Clock Hour Proposal Entry

- Log into your pdEnroller account
- From the Clock Hours drop down menu, choose Clock Hour Proposals

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- Click the Drafts tab
- Click the +New Proposal button

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Select a proposal in draft m	ode, or click the green "New Proposal"	button to start a new proposal.						
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My Drafts								ł
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1029	Jun 01, 2021	Test Event For ESD 105						

- Select Create New Proposal (if you want to do a Repeat Past Proposal, please see the "Duplicating a Clock Hour Proposal – Repeat Proposal" guide).
- Enter your Title and an optional Subtitle (we recommend you add the year to the Subtitle, i.e. 2021-2022). Click Save & Continue

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Clock Hour Proposals / New Proposal				
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Submitted By				
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test.registrar@test.pdenroller.org				
Title *				
ESD 105 Test Event Title				
Subtitle (optional)				
2021-2022				
< Cancel ✓ Save & Continue				Ŧ

• Work your way through each tab. You do not have to go in order. Be sure to click Save at the bottom of the screen before moving to the next tab or leaving the clock hour proposal page. If you leave the clock hour proposal page, your information will be saved (if you clicked the Save button) and you can continue at a later time by going back to your Drafts tab.

Click on the tab links below to jump to the instructions for that specific tab. Click on the blue "Return to tab list" link at the bottom of each instruction page to automatically return to this list.

Proposal tab - Page 3 Hours/Credit tab - Page 4 Date/Location tab - Page 5 Agenda tab - Page 6 Presenters tab - Page 7 Contacts tab - Page 8 Preview tab - Page 9 Event tab - Page 10

Proposal tab

- Enter your Event Description. You can type in your description, or you can upload a file (refer to red circle).
- Enter the Documented Need (optional). Again, you can type this in or upload a file.
- Add any Subject and Audience tags. This will help participants find your event more easily if they do a search for certain criteria. Click in the box and a menu will appear.
- Click Save and move to the next tab

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Event Description *	BIŬTi≣≣≣¶∎𝚱⊠■□: ℃℃↓:	
	This course will teach participants how to enter a new clock hour proposal into <u>pdEnroller</u> . At the end of the course, participants should be able to successfully submit a clock hour proposal to the clock hour proposal committee.	
	Enter a description for your event. You can use the editing tools to format your description. To learn more about the editing tools, click the i then the 💡 icon to the right of the tools.	
Documented Need (Optional)	$\mathbb{B} \ I \ \underline{\mathbb{U}} \ \mathbb{T} \ \equiv \ \pm \ \mathbb{H} \ \ \Theta \ \boxplus \ \underline{\mathbb{O}} \ \boxplus \ \underline{\mathbb{O}} \ : \qquad \mathbb{O} \ \mathbb{C} \ \ \forall \ :$	
	ESD 105 has transitioned to pdEnroller and this course will help administrative staff learn the process for clock hour proposal submittal.	
	What professional goals or needs does this event meet?	
🔊 Tags		
Tags are primarily use (Optional)	d for events added to a registration catalog. They help make your event more discoverable.	
Subjects	Professional Development × Professional Learning ×	
Audiences	Admin Assistant / Secretary × Curriculum Director / Coordinator ×	
	✓ Save	

Hours/Credit tab

- Select one of the primary credit types for your proposal.
- Enter the amount of clock hours you wish to request for your event.
 - Enter at least 3 course objectives. If you wish to add more, click on the green Add Objective button.
 - Select all the Content Standards that apply.

