Pepper Professional Learning Guide

Managing an Event

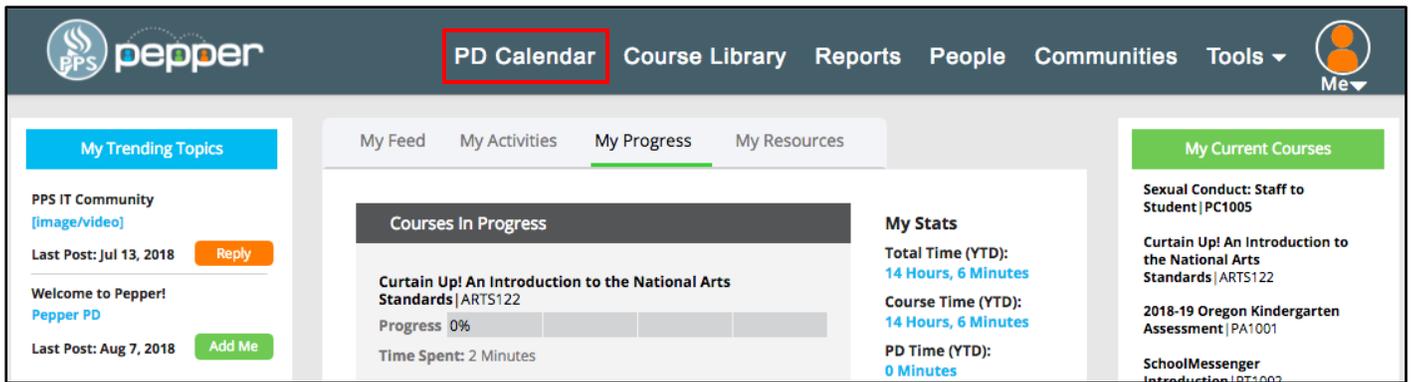Once an event has been added to PD Planner, the event creator and those instructors with "Edit" permissions have the ability to manage the event.

1. Accessing your PD Calendar

Click on "**PD Calendar"** in the top menu of the dashboard to locate the event(s).

2. Edit Events

Click on the green "**Edit"** button to change the time or location of an existing event. You can click on the orange "**X**" to delete the event entirely.

3. Managing Participants for an Event

Click on the event name in the "**Training Name"** column to open the **"Student Information"** page where you can view a list of participants and manage registrations, communications, and attendance for the event.

Edit/Delete	Training Name	Description	Training Date	Training Start Time	Training End Time	Training Location	Hours	Instructors	Register/Record Attendance	
✎ ✖	Test Event	This is a test event.	08/29/2018	11:00 AM	12:00 PM	L1 Portland Public Schools 501 North Dixon Street	1	Jennifer Rumfield Landau	Instructor records attendance.	

4. Student Information Page

From the **"Student Information**" page for the event, you can view a list of registered participants, register additional participants individually or by group, unregister, send reminder emails, and mark attendance.

To register and unregister participants, click on the "**Register/Unregister Students**" button at the bottom of the screen, which opens the **"Training Registration"** page. Clicking on the red "**X**" next to a user's name will also unregister them from the event.

Student Information for Test Event

User	Status	Attendance	Validation	Credits
✖ rumfield@pps.net	Registered	☐		0
✖ dalcantara@pps.net	Registered	☐		0
✖ anitz@pps.net	Registered	☐		0
✖ snorthern@pps.net	Waitlist	☐		0
✖ swales@pps.net	Waitlist	☐		0
✖ lsjoquist@pps.net	Waitlist	☐		0

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5. Training Registration page – Register Students

The **"Training Registration"** page opens in the **"Register Students"** view, indicated by the larger green "Register Student" button. You can select a group of students by school or cohort to register for an event or send notifications.
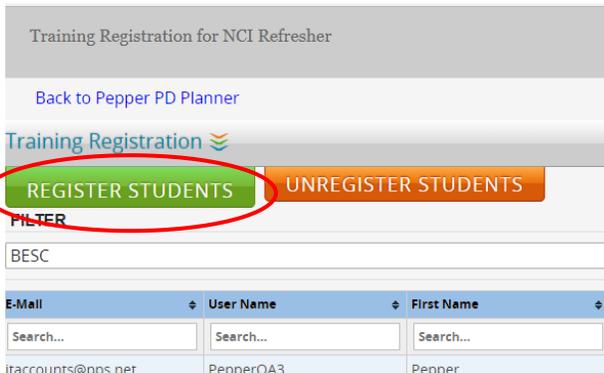
- Use the "**Filter**" drop down menu to select the school or department and click the "**Load**" button.
- Since the default rows per page is 10, change to the maximum 200 view setting, which is located on the bottom left, to view the full list.
- Check the boxes to select users that you want to register, and then click on the "**Register Selected Students**" button in the lower right corner of the screen. You will see a message stating, *"Selected students successfully registered for the training."*
- *Check the "Select All" box to select all users listed on the page.* If your school or department has more than 200 users, click the right arrow on the bottom left to scroll to the next page for the additional users.
- Repeat the process until all users that you wish to register have been selected.
- Click the "**Back to Pepper PD Planner**" button to return to the "Student Information" screen.
- The **"Send Notifications and Completion Certificate"** button feature will be available soon.

