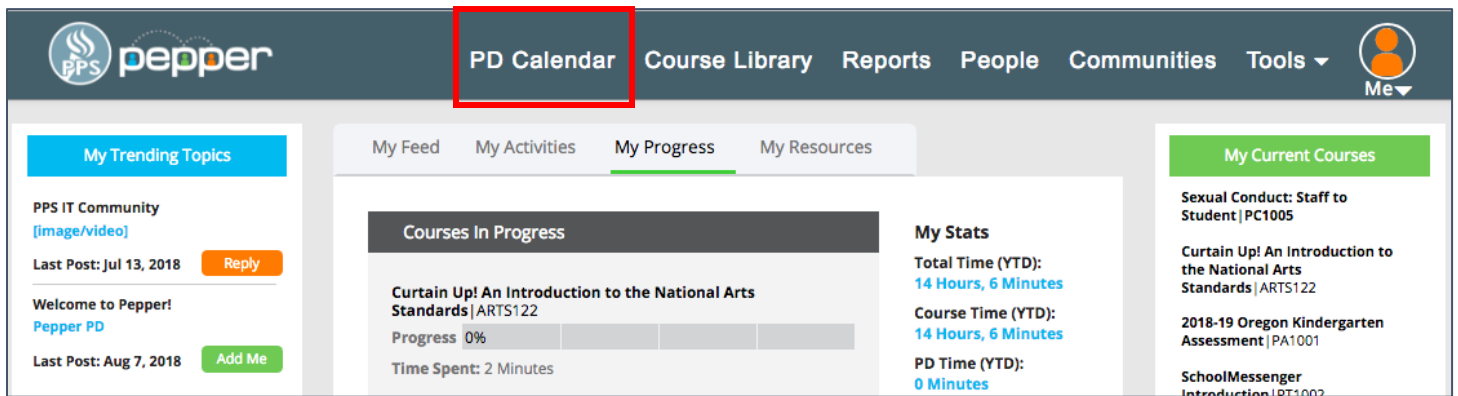


Follow these instructions to add an event in PD Planner for an in-person training, workshop, or conference-style event. Events can be set up to allow pre-registration, waitlists, and for attendees to mark their own attendance.

1. Log into Pepper and access PD Planner

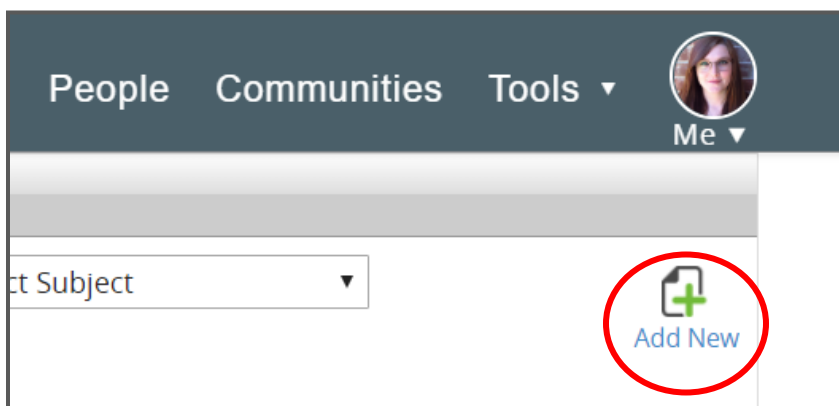
Log into Pepper at pepper.pps.net using your PPS credentials and select **“PD Calendar”** in the top menu of the dashboard to open the PD Planner event page.



2. Add New PD Event

Click on the **“Add New”** icon to open the **“Create Your Training or PD Event”** window.

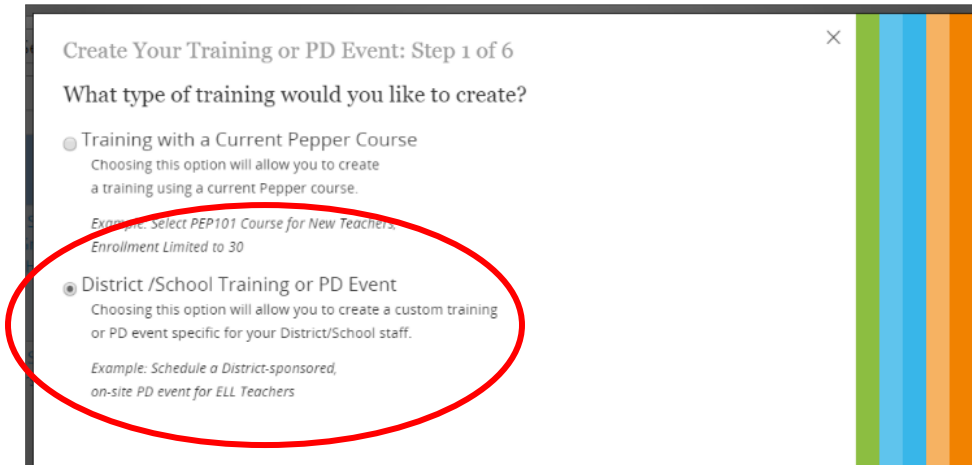
If you do not see the **“Add New”** icon, please contact the IT Service Desk to request that **“Instructor”** permissions be added to your Pepper account.



