



# Accessing and Registering for Recorded Webex's Quick Reference Card

## Accessing and Registering for Recorded Webex's

Use this card to help you search and register for the archived Webex's within the Professional Development Planner (PDP) in Schoolnet's Educator Development Suite (EDS).

### Access Powersource Training Opportunities

To access the Professional Development Planner and search for available activities, follow these steps:

1. Sign in to Schoolnet via the ISEE portal at <http://www.sde.idaho.gov/site/isee/>

2. Make sure you are on the **home page** .

3. Under **Support Webpart** select **Training materials**



4. From the Powersource page select **Training Opportunities** Tab.



5. Find and **select** the title of the Webex you would like to register and view.

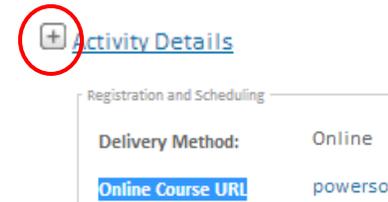
6. You will be brought to the registration screen. (You should already be logged into ISEE but if not you will have to login)



Select **Register** and then select your **browser back button**



7. You should see an **Activity Details** Link at the top; click the plus sign to expand. Under the **Registration and Scheduling** section you will see the Online Course URL.



From this page select **hi or lo resolution** based on your network speed and the recording will start.

-  Video: [Scheduling & Administering Classroom Assessments \(High | Low\)](#)

## Find Your Upcoming Events

Once you register for an event, it is posted on your Educator Development Dashboard and in your PD Profile.

To see your upcoming activities in the Educator Development Dashboard, click **Educator Development** on the navigation bar and click **Dashboard** or **My PD Profile**. Then click the Activities tab.



## Dashboard Access

| Educator Development Dashboard    |  |                    |                                    |
|-----------------------------------|--|--------------------|------------------------------------|
| My Upcoming Activities (View All) |  |                    |                                    |
| 9/17/2012                         | 002_Paramount_ES_leadership meetings: First and Third Mondays: 11am -1 pm (Sessions) | 11:00 AM - 1:00 PM | PARAMOUNT ELEMENTARY SCHOOL (1290) |

## My PD Profile Access

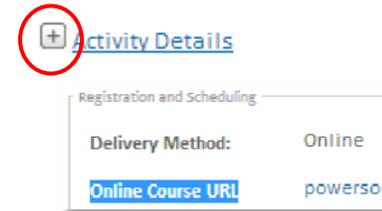
My PD Profile: SHELBY ALMANZA

PD Overview Initiatives Activities Forms

Results 1 - 2 of 2

| Activity Name   | Activity type | Credit        |
|---|---------------|---------------|
| Teacher Assessments Part 1 - Create Items and Tests:Create Items and Tests for Teachers | Webinar       | 1.00 Clock Ho |

1. Select the **Activity Name** link and you will see an **Activity Details** link at the top; click the plus sign to expand. Under the **Registration and Scheduling** section you will see the Online Course URL.



## Cancel a Registration

If you registered for an activity but cannot attend, navigate back to the PD Dashboard.

1. Select the title of the activity

| MY UPCOMING ACTIVITIES (1) |   |
|----------------------------|---|
| Date                       | Activity Name   |
| 8/17/2011                  | <a href="#">Online Gradebook Training : East (Session1)</a> |

Add 'My Upcoming Activities' to my Unified Calendar

2. Click **Cancel My Registration**



3. Enter the reason for the cancellation and click **Delete**

Reason: \*

My mentor suggested a different course that will better help me meet my professional development goals.

Delete Cancel