

PDOnline (<http://www.pd-online.com.au>) is an online booking service which allows users to book a place for Professional Learning and Professional Development courses being offered by their Regional Office of the Department of Education and Early Childhood Development (DEECD). In these regions it replaces the more traditional "phone and fax" methods of booking PD that may have been used by these regions in the past.

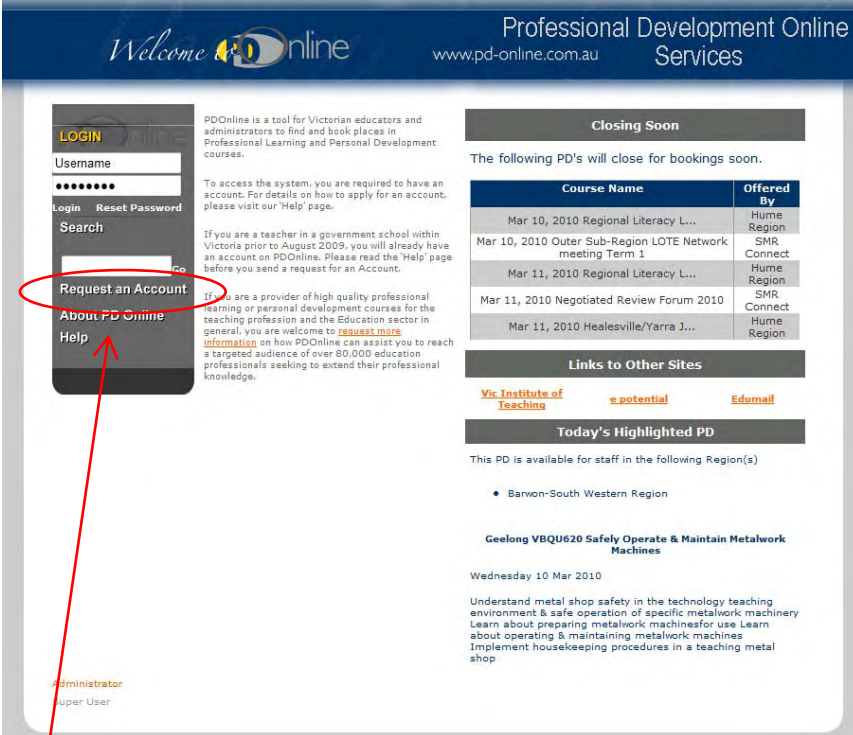
As well as being your booking service, PDOnline also records your future PL/PD commitments and keeps a personal record to help you complete certain documentary requirements for the Victorian Institute of Teaching's (VIT) re-registration process.

We aim to keep this program as simple and as user friendly as possible. Should you not find what you are looking for within this manual, please see the HELP section on the website or contact the Administration Desk on (03) 9015 9606 during normal working hours 9am-5pm, Monday to Friday.

