

# PD Links

[www.pdlinks.us](http://www.pdlinks.us)



# Manual

Revised by: *Javier Palomar*  
*December 2016*

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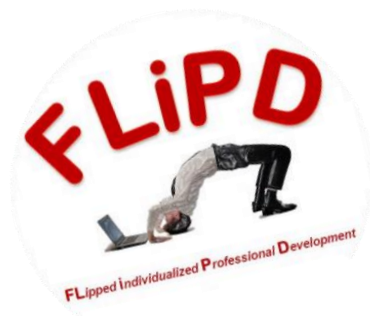
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# INTRODUCTION

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PD Links was created by *AlpenSpruce™* for PSUSD. It was conceptualized by members of the PSUSD staff. Working alongside our ETIS and Professional Development departments, *AlpenSpruce™* was able to create an online professional development management system that main streams our trainings and meetings under one easy to use online program. Going live on July 1, 2015, it continues to be accessed daily and it has over 1800 users in our district. The great thing about this program is that it's available were ever you have access to the web whether it's on your phone, tablet, laptop, or computer. If you have **Staff** access you can easily; register for trainings, consult a Room Calendar to see where a particular event is taking place, be reminded of an upcoming event you have registered for, set up *My subscriptions* to be notified of an event that might interest you, view an *Attendee Task* in our **FLiPD** learning part of **PD Links**. If you have **Facilitator** access you can; create events, request a service like room set up or catering, request subs, manage your registration list and even run reports on your sessions.

In this manual we will discuss those two access levels: **STAFF** & **FACILITATOR**. Since this is a growing system, we will be able to incorporate other features as we see fit to benefit our school district. We are excited you are using this system, and we thank you for it. So with no further ado we welcome you to the future of professional development ... to **PD Links**.





# GETTING STARTED (STAFF ACCESS)

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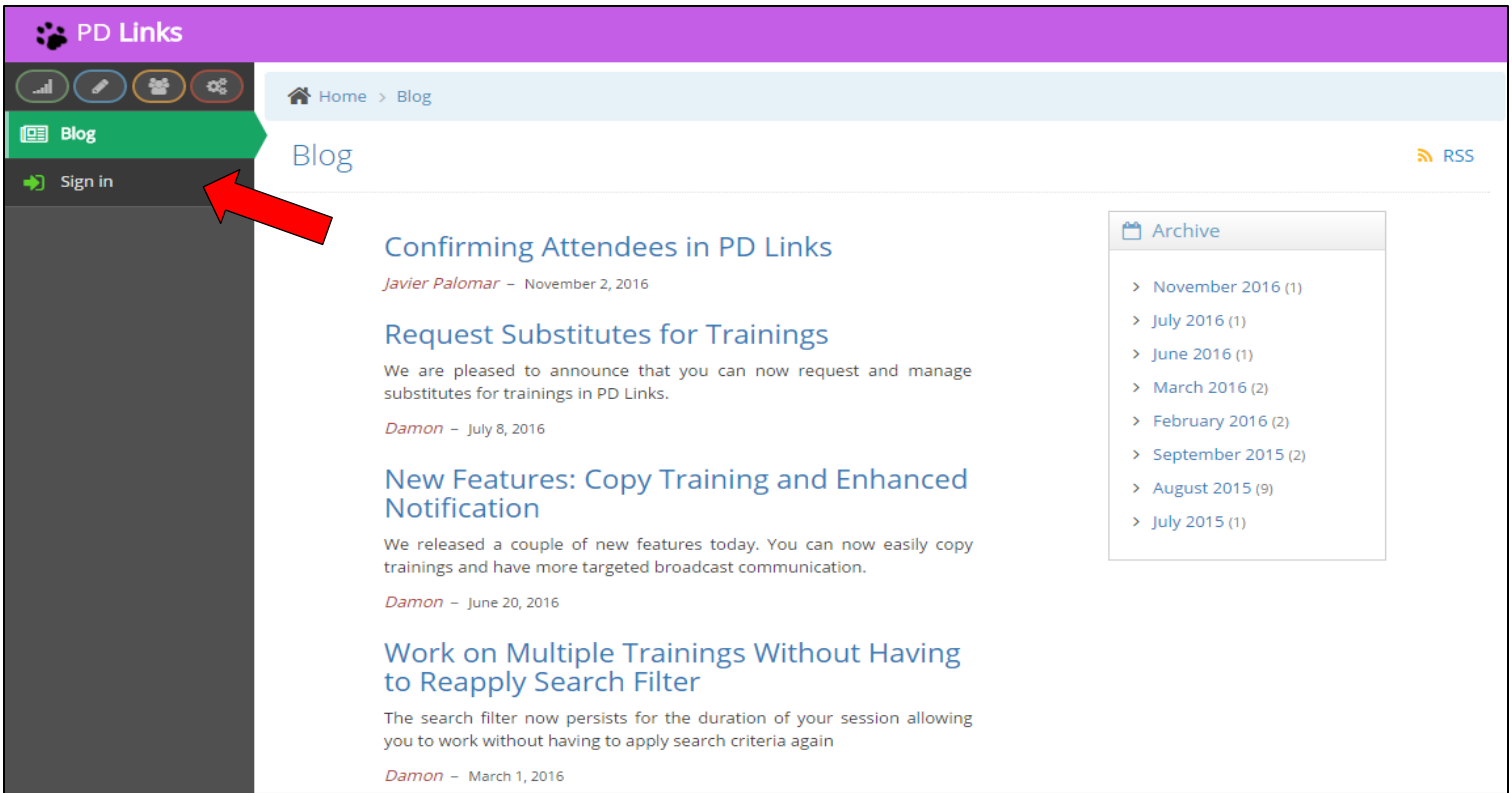
If you have never logged into PD Links before, please follow the instructions below:

## LOGGING INTO PD LINKS FOR THE FIRST TIME

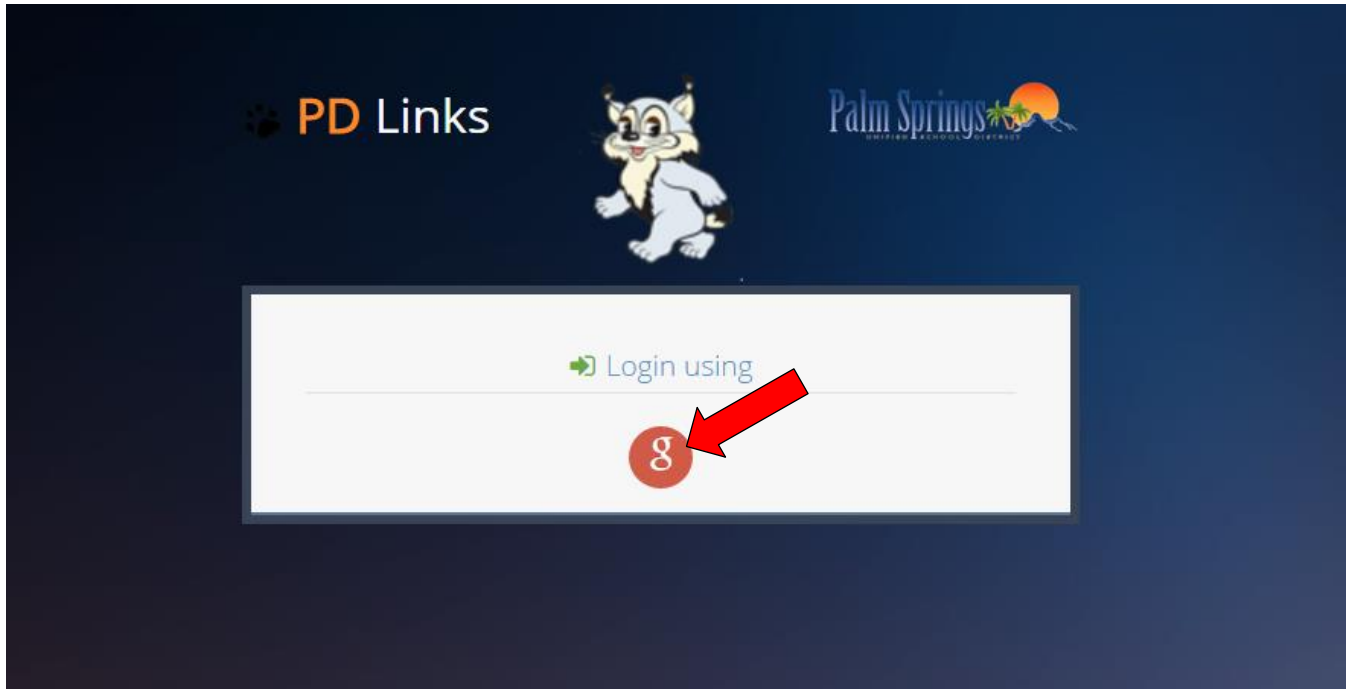
[\[Back to TOC\]](#)

Go to PD Links. You'll find PD Links at [pdlinks.us](http://pdlinks.us)

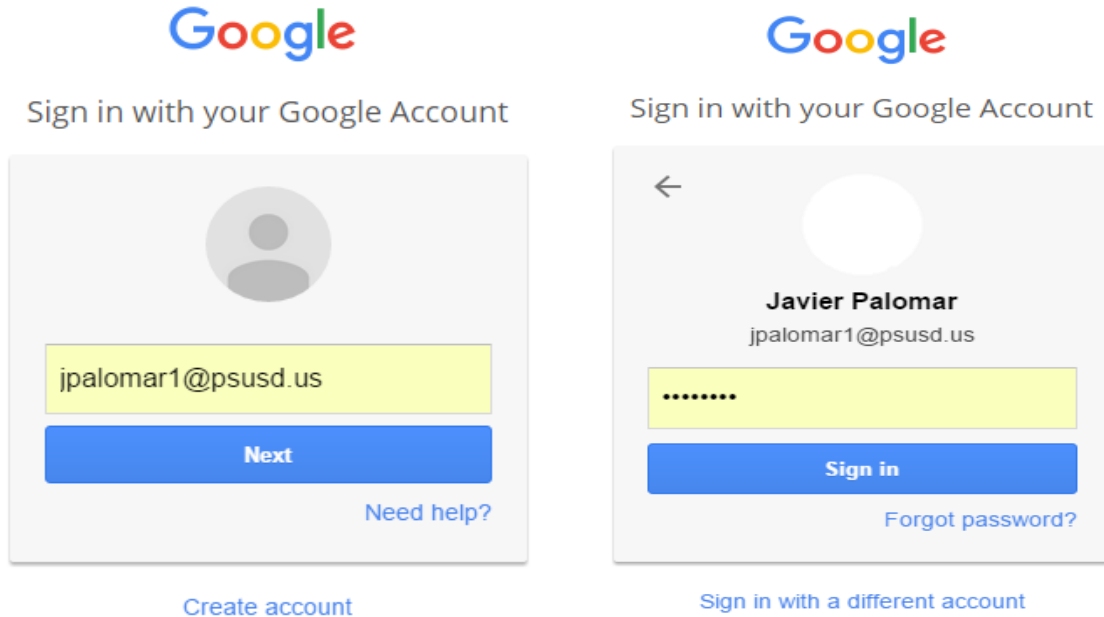
1. Click on *Sign In* tab on upper left hand corner.



2. Click the red “G” Google logo



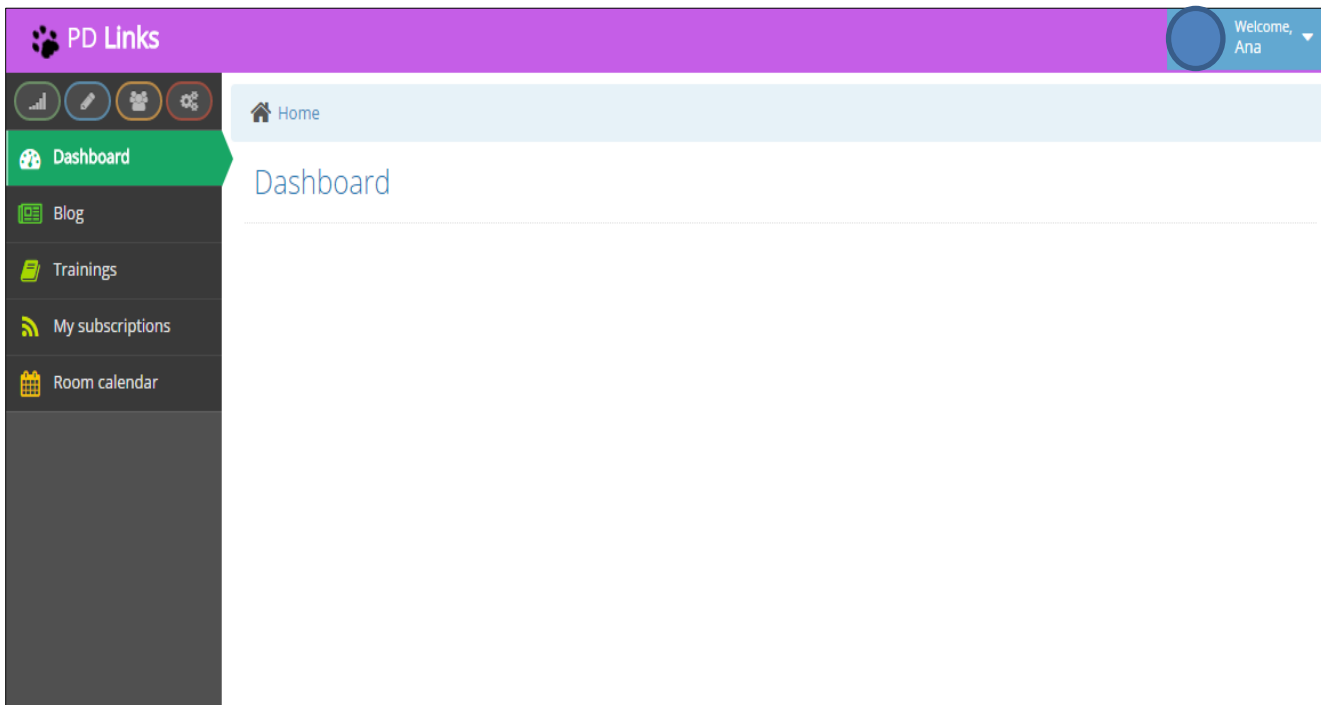
3. You will then be asked to sign into your PSUSD Google account... all permanent employees have a PSUSD Google account 😊



It's your email address, and if you have never utilized this account then the generic password is **psusd123** ... you will need to change this once you are in.

If you cannot get past this Google account step please send me an email at [jpalomar1@psusd.us](mailto:jpalomar1@psusd.us) for assistance.

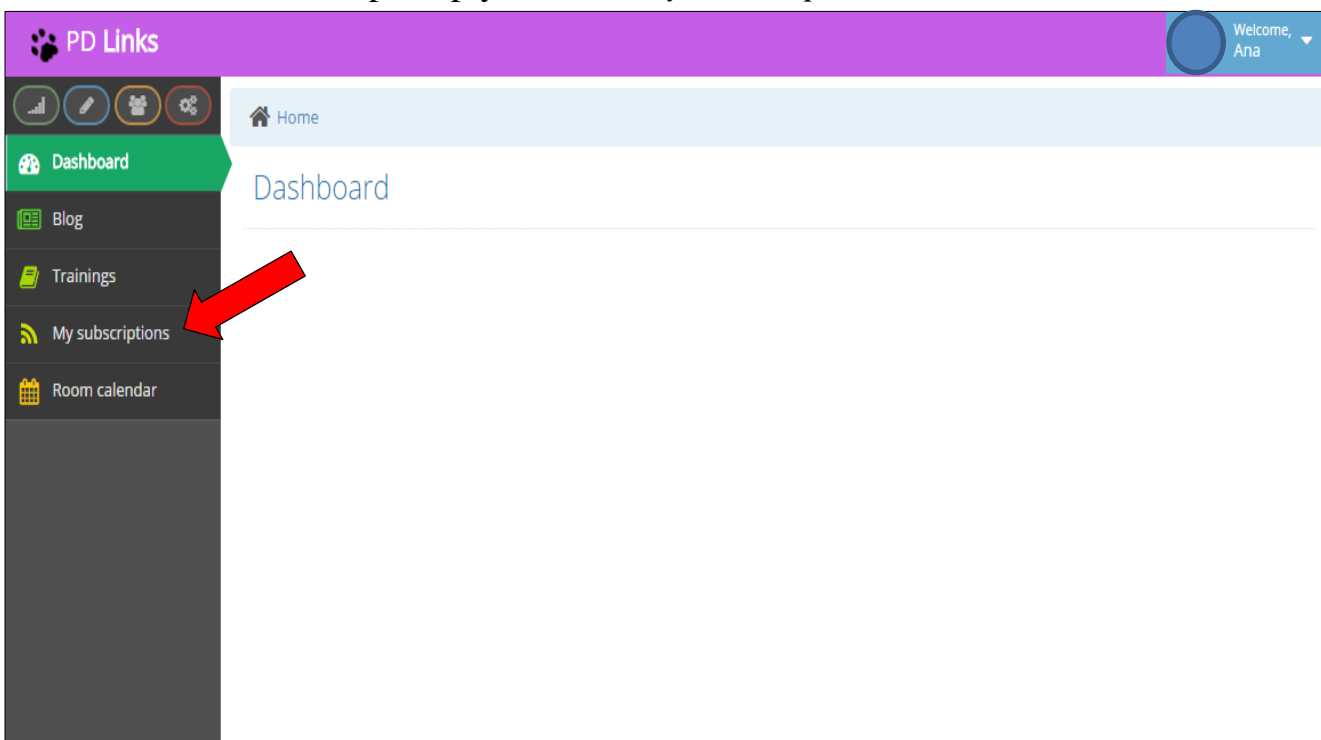
#### 4. Voila! You are in!



## SETTING UP MY SUBSCRIPTIONS

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Once you're in, it would be advisable to set up your subscriptions. You can always go back and do it later. To set them up simply click on *My Subscription* tab:



Then just click on the topics that interest you or pertain to your field so you can be notified by email when any trainings in your selected subscriptions have opened up in **PD Links**.

The screenshot displays the 'My subscriptions' page in the PD Links application. The interface includes a purple header with the PD Links logo and a user profile for 'Ana'. A dark sidebar on the left provides navigation for various sections. The main content area features a table of subscription topics, each with a checkbox for selection.

Topic	
Administrators-Combined	<input type="checkbox"/>
Administrators-Elementary	<input type="checkbox"/>
Administrators-Secondary	<input type="checkbox"/>
Assessment-Accountability	<input type="checkbox"/>
Digital_Storytelling	<input type="checkbox"/>
Early_Childhood	<input type="checkbox"/>
Early_Literacy	<input type="checkbox"/>
ELL	<input type="checkbox"/>
Galaxy-Financial	<input type="checkbox"/>
Galaxy-Purchasing	<input type="checkbox"/>
GATE	<input type="checkbox"/>
Literacy-Elementary	<input type="checkbox"/>
Literacy-Secondary	<input type="checkbox"/>
Math-Elementary	<input type="checkbox"/>
Math-Secondary	<input type="checkbox"/>
Mental_Health	<input type="checkbox"/>
New_Teachers	<input type="checkbox"/>
Nutrition	<input type="checkbox"/>
Science-Elementary	<input type="checkbox"/>
Science-Secondary	<input type="checkbox"/>
Social_Science	<input type="checkbox"/>
Special_Education	<input type="checkbox"/>
Student_Services	<input type="checkbox"/>
Summer_2016_Common_Core_Conference	<input type="checkbox"/>
Synergy	<input type="checkbox"/>
Technology-Education	<input type="checkbox"/>
Visual_Performing_Arts	<input type="checkbox"/>

PD Links © 2015

# BLOG TAB

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This is an informational tool for the *Facilitators* of this program. In it you will find how-to videos, instructional manuals like this one and other information regarding updates on the program. The updated information will always appear first, since its date sensitive. Make sure you check out our *Blog* tab periodically.

PD Links

Welcome, Ana

Home > Blog

Blog

RSS

**Confirming Attendees in PD Links**  
*Javier Palomar* - November 2, 2016

**Request Substitutes for Trainings**  
 We are pleased to announce that you can now request and manage substitutes for trainings in PD Links.  
*Damon* - July 8, 2016

**New Features: Copy Training and Enhanced Notification**  
 We released a couple of new features today. You can now easily copy trainings and have more targeted broadcast communication.  
*Damon* - June 20, 2016

**Work on Multiple Trainings Without Having to Reapply Search Filter**  
 The search filter now persists for the duration of your session allowing you to work without having to apply search criteria again  
*Damon* - March 1, 2016

**Easily Accessible Room Calendar**  
 Easy access to the global room calendar  
*Damon* - March 1, 2016

**Improved Search Date Filter**  
 We improved the search date filter so that training (and meeting) time slots must explicitly be contained within the range.  
*Damon* - February 29, 2016

**Print Your Training Attendance List**  
 Print your training attendance lists  
*Damon* - February 29, 2016

**Easier Room Scheduling with Google Calendar**  
 We've made scheduling rooms easier by integrating Google calendar  
*Damon* - September 15, 2015

**Use Filters to Find Trainings**  
 Use filters to find trainings of interest to you  
*Damon* - September 3, 2015

**Email All Attendees**  
 Facilitators and Managers (and admins) can now email all attendees.  
*Damon* - August 28, 2015

Archive

- > November 2016 (1)
- > July 2016 (1)
- > June 2016 (1)
- > March 2016 (2)
- > February 2016 (2)
- > September 2015 (2)
- > August 2015 (9)
- > July 2015 (1)

1 2 Next > Last >



# FINDING AND REGISTERING FOR A TRAINING

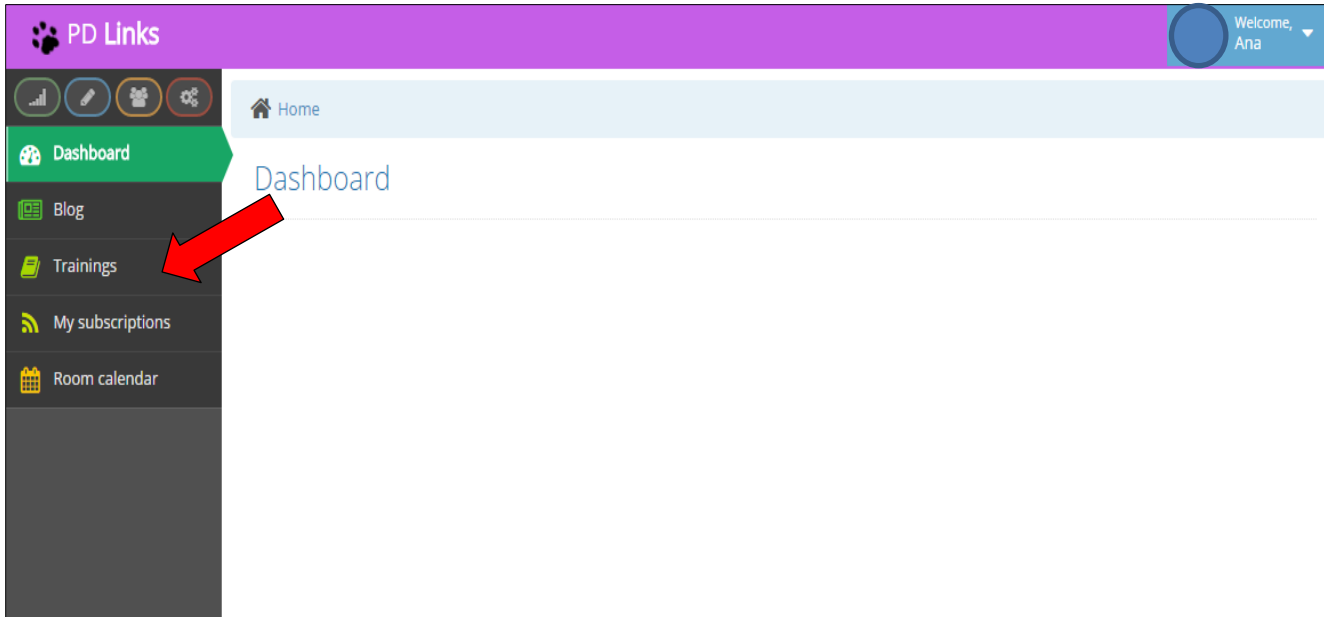
[\[Back to TOC\]](#)

## FINDING A TRAINING

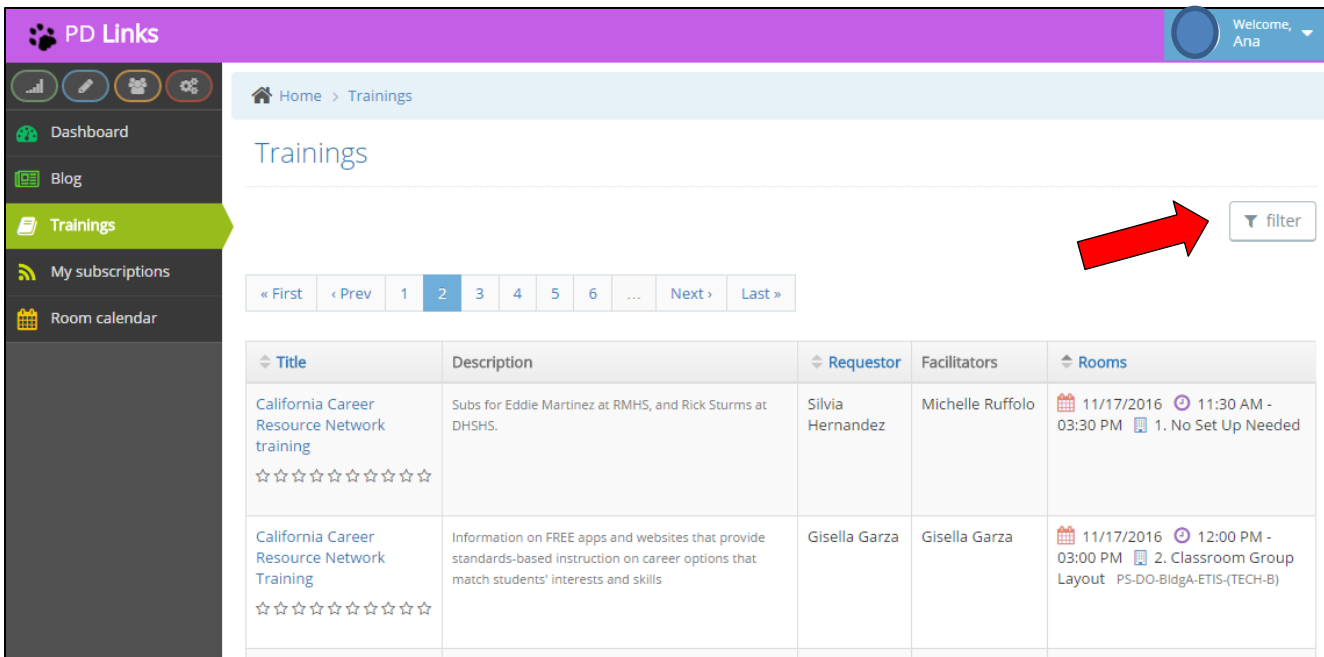
[\[Back to TOC\]](#)

Once you've logged in:

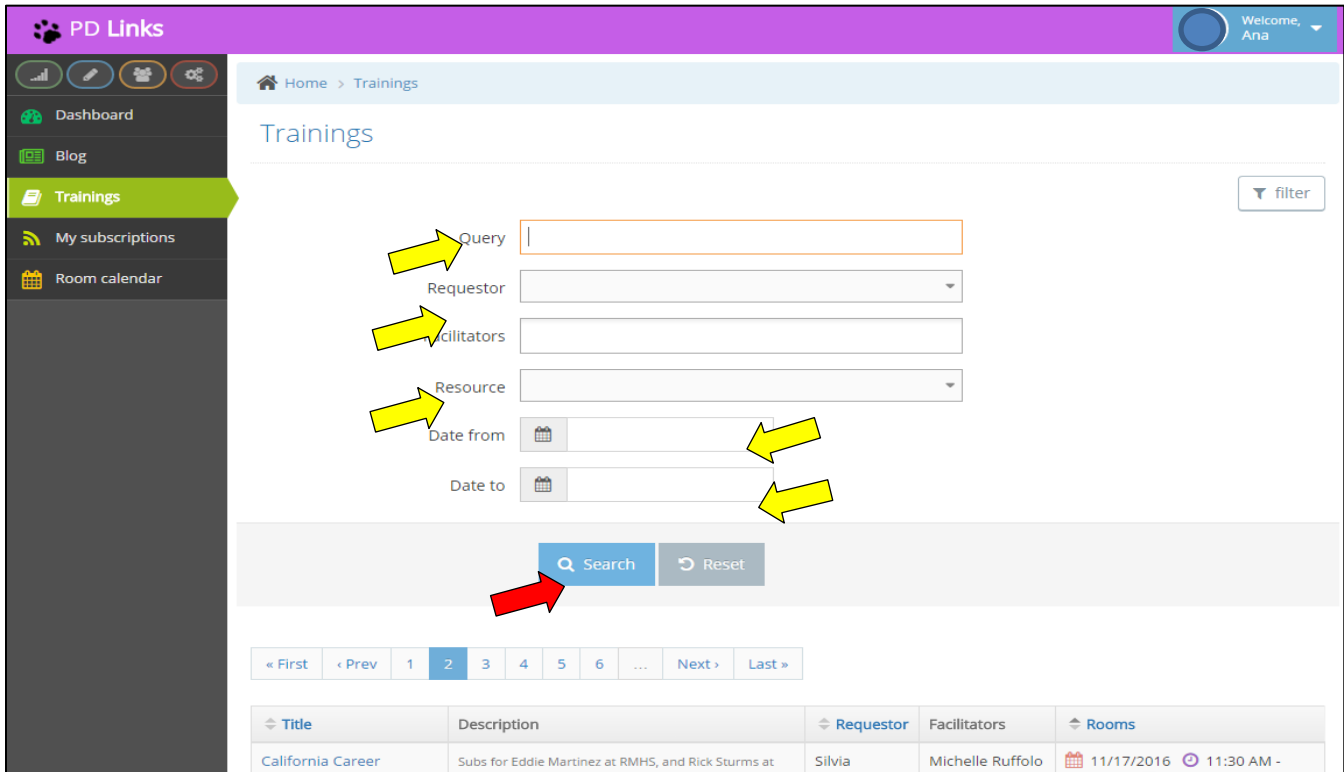
1. Click on the *Trainings* tab



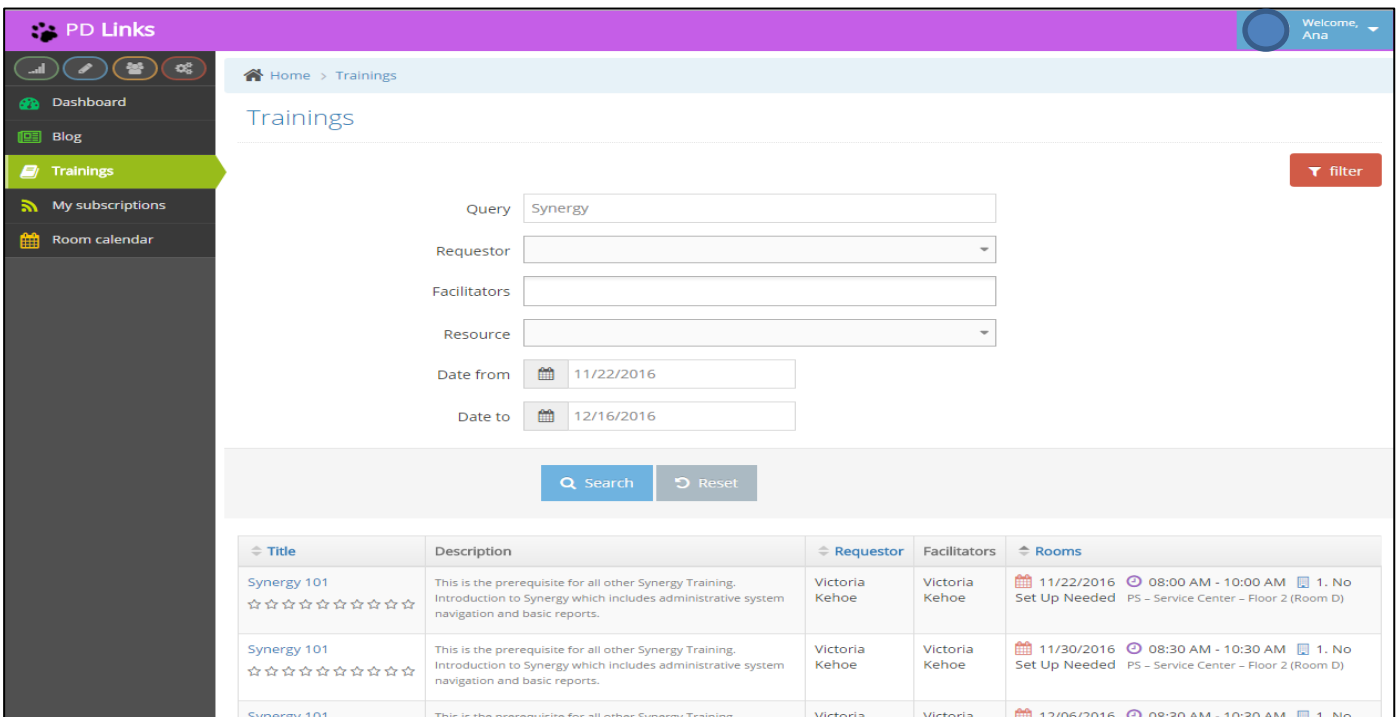
2. Click on *Filter*



3. You can look trainings up by *Query* (title), *Requestor* or *Facilitator* (person that created the event), *Resource* (training room), or *Date From & Date To*. You can also do a combination of any of these. Then click *Search*



4. You will then get a list of trainings fitting your search parameters. *If a training no longer appears in the search it's because the training is full, the registration period has lapsed, it has been removed from PD Links or its restricted to a specific audience)*



# REGISTERING FOR A TRAINING

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Once you find a training, to register:

1. Click on the title of the training

The screenshot shows the 'PD Links' interface with a sidebar on the left containing 'Dashboard', 'Blog', 'Trainings', 'My subscriptions', and 'Room calendar'. The main content area is titled 'Trainings' and contains a table with the following data:

Title	Description	Status	Requestor	Facilitators	Rooms
Synergy 101 ☆☆☆☆☆☆☆☆	This is the prerequisite for all other Synergy Training. Introduction to Synergy which includes administrative system navigation and basic reports.	approved	Victoria Kehoe	Victoria Kehoe	11/22/2016 08:00 AM - 10:00 AM 1. No Set Up Needed PS - Service Center - Floor 2 (Room D)
Synergy 101 ☆☆☆☆☆☆☆☆	This is the prerequisite for all other Synergy Training. Introduction to Synergy which includes administrative system navigation and basic reports.	approved	Victoria Kehoe	Victoria Kehoe	11/30/2016 08:30 AM - 10:30 AM 1. No Set Up Needed PS - Service Center - Floor 2 (Room D)
Synergy 101 ☆☆☆☆☆☆☆☆	This is the prerequisite for all other Synergy Training. Introduction to Synergy which includes administrative system navigation and basic reports.	approved	Victoria Kehoe	Victoria Kehoe	12/06/2016 08:30 AM - 10:30 AM 1. No Set Up Needed PS - Service Center - Floor 2 (Room D)

\* This action will automatically take you to the main page of the training. There you'll be able to see all details on the training like; *Guest Speaker*, *Description* of the training, *Intended audience*, *Materials To Bring*, if it's a paid training, if subs will be provided, who's the person that requested or will be the facilitator of the event so you can reach if you have any questions. Also under *Attachments*, you'll even be able to download agendas or worksheets, if any, that you'll need for the training. (See picture on the next page)

## 2. Click green *Register!* button

PD Links

Welcome, Ana

Home > Trainings > Synergy 101

Synergy 101

attendees list register! Copy Training

State	approved
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆
Your rating	Can't rate this event yet
Cost	\$0
Max participants	15
Waitlist size	5
Register within	
Options	<input type="checkbox"/> Required
Credit	
Paid	
Subst. provided	
Topics	
Guest speaker's name	
Guest speaker's email	

Description: This is the prerequisite for all other Synergy Training. Introduction to Synergy which includes administrative system navigation and basic reports.