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Select the primary credit type for this proposal. Only 1 can be selected		
Clock Hours Continuing education credit hours		
 Clock Hours (Suicide Prevention) Continuing education credit hours 		
FCS Hours Paraeducator activity-based continuing education hours, Fundam	ental Course of Study courses only	
Clock Hours		
# of Clock Hours Requesting *	Course Objectives	
10.0	Enter 3 or more objectives. Identify what your participants will learn and	
Must request at least 1. Hours will be rounded down in half-hour increments. E ² WAC 181-85-030 #9 Do NOT include lunch or breaks.	how it may be applied. Numbering is automatically added on the Preview Tab. + Add Clopetow © Review Criteria	
	1. Participants will learn how to enter a new clock hour proposal into pdEnroller.	
	2. Participants will understand the process for duplicating a	
	Participants will have an opportunity to do some hands on training using a <u>pdEncoller</u> test site.	
Clock Hour Content Standards		
Select the content standards that apply. Must select at least one. 🖉 W	AC 181-85-202	
 Opportunities (1) Opportunities for participants to collect and anal student learning 	yze evidence related to.	
Certificate Standards (2) Professional certificate standards Paraeducator Standards (3) Paraeducator standards of practice as of	escribed in Title 179 WAC	

- STEM HOURS?
- If you are not requesting STEM hours, click No STEM requested and then click Save and move to the next tab.
- If you are requesting STEM clock hours, choose from the following:
 - Match Clock Hours (this means your STEM clock hours will be the same amount as your requested clock hours)
 - Custom (choose this if you wish to customize the amount of STEM clock hours; for example, if your session is 6 hours long and 2 hours will involve STEM, you can request 2 STEM clock hours)
- Choose 2 of the 4 STEM elements (a proposal will not let you request STEM clock hours if you do not choose at least 2)
- Answer the Guiding Questions. All questions must be answered Yes and evidence supplied for each question. Type in you answer or upload a file.
- Click Save and move to the next tab.

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	STEM					
	# of STEM Hours Requesting * STEM Hours will only apply if all orderia are met. STEM Hours ty	rically matches the number of clock bount		Il must include content from 2 of the 4 ST check the areas that apply:	тем	
	No STEM requested Match Clock Hours		Science			
	O Custom		Technology			
	2.0		Engineering Mathematics			
	Guiding Questions		- C manenauca			
	from the course description, objectives, agenda. Yo	u may also add additional informati	on that provides rat	ionale for the guiding question.		
	Will the STEM activity have an impact on STEM experiences for students?	B I <u>U</u> i≅ • ≡ •	8 B D			
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	STEM experiences for students?					
	STEM experiences for students?	Describe the impact	e = 0			
	STEM experiences for students? Vis No Does the STEM activity provide examples or resources to use with students or with other educators?	Describe the impact	¢ ≌ D			

Date/Location tab

- Choose the Primary Location from the drop down menu. If your location is not listed, select "Other" and complete the details.
- Add your Sessions by choosing one of the options.

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	Edit Clock Hour Proposal	
	ESD 105 Test Event Title Submitting to: ESD 42 Clock Hour Committee Status: Draft Proposal Hours / Credits Date / Location Agenda Presenters Online Class Requirements Contacts © Preview & Event © Properties	
	Properties Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing. Primary Location *	
	ESD 42 Conference Center ESD 42 💌	
	If your location isn't listed, select "Other" and complete the details. 123 Here st. Smallsville WA 12345 Image: Session State St	
	🗈 Add One 🛛 + Add Multiple 👻 🔯 Add Breakout 🔗 Add Primary Web Link	
	Type Date Time Location	
	No sessions added.	
	✓ Save	
	Events administered by: ESD 42 ESD 50 All	
	Professional Development Enroller © 2021 Educational Service District 112 Privacy Support	

- Add One: add a single session, or you can add multiple sessions one at a time.
- Add Multiple:
 - Select Multiple Dates will allow you to choose more than one event date.
 - Recurring Dates will allow you to set up event dates that reoccur based on the criteria you choose (i.e. the third Wednesday of every month)
 - Add Breakout is still in BETA and all features are not yet available. This
 feature will allow you to add several breakout sessions to your event
 and participants will be able to pick and choose which ones to register
 for.
 - Add Primary Web Link allows you to add the link for a virtual event (Zoom, Google Meet, etc.)
- Click Save and move to the next tab.

