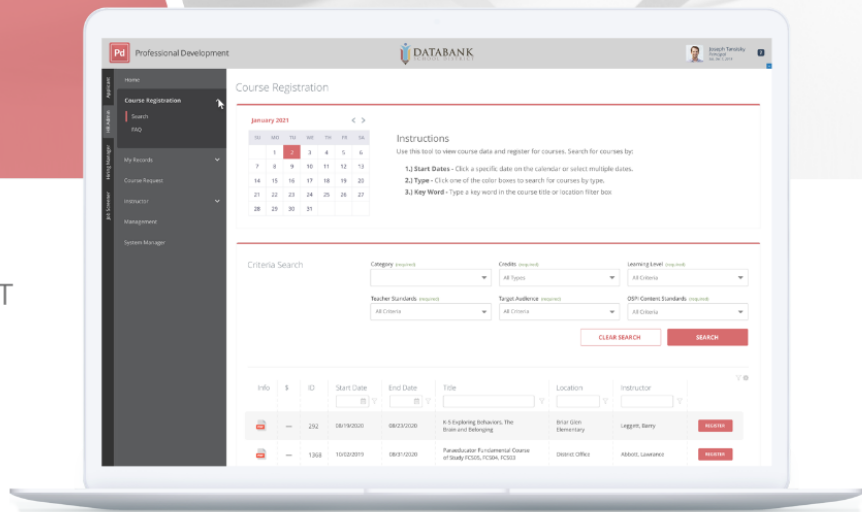




Pd PROFESSIONAL DEVELOPMENT
Quick Start Guide



How to Use This Manual	3
Login Instructions	4
Registering for Courses	6
Checking Course Enrollment	9

How to Use This Manual

This manual walks through how to register for a Course in the Professional Development application, which is called “ProDev” for a short reference.

This manual is laid out in terms of functionality that is closely related.

In addition, if you would like a more concise description of how to do anything in any given section, refer to the “Quick Start” guide at the start of each section.



Quick Start

1. Step 1 Example
2. Step 2 Example
3. Step 3 Example

Login Instructions



Quick Start

1. Log into Homeroom.
2. Navigate to your Dashboard
3. Click "ProDev" from your list of Logins and Links

First, you will need to log in to Homeroom by authenticating with your district account.

<https://tahoma.schooldata.net/v2/homeroom/>

The screenshot shows the login interface for SchoolData.net. On the left, there is a grid of icons representing various educational levels and subjects, with the text "Welcome to SchoolData.net" and the "TAHOMA School District" logo. On the right, there is a login form with a "Log in as:" dropdown menu set to "Staff", a text input field containing "Tahoma", and a blue "Authenticate With District" button. Below the input field, there is a note: "Authentication is controlled by your district. Click the 'Authenticate With District' button below to continue." and a link: "Contact your District IT department to reset your password." At the bottom left, there is a link: "Use SchoolData.net Account".

Once logged in, you can navigate to the Professional Development application by hovering on the “HR” or Human Resources icon in the app selector bar at the top right, then on the Pro Dev tile, click “Launch App.”



Alternatively, you can use this URL to log directly into the ProDev application:

<https://tahoma.schooldata.net/v2/human-resources/#/professional-development/>

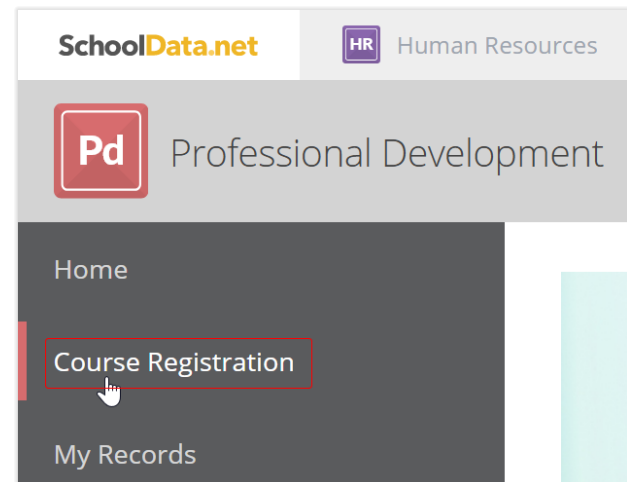
Registering for Courses



Quick Start

1. Go to “Course Registration” in the left-hand nav.
2. Course Registration will display to the right.

Use the left-hand navigation menu and select “Course Registration” to see a list of courses available to register for. The location of this item is highlighted by the red rectangle in the picture to the right.



You will see a course under the “ProDev Course Registration” section if a course is available.

Screenshot of the ProDev Course Registration page. The page title is 'Course Registration'. Below the title, there is a table with one record. The table has columns for Start Date, End Date, Course Title, Course Type, Location, Instructor, Category, Credits, and Target Audience.