Intended audience: Front office staff

Materials to bring: Pen and paper for note-taking.

Requestor	Victoria Kehoe
1 Facilitator	Victoria Kehoe
Created	11/15/2016 07:53:09 AM
Updated	11/15/2016 08:31:56 AM
Submitted	11/15/2016 07:54:31 AM Victoria Kehoe
Approved	11/15/2016 08:31:56 AM Barbara Anglin

Attendee Tasks: There are no tasks.

Time and Rooms

Day 1

11/22/2016	PS - Service Center - Floor 2 (Room D)
08:00 AM - 10:00 AM	
1. No Set Up Needed	

Overlapping Events

Title	Requestor	Time
Extension of Suspension Meeting	Laurie Gibson	08:00 AM - 09:30 AM
H.R. Testing	Olivia Castellanos	08:00 AM - 11:00 AM

Services

M&O'S MANDATORY RESERVATION FORM FOR THE SERVICE CENTER ROOMS

11/22/2016 approved more details...

Substitutes

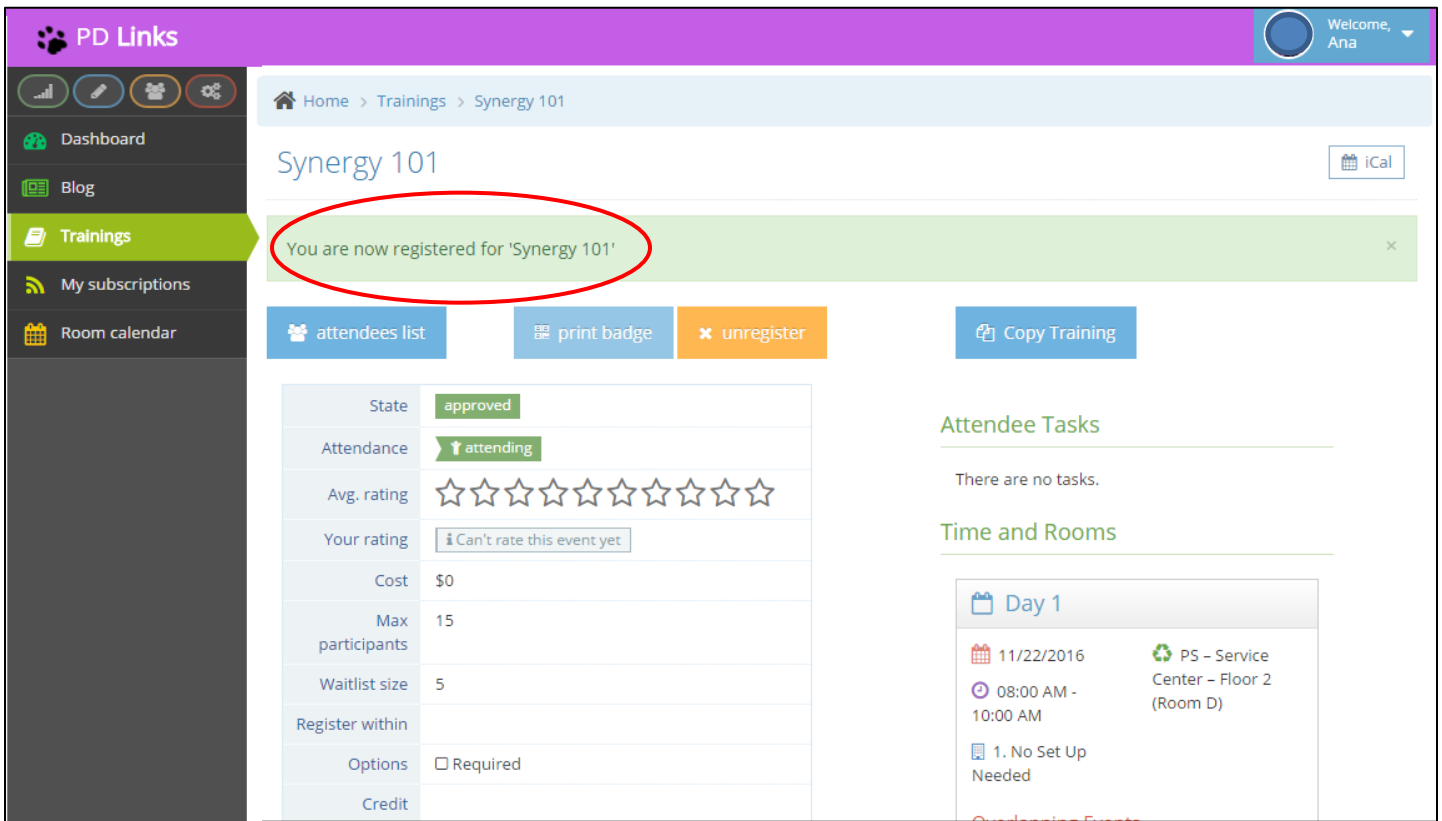
Audience restrictions

Attachments

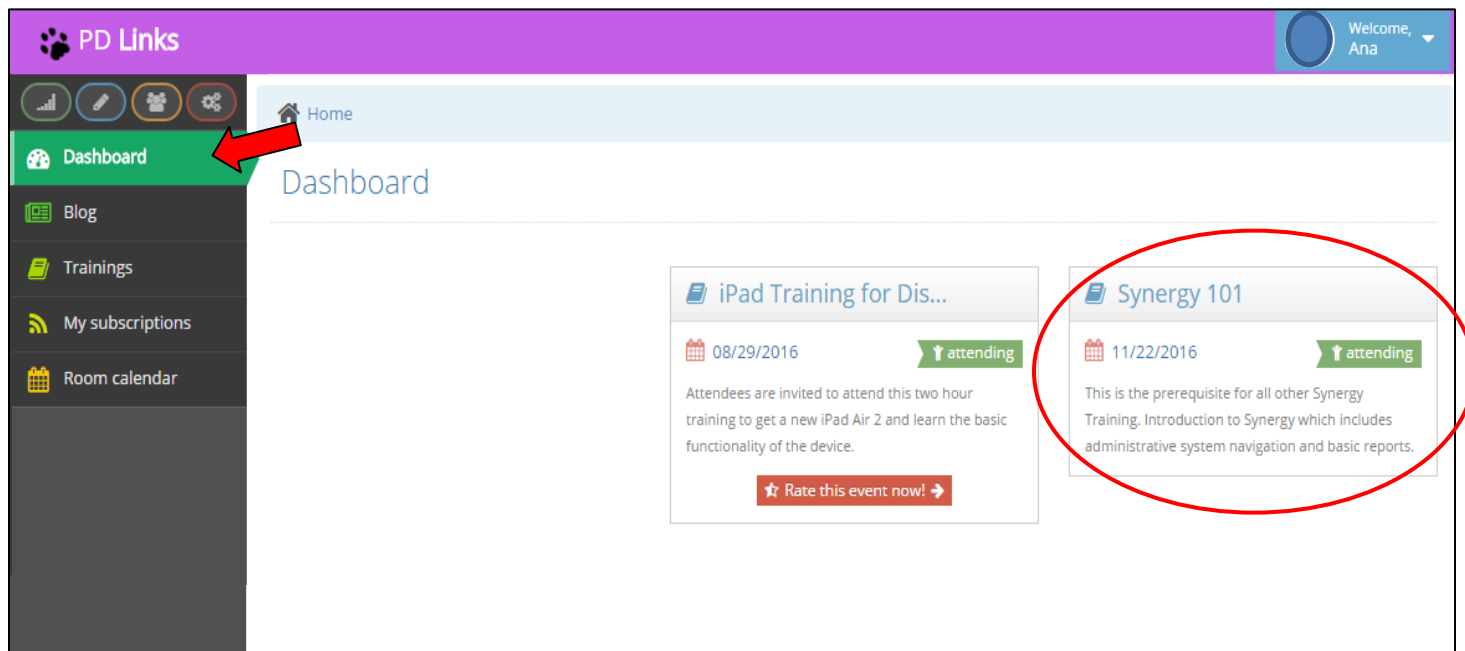
Title		
Agenda (78.8 KB)		

PD Links © 2015

3. You'll then see a confirmation as the one shown here



You can also see any training you've attended or are registered to attend by clicking on the *Dashboard* tab. You will also get an automatic email before the event reminding you of your upcoming training.



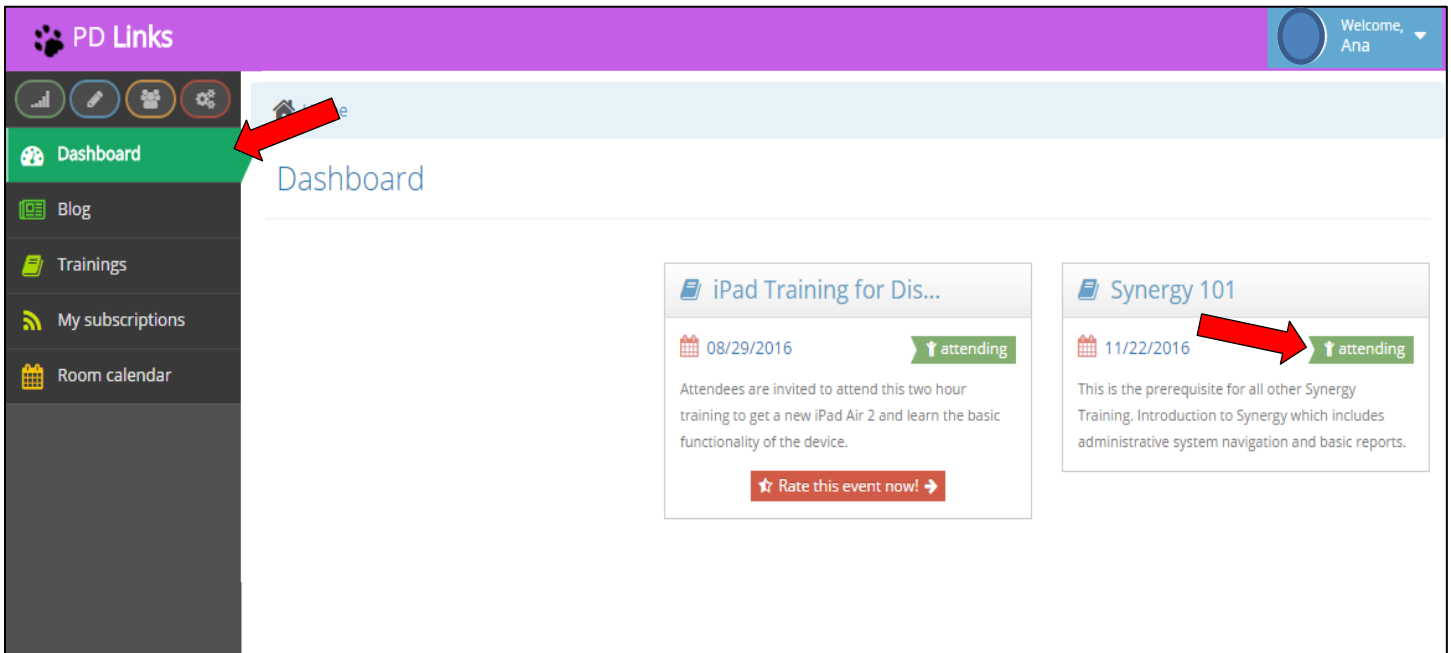


# UNREGISTER FROM A TRAINING

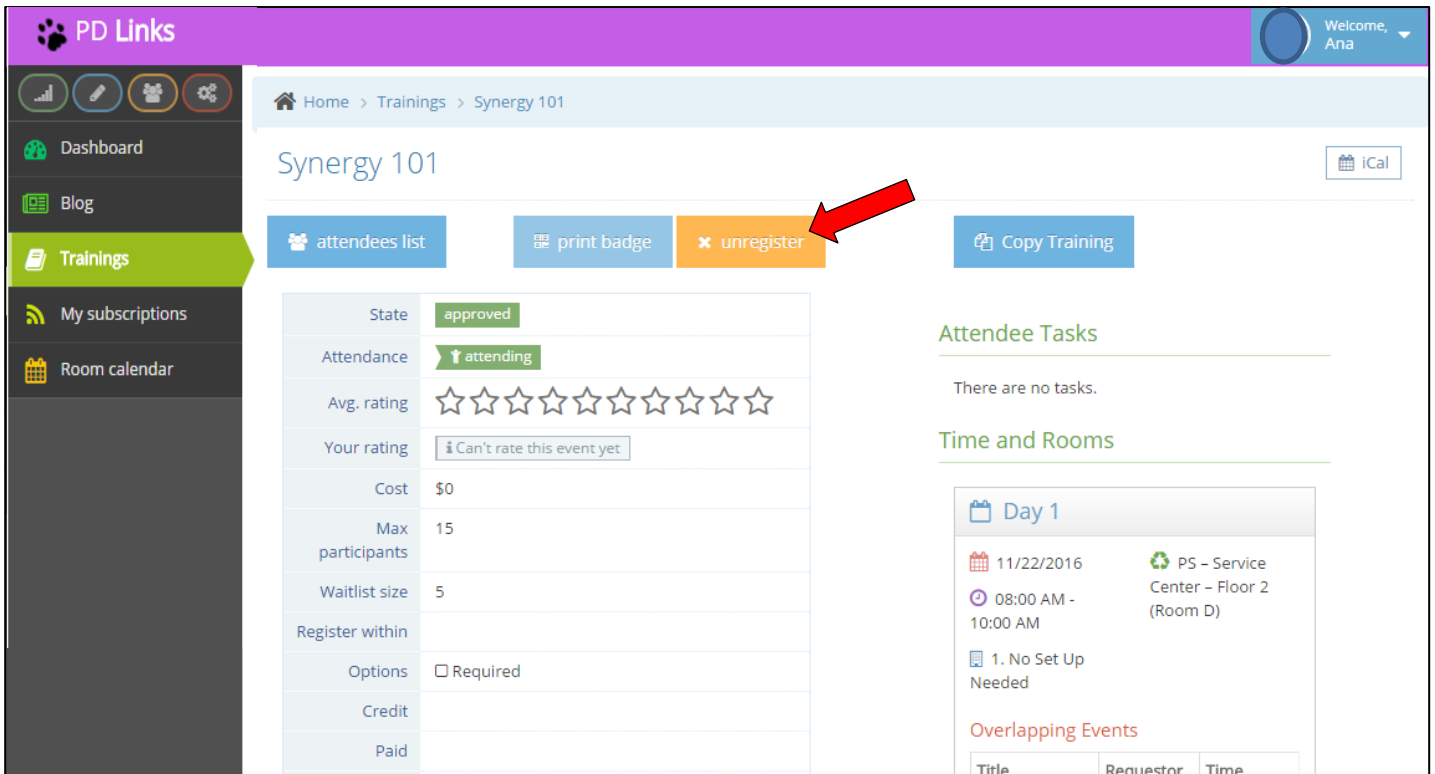
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To unregister from a training:

1. Simply go to your *Dashboard* tab and click on the green *attending* ribbon.



2. This will take you to the main page of the training where you will simply click the orange *unregister* button to unregister.



- You'll then see a confirmation as it's shown below (you will also receive an email confirming you have unregistered). The training will also disappear from your *Dashboard*.

PD Links

Welcome, Ana

Home > Trainings > Synergy 101

Synergy 101

You have been unregistered from 'Synergy 101'

attendees list register! Copy Training

State	approved
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆
Your rating	Can't rate this event yet
Cost	\$0
Max participants	15
Waitlist size	5
Register within	
Options	<input type="checkbox"/> Required

Attendee Tasks

There are no tasks.

Time and Rooms

Day 1

11/22/2016	PS - Service Center - Floor 2 (Room D)
08:00 AM - 10:00 AM	
1. No Set Up Needed	

PD Links

Welcome, Ana

Home

Dashboard

iPad Training for Dis...

08/29/2016 attending

Attendees are invited to attend this two hour training to get a new iPad Air 2 and learn the basic functionality of the device.

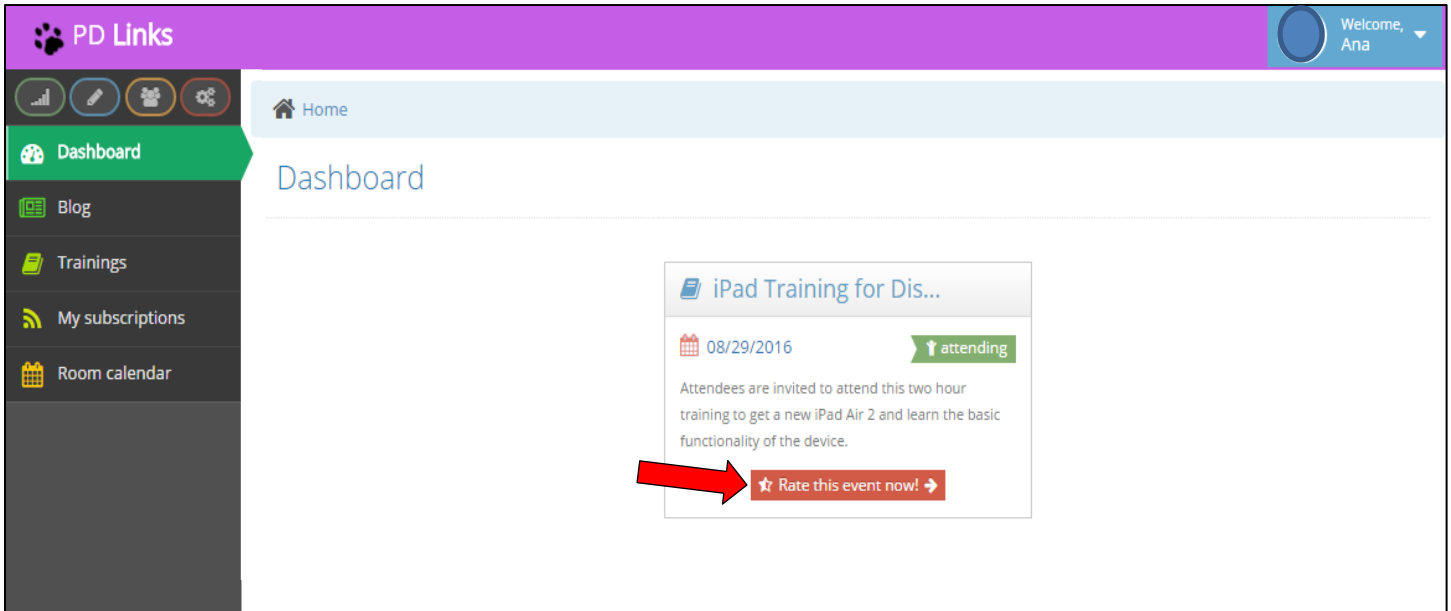
Rate this event now! →

# RATING YOUR TRAINING

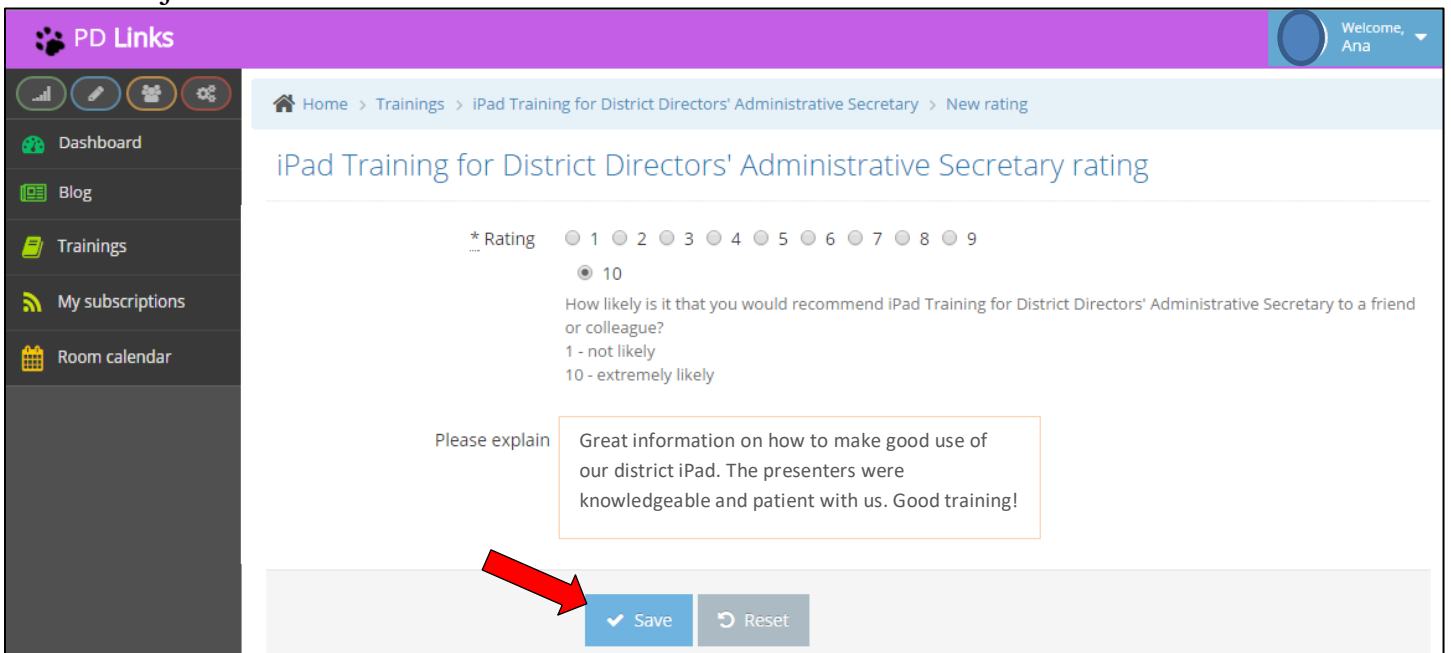
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It is important to rate all trainings you attend. This will help our presenters, facilitators and our Professional Development Department better serve your needs. Rating of a specific training is available after set training has been held. So please don't forget to go to your Dashboard tab and follow these simple steps:

1. Go to your *Dashboard* tab and click on the red **Rate this event now!** button.



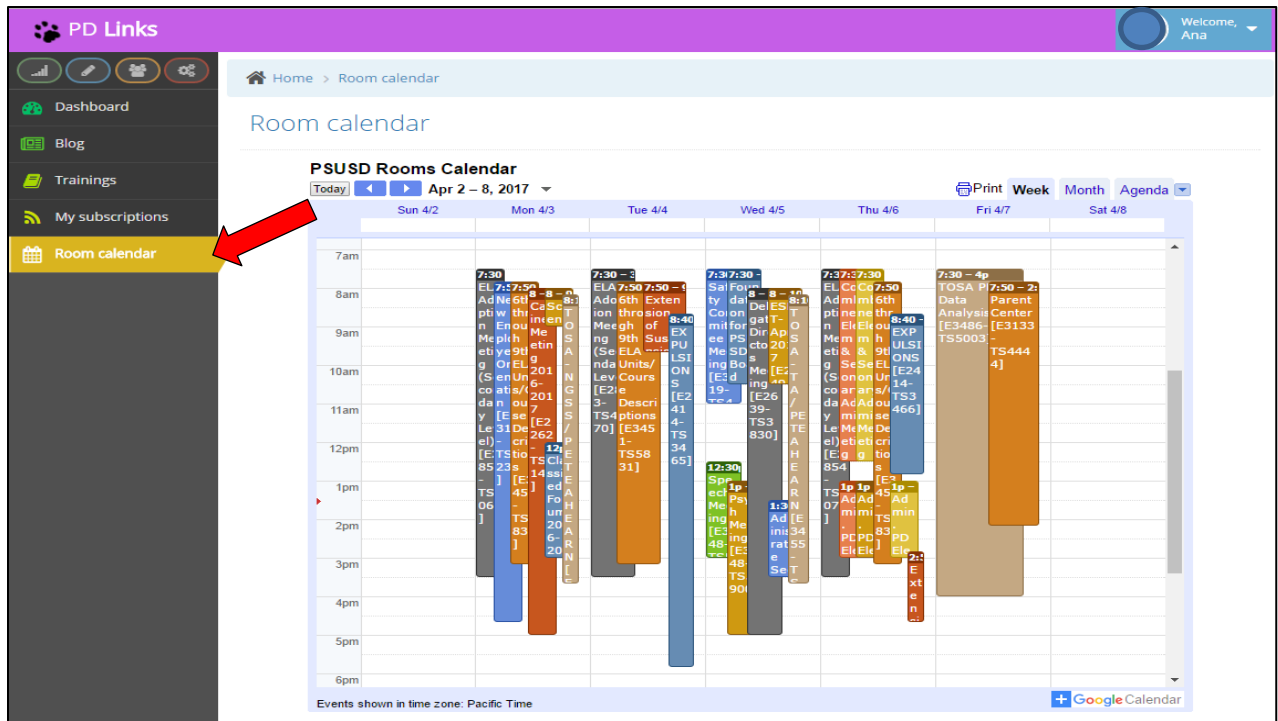
2. Then rate it by choosing a 1 through 10 and adding an explanation if you would like, after that just click the **Save** button



# ROOM CALENDAR

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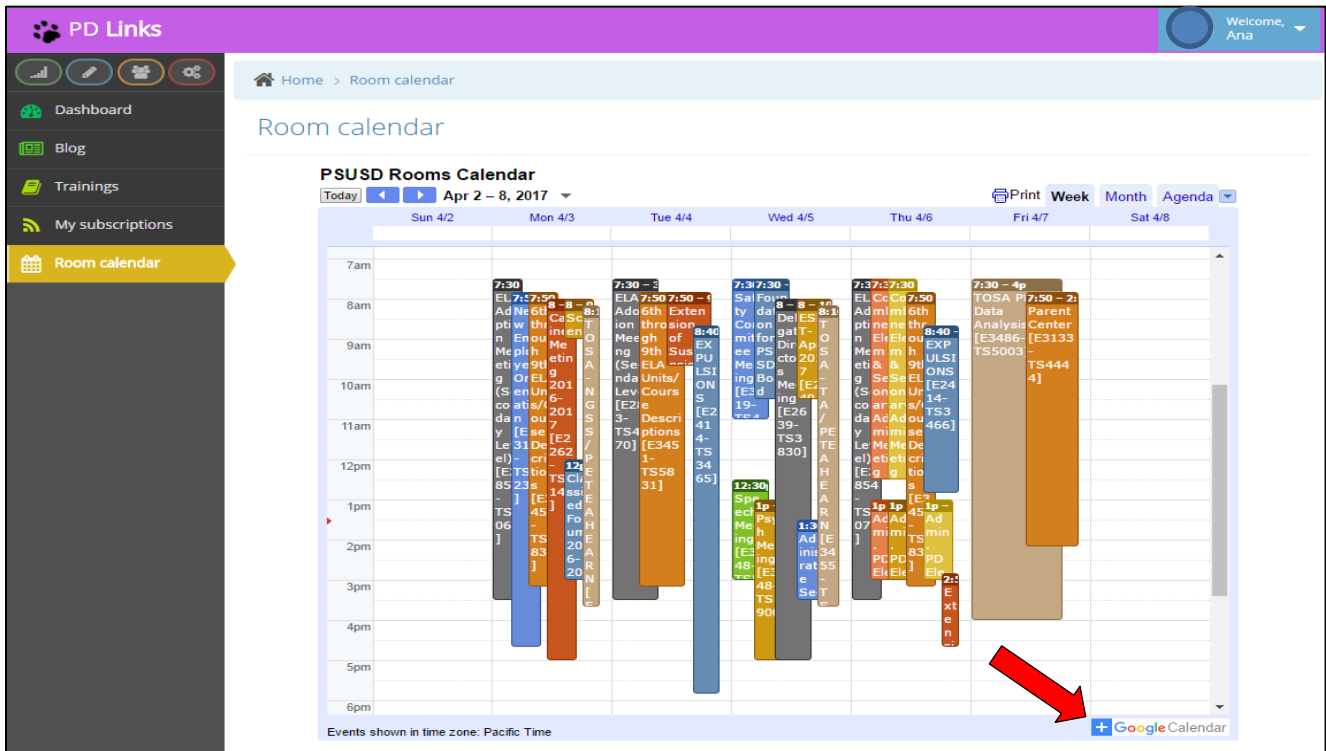
You can see all the events booked in PD Links at any given week or month simply by clicking the *Room Calendar* tab



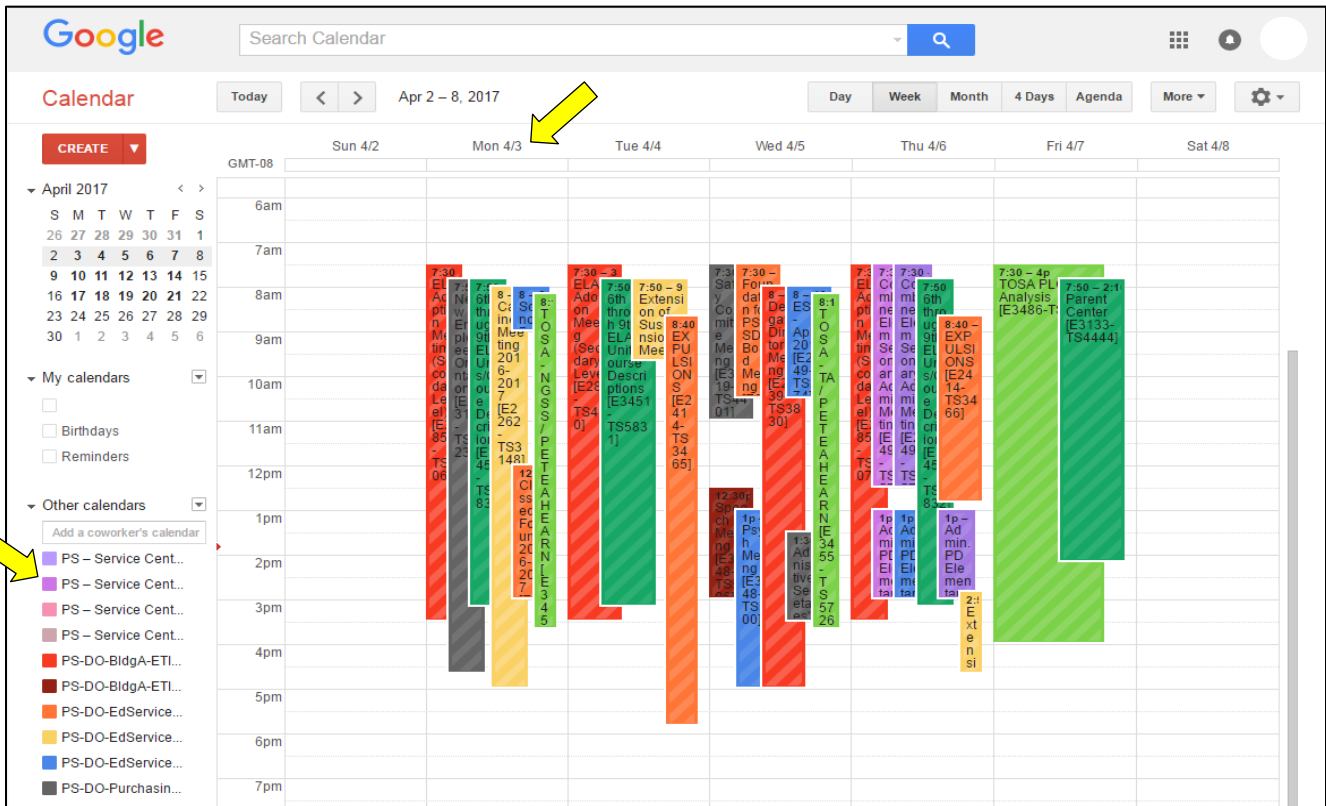
To know what each color represents, just click on agenda (*this is only an informational tool, no registration or room booking can be done on this tab*).



