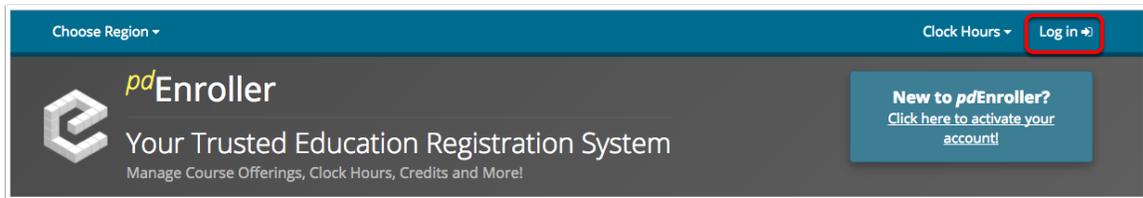


# pdEnroller Overview

<http://www.pdenroller.org>

## Logging in

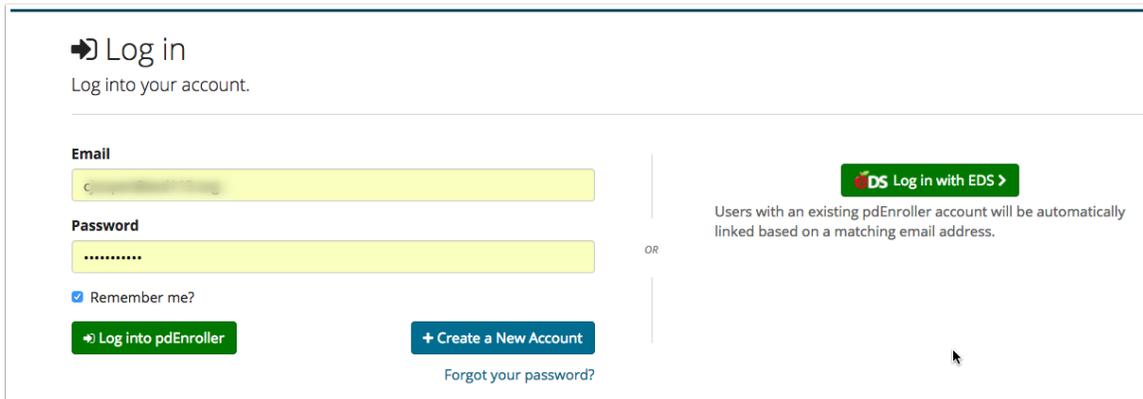
Once you have activated your account, you will log in using the Log In link at the top of the page.



## Log in

Enter your email address and password in the boxes indicated. You may select the Remember me? checkbox if you want your login and password saved on your computer.

Alternatively, you can use the EDS Login link on the right using your EDS login credentials.



## pdEnroller

The screen will open to a listing of events being offered.

Features of this page include:

1. Event number
2. Start date
3. Partner (Sponsoring Agency)
4. Event title
5. Price
6. Registration status - notice that the color changes with different statuses.
7. Calendar view - switch between event list and calendar view.
8. Search events - you can search by any term, including previous event IDs from the myESD system.
9. View more - move to the next page of events.
10. Choose Region - click here to select just events offered in the ESD 113 region.

The screenshot shows the pdEnroller website interface. At the top, there is a navigation bar with "Choose Region" (callout 10), "Clock Hours", and "Cindy". Below this is the pdEnroller logo and the tagline "Your Trusted Education Registration System". A button for "New to pdEnroller?" is also visible. The main content area features a navigation bar with "Events" (callout 7) and "Calendar" (callout 8) tabs, and a search bar labeled "Search Events" with a "Find your event now." button. Below the navigation is a table of "Upcoming Events" with columns for "#", "Begins", "Partner", "Event", "Price", and "Registration Status" (callouts 1, 2, 3, 4, 5, 6). The table lists several events with their respective details. At the bottom of the table is a "View More" button (callout 9).

