



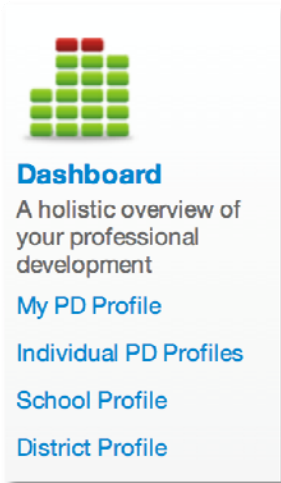
Schoolnet: Adding PD Planner Facilitators Quick Reference Card

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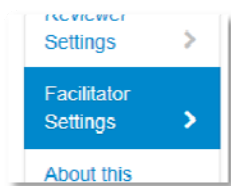
To select a facilitator when creating a section of an activity, a user must first designate that person as a possible facilitator. Your account must have the View PD Profiles operation to set up facilitators.

To designate a PD facilitator:

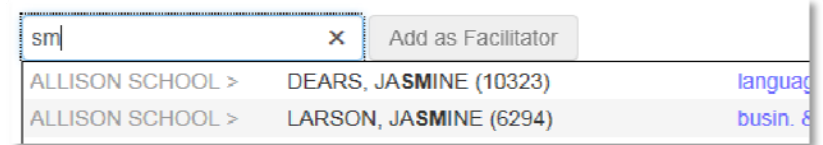
1. Roll your cursor over Educator Development on the navigation bar and click **District Profile** under Dashboard



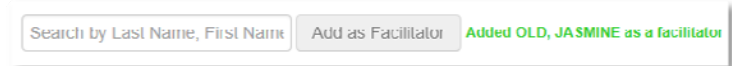
2. Click **Facilitator Settings**



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



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



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