To have a larger view of this calendar simply click the +Google Calendar button on the bottom right hand corner to link this calendar to your Google Calendar.



This will allow you to have a day by day look by clicking on the day and change the colors of the rooms for your own reference.





# CREATING EVENTS, RESERVING ROOMS, REQUESTING SUBS, & OTHER SERVICES IN PD LINKS (FACILITATOR ACCESS)

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PD Links was conceptualized to mainstream our Professional Development events under a one stop shop. As we continue to expand, more services will be added.

We will now review our step by step process on how to use this program and its features to its full potential.

## CREATING EVENTS: MEETINGS

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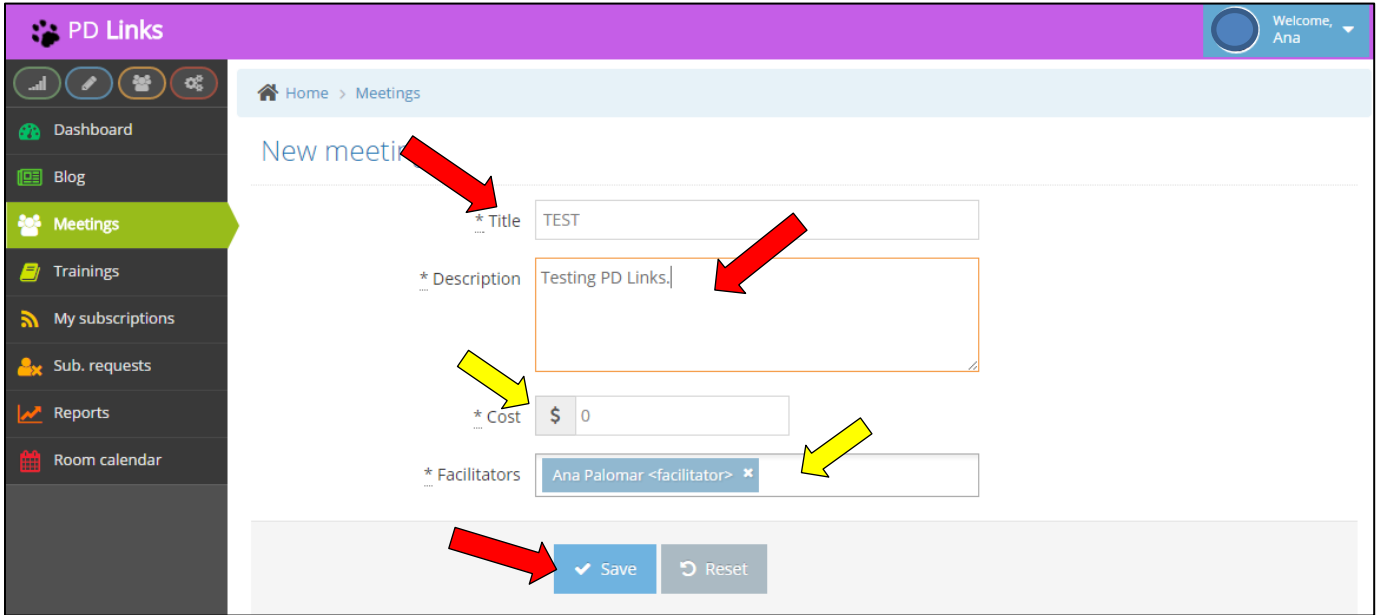
The *Meetings* tab has the purpose of reserving a location to meet. It's also used when you need to reserve subs for an event taking place at a school site (see page 64 for instructions on *School Site Sub Request*). We will now go through step by step on how to use this tab:

1. Click the *Meetings* tab then click the *Add* button

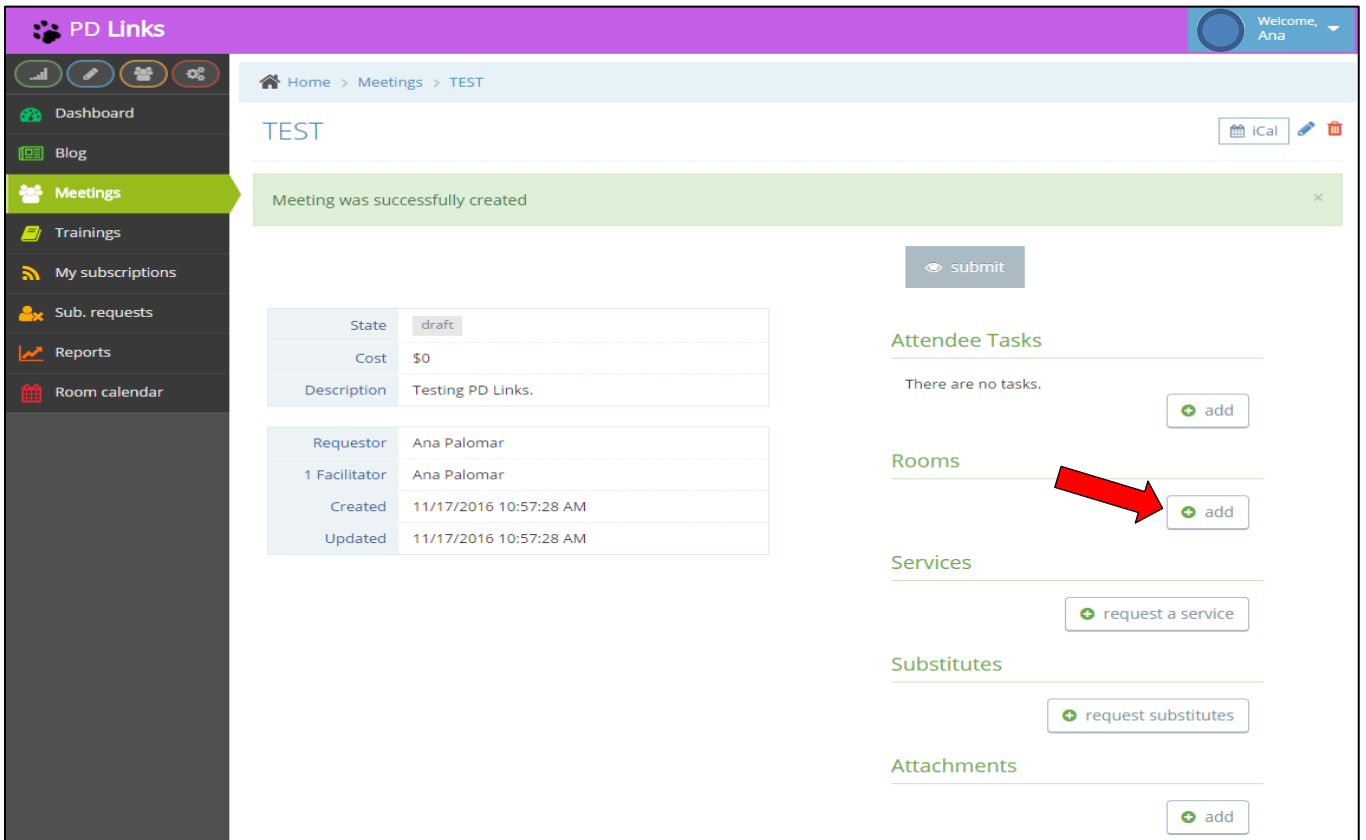
Title	Description	Status	Requestor	Facilitators	Rooms
Student Services Retreat	Student Services Retreat	approved	Barbara Anglin	Ana Palomar	07/01/2015 08:00 AM - 04:00 PM PS-DO-EdServices-Floor2-(ESTR)
Assessment and Data Planning	Assessment and Data Planning division meeting	approved	Barbara Anglin	Barbara Anglin	07/06/2015 09:00 AM - 10:00 AM PS-DO-EdServices-Floor2-(ESTR)
PD Links for Facilitators	Learn how use PD Links if you are an identified Facilitator	approved	Barbara Anglin	Barbara Anglin	07/07/2015 07:00 AM - 08:00 AM PS-DO-EdServices-Floor2-(ESTR)
Fabulous PD Links Meeting	This meeting is to orientate you to the new PD Links	anceled	Barbara Anglin	Barbara Anglin	07/07/2015 08:00 AM - 09:00 AM PS-DO-EdServices-Floor2-(ESTR)

2. Fill out the required fields then click the *Save* button.

*Cost can help you keep track of cost to your department if any; this field is optional. Additional Facilitators can be added to the meeting, facilitators have access to edit description and add services at any time prior to the event taking place.*



3. Under *Rooms*, click *add* button

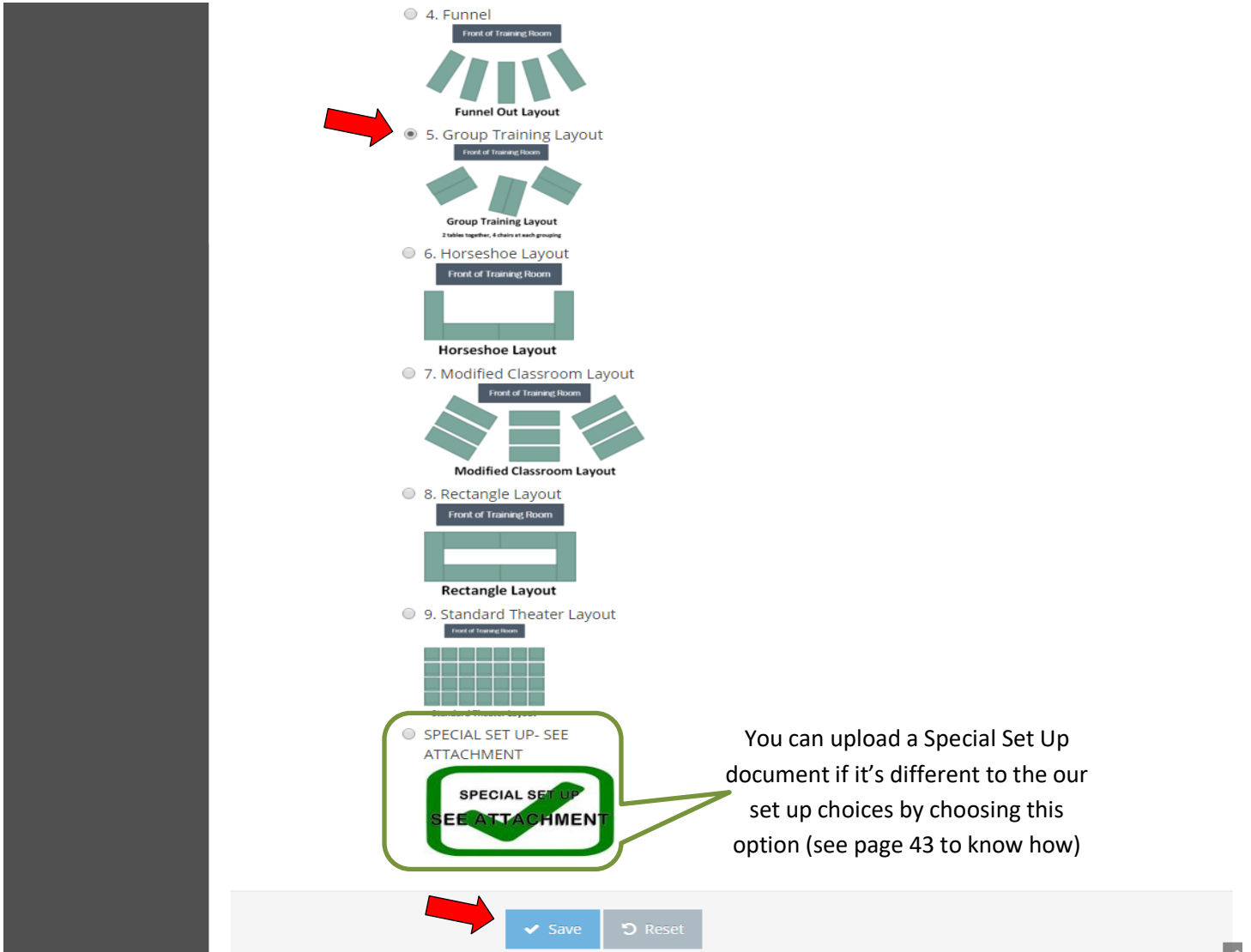


4. You will now fill out all required fields, Date, Start time, Duration, Set up & Teardown Duration are all required. Set up & Teardown are to reserve the room before or after your start and end time. If you don't need extra time, enter 0:00 in those fields. Available rooms will be in green; rooms not available will be in red.

**Overlapping Events**

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM

*Make sure you check any overlapping events to insure that your intended audience will be available for your event.*



You can upload a Special Set Up document if it's different to the our set up choices by choosing this option (see page 43 to know how)

5. Choose the set up or *Room Configuration* you desire (if you don't require a set up, please chose option 1. *No Set Up Needed*) then click the *Save* button.

*\* If your Meeting will have multiple days, repeat steps 3-5 for each day or create separate events for each day in which case participants would have to register for each day separately.*

6. Under Services, click Request A Service

PD Links

Welcome, Ana

Home > Meetings > TEST

TEST

Room was successfully created

submit

State	draft
Cost	\$0
Description	Testing PD Links.

Requestor	Ana Palomar
1 Facilitator	Ana Palomar
Created	11/17/2016 10:57:28 AM
Updated	11/17/2016 01:12:46 PM

Attendee Tasks

There are no tasks.

add

Rooms

Day 1

11/23/2016 07:30 AM - 03:00 PM PS-DO-EdServices-Floor1-(Board)

5. Group Training Layout

Overlapping Events

Title	Requestor	Time
ESLT-November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madiyn Parker	07:30 AM - 09:00 AM

add

Services

request a service

Substitutes

request substitutes

Attachments

add

***This step is required as it sends your reservation to be approved first by the respective contact person who will provide a copy of your request to the appropriate custodian (even if there is No Room Set-Up Needed). Your request will not be approved by the PD Department until Services for Room Set Up / No Room Set-Up have been approved.***

PD Links © 2015



7. Choose an *Event Service*

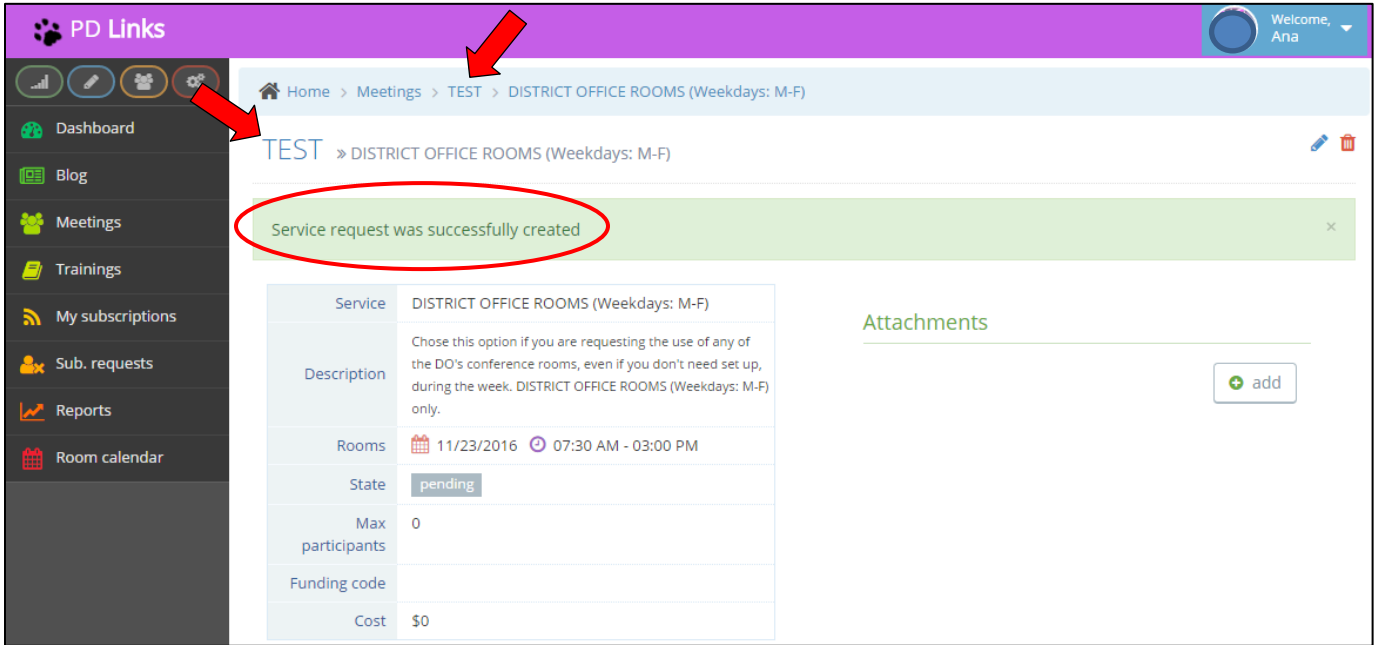
- Choose **DISTRICT OFFICE ROOMS (Weekdays: M-F)** if you are requesting the use of any of the DO's conference rooms during the week, even if you don't need set up.
- Choose **DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL** if you are requesting the use of any of the Service Center and Farrell conference rooms or any of the DO's conference rooms on the weekend, even if you don't need set up.

The screenshot shows the 'New service request' form in the PD Links system. The 'Event service' dropdown menu is open, displaying two options: 'DISTRICT OFFICE ROOMS (Weekdays: M-F)' and 'DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL'. The 'Rooms' field is empty, the 'Instructions' field is empty, and the 'Funding code' field is empty. At the bottom of the form, there are 'Save' and 'Reset' buttons.

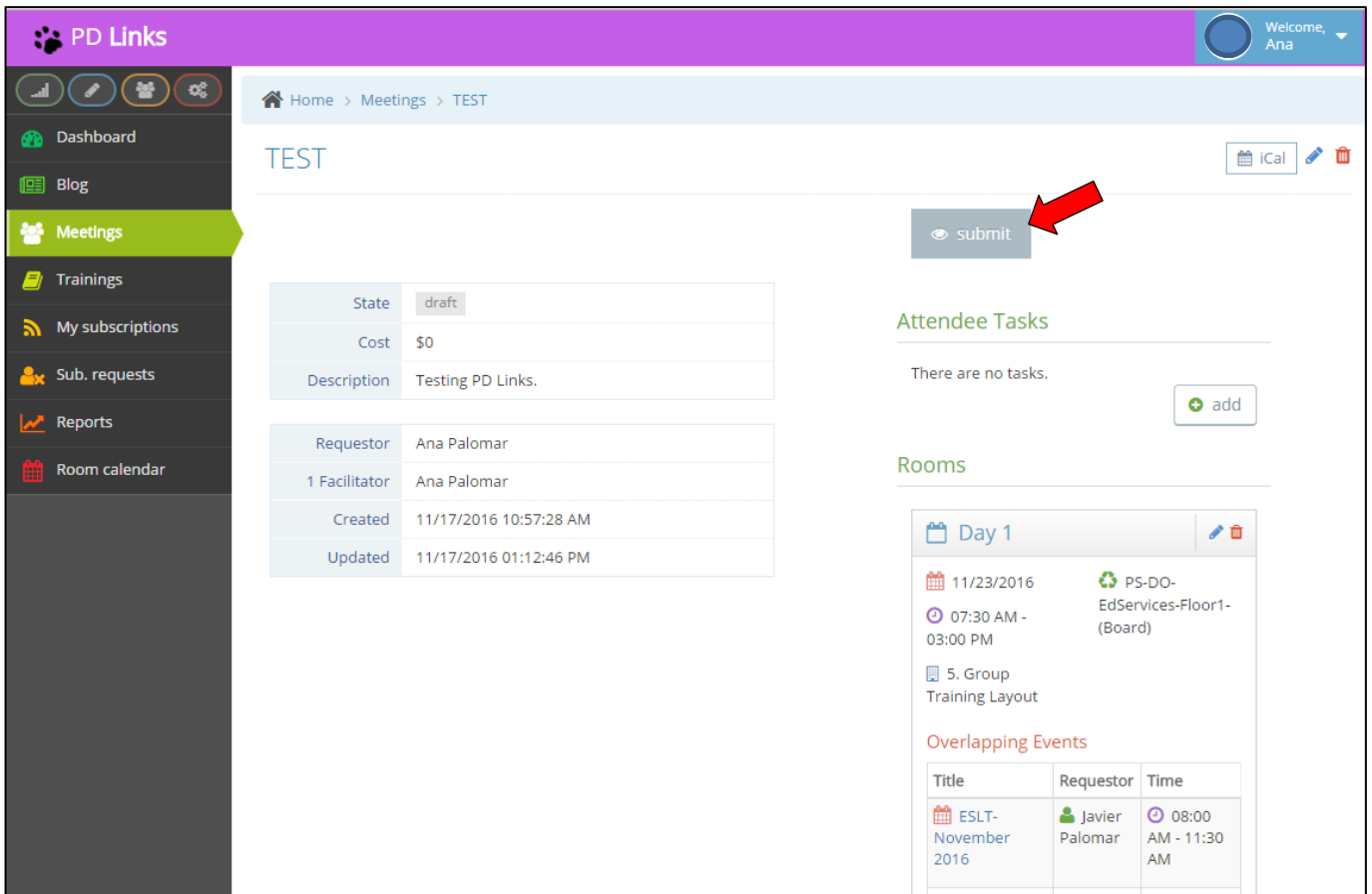
8. Choose the *Rooms* (date and times) this set up is for. In *Instructions* include any other pertinent information for this set up. Then click the *Save* button. (*Instructions* and *Funding Code* are not required fields)

The screenshot shows the 'New service request' form with several annotations. A red arrow points to the 'Event service' dropdown, which is set to 'DISTRICT OFFICE ROOMS (Weekdays: M-F)'. Another red arrow points to the 'Rooms' field, which is checked and contains '11/23/2016 07:30 AM - 03:00 PM'. Two yellow arrows point to the 'Instructions' field, which contains 'For 40 Attendees.', and the 'Funding code' field. A red arrow points to the 'Save' button at the bottom of the form.

9. You'll then get a confirmation of your request like the one shown below. To go back to the main page of your event, click on the title of your meeting (on either place).



10. Click the *Submit* button. Your request will not begin the approval process until you *Submit*.



# 11. Confirmation of submission

Meeting was successfully submitted

State	submitted
Cost	\$0
Description	Testing PD Links.

Requestor	Ana Palomar
1 Facilitator	Ana Palomar
Created	11/17/2016 10:57:28 AM
Updated	11/17/2016 04:00:49 PM
Submitted	11/17/2016 04:00:48 PM Ana Palomar

**Attendee Tasks**  
There are no tasks.

**Rooms**

Day 1

11/23/2016 PS-DO-EdServices-Floor1-(Board)  
07:30 AM - 03:00 PM  
5. Group Training Layout

**Overlapping Events**

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM

**Services**

**DISTRICT OFFICE ROOMS**  
(Weekdays: M-F)  
11/23/2016 pending  
For 40 people. more details...

**Substitutes**

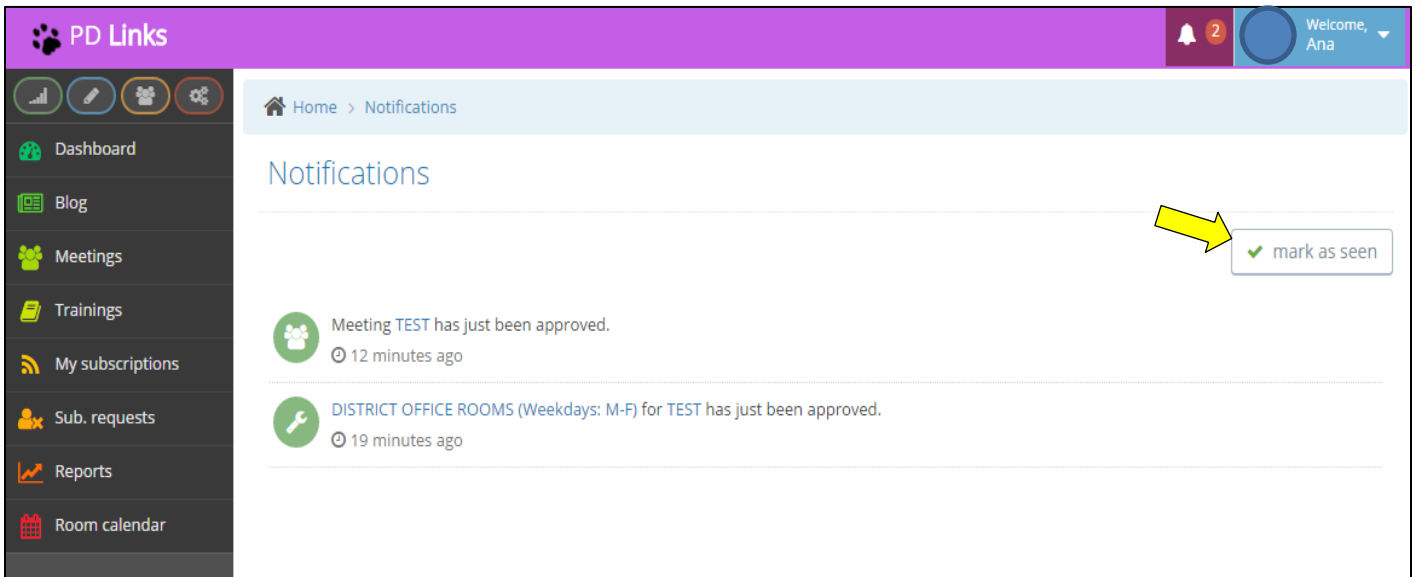
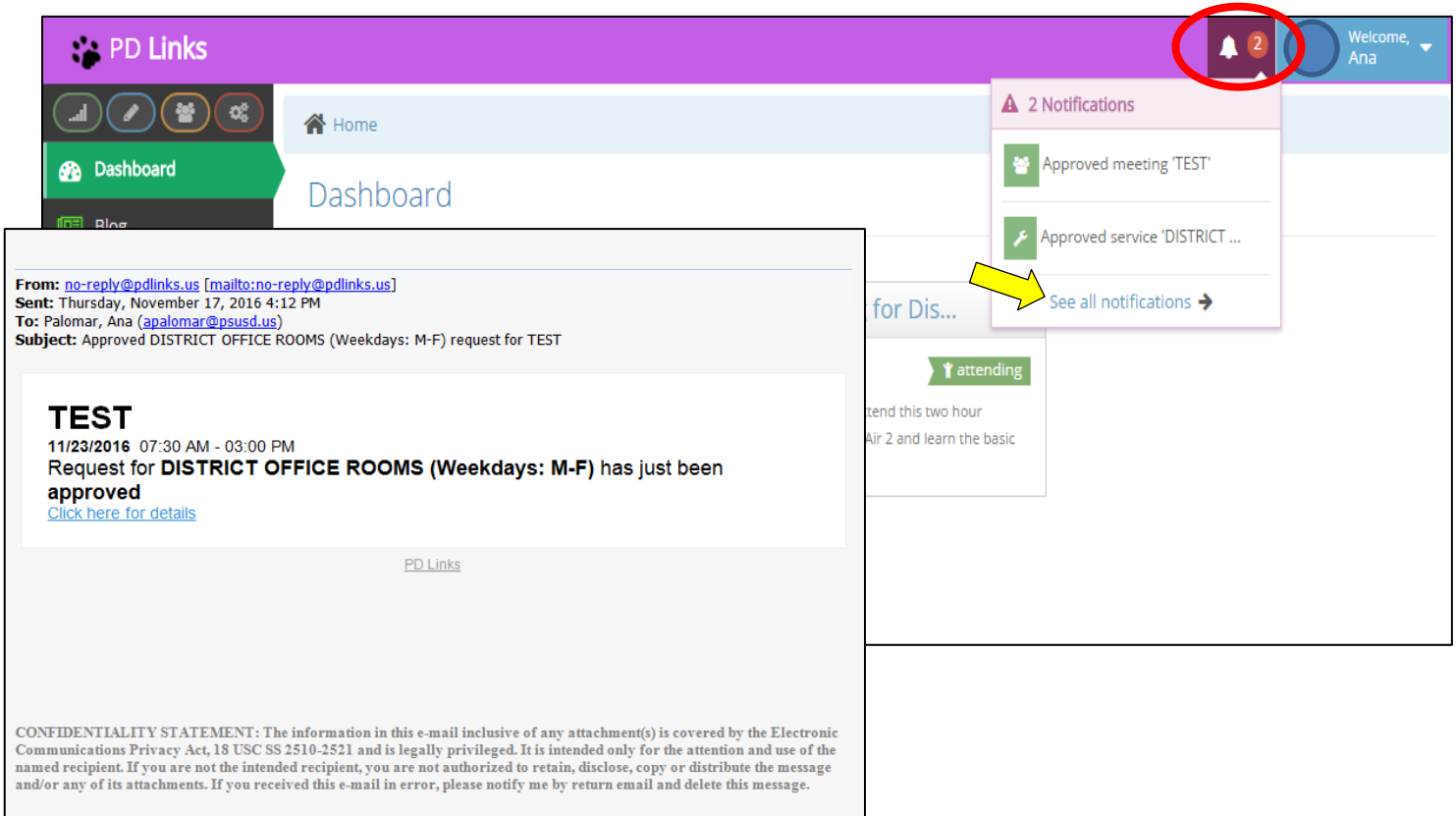
**Attachments**

The request will change to approved or rejected once it's reviewed

You can request substitutes for your meeting here (see page 59 to learn how)

You can upload agendas or documents for your meeting here (see page 51 to learn how)

12. You'll get notified by email and in your PD Links account when your Meeting has been through the approval process.



\* Click on *See All Notifications* to mark as seen

# CREATING EVENTS: TRAININGS

[\[Back to TOC\]](#)

The *Trainings* tab has the purpose of reserving a location for your training, request set up and/or catering, keeping track of registration and attendees, reserving subs, giving information and instruction to your intended participants and much more. We will now go through step by step on how to use this tab:

1. Click the *Trainings* tab then click the *Add* button

Title	Description	Status	Requestor	Facilitators	Rooms
Synergy - Dynamic Report Card ★★★★★★★★	Review before and after report card procedures. Show new features enabled in the Dynamic Report Card. AUDIENCE: is an invited group of teachers, school site and District Office admins.	approved	Pedro Palomares	Pedro Palomares	07/21/2015 10:00 AM - 11:30 AM PS-DO-BldgA-ETIS-(TECH-A)
New Teacher Training - Thinking Maps 101 & Integrated ELD ★★★★★★★★	This is for new hires to our District K-12 Thinking Maps is a District wide strategy, and Integrated ELD is required. RSVP: jpalomar1@psusd.us	approved	Barbara Anglin	Amanda Gonzales	07/27/2015 08:00 AM - 03:30 PM PS-Service Center - Floor 2 (Room A), PS - Service Center - Floor 2 (Room B)
Synergy 101 ★★★★★★★★	This is the prerequisite for all other Synergy Training. Introduction to Synergy which includes administrative system navigation and basic reports. AUDIENCE: Front office staff	approved	Victoria Kehoe	Victoria Kehoe	07/27/2015 01:30 PM - 03:30 PM PS-DO-BldgA-ETIS-(TECH-A)
New Teacher Training - Write From The Beginning & Beyond & Integrated ELD ★★★★★★★★☆	This is for new hires to our District K-12 Write from the Beginning and Beyond is our District wide writing strategy, and Integrated ELD is required. RSVP: jpalomar1@psusd.us	approved	Barbara Anglin	Amanda Gonzales	07/28/2015 08:00 AM - 03:30 PM PS-Service Center - Floor 2 (Room A), PS - Service Center - Floor 2 (Room B)
1:1 Chrome Book - Day 1 ★★★★★★★★☆	This course will prepare the 1:1 teacher to use Chrome Books with their students in a 1:1 environment.	approved	Javier Palomar	Karen Foerch	07/29/2015 08:00 AM - 03:00 PM PS-DO-Purchasing-Floor1-(CR-102)
1:1 Chrome Book - Day 1	This course will prepare the 1:1 teacher to use Chrome	approved	Barbara	Karen	07/29/2015 08:00

2. Fill out the required fields then click the *Save* button.

*Anything with a \* is a required field. All other fields are not required but we suggest filling in as much pertinent information. This way anyone who visits your training's main page will be well informed. Additional Facilitators can be added to the training; facilitators have access to edit description and add services at any time prior to the event taking place.*

The screenshot shows the 'Editing training' form for 'Test Training'. The form includes the following fields and annotations:

- Title:** Test Training (Required field, indicated by a red arrow).
- Description:** Test training for PD Links Manual graphics. (Required field, indicated by a red arrow).
- Intended audience:** Only Elementary Special Education teachers (Indicated by a yellow arrow).
- Facilitators:** Ana Palomar <facilitator> (Required field, indicated by a red arrow).
- Topics:** pd\_links\_test (Indicated by a yellow arrow).
- Guest speaker's name:** Javier Palomar (Indicated by a yellow arrow).
- Guest speaker's email:** jpalomar1@psusd.us (Indicated by a yellow arrow).
- Additional info:** Please park inside our PSUSD parking. Do not park in the street. (This field is highlighted with a red box and a callout note: "If your training is taking place at a school site, you would indicate that here including the school, room(s), and address if you feel it to be necessary").
- Materials to bring:** Please bring your district device and a printed copy of the agenda which you can find under attachments on this page. (Indicated by a yellow arrow).
- Prerequisite:** You have to of created a training in PD Links before attending this event. (Indicated by a yellow arrow).

