

## Schoolnet: Adding PD Planner Facilitators Quick Reference Card

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To select a facilitator when creating a section of an activity, a user must first designate that person as a possible facilitator. Your account must have the View PD Profiles operation to set up facilitators.

To designate a PD facilitator:

- 1. Roll your cursor over Educator Development on the navigation bar and click **District Profile** under Dashboard
  - Dashboard A holistic overview of your professional development My PD Profile Individual PD Profiles School Profile District Profile
- 2. Click Facilitator Settings



3. In the Search field, start typing the name of the user you would like to add

sm	×	Add as Facilitator	
ALLISON SCHOOL >	DEARS,	, JA <b>SM</b> INE (10323)	langua
ALLISON SCHOOL >	LARSO	N, JA <b>SM</b> INE (6294)	busin.

- 4. Select the user from the search results and click **Add as Facilitator**
- 5. A confirmation message confirms that the user has been added as a facilitator

Search by Last Name, First Name Add as Facilitator Added OLD, JASMINE as a facilitator

The user will now also appear in the list of facilitators.