



Step-by-Step Registration Instructions

STEP 1: Click on Register

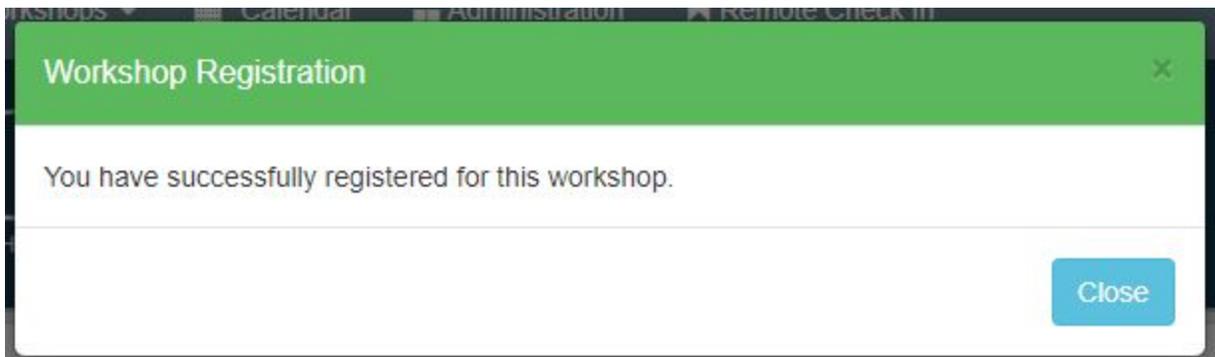
The screenshot shows the top navigation bar of the website with links for Home, My Content, Workshops, Calendar, Administration, and Remote Check In. Below the navigation is a blue header with the Raymondville Independent School District logo and name. A search bar is located below the header. The main content area shows "Workshop Registration Details" and a green "Register" button.

STEP 2: Select "Region", "District", and "School" and click I Agree With Statement Above

The form is titled "Continue with Registration" and includes a close button (X) in the top right corner. It is divided into several sections: "Verify Your Current District/Campus" with a checkbox for "I do not work for a District/School"; "Region:" with a dropdown menu showing "Region 01"; "District:" with a dropdown menu showing "Raymondville ISD"; "School:" with a dropdown menu showing "- Select School -"; "Verify Your Job Role" with a dropdown menu showing "Specialist/Consultant"; "Workshop Cancellations" with a paragraph of text and a checkbox for "I Agree With Statement Above"; and two buttons at the bottom: "Confirm Registration" (green) and "Close" (red).



STEP 3: Click on **CLOSE**



STEP 4: To start the Online Course click on the Green Play Button



Workshop Materials

Title

...There are no workshop materials...

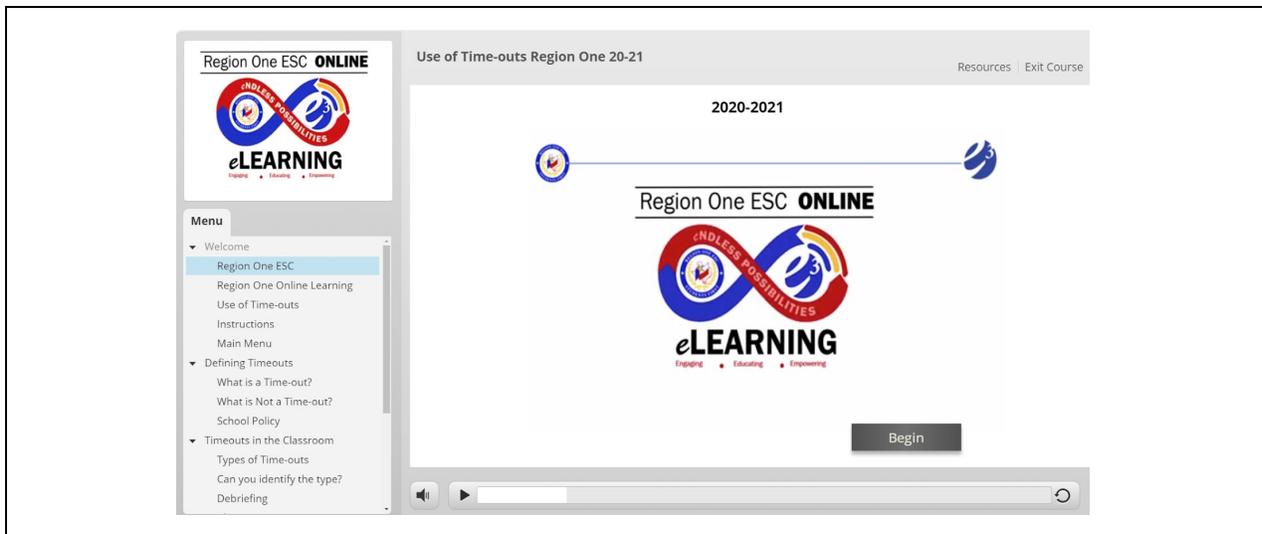
e-Learning Course(s)

Title

Use of Time-outs Region One 20-21

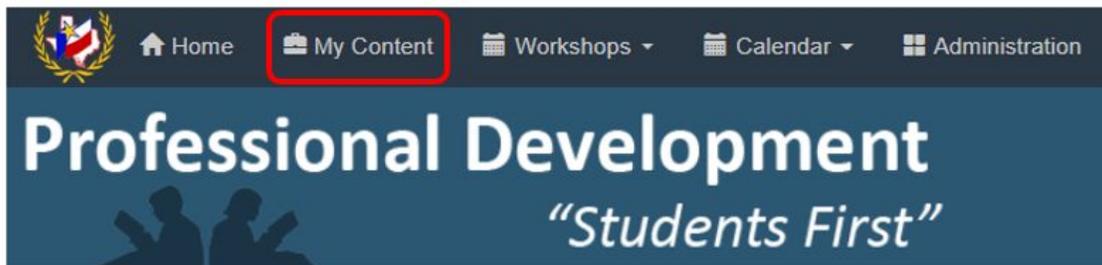


STEP 5: A new tab will open up to start the online self-paced training.



Step-by-Step to Print the ONLINE Course Certificate

STEP 1: Once you login into the Professional Development System, click on “My Content”



STEP 2: Click on “My Workshop History” tab



STEP 3: Look for the Google Fundamentals Series Online Course that you completed and complete the course evaluation by clicking on the **“Evaluation Missing”** button on red



Show entries

110819 - Google Fundamentals Series - Google Drive (1 CPE Hour Online Course)

Completed on:
4/9/2019 9:56 AM
Google Drive: ✓

Registration Status: **Approved**
Attendance Status: **Sign-In Confirmed**
Evaluation Status: **Evaluation Missing**

STEP 4: After completing the course evaluation, the Evaluation Status should change to **Evaluation Confirmed in green**. Then click on the Certificate icon.

110819 - Google Fundamentals Series - Google Drive (1 CPE Hour Online Course)

Completed on:
4/9/2019 9:56 AM
Google Drive: ✓

Registration Status: **Approved**
Attendance Status: **Sign-In Confirmed**
Evaluation Status: **Evaluation Confirmed**



STEP 5: A Certificate of Attendance with your name is ready to be printed.



Certificate of Attendance



This certifies that

YOUR NAME SHOULD BE HERE



Attended workshop

Google Fundamentals Series - Google Drive (1 CPE Hour Online Course)

Presenter

110819
Workshop ID

Workshop Date(s)

1.0
CPE HOURS

CPE Provider: 108950