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REQUEST AN ACCOUNT



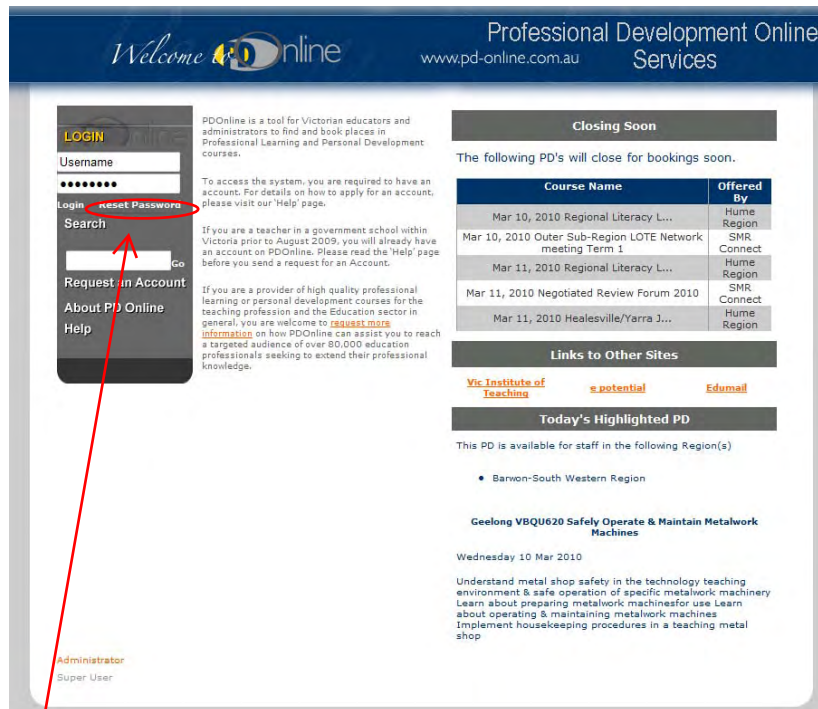
The screenshot shows the Professional Development Online Services website. The header includes the logo 'Welcome to PD Online' and the URL 'www.pd-online.com.au'. The main content area is divided into several sections. On the left, there is a 'LOGIN' section with fields for 'Username' and 'Password', and buttons for 'Login', 'Reset Password', and 'Search'. Below the login section, there are links for 'Request an Account', 'About PD Online', and 'Help'. The 'Request an Account' link is circled in red, and a red arrow points from it to the text below. To the right of the login section, there is a 'Closing Soon' section with a table of courses that will close for bookings soon. Below that, there is a 'Links to Other Sites' section with links to 'Vic Institute of Teaching', 'e potential', and 'Edumail'. Finally, there is a 'Today's Highlighted PD' section with details for a course titled 'Geelong VBQU620 Safely Operate & Maintain Metalwork Machines'.

Course Name	Offered By
Mar 10, 2010 Regional Literacy L...	Hume Region
Mar 10, 2010 Outer Sub-Region LOTE Network meeting Term 1	SMR Connect
Mar 11, 2010 Regional Literacy L...	Hume Region
Mar 11, 2010 Negotiated Review Forum 2010	SMR Connect
Mar 11, 2010 Healesville/Yarra J...	Hume Region

The 'Request an Account' button can be found on the home page of the website and is to be used when first setting up your account. Please follow the steps below.

1. After selecting the 'Request an Account' button, you will be prompted to enter your email address to determine whether you have an existing account. Click 'submit'. If you already have an account you may need to follow the link to reset your password. (*see Reset Password from login below*)
2. If you do not have an account with PD Online, an Account Request form will display. Fill in the blank fields and click Send Request.
3. This will be sent to your Regional Administrator. Once your account has been activated an email with your login details will be sent.

RESET PASSWORD FROM PDONLINE HOMEPAGE



The 'Reset Password' button can be found on the home page of the website and is to be used if you have forgotten your passphrase. Please follow the steps below.

1. After selecting the 'Reset Password' button, you will be prompted to enter your TO number and email address to confirm your identity. Click 'validate'. If you are a nonDEECD user, enter 0 as your TO.
2. If you have entered your details correctly you will be prompted to enter your new password. Your new Password must be at least 7 characters long and can be any combination of words, numbers, punctuation symbols & whitespace. Your password is 'case-sensitive' (*see password screen for further instruction*) Click 'Register New Password and Login'
3. You will return to the login prompt where you can login with your email address and new Password.

LOGGING IN

Welcome Online Professional Development Online Services
www.pd-online.com.au

LOGIN
Username
●●●●●●
Login Reset Password
Search
Request an Account
About PD Online
Help

PDOnline is a tool for Victorian educators and administrators to find and book places in Professional Learning and Personal Development courses.

To access the system, you are required to have an account. For details on how to apply for an account, please visit our 'Help' page.

