

How to submit for a course proposal

Please make sure that your course is 15 hours total.

Also you can offer the course for

- 5 days (3hours each day) ex. 3:45- 6:45pm this will allow enough time for teachers get to the course on time.
- 2 Saturdays (7.5 hours each day) ex. 8:00 am – 4:30 pm with 1 hour lunch or 8:00 am – 4:00pm ½ hour lunch.

After logging in, please click on the icon **circled in red**.

Professional Growth ▾ White Plains City School District ? Monica Alvarez ▾

Professional Growth

Your Professional Growth Solution is even better with some exciting changes and big additions in the July 2019 Back to School release!

- Online Course Updates
- Course Quiz Pass Rate Percentage Update
- Ability for districts to upload their own learning resources

For more information about all the exciting changes and big additions in this year's Back-to-School release, visit [this article in the Learning Center!](#)

My Proposals ⚙️

Actions	Start Date	End Date	Activity Title	Status
Manage Archive	10/31/2018	10/31/2018	Test	Denied

My Requests - Monica Alvarez

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				

Then select Site Based Proposal **circled in red** and fill out the form. After completeing make sure to select submit.

Professional Growth White Plains City School District Monica Alvarez

ACTIVITY PROPOSALS

- Site Based Proposal
- Staff Dev Proposal
- Prof Dev Day Proposal

FILL-IN FORMS

- Professional Development H...
- Inservice/District Credit Requ...
- *Conference Request
- Graduate Submission
- Student Teacher Credit

Start Date	End Date	Activity Title	Status
2018	10/31/2018	Test	Denied