#	Begins	Partner	Event	Price	Registration Status
23564	Apr 26	OESD 114	Open Lab-Student Port Angeles	Free	Register
24624	Apr 26	ESD 171	Writing Effective Transition Plans, April 26, 2017	Free	Register
24976	Apr 26	ESD 171	Paraeducator Assessment Test	\$65.00	2 Seats Left
23479	Apr 27	OESD 114	Fiscal User Group	Free	Register
12328	Apr 27	ESD 112	WESPaC Budgeting-Human Resources (Round 2) Longview Location	Free	Register
11963	Apr 27	ESD 112	Mentor Roundtable	Free	Register
24303	Apr 29	OSPI	Digital Citizenship Leadership for Teacher-Librarians	Free	Register
24169	Apr 29	OSPI	Digital Citizenship Leadership for Teacher-Librarians	Free	Wait List
24443	Apr 29	ESD 112	Employing Technology Tools for Struggling Writers Using iPad	Free	Register
25026	Apr 29	ESD 112	Using Observation Tools in Assessment	\$30.00	Register

## Enrolling in an Event

Click on the title of an event to learn more about it and register.

#	Begins	Partner	Event	Price	
23564	Apr 26	OESD 114	Open Lab-Student <i>Port Angeles</i>	Free	<a href="#">Register</a>
24624	Apr 26	ESD 171	Writing Effective Transition Plans, April 26, 2017	Free	<a href="#">Register</a>
24976	Apr 26	ESD 171	Paraeducator Assessment Test	\$65.00	<a href="#">2 Seats Left</a>
23479	Apr 27	OESD 114	Fiscal User Group	Free	<a href="#">Register</a>
12328	Apr 27	ESD 112	WESPaC Budgeting-Human Resources (Round 2) <i>Longview Location</i>	Free	<a href="#">Register</a>
11963	Apr 27	ESD 112	Mentor Roundtable	Free	<a href="#">Register</a>
24303	Apr 29	OSPI	<a href="#">Digital Citizenship Leadership for Teacher-Librarians</a>	Free	<a href="#">Register</a>
24169	Apr 29	OSPI	Digital Citizenship Leadership for Teacher-Librarians	Free	<a href="#">Wait List</a>
24443	Apr 29	ESD 112	Employing Technology Tools for Struggling Writers Using iPad	Free	<a href="#">Register</a>
25026	Apr 29	ESD 112	Using Observation Tools in Assessment	\$30.00	<a href="#">Register</a>

[View More >](#)

## Details and Registration

This page gives details about the class, and allows you to register.

1. Title (and sponsor)
2. Presenters
3. Description
4. Location
5. Dates
6. Add to Calendar - click here to add the event to your calendar
7. Registration information and Register Now button
8. Clock hours offered
9. Registrar - who to contact for more information
10. Subjects and suggested audiences

# 1 Digital Citizenship Leadership for Teacher-Librarians

Administered by OSPI

## 2 Presenters

Shana Ferguson / Ron Wagner

## 3 Description

Free workshop primarily for teacher-librarians (but open to all interested educators) sponsored by OSPI, WLMA and the WA State Library that addresses these big questions:

What is Digital Citizenship? Why does it matter?

How Teacher-Librarians are instructional leaders in Digital Citizenship training  
Successful models for integrating Digital Citizenship training across the curriculum  
Where to find high-quality resources to support the work of teachers and students  
Interactive, take away activities that can be implemented in schools and districts

6 free clock hours will be provided by OSPI to interested attendees, and morning and afternoon snacks will be provided by the trainers.

## 4 Location

R A Long HS  
2903 Nichols Blvd Longview WA 98632

## 5 Dates

Saturday Apr 29 2017 8:30 AM 3:30 PM

6 Add to Calendar

## Registration

Event # 24303

Price

Free

Registered

11 / 25

Registration Ends

Thursday Apr 27, 2017 12:00 AM

7

Register Now!