If you are a teacher in a government school within Victoria prior to August 2009, you will already have an account on PDOnline. Please read the 'Help' page before you send a request for an Account.

If you are a provider of high quality professional learning or personal development courses for the teaching profession and the Education sector in general, you are welcome to [request more information](#) on how PDOnline can assist you to reach a targeted audience of over 80,000 education professionals seeking to extend their professional knowledge.

Closing Soon
The following PD's will close for bookings soon.

Course Name	Offered By
Mar 10, 2010 Regional Literacy L...	Hume Region
Mar 10, 2010 Outer Sub-Region LOTE Network meeting Term 1	SMR Connect
Mar 11, 2010 Regional Literacy L...	Hume Region
Mar 11, 2010 Negotiated Review Forum 2010	SMR Connect
Mar 11, 2010 Healesville/Yarra 1...	Hume Region

Links to Other Sites
[Vic Institute of Teaching](#) [e.potential](#) [Edumail](#)

Today's Highlighted PD
This PD is available for staff in the following Region(s)
• Barwon-South Western Region

Geelong VBQU620 Safely Operate & Maintain Metalwork Machines
Wednesday 10 Mar 2010
Understand metal shop safety in the technology teaching environment & safe operation of specific metalwork machinery
Learn about preparing metalwork machines for use
Learn about operating & maintaining metalwork machines
Implement housekeeping procedures in a teaching metal shop

Administrator
Super User

The login fields can be found on the home page of the website. Please follow the steps below.

1. In the Username field, enter the email address you supplied when requesting an account. If you are a DEECD employee this will be your edumail address.
2. Enter your passphrase in the field below and click 'Login'
3. Your personal PD Online account page will display.

EDIT ACCOUNT DETAILS

The screenshot shows the PD Online interface. On the left, a vertical menu lists various options, with 'EDIT MY ACCOUNT' circled in red and a red arrow pointing to it. The main content area is titled 'PD CONTROL PANEL' and includes a 'Your Details' box with the following information:

Your Details
Prefix :Mrs
Given Name :Kendall
Family Name :Lester
Organisation :Barwon South West
Regional Office
Job Title :teacher
Email :kendall75@iprimus.com.au
Dietary Needs :No special requirement
Mobility Needs :No special requirement

Below this is a 'Welcome to PD Online' message and a 'Workshop Etiquette' section titled 'Our Etiquette, our promise!' which lists six golden rules for attendees.

The Edit My Account menu item can be found on your personal PD Online account page. From here you can edit your region, school, phone number, email contact etc. Please follow the steps below.

1. Select the 'Edit My Account' menu item from the left of screen.
2. Edit the appropriate fields
3. Click 'Update Records'

CHANGE PASSWORD FROM WITHIN PERSONAL PDONLINE ACCOUNT

The screenshot shows the PD Online interface for a user named Kendall. The left sidebar contains a menu with the following items: MY PD HISTORY, CURRENT REGISTRATIONS, REGISTER FOR A NEW PD, MY WISH-LIST, WAITING LIST, WITHDRAW FROM A PD, PD ASSESSMENT, MY REPORTS, EDIT MY ACCOUNT, CHANGE PASSWORD (highlighted with a red circle), and LOG OUT. The main content area displays the user's details, a 'Workshop Etiquette' section, and a 'Welcome to PD Online' message. The 'Change Password' button is circled in red, and a red arrow points to it from the bottom left.

The 'Change Password' button can be found on your personal PD Online account page. Please follow the steps below.

1. Select the 'Change Password' menu item from the left of screen.
2. Enter your new password. Your new Password must be at least 7 characters long and can be any combination of words, numbers, punctuation symbols & whitespace. Your password is 'case-sensitive' (see *password screen for further instruction*) Click 'Set new password and login'
3. You will return to the login prompt where you can login with your email address and new Password.