\* Cost \$ 0

\* Max participants 10  
set to 0 for no limits

\* Waitlist size 5  
set to 0 for no waitlist

Registration periods 11/19/2016 00:00 AM - 11/19/2016 23:59 PM  
See page 40 to learn how to set up *Registration Periods*

Required

Credit 2 units of UC Riverside

Paid \$200.00 Stipend

Substitute provided Not needed, non school day.

Save Reset

- *Cost* is an optional field. *Max Participants* should be filled.
- *Waitlist* is optional.
- *Registration Periods* will define the time span for participants to register. *Required* and *Credit* are also optional, they will only be checked/ filled if the **Facilitator** see it necessary.
- *Paid* will only apply if the training is taking place outside of work ours and if the participants will be compensated for their time.
- *Substituted Provided* will be filled to indicate if set service will be requested.

After clicking the *Save* button, the system will take you to the main page of your training where you'll see a confirmation of your training update.

***\* If your training is taking place at your school site or another location and not in one of our district conference rooms, skip to STEP 10. Make sure you indicate the location in the Additional Info box provided (see page 30).\****



3. Under *Time And Rooms*, click *add* button

PD Links
Welcome, Ana

Home > Trainings > Test Training

- Dashboard
- Blog
- Meetings
- Trainings
- My subscriptions
- Sub. requests
- Reports
- Room calendar

## Test Training

Training was successfully updated

attendees list
Registration Opens on 11/19/2016 at 00:00

submit
Copy Training

State	draft
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ <small>see all ratings...</small>
Your rating	<small>Can't rate this event yet</small>
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	\$200.00 Stipend
Subst. provided	Not needed, non school day.
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us

Description	Test training for PD Links Manual graphics.
Intended audience	Only Elementary Special Education teachers
Additional info	Please park inside our PSUSD parking. Do not park in the street.
Materials to bring	Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
Prerequisite	You have to of created a training in PD Links before attending this event.

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/18/2016 02:01:56 PM
Updated	11/18/2016 02:56:45 PM

Attendee Tasks

There are no tasks.

+ add

Time and Rooms

+ add

Services

+ request a service

Substitutes

+ request substitutes

Audience restrictions

+ schools

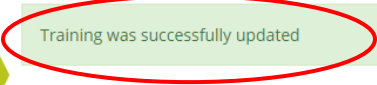
+ grades

Attachments

+ add

PD Links © 2015

You can always go back and edit the content by clicking the pencil- see page 54



4. You will now fill out all required fields

Date, Start time, Duration, Set up & Teardown Duration are all required. Set up & Teardown are to reserve the room before or after your start and end time. If you don't need extra time, enter 0:00 in those fields. Available rooms will be in green; rooms not available will be in red.)

PD Links

Welcome, Ana

Home > Trainings > Test Training

Test Training » New room

\* Date: 11/23/2016

\* Start time: 7:30 AM

\* Duration: 8:00

\* Setup duration: 0:00

\* Teardown duration: 0:00

Resources

- PS-DO-BldgA-ETIS-(TECH-A) ✗
- PS-DO-BldgA-ETIS-(TECH-B) ✗
- PS-DO-EdServices-Floor1-(Board) ✗
- PS-DO-EdServices-Floor2-(Cabinet)
- PS-DO-EdServices-Floor2-(ESTR) ✗
- PS-DO-Purchasing-Floor1-(CR-102) ✓
- PS-Farrell-Floor1-(106) ✓✓
- PS-Farrell-Floor1-(108) ✓
- PS-Service Center - Floor 2 (Room A)
- PS - Service Center - Floor 2 (Room B) ✓
- PS - Service Center - Floor 2 ( Room C) ✓
- PS - Service Center - Floor 2 (Room D) ✓
- PS - Service Center - Floor 2 (Room E) ✓

Room configuration

1. No Set Up Needed

**NO SET UP NEEDED**

2. Classroom Group Layout

Front of Training Room

Classroom Group Layout

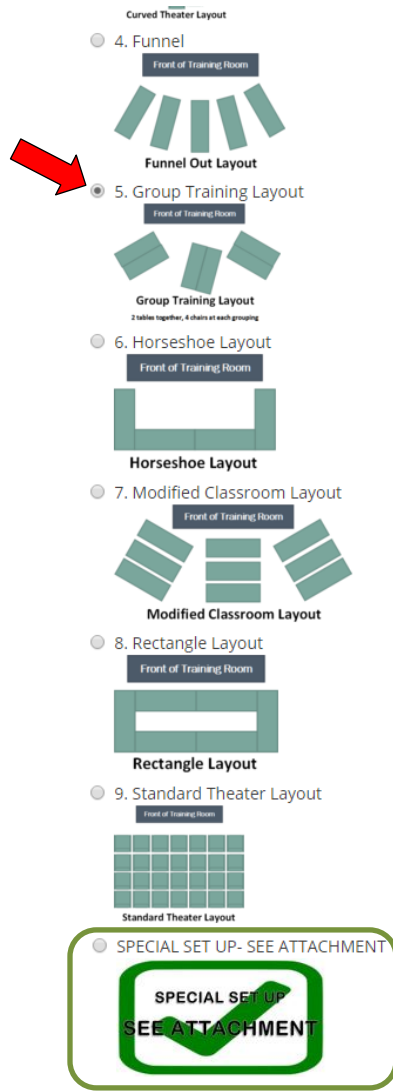
3. Curved Theater Layout

Front of Training Room

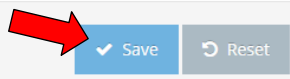
**Overlapping Events**

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM

Make sure you check any overlapping events to insure that your intended audience will be available for your event.



You can upload a Special Set Up document if it's different to the our set up choices by choosing this option (see page 43 to know how)



5. Chose the set up or *Room Configuration* you desire (if you don't require a set up, please chose option 1. *No Set Up Needed*) then click the *Save* button.

*\* If your Training will have multiple days, repeat steps 3-5 for each day or create separate events for each day in which case participants would have to register for each day separately.*

## 6. Under Services, click Request A Service

PD Links
Welcome, Ana

Home > Trainings > Test Training

### Test Training

iCal broadcast

Room was successfully created

attendees list
Registration Opens on 11/19/2016 at 00:00
submit
Copy Training

State	draft
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	Can't rate this event yet
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	\$200.00 Stipend
Subst. provided	Not needed, non school day.
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us

Description	Test training for PD Links Manual graphics.
Intended audience	Only Elementary Special Education teachers
Additional info	Please park inside our PSUSD parking. Do not park in the street.
Materials to bring	Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
Prerequisite	You have to of created a training in PD Links before attending this event.

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/18/2016 02:01:56 PM
Updated	11/18/2016 03:34:19 PM

#### Attendee Tasks

There are no tasks. + add

#### Time and Rooms

Day 1

11/23/2016 07:30 AM - 03:30 PM	PS-DO- Purchasing-Floor1- (CR-102)
5. Group Training Layout	

#### Overlapping Events

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM

+ add

#### Services

+ request a service

#### Substitutes

+ request substitutes

#### Audience restrictions

+ schools + grades

#### Attachments

+ add

7. Choose an *Event Service*

- Choose **DISTRICT OFFICE ROOMS (Weekdays: M-F)** if you are requesting the use of any of the DO's conference rooms during the week, even if you don't need set up.
- Choose **DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL** if you are requesting the use of any of the Service Center and Farrell conference rooms or any of the DO's conference rooms on the weekend, even if you don't need set up.

The screenshot shows the 'New service request' form in the PD Links system. The 'Event service' dropdown menu is open, displaying two options: 'DISTRICT OFFICE ROOMS (Weekdays: M-F)' and 'DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL'. The 'Rooms' field is currently empty. The 'Instructions' and 'Funding code' fields are also empty. At the bottom of the form, there are 'Save' and 'Reset' buttons.

8. Choose the *Rooms* (date and times) this set up is for. In *Instructions* include any other pertinent information for this set up. Then click the *Save* button. (*Instructions* and *Funding Code* are not required fields)

This screenshot shows the same 'New service request' form, but with the 'Event service' dropdown set to 'DISTRICT OFFICE ROOMS (Weekdays: M-F)' and the 'Rooms' field populated with '11/23/2016 07:30 AM - 03:30 PM'. The 'Instructions' field now contains the text 'Please have a table at the door for handouts.' The 'Funding code' field remains empty. Red arrows highlight the 'Event service' dropdown, the 'Rooms' field, and the 'Save' button. Yellow arrows point to the 'Instructions' and 'Funding code' fields.

9. You'll then get a confirmation of your request like the one shown below. To go back to the main page of your event, click on the title of your meeting (on either place).

The screenshot shows the PD Links interface. A green notification bar at the top states "Service request was successfully created". Below it, a table displays details for the "DISTRICT OFFICE ROOMS (Weekdays: M-F)" service request. A red arrow points to the breadcrumb "Test Training" in the top navigation bar.

Service	DISTRICT OFFICE ROOMS (Weekdays: M-F)
Description	Chose this option if you are requesting the use of any of the DO's conference rooms, even if you don't need set up, during the week. DISTRICT OFFICE ROOMS (Weekdays: M-F) only.
Rooms	11/23/2016 07:30 AM - 03:30 PM
State	pending
Max participants	10
Funding code	
Cost	\$0

10. If you don't wish to make any other request, you're done at this point. Click *Submit* button. Your request will not begin the approval process until you *Submit*.

The screenshot shows the PD Links interface for a training event. A red arrow points to the "submit" button. The interface displays various details for the training, including its state (draft), attendance, ratings, and room information.

State	draft
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	Can't rate this event yet
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	\$200.00 Stipend
Subst. provided	Not needed, non school day.

# 11. Confirmation of submission

The screenshot shows the 'Test Training' page in the PD Links system. A green notification bar at the top states 'Training was successfully submitted'. The page includes a sidebar with navigation options like Dashboard, Blog, Meetings, and Trainings. The main content area displays event details such as state (submitted), attendance, ratings, cost, and options. It also features sections for Attendee Tasks, Time and Rooms, Services, Substitutes, Audience restrictions, and Attachments. Annotations with callouts provide instructions on how to request substitutes and upload documents.

**Training was successfully submitted**

**attendees list** **Copy Training**

State	submitted
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	<input type="text" value="Can't rate this event yet"/>
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Subst. provided	need to go to AESOP Online to : reserve their specific substituted.
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us

**Description** Test training for PD Links Manual graphics.  
**Intended audience** Only Elementary Special Education teachers  
**Additional info** Please park inside our PSUSD parking. Do not park in the street.  
**Materials to bring** Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.  
**Prerequisite** You have to of created a training in PD Links before attending this event.

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/18/2016 02:01:56 PM
Updated	11/22/2016 04:02:41 PM
Submitted	11/22/2016 04:02:40 PM Ana Palomar

**Attendee Tasks**  
There are no tasks.

**Time and Rooms**

**Day 1**

11/23/2016	PS-DO-EdServices-Floor2-(ESTR)
07:30 AM - 03:30 PM	
SPECIAL SET UP- SEE ATTACHMENT	

**Overlapping Events**

Regional Association of Realtors	Madilyn Parker	- 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM

**Services**

**DISTRICT OFFICE ROOMS**  
(Weekdays: M-F)

11/23/2016 **approved**  
Please have a table at the door for handouts.  
[more details...](#)

**Substitutes**  
[request substitutes](#)

**Audience restrictions**  
[schools](#) [grades](#)

**Attachments**  
[add](#)

**Annotations:**

- If applicable, the request will change to approved or rejected once it's reviewed
- You can request substitutes for your meeting here (see page 59 to learn how)
- You can upload agendas or documents for your meeting here (see page 51 to learn how)

12. You'll get notified by email and in your PD Links account when your *Training* has been through the approval process.

The image shows two screenshots of the PD Links interface. The top screenshot displays the dashboard with a notification bell icon in the top right corner, circled in red and containing the number '1'. A notification dropdown menu is open, showing '1 Notifications' and a message: 'Approved service 'DISTRICT ...'. A yellow arrow points to a 'See all notifications' link. Below this, an email preview is shown with the following details:

**From:** no-reply@pdlinks.us [mailto:no-reply@pdlinks.us]  
**Sent:** Tuesday, November 22, 2016 4:03 PM  
**To:** Palomar, Ana (apalomar@psusd.us)  
**Subject:** Approved DISTRICT OFFICE ROOMS (Weekdays: M-F) request for Test Training

**Test Training**  
 11/23/2016 07:30 AM - 03:30 PM  
 Request for **DISTRICT OFFICE ROOMS (Weekdays: M-F)** has just been **approved**  
[Click here for details](#)

PD Links

CONFIDENTIALITY STATEMENT: The information in this e-mail inclusive of any attachment(s) is covered by the Electronic Communications Privacy Act, 18 USC SS 2510-2521 and is legally privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify me by return email and delete this message.

The bottom screenshot shows the 'Notifications' page in the PD Links system. A notification is listed: 'DISTRICT OFFICE ROOMS (Weekdays: M-F) for Test Training has just been approved.' with a timestamp of '11 minutes ago'. A yellow arrow points to a 'mark as seen' button with a checkmark icon.

\* Click on *See All Notifications* to mark as seen



# REGISTRATION PERIOD

[\[Back to TOC\]](#)

You can also define the time available for potential participants to register. By using this option you can input your request and have it go live on a particular date and time. This can benefit you in preparing for your training; how many handouts to have, how much supplies to take and so on. Here’s how you set a *Registration Period*:

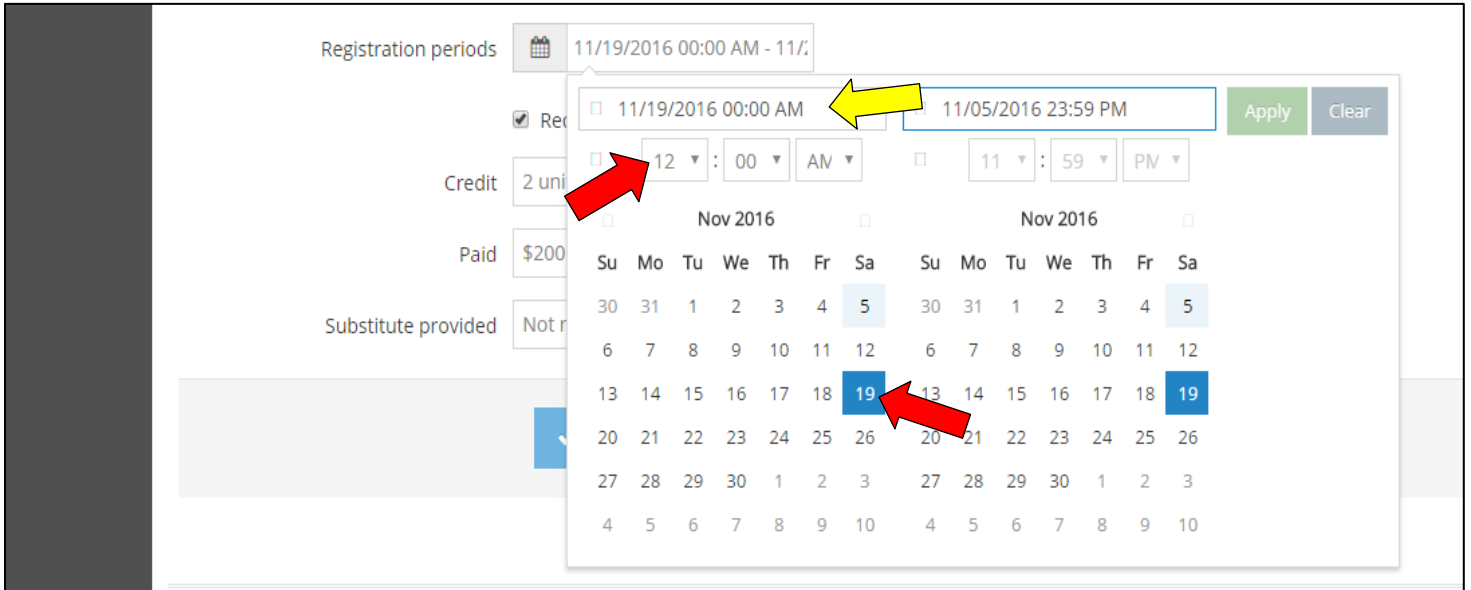
1. As you’re editing the information for your training, click on *Registration Period*

The screenshot shows the 'Editing training' interface for 'Test Training'. The left sidebar contains navigation options: Dashboard, Blog, Meetings, **Trainings**, My subscriptions, Sub. requests, Reports, and Room calendar. The main content area includes the following fields:

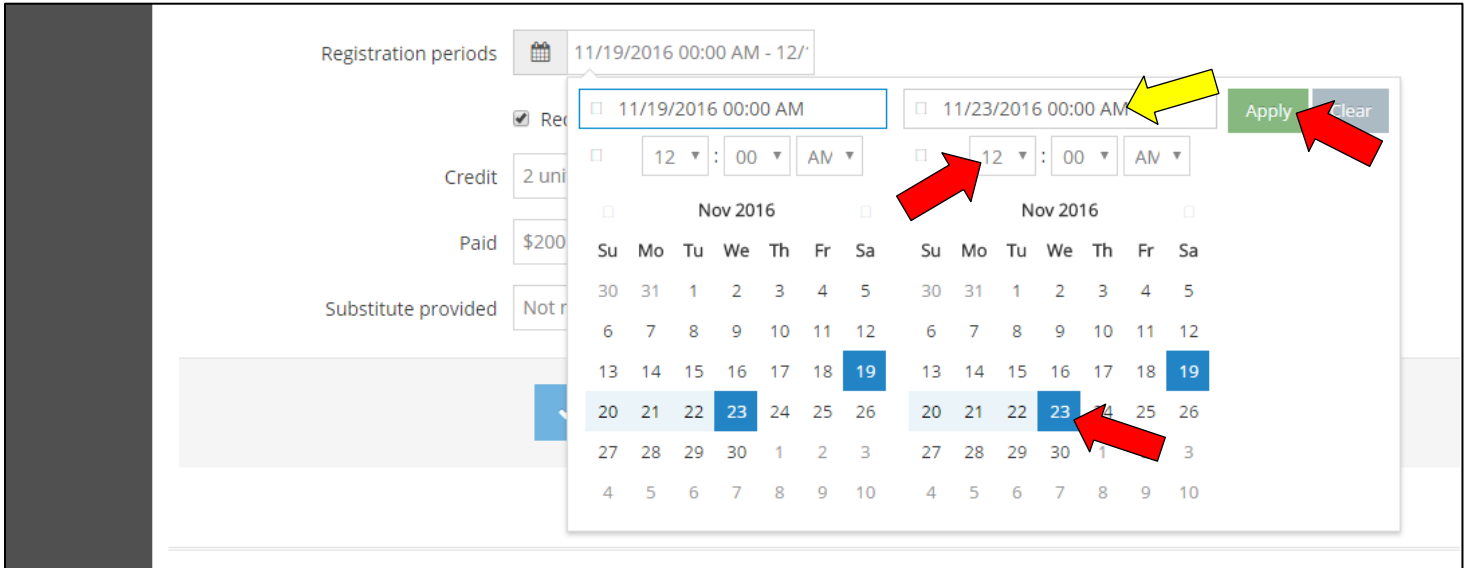
- Title:** Test Training
- Description:** Test training for PD Links Manual graphics.
- Intended audience:** Only Elementary Special Education teachers
- Facilitators:** Javier Palomar <admin>, Ana Palomar <facilitator>
- Topics:** pd\_links\_test
- Guest speaker's name:** Javier Palomar
- Guest speaker's email:** jpalomar1@psusd.us
- Additional info:** Please park inside our PSUSD parking. Do not park in the street.
- Materials to bring:** Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
- Prerequisite:** You have to of created a training in PD Links before attending this event.
- Cost:** \$ 0
- Max participants:** 10 (set to 0 for no limits)
- Waitlist size:** 5 (set to 0 for no waitlist)
- Registration periods:** 11/19/2016 00:00 AM (highlighted with a red circle and arrow)
- Required:**
- Credit:** 2 units of UC Riverside
- Paid:** \$200.00 Stipend
- Substitute provided:** Not needed, non school day.

At the bottom of the form are 'Save' and 'Reset' buttons.


- Click on the first date & time (you can also type in a specific date and time) to specify when registration opens.



- Choose a date & time on the second month to specify when registration closes (you can also type in a specific date and time) then simply click *Apply*



4. Save your changes


Registration periods  11/19/2016 00:00 AM - 11/19/2016 23:59 PM

Required

Credit

Paid





Substitute provided



5. You'll get a confirmation that you succeeded in updating you training.

PD Links Welcome, Ana

Home > Trainings > Test Training

Test Training    





**Training was successfully updated**

State	draft
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	<input type="text" value="Can't rate this event yet"/>
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside

**Attendee Tasks**  
There are no tasks.

**Time and Rooms**

Day 1

 11/23/2016	 PS-DO- Purchasing-Floor1- (CR-102)
 07:30 AM - 03:30 PM	
 5. Group Training Layout	

# SPECIAL SET UP

[\[Back to TOC\]](#)

If you wish to request a different set up to the ones that are available in **PD Links**, you may do so by choosing the *Special Set Up* option and attaching a diagram of your set up under *Services - Request A Service*. Here's how you do it:

1. As you chose your *Time and Rooms*, scroll down and chose *Special Set Up*

The screenshot shows the 'Test Training' interface in PD Links. The top navigation bar includes 'Home > Trainings > Test Training'. The main content area is titled 'Test Training > New room'. There are several form fields with red arrows pointing to them: '\* Date' (11/23/2016), '\* Start time' (7:30 AM), '\* Duration' (8:00), '\* Setup duration' (0:00), and '\* Teardown duration' (0:00). Below these are 'Resources' with checkboxes and status icons (green checkmarks or red X's). A red arrow points to the checked resource 'PS-DO-Purchasing-Floor1-(CR-102)'. The 'Room configuration' section has two options: '1. No Set Up Needed' (selected) and '2. Classroom Group Layout'. A 'NO SET UP NEEDED' sign is shown under the first option, and a 'Classroom Group Layout' diagram is shown under the second. A callout box titled 'Overlapping Events' contains a table:

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM

Make sure you check any overlapping events to insure that your intended audience will be available for your event.

- 3. Curved Theater Layout



- 4. Funnel



- 5. Group Training Layout



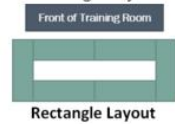
- 6. Horseshoe Layout



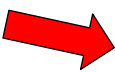
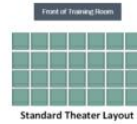
- 7. Modified Classroom Layout



- 8. Rectangle Layout



- 9. Standard Theater Layout



- SPECIAL SET UP- SEE ATTACHMENT



2. Then click *Save* (you'll have to have a diagram in a PDF file ready to attach in step 8)

### 3. Under Services, click Request A Service

PD Links
Welcome, Ana

Home > Trainings > Test Training

## Test Training

iCal broadcast

Room was successfully created x

attendees list Registration Opens on 11/19/2016 at 00:00

submit Copy Training

State	draft
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	Can't rate this event yet
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	\$200.00 Stipend
Subst. provided	Not needed, non school day.
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us

Description	Test training for PD Links Manual graphics.
Intended audience	Only Elementary Special Education teachers
Additional info	Please park inside our PSUSD parking. Do not park in the street.
Materials to bring	Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
Prerequisite	You have to of created a training in PD Links before attending this event.

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/18/2016 02:01:56 PM
Updated	11/18/2016 03:34:19 PM

#### Attendee Tasks

There are no tasks. + add

#### Time and Rooms

Day 1

11/23/2016 07:30 AM - 03:30 PM 5. Group Training Layout	PS-DO- Purchasing-Floor1- (CR-102)
---	--

#### Overlapping Events

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM

+ add

#### Services

+ request a service

#### Substitutes

+ request substitutes

#### Audience restrictions

+ schools + grades

#### Attachments

+ add

4. Choose an *Event Service*

- Choose **DISTRICT OFFICE ROOMS (Weekdays: M-F)** if you are requesting the use of any of the DO's conference rooms during the week, even if you don't need set up.
- Choose **DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL** if you are requesting the use of any of the Service Center and Farrell conference rooms or any of the DO's conference rooms in the weekend, even if you don't need set up.

The screenshot shows the 'New service request' form in the PD Links system. The 'Event service' dropdown menu is open, displaying two options: 'DISTRICT OFFICE ROOMS (Weekdays: M-F)' and 'DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL'. The 'Rooms' field is currently empty. The 'Instructions' and 'Funding code' fields are also empty. At the bottom of the form, there are 'Save' and 'Reset' buttons.

5. Choose the *Rooms* (date and times) this set up is for. In *Instructions* include any other pertinent information for this set up. Then click the *Save* button. (*Instructions* and *Funding Code* are not required fields)

This screenshot shows the same form as above, but with the 'Event service' dropdown set to 'DISTRICT OFFICE ROOMS (Weekdays: M-F)'. The 'Rooms' field now contains a date and time: '11/23/2016 07:30 AM - 03:30 PM'. The 'Instructions' field contains the text 'Please have a table at the door for handouts.'. The 'Funding code' field remains empty. Red arrows point to the 'Event service' dropdown, the 'Rooms' field, and the 'Save' button. Yellow arrows point to the 'Instructions' and 'Funding code' fields.

6. You'll then get a confirmation of your request like the one shown below. Now click on *Add* to attach your diagram.

The screenshot shows the PD Links interface. At the top, there's a purple header with the PD Links logo and a user profile for 'Welcome, Ana'. Below the header is a navigation menu with options like Dashboard, Blog, Meetings, Trainings, My subscriptions, Sub. requests, Reports, and Room calendar. The main content area shows a breadcrumb trail: Home > Trainings > Test Training > DISTRICT OFFICE ROOMS (Weekdays: M-F). Below this, there's a green notification box that says 'Service request was successfully created'. To the right of this box is an 'Attachments' section with a '+ add' button, which is highlighted by a red arrow. Below the notification is a table with details for the service request:

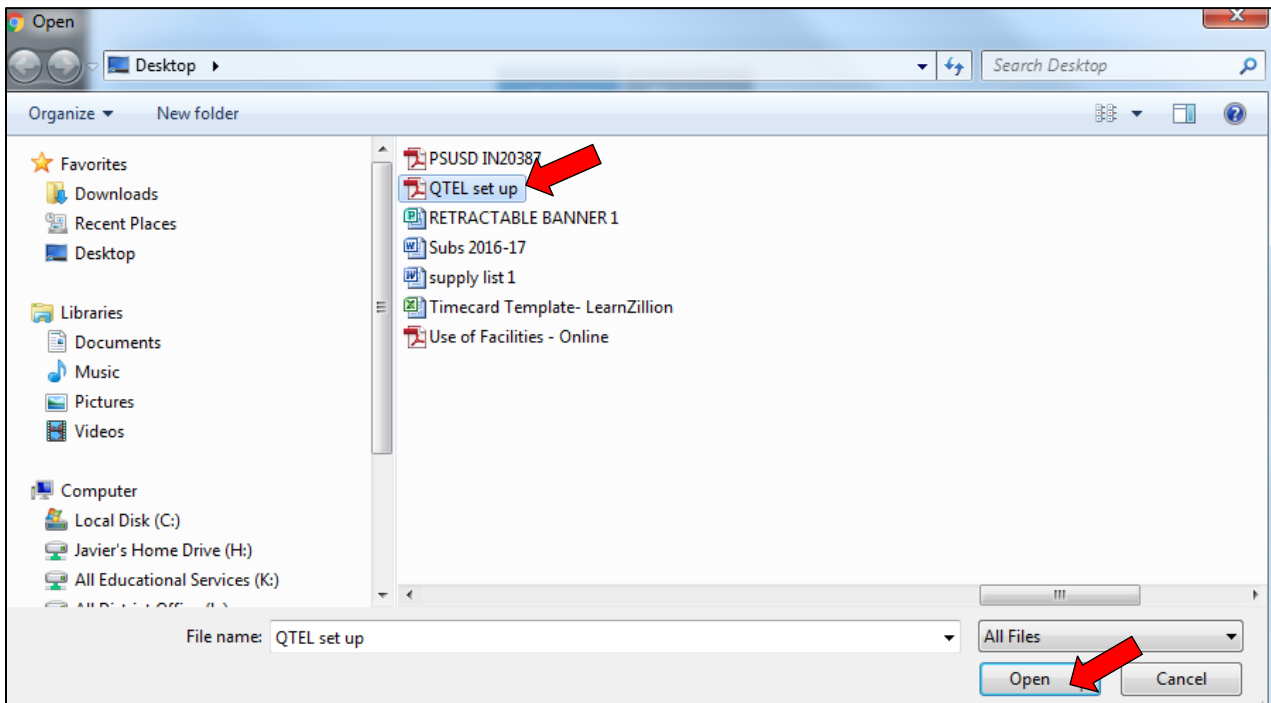
Service	DISTRICT OFFICE ROOMS (Weekdays: M-F)
Description	Chose this option if you are requesting the use of any of the DO's conference rooms, even if you don't need set up, during the week. DISTRICT OFFICE ROOMS (Weekdays: M-F) only.
Rooms	11/23/2016 07:30 AM - 03:30 PM
State	pending
Max participants	10
Funding code	
Cost	\$0

7. Type in a *Title* and then click *Choose*

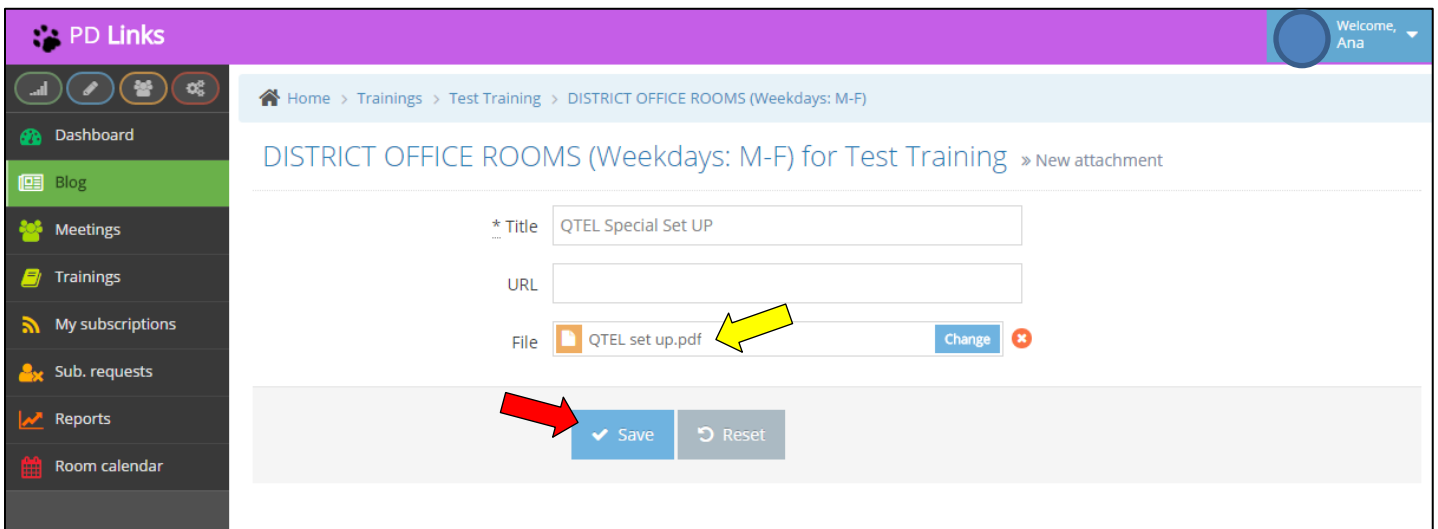
The screenshot shows the PD Links interface for adding a new attachment. The breadcrumb trail is: Home > Trainings > Test Training > DISTRICT OFFICE ROOMS (Weekdays: M-F). The main heading is 'DISTRICT OFFICE ROOMS (Weekdays: M-F) for Test Training > New attachment'. Below this, there's a form with three fields: '\* Title' (containing 'QTEL Special Set UP'), 'URL', and 'File' (containing 'No File ...'). A red arrow points to the 'Title' field, and another red arrow points to the 'Choose' button next to the 'File' field. At the bottom of the form, there are 'Save' and 'Reset' buttons.