3. Choose the Type of PD Event

Select the second option, “**District/School Training or PD Event**” and then click the arrow icon in the lower right corner to move to the next page.

(The first option, “**Training with a current Pepper Course**” will be available in the future for blended learning.)



Create Your Training or PD Event: Step 1 of 6

What type of training would you like to create?

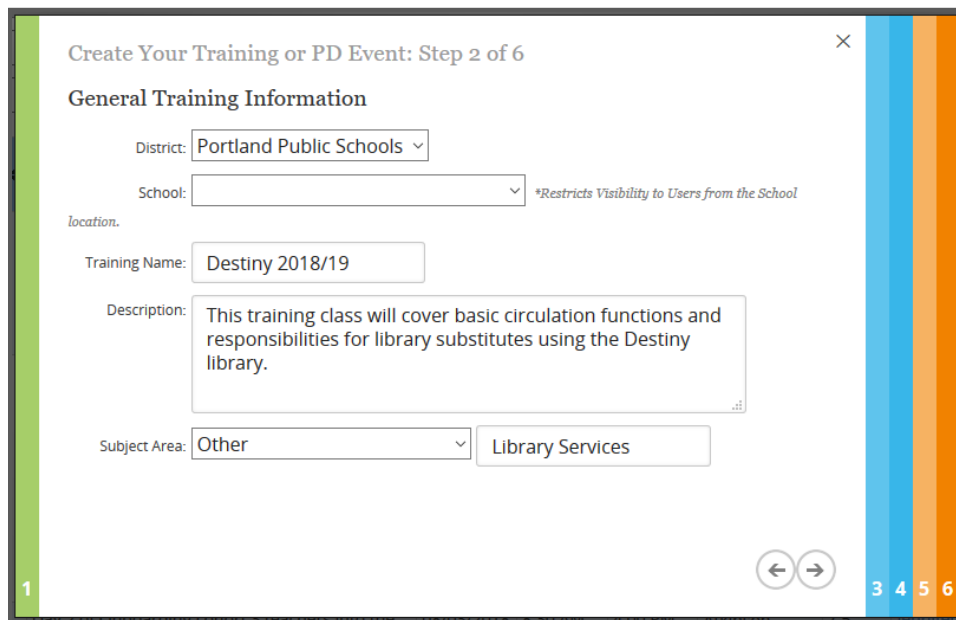
- Training with a Current Pepper Course
Choosing this option will allow you to create a training using a current Pepper course.
Example: Select PEP101 Course for New Teachers.
Enrollment Limited to 30
- District /School Training or PD Event
Choosing this option will allow you to create a custom training or PD event specific for your District/School staff.
Example: Schedule a District-sponsored, on-site PD event for ELL Teachers

4. Input General Information for the Event

If the event is only to be available to a specific department or school, select it from the dropdown list. If the “**School**” field is left blank, the event will be available district-wide.

Enter a “**Training Name**” for the event, including the school year, e.g. 2019/20.

Enter a “**Description**” and select a “**Subject Area**”. If the intended subject is not listed, select “**Other**” and enter the subject in the blank field. Identify the audience and any prerequisites in the Description.



Create Your Training or PD Event: Step 2 of 6

General Training Information

District:

School: *Restricts Visibility to Users from the School location.

Training Name:

Description:

Subject Area:

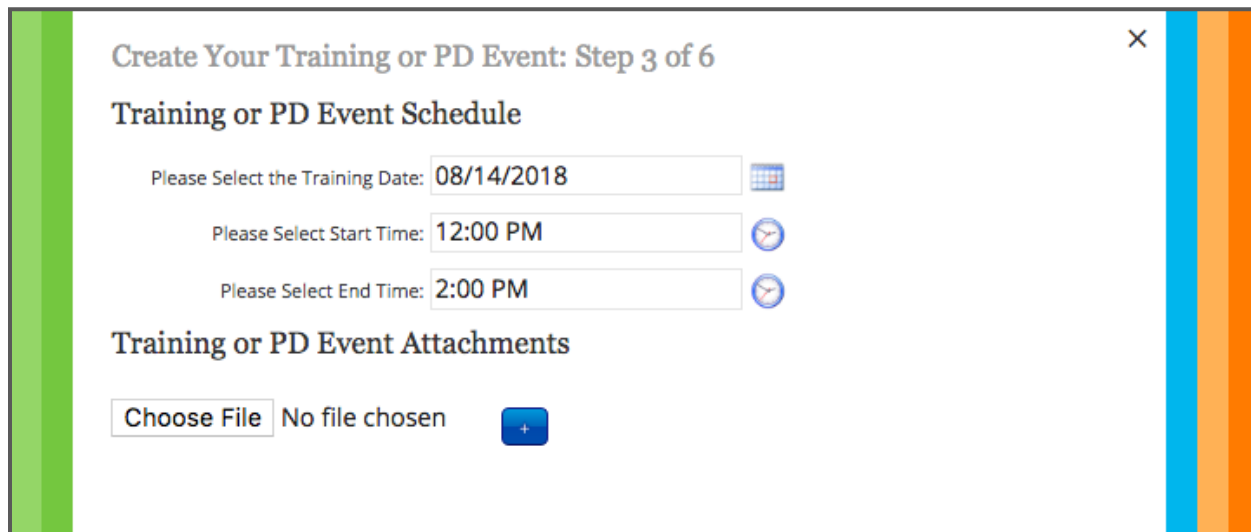
1 3 4 5 6

5. Add the Event Schedule Information

Click in the **“Training Date”** field to open the calendar and select the date of the event. For multi-day events, each day is set up as a separate event at this time. You can add “Day 1”, “Day 2”, etc... in the **“Training Name”** and note that it is a multiple day event in the **“Description”** on the prior page.


Click in the **“Start Time”** and **“End Time”** fields to open the clock and set the times.


If you would like to provide attendees with an attachment for the event, e.g. handout, facility map, or a parking permit, select **“Choose File”** to upload it.




Create Your Training or PD Event: Step 3 of 6


Training or PD Event Schedule

Please Select the Training Date: 

Please Select Start Time: 

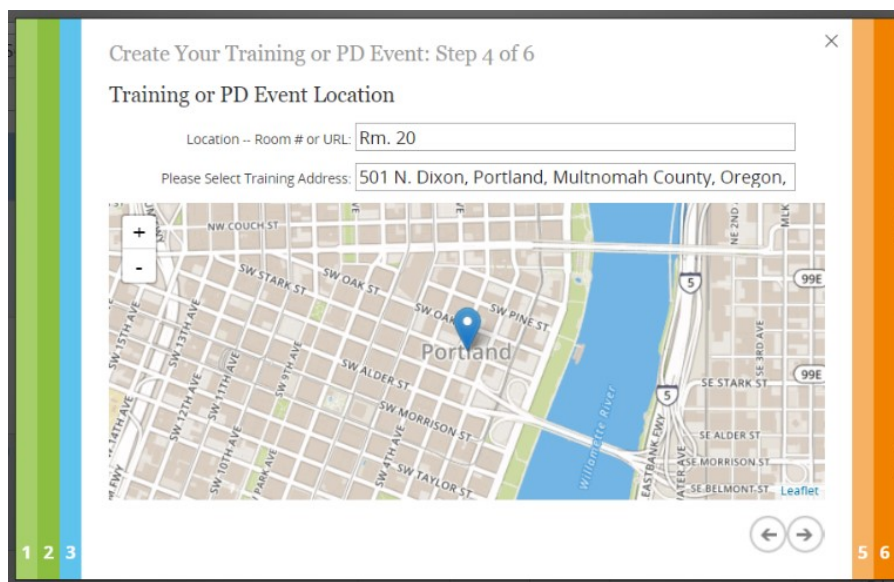
Please Select End Time: 

Training or PD Event Attachments

No file chosen 

6. Add the Event Location

Enter the room location, or web address if the training will be via webinar, in the **“Location -- Room # or URL”** field. Enter the **“Training Address”** to show the location in Google Maps.