Agenda tab

 Type in your agenda or upload a file. For single day events, a complete agenda is required (per ESD 105). If your event will have several session dates, an outline of the course details per session is acceptable.

Example 1 of a multi-session course agenda:

Day 1: Review key-notes from previous year PLC and discuss best practices for the upcoming year.

Day 2: How have we begun to implement our best practices? What is working, what is not?

Day 3: Setting goals and what we need to succeed.

Example 2 of a multi-session course agenda: Participants will meet on a monthly basis throughout the upcoming school year. During each session we will watch a short video and have a discussion group. Participants will gain knowledge in the 5 SEL competencies and how they are vital to the teaching and understanding of social and emotional learning at school.

- You can choose to have your agenda visible to only those who have registered (Registered Only – this is the default option), hidden from everyone except the clock hour proposal approver committee (Hidden), or public to everyone who views the event catalog (Public).
- Click Save and move to the next tab.

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	Proposal Agenda			
	An agenda is required to propose clock hours. You can either enter an agenda, or upload one.			
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	First Half.			
	Phonology and Phonological Awareness; Speech sounds in English			
	1000 - 1015: Break			
	Grade level teams will discuss applying new learning's to their work; Questions and discussions. Wrap up first half 11:30 - 12:30 Lunch			
	Second Haft.			
	Explain why phoneme awareness is important and how it is acquired, Present the consonant phenome system.			
	2:00 - 2:15: Break			
	Illustrate the difference between Spanish and English sound systems; Propose instructional strategies; Questions and discussions. Wrap up second half.			
	Upload an Agenda			
	None added			
	Add Agenda Drop files here to upload			
	Allowed file types: doc, docx, gif, jpeg, jpg, ods, odt, pof, ppt, ppg, rar, rtf, tiff, txt, uls, xlox, zip			

Presenters tab

- Click the Add Presenter button
- Type the presenters first and last name. If they have a record in pdEnroller, it will appear on the left. Click on the name to add.

Clock Hour Proposal	Add Presenter		×
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Status: Draft	Select Existing Presenters	Cassie Gunter	
Proposal l Propertie		Email	S Event
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- If the presenters name does not appear on the left, click on the Create New button and create a new record for them.
- The presenter will be added with a *Missing Information* link next to their name. Click on the link to add the required information.

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Contacts tab

- Administrator Contact: This is the person in your organization who approved or requested the proposal.
- Your Contact Info will automatically fill, but you can edit this information. This will be the person the approval committee can contact with any questions about the proposal.

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	ours for someone else, enter their name as the Administrator Contact. If you are the person requesting the clock hours, rmation as the Administrator Contact.	
The person who is logged completed this page.	in will automatically be filled in as the Contact, but you can edit this info. Click the green "Save" box when you have	
Administrator Cont	tact	
Full Name *		
	Full name of the administrator at your organization who approved this proposal for submission.	
Organization / District *	Educational Service District 42	
School / Department *		
Email *		
	Contact email for the administrator listed above.	
Phone *		
	Contact phone number for the administrator listed above.	
Your Contact Info		
	nformation for follow up on this proposal.	
Your Full Name *	Test Registrar	

Click Save and move to the next tab.

Preview tab

- The preview tab will give you the opportunity to look over your proposal information one last time before submitting it for approval and flag any information that is not complete. If anything is flagged, it will require you to make changes before you can submit your proposal.
- On the Validation Checklist (see red circle), click on anything that does not have a green check mark next to it and make the necessary changes.
 - An information mark (i) just means FYI.
 - A question mark ⑦ means there might be something unusual and you should double check.
 - The exclamation mark () means information is not complete.
 - Green check mark \checkmark means information is complete.