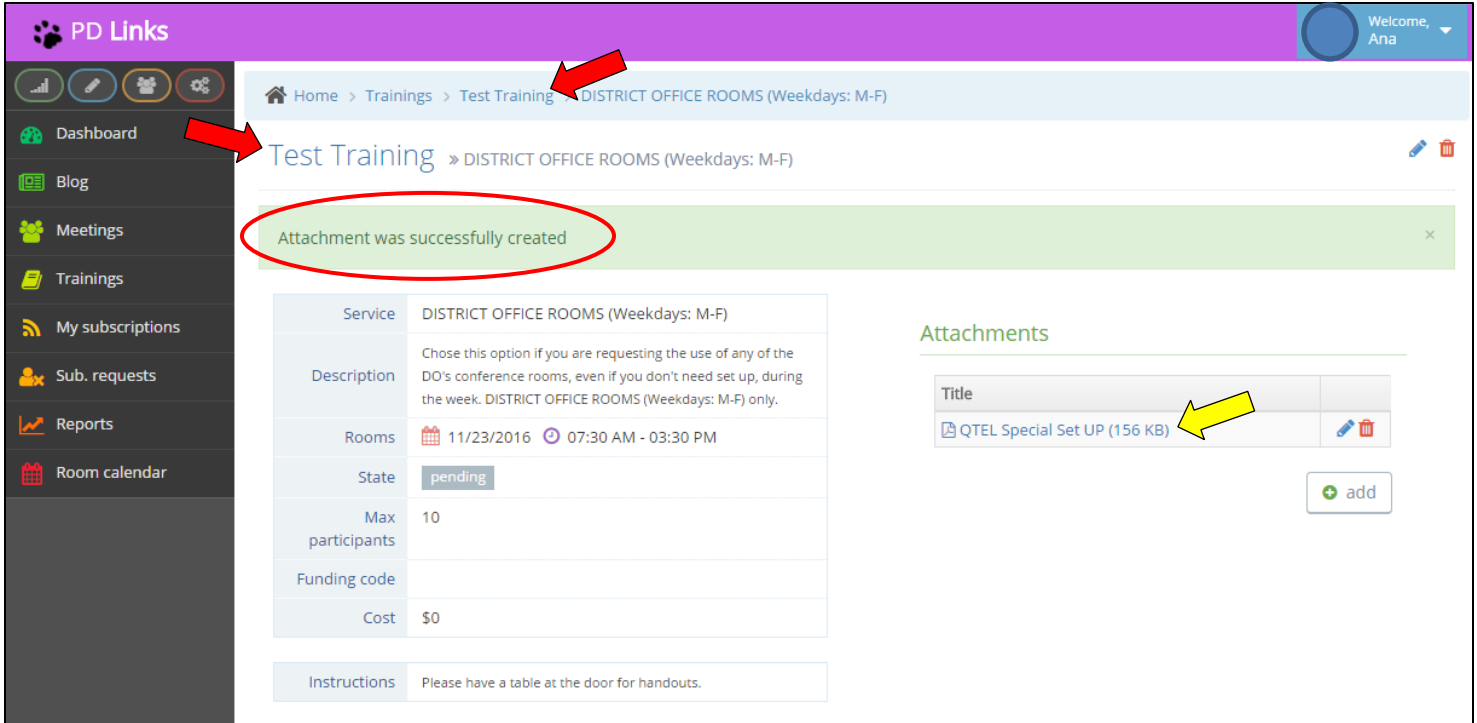
8. Choose the appropriate file from your computer, then click Open or Save to attach file



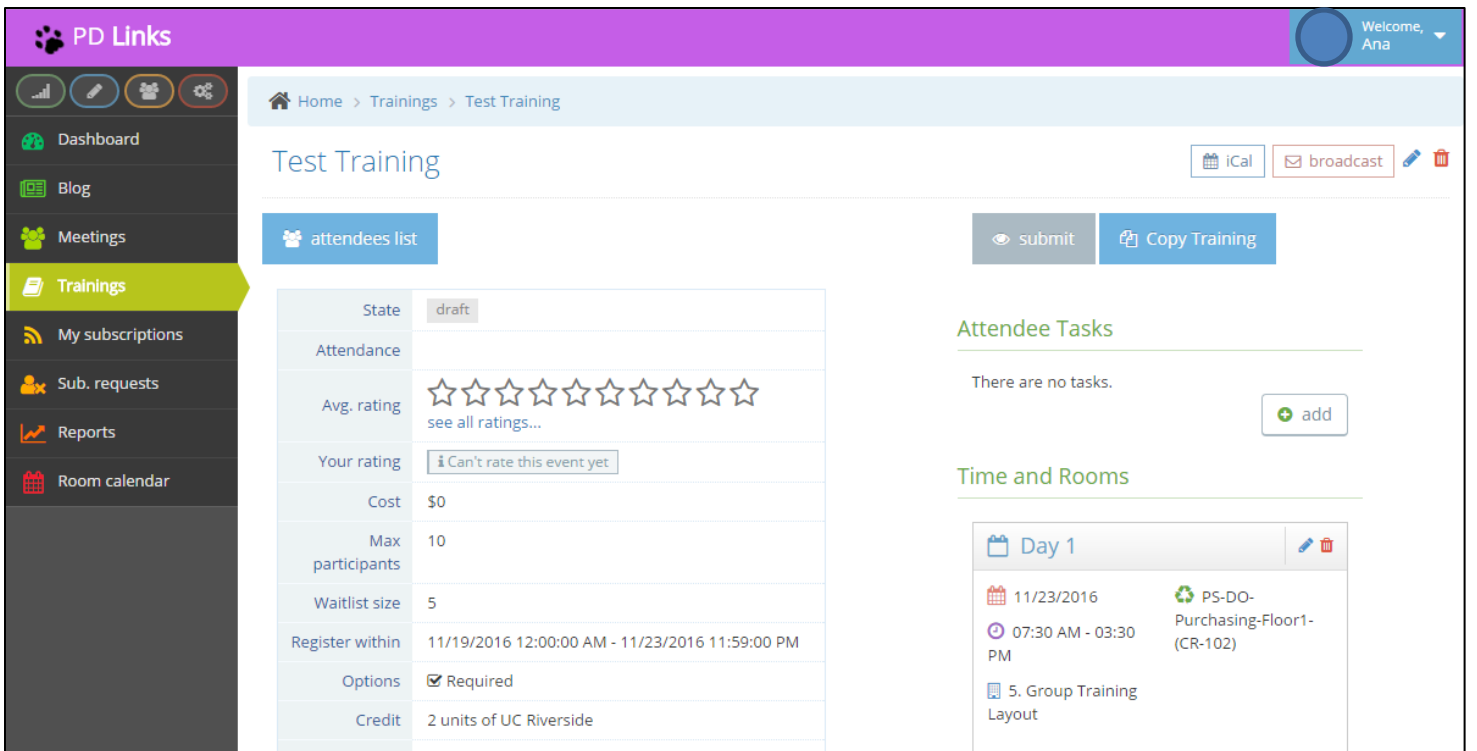
9. The file will appear in PD Links, click *Save* after that



10. Your attachment will now appear in you set up page so it can be printed by M&O or Reception accordingly. You'll then get a confirmation of your request like the one shown below. To go back to the main page of your event, click on the title of your meeting (on either place).



11. If you don't wish to make any other request, you're done at this point. Click *Submit* button. Your request will not begin the approval process until you Submit.



## 12. Confirmation of submission

Meeting was successfully submitted

State	submitted
Cost	\$0
Description	Testing PD Links.

Requestor	Ana Palomar
1 Facilitator	Ana Palomar
Created	11/17/2016 10:57:28 AM
Updated	11/17/2016 04:00:49 PM
Submitted	11/17/2016 04:00:48 PM Ana Palomar

**Attendee Tasks**

There are no tasks.

**Rooms**

Day 1

11/23/2016 PS-DO-EdServices-Floor1-(Board)

07:30 AM - 03:00 PM

5. Group Training Layout

**Overlapping Events**

Title	Requestor	Time
ESLT-November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM

The request will change to approved or rejected once it's reviewed

**Services**

DISTRICT OFFICE ROOMS (Weekdays: M-F)

11/23/2016 pending

For 40 people.

request a service

**Substitutes**

request substitutes

**Attachments**

add

You can request substitutes for your training here (see page 59 to learn how)

You can upload agendas or documents for your meeting here (see page 51 to learn how)

# ADDING AN AGENDA OR DOCUMENT TO THE MAIN PAGE OF YOUR EVENT

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You can also add an agenda or document for your attendees to print or download before, during or after your event. Here’s how you do it:

1. On the main page of your event, under *Attachments*, click *Add*

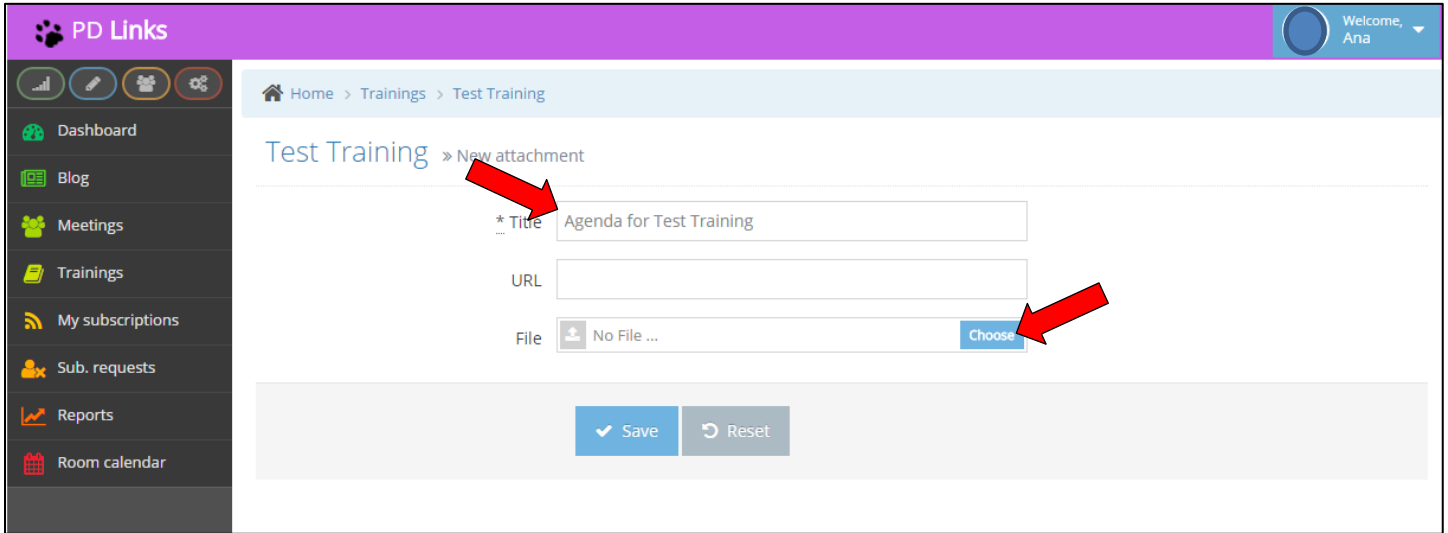
The screenshot shows the PD Links interface for an event titled "Test Training". The left sidebar contains navigation options like Dashboard, Blog, Meetings, Trainings (highlighted), My subscriptions, Sub. requests, Reports, and Room calendar. The main content area includes a navigation breadcrumb (Home > Trainings > Test Training), a notification "Room was successfully created", and buttons for "attendees list", "submit", and "Copy Training".

The event details are organized into several sections:

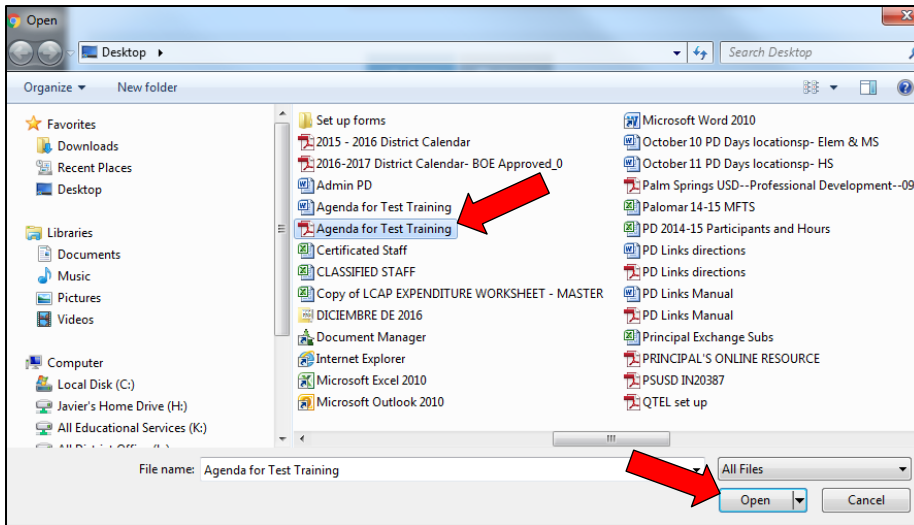
- Registration:** Registration Opens on 11/19/2016 at 00:00.
- Event Information:** State: draft; Attendance: [empty]; Avg. rating: [10 stars]; Your rating: [Can't rate this event yet]; Cost: \$0; Max participants: 10; Waitlist size: 5; Register within: 11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM; Credit: 2 units of UC Riverside; Paid: \$200.00 Stipend; Subst. provided: Not needed, non school day.; Topics: pd\_links\_test; Guest speaker's name: Javier Palomar; Guest speaker's email: jpalomar1@psusd.us
- Description:** Test training for PD Links Manual graphics. Intended audience: Only Elementary Special Education teachers. Additional info: Please park inside our PSUSD parking. Do not park in the street. Materials to bring: Please bring your district device and a printed copy of the agenda which you can find under attachments on this page. Prerequisite: You have to of created a training in PD Links before attending this event.
- Facilitators:** Requestor: Ana Palomar; 2 Facilitators: Javier Palomar and Ana Palomar; Created: 11/18/2016 02:01:56 PM; Updated: 11/18/2016 03:34:19 PM
- Attendee Tasks:** There are no tasks. + add
- Time and Rooms:** Day 1 (11/23/2016) 07:30 AM - 03:30 PM. Room: PS-DO-Purchasing-Floor1-(CR-102). Overlapping Events table:
 

Title	Requestor	Time
ESLT- November 2016	Javier Palomar	08:00 AM - 11:30 AM
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM
- Services:** + request a service
- Substitutes:** + request substitutes
- Audience restrictions:** + schools, + grades
- Attachments:** + add (circled in red with a red arrow pointing to it)

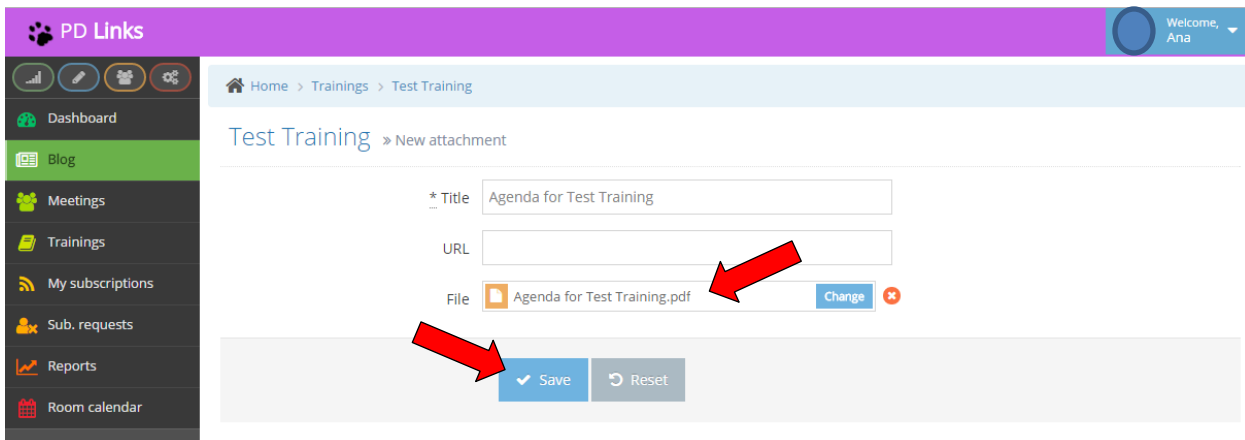
2. Type in a *Title* and then click *Choose* (you'll have to have a PDF file ready to attach in step 3)



3. Choose the appropriate file from your computer then click open or save to attach file



4. The file will appear in PD Links, click *Save* after that



5. You'll get a confirmation of your attachment been added, and it will now appear for attendees to download.

The screenshot shows the 'Test Training' page in the PD Links system. A green notification bar at the top states 'Attachment was successfully created'. The page is divided into several sections:

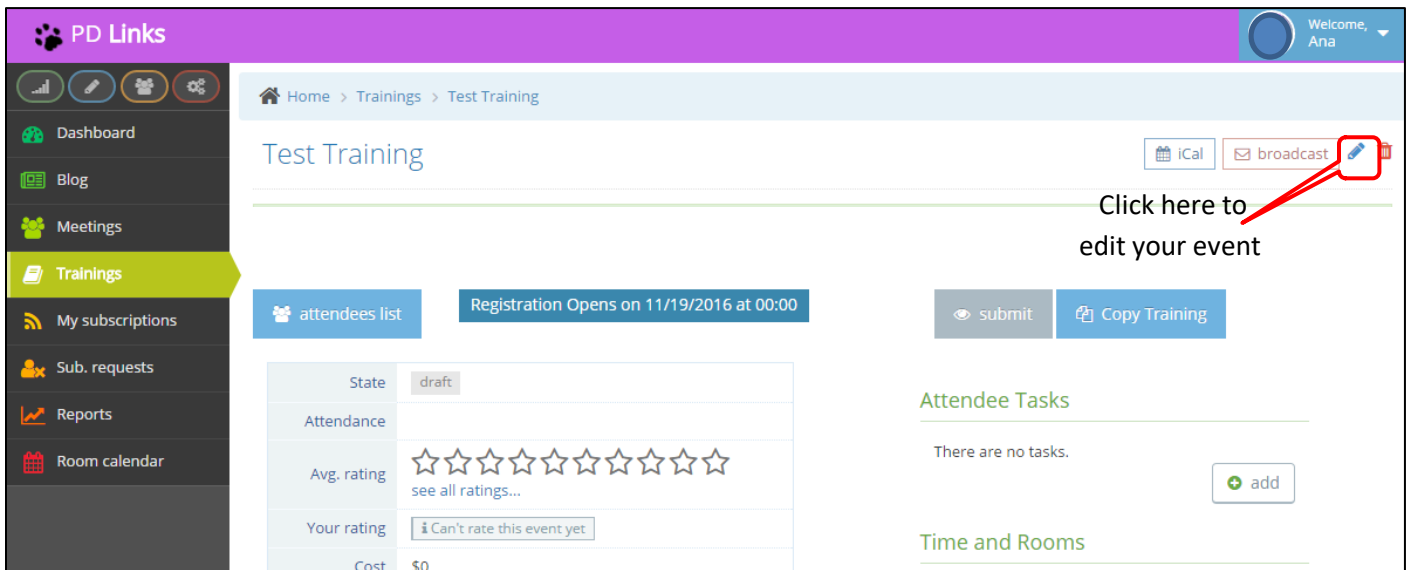
- Attendees list:** A table with fields for State (draft), Attendance, Avg. rating (10 stars), Your rating (Can't rate this event yet), Cost (\$0), Max participants (10), Waitlist size (5), Register within (11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM), Options (Required), Credit (2 units of UC Riverside), Paid (\$200.00 Stipend), Subst. provided (Not needed, non school day.), Topics (pd\_links\_test), Guest speaker's name (Javier Palomar), Guest speaker's email (jpalomar1@psusd.us), and speaker's email.
- Description:** Test training for PD Links Manual graphics. Intended audience: Only Elementary Special Education teachers. Additional info: Please park inside our PSUSD parking. Do not park in the street. Materials to bring: Please bring your district device and a printed copy of the agenda which you can find under attachments on this page. Prerequisite: You have to of created a training in PD Links before attending this event.
- Requestor:** Ana Palomar. 2 Facilitators: Javier Palomar and Ana Palomar. Created: 11/18/2016 02:01:56 PM. Updated: 11/22/2016 09:47:13 AM.
- Time and Rooms:** A calendar view for Day 1 (11/23/2016) showing a training session from 07:30 AM to 03:30 PM in PS-DO-EdServices-Floor2-(ESTR). It also lists overlapping events: 'Palm Springs Regional Association of Realtors' and 'TEST'.
- Services:** A section for 'DISTRICT OFFICE ROOMS' (Weekdays: M-F) with a pending request for 11/23/2016. Note: Please have a table at the door for handouts.
- Attachments:** A table listing an attachment titled 'Agenda for Test Training (91.1 KB)'.

## EDITING EVENT CONTENT

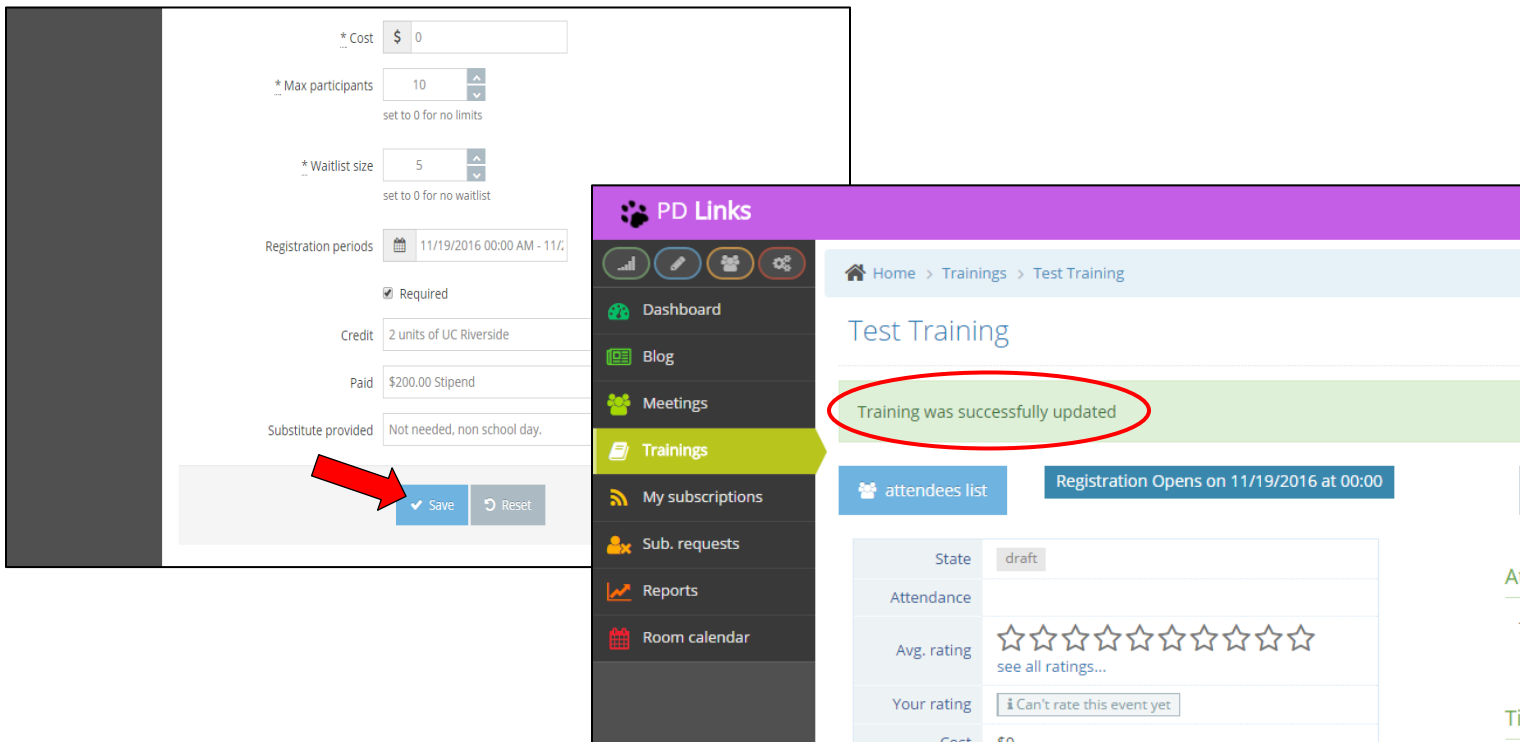
[\[Back to TOC\]](#)

You can always go back and edit your event content before it takes place, whether it's submitted or not, by simply clicking the pencil on the upper right hand corner.

*After submitting your event, any changes to the time or location can only be done by contacting one of the program's administrators. – see page 94 for contact information.*



After making all the desired changes, don't forget to click *Save*. You'll then get a confirmation as shown below.



# COPY TRAINING

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This feature will allow you to copy an event’s information without having to start all over. This comes in handy when you are programing a series of trainings that are very similar to each other. The *Copy Training* button will make a copy of the main page content of your training that you will be able to edit. Here’s how it’s done:

1. On the main page of your training you’ll find the *Copy Training* button, click it.

The screenshot shows the PD Links interface for a training titled "Test Training". The interface includes a sidebar with navigation options like Dashboard, Blog, Meetings, and Trainings. The main content area displays training details in a table format and several action buttons. A red arrow points to the "Copy Training" button.

State	approved
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	Can't rate this event yet
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/28/2016 12:00:00 AM - 12/24/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	\$200.00 Stipend
Subst. provided	
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us
Description	Test training for PD Links Manual graphics.







- It will make a copy of the training’s content that you’ll be able to edit (make sure you edit the title or else it will read: **COPY OF...** followed by the original title). Some of the information that does not transfer are *Topics*, *Max Participants*, and *Registration Periods*. Once you’re satisfied with the changes, click *Save*



The screenshot shows the 'Editing training' interface in PD Links. The breadcrumb trail is 'Home > Trainings > COPY OF Test Training'. The page title is 'Editing training > COPY OF Test Training'. A green notification bar at the top states 'Training was successfully copied.' The form contains the following fields:

- Title:** COPY OF Test Training (circled in red)
- Description:** Test training for PD Links Manual graphics.
- Intended audience:** Only Elementary Special Education teachers
- Facilitators:** Javier Palomar <admin> and Ana Palomar <facilitator>
- Topics:** (empty field, indicated by a red arrow)
- Guest speaker's name:** Javier Palomar
- Guest speaker's email:** jpalomar1@psusd.us
- Additional info:** Please park inside our PSUSD parking. Do not park in the street.
- Materials to bring:** Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
- Prerequisite:** You have to of created a training in PD Links before attending this event.

\* Cost \$ 0

\* Max participants 0     
set to 0 for no limits

\* Waitlist size 5     
set to 0 for no waitlist



Registration periods  

Required

Credit 2 units of UC Riverside

Paid \$200.00 Stipend





Substitute provided


3. A confirmation will be generated like the one shown below. You'll then have a chance to choose a *Time and Rooms*, *Services*, *Substitutes*, add *Attachments*, etc. After you're satisfied with your choices, simply click the *Submit* button and your training will be sent forth for the appropriate approvals.


PD Links Welcome, Ana

Home > Trainings > Test Training

Test Training    

**Training was successfully updated**

 attendees list Registration Opens on 12/26/2016 at 00:00 submit Copy Training

State	draft
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ <small>see all ratings...</small>
Your rating	 Can't rate this event yet
Cost	\$0
Max participants	15
Waitlist size	5
Register within	12/26/2016 12:00:00 AM - 12/31/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required

**Attendee Tasks**

There are no tasks. approve + add

**Time and Rooms** + add

**Services** + request a service

Credit	2 units of UC Riverside
Paid	\$200.00 Stipend
Subst. provided	
Topics	
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us

Description	Test training for PD Links Manual graphics.
Intended audience	Only Elementary Special Education teachers
Additional info	Please park inside our PSUSD parking. Do not park in the street.
Materials to bring	Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
Prerequisite	You have to of created a training in PD Links before attending this event.

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/30/2016 03:29:09 PM
Updated	11/30/2016 03:40:48 PM

**Substitutes**

+ request substitutes

**Audience restrictions**

+ schools + grades

**Attachments**

+ add



## SUBSTITUTE REQUEST

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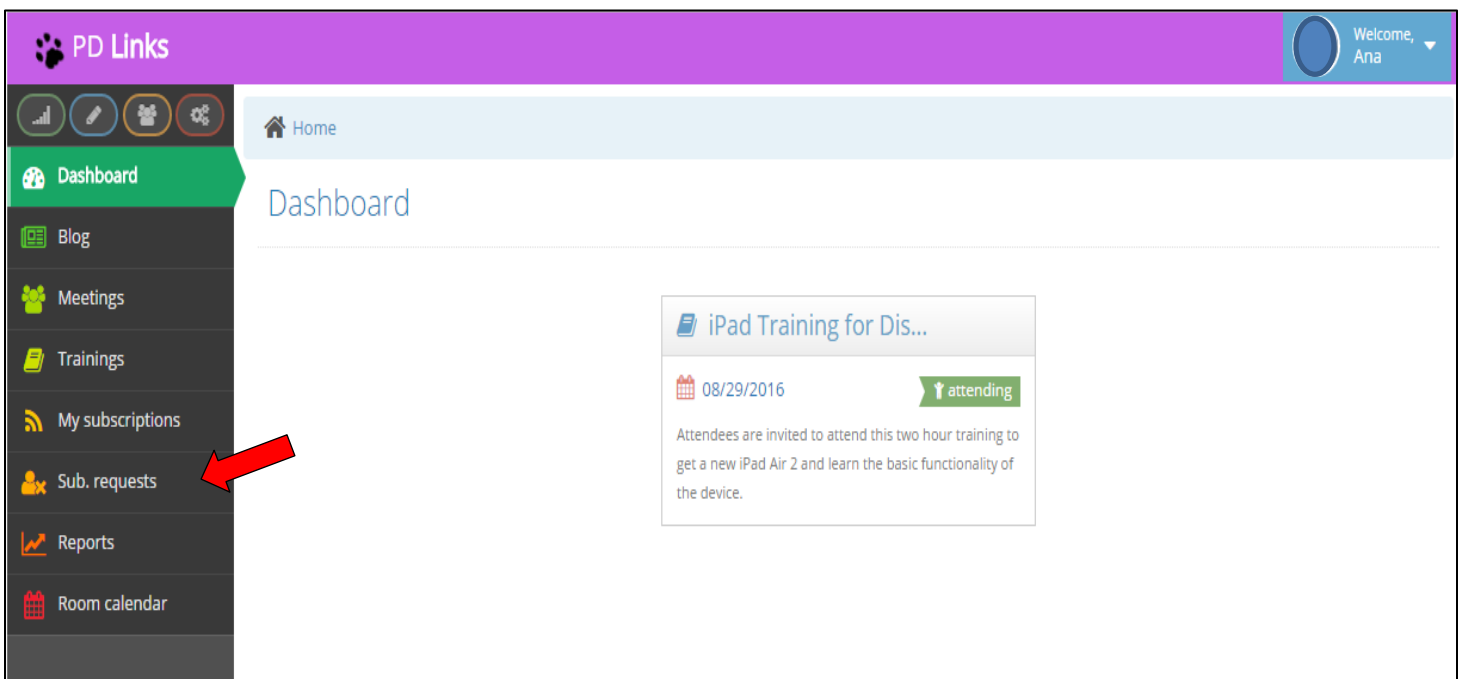
PD Links will also allow you to request a specific number of substituted for your event. The individual assignments still need to go through AESOP Online ([www.aesoponline.com](http://www.aesoponline.com)), but through PD Links you'll be able to set aside the needed number of substitutes for your event. You can also see how many subs are available or if a particular request has been approved by clicking on the *Sub. Request* tab. (For contact information on approver, see page 94)

## SUB. REQUESTS TAB

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This is an informational tab where you can check on how many subs are available for school business at any given day or the status of a particular request. Here's how:

1. Click on the *Sub. Request* tab



2. Here you will be able to see any request you have entered and their status. To see if there's any subs available for your particular day, click *Calendar*

The screenshot shows the 'Substitute requests' page. The left sidebar contains navigation options: Dashboard, Blog, Meetings, Trainings, My subscriptions, Sub. requests (highlighted), Reports, and Room calendar. The main content area has a breadcrumb 'Home > Substitute requests' and a title 'Substitute requests'. Below the title is a table with columns: Date, Day of week, Period, Subs., Quota, Status, Event, and Requestor. A red arrow points to a 'calendar' button with a calendar icon and a 'filter' button to its right.

