Pepper Professional Learning Guide   Adding an Event in PD Planner

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.
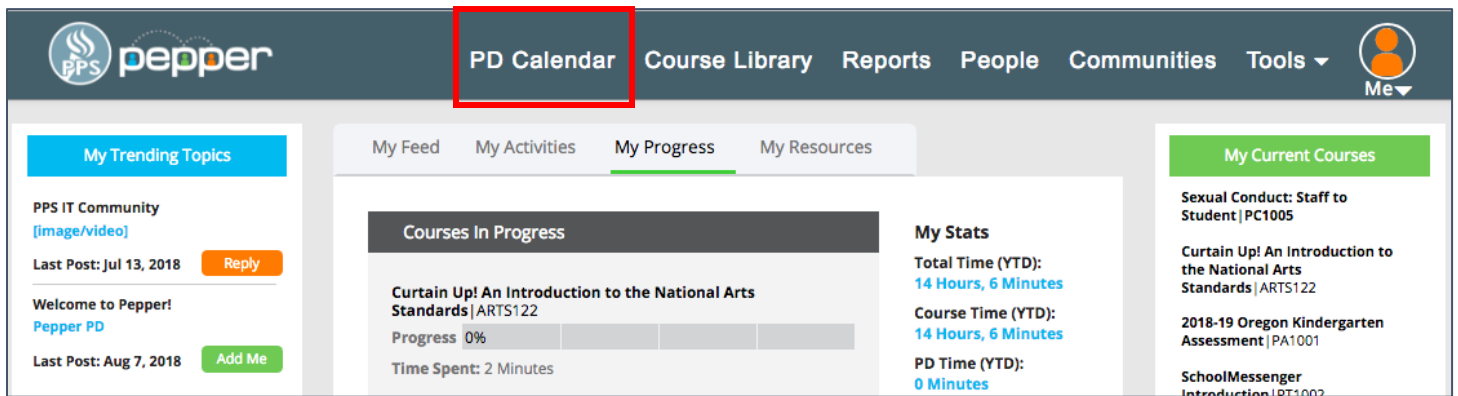
2. Add New PD Event

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

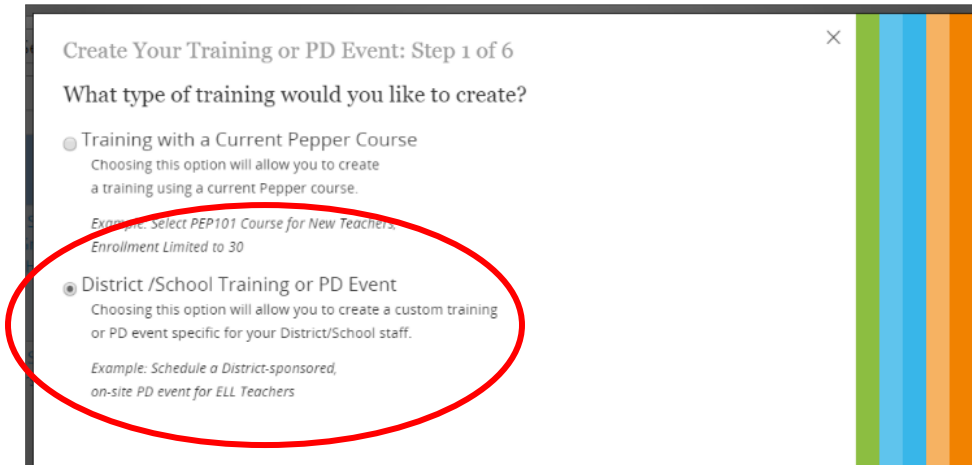If you do not see the **"Add New"** icon, please contact the IT Service Desk to request that "Instructor" permissions be added to your Pepper account.
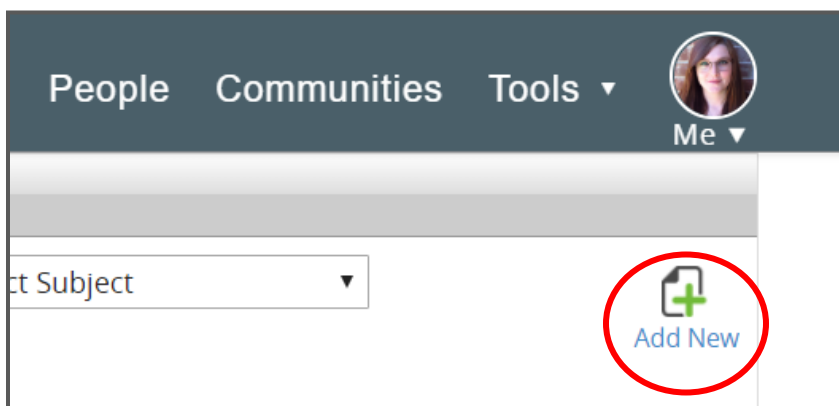
3. Choose the Type of PD Event

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.)