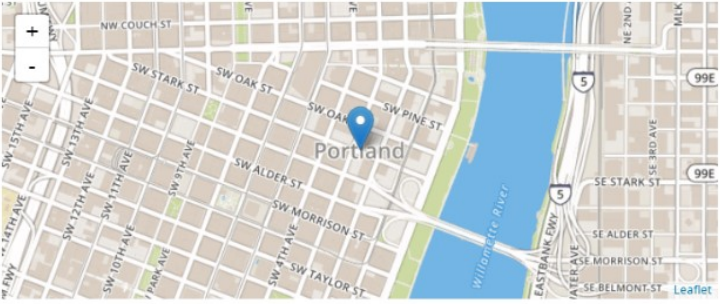




Create Your Training or PD Event: Step 4 of 6

Training or PD Event Location

Location -- Room # or URL:

Please Select Training Address:

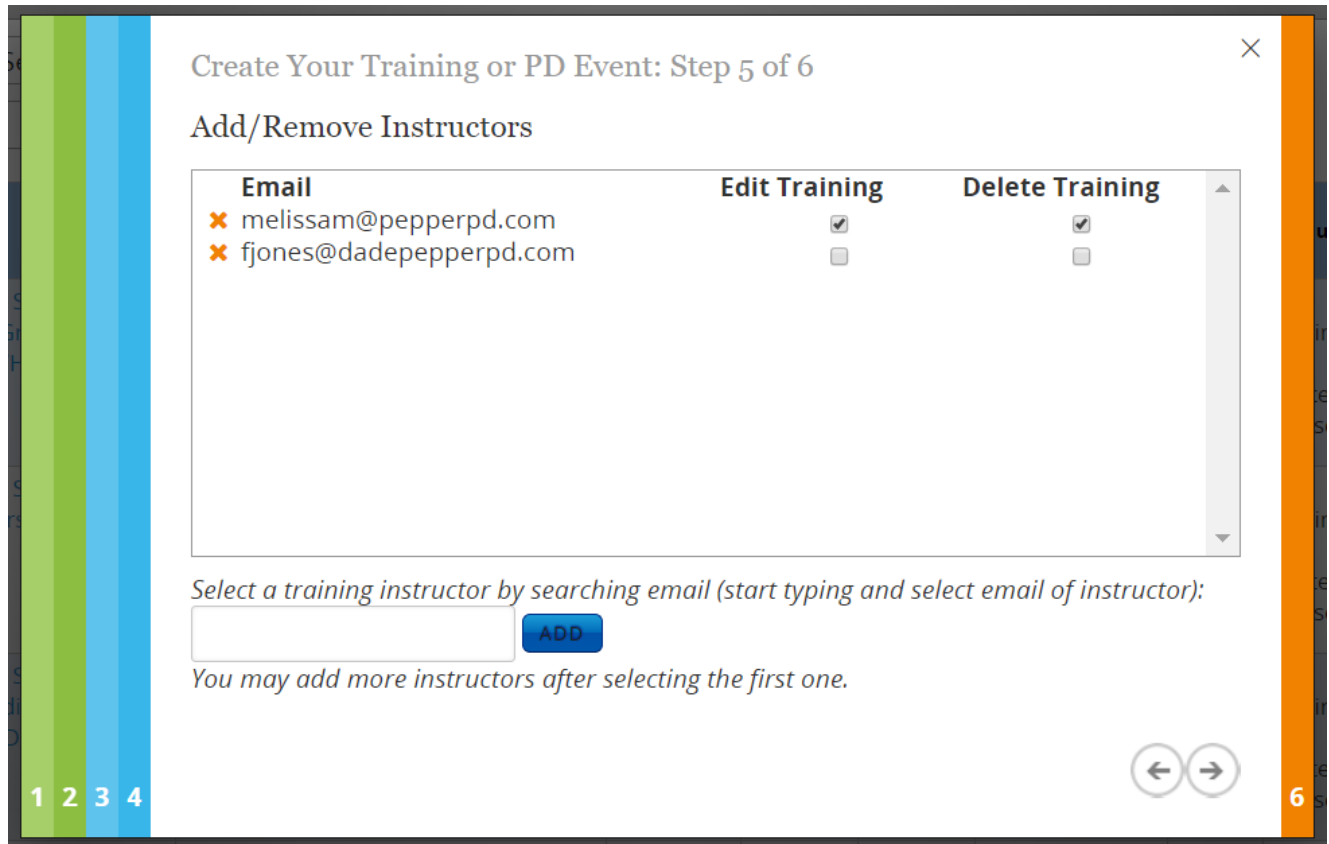


1 2 3   5 6

7. Add/Remove Instructors

Enter the email address of each instructor in the **“Select a training instructor”** field & click the **“Add”** button.

Once you’ve added the Instructor(s), check the box(s) to indicate if they can **“Edit”** and/or **“Delete”** a Training Event. They will then have permissions for the event, along with you.



The screenshot shows a web interface for creating a training event. The title is "Create Your Training or PD Event: Step 5 of 6". Below the title is the section "Add/Remove Instructors".