## 6. Training Registration Page – Unregister Students.

To unregister a group of users, click on the "**Unregister Students**" button to change to the "**Unregister Students**" view. This is indicated by the larger sized **"Unregister Students**" button.
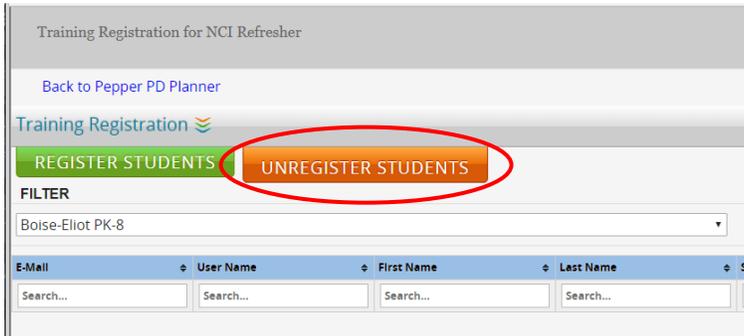
- You can use the **"Filter"** dropdown to select a particular school or department if needed.

- Check the box next to the user(s) to be removed from the event and click on the "**Unregister Selected Students"** button in the lower right corner of the screen.

- Checking the "**Select All**" box will select all users on that individual page. If your school or department has more than 200 users, click the right arrow on the bottom left to view the additional users.

- Repeat the process until all users have been removed.

- Click on the "**Back to Pepper PD Planner"** button to return to the "Student Information" screen.
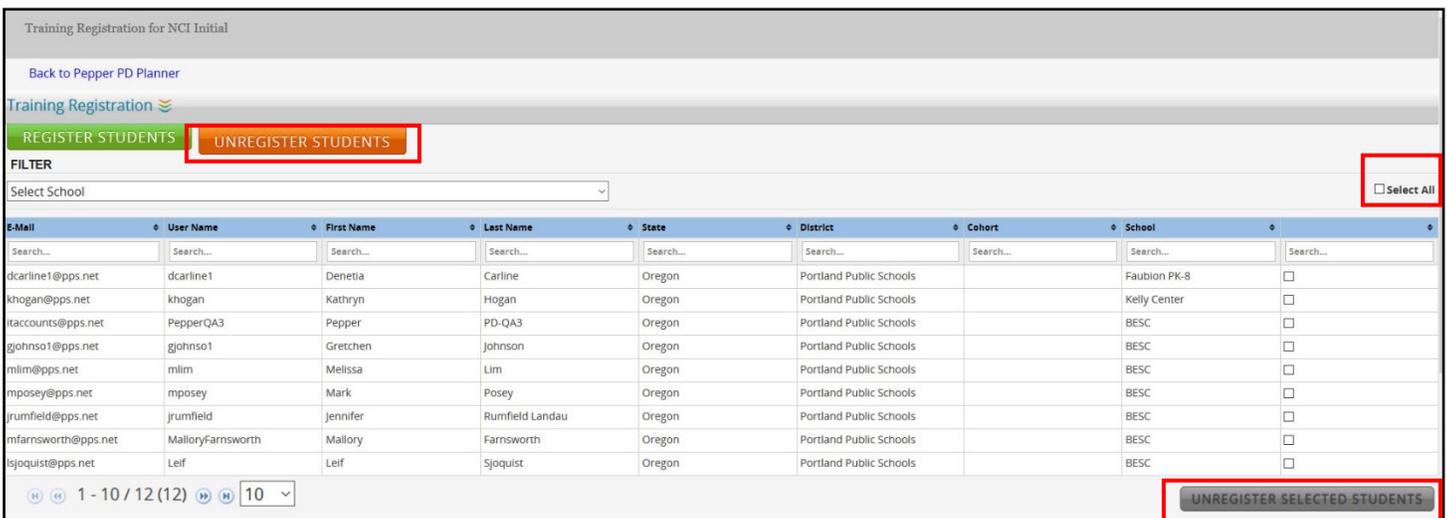
7. Optional – Waitlist

A waitlisted user is automatically added to the event if someone else is removed or the Maximum Registration cap has increased. Users are added in order they appear on the screen. To change the order of waitlisted users, click on the blue up or down arrows.

User	Status	Attendance	Validation	Credits
✕ jrumfield@pps.net	Registered	☐		0
✕ dalcantara@pps.net	Registered	☐		0
✕ anitz@pps.net	Registered	☐		0
✕ snorthern@pps.net	Waitlist	☐		0
✕ swales@pps.net	Waitlist	☐		0
✕ lsjoquist@pps.net	Waitlist	☐		0

Student Information for Test Event

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8. Reminder Emails

Click on the Reminder Email button to send users an event reminder email.

Student Information for Test Event

User	Status	Attendance	Validation	Credits
✕ jrumfield@pps.net	Registered	☐		0
✕ dalcantara@pps.net	Registered	☐		0
✕ anitz@pps.net	Registered	☐		0
✕ snorthern@pps.net	Waitlist	☐		0
✕ swales@pps.net	Waitlist	☐		0
✕ lsjoquist@pps.net	Waitlist	☐		0

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9. Sign in Sheet or Excel file

Click on the "**PDF"** button at the bottom left for a sign-in sheet or use the "**Download Excel"** button on the bottom right for an Excel spreadsheet.

Student Information for Test Event

User	Status	Attendance	Validation	Credits
✕ jrumfield@pps.net	Registered	☐		0
✕ dalcantara@pps.net	Registered	☐		0
✕ anitz@pps.net	Registered	☐		0
✕ snorthern@pps.net	Waitlist	☐		0
✕ swales@pps.net	Waitlist	☐		0
✕ lsjoquist@pps.net	Waitlist	☐		0

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10. Mark Attendance

To mark attendance, check the box to the right of the users who attended under the "**Attendance**" column.

Student Information for Test Event

User	Status	Attendance	Validation	Credits
✕ jrumfield@pps.net	Attended	☑		4
✕ dalcantara@pps.net	Attended	☑		4
✕ anitz@pps.net	Attended	☑		4
✕ snorthern@pps.net	Waitlist	☐		0
✕ swales@pps.net	Waitlist	☐		0
✕ lsjoquist@pps.net	Waitlist	☐		0

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