Date	Day of week	Period	Subs.	Quota	Status	Event	Requestor
07/18/2016	Monday	whole day	10	0.0%	canceled	Sub request test	Javier Palomar
07/25/2016	Monday	whole day	10	0.0%	canceled	Sub request test	Javier Palomar
08/15/2016	Monday	whole day	20	50.0%	approved	Tier II PD-Literacy & ...	Barbara Anglin
08/15/2016	Monday	morning	1	50.0%	canceled	test	Rosa Tapia
08/16/2016	Tuesday	whole day	20	50.0%	approved	Tier II PD-Literacy & ...	Barbara Anglin

3. This calendar will allow you to see how many substitutes are still available for any given day.

- **Red** means the day is close to or has maxes out for subs available.
- **Yellow** means its half way to being maxed out for.
- **Green** means there are plenty of subs available

The screenshot shows the 'Substitutes calendar' page for November 2016. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb 'Home > Substitutes calendar' and a title 'Substitutes calendar'. Below the title is a navigation bar with arrows for 'Go forward or back by month' and a 'today' button. The calendar grid shows the number of substitutes requested and available for each day, color-coded by status. Annotations include 'Morning' and 'Afternoon' pointing to specific days, and 'Number of subs requested so far' and 'Number of subs available for the day' pointing to specific cells.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
	35 / 40 (87.5%)	40 / 40 (100.0%)	41 / 40 (102.5%)	35 / 40 (87.5%)	27 / 15 (180.0%)	
	35 / 40 (87.5%)	41 / 40 (102.5%)	34 / 40 (85.0%)	35 / 40 (87.5%)	27 / 15 (180.0%)	
6	7	8	9	10	11	12
	42 / 40 (105.0%)	36 / 40 (90.0%)	40 / 40 (100.0%)	42 / 40 (105.0%)	3 / 15 (20.0%)	
	42 / 40 (105.0%)	35 / 40 (87.5%)	31 / 40 (77.5%)	42 / 40 (105.0%)	3 / 15 (20.0%)	
13	14	15	16	17	18	
	36 / 40 (90.0%)	29 / 40 (72.5%)	32 / 40 (80.0%)	40 / 40 (100.0%)	8 / 15 (53.3%)	
	38 / 40 (95.0%)	28 / 40 (70.0%)	32 / 40 (80.0%)	36 / 40 (90.0%)	2 / 15 (13.3%)	
20	21	22	23	24	25	26
	1 / 40 (2.5%)					
	1 / 40 (2.5%)					
27	28	29	30	1	2	3
	16 / 40 (40.0%)	31 / 40 (77.5%)	23 / 40 (57.5%)	37 / 40 (92.5%)	1 / 15 (6.7%)	
	16 / 40 (40.0%)	31 / 40 (77.5%)	23 / 40 (57.5%)	37 / 40 (92.5%)	1 / 15 (6.7%)	
4	5	6	7	8	9	10
	38 / 40 (95.0%)	33 / 40 (82.5%)	14 / 40 (35.0%)	29 / 40 (72.5%)	10 / 15 (66.7%)	
	39 / 40 (97.5%)	33 / 40 (82.5%)	12 / 40 (30.0%)	26 / 40 (65.0%)	8 / 15 (53.3%)	

# REQUESTING SUBSTITUTES FOR A DISTRICT EVENT

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1. On the main page of your event, whether it's a *Meeting* or *Training*, go to *Substitutes – Request Substitutes*.

If your event is a training, please indicate that substitutes will be requested for your event in the appropriate field. You can do this as you are creating your event or by editing it by clicking on the pencil on the upper right hand corner as shown below.

**PD Links** Welcome, Ana

Home > Trainings > Test Training

## Test Training

attendees list submit Copy Training

State: draft

Attendance: [empty]

Avg. rating: ☆☆☆☆☆☆☆☆☆☆ see all ratings...

Your rating: Can't rate this event yet

Cost: \$0

Max participants: 10

Waitlist size: 5

Register within: 11/19/2016 12:00:00 AM - 11/23/2016 11:59:00 PM

Options:  Required

Credit: 2 units of UC Riverside

Paid: [empty]

**Subst. provided:** Subs will be set aside for this event. Individuals will need to go to AESOP Online to reserve their specific substituted.

Topics: pd\_links\_test

Guest speaker's name: Javier Palomar

Guest speaker's email: jpalomar1@psusd.us

Description: Test training for PD Links Manual graphics.

Intended audience: Only Elementary Special Education teachers

Additional info: Please park inside our PSUSD parking. Do not park in the street.

Materials to bring: Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.

Prerequisite: You have to of created a training in PD Links before attending this event.

Attendee Tasks: There are no tasks. + add

Time and Rooms

Day 1

11/23/2016 PS-DO-EdServices-Floor2-(ESTR)  
07:30 AM - 03:30 PM  
SPECIAL SET UP-SEE ATTACHMENT

Overlapping Events

Title	Requestor	Time
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM
TEST	Ana Palomar	07:30 AM - 03:00 PM

+ add

Services

DISTRICT OFFICE ROOMS (Weekdays: M-F)

11/23/2016 pending

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/18/2016 02:01:56 PM
Updated	11/22/2016 01:32:06 PM

Please have a table at the door for handouts.  
[more details...](#)

[+ request a service](#)

**Substitutes**

[+ request substitutes](#)

Audience restrictions

[+ schools](#) [+ grades](#)

Attachments

Title
<a href="#">Agenda for Test Training (91.1 KB)</a>

[+ add](#)

2. Chose a *Date*, *Period*, and enter a *Number Requested* then click *Save*

PD Links

Welcome, Ana

Home > Trainings > Test Training

Test Training > New substitute request

\* Date: 11/30/2016 07:30 AM - 03:30 PM

\* Period:  morning  afternoon  whole day

\* Number requested: 10

Quota: 23 / 40 (57.5%)

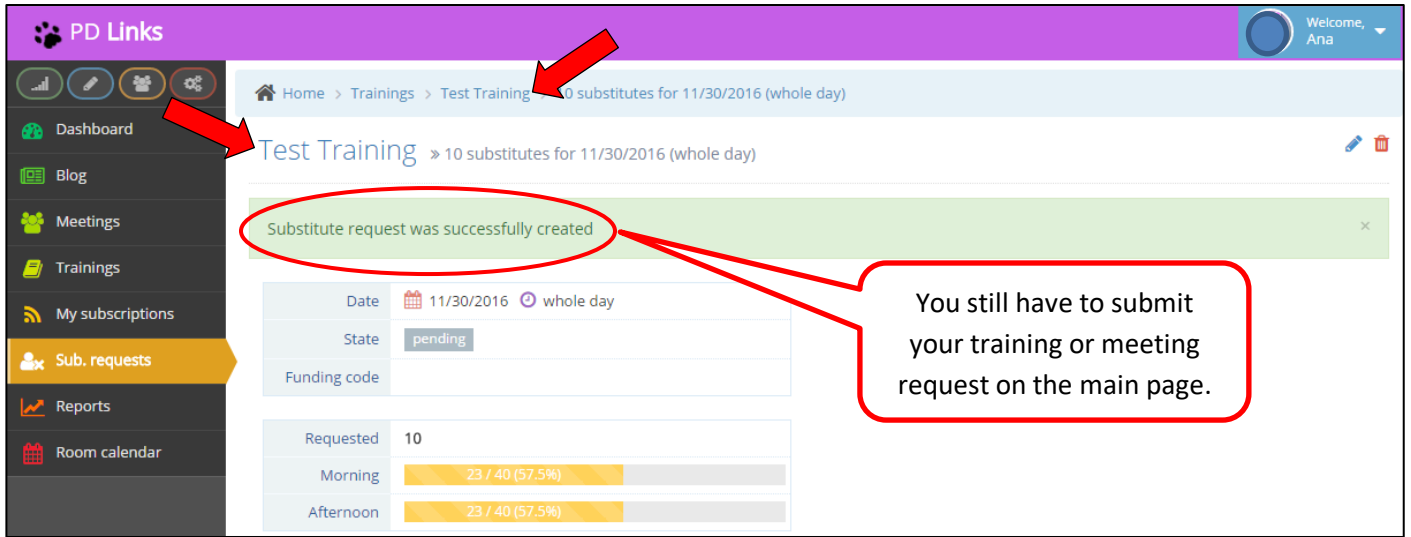
Funding code: [ ]

Requestor notes: [ ]

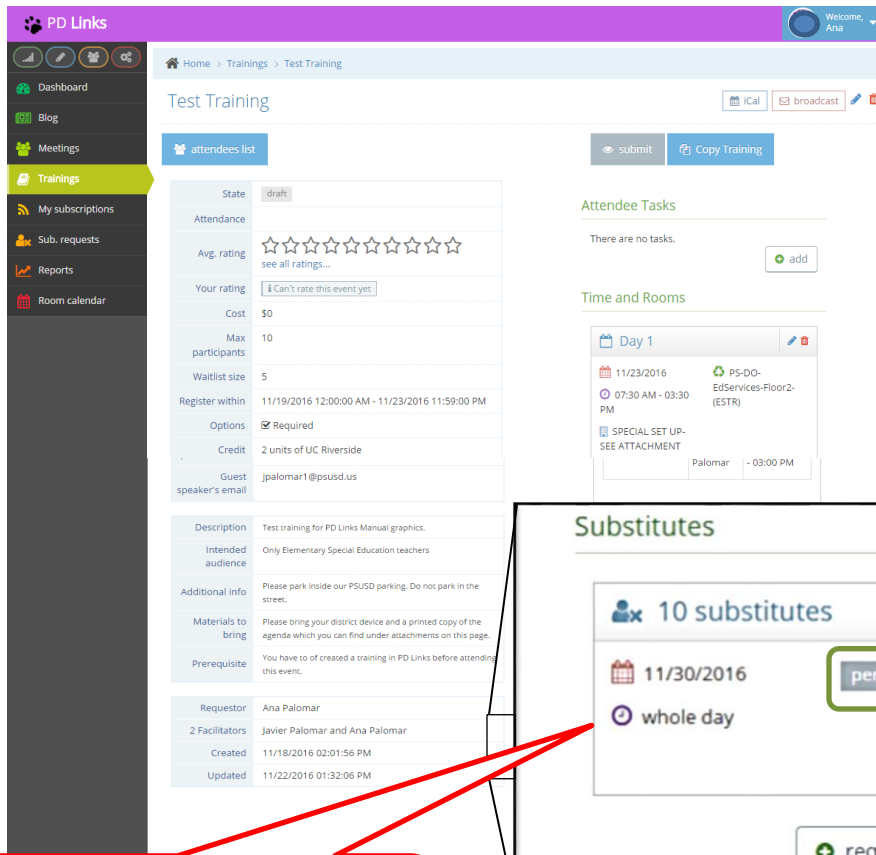
[Save](#) [Reset](#)

You must have first entered date, time and room / no room required prior to this step.

3. You will get a confirmation of your request like the one shown below. You can then return to the main page of your event by clicking on the title of the event.



4. Your request will be reviewed and then you'll see a response on the main page of your event.



The entire request will not be approved or rejected until your sub request has been approved or denied by the H.R. Specialist



# REQUESTING SUBSTITUTES FOR A SCHOOL SITE EVENT

[\[Back to TOC\]](#)

1. On the main page of your event go to *Substitutes – Request Substitutes*.

*We suggest that unless you want your teachers to register for your event use the meetings tab to create a school site event, it's more practical.*

PD Links

Welcome, Ana

Home > Meetings > TEST

TEST iCal

State	approved
Cost	\$0
Description	Testing PD Links.

Requestor	Ana Palomar
1 Facilitator	Ana Palomar
Created	11/17/2016 10:57:28 AM
Updated	11/17/2016 04:19:22 PM
Submitted	11/17/2016 04:00:48 PM Ana Palomar
Approved	11/17/2016 04:19:22 PM Javier Palomar

### Attendee Tasks

There are no tasks.

### Rooms

Day 1

11/23/2016	PS-DO-EdServices-Floor1-(Board)
07:30 AM - 03:00 PM	
5. Group Training Layout	

#### Overlapping Events

Title	Requestor	Time
Palm Springs Regional Association of Realtors	Madilyn Parker	07:30 AM - 09:00 AM

### Services

DISTRICT OFFICE ROOMS (Weekdays: M-F)

11/23/2016	approved
For 40 people.	

[+ request a service](#)

**Substitutes**

[+ request substitutes](#)

### Attachments

[+ add](#)

2. Chose a *Date*, *Period*, and enter a *Number Requested* then click *Save*

PD Links

Welcome, Ana

Home > Meetings > TEST

TEST > New substitute request

\* Date: 11/30/2016 07:30 AM - 03:30 PM

\* Period:  morning  afternoon  whole day

\* Number requested: 10

Quota: 23 / 40 (57.5%)

Funding code:

Requestor notes:

You still have to submit your training or meeting request on the main page.

3. You will get a confirmation of your request like the one shown below. You can then return to the main page of your event by clicking on the title of the event.

PD Links

Welcome, Ana

Home > Meetings > TEST > 10 substitutes for 11/30/2016 (whole day)

TEST > 10 substitutes for 11/30/2016 (whole day)

Substitute request was successfully created

Date	11/30/2016	whole day
State	pending	
Funding code	<input type="text"/>	
Requested	10	
Morning	23 / 40 (57.5%)	
Afternoon	23 / 40 (57.5%)	
Requestor notes	<input type="text"/>	
Reviewer notes	<input type="text"/>	
Created	11/22/2016 03:49:16 PM Ana Palomar	
Updated	11/22/2016 03:49:16 PM	

cancel

You still have to submit your training or meeting request on the main page.

4. Your request will be reviewed and then you'll see a response on the main page of your event.

The screenshot shows the PD Links interface for a meeting request titled "TEST". The left sidebar contains navigation options: Dashboard, Blog, Meetings (highlighted), Trainings, My subscriptions, Sub. requests, Reports, and Room calendar. The main content area displays the following information:

- Request Details:**
  - State: approved
  - Cost: \$0
  - Description: Testing PD Links.
- Requestor Information:**
  - Requestor: Ana Palomar
  - 1 Facilitator: Ana Palomar
  - Created: 11/17/2016 10:57:28 AM
  - Updated: 11/22/2016 03:47:29 PM
  - Submitted: 11/17/2016 04:00:48 PM Ana Palomar
  - Approved: 11/17/2016 04:19:22 PM Javier Palomar
- Attendee Tasks:** There are no tasks.
- Rooms:** Day 1, 11/23/2016, 07:30 AM - 03:00 PM, PS-DO-EdServices-Floor1-(Board), 5. Group Training Layout. Includes a table for overlapping events.
- Services:** DISTRICT OFFICE ROOMS (Weekdays: M-F), 11/23/2016, approved, For 40 people.
- Substitutes:** 10 substitutes, 11/30/2016, pending, whole day.
- Attachments:** (Empty)

Annotations on the screenshot:

- A green callout box points to the "approved" status in the "State" field, with the text: "The request will change to approved or rejected once it's reviewed".
- A red callout box points to the "pending" status in the "Substitutes" section, with the text: "The entire request will not be approved or rejected until your sub request has been approved or denied by the H.R. Specialist".

# MANAGING REGISTRATIONS FOR YOUR TRAINING

[\[Back to TOC\]](#)

This feature will allow you to add or delete registered participants before or during your training, according to your trainings criteria.

You can also take attendance electronically during your event. This will allow you to keep a permanent record on each of your trainings reports to be run that include your training, and participants to have record of what training they have attended themselves. Here’s how it work:

## ADDING OR REGISTERING PARTICIPANTS TO YOUR TRAINING

[\[Back to TOC\]](#)

1. On the main page of your training, click on *Attendees List*

Ideally, each participant would have to register them self, but if for some reason they did not, you can register them either before or at the training. You would have to be linked to the training as a facilitator- *see page 30*

The screenshot shows the PD Links interface for a training titled "Test Training". A red arrow points to the "attendees list" button. The interface includes a sidebar with navigation options like Dashboard, Blog, Meetings, Trainings, My subscriptions, Sub. requests, Reports, and Room calendar. The main content area displays training details in a table format, including State (approved), Attendance, Avg. rating (10 stars), Your rating (Can't rate this event yet), Cost (\$0), Max participants (10), Waitlist size (5), Register within (11/28/2016 12:00:00 AM - 12/24/2016 11:59:00 PM), Options (Required), Credit (2 units of UC Riverside), Paid, Subst. provided (Subs will be set aside for this event...), Topics (pd\_links\_test), Guest speaker's name (Javier Palomar), and Guest speaker's email (jpalomar1@psusd.us). To the right, there are sections for Attendee Tasks (no tasks), Time and Rooms (Day 1, 12/24/2016, 07:30 AM - 03:30 PM, PS-DO-Purchasing-Floor1-(CR-102), 5. Group Training Layout), and Services (ONLY FOR TESTING, 12/24/2016, approved, Only for testing, more details...).

2. Then click *Add User*

Home > Trainings > Test Training > Attendees

Test Training » Attendees

print list print badges **add user**

First name	Last name	Joined	12/24/2016
Barbara	Anglin	11/28/2016 10:14 AM	confirm
Carla	Aranda Macias	11/28/2016 10:13 AM	confirm
Regina	Calderon	11/28/2016 10:14 AM	confirm
Maricela	Hernandez Magdaleno	11/28/2016 10:13 AM	confirm
Javier	Palomar	11/28/2016 10:14 AM	confirm
Esveidet	Palomar-Zarate	11/28/2016 10:13 AM	confirm
Barbara	Robles	11/28/2016 10:13 AM	confirm
Veronica	Rosas	11/28/2016 10:13 AM	confirm
Claudia	Sanchez	11/28/2016 10:14 AM	confirm

3. Simply type in the name of the person then click *Save*

Home > Trainings > Test Training > Attendees

New attendee

\* User

**Save** Reset

4. The name of the person will then appear in the list of attendees.

PD Links

Welcome, Ana

Home > Trainings > Test Training > Attendees

Test Training » Attendees

Ana Palomar is now registered for 'Test Training'

print list print badges add user

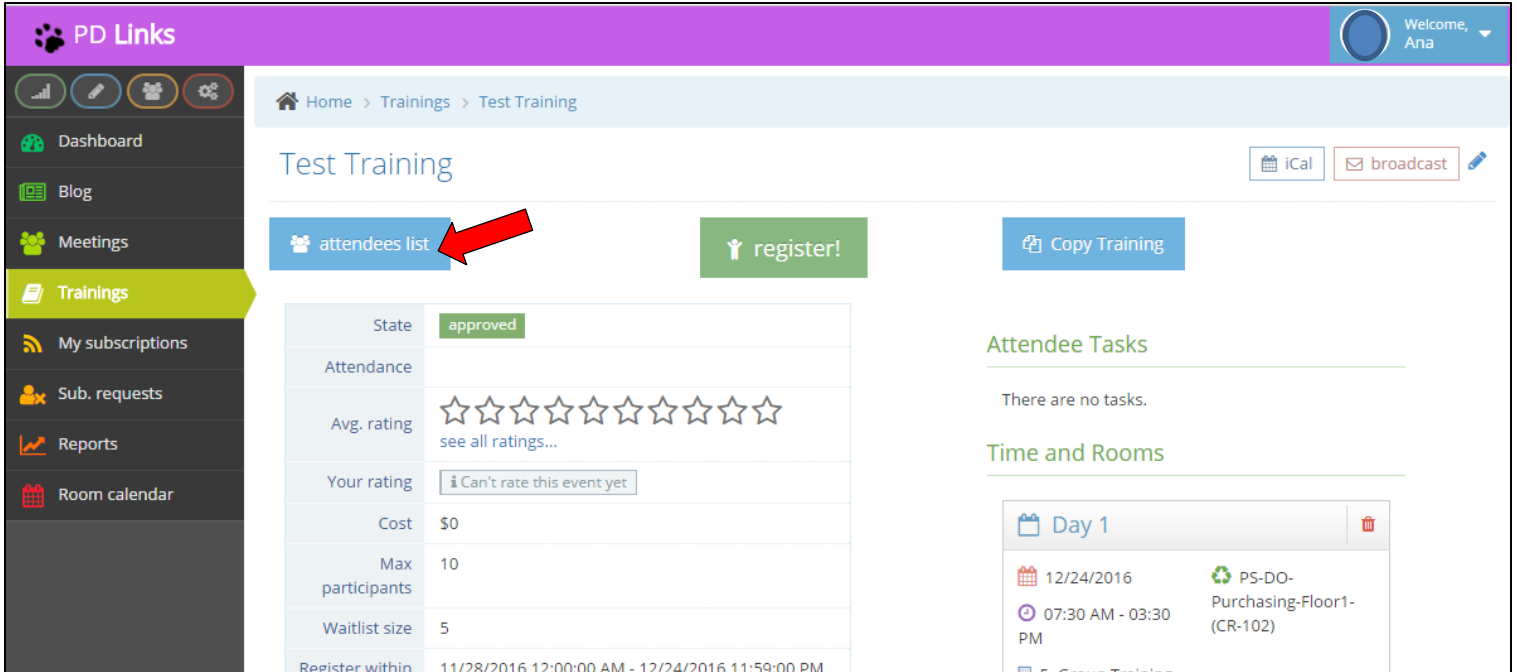
First name	Last name	Joined	12/24/2016	
Barbara	Anglin	11/28/2016 10:14 AM	<input type="checkbox"/> confirm	
Carla	Aranda Macias	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	
Regina	Calderon	11/28/2016 10:14 AM	<input type="checkbox"/> confirm	
Maricela	Hernandez Magdaleno	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	
Ana	Palomar	11/29/2016 01:39 PM	<input type="checkbox"/> confirm	
Javier	Palomar	11/28/2016 10:14 AM	<input type="checkbox"/> confirm	
Barbara	Robles	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	
Veronica	Rosas	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	
Claudia	Sanchez	11/28/2016 10:14 AM	<input type="checkbox"/> confirm	

If you wish to delete someone from your training simply click this icon

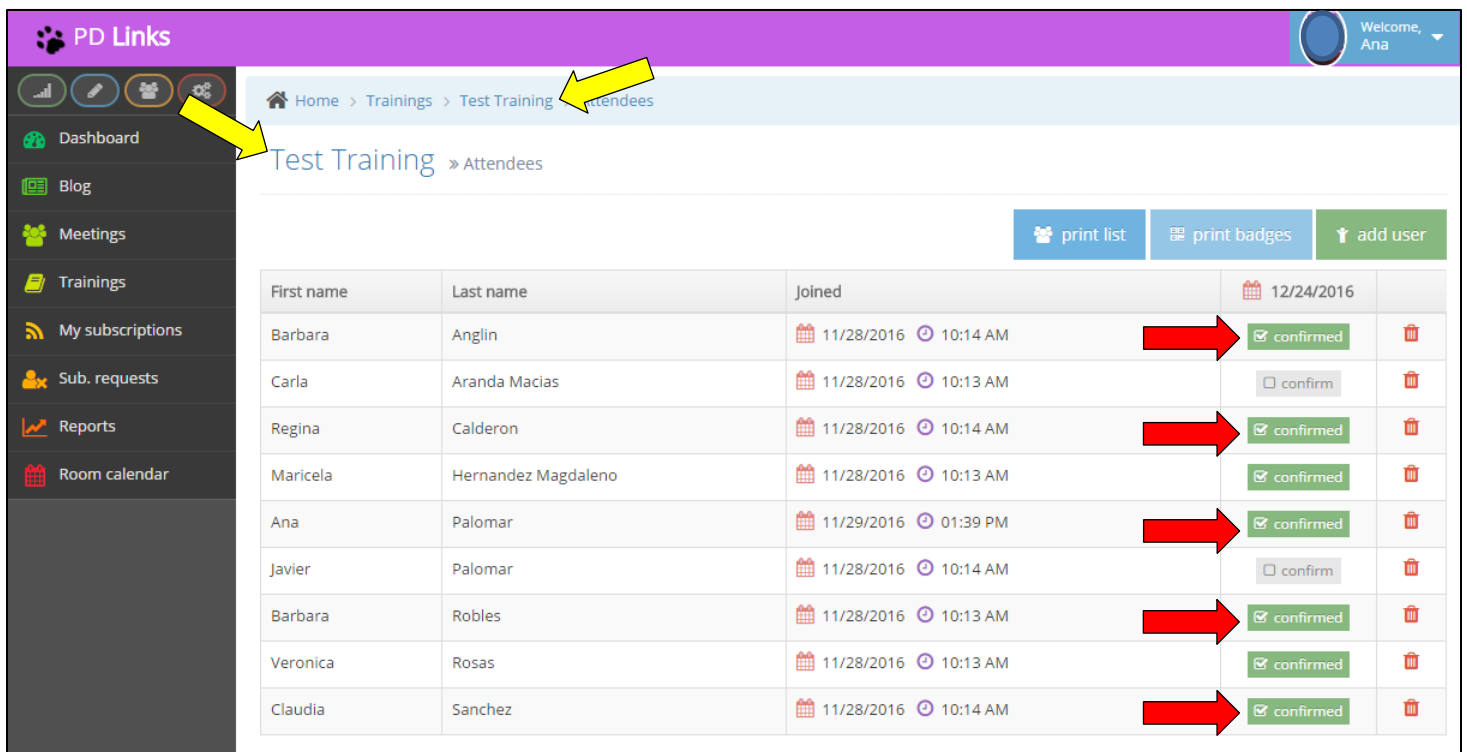
# CONFIRMING ATTENDANCE

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1. On the main page of your training, click on *Attendees List* (this would usually happen towards the end of your training)



2. Then simply click the *Confirmed* button for each participant that attended. You don't have to click anywhere else; this action automatically certifies their attendance. You can then just click back to the main page of your event.



# MANAGING YOUR WAITLIST

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As you're creating your training you can limit the number on your waitlist (*see pages 30 & 31*) to manage this list:

1. Simply click on *Attendees List*

The screenshot shows the PD Links interface for a training titled "Test Training". The left sidebar contains navigation options like Dashboard, Blog, Meetings, and Trainings. The main content area includes a breadcrumb trail (Home > Trainings > Test Training), a title "Test Training", and buttons for "attendees list", "register!", and "Copy Training". Below these is a table of training details. The "Waitlist size" field is circled in red and shows the value "5". To the right, there are sections for "Attendee Tasks", "Time and Rooms", and "Services".

State	approved
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	Can't rate this event yet
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/28/2016 12:00:00 AM - 12/24/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	
Subst. provided	Subs will be set aside for this event. Individuals will need to go to AESOP Online to reserve their specific substituted.
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us
Description	Test training for PD Links Manual graphics.



- You can then: move participants down to the waitlist by clicking their **arrow**. This will automatically move the first person from the waitlist up to the main list. To delete any participant just click their **trash** icon. You can also add participants to waitlist by clicking on the *Add User To Waitlist* button.

The screenshot shows the PD Links interface with a sidebar on the left containing navigation options like Dashboard, Blog, Meetings, Trainings, My subscriptions, Sub. requests, Reports, and Room calendar. The main content area displays the 'Attendees' list for 'Test Training' and a 'Waitlist' section. The attendees table has columns for First name, Last name, Joined, and a date (12/24/2016). Each row includes a 'confirm' checkbox and a set of icons: a downward arrow and a trash icon. A yellow arrow points to the 'add user to waitlist' button in the top right of the attendees section. A blue arrow points to the downward arrow icon for the first attendee, Barbara Anglin. A red arrow points to the trash icon for the first attendee in the waitlist, Javier Palomar.