8

Professional Hours

Clock Hour Number: SPA0013

6 Clock Hours \$0.00

## Registrar

Dennis Small

Registrar

9 (360) 725-6384

Dennis.Small@k12.wa.us

## Subjects

Educational Technology Library / Media

Professional Development Technology

English Language Arts (ELA) Safety Social Emotional

10 Social Studies Bullying / Cyber Bullying Prevention

Professional Learning Open Education Resources (OER)

Social Media

## Audience

Ed Tech Director Elementary Teacher

High School Teacher Information Technology Director

Middle School Teacher Principal

School District / Building Administrator

All District Staff - School and Central Office Teacher

Librarian

## Register for Event

Click the Register Now button to be taken to the registration page. The name of the person who is logged in will automatically be filled in under Attendees. To enroll other people, click the Add Person button. You may register anyone who has an account on pdEnroller. Note: For district personnel who want to register others, but not be registered themselves, add the other users then click the Remove button by your name. This will allow you to register a group of people and pay for all at once. No special permissions are needed.

### Register for Event

[Add Attendees](#) [Verify](#) [Confirmation](#)

Digital Citizenship Leadership for Teacher-Librarians  
Event #24303 Shana Ferguson Ron Wagner  
11 / 25 Registered

Dates  
Saturday April 29 2017 8:30 AM 3:30 PM

Attendees [+ Add Person](#)

Cindy	Jouper	Free	<a href="#">x Remove</a>
-------	--------	------	--------------------------

Click 'Add Person' to include additional people on this registration. *You are responsible for payment for all people you register.*

[Catalog](#) [Event](#) [Next Step](#)

## Verify Registration

Verify that all information is correct then click Register to complete the registration. If there is a fee to register, you will be asked to enter your payment information. A confirmation email will be sent.

### Verify Registration

[Add Attendees](#) [Verify](#) [Confirmation](#)

**Your registration is not complete. Please verify your registration details and click 'Register' below.**

Digital Citizenship Leadership for Teacher-Librarians  
Event #24303 Shana Ferguson Ron Wagner  
13 / 25 Registered

Dates  
Saturday April 29 2017 8:30 AM 3:30 PM

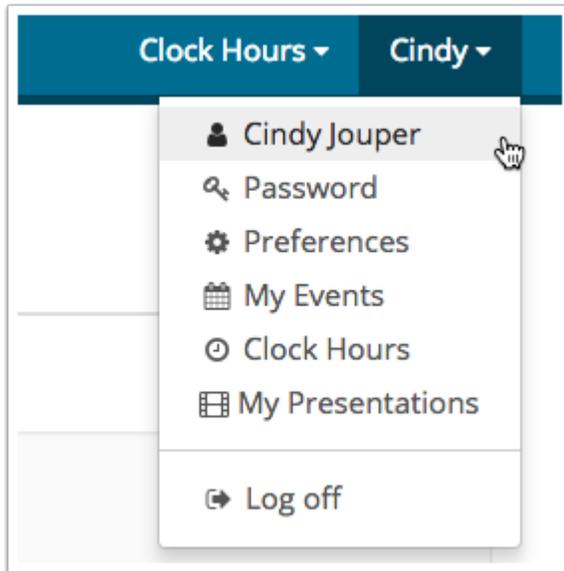
Attendees

Cindy	Jouper	\$0.00
Cindy	Jouper	\$0.00
<b>Total</b>		<b>\$0.00</b>

[Make Changes](#) [Register](#)

