New Proposal Repeat Past Proposal

Back

Step 5: To create a new proposal, select the event type and enter a title. Click “Save & Continue”.



New Clock Hour Proposal

Review Committee OESD 114 Clock Hour Committee

Submitted By Angela Wageman
awageman@oesd114.org

Event Type Professional Development

Title *

Subtitle (optional)

Cancel Save & Continue

Step 6: You are now on the main clock hour proposal editing page. From here you will enter the necessary information (all boxes with the *asterisk are required). You may navigate using the tabs at the top. Be sure to click “Save” when you are finished.

The screenshot shows the 'Edit Clock Hour Proposal' page in Google Chrome. The browser address bar shows the URL: <https://www.pdenroller.org/ClockHours/Proposals/23688/edit>. The page header includes the 'pdEnroller' logo, 'Partners', and navigation links for 'Clock Hours', 'Admin', and 'Angela'. The main heading is 'Edit Clock Hour Proposal'. Below this, the form displays the following information:

- Professional Development Institute**
- Submitting to:** Olympic Educational Service District 114 - OESD 114 Clock Hour Committee
- Status:** Draft

The form has several tabs: 'Proposal', 'Hours / Objectives', 'Date / Location', 'Agenda', 'Presenters', 'Contacts', 'Preview', 'Event', and 'Properties'. A red arrow points to these tabs with the text 'Navigation tabs'.

The form fields include:

- Review Committee:** OESD 114 Clock Hour Committee
- Status:** Draft
- Title *:** Professional Development Institute
- Subtitle:** (empty field)
- Event Description *:** (large text area with a rich text editor toolbar)
- Documented Need:** (text area with a rich text editor toolbar)

Below the 'Documented Need' field, there is a note: 'Optional description of the need this course will meet.' At the bottom of the form, there is a green 'Save' button. A red arrow points to this button with the text 'Save!'.

Step 7: Enter the number of clock hours being requested.

Step 8: Note that at least 3 objectives are required. Click on the “Edit Objectives” button and enter these in the pop-up box.

Edit Clock Hour Proposal - Google Chrome

https://www.pdenroller.org/ClockHours/Proposals/23688/edit/objectives

pdEnroller Partners

Clock Hours Admin Angela

Clock Hour Proposals / Edit Proposal / Objectives

Edit Clock Hour Proposal

Professional Development Institute
Submitting to: Olympic Educational Service District 114 - OESD 114 Clock Hour Committee
Status: Draft

Proposal Hours / Objectives Date / Location Agenda Presenters Contacts Preview Event Properties

Clock Hours

Capacity

Max Number of Attendees. Consider your meeting space limits.

Course Objectives

Enter 3 or more objectives. Identify what your participants will learn and how it may be applied. Numbering is automatically added on the Preview Tab.

[Edit Objectives](#) [Review Criteria](#)

- 1.
- 2.
- 3.

Audiences and Subjects

Select the intended audience and subjects covered.

Audiences

Subjects

[Save](#)

Edit Objectives

[Delete](#)

[Delete](#)

[Delete](#)

[+ Add Objective](#) [Cancel](#) [Save](#)

Don't forget to save!

Step 9: On the Date/Location tab, enter the location of the inservice. Click on “+Add On-Site Session” and/or “Add Online Session” to enter your dates and times in the pop-up box. Click “Save”.

pdEnroller Partners

Clock Hours Admin Angela

Clock Hour Proposals / Edit Proposal / Dates & Location

Edit Clock Hour Proposal

Professional Development Institute
Submitting to: Olympic Educational Service District 114 - OESD 114 Clock Hour Committee
Status: Draft

Proposal Hours / Objectives Date / Location Agenda Presenters Contacts Preview Event Properties

Primary Location

Sessions

+Add On-Site Session +Add Online Session

Save

For multiple day inservices, add each date individually using the same process.

pdEnroller Partners

Clock Hours Admin

Add Onsite Session

Date: 12/21/2016 Start Time: 8:00 AM End Time: 5:00 PM

Location Description

Cancel Save

Add On-Site Pop-up Box

pdEnroller Partners

Clock Hours Admin

Add Online Session

Start Date: 12/21/2016 Start Time: 12:00 AM End Date: 12/21/2016 End Time: 11:59 PM

Website Address for Online Session (URL):

Link Title

A friendly display name for the link. I.e., "Video Conference Site" or "Moodle Site"

Instructions and Additional Information

Cancel Save

Add Online Session Pop-up Box

For online sessions, enter the URL and link title for the site where the online session will be held.