**Attendees Table:**

First name	Last name	Joined	12/24/2016	
Barbara	Anglin	11/29/2016 02:44 PM	<input type="checkbox"/> confirm	↓ 🗑️
Carla	Aranda Macias	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	↓ 🗑️
Regina	Calderon	11/28/2016 10:14 AM	<input type="checkbox"/> confirm	↓ 🗑️
Maricela	Hernandez Magdaleno	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	↓ 🗑️
Ana	Palomar	11/29/2016 01:39 PM	<input type="checkbox"/> confirm	↓ 🗑️
Javier	Palomar	11/29/2016 02:15 PM	<input type="checkbox"/> confirm	↓ 🗑️
Esveidet	Palomar-Zarate	11/29/2016 02:15 PM	<input type="checkbox"/> confirm	↓ 🗑️
Barbara	Robles	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	↓ 🗑️
Veronica	Rosas	11/28/2016 10:13 AM	<input type="checkbox"/> confirm	↓ 🗑️
Claudia	Sanchez	11/28/2016 10:14 AM	<input type="checkbox"/> confirm	↓ 🗑️

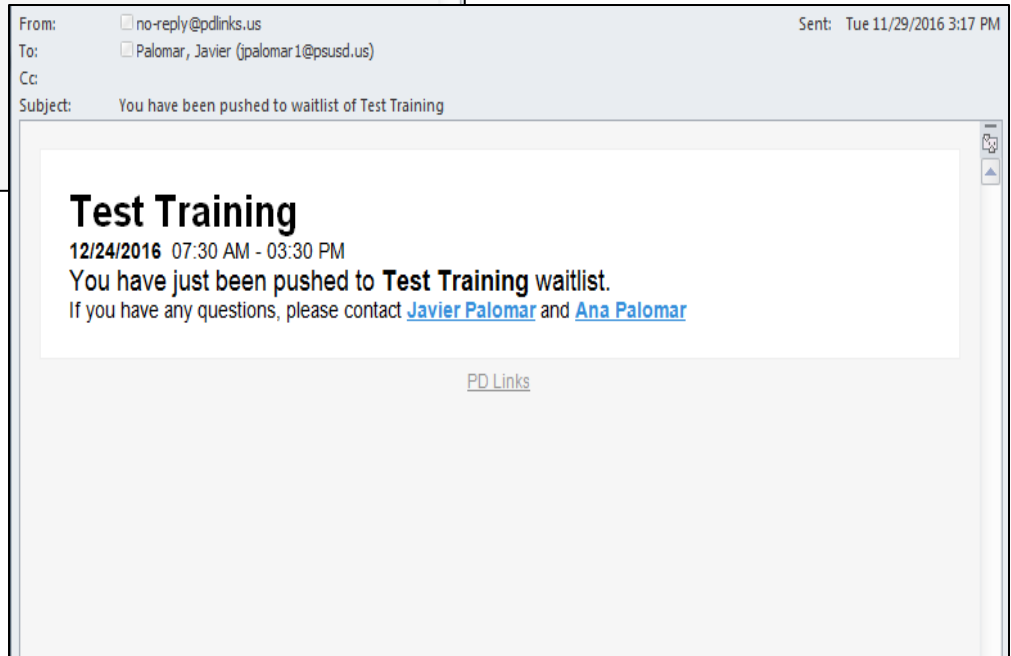
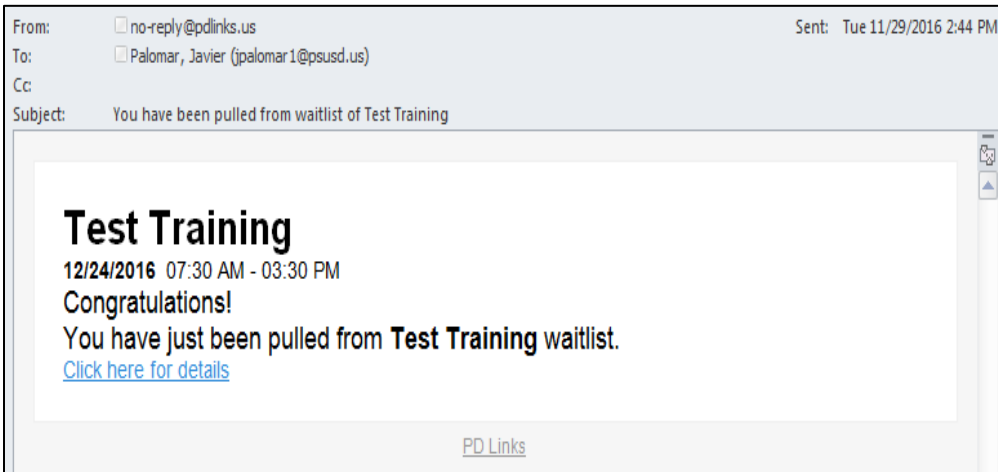
**Waitlist Table:**

First name	Last name	Joined	12/24/2016	
Javier	Palomar	11/29/2016 02:44 PM		🗑️
Rosa	Avery	11/29/2016 02:44 PM		🗑️

**Annotations:**

- A yellow arrow points to the 'add user to waitlist' button.
- A blue arrow points to the downward arrow icon in the attendees table, with the text: "This icon will move the participant down to the Waitlist, and move the first person on the Waitlist to be registered training."
- A red arrow points to the trash icon in the waitlist table, with the text: "This icon will unregister the participant from the training"

For any changes you do, your participants will receive generic emails alerting them of their particular status as shown below:



*\* Positive ones will congratulate them; “negative”e ones will inform them who to contact.*

# BROADCAST

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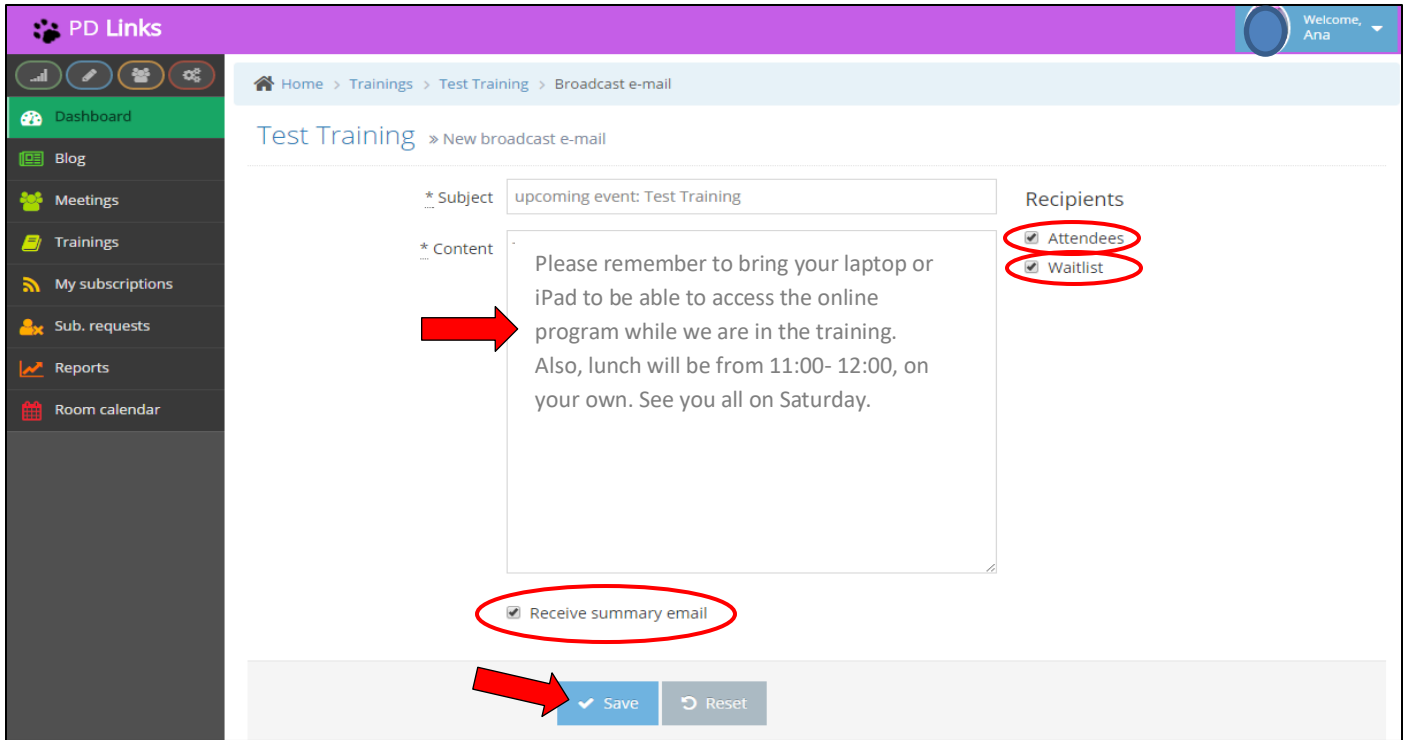
This feature will allow you to send a message (email) to your participants before or after your training takes place. This can be helpful to send out final reminders or to follow up with previous participants of past trainings. Here’s how you do it:

1. On the main page of your training, click on the **Broadcast** button

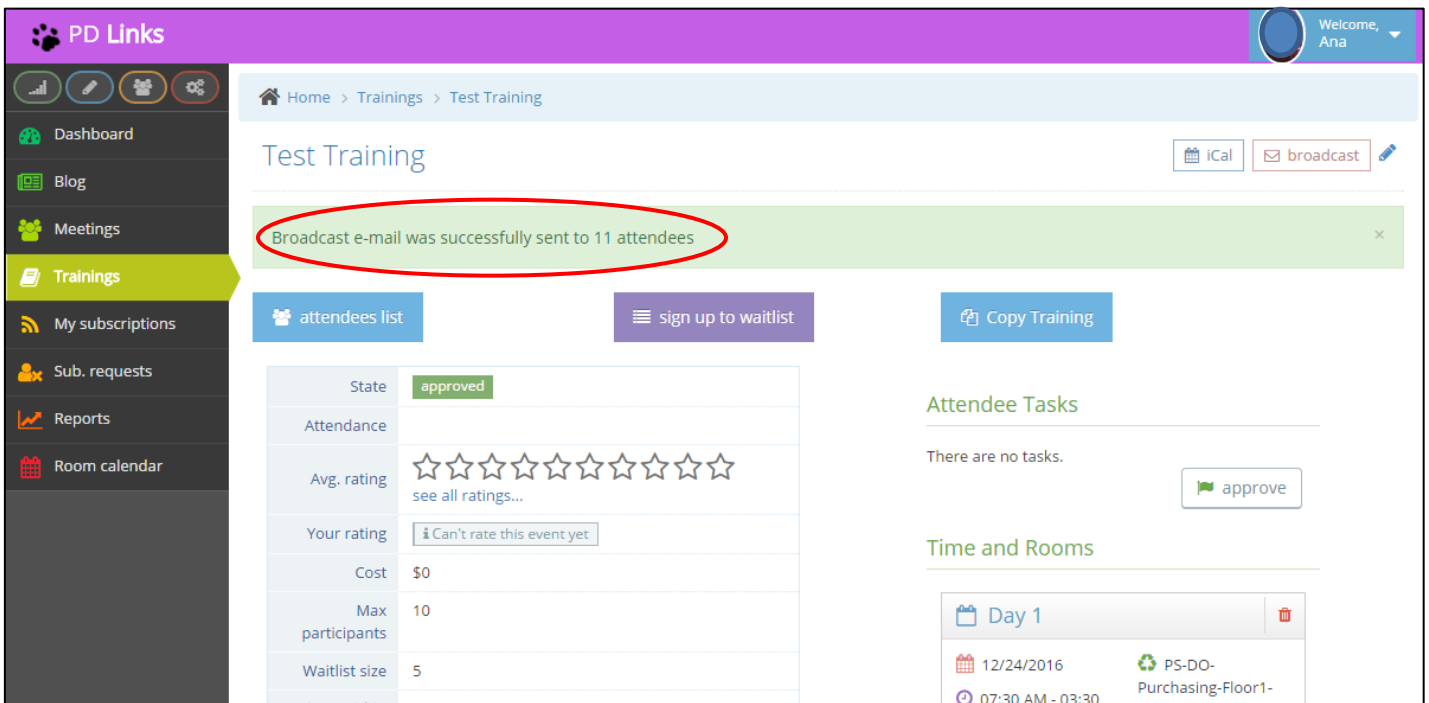
The screenshot shows the PD Links interface for a training titled "Test Training". The breadcrumb navigation is "Home > Trainings > Test Training". The page title is "Test Training". In the top right corner, there are buttons for "iCal" and "broadcast", with the "broadcast" button circled in red and a red arrow pointing to it. The left sidebar contains navigation options: Dashboard, Blog, Meetings, Trainings (highlighted), My subscriptions, Sub. requests, Reports, and Room calendar. The main content area includes buttons for "attendees list", "register!", and "Copy Training". Below these are several sections: "Attendee Tasks" (no tasks), "Time and Rooms" (Day 1, 12/24/2016, 07:30 AM - 03:30 PM, PS-DO-Purchasing-Floor1-(CR-102), 5. Group Training Layout), and "Services" (ONLY FOR TESTING, 12/24/2016, approved, more details...). A table of event details is also present.

State	approved
Attendance	
Avg. rating	☆☆☆☆☆☆☆☆☆☆ see all ratings...
Your rating	Can't rate this event yet
Cost	\$0
Max participants	10
Waitlist size	5
Register within	11/28/2016 12:00:00 AM - 12/24/2016 11:59:00 PM
Options	<input checked="" type="checkbox"/> Required
Credit	2 units of UC Riverside
Paid	
Subst. provided	Subs will be set aside for this event. Individuals will need to go to AESOP Online to reserve their specific substituted.
Topics	pd_links_test
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us
Description	Test training for PD Links Manual graphics.

- You will then write in your message in **Content**, and then choose, who you want the message to go to by clicking appropriate box; **Attendees**, **Waitlist**, or both. You can also click the box for **Receive Summary Email** to get an over view of who your message went out to. Once you are ready to send it out, simply click **Save**. Your message will be instantly send to your participants.

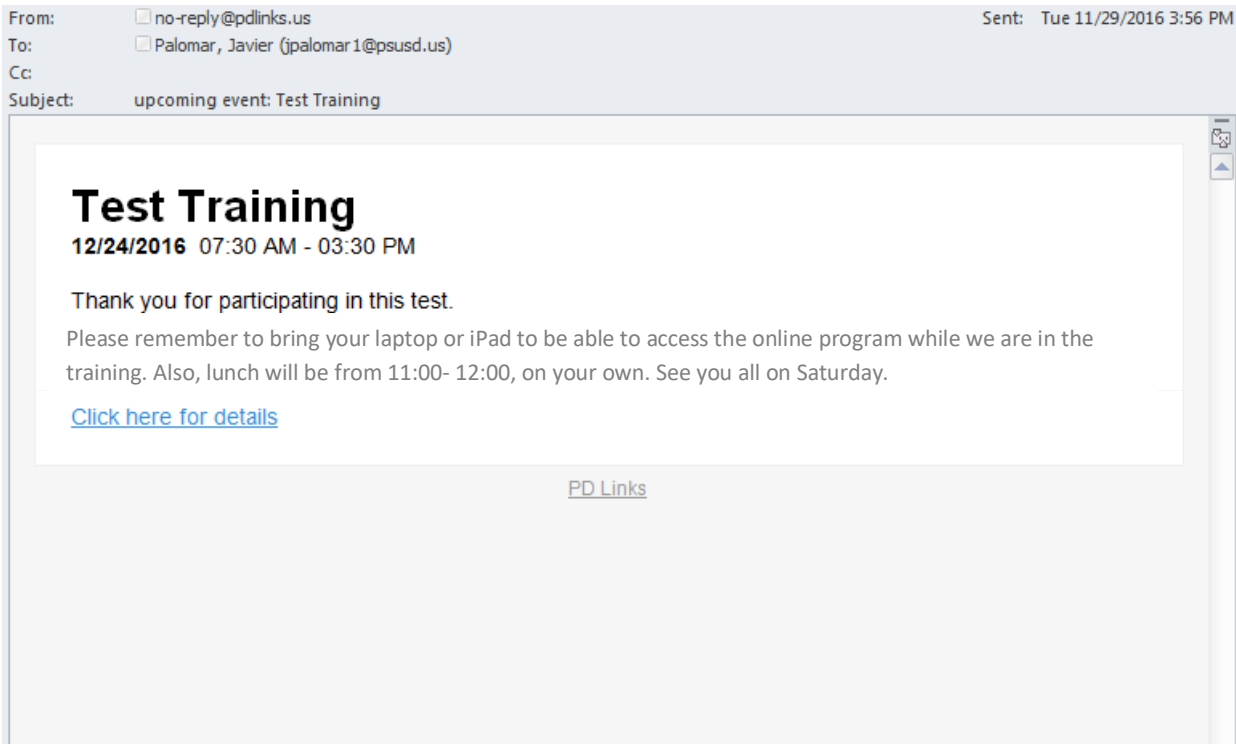


- You'll then see a confirmation in PD Links like the one below

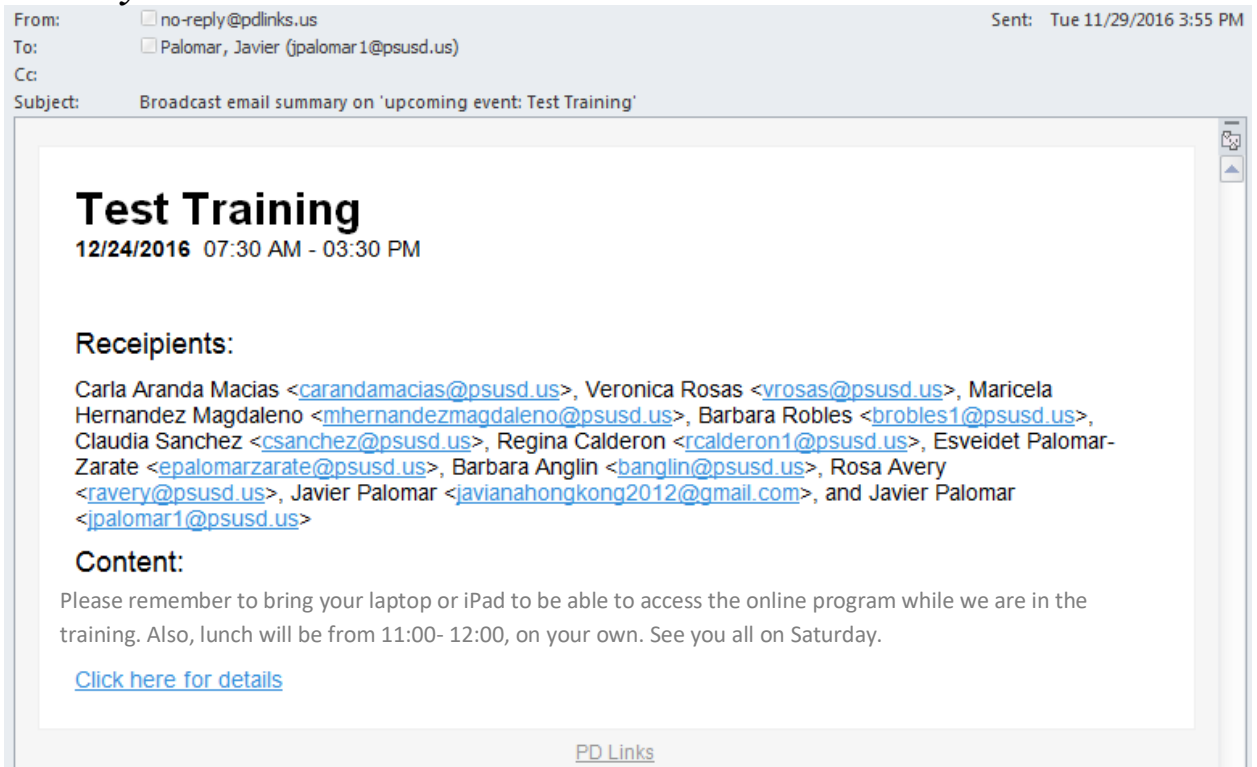


This is an example of what the emails look like:

**Participants' message-**



**Summary Email-**

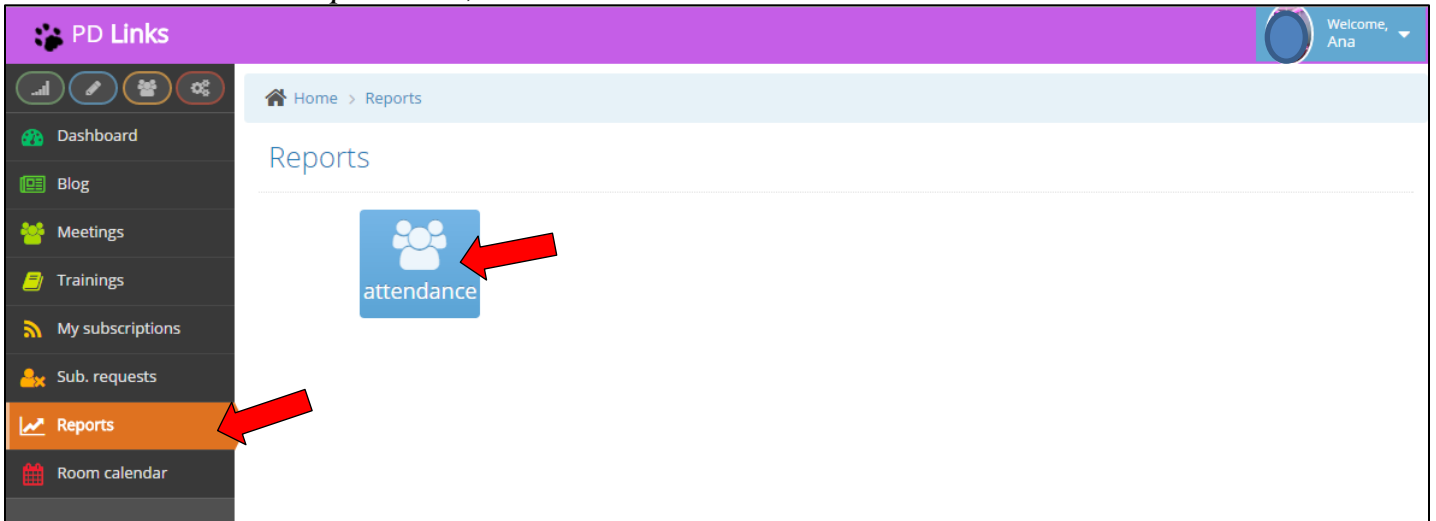


# REPORTS TAB

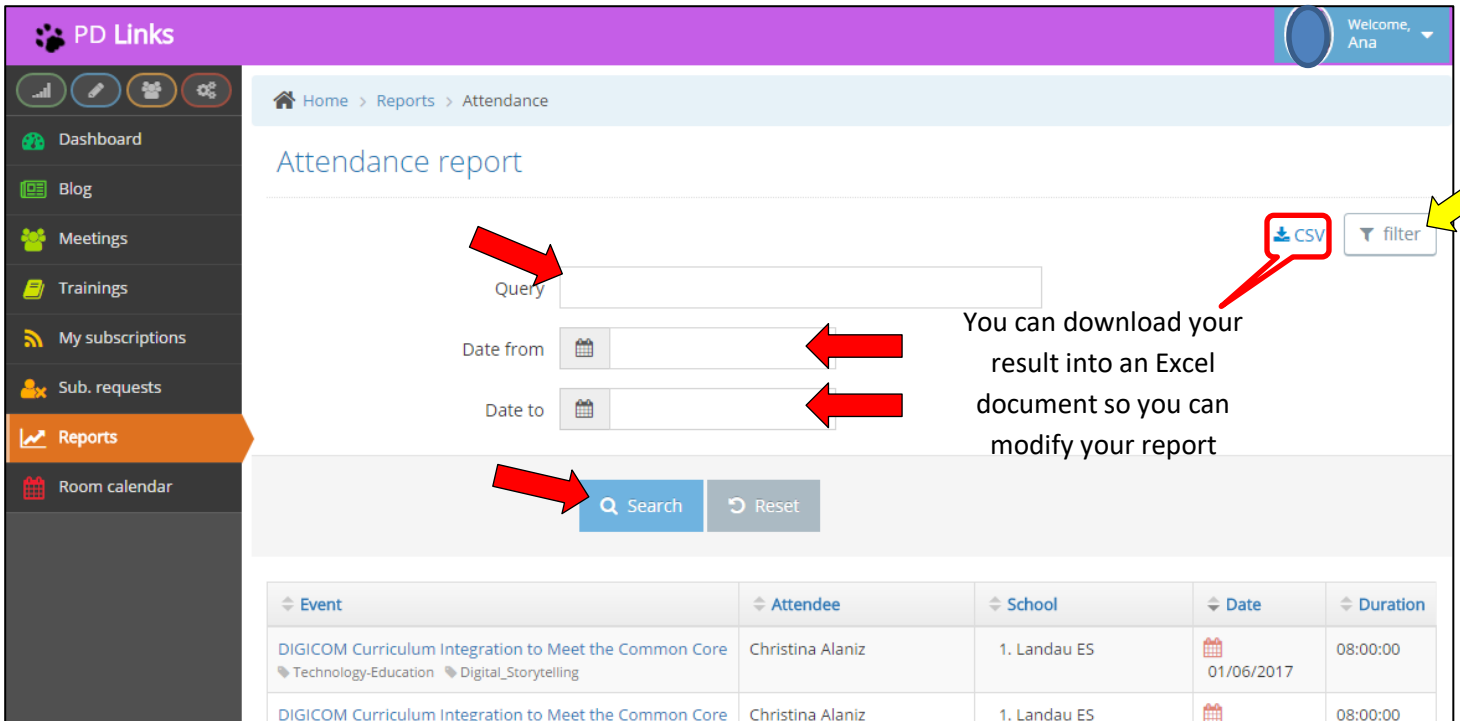
[\[Back to TOC\]](#)

Another feature you might find helpful is our *Reports* tab. This tab will; help you keep track of your past trainings, allow reports that are run to include your training and allow participants to have of training they attended. Here’s how it works:

**1. Click on the *Reports* tab, then Attendance**



**2. To *Filter* out the results, use the *Query* or the *Date From / Date To* options then click the *Search* button. In *Query*, you can type in name of participant, title of training, or school site to narrow your results. Once you get your results, you can download them in CVS format which you can then modify as an Excel document.**



# FLiPD LEARNING

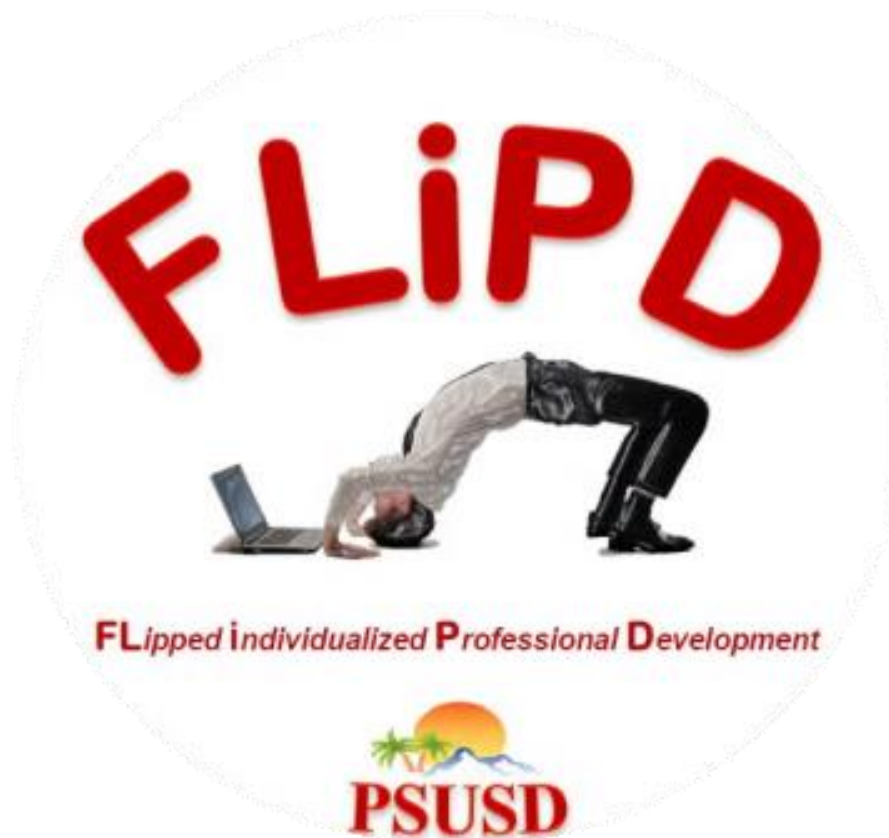
[\[Back to TOC\]](#)

We are happy to introduce a brand new tool in PD Links that will enhance your Professional Development experience. It's PSUSD's very own **FLiPD Learning!**

**FLiPD** stands for **FL**ipped **i**ndividualized **P**rofessional **D**evelopment. The idea behind it is to have another professional development format for [STAFF](#) & [FACILITATOR](#) to take advantage of the great PD opportunities offered to them through **PD Links**.

Here's how it works, a training can be offered in two parts: 1) Instruction 2) Collaboration. For Instruction, **FLiPD Learning** will allow a Facilitator to add an *Attendee Task* to any particular training. The **Staff** member that registers for that training will then have access to that task which he or she will have to complete before attending the collaboration part of the training. They will be able to upload evidence of completion of the task in the training's main page. This will then be reviewed by the **Facilitator** who will *Approve* or *Deny* the evidence provided, giving feedback to the participant. This will minimize the time that the participant will have to give up of their time since the first part (Instruction) can be done on their own time, at home after work hours.

We will now review how [STAFF](#) & [FACILITATOR](#) to take advantage of this feature:



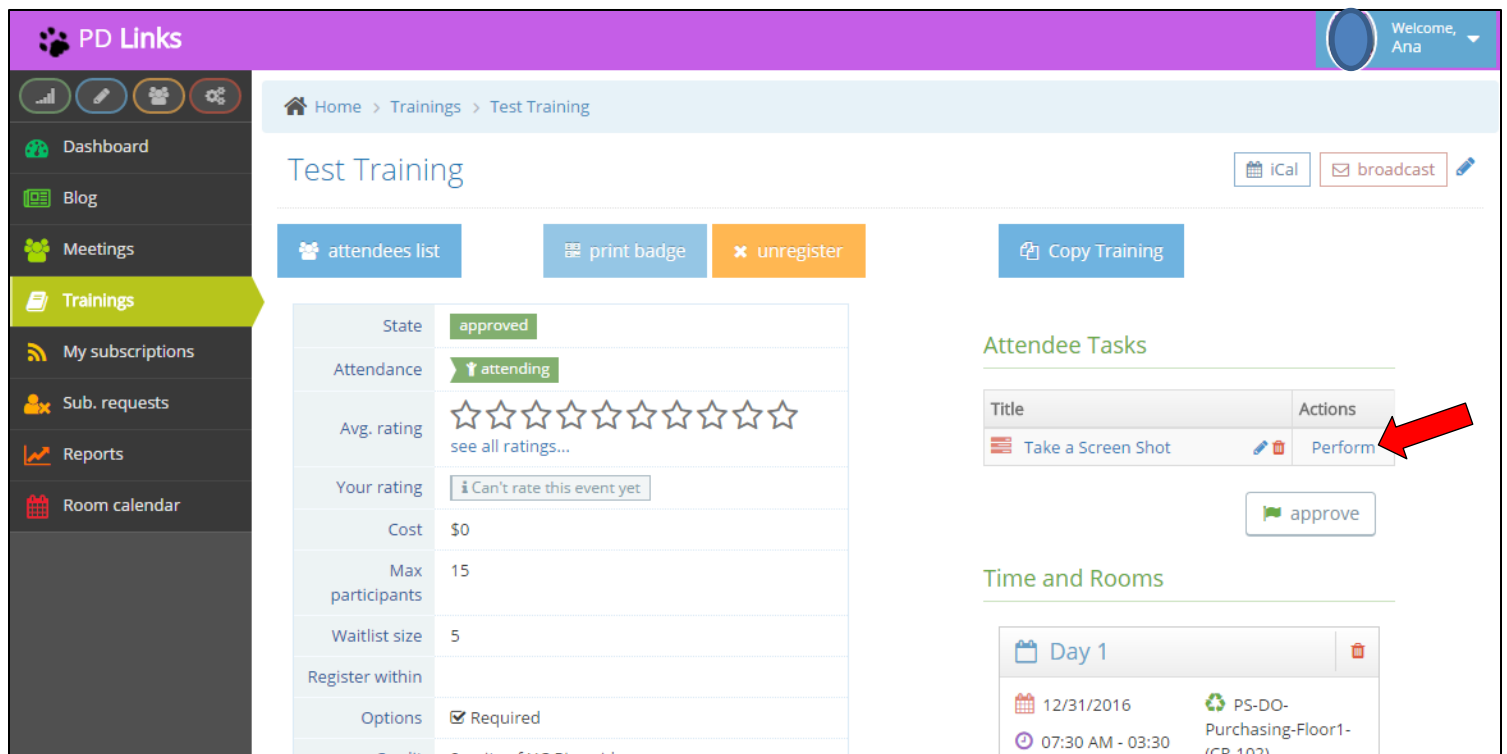
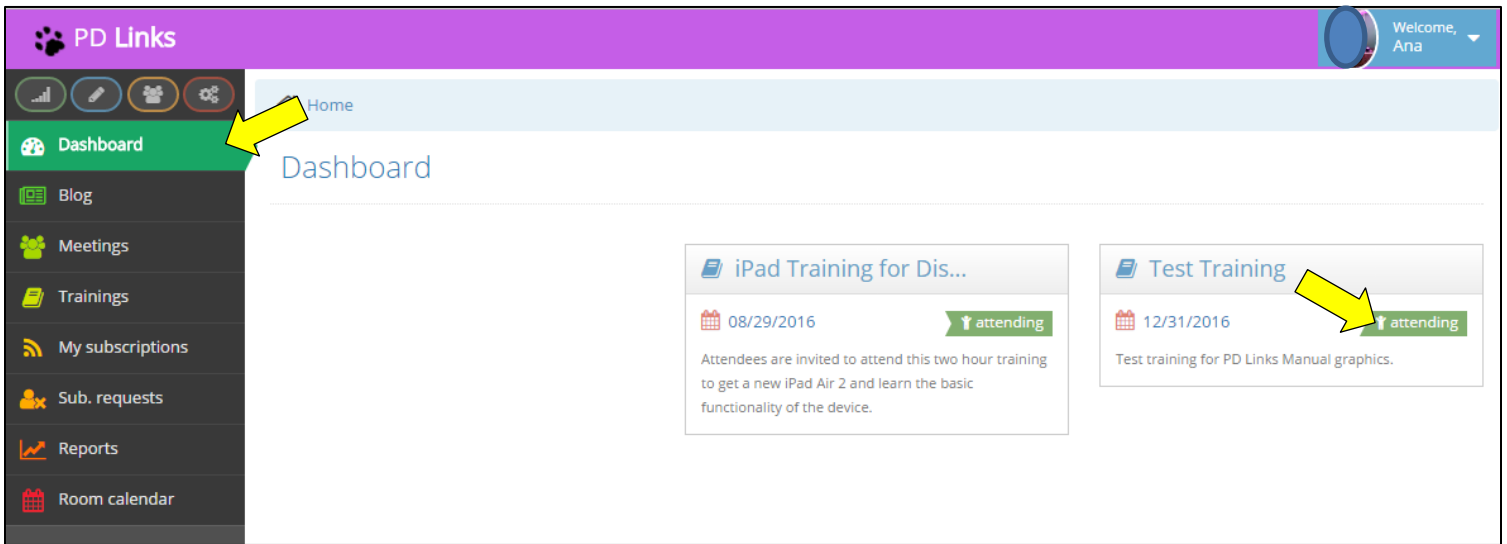
# FLIPD LEARNING FOR STAFF

[\[Back to TOC\]](#)

You can also click on the following link to see a how-to video:

[\*Flipped Learning - Staff Member Completes an Activity\*](#)

1. On the main page of the training you've registered for (*you can get there by clicking **attending** ribbon in the training box, in **Dashboard Tab***), under *Attendee Task* click on *Perform*





- You will then see instructions on what is required to do this task. You will then need to include evidence under *Task Evidence*. Write in a description of your evidence. Then upload your file in *Attachment* (you will have to of saved it in your computer or a USB for you to choose it from and upload it). Then just click the *Save* button.

