

# Completing the Suggest a Session form

A link to this form is found on the top left of the Select Sessions page

## Sessions

Suggest Session

### Suggest Session

ALWAYS COMPLETE:

Session Title:	<input type="text" value="Title of your session"/>
Description:	<p>This is what people will read in the description. Include the purpose of the session, what you hope to accomplish, things they need to bring/ read/ do.</p>
Objectives/Goals:	<p>This section does not appear in the session description. It gives Andrea an idea of your goals for the session</p>
Activities/Product:	<p>This section does not appear in the session description. It gives Andrea an idea of your hoped-for outcomes for the session</p>
Strand Area:	<input type="text" value="Select"/>
Domain:	<input type="text" value="Select"/>
Academic Area:	<input type="text" value="00"/>
Grades:	<input type="text" value="Elementary Curriculum"/>
Provider:	<input type="text" value="Who is facilitating/ teaching the course"/>
Location:	<input type="text" value="Where is the session taking place?"/>
School Year:	<input type="text" value="2017-2018"/>
PIR Credits:	<input type="text" value="total #"/> Hours
Attendance:	Minimum Enrollment <input type="text" value="#"/> Maximum Enrollment <input type="text" value="#"/> <input type="checkbox"/> Roll-over into new session if Maximum Enrollment reached
<b>Required for Study Group &amp; other PLCs</b>	
Professional Learning:	<input type="text" value="Select"/>
Principal:	<input type="text" value="Select"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Please Save your Session to add Dates.

Session Title

Description

Strand Area

Domain

Academic Area (use the descriptive drop down)

Grades

Provider

Location

PIR Credits

Min enrollment

Max enrollment

After completing the form, click Save. This will save your form and open an additional section so you can enter the dates and times of your session:

**Session Times**

[Add New](#)

Add the date and time of each meeting, saving each addition.

**NOTE: sessions held after school must begin after the end of the contract day. All sessions must meet for a minimum of 2 consecutive hours.**

Review your information and edit if necessary. Click the Save button again to save your entire form.

[Save](#)
[Reset](#)
[Cancel](#)

**Session Times**

[Add New](#)

Day	Starts	Ends	Edit	Hide
09/06/2017	04:00pm	06:00pm		<a href="#">X</a>
09/20/2017	04:00pm	06:00pm		<a href="#">X</a>
10/07/2017	09:00am	12:00pm		<a href="#">X</a>

Your session will go to a master queue where it will be reviewed and approved. You'll be contacted if there are questions or changes need to be made to the content or time.

Until the session is approved, a link to the form will be on your PIR.Net landing page and you will be able to make edits as needed.

**Welcome**

**Sessions you have submitted**

Session Number	Session	Edit	Hide
7343	Curriculum overview		<a href="#">X</a>

Once approved, the session will be included on the Select Sessions list.