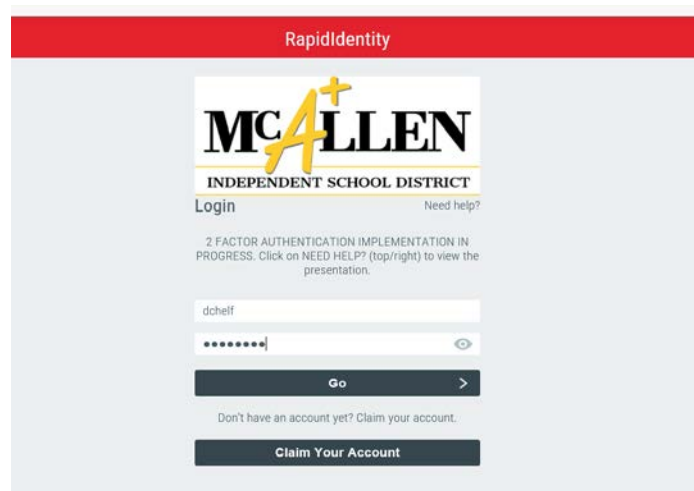
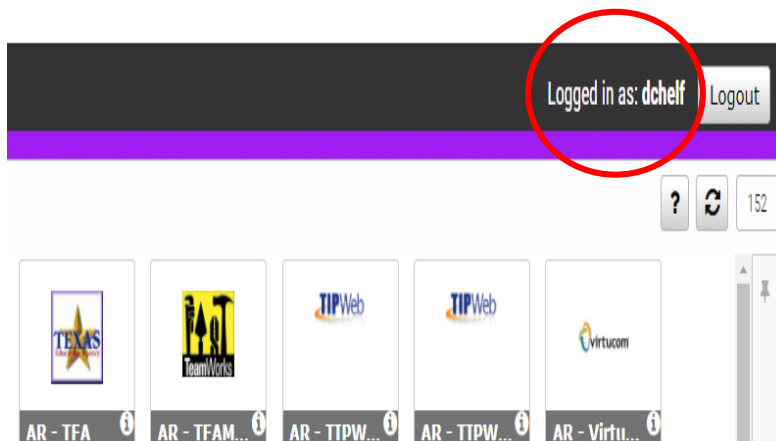