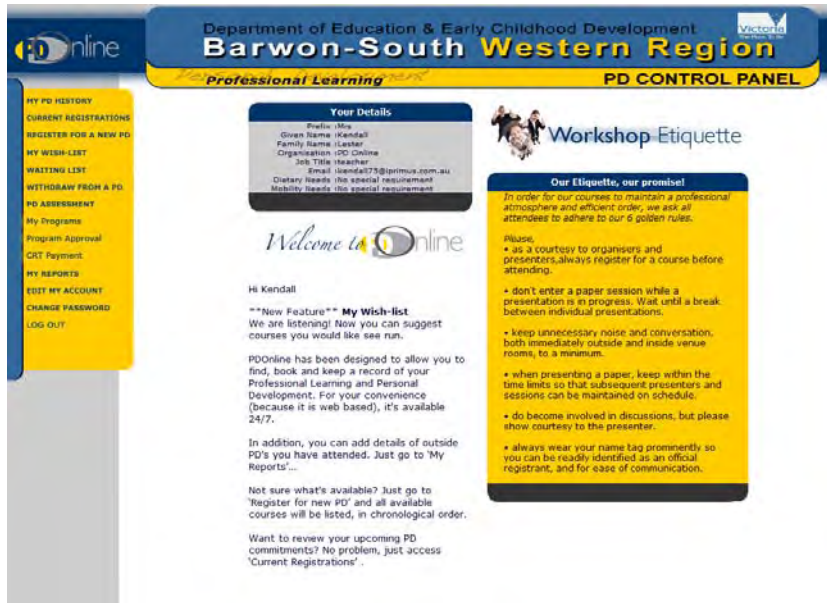
MY WISH LIST

The screenshot shows the PD Online interface for a user named Kendall. On the left, a vertical menu contains several options, with 'MY WISH-LIST' highlighted by a red circle and a red arrow pointing to it. The main content area includes a 'Your Details' box with personal information, a 'Workshop Etiquette' section with a list of guidelines, and a 'Welcome to PDOnline' message. The message states that PDOnline is designed to allow users to find, book, and keep a record of their Professional Learning and Personal Development. It also mentions that users can add details of outside PD's they have attended and that the system will list these in chronological order. A note at the bottom suggests that users can review their upcoming PD commitments by accessing 'Current Registrations'.

The 'My Wishlist' button can be found on your personal PD Online account page. Here's your opportunity to tell PDOnline about the PD's you would like to see delivered in the next academic year. Please follow the steps below.

1. Select the 'My Wishlist' menu item from the left of screen.
2. Click on 'Add Wishlist'
3. Enter your suggestions
4. Click 'Submit'
5. A record of your suggestion will then be stored on your wishlist. You may withdraw suggestions that you have entered at any time.

REGISTER FOR A NEW PD



The 'Register for a New PD' button can be found on your personal PD Online account page and is to be selected when you wish to register yourself for a PD being offered in your region. Please follow the steps below.

1. Select the 'Register for a New PD' menu item from the left of screen.
2. To view all PDs currently available to you, click on 'SEARCH' found at the bottom of your screen.

PD Search	
To make multiple selections in any field, hold the 'ctrl' key and right mouse click	
Offered By	Loddon Mallee Region
Category	All School Administration - Finance & Facilities School Administration - ICT School Administration - Leadership & Accountability
Month	All December 2009 January 2010 February 2010
Presenter	All Rampling Doug Mr Lester Kendall Ms Renn Sue Ms
Title Keywords	
Outline Keywords	
PDs to display per screen	<input checked="" type="radio"/> 20 PDs per screen <input type="radio"/> 40 PDs per screen <input type="radio"/> All Matching
Go!!	<input type="button" value="Search"/>

3. You can complete an advanced search for a PD by selecting a specific Region, Category, Month, Presenter or entering Title or Outline Keywords. Enter the appropriate details and click 'Search' and a list of available PDs matching your search will display.
4. A list of the PDs matching your search will display by name and date.
5. There may be further pages which you can access by selecting the small number 2, 3, 4 etc at the bottom right of the Course Overview box. You can go directly to the PD you're looking for by selecting the name of that PD.