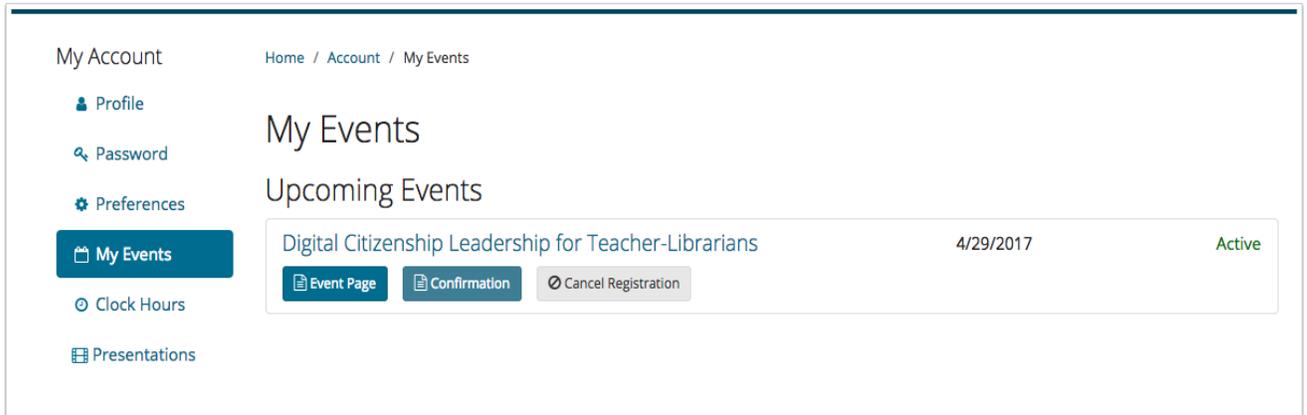
## Managing Your Events

To see and manage events for which you have registered, click on your name at the top of the page and pull down to "My Events".



## My Events

You will see any events that you are registered for. To cancel your registration, click the Cancel Registration button. (A grayed-out button indicates that this service is not available for this event and you will need to contact the registrar to be removed from the class.)



## Event Page

Clicking on the Event Page button takes you to the following page, which lists announcements, the agenda and any files that the instructor has uploaded for the class. There is also a link to the email for the registrar.

The screenshot shows a Moodle course page titled "Digital Citizenship Leadership for Teacher-Librarians". The page is divided into several sections:

- Announcements:** A section with a megaphone icon, currently empty.
- Agenda:** A section with a calendar icon containing the following items:
  - Welcome and Introductions
  - Logistics (Bathrooms, Drinking Fountain, Acronym Chart, Parking Lot, Power Outlets)
  - Ice Breaker & Build your Survival Tool kit
  - Overview of Digital Citizenship/Media Literacy
  - Digital Etiquette (Moodle Model)
  - Lunch
  - Jigsaw & Share-out
  - Take-it-Back
  - Wrap Up, Clock Hours, & Evaluations
- Files:** A section with a folder icon, currently empty.
- Sessions:** A green header section showing a session for "Sat, Apr 29, 2017" from "8:30 AM - 3:30 PM" with an "Add to Calendar" button.
- Contacts:** A section showing contact information for "Dennis Small", Registrar, with the email "Dennis.Small@k12.wa.us".
- Course Tasks:** A section showing a task titled "Clock Hours Evaluation".

A "My Events" button is visible in the top right corner.

## Changing your Password

To change your password, pull down under your name to the Password link.

The screenshot shows a user profile dropdown menu. The menu is open, displaying the following options:

- Cindy Jouper (with a mouse cursor hovering over it)
- Password (with a magnifying glass icon)
- Preferences (with a gear icon)
- My Events (with a calendar icon)
- Clock Hours (with a clock icon)
- My Presentations (with a presentation board icon)
- Log off (with a right-pointing arrow icon)

The menu is positioned below the user's name "Cindy" in the top navigation bar.

## Change Password

Fill in your current password, your new password and confirm the new password. Be sure you follow the password rules highlighted in yellow.

My Account Home / Account / Change Password

- Profile
- Password**
- Preferences
- My Events
- Clock Hours
- Presentations

### Change Password

**Current password**

**New password**

**Confirm new password**

Your password must be at least **8 characters** long and contain at least **three** of the following: Lower case letter, upper case letter, a number, special character.

## My Preferences

The My Preferences link allows you to change which topics you are subscribed to.

