



Pro Dev – Learner Quick Start Guide

HOW TO REGISTER, EVALUATE, AND ACCESS YOUR
TRANSCRIPT

Registering for Courses

- ▶ Select 'Enroll in Courses' from the left-hand menu
- ▶ Browse or search for available courses
- ▶ Click course title to open enrollment form
- ▶ Select desired session(s) and click 'Save'
- ▶ Confirmation message will display and status will show 'Enrolled'

Completing a Course Evaluation – Option 1

- ▶ Receive email reminder with link to course evaluation
- ▶ Click link to open evaluation form in Pro Dev
- ▶ Scroll down, complete, and submit evaluation

Completing a Course Evaluation – Option 2

- ▶ Go to 'My Courses' from left-hand menu
- ▶ Locate course to evaluate (multiple pages may exist)
- ▶ Click gear icon → Select 'Evaluate'
- ▶ Scroll down, complete, and submit evaluation

Printing Your Transcript

- ▶ Go to 'My Courses' in left-hand menu
- ▶ Click 'Documents' on the right-hand side
- ▶ Check 'Professional Development Transcript Report'
- ▶ Click 'Print Selected'
- ▶ Download when report is ready