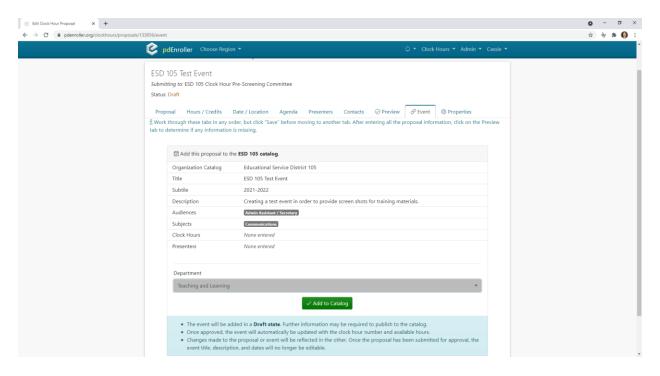
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	Description provided. ① 2 Audience tags. 2 Subject tags.			
	① No presenters added.			
	No primary credit type added. Proposal is not STEM qualified. Only partial data entered.			
r	✓ Agenda provided.			
→	① No dates specified.			
→	Administrator contact is incomplete. Contact information complete.			
		Submit for Approval sefore submitting.		

- Once the preview status shows that you have completed all the required information, the Submit for Approval button will be active. Click this button to submit your clock hour proposal to your approval committee.
- Once your proposal has been submitted for approval you will no longer be able to edit the event title, description, and dates.

To return to your proposal to complete the next set of steps, click the Clock Hours button and choose Clock Hour Proposals. Your event will either be under the Drafts tab or the Pending tab.

Event tab

- Choose your Department
- Click the Add to Catalog button



 Click the "Complete event details and publish to the catalog here" link at the bottom of the screen.

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 Much of the information in the Event tab will already be entered since you included it in the clock hour proposal. Work through each section and fill in the necessary details. See next page for more info.

• Primary Detail

- The Title, Subtitle, and Description will carry over from your clock hour proposal.
- In the Notes section, you can add additional information that will display on the public catalog page, the attendee page, and in the email confirmation that registered participants will receive. An example of information you might enter is; "You will need a laptop or other mobile device for this training in order to access websites and download training materials."

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	Additional event notes to display on the public catalog page, attendee page, and the email confirmation.				
(ĝ)					
↓ □	Contacts / Presenters				

- In the Contacts/Presenters section;
- The **Presenter** you added in your clock hour proposal will carry over. You have the option to edit your presenter if needed. You can have more than one presenter listed.
- Add Organizer will default to the person who completed the clock hour proposal. This field can be edited. The organizer will have access to view the attendee page, but they will not be listed on the public catalog. You can have more than one organizer listed.
- Add Primary Contact: This is where you will want to add the person who will be the main point of contact for registration and event questions. You can have more than one primary contact listed.
- Under the Properties button, you can customize the visibility of each presenter, primary contact, and organizer.

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3	First Name	Last Name	Email	Phone		
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• Dates and Location

• This information will auto populate from the clock hour proposal you submitted.

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Click Next Step

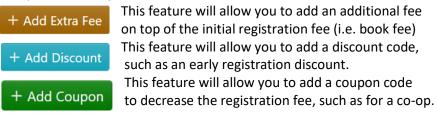
• **Registration**

- Choose your **registration start and ending dates**. You can also choose a time for your registration to start and end.
- In the Additional Registration Instructions box, you have the option to add information to display below the "Register" button on the event page.
- You can check the **Registration Requires Password** box and lock your event so only those with the password can register.
- Capacity choose the minimum and maximum attendees. If you choose a maximum, any registrations above the maximum number allowed, will go on a waiting list.
- Restrictions you can restrict your event to only allow certain members of a Co-op or organization to register. It your event is specific to a district; you would choose that district here.