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.
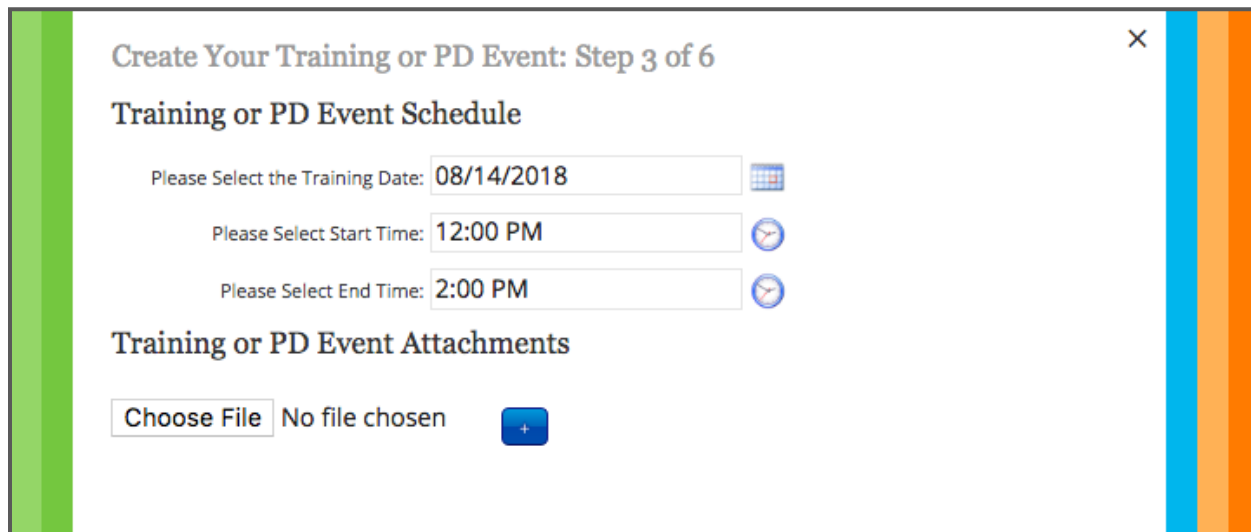
5. Add the Event Schedule Information

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.
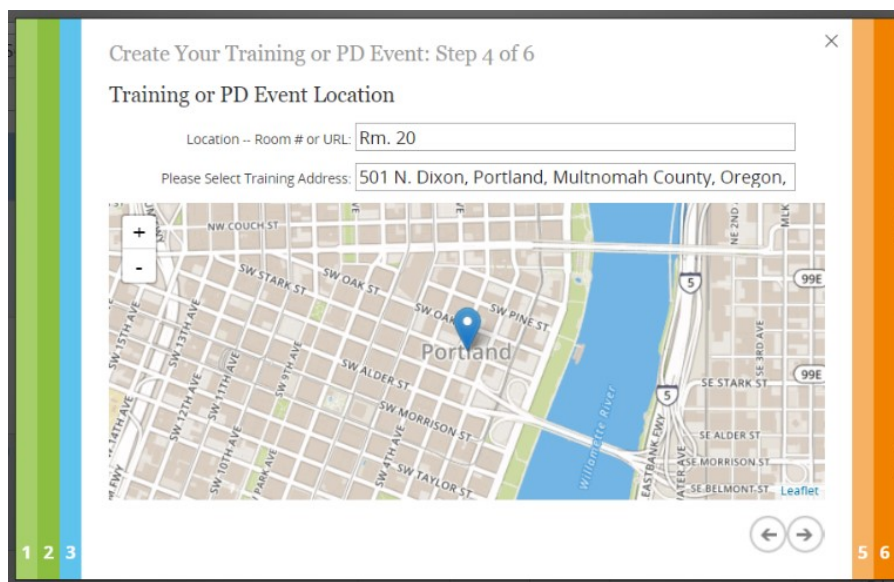
6. Add the Event Location

