

# **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).

PD Calendar Course Library Rep	oorts People Commu	unities Tools <del>-</del> Me <del>-</del>
My Feed My Activities My Progress My Resources		My Current Courses
Courses In Progress	My Stats	Sexual Conduct: Staff to Student PC1005
Curtain Up! An Introduction to the National Arts	Total Time (YTD): 14 Hours, 6 Minutes	the National Arts Standards   ARTS122
Progress 0% Time Spent: 2 Minutes	14 Hours, 6 Minutes PD Time (YTD):	2018-19 Oregon Kindergarten Assessment   PA1001 SchoolMessenger
	PD Calendar       Course Library       Reg         My Feed       My Activities       My Progress       My Resources         Courses In Progress       Curtain Up! An Introduction to the National Arts Standards  ARTS122       Progress       O%         Progress       0%       1       1       1       1       1         My Feed       My Activities       My Progress       1	PD Calendar       Course Library       Reports       People       Communication         My Feed       My Activities       My Progress       My Resources         My Stats         Courses In Progress       My Stats         Curtain Up! An Introduction to the National Arts Standards  ARTS122       Total Time (YTD): 14 Hours, 6 Minutes         Progress       0%       Time Spent: 2 Minutes         Time Spent: 2 Minutes       D Time (YTD): 0 Minutes

#### 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.

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Technol	ogy	~									<b>(</b>
Select Pe	epper Courses		~	Select Date					N	ly Calendar Ac	dd New
Edit/Delet	Training Name ≑	Description	¢	Training Date	Training Start \$ Time	Training End \$ Time	Training Location	Hours \$	Instructors	Register/Record Attendance	Ш
<b>x</b>	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.	



### 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.

Pepper PD Planner 🔶								
Technology ~								4
Select Pepper Courses ~	Select Date					Ν	Ay Calendar Ad	ld New
Edit/Delete Training Description	Training Date	Training Start \$ Time	Training End \$ Time	Training Location	Hours \$	Instructors	Register/Record Attendance	III
Image: Second system     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.

1		Accentuance	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	<ul> <li>Waitlist</li> </ul>			0
× lsjoquist@pps.net	Waitlist			0



#### 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.

BESC E-Mall	💠 User Name	First Name	
BESC			
PILTER			
REGISTER STU		GISTER STUDENTS	
Training Registra	ation 🛎		
Back to Pepper P	PD Planner		
Training Registra	tion for NCI Refresher		

- 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.

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Back to Pepper PD	Planner								
Training Registrati	on 😸								
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BESC				~ LOAD					Select All
		-							
E-Mail	User Name     Search	First Name     Search	Last Name	State	Oistrict     Search	Cohort	School	Canyoth	
itaccounts@pps.pat	BennerOA2	Peoper	PD 042	Oregon	Bortland Public Schools	Jearch	BESC		
gioboso1@pps.net	repper QAS	Gretchen	lobson	Oregon	Portland Public Schools		BESC		
mlim@pps.net	mlim	Melissa	Lim	Oregon	Portland Public Schools		BESC		
mposev@pps.net	mposev	Mark	Posev	Oregon	Portland Public Schools		BESC		
jrumfield@pps.net	irumfield	Jennifer	Rumfield Landau	Oregon	Portland Public Schools		BESC	-	
mfarnsworth@pps.net	MalloryFarnsworth	Mallory	Farnsworth	Oregon	Portland Public Schools		BESC		
lsjoquist@pps.net	Leif	Leif	Sjoquist	Oregon	Portland Public Schools		BESC		
ahulet@pps.net	AndreHulet	Andre	Hulet	Oregon	Portland Public Schools		BESC		
ingalsbe@pps.net	MaritaIngalsbe	Marita	Ingalsbe	Oregon	Portland Public Schools		BESC		
hwitt@pps.net	hannahwitt	Hannah	Witt	Oregon	Portland Public Schools		BESC		
💌 🥶 1 - 10 / 1293	(1293) • • 10 ··				SEND NOTIFICAT	IONS AND COMPL	ETION CERTIFICATES	REGISTER SELECTED	STUDENTS



### 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.

Training Regi	stration for NCI Refresher			
Back to Pepp	er PD Planner			
Training Regis	stration 😸			
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E-Mail	User Name	First Name	🗢 Last Name	\$ S
Search	Search	Search	Search	

- 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.

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Back to Pepper PD Pla	inner								
Training Registration	(≝								
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Select School			~						Select All
E-Mail	User Name	First Name	Last Name	State	District	¢ Cohort	School		•
Search	Search	Search	Search	Search	Search	Search	Search	Search	
dcarline1@pps.net	dcarline1	Denetia	Carline	Oregon	Portland Public Schools		Faubion PK-8		
khogan@pps.net	khogan	Kathryn	Hogan	Oregon	Portland Public Schools		Kelly Center		
itaccounts@pps.net	PepperQA3	Pepper	PD-QA3	Oregon	Portland Public Schools		BESC		
gjohnso1@pps.net	gjohnso1	Gretchen	Johnson	Oregon	Portland Public Schools		BESC		
mlim@pps.net	mlim	Melissa	Lim	Oregon	Portland Public Schools		BESC		
mposey@pps.net	mposey	Mark	Posey	Oregon	Portland Public Schools		BESC		
jrumfield@pps.net	jrumfield	Jennifer	Rumfield Landau	Oregon	Portland Public Schools		BESC		
mfarnsworth@pps.net	MalloryFarnsworth	Mallory	Farnsworth	Oregon	Portland Public Schools		BESC		
lsjoquist@pps.net	Leif	Leif	Sjoquist	Oregon	Portland Public Schools		BESC		
📧 🕢 1 - 10 / 12	.(12) 🛞 🖲 10 🗸	]					UNREGISTE	R SELECTED S	TUDENTS



### 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

## 8. Reminder Emails

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

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	<ul> <li>Waitlist</li> </ul>			0
× lsjoquist@pps.net	Waitlist			0



### 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.

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	<ul> <li>Waitlist</li> </ul>			0
× lsioquist@pps.net	Waitlist			0

#### **10.** Mark Attendance

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

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Attended			
	and the second se		4
Attended			4
Waitlist			0
Waitlist			0
Waitlist			0
	Waitlist Waitlist Waitlist	Waitlist□Waitlist□Waitlist□	Waitlist□Waitlist□Waitlist□