

How to Sign-up for Professional Learning Using On-Track

Signing up for professional learning using On-Track is a lot easier than you might think. Please see below for step-by-step detailed instructions for signing on to and using the On-Track system. Each step has an accompanying visual below it.

- 1. First, navigate to the **Oakland Unified School District website**. <u>www.ousd.k12.ca.us</u>.
- 2. Then, click on the *Employee Intranet* icon in the upper-right of the page. You will need to log in with your OUSD e-mail username and password.

OAKLAND UNIFIED SCHOOL DISTRICT				Find it Fast > Q					
			1	OUSD En	mail Events Emp	ployee Intranet	Strategic Plan		
Home	Who We Are	Initiatives	Schools	Community Resources	Governing Board	Staff Resources	Pro Dr	Hot Topics	
Departments, Offices & Services Directory									

3. Once logged in to the Employee Intranet, you will see some of the apps are displayed. Click on the *See all apps* option to view them.

CENTRAL OFFICE STAFF HOME		KNOWLED	GE CENTER FA	Q				
АВІ	Academic Discussion	Board of Education	Judget Dev.Tool	Catering	Common Core, SBAC, Chromebooks	Contracts Online	CSSSP	Data Reports
				See all a	pps [hrm]			

4. Once you can view all apps, **click on the icon for On-Track**—it is located in row three, column five.





5. You will now have to log in to On-Track. Once again, use your OUSD username and password.

OAKLAND UNIFIED SCHOOL DISTRICT						
ON-TRACK - Login						
Enter your OUSD Username and Password below. (example: Username: John.Smith) If you cannot log in, please create a HELP DESK TICKET or call the help desk at 510-879-8178.						
Username						
Password						
Cancel Login						

6. Once logged in, choose to view the *Certificated Catalog* (or Classified or Full, if that applies).



7. From there, **choose the subject area** of professional learning workshops you would like to view.

Certificated Catalog Subject Areas								
Click on a subject area below.								
BTSA Induction	Classroom Management	Community and Culture						
Early Childhood Education	English Learners	Instructional Technology						
Library	Linked Learning	Literacy/English						
Mathematics	Other	Physical Education						
Science	Social Emotional Learning	Social Science/History						
Special Education	Teacher Growth Development System	Transitional Kindergarten						
Visual and Performing Arts	World Languages							



8. Now, you'll have the option to **browse through** *or* **search the professional learning offerings** of your chosen subject area, or you can search for one. When you find the one you want, click on it.

Certificated Catalog									
To search for specific training(s), enter criteria in the search field and click Search. Click a column heading to sort the found set.									
Search Subject Social Studies and Histo	ny	•							
Search Show All									
Total Found: 11 Subject: Social Studies and History	Total Found: 11 Subject: Social Studies and History								
Training Name	Course ID	Date(s)	Туре	Audience Location	Audience Role	Subject			
Training Name 2013-2014 Centralized Professional Learning - High School History/Social Science	Course ID PD5216	Date(s) 5/14/2014	Type Class/Workshop	Audience Location High: 9-12	Audience Role	Subject Social Studies and History			
Training Name 2013-2014 Centralized Professional Learning - High School History/Social Science 2013-2014 Centralized Professional Learning - Middle School History/Social Studies	Course ID PD5216 PD5222	Date(s) 5/14/2014	Type Class/Workshop Class/Workshop	Audience Location High: 9-12 Middle: 6-8	Audience Role Teacher Teacher	Subject Social Studies and History Social Studies and History			

9. Next, you'll see the *Class Detail*. Scroll down to view detailed information. To sign up, please click *Register*, which is on the left below *Class Sessions*.

Class Detail for HWT Scoring (History and ELA teams)									
Click "Link to the To register for a	his class" URL to an available sessio	email a link to the class or cop n click the Register link.	by and paste the lin	k.					
Back	to List								
Link to this class: http://ontrack.ousd.k12.ca.us/OUSD_PDS/pages/staff_class_detail.php?et_class_id=PD5409									
Training	Training Name: HWT Scoring (History and ELA teams)				Class ID: PD5409				
Descript	ion:		Т	Total Hours: 6					
Teachers	Teachers will collaboratively calibrate and score student Spring			Credits: TBD					
based on student writing data.				ipend: \$22.99/per hour					
			S	te: High: 9-12, Middle:	6-8				
Class Sessi	ons								
Register	Date	Time	Deadline	Location	Room #	Status	TBD		
	6/16/2014	8:30am - 3:30pm	6/16/2014	Frick		Active			

10. You are now registered for this professional learning session! A **confirmation** will appear.

You have been successfully registered for the session below:	
Training:	
PD5216 - 2013-2014 Centralized Professional Learning - High School History/Social Science	
Date: 5/14/2014	
Time: 2:00pm - 3:30pm	