Course Title	Course Date
Reading Recovery OPL ColacSession 3	Jul 21 2009 9:30AM
Reading Recovery OPL Grp.1 WBOOL Session 3	Jul 22 2009 1:30PM
Teaching ESL Students in Mainsream Classrooms Session 2	Jul 23 2009 9:00AM
Restorative Practices -Conferencing- Warrnambool	Jul 23 2009 8:45AM
Reading Recovery OPL Grp. 2 WBOOL Session3	Jul 29 2009 1:30PM
Drug Education in the Primary Classroom	Jul 30 2009 4:00PM
2009 Ballarat LOTE "More than just a language" Conference	Aug 5 2009 8:30AM
Restorative Practices -Conferencing- Geelong	Aug 6 2009 8:45AM
Reading Recovery OPL COLAC Session 4	Aug 18 2009 9:30AM
Reading Recovery OPL Grp.1 WBOOL Session 4	Aug 19 2009 1:30PM
Reading Recovery OPL Grp.2 WBOOL Session 4	Aug 26 2009 1:30PM
Restorative Practices Day 1 - Geelong	Aug 27 2009 8:45AM
Restorative Practices Day 1 - Warrnambool	Sep 3 2009 8:45AM
Teaching ESL Students in Mainsream Classrooms Session 3	Sep 11 2009 9:00AM
Reading Recovery OPL COLAC Session 5	Oct 13 2009 9:30AM
Reading Recovery OPL Grp.1 WBOOL Session 5	Oct 14 2009 1:30PM
Reading Recovery OPL Grp.2 WBOOL Session 5	Oct 21 2009 1:30PM
Restorative Practices Day 2 - Warrnambool	Oct 22 2009 8:45AM
Restorative Practices Day 2 - Geelong	Oct 28 2009 8:45AM
Restorative Practices Day 2 - Geelong	Oct 28 2009 8:45AM

6. A Registration box outlining all of the Course details will display. This box also contains links to maps and email addresses of the presenter and coordinator.

Current PD course listings	
Course Name	Language Support Program – Introduction for Teachers
Offered By	Barwon South Western Region
Category	Student Learning - Special Education
Status	38 places available
Course Outline	This introductory session is designed for teachers who have little or no knowledge of the Language Support Program. The session will include: * Pre-viewing of recently released LSP resource * Knowledge of ICPAL framework * Understanding of oral language vs literacy * Understanding of oral language terminology * Experience of having a language disorder * Ability to identify and teach students with language disorder * Awareness of available resources
Target Audience	All teachers
More Information	
Venue	Hamilton Skills centre
Venue Address and Navigation	88 Stephen Street Hamilton
Date/s	Jul 14 2010 9:00AM - Jul 14 2010 4:00PM
Presenter	Richard Sunderland
Presenter Bio	Richard Sunderland - Richard is an experienced Speech Pathologist.
Coordinator	Carol Krause
Catering Details	Morning tea/Lunch and afternoon tea
Training Time Credit	7 hours 0 mins
Cost	\$35.00
Register	Register For course
Register for this PD Course/s	

7. Select the 'Register For This PD Course/s' box found beneath the Registration box.
8. If the PD has workshops, click the Workshop Bookings text at the bottom of the Registration box to select the workshops in each session you wish to attend. At the top of the next screen are two Quicklinks, select 'Register for Workshops'. Check the boxes beside the workshops you wish to attend.
9. A confirmation popup will display and an email will be sent to both yourself and your school confirming your position at the PD.
10. To check that your registration was processed correctly, select 'Current Registrations' from the left hand menu of your personal account screen. A full list of the PDs you are currently registered for will display by name and date.