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.
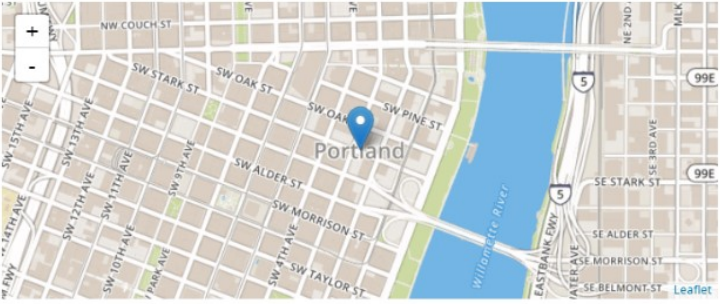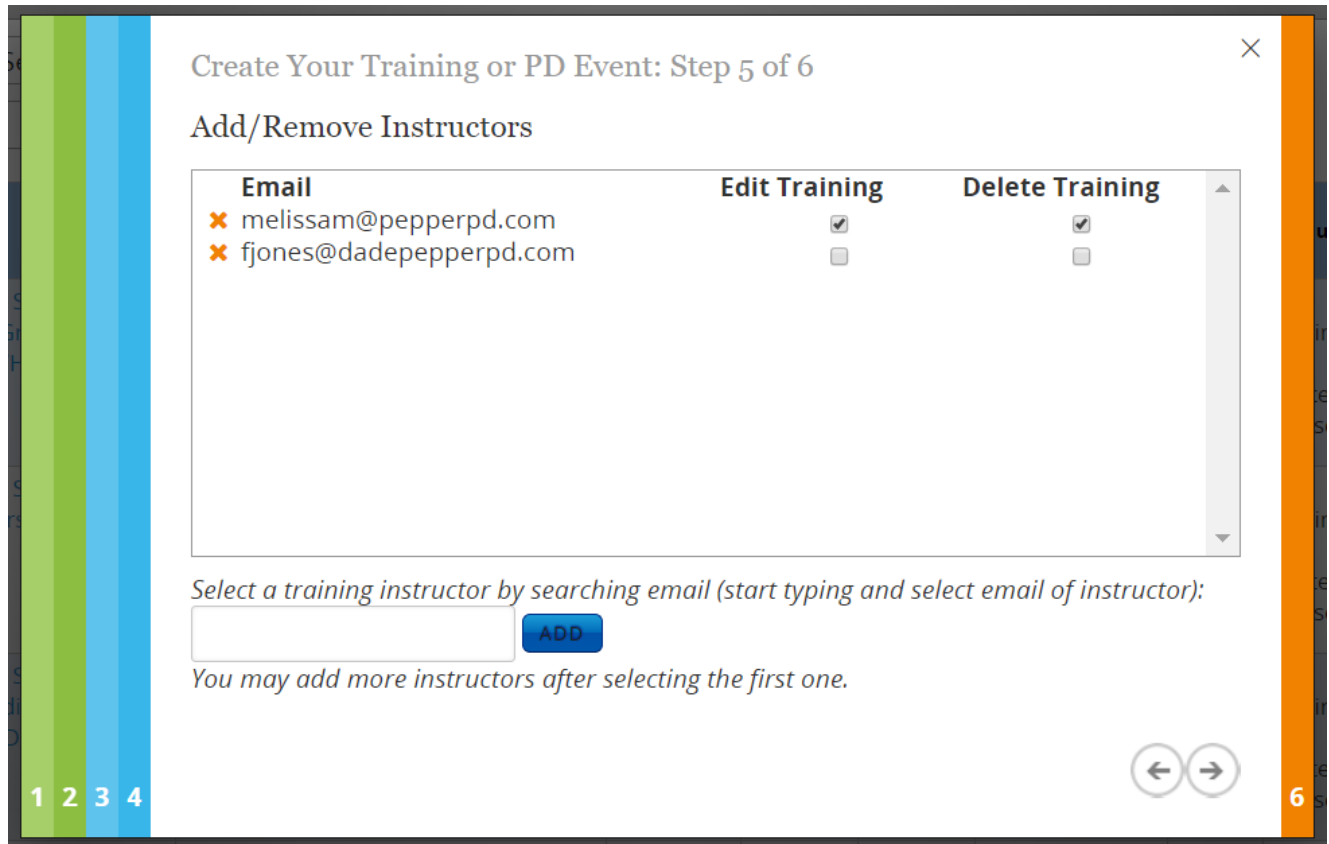
7. Add/Remove Instructors

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.

Create Your Training or PD Event: Step 5 of 6

Add/Remove Instructors

Email	Edit Training	Delete Training
✖ melissam@pepperpd.com	☑	☑
✖ fjones@dadepepperpd.com	☐	☐

Select a training instructor by searching email (start typing and select email of instructor):

[ADD]

You may add more instructors after selecting the first one.

1 2 3 4   ← →   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.

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:

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1 2 3 4 5 6

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	III
☑ ✖ ▣	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	☐ 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.

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	III
✎ ✖ ⧉	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	☐ I would like to register for this training	