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Edit Event #1031	~	Additional Registration Instructions										
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Dates / Location			0									
Registration		Cancellations must be made prior to July 1, 2021 or n	o refund will be issu	ued.								
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lated Pages		Capacity										
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Click Next Step

- o Pricing
- Enter your **Base Price Per Attendee** this is the registration fee.
- Choose the Ledger Account the registration fee should go to.
- Adjustments/Coupons you can add additional fees, discounts, or coupon codes to your event.



In the example below, I have added a Fee for the book that will be given to each participant. I have added a Discount for an Early Bird Special, so anyone who registers prior to June 30th, will have the book fee waived. I have added a Coupon so that anyone who registers from my Co-op, will have the registration fee waived. NOTE: The coupon code must reflect the amount of the discount. If registration is \$50 and \$30 for Co-op members, the coupon amount needs to be entered as \$20 to reflect the amount of discount being given.

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1 Invoices	<	\$50.00	Coupon	IS	Improvement Science Co	o-op Member Discount			-/00	🕼 Edit	× Delete			
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Click Next Step

- Clock Hours
 - Make sure Clock Hour Evaluation is listed as the Attendee Evaluation Form (it should default to this).
 - If your clock hour proposal has not yet been approved, you will see a warning that your clock hour proposal is in draft and clock hours will not appear on the event.

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	Professional Development Every C 2021 Educational Service Dutrick 112 Click Next Step			() Support

- Tags
- The tags you chose on your clock hour proposal will copy over.

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- Finalize and Publish
 - Much like the Preview section when submitting clock hour proposals, the finalize page has an Event Checklist that will alert you to corrections. You cannot publish your event until all of the errors are corrected.

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Event #1033	< v		Event Checklist:							
Primary Detail		Your event has been saved, but errors exist that prevent publishing. Review the checklist to correct errors (required) and warnings (recommended).	✓ Title set, Description set							
Dates / Location		© No Primary Contacts Set	No Primary Contacts Set							
Pricing		金 Publish	✓ 1 presenter set: Test Registrar							
Clock Hours			1 Dates and Times. Mon, July 19 2021 8:00 AM - 5:00 PM							
Tags / Categories			✓ Registration is enabled.							
Finalize and Publish Related Pages			⑦ No registration end date set. Will be set to Friday, July 16, 2021 8:00 AM.							
Attendee Page			⑦ Registration enabled, but no price set.							
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) Support	<		Delete Entire Event							
		C Events List C Prev Step								

- If no corrections are necessary, your screen will look like the one below.
- Public the event will be live for everyone to see. If the event is open only to those within the ESD 105 region, choose the ESD 105 catalog. If you are allowing participants outside of the ESD 105 region, choose Public Catalog.
- Hidden the event will not be displayed in the catalog and participants will need the *direct registration link* to register. *The link is in red on the sample page below.*
- Choose the publication date and the date you want the event reminder email to be sent to registered participants.

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Primary Detail	Public - Published on selected catalogs: ESD 42	✓ Title set, Description set
Dates / Location	Public Catalog Hidden - Not displayed in any catalog. Requires you to distribute the	✓ 1 contact set: Selina Kyle
 Registration Pricing 	direct link to desired audience.	✓ 1 presenter set: Diana Prince
Clock Hours		✓ 1 Dates and Times. Mon, July 29 2019 8:00 AM - 12:00 PM
Tags / Categories	direct link to desired audience. Date to Publish 7/20/7021	✓ Registration is enabled and will end Friday, July 26, 2019 5:00
\checkmark Finalize and Publish	\mathscr{O} Use this link to the Catalog Listing when linking from external sites, emails, etc.	PM
Related Pages	https://test.pdenroller.org/esd42/catalog/1034	✓ Registration Price \$100.00
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③ Support <	යි. Publish	Delete Entire Event
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Click Publish

Your event number is listed at the top of the screen. Once it has been approved by the clock hour committee, you will receive an email that it has been approved and your event will automatically publish to the catalog and be live for registrations.

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Attendance		Price	\$100.00	Catalogs	Public Catalog ESD42		18
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