REVIEW PD HISTORY

PD Online

Department of Education & Early Childhood Development
Barwon-South Western Region
Professional Learning PD CONTROL PANEL

MY PD HISTORY
CURRENT REGISTRATIONS
REGISTER FOR A NEW PD
MY WISH-LIST
WAITING LIST
WITHDRAW FROM A PD
PD ASSESSMENT
MY REPORTS
EDIT MY ACCOUNT
CHANGE PASSWORD
LOG OUT

Your Details
Prefix :Mrs
Given Name :Kendall
Family Name :Lester
Organisation :Barwon South West Regional Office
Job Title :teacher
Email :kendall75@primus.com.au
Dietary Needs :No special requirement
Mobility Needs :No special requirement

Welcome to PD Online

Hi Kendall

****New Feature** My Wish-list**
We are listening! Now you can suggest courses you would like see run.

PDOnline has been designed to allow you to find, book and keep a record of your Professional Learning and Personal Development. For your convenience (because it is web based), it's available 24/7.

In addition, you can add details of outside PD's you have attended. Just go to 'My Reports'...

Not sure what's available? Just go to 'Register for new PD' and all available courses will be listed, in chronological order.

Want to review your upcoming PD commitments? No problem, just access 'Current Registrations' .

Workshop Etiquette

Our Etiquette, our promise!
In order for our courses to maintain a professional atmosphere and efficient order, we ask all attendees to adhere to our 6 golden rules.

Please,

- as a courtesy to organisers and presenters, always register for a course before attending.
- don't enter a paper session while a presentation is in progress. Wait until a break between individual presentations.
- keep unnecessary noise and conversation, both immediately outside and inside venue rooms, to a minimum.
- when presenting a paper, keep within the time limits so that subsequent presenters and sessions can be maintained on schedule.
- do become involved in discussions, but please show courtesy to the presenter.
- always wear your name tag prominently so you can be readily identified as an official registrant, and for ease of communication.

The 'My PD History' button can be found on your personal PD Online account page. This will display a complete list of the PDs you have registered for and attended via PD Online. Please follow the steps below.

1. Select the 'My PD History' menu item from the left of screen.
2. A list of the PDs you have attended will display in order of the date held.
3. If you find that a PD you have attended is not on this list, it is likely that the Course Coordinator has not yet marked the roll for that PD. Please contact your Regional Administrator if this occurs.

REVIEW CURRENT REGISTRATIONS

The screenshot shows the PD Online interface for the Department of Education & Early Childhood Development, Barwon-South Western Region. The left-hand menu includes options like 'MY PD HISTORY', 'CURRENT REGISTRATIONS' (circled in red), 'REGISTER FOR A NEW PD', 'MY WISH-LIST', 'WAITING LIST', 'WITHDRAW FROM A PD', 'PD ASSESSMENT', 'MY REPORTS', 'EDIT MY ACCOUNT', 'CHANGE PASSWORD', and 'LOG OUT'. The main content area features a 'Your Details' box with user information, a 'Workshop Etiquette' box with a list of rules, and a 'Welcome to PD Online' message. A red line points from the 'CURRENT REGISTRATIONS' button in the menu down to the text below.

The 'Current Registrations' button can be found on your personal PD Online account page. This will allow you to view the list of PDs you are booked in to attend. Please follow the steps below.

1. Select the 'Current Registrations' menu item from the left of screen.
2. A full list of upcoming PDs that you have registered for will display in date order.

WITHDRAWING FROM A PD

The screenshot shows the PD Online interface for Kendall. The header includes the Department of Education & Early Childhood Development, Barwon-South Western Region, and the PD CONTROL PANEL. The left-hand menu lists various options, with 'WITHDRAW FROM A PD' highlighted. The main content area includes 'Your Details', a 'Workshop Etiquette' section, and a 'Welcome to PDOnline' message. A red arrow points from the 'WITHDRAW FROM A PD' button in the menu to the first step of the instructions below.