**PD Links** Welcome, Ana

Home > Trainings > Test Training > Take a Screen Shot

### Take a Screen Shot > Perform Task

#### What is a screenshot?

But first, what exactly is a screenshot? A screenshot or screen capture is a picture taken by a computer, mobile or tablet user, using the device in question, to record the visible items displayed on the screen. The image is stored as a graphic file. Screenshots can be taken using various programs or by using particular keyboard/button short cuts.

#### How to take a screenshot on a computer

##### Windows

- Hit the **PrtScn** button to take a screenshot of the entire screen: When using Windows, pressing the Print Screen button (located in the top right of the keyboard) will take a screenshot of your entire screen. Hitting this button essentially copies an image of the screen to the clipboard. You'll then need to paste the image into Word, Paint or some other image editing program to view, edit or save the image. If you'd like to capture only the active window press the **Alt** and **PrtScn** buttons together.

**Use the Snipping Tool program to take a screenshot**

Snipping Tool. Snipping Tool is a program in Windows Vista and a number of other Windows versions that allows you to take screenshots. You can then edit the screenshots and save them. It is useful in taking screenshots.

- Some laptops in particular mightn't have a dedicated Print Screen button. In these cases, you can use combinations that can be used for taking screenshots.

#### Task Evidence

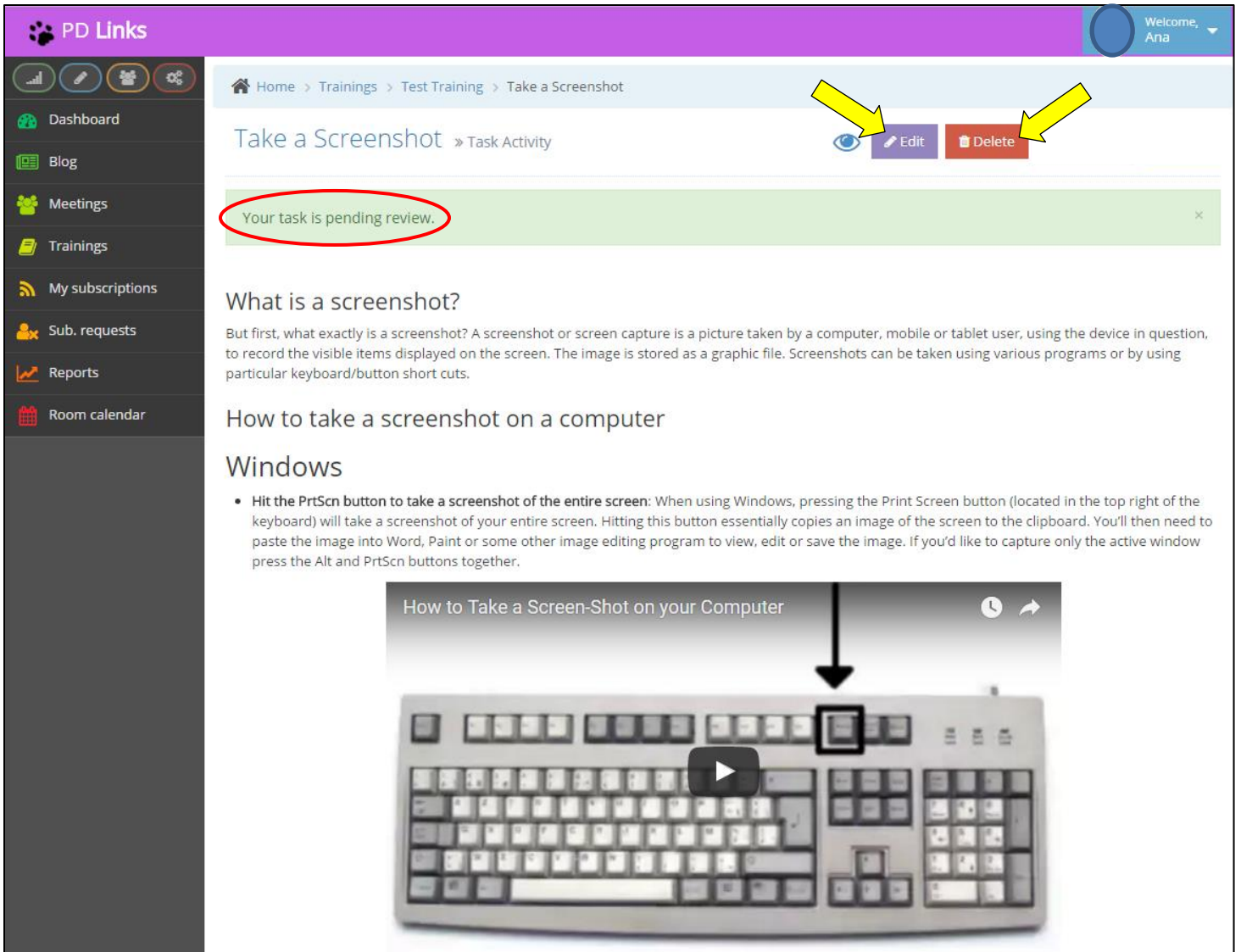
**Details** I've uploaded a screen shot of the page.

#### Attachment

Desktop-Screenshot.jpg Change

Save Reset

- You'll then get a confirmation like the one shown below and wait for it to be reviewed by the Facilitator of the training. (You can always go back and *Edit* or *Delete* your evidence if you need to modify your entry.)



*\* If your submission is denied, you can always resubmit. See page 88 to learn how.*

# FLIPD LEARNING FOR FACILITATOR - ADDING A TASK

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You can also click on the following link to see a how-to video:

[\*Flipped Learning - Facilitator Creates an Activity\*](#)

1. On the main page of the training you've created, ***BEFOR YOU SUBMIT*** your event, under *Attendee Task* click on *Add*

The screenshot shows the 'Test Training' page in the PD Links system. On the left is a sidebar with navigation options like Dashboard, Blog, Meetings, and Trainings. The main content area is divided into two columns. The left column contains event details such as State (draft), Attendance, Avg. rating (5 stars), Your rating (Can't rate this event yet), Cost (\$0), Max participants (15), Waitlist size (5), Register within, Options (Required), Credit (2 units of UC Riverside), and Paid (\$200.00 Stipend). The right column contains 'Attendee Tasks' (with 'There are no tasks.' and 'approve' and 'add' buttons) and 'Time and Rooms' (with a calendar view for Day 1 on 12/31/2016 from 07:00 AM to 03:00 PM in room PS-DO-Purchasing-Floor1-(CR-102)). A red circle is drawn around the 'Submit' button, and another red circle is drawn around the 'add' button in the 'Attendee Tasks' section. A red arrow points to the 'add' button. A red callout box points to the 'Paid \$200.00 Stipend' field.

Before setting a stipend for your **FLIPD Learning** training, please consult with our PD Department.

- You will then be able to insert any information and instructions on the *Attendee Task* you wish your attendees to complete for your event. *Name* (title) and *Description* are required fields. Make sure that the box for *Evidence Required* is checked. After you are satisfied with your entry, simply click *Save*.

The screenshot shows the 'New task' form in the PD Links application. The form is titled 'Test Training > New task'. It contains the following elements:

- Name field:** Labeled '\* Name' with a red arrow pointing to the text 'Take a Screenshot'.
- Description field:** Labeled '\* Description' with a red arrow pointing to the rich text editor. The editor contains the text:
 

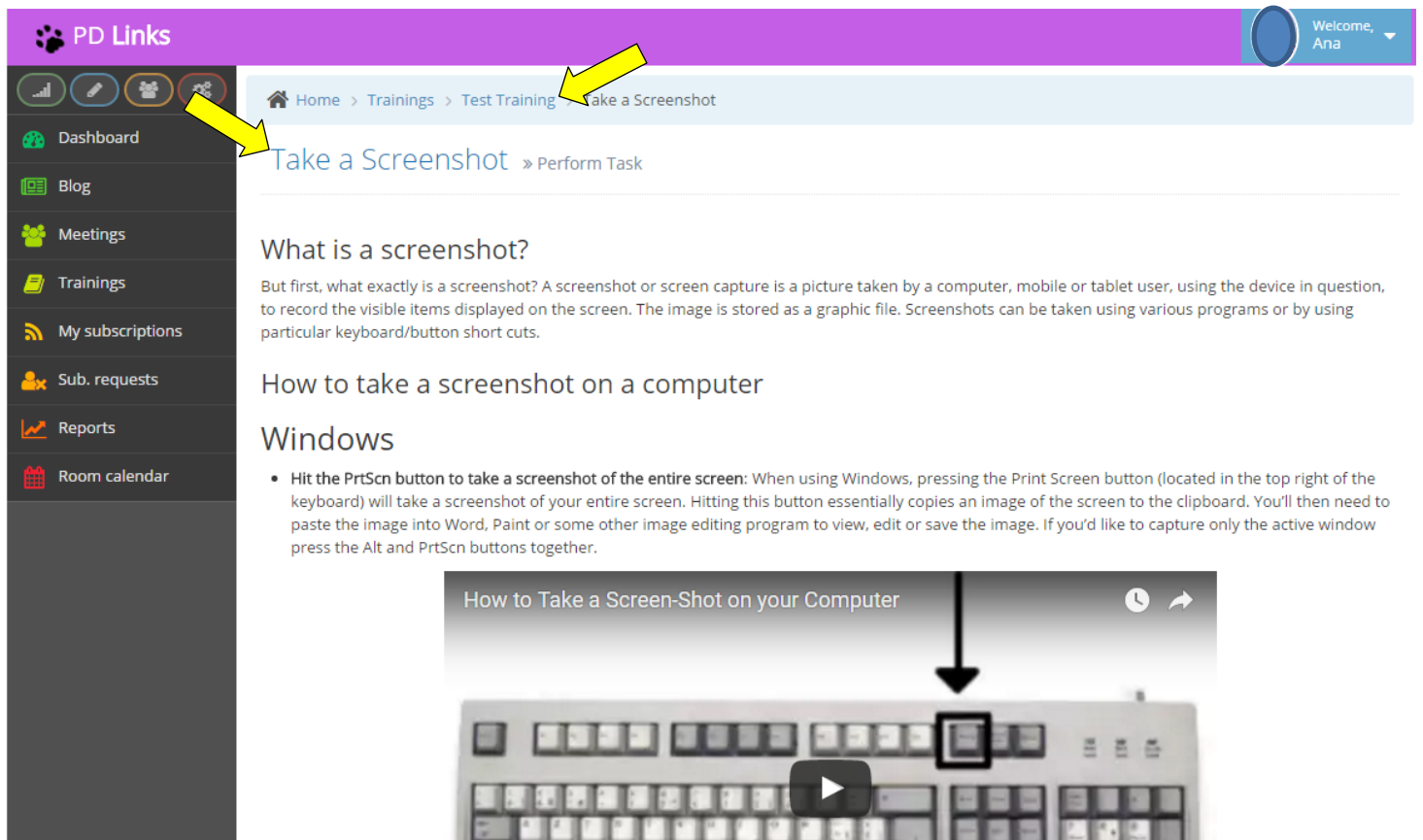
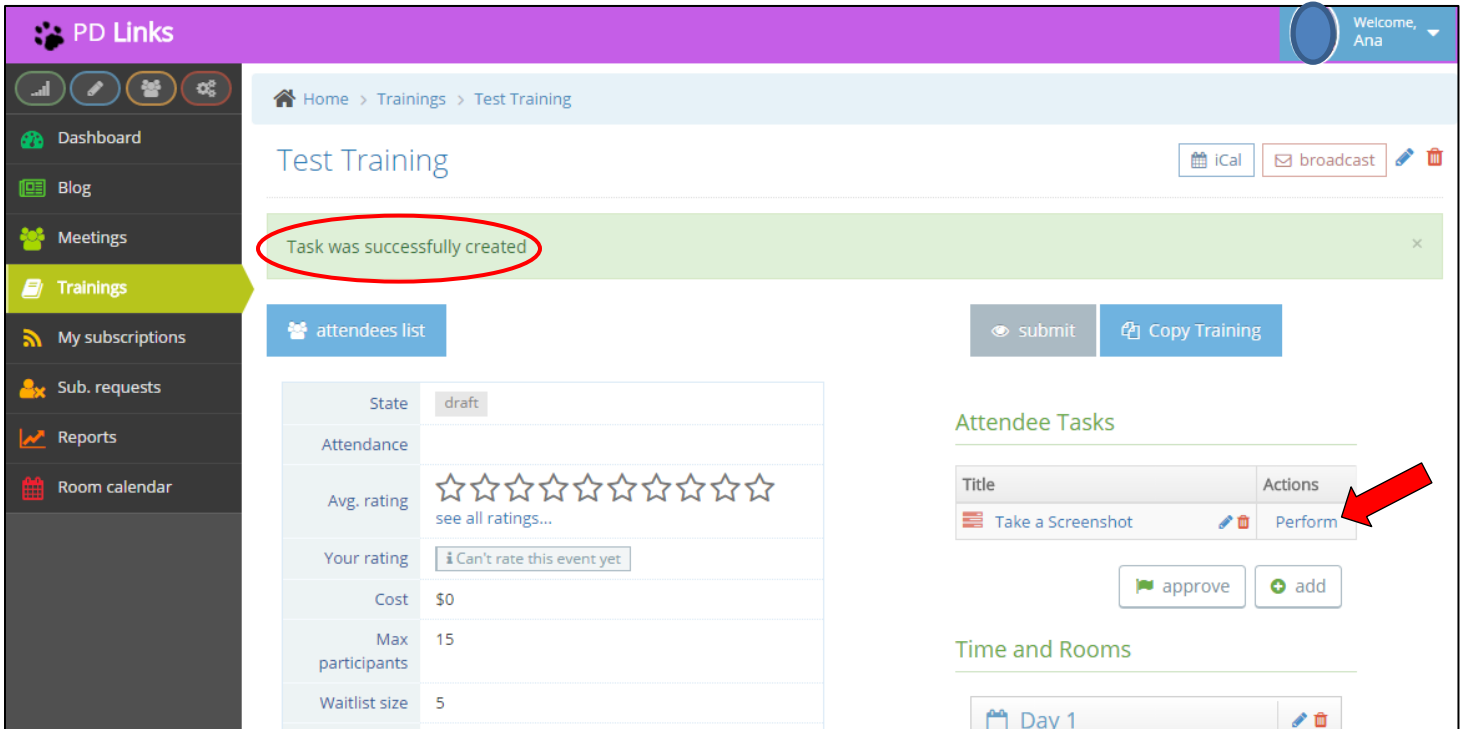
**What is a screenshot?**  
But first, what exactly is a screenshot? A screenshot or screen capture is a picture taken by a computer, mobile or tablet user, using the device in question, to record the visible items displayed on the screen. The image is stored as a graphic file. Screenshots can be taken using

**How to take a screenshot on a computer**

**Windows**

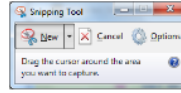
  - Hit the PrtScn button to take a screenshot of the **entire screen**: When using Windows, pressing the Print Screen button (located in the top right of the keyboard) will take a screenshot of your entire screen. Hitting this button essentially copies an image of the screen to the clipboard. You'll then need to paste the image into Word, Paint or some
- Rich Text Editor:** Contains icons for inserting images, videos, and tables. Red boxes and arrows highlight these icons with the following text:
  - 'This icon is for inserting images' points to the image icon.
  - 'This icon is for inserting videos' points to the video icon.
  - 'This icon is inserting tables' points to the table icon.
- Evidence required:** A checkbox labeled 'Evidence required' with a red arrow pointing to it.
- Buttons:** 'Save' and 'Reset' buttons at the bottom, with a red arrow pointing to the 'Save' button.

3. You will then get a confirmation like the one shown below. To check what it will look like for your participants, click on *Perform* under *Attendees Task*





- Use the Snipping Tool program to take and edit screenshots: If you're having difficulty locating or using the Print Screen key you might prefer to use



- Snipping Tool. Snipping Tool is a program that is included for free with Windows 7, Windows Vista and a number of other Windows products. It allows you to take screenshots easily by clicking New and then selecting the area that you'd like to screenshot. You can then edit the screenshot, using highlighter and pen tools. Snipping Tool is just one of numerous tools available to assist you in taking screenshots.
- Some laptops in particular mightn't have a PrtScn key. The user manual that came with your machine should have instructions on different key combinations that can be used for taking screenshots.

### Task Evidence

Details

Attachment

4. When you return to the main page, and only if your done with modifying your event, click the *Submit* button to set your task

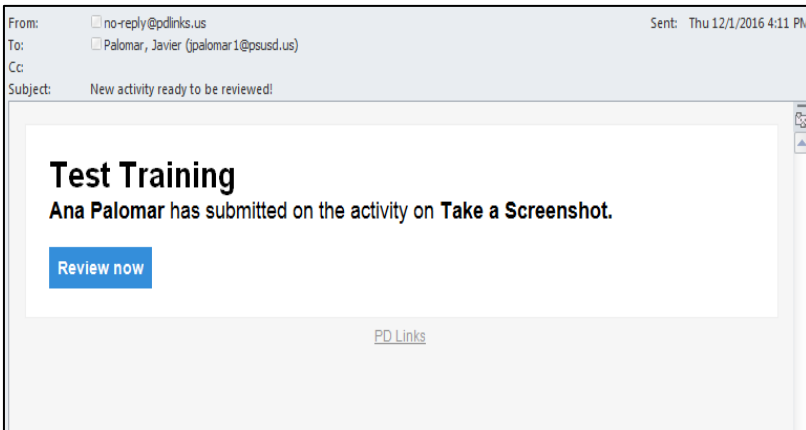
# FLIPD LEARNING FOR FACILITATORS - APPROVING/DENYING A TASK

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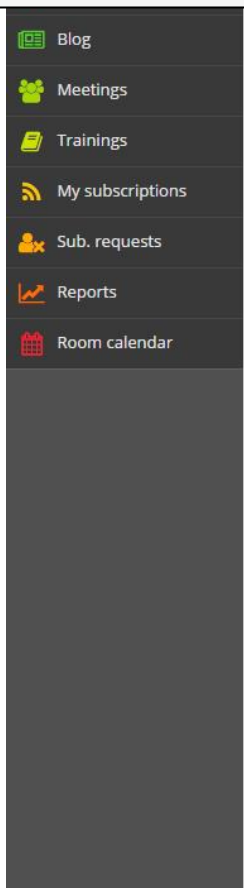
You can also click on the following link to see a how-to video:

[\*Flipped Learning - Facilitator Approves or Denies an Activity\*](#)

Every time someone completes an *Attendee Task*, you'll get an email alert. Simply follow the link given to you in that email, review the task and approve or deny it. It's a good idea to always include a comment so your participants know that you have reviewed their task.



## -APPROVING A TASK-



What is a screenshot?  
But first, what exactly is a screenshot? A screenshot or screen capture is a picture taken by a computer, mobile or tablet user, using the device in question, to record the visible items displayed on the screen. The image is stored as a graphic file. Screenshots can be taken using various programs or by using particular...

How to take a screenshot?  
Windows  
Win + Shift + S (located in the top right of the clipboard. You'll then need to capture only the active window)

Approve Task Completion

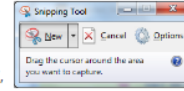
Message:  
Good job! See you on our Collaboration day.

Approve






- Use the Snipping Tool program to take and edit screenshots: If you're having difficulty locating or using the Print Screen key you might prefer to use



- Snipping Tool. Snipping Tool is a program that is included for free with Windows 7, Windows Vista and a number of other Windows products. It allows you to take screenshots easily by clicking New and then selecting the area that you'd like to screenshot. You can then edit the screenshot, using highlighter and pen tools. Snipping Tool is just one of numerous tools available to assist you in taking screenshots.
- Some laptops in particular mightn't have a PrtScn key. The user manual that came with your machine should have instructions on different key combinations that can be used for taking screenshots.

### Task Evidence

Details	I've uploaded a screenshot of my desktop.
Evidence	 Desktop-Screenshot.jpg

Here you'll be able to see their evidence

### 0 Comments



Leave a comment

Reply

You'll then get a confirmation as the one shown below. Your participants will also get an email notification.

PD Links
Welcome, Ana

Home > Trainings > Test Training > Take a Screenshot

## Take a Screenshot

» Task Activity

✓
Edit
Delete

Task activity was successfully approved.
×

### What is a screenshot?

But first, what exactly is a screenshot? A screenshot or screen capture is a picture taken by a computer, mobile or tablet user, using the device in question, to record the visible items displayed on the screen. The image is stored as a graphic file. Screenshots can be taken using various programs or by using particular keyboard/butt

### How to take a screenshot in Windows

- Hit the PrtScn button (or the Windows key + PrtScn keyboard) will take a screenshot and paste the image into the clipboard.

From:  no-reply@pdlinks.us

Sent: Thu 12/1/2016 4:33 PM

To:  Palomar, Javier (jpalomar1@psusd.us)

Cc:

Subject: New comment on Take a Screenshot

## Test Training

**Ana Palomar commented on the task Take a Screenshot**

Good job! See you on our Collaboration day.

[Click here for details](#)

PD Links



# -DENYING A TASK-

PD Links

Welcome, Ana

Home > Trainings > Test Training > Take a Screenshot

Take a Screenshot » Task Activity

What is a screenshot?

But first, what exactly is a screenshot? A screenshot or screen capture is a picture taken by a computer, mobile or tablet user, using the device in question, to record the visible items displayed on the screen. The image is stored as a graphic file. Screenshots can be taken using various programs or by using particular keyboard/button short cuts.

How to take a screenshot

Windows

• Hit the PrtScn button (or the Fn and PrtScn keyboard) will take a screenshot of the active window. To take a screenshot of the entire screen, press the Alt and PrtScn buttons together.

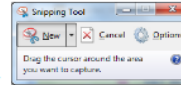
Deny Task Completion

\* Message:

This is not a Screenshot of your desktop. Please review the information on the "Take a Screenshot" and resubmit again.

Deny

- Use the Snipping Tool program to take and edit screenshots: If you're having difficulty locating or using the Print Screen key you might prefer to use



- Snipping Tool. Snipping Tool is a program that is included for free with Windows 7, Windows Vista and a number of other Windows products. It allows you to take screenshots easily by clicking New and then selecting the area that you'd like to screenshot. You can then edit the screenshot, using highlighter and pen tools. Snipping Tool is just one of numerous tools available to assist you in taking screenshots.
- Some laptops in particular mightn't have a PrtScn key. The user manual that came with your machine should have instructions on different key combinations that can be used for taking screenshots.

## Task Evidence


Details	Here you go.
Evidence	Capture.JPG

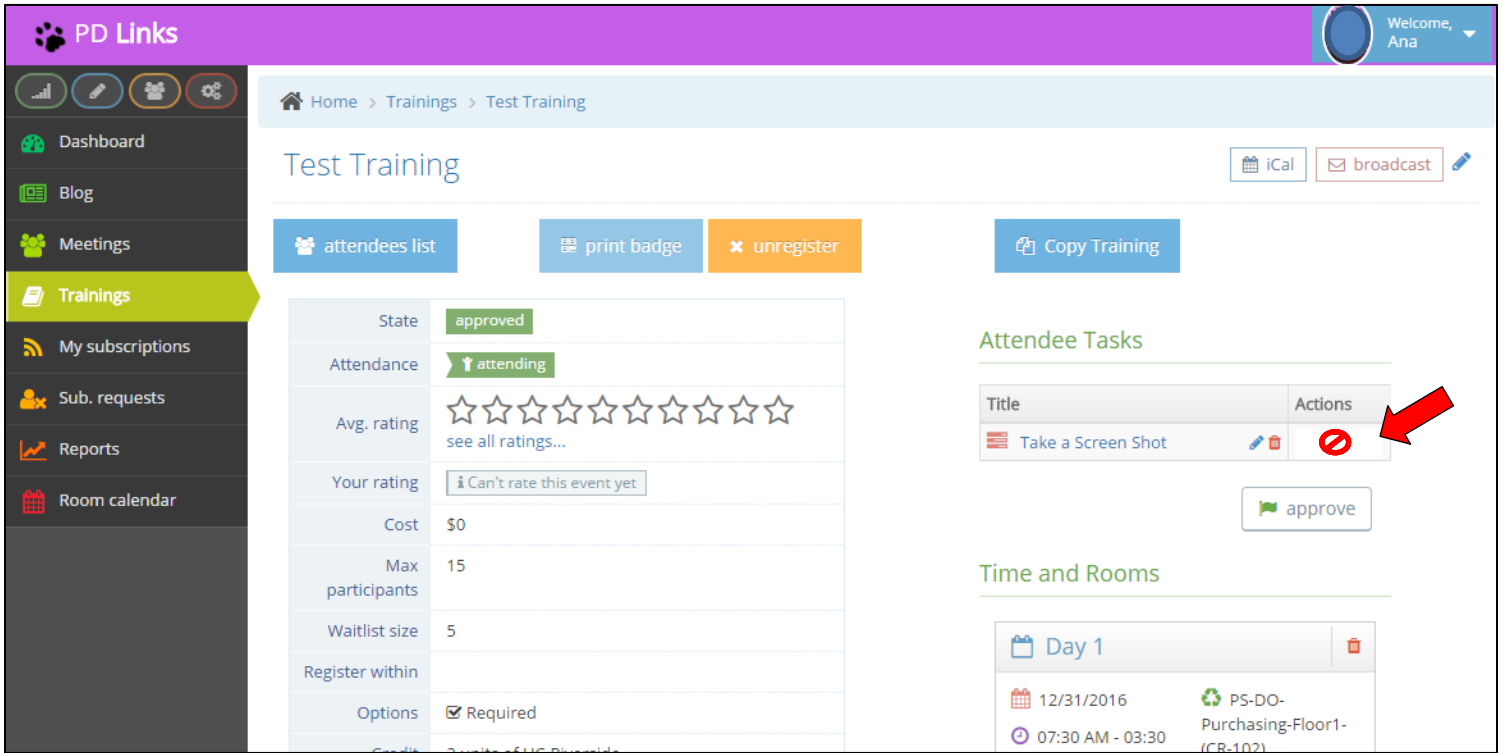
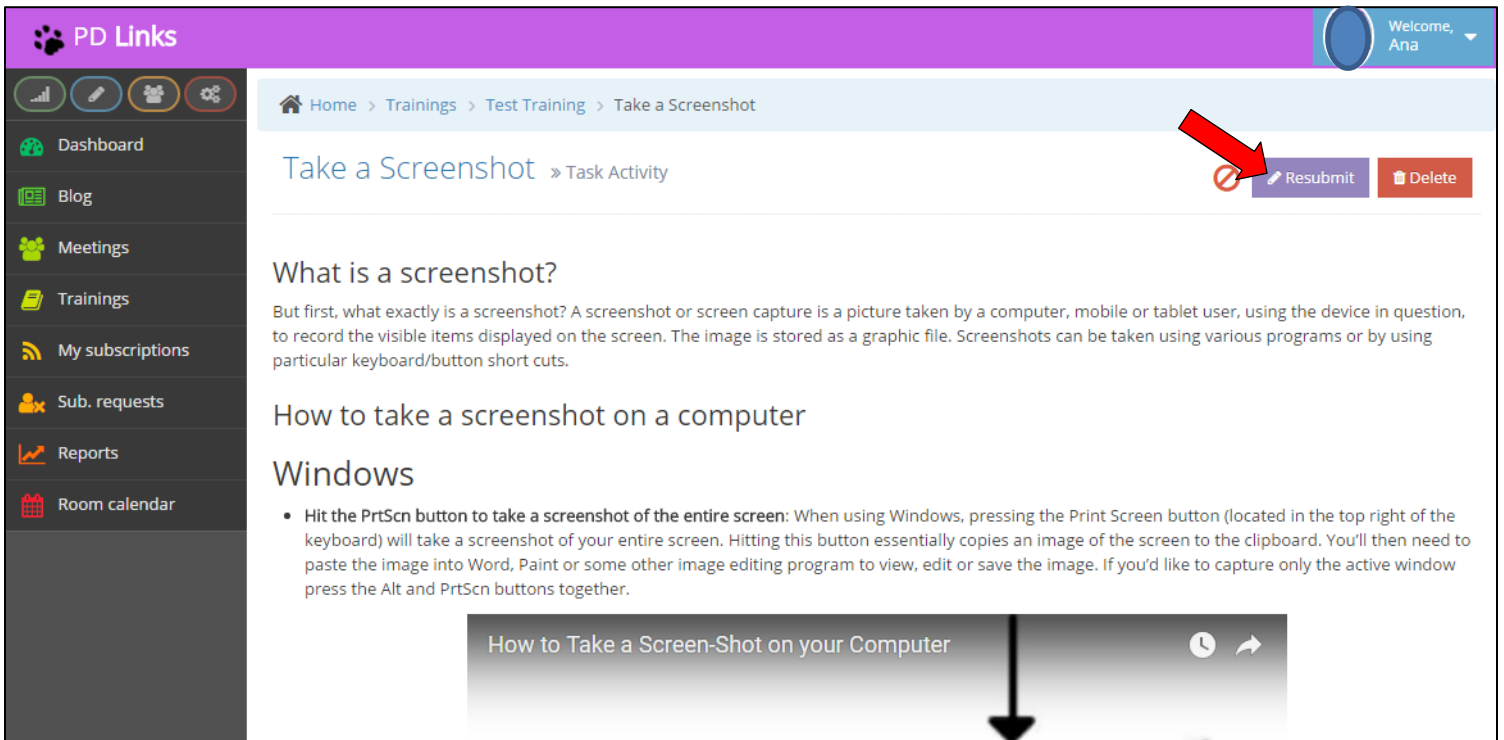
Here you'll be able to see their evidence

## 0 Comments

Leave a comment

Reply

\* Your participants will be able to resubmit by clicking the  symbol in the main page of the training and by following the prompts.

# REQUESTING CATERING

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-COMING SOON-



# PAYROLL ATTENDANCE REPORT - TIMECARDS

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-COMING SOON-

# AUDIENCE RESTRICTIONS

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# THANK YOU FOR USING PD LINKS

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## PD Links

Palm Springs Unified Professional Development management procedure before **PD Links**, was really a multi-step process. The Department / Facilitator putting the event together would have to reserve a location in a paper calendar. Once that was secured, it would then have to go to an online PD management program for teachers to register for that training. An electronic (district email) invitation would then go out to the staff for them to look up any given event. All other services would have to be negotiated individually.

That has all gone away with **PD Links**. This is a one stop shop for all of our Professional Development management needs! We are so proud of our district for supporting our vision of an online managing program that would meet all our needs. What is even more exciting about this tool is that it's a growing system. So as our needs change or grow, we'll be able to add or modify this amazing program.

Our previous way of arranging and managing PD served its purpose. It was time for an upgrade and that's what **PD Links** did for us. **PD Links** is an end-to-end, cloud-based PD management solution. **PD Links**; manages training and training approval, manages district resources and services, automatically promotes professional development to teachers and staff, and integrates with the district ETIS infrastructure. In **PD Links** training requests are created and submitted to the PD department for approval. Once approved, rooms are automatically booked and services automatically requested. Teachers are notified based on training interests of upcoming professional development. Attendance for each session is tracked and reported directly in **PD Links**. Teachers review training and the feedback is shared with facilitators and the Professional Development department for the purpose of improving future training.

We are proud to say that PSUSD is on the forefront of using technology to enrich our student's education and enhance our staff's professional development. **PD Links** was developed with this goal in mind. So, welcome to the future of Professional Development...



WELCOME TO



## CONTACT INFORMATION

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Have question? Contact one of our PD Links Administrators:

### Training or Meeting Issues

(Changing locations after submitting, editing content, approval of events or services)

#### Barbara Anglin

Coordinator

Educational Services

*Professional Development & ASES Program*

(760) 416-6527

[banglin@psusd.us](mailto:banglin@psusd.us)

#### Javier Palomar

Office Specialist, District

Educational Services

*Professional Development*

(760) 416-6527

[jpalomar1@psusd.us](mailto:jpalomar1@psusd.us)

### Sub Reservation Issues

(Any question concerning sub request)

#### Jessica Martínez

HR Specialist

Human Resources

*Certificated Subs*

(760) 416-6092

[jmartinez@psusd.us](mailto:jmartinez@psusd.us)

# PD Links



[www.pdlinks.us](http://www.pdlinks.us)



# PSUSD

**PALM SPRINGS  
UNIFIED  
SCHOOL DISTRICT**