My Account Home / Account / Preferences

- Profile
- Password
- Preferences**
- My Events
- Clock Hours
- Presentations

### My Preferences

#### My Preferred Subjects

As a registered user, you can choose to receive email notifications when new courses are made available. To subscribe, please select from the subjects:

<input type="checkbox"/> Accounting / Business Services	<input type="checkbox"/> Evaluation	<input type="checkbox"/> Professional Learning
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Family Support Services	<input type="checkbox"/> Reading
<input type="checkbox"/> Alternative Learning	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Safety
<input type="checkbox"/> Assessment	<input type="checkbox"/> Graduation Requirements	<input type="checkbox"/> SAS
<input type="checkbox"/> Behavior Management	<input type="checkbox"/> Harassment and Intimidation	<input type="checkbox"/> School Improvement
<input type="checkbox"/> Bullying / Cyber Bullying Prevention	<input type="checkbox"/> Health	<input type="checkbox"/> Science / SMERC
<input type="checkbox"/> Career and Technical Education (CTE)	<input type="checkbox"/> Highly Capable	<input type="checkbox"/> Skyward Fiscal
<input type="checkbox"/> Choice Transfer	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Skyward Human Resources
<input type="checkbox"/> Communications	<input type="checkbox"/> Intervention	<input type="checkbox"/> Skyward Payroll
<input type="checkbox"/> Community Services	<input type="checkbox"/> LAP	<input type="checkbox"/> Skyward Student
<input type="checkbox"/> Crystal Reports	<input type="checkbox"/> IAP / Title	<input type="checkbox"/> Social Emotional

## Clock Hours

The Clock Hours link will show you any credits or clock hours you have earned. You can download an unofficial copy of your transcript here.

My Account

My Credits and Clock Hours

Profile

Password

Preferences

My Events

**Clock Hours**

Presentations

In Your Queue

Event	Dates	Clock Hours Available	Next Actions
No classes in your upcoming queue offer clock hours, or the sponsoring organization doesn't support online payment.			

ⓘ Clock Hours require course attendance, post event survey, and a processing fee in addition to course fees.  
ⓘ You must choose between receiving credit and clock hours if both are available. Only one may be awarded.

Transcripts

Download Unofficial Transcripts

Completed Clock Hours

ⓘ Only clock hours recorded through pdEnroller are available here. Unofficial transcripts contain complete history.

Title	Start	Hours
No attendances completed.		

## Changing your profile

To update your profile, pull down to your full name. This is where you can update your email address, name, address and/or district information.

Clock Hours

Cindy

Cindy Jouper

Password

Preferences

My Events

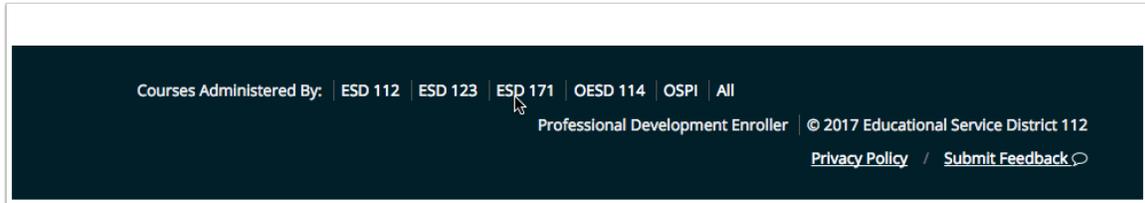
Clock Hours

My Presentations

Log off

## Reporting problems

If you need to ask for help, report a bug or make a suggestion for improvement, look for the Submit Feedback link at the bottom of the page.



## Website Support Form

Choose Support, Bug or Suggestion, and if you are having trouble with a particular part of the site copy and paste the web address (URL) in the form.

 Website Support ✕

**!** *For event and payment issues/questions, please contact your registrar directly.*

**Email**

**URL**

Support ?  Bug 🐛  Suggestion 💡

**Details**

✕ Cancel ✓ Submit