Start Date	End Date	Course Title	Course Type	Location	Instructor	Category	Credits	Target Aud
08/30/2021	03/31/2022	QPR - Question, Persuade, Ref...	Multi Session	Online	Orchard, Brian	General	Training ...	All Staff

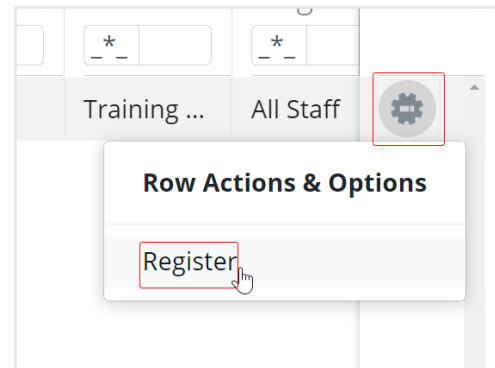
Use the Row Actions & Options gear to choose “Register.”

USER Course Registration

ProDev Course Registration (1 records)

Start Date	End Date	Course Title	Course Type	Location	Instructor	Category	Credits	Target A	Row Actions & Options
08/30/2021	03/31/2022	QPR - Question, Persuade, Ref...	Multi Session	Online	Orchard, Brian	General	Training		

You can see a close-up view of this in the picture to the right.



You will choose which session(s) you will register for in the resulting form. If only one session is scheduled, it will be automatically selected for you.

If more than one session is available, we can now see a populated list, select the sessions you would like to enroll in by clicking on the check marks, highlighted in the picture below.

Course Sessions

Course Sessions (12 records)

	Track Title	Activity	Activity Date	Start Time	End Time	Room	Attendance Is Required
<input checked="" type="checkbox"/>	*	*	*	*	*	*	*
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-01	9:00AM	10:00AM	Canfield ...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-02	9:00AM	10:00AM	Atlas Ele...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training - Spe...	2021-09-27	8:00AM	9:00AM	Early Lea...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-20	8:00AM	9:00AM	Fernan S...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-27	8:00AM	9:00AM	Hayden ...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-10-04	8:00AM	9:00AM	Lakes Mi...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training - Sec...	2021-10-01	8:00AM	9:00AM	District ...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-10-13	8:00AM	9:00AM	Skyway E...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training - Spe...	2021-11-01	8:00AM	9:00AM	Early Lea...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-10-22	2:30PM	3:30PM	Sorensen...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-27	8:00AM	9:00AM	Venture ...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-01	8:00AM	9:00AM	Winton E...	No

1 - 12 of 12 Page 1 of 1 50 per page

Your Selected Course Sessions 0

Once you have made your selections, click on “Add Course Sessions”.

Course Sessions							
Add Course Sessions							
Course Sessions (12 records)							
	Track Title	Activity	Activity Date	Start Time	End Time	Room	Attendance Is Required
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-01	9:00AM	10:00AM	Canfield ...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-02	9:00AM	10:00AM	Atlas Ele...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training - Spe...	2021-09-27	8:00AM	9:00AM	Early Lea...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-20	8:00AM	9:00AM	Fernan S...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-27	8:00AM	9:00AM	Hayden ...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-10-04	8:00AM	9:00AM	Lakes Mi...	No

You will see your selected sections and can also edit the number of credits you would like to request for the course. Then click on the “Save” button at the top right.

HRM Pro-Dev Course Session Registration	
Save	
Course Registration	<p>Course Sessions (optional) Select</p> <p>QPR Gatekeeper Training x QPR Gatekeeper Training x</p> <p>NON Requested Credits (optional)</p> <p>1</p>

We can confirm that we have enrolled by viewing the Course Enrollment page.

USER Course Enrollment									
Course Enrollment Personal Info Contact Info									
HRM Pro Dev Records Course Enrollment (1 records)									
ID	Start Date	Course Title	Location	Info	Email	Eval	Cancel	Status	AV
1392	8/30/21	QPR - Question, Persuade, Ref...	Online	PDF Icon	Email Icon			Enrolled	NV

Checking Course Enrollment



Quick Start

1. Go to My Records in the Left-hand nav.
2. Course Enrollment will display on the right.

After you have selected “My Records” from the left-hand navigation menu, you can view all of your course enrollments you have registered or canceled from by selecting the “Course Enrollment” subpage. By default, this is the page that will load when you select “My Records”. Below we can see the location of “Course Enrollment” highlighted by a red rectangle. If you have not yet enrolled for any courses, this page will be blank.

To see a key that explains all of the icons, click on “instructions” at the top left.

HRM Pro Dev Records Course Enrollment (2 records)

ID	Start Date	Course Title	Location	Info	Email	Evaluation	Status	AV	Category Type
717	5/30/22	Test Course for Training	Central Service Center					V	Leadership
527	3/5/21	Concurrent Classroom Strategi...	Online					NV	Teaching-Le...

1 - 2 of 2 Page 1 of 1 50 per page

Other actions you can take from this page include canceling enrollment in a course and completing an evaluation after a course has taken place.