LISD Workshop Registration On-Line instructions

LISD will maintain records of all staff development activities based on the submission of the LISD Professional Development Session Proposal Form. Submit this form to Rosemary Whitten, Library Services-ESC, at least one week prior to delivery of professional growth in Longview ISD. A copy of this form will be forwarded to Charlotte Parramore, Assistant Superintendent for Curriculum/Instruction, for session approval. In the event that the one week timeline cannot be met, please contact Rosemary Whitten for further instructions.

The LISD staff member who facilitates the session should complete the Proposal Form and will also handle online attendance recording. Please complete Proposal Form in its entirety. Proposal form can be downloaded in Word or Pdf format from the LISD web, Curriculum/Instruction page, bottom of the page under Staff Development. Show the name of the actual presenter(s). This may or may not be the same person as the facilitator. Indicate date(s) offered. If particular workshop is offered over three afternoons for one hour each afternoon, but attendance is required at all three, this will be considered ONE workshop session with 3 hours credit. If a particular workshop with the same content is repeated on three afternoons for one hour each afternoon and attendance is expected at only one session, this will be THREE workshop sessions with 1 hour credit. Indicate campus and room where workshop will be held. Indicate audience including campus (as appropriate), teachers and grade levels or subjects (as appropriate), other staff groups, etc. Select ONE in the LISD category section and SBEC standard section. Facilitator will be notified when a workshop has been posted on the staff development calendar and in online registration, giving the workshop number. Participants may register by going to the calendar link (http://calendar.lisd.org/prodevelop) or the online registration link (http://www.lisd.org/register/). Email username and email password will be required for each person to register. If facilitator notifies participants about an upcoming workshop, (s)he should at the same time notify participants to register for workshop # xxx online and state that preregistration is required in order to receive staff development credit.

Facilitator should complete these steps in order to be sure that participants receive staff development credit:
1. Facilitator will need to log onto online registration using his email username and password. Select “my offered workshops”. Select desired workshop.
2. When list of participants for desired workshop shows on screen, go to upper right selection to “Download sign in sheet” and then print the sign in sheet.
3. Option available to “email this class” if facilitator needs to contact participants.
4. Ensure that all participants sign in, including anyone who did not preregister
5. Use “Enroll” option at the bottom of participant name list to add names online for persons who did not preregister. Type participant’s LISD email username, then [update class].
6. Mark “present” for those who attended in online registration. Click [update class]. Log out or go to another of “my offered workshops”. No need to print anything at this point unless you want something for your records.
7. Send copy of sign in sheet used on day of workshop with attendee signatures to Rosemary. Participants may print a list of staff development “credit” by going to online registration, My Workshops. Select desired years. Select “printable record” to right.

In the event that facilitator is unable to submit the Session Proposal Form prior to workshop, the Form may be submitted along with the sign in sheet and a request for issuing staff development credit. Please note: Names of participants must also be printed, preferably in alphabetical order by last name. Signature pages only will not be accepted.

Campus librarians and ITSs can assist staff who are having problems with online registration. Diana Hallonquist (ESC secretary for technology/library services) and Rosemary Whitten are available to answer questions via email or telephone (381-2225 or 381-2226).

9/21/2007