

Omni-Track

Professional Development and Meeting Tracker

Accessing the website



1. <https://apps.esc1.net/ProfessionalDevelopment/ccisd>
2. Portal.ccisd.us (District-wide Options)
3. Canvas backpack

Logging in

1. Single Sign-on (username and password)

Searching for a course

1. Workshop ID
2. Direct Link
3. Calendar with Filter Options

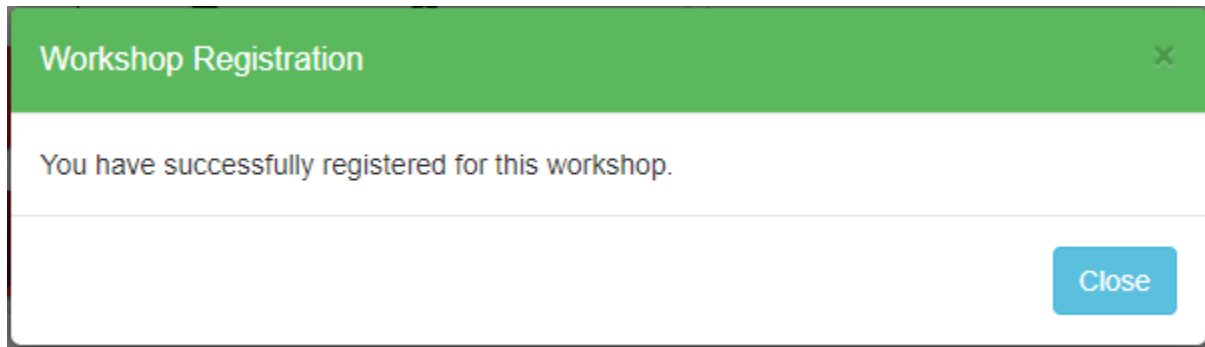
Workshop Registration Details

1. Click on Green Register Button

A screenshot of a web page titled 'Workshop Registration Details'. The page has a white background with a light blue header. On the right side, there are two buttons: a green 'Register' button and a blue 'Edit Workshop' button. Below the header, there is a table with two columns: 'Workshop Id' and 'Workshop Title'. The 'Workshop Id' is 158765 and the 'Workshop Title' is 'District Administrators Meeting'. Below the table, there is a 'Description' section with the text: 'The CCISD District Administrators meeting provides District Leaders to discuss department updates and learn about District initiatives.' Below the description, there is an 'Audience' section with the text: 'Staff'. On the right side of the page, there is a note: 'Complete Attendance not available before workshop starts.'

2. Continue with Registration
Click on **I Agree with Statement Above**
Confirm Registration

Workshop Registration



Day of Professional Development or Meeting

“Checking in”

1. Print out a sign in sheet from the registrations
2. “Remote” check in **
3. “Pin” check in ***

***For all virtual meetings, staff will be given a remote check in code that is valid 15 minutes before, 15 minutes after, and every minute in between. The presenter or facilitator can also ask for random check-ins to verify attendance. The remote check in code is entered into the course when it is created. The code can be added in the description of the course or announced during the course.*

[Home](#) [My Content](#) [Workshops](#) [Calendar](#) [Administration](#) [Remote Check In](#)



**** The participants pin number can be used for face to face sessions if a device is available.*