The 'Withdraw from a PD' button can be found on your personal PD Online account page. This will allow you to cancel a PD that you are currently registered for and should always be done to avoid your school being invoiced for a PD that you didn't attend. Please follow the steps below.

1. Select the 'Withdraw from a PD' menu item from the left of screen.
2. A full list of the PDs that you have registered for will display in date order.
3. Tick the box of the PD you wish to cancel and click the 'Withdraw from selected PD Course/s' button.
4. A popup will display to confirm your withdrawal, select OK.
5. A confirmation popup will display and an email will be sent to both yourself and your school confirming your withdrawal from the PD.

WAITING LIST

The screenshot shows the PD Online interface. On the left, a yellow navigation menu lists various options, with 'WAITING LIST' circled in red. The main content area is titled 'PD CONTROL PANEL' and includes a 'Your Details' box, a 'Welcome to Online' message, and a 'Workshop Etiquette' section with six golden rules.

Your Details

Prefix :Mrs
Given Name :Kendall
Family Name :Lester
Organisation :Barwon South West
Regional Office
Job Title :teacher
Email :kendall75@primus.com.au
Dietary Needs :No special requirement
Mobility Needs :No special requirement

Welcome to Online

Hi Kendall

****New Feature** My Wish-list**
We are listening! Now you can suggest courses you would like see run.

PDOnline has been designed to allow you to find, book and keep a record of your Professional Learning and Personal Development. For your convenience (because it is web based), it's available 24/7.

In addition, you can add details of outside PD's you have attended. Just go to 'My Reports'...

Not sure what's available? Just go to 'Register for new PD' and all available courses will be listed, in chronological order.

Want to review your upcoming PD commitments? No problem, just access 'Current Registrations'.

Workshop Etiquette

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Please,

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- don't enter a paper session while a presentation is in progress. Wait until a break between individual presentations.
- Keep unnecessary noise and conversation, both immediately outside and inside venue rooms, to a minimum.
- when presenting a paper, keep within the time limits so that subsequent presenters and sessions can be maintained on schedule.
- do become involved in discussions, but please show courtesy to the presenter.
- always wear your name tag prominently so you can be readily identified as an official registrant, and for ease of communication.

The 'Waiting List' button can be found on your personal PD Online account page. If a PD has reached its capacity, it may have a waiting list that you can register for in the event of a withdrawal. Please follow the steps below.

1. Locate the PD you wish to attend. In the event of the PD being fully subscribed, next to the Register heading will say *'this program is fully subscribed and course is available for waitlist'*. Click this sentence and you will be taken to the Waitlist screen.
2. The Course details will display, add a message to the Coordinator if appropriate and click the 'confirm your waitlist position' button at the bottom of the screen. An email will be sent to your address confirming your Waitlisted status.

- In the event of a place becoming available for a Waitlisted PD, an email will be sent to you. You will have 24 hours to accept the place. If you do not respond within that time period, the system will automatically remove you from the list and offer the place to the next person in line.
- Other PDs available for Waitlist are listed in the New/Confirm button at the top of the Waitlist screen.
- The PDs you are currently Waitlisted for are listed in order of the date held. You can see your position on the waiting list for each PD on the right hand side of the table.

Waitlist Registrations			
New / Confirm	Current Position	Withdraw	
Course Name		Start Date	Waitlist Position
TEN: Photostory		Jun 25 2009 2:04PM	4
TEN: Great New Ideas for Primary Art Teachers with Robyn McDonald		Jun 25 2009 2:04PM	5

- To withdraw yourself from the Waiting List of a PD select 'Withdraw' from the bar across the top of the Waiting List table. Click on the rubbish bin next to the PD you wish to remove yourself from and it will no longer display in the table.

