

## PD Express – Quick Start Guide

PD Express is a web-based tool for managing professional development information. This district wide centralized system will ensure accurate records for clock hours, and enable teachers to be able to gather the necessary information for relicensure by going online. Through PD Express, staff can view and register for in-district courses, view/print their professional development transcripts, and view/update contact information.

### To Access PD Express:

- Go to the District “Homepage” and click on “Staff”
- Click on “PD Express” or “PD Express User Guide”
- Enter ID: *(firstname.lastname)*
- Enter Password *(last “4” digits of phone number on file with the district)*

### To Sign Up for a Course:

- Select “In District Events” from the PD Express toolbar
- Select “In District Event Catalog”, you can use list or calendar view
- Select the course you wish to enroll in by clicking on it and following the directions.

### Monitoring your Professional Development Progress:

- You may check your own transcript any time by logging into PD Express, and selecting “Transcript”
- Use the “Print” button to print a copy for your records.

### Important Note:

- You must register in PD Express AND sign-in at the event. If you only sign-in at the event but do not register in PD Express, you will not be awarded clock hours.
- Registration in PD Express closes 48 hours after the Professional Development event/activity has ended.

### For Questions Contact:

Ann Malwitz  
651-407-7580

[ann.malwitz@isd624.org](mailto:ann.malwitz@isd624.org)

Tris Hasapopoulos  
651-407-7575

[tris.hasapopoulos@isd624.org](mailto:tris.hasapopoulos@isd624.org)

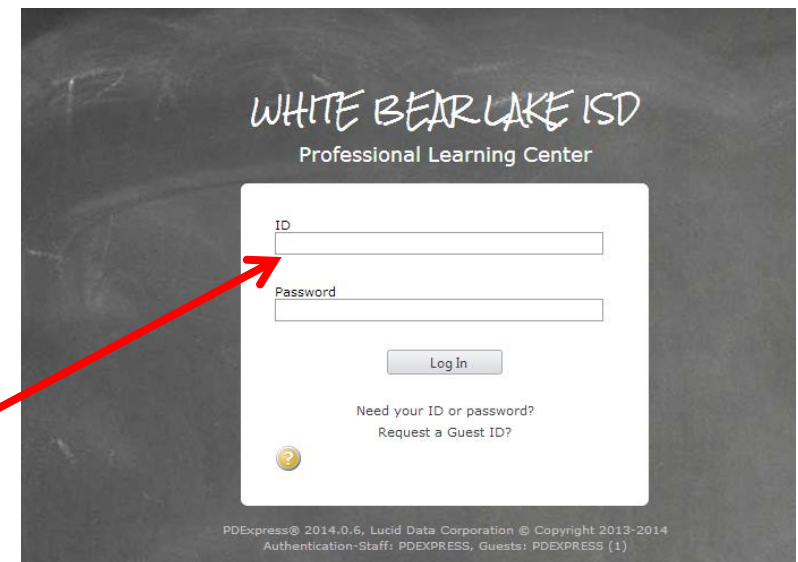
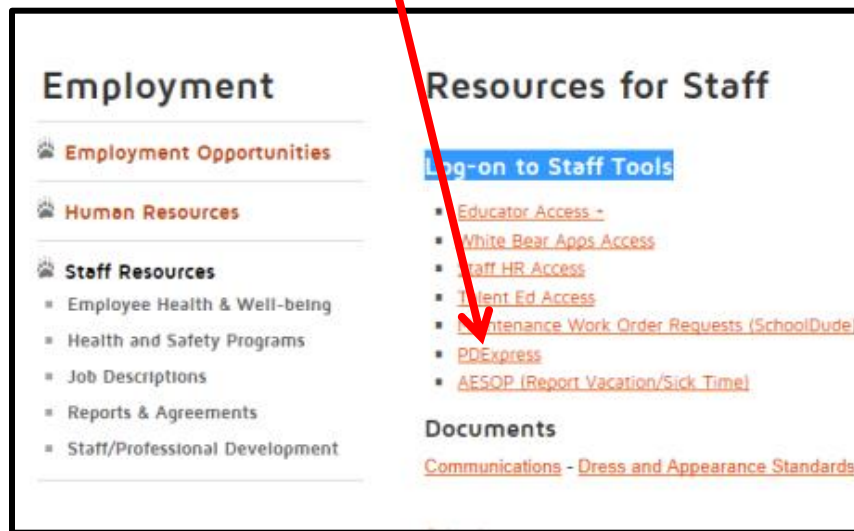
# PD Express – User Guide

PD Express is a web-based tool for managing professional development information. This district wide centralized system will ensure accurate records for clock hours, and enable teachers to be able to gather the necessary information for relicensure by going online. Through PD Express, staff can view and register for in-district courses, view/print their professional development transcripts, and view/update contact information.

Staff members will need to register for a course (professional development event) **BEFORE** the course starts via PD Express.