Step 10: You may either type or upload the agenda for the inservice. Note that an agenda is required.

Edit Clock Hour Proposal - Google Chrome

https://www.pdenroller.org/ClockHours/Proposals/23688/edit/agenda

pdEnroller Partners

Clock Hours Admin Angela

Clock Hour Proposals / Edit Proposal / Agenda

Edit Clock Hour Proposal

Professional Development Institute
Submitting to: Olympic Educational Service District 114 - OESD 114 Clock Hour Committee
Status: **Draft**

Proposal Hours / Objectives Date / Location **Agenda** Presenters Contacts Preview Event Properties

Enter an agenda or upload a file.

Agenda

Save

Upload an Agenda

Agenda File
None added

Add Agenda...

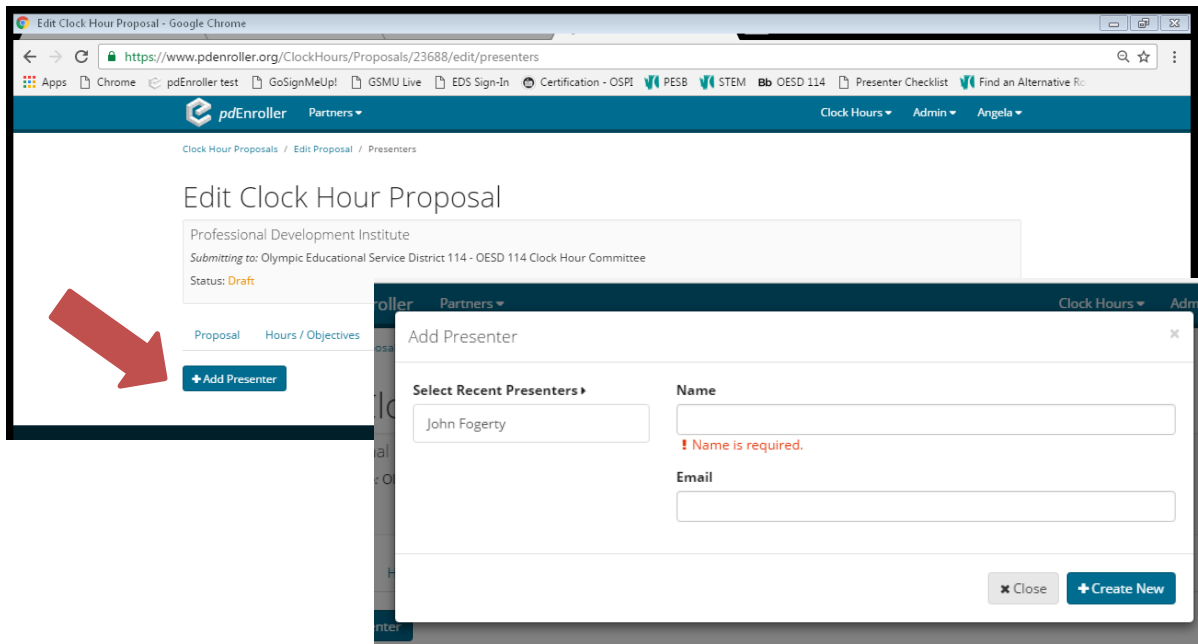
Allowed file types: doc, docx, rtf, txt, pdf

