PDOnline User Manual

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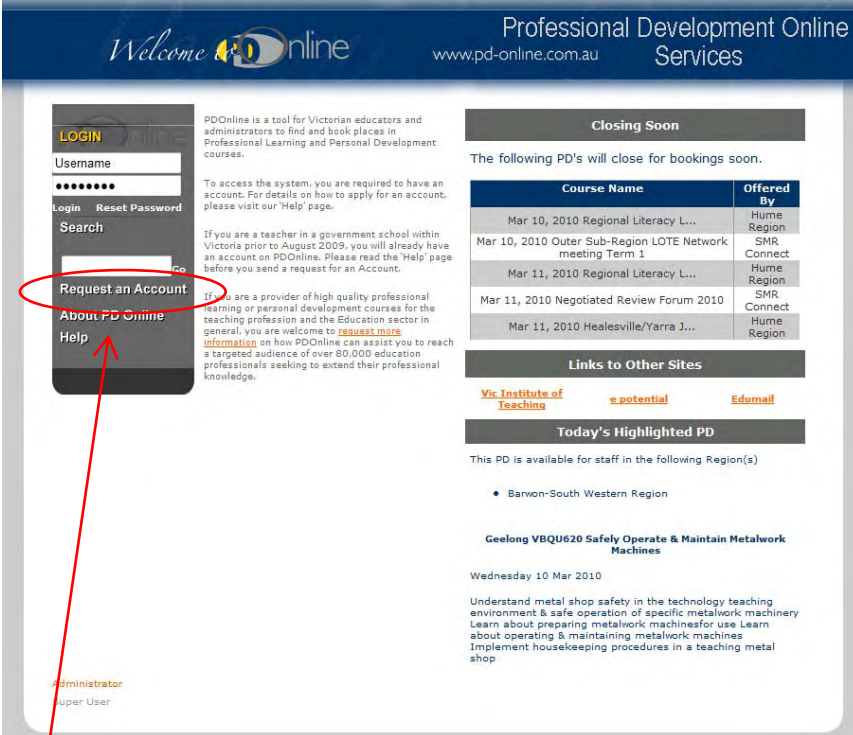
As well as being your booking service, PDOnline also records your future PL/PD commitments and keeps a personal record to help you complete certain documentary requirements for the Victorian Institute of Teaching's (VIT) re-registration process.

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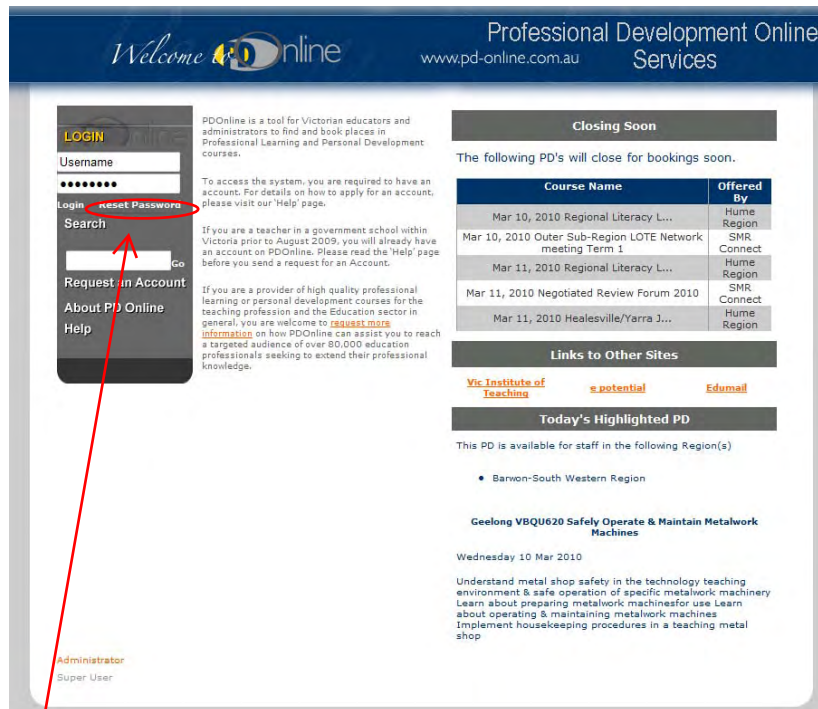
The 'Reset Password' button can be found on the home page of the website and is to be used if you have forgotten your passphrase. Please follow the steps below.

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

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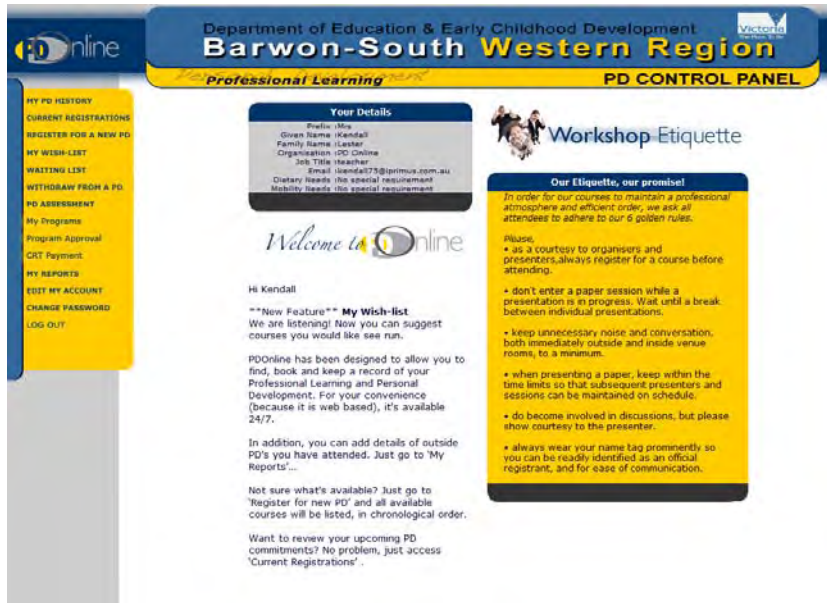
The 'Register for a New PD' button can be found on your personal PD Online account page and is to be selected when you wish to register yourself for a PD being offered in your region. Please follow the steps below.

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.

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
	1 2

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

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 '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 '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 '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.

3. 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.

4. Other PDs available for Waitlist are listed in the New/Confirm button at the top of the Waitlist screen.

5. 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.

6. 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

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.

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.

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 :	

Save Course   Cancel

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.