## 1. **To Access PD Express:**

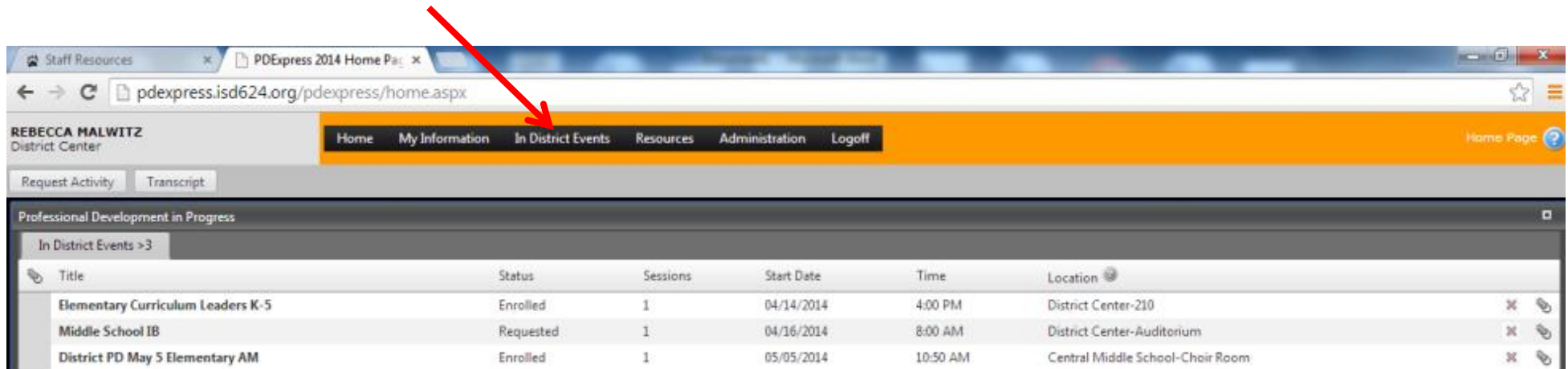
- Go to the District “Homepage” and click on “Staff”
- Click on “PD Express” or “PD Express User Guide”



- Enter ID: *(firstname.lastname)*
- Enter Password *(last “4” digits of phone number on file with the district)*
- If you do not have a network username and password, please contact the Help Desk.
- Please do NOT request a Guest ID if you are an employee of White Bear Lake Area Schools

## 2. To Sign Up for a Course:

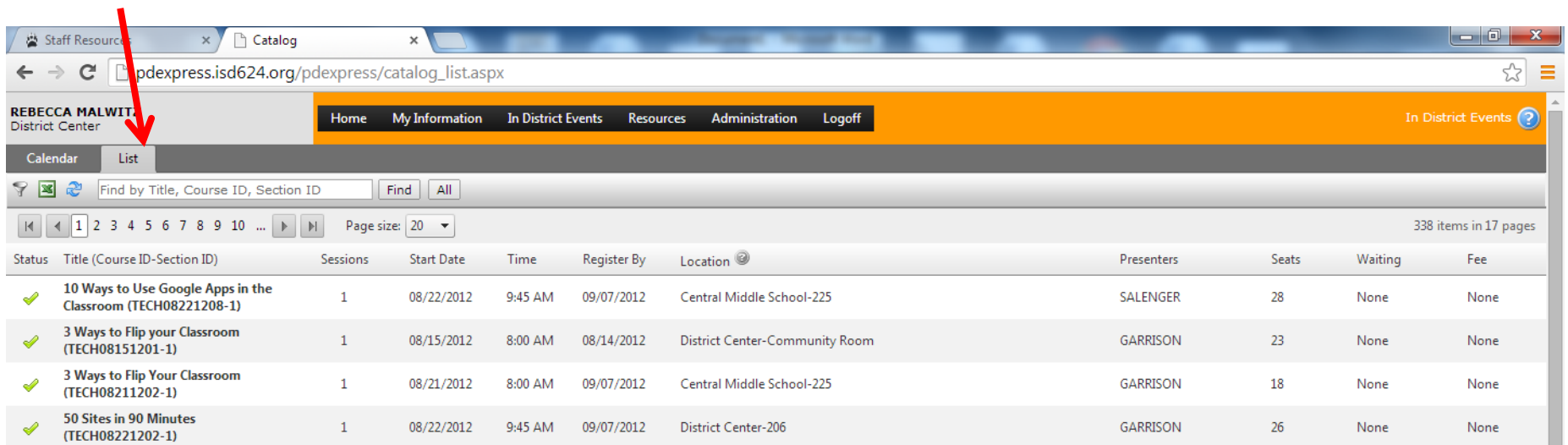
- Select “*In District Events*” from the PD Express toolbar.