Courses Administered By: ESD 112 | ESD 123 | ESD 171 | OSPI | All

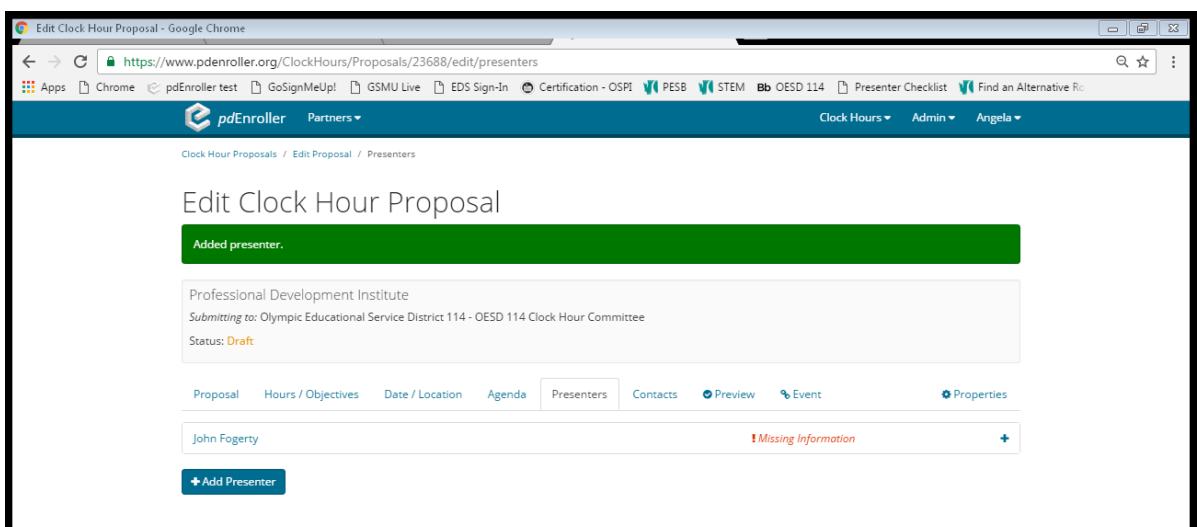
Professional Development Enroller | © 2016 Educational Service District 112

Privacy Policy / Submit Feedback

Step 11: On the Presenters tab, click “+Add Presenter”. In the pop-up box, type the name of the presenter. If the person is already in the system, their name will come up as you type and you can select it. If they are not in the system, type their whole name and then click “+Create New”.



New presenters need their contact info and professional experience entered (alternately you may upload a resume).



Step 12: On the Contacts tab, enter or edit contact information for the district clock hour administrator. Your contact info will be entered below. This information only needs to be entered once. On subsequent proposals these fields should be pre-populated.

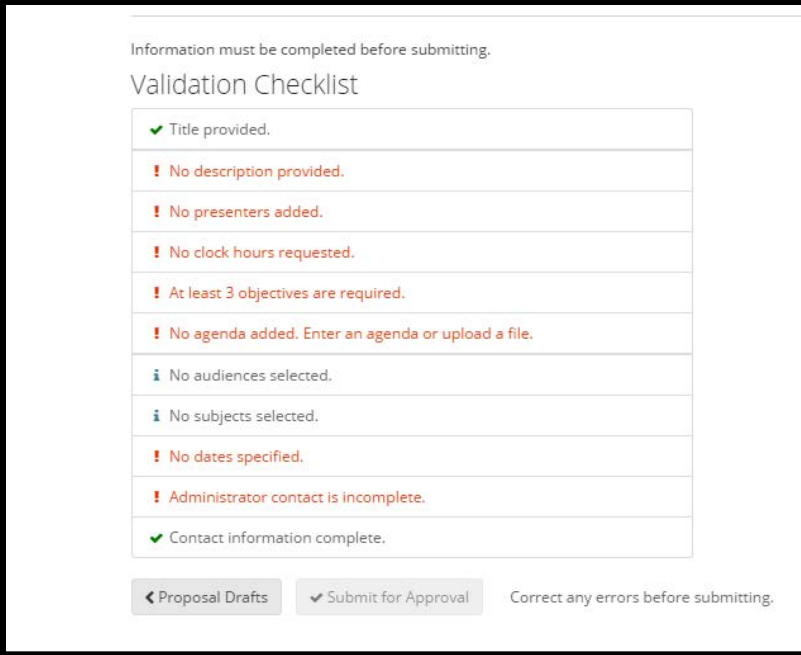
The screenshot shows a web browser window with the URL <https://www.pdenroller.org/ClockHours/Proposals/23688/edit/contacts>. The page title is "Edit Clock Hour Proposal". The header includes the "pdEnroller" logo and navigation links for "Clock Hours", "Admin", and "Angela". The main content area shows the "Contacts" tab selected, with a sub-header "Administrator Contact". The form fields are as follows:

- Full Name ***: A text input field. Below it, a note reads: "Full name of the administrator at your organization who approved this proposal for submission."
- Organization / District ***: A text input field containing "Olympic Educational Service District 114".
- School / Department ***: A text input field.
- Email ***: A text input field. Below it, a note reads: "Contact email for the administrator listed above."
- Phone ***: A text input field containing "(360) 479-0993". Below it, a note reads: "Contact phone number for the administrator listed above."