Instructions for Entering Workshops/Meetings on PDS

Step 1: Log into Rapididentity

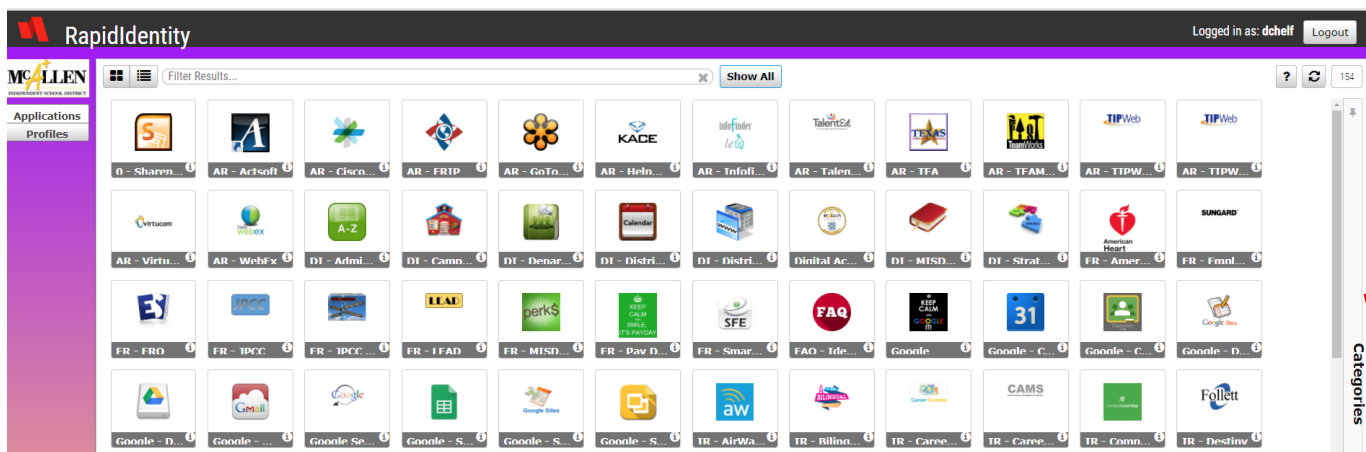


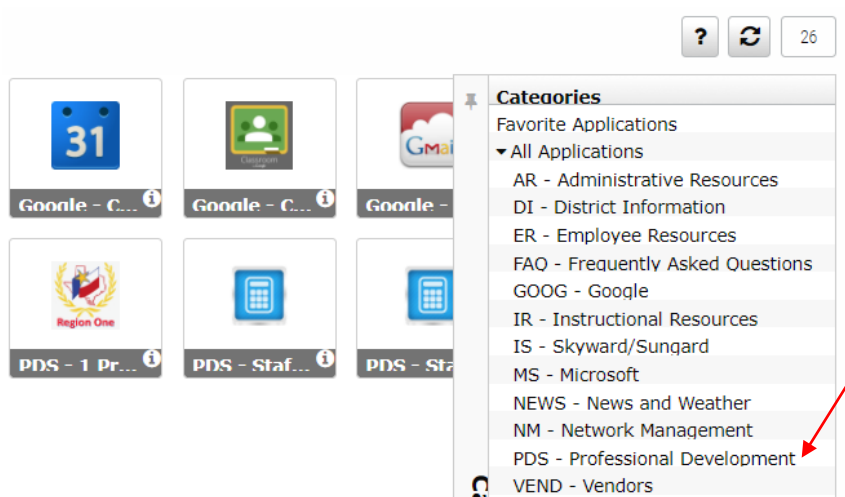
The login page features the McAllen Independent School District logo at the top. Below the logo, there is a 'Login' section with a 'Need help?' link. A message states: '2 FACTOR AUTHENTICATION IMPLEMENTATION IN PROGRESS. Click on NEED HELP? (top/right) to view the presentation.' There is a text input field containing 'dchelf', a password field with masked characters, and a 'Go' button with a right arrow. At the bottom, there is a 'Claim Your Account' button and a link that says 'Don't have an account yet? Claim your account.'



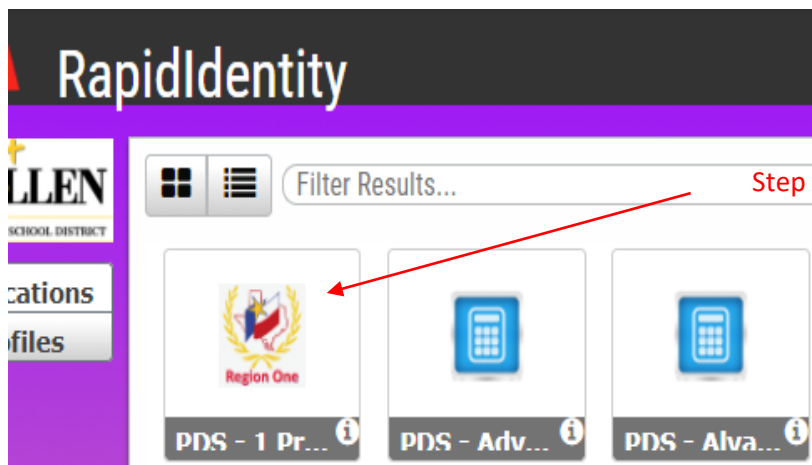
You should see your log-in name here. If not, call secretary @ 632-8414.

Step 2: Click on "Categories"

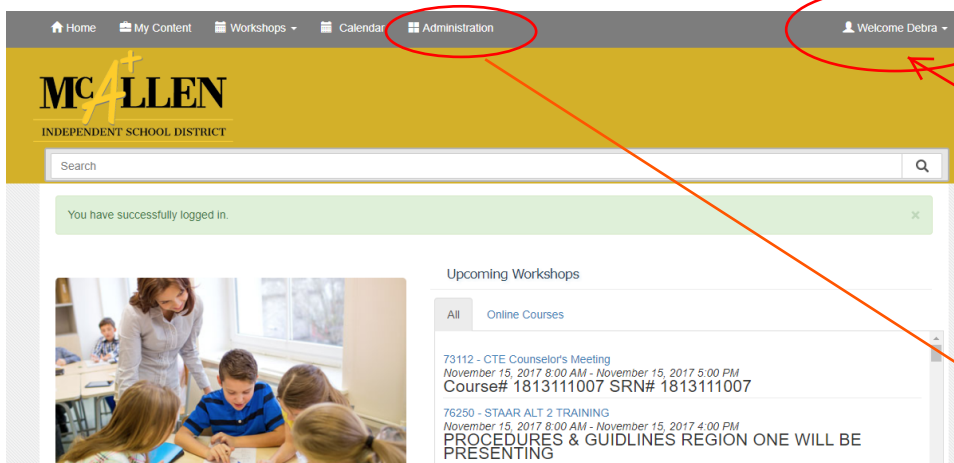




Step 3: Click on "PDS – Professional Development"



Step 4: Click on "PDS..."



You should now be on the home page. Your name should be showing here. If you are not logged in at this point, please call Staff Development. **Do not create a new profile, etc.**

If you see this button, you have been given administrative rights to create meetings and workshops. If you don't see it, please contact secretary at 632-8414.

