

- Go to the PAEC website – www.paec.org
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Select the “**Member Transcript**” link.
- Select your school district from the drop-down menu.
- Select your school from the drop-down menu. Click next.
- Select your name from the drop-down menu and enter your password in the password box. Click next.
- To complete a **Reflection Exercise** from a **workshop** that you attended, or other professional development activity, find the appropriate activity on your transcript page.
 - Click on the “**Complete Exercise**” button for that activity. You may be asked to log in again for security purposes.
 - Type your response in the box and make sure that you click on the submit button at the bottom of the screen. It is important to do this each time you work on your response, even though you may not have completed the assignment.
- To participate in **Online Course** activities, find the course name on your transcript and click on the “**Exercise Website**” button for that activity. You may be asked to log in again for security purposes.
 - Go to the table of contents for the course and select the various links. You will be asked to do a variety of tasks that may include watching video segments, reading professional literature and other documents, answering questions completing assignments, etc.
 - Once you begin the course work, you may log out and enter the course as often as is necessary for you to complete the assignments. It is important to remember to click on the submit button each time you post a response.
- If you submit an answer for an exercise and don't receive a response from the course facilitator within a reasonable amount of time, you may wish to contact the facilitator. Go to the course link on your transcript and view the **course details**. Listed on that page are the contact person's name and the e-mail address of the course. Contact this person regarding the exercise.
- Once final course approval has been given, you will need to go to your transcript page, to the course link and click on the evaluation button. After you have completed and submitted this brief course evaluation, your credit will post to your transcript once the screen is refreshed.

Suggestions

You may want to create your answer in a “Word” document and copy it to the box provided for follow-up. This allows you to keep a copy in case of computer glitches that may occur when you are on-line, such as power outages, etc.

Participants will not be able to complete workshop follow-up until PAEC personnel have marked attendance.