The screenshot shows the PD Express website interface. The navigation bar at the top includes links for Home, My Information, In District Events, Resources, Administration, and Logoff. A red arrow points to the 'In District Events' link. Below the navigation bar, there is a section titled 'Professional Development in Progress' with a sub-section 'In District Events >3'. This section contains a table with the following data:

Title	Status	Sessions	Start Date	Time	Location
Elementary Curriculum Leaders K-5	Enrolled	1	04/14/2014	4:00 PM	District Center-210
Middle School IB	Requested	1	04/16/2014	8:00 AM	District Center-Auditorium
District PD May 5 Elementary AM	Enrolled	1	05/05/2014	10:50 AM	Central Middle School-Choir Room

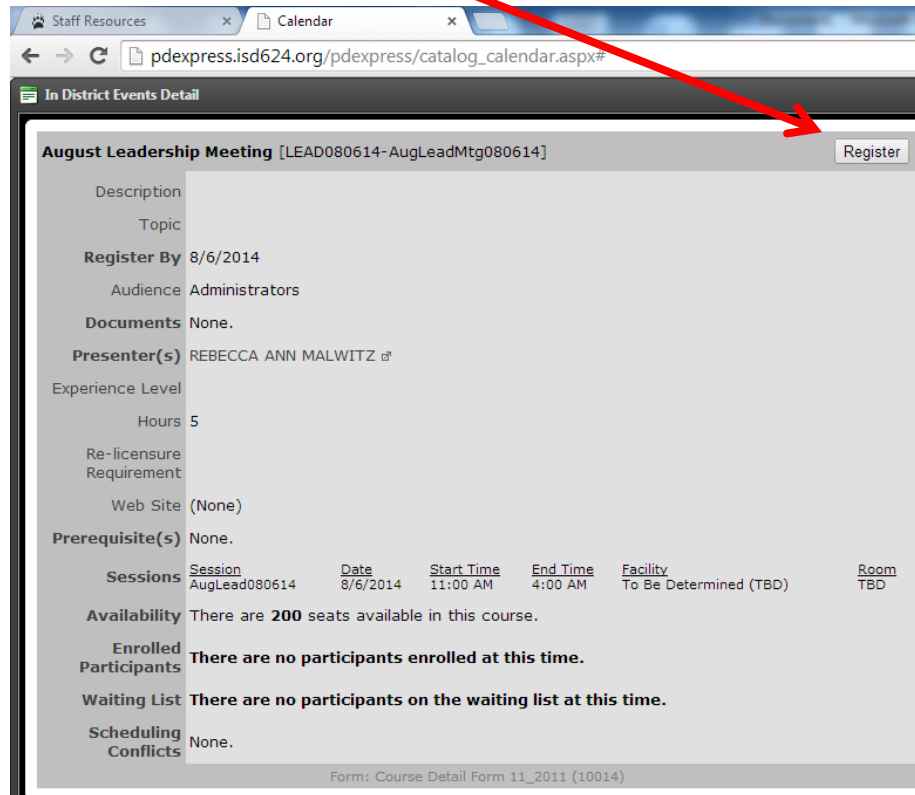
- Select “In District Event Catalog”, you can use list or calendar view.
- Listed will be the current courses being offered within the district.
- Please note, if you do not see a course you are looking for, click on the blue triangle indicating “next” page to see additional courses.



The screenshot shows the PD Express website interface for the 'In District Event Catalog'. The navigation bar at the top includes links for Home, My Information, In District Events, Resources, Administration, and Logoff. A red arrow points to the 'List' view tab. Below the navigation bar, there is a search bar with the text 'Find by Title, Course ID, Section ID' and a 'Find' button. Below the search bar, there is a pagination control showing 'Page size: 20' and '338 items in 17 pages'. The main content area contains a table with the following data:

Status	Title (Course ID-Section ID)	Sessions	Start Date	Time	Register By	Location	Presenters	Seats	Waiting	Fee
✓	10 Ways to Use Google Apps in the Classroom (TECH08221208-1)	1	08/22/2012	9:45 AM	09/07/2012	Central Middle School-225	SALENGER	28	None	None
✓	3 Ways to Flip your Classroom (TECH08151201-1)	1	08/15/2012	8:00 AM	08/14/2012	District Center-Community Room	GARRISON	23	None	None
✓	3 Ways to Flip Your Classroom (TECH08211202-1)	1	08/21/2012	8:00 AM	09/07/2012	Central Middle School-225	GARRISON	18	None	None
✓	50 Sites in 90 Minutes (TECH08221202-1)	1	08/22/2012	9:45 AM	09/07/2012	District Center-206	GARRISON	26	None	None

- Select the course you wish to enroll in by clicking on it and following the directions. Be sure to check section dates, because there could be more than one section offered. Click on **“Register”** to enroll in the course.



### ***Monitoring your Professional Development Progress:***

- You may check your own transcript any time by logging into PD Express, and selecting “Transcript”
- Use the “Print” button to print a copy for your records.

### **For Questions Contact:**

Ann Malwitz  
 651-407-7580  
[ann.malwitz@isd624.org](mailto:ann.malwitz@isd624.org)

Tris Hasapopoulos  
 651-407-7575  
[tris.hasapopoulos@isd624.org](mailto:tris.hasapopoulos@isd624.org)