There are two types of sessions:

1. **Workshop** - participants will receive credit for attending
2. **Meeting** - participants will not receive credit for attending
(used mainly when attendance verification and/or sign-in is required is needed)

To enter a workshop follow the below instructions:

The screenshot displays the user interface of the McAllen Independent School District software. At the top, a navigation bar includes links for Home, My Content, Workshops, Calendar, Administration, and Check In, along with a user greeting 'Welcome Debra'. Below this is a yellow header with the 'McALLEN INDEPENDENT SCHOOL DISTRICT' logo. A search bar is positioned below the header. The main content area is titled 'Administration' and contains a grid of twelve buttons: My Workshops, Create Workshop (highlighted with a red arrow and the text 'Step 1: click here'), Create Meeting, Global Reports, Reservation Approval, Check in, Edit Users, Room Management, a blank button, Dashboards, Out Of District Certification Approval, and Customize Theme. The footer contains copyright information for Region One Software.

Step 1: click here

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Need to complete all of the items marked with a red arrow (→).

Search



Create Workshop

Title *

Professional Development/Grants Training

Description *

Participants will learn how to enter a workshop and a meeting.

Special Instructions (will be appended to registration email) *Will NOT be displayed with workshop description

Please bring in fully charged laptop or iPad.

Audience *

department secretaries, clerks, paraprofessionals

Minimum Participants *

1

Maximum Participants *

50 Participants

Registration Deadline Date *

02/21/2018 8:00 pm

CPE Hours *

1.5 Hours

Evaluation Window



Minutes Before End

Provided by Region One *

☐ Yes ☒ No

Stipend Rate

Stipend Rate

Tag/Subject Information

Please Choose Subject Area(s) from the left for this workshop * (At least one subject is required)

Available Subjects

Paraprofessional (PARA 42000)

21st Century Community Learning Centers (21ST CCLC 73000)
 Administrators' Academy (ADMN 41000)
 Advanced Academic Studies (GTED 11000)
 Assessment (ASMT 806000)
 Athletics (ATH 386000)
 Bilingual/ESL (BIL 12000)
 Business (BUSI 34000)
 Campus-Based (C-BASED 44000)
 Campus-Based Achieve (CB-ACHV 720000)
 Campus-Based Alvarez (CB-ALV 410000)
 Campus-Based Bonham (CB-BON 420000)
 Campus-Based Brown (CB-BRN 630000)

>>

>

<

<<

Subjects You Have Selected

Paraprofessional (PARA 42000)

Workshop Materials

Choose Documents to Upload

Browse...

Max files to upload: 10 files

Upload file size limit: 10 MB

Allowed file types: doc, docx, rtf, jpg, jpeg, bmp, png, tiff, tif, pdf, zip, ppt, pptx, xls, xlsx, txt

☐ Make document(s) public

Create Workshop

You can upload files you want the registrants to view.

Home My Content Workshops Calendar Administration Check In Welcome Debra

McAlLEN

INDEPENDENT SCHOOL DISTRICT

Create Workshop

Workshop successfully created. Your workshop number is: 80444

Close

Workshop Creation

Workshop: 80444 - Professional Development/Grants Training-TEST

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Created By: Chelf, Debra (debra.chelf@mcallenisd.net) 2/1/2018 2:39:00 PM

Pending Approved Dropped

....No records to display....

Make sure to write this number down then click on "close"

Edit Workshop

Once you click on "Close" you should see the below screen.

Workshop: 80444 - Professional Development/Grants Training-TEST

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Created By: Chelf, Debra (debra.chelf@mcallenisd.net) 2/1/2018 2:39:00 PM

Cancel Workshop Close Workshop Copy Workshop Notify Staff

General Info Options Contact Info Reservations Registrations Reports

Title *

Professional Development/Grants Training-TEST

Description *

Participants will learn how to enter a workshop and a meeting.

Special Instructions (will be appended to registration email) *Will NOT be displayed with workshop description

Please bring in fully charged laptop or Ipad.

Audience *

department secretaries, clerks, paraprofessionals

Minimum Participants * 1

Maximum Participants * 50

Registration Deadline Date * 2/21/2018 6:00 PM

CPE Hours * 3

Evaluation Window 0

Provided by Region One * ☐ Yes ☒ No

Stipend Rate 0

Check all of the general information to make sure it is correct. If all of the information is correct the next step is to go on to the "Options" section.