MY REPORTS

Department of Education & Early Childhood Development
Barwon-South Western Region
Professional Learning PD CONTROL PANEL

PD Online

MY PD HISTORY
CURRENT REGISTRATIONS
REGISTER FOR A NEW PD
MY WISH-LIST
WAITING LIST
WITHDRAW FROM A PD
PD ASSESSMENT
My Programs
Program Approval
CRT Payment
MY REPORTS
EDIT MY ACCOUNT
CHANGE PASSWORD
LOG OUT

Your Details
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In addition, you can add details of outside PD's you have attended. Just go to 'My Reports'...

Not sure what's available? Just go to 'Register for new PD' and all available courses will be listed, in chronological order.

Want to review your upcoming PD commitments? No problem, just access 'Current Registrations' .

The 'My Reports' button can be found on your personal PD Online account page. This section is available to Registered Teachers only and is a tool to assist you in keeping a track of the PDs you have attended. This will be of particular value when it comes time to update your VIT registration. From within this menu item you can also add PDs that you have attended outside of those you registered for via PD Online. Please follow the steps below.

1. Select the 'My Reports' menu item from the left of screen.
2. All of your VIT details, including the PD hours you've completed and the hours remaining are displayed across the top of the table. This data is automatically updated when new PDs are added to your History.

3. For each PD listed you can select the nature of the Course completed. Click on the name of the PD and a popup screen will display. (See image below) Click 'Submit' after selecting the appropriate box. This information will then display on the 'My Reports' table.

Nature of activities For Course : Writing User Manuals : Check/Uncheck

Within the school with an external presenter or a colleague presenting new knowledge

Within the school in collaboration with other colleagues

External to the school

Undertaken on the initiative of the teacher

Other

Activities providing access to research & knowledge sourced from outside the school environment

Submit **Cancel**

4. On the right hand side of the 'My Reports' table there is a feedback column. Teachers may find this framework useful to assist reflection on the relationship between the professional development activities they have undertaken and their professional practice in the context of the standards of professional practice. Select this and tick the appropriate standards met for the PD. Click the 'Submit' button after selection.

RENEWAL OF REGISTRATION PROFESSIONAL DEVELOPMENT ACTIVITIES

Reflection on the standards of professional practice

Teachers may find this framework useful to assist reflection on the relationship between the professional development activities they have undertaken and their professional practice in the context of the standards of professional practice.


Activity or course undertaken: Writing User Manuals	Yes (Tick where there is a relationship)	Comments
1. Does this professional development activity contribute to your knowledge of how students learn and how to teach them effectively? <i>Consider the reference the PDA makes to current understandings of teaching and learning and current research. Consider the relevance of the knowledge gained to your school and class context and the needs of the students you teach.</i>	<input type="checkbox"/>	<input type="text"/>
2. Does this professional development activity improve your knowledge of the content you are teaching or intend to teach? <i>Consider also the relationship to current curriculum policies and documents you draw on in your teaching situation.</i>	<input type="checkbox"/>	<input type="text"/>
3. Does this professional development activity improve your knowledge and		

ADDING AN OUTSIDE PD

To add a PD that you have attended outside of those you registered for via PD Online, please follow the steps below. *Please note, these PDs will not be listed in your PD History, they will only be able to be viewed through your reports.* It is a tool we have provided to assist you in keeping a record of the extra PDs you participate in for VIT registration purposes. To add an outside PD, please follow the steps below.

1. Select the 'My Reports' menu item from the left of screen.
2. Click the 'Outside PD Course' button at the top right of the screen.
3. Click the 'Add New Course' button at the top left of the screen.
4. Enter the appropriate details in the fields provided.

Course Title :

Date of Course : 

Effective Training Hours : 0 : 0 (hrs : mins)

Provider Name :

Provider Phone Number:

Provider Email :

Short Outline :

5. Click the 'Save Course' button at the bottom of the screen.
6. The PD will be added to you're PD Reports page and Steps 3 and 4 from the My Reports section of the manual (*see p17*) can be repeated to add the appropriate details of the PD.