1. In your web browser, go to https://pdweb.alsde.edu/pdweb.

2. You should now be at the PDWeb login screen.

3. Enter your username and password in the appropriate fields and select your LEA in the pull-down menu.

PD WELCOME SCREEN

After logging in you should see this welcome screen. The workspace is organized by up to six clickable tabs at the top of the window. Each tab has sub-tabs listed below the tab label.
Searching The PD Titles Catalog By List

You may search for PD Titles from the home screen two ways

1. Click on the tab for PD TITLES

2. Click Search the PD Title Catalog. To search for a PD Title, enter search criteria in the spaces provided, or search for all PD Titles by clicking the SEARCH NOW button with no criteria entered.

3. Search by PD Title Number—Use the search criteria for the following workshop session: Underwater Basket Weaving.

   **WSEI0002**

4. With your PD course number entered, click the SEARCH NOW button at the bottom of the screen

   Notice the number of matches found for your search criteria
5. Click List under View Schedule. The next screen indicates the number of sessions offered (in descending order) for this particular workshop title.

6. Find the session that you are now attending, then click the Enroll Now button.

7. The next screen will ask that you confirm your selection

8. Click Yes to confirm your session.

9. The next screen displays a congratulatory message and details regarding your registered workshop. This session will now be placed on the calendar as a reminder and on the opening page of your login.

**Viewing Your Training History**

1. Under the Home Tab, click the My History link located on your menu bar. The training history screen outlines the date, name and location of your training sessions. In addition, your proficiency level, attendance, point, credits and status are provided.

2. To filter your history by date range, enter the desired dates in the “Start Date” and “End Date” fields then click the “Filter by Date Range” button. (You may leave one or both fields empty).
3. To enter a new training history record for workshops attended outside of your LEA catalog of workshop offerings:

   a. Select the link **submit new training history item for approval** located at the bottom of your training history. A Submit Training History form will appear.

   b. Select the Type of training history from the displayed dropbox: Coaching, Conference, Course, College Course, Degree, In-Service, PLU College Course, Self-Taught, Workshop, or STI Office Import.

   c. Enter the training date(s).

   d. Enter the appropriate title of the workshop, conference, in-service, etc.

   e. Click the **Add** link to add the record. If you do not wish to add to the training history, click **Cancel**.
Create New PD Title

Go to the **PD Titles** tab on the main page. Click the **Create New PD Title** sub tab. Enter the information for the new PD Title and click the **Add Now** button. You may then add the session schedule for the class.

1. From the drop box, choose **HOURS** or **PLU**. If **PLU**, choose ACLD Approved or Superintendent Approved.
2. Enter the **PD Title** of proposed workshop in the PD Title Box
3. Enter a **PD Title Number**
4. In the **Title Content** area, select all the content areas related to your workshop PD Title.
5. Select **Proficiency Levels**, **Specific Grades**, and designate the number of **Hours/PLUs**
6. Change the **PD Title Status** to Active. You would only leave the status “Pending” if you require someone else to approve the title. “Active” status is required before you will be able to create sessions from your title.
7. When all entries are complete, click **ADD NOW**.
Adding A Session

Find your PD Title using the method listed above. Click **ADD SESSION** to enter the session schedule for the PD title. If you have not created a session from this title before, you will need to click **start the “New Session” from**. If you have previously created a session from this title, you have the option to **copy and use information from a previously scheduled session**. Use the

- **PICK DATE** and **PICK TIME** buttons. Use these to enter date and time information.
- If you do not want users to enroll online for this session, select “No” in the “Allow Online Enrollment?” field.
- Mark all funding sources that apply.
- Choose a lead instructor. If you do not see the chosen instructor in the list and they are in your LEA, you can pull up their profile and check the instructor box.
- You must also enter a “Location” for this session. If the location you want to select is not listed, go to the **Locations** subtab under the **Management** tab and **Create a New Location**.
- If you wish to allow participants from other schools, you must click **No, allow enrollees from other schools/locations**. Your LEA is selected by default. Simply click the checkbox next to each district you wish to include.
- You can optionally select evaluations to associate with this session. (If you have not created your own evaluation, go to the **Management** tab and click **Evaluations**. You can either modify an evaluation that someone else has created or create a new one.)
  - You may specify a “pre-enrollment” evaluation along with a date. This will be sent to registered users on the date specified.
  - **The “On completion” evaluation, if specified, will appear to registrants when they complete the session. They will be required to complete this evaluation in order to see their status for this session.**
  - Follow-up evaluations may also be specified. These will be emailed to registrants on the specified dates.
- Finally, click **ADD NOW**.
Schedule a New Session

Before this session can be scheduled, please check off the session date(s) below. When you are done, click the "CREATE CLASS" button.

Mark Days of Class

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Feb11</td>
</tr>
</tbody>
</table>

CREATE CLASS  CANCEL

It is important to select the check box next to the date of your session for adding the session properly. Then click the CREATE CLASS button.

The next screen will verify the session created.

Session Scheduled Successfully

The session was added successfully. If you like, click here to view all scheduled session for this course.

CLOSE THIS WINDOW

Approve Employee Training History

On the main PD screen under the Home tab, you will be notified of any outside training needing approval. Click the review link to bring up the Employee Search screen.

Approve Employee Training History

The first step in this process is to search for employees. You may enter search criteria here or leave all fields blank to search for all. Click the Check box here to display only those employees with pending approvals to focus only on those with approval requests.
View Submitted Training History

In the employee list, click the View Submitted Training History link to view this information for applicable employees. Note: Also shown are the numbers of pending requests and total requests.

Approve Status

To approve a training status, check the Approved? box or click the Modify link. When finished, click the Update Approved Status button.