Email	Edit Training	Delete Training
✘ melissam@pepperpd.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
✘ fjones@dadepepperpd.com	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a search instruction: "Select a training instructor by searching email (start typing and select email of instructor):". There is a text input field and an "ADD" button.

Below the search field is the text: "You may add more instructors after selecting the first one."

At the bottom left of the interface are navigation buttons labeled 1, 2, 3, and 4. At the bottom right are back and forward arrows and a page number 6.

8. Add Registration & Attendance Tracking Information

- Enter the number of “**Credit Hours**” to be earned for the event. If credit is to be awarded based on time spent in Pepper, check the “**Update from time**” box.
- To allow attendees to sign up for the event, select “**Allow Registration**”.
- Enter the maximum number of attendees that will be allowed in the “**Maximum Registration Cap**” field.
- Enter a “**Registration End Date**” and “**Registration End Time**” to require pre-registration. If no date or time is selected then registration will close on the same date and time that the training ends, as entered on the prior Event Schedule page.
- Select “**Allow Waitlist**” to indicate whether attendees can be added to a waitlist once the Registration Cap has been met. If the Registration Cap is increased or a user un-registers, waitlisted users will be automatically registered and sent an email notification.
- If attendees will mark their own attendance, check the “**Student can record attendance**” box and enter a “**Training ID**”. The Instructor will then provide the Training ID to those who are present at the event.
- If the instructor will mark attendance, check the “**Turn-on Instructor Attendance Recording**” box.
- **Do Not use “Allow Attendance Validation” option.**
- Check the “**Select Certificate**” box and choose the “**PD Planner Certificate**” from the drop down menu.

Create Your Training or PD Event: Step 6 of 6 - Almost There!
×

Registration & Attendance Tracking

Credit Hours:	<input type="text" value="2"/>	?	<input type="checkbox"/> <i>Update from time</i>
Allow Registration:	<input checked="" type="checkbox"/>	?	
Maximum Registration Cap:	<input type="text" value="30"/>		
Registration End Date:	<input type="text" value="12/03/2018"/>	📅 ?	
Registration End Time:	<input type="text" value="10:00 AM"/>	🕒 ?	
Allow Waitlist	<input checked="" type="checkbox"/>	?	
Student can record attendance:	<input checked="" type="checkbox"/>	?	
Training ID:	<input type="text" value="ppstest"/>	?	
Turn-on Instructor Attendance Recording:	<input type="checkbox"/>		
Allow Attendance Validation:	<input type="checkbox"/>	?	
Select Certificate	<input checked="" type="checkbox"/> <input type="text" value="PD Planner Certificate"/>	?	

1
2
3
4
5

←
✓

9. Adding a Learning Target

Please write a 1-2 sentence learning target that addresses what participants will know or be able to do as a result of this event in the “**Learning Target**” text box. This is field is required to be filled in for all events.

Click the “Checkmark” icon in the lower right corner to finish & publish the event in PD Planner.

×

Create Your Training or PD Event: Step 7 of 7 - Almost There!

Training or PD Event Extras

Learning Target:

Please write a 1-2 sentence learning target addressing what participants will know or be able to do as a result of this event. If you need additional information please refer to the Professional Learning Guide on Adding an Event in PD Planner at www.pps.net/Pepper.

Enter your learning target in the box below:

*

←
✓

10. Cloning an Event

Click on the blue “**Clone Event**” icon to copy an event (past or future).

Edit/Delete	Training Name	Description	Training Date	Training Start Time	Training End Time	Training Location	Hours	Instructors	Register/Record Attendance	
✓ ✕ +	Training Event	This is only a test event.	09/12/2018	9:34 AM	4:34 PM	BESC, Wallowa Lab, floor L1 Portland Public Schools 501 North Dixon Street	7	Jennifer Rumfield Landau	<input type="checkbox"/> I would like to register for this training	☰

Enter the new “**Date**”, “**Start Time**” and “**End Time**” in the pop up window. To create multiple copies of the same event, click on the blue “**+**” icon. When finished, click on the “**Copy**” button.

Please select Dates and Times for Training Copy

Date	Start Time	End Time	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

Once the cloned event(s) are added, click on the green “Edit” button to change the “Training Name”, “Location”, “Instructor(s)”, “Credit Hours”, “Registration End Date” and “Registration End Time”.

Edit/Delete	Training Name	Description	Training Date	Training Start Time	Training End Time	Training Location	Hours	Instructors	Register/Record Attendance	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Copy of Training Event - 1	This is only a test event.	09/13/2018	10:10 AM	2:11 PM	BESC, Wallowa Lab, floor L1 Portland Public Schools 501 North Dixon Street	7	Jennifer Rumfield Landau	<input type="checkbox"/> I would like to register for this training	