At the bottom of the form, there is a section titled "Your Contact Info" with the instruction: "Please enter your contact information for follow up on this proposal."

Step 13: Click on the Preview tab to see all of the information entered for your proposal in one place. Any areas in red indicate missing information.

On the lower half of the page check the Validation Checklist to see if your proposal is ready to submit. If required info is missing, the submittal button will not be highlighted. All errors must be corrected before submission is possible.



Information must be completed before submitting.

Validation Checklist

✔ Title provided.
! No description provided.
! No presenters added.
! No clock hours requested.
! At least 3 objectives are required.
! No agenda added. Enter an agenda or upload a file.
i No audiences selected.
i No subjects selected.
! No dates specified.
! Administrator contact is incomplete.
✔ Contact information complete.

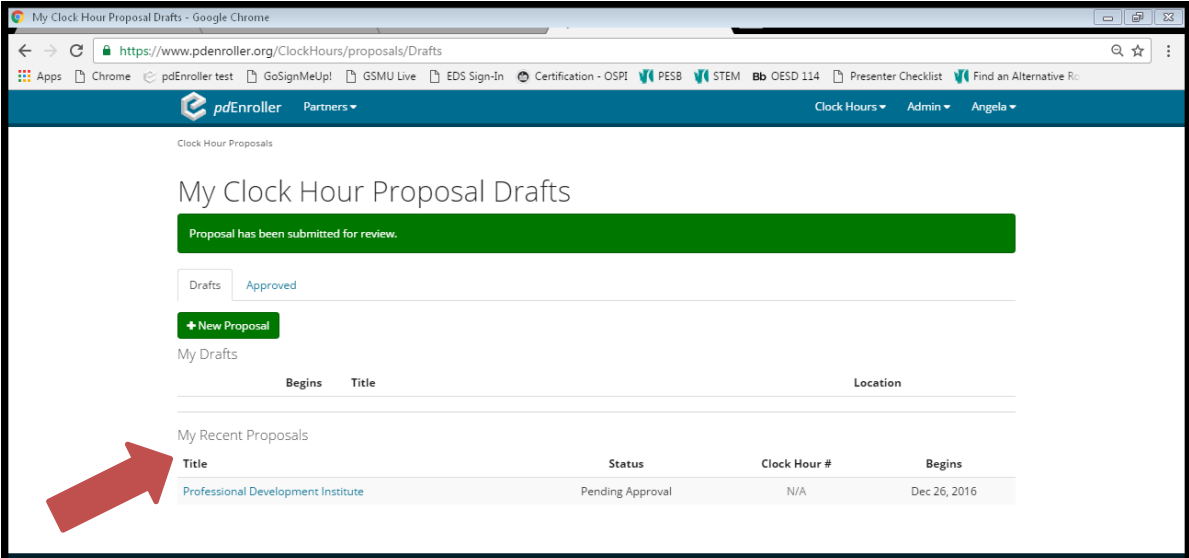
◀ Proposal Drafts ✔ Submit for Approval Correct any errors before submitting.

When your checklist is complete, click “Submit for Approval”.

At this point, an email is sent to the district clock hour administrator who will either approve or disapprove it.

Once a proposal is approved at the district level, an email is sent to the OESD Clock Hour Approval Committee for final approval.

Your draft will now be listed under “My Recent Proposals”.



The screenshot shows the pdEnroller website interface. At the top, there's a navigation bar with the pdEnroller logo and links for Partners, Clock Hours, Admin, and Angela. Below this, the main heading is "My Clock Hour Proposal Drafts". A green banner states "Proposal has been submitted for review." Below the banner, there are tabs for "Drafts" and "Approved", with "Drafts" being the active tab. A green button labeled "+ New Proposal" is visible. Under the "My Drafts" section, there is a table with columns "Begins", "Title", and "Location". Below this, the "My Recent Proposals" section contains a table with columns "Title", "Status", "Clock Hour #", and "Begins". A red arrow points to the first row of the "My Recent Proposals" table, which contains the following data:

Title	Status	Clock Hour #	Begins
Professional Development Institute	Pending Approval	N/A	Dec 26, 2016