Tag/Subject Information

Please Choose Subject Area(s) from the left for this workshop * (At least one subject is required)

Available Subjects

Filter subject name

21st Century Community Learning Centers (21ST CCLC 73000)
Administrators' Academy (ADMN 41000)
Advanced Academic Studies (GTED 11000)
Assessment (ASMT 806000)
Athletics (ATH 386000)
Bilingual/ESL (BIL12000)
Business (BUSI 34000)
Campus-Based (C-BASED 44000)
Campus-Based Achieve (CB-ACHV 720000)
Campus-Based Alvarez (CB-ALV 410000)
Campus-Based Bonham (CB-BON 420000)
Campus-Based Brown (CB-BRN 630000)

Subjects You Have Selected

Paraprofessional (PARA 42000)

This section is where you assign who is allowed to attend the session.

Workshop: 80517 - -Professional Development System Training

Status: Open - All required information has been entered.

Created By: Chelf, Debra (debra.chelf@mcallenisd.net) 2/2/2018 9:15:38 AM

Cancel Workshop

Close Workshop

Copy Workshop

Notify Staff

General Info

Options

Contact Info

Reservations

Registrations

Reports

Select the campus you want to give access to

☐ Select/Deselect All

- Elementary -

☐ Select/Deselect All Elementary

☒ Alvarez Elementary

☐ Bowie School

☐ Dr Pablo Perez

☐ Fields Elementary

☐ Houston Elementary

☐ Mcauliffe Elementary

☐ New EI 6

☐ Seguin Elementary

☐ Wilson Elementary

☐ Blanca E Sanchez

☐ Castaneda Elementary

☐ Early Childhood Center

☐ Garza Elementary

☐ Jackson Elementary

☐ Milam Elementary

☐ Rayburn Elementary

☐ Thigpen Elementary

☐ Zavala Elementary

☐ Bonham Elementary

☐ Crockett Annex

☐ Escandon Elementary

☐ Gonzalez Elementary

☐ Lucile Hendricks EI

☐ Navarro Elementary

☐ Roosevelt Elementary

☐ Thigpen-Zavala EI

- Middle School -

☐ Select/Deselect All Middle School

☐ Brown Middle School

☐ Lincoln Middle School

☐ Travis Middle School

☐ Cathey Middle School

☐ Michael E Fossum M S

☐ De Leon Middle School

☐ Morris Middle School

- High School -

☐ Select/Deselect All High School

☐ Achieve Early College H S

☐ Mcallen High School

☐ Rowe High School

☐ Instr/Guid Center

☐ Mcallen Ind Learning Center

☐ Southwest Key Program

☐ Lamar Academy

☐ Memorial High School

- Administration/Other -

☐ Select/Deselect All Administration

☐ Administration

☐ Open to Everyone (Includes Out of District)

Update Workshop Info

Click here to advance to next step

Never check this box. If you check this box everyone, including outside of District can register.

Workshop Creation

Workshop: 80444 - Professional Development/Grants Training-TEST

Pending

Approved

Dropped

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.
....No records to display....

Created By: Chelf, Debra (debra.chelf@mcallenisd.net) 2/1/2018 2:39:00 PM

Cancel Workshop

Close Workshop

Copy Workshop

Notify Staff

General Info

Options

Contact Info

Reservations

Registrations

Reports

Internal Staff

Staff * Hold the CTRL key to selected multiple people

elizon

start typing name

Elizondo, L. (Lazaro.Elizondo)
Elizondo, Maribelle (maribelle.elizondo)
ELIZONDO, NELLY (Nelly.Elizondo)
Elizondo, Paulina (Pauline.elizondo)
Elizondo, Rhodora (rhodora.elizondo)
Elizondo, Saharai (saharai.elizondo)
Elizondo, Jr., Paz (paz.ElizondoJr)

Add Presenter

Presenter

Elizondo, Jr., Paz (paz.ElizondoJr)

select presenter (optional)

Add Contact

Contact *

Chelf, Debra (debra.chelf)

select contact(s) (required)
This person(s) can make changes to workshop.

Add Facilitator

Facilitator

External Contact

Enter Email *
* Outside Contact Must Have a Valid Professional Development Account

Search

Add Presenter

Add Contact

Add Facilitator

Update Contact Info

You can also add an outside presenter (if you have the email address). There are several already populated if you "Search". These are presenters that Region One has used.

Remember, once you are through with the contacts be sure to press "Update Contact Info".

Workshop: 80507 - Professional Development/Grants Training

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Created By: Chelf, Debra (debra.chelf@mcallenisd.net) 2/1/2018 5:14:50 PM

[Cancel Workshop](#)
[Close Workshop](#)
[Copy Workshop](#)
[Notify Staff](#)

Pending Approved Dropped

....No records to display....

[General Info](#)
[Options](#)
[Contact Info](#)
[Reservations](#)
[Registrations](#)
[Reports](#)

ID	Location	Date	Begin Time	End Time	Status	Approved	Extra Details
....No reservations to display....							

Search Room/Location

[Add Internal Room/Location](#)
[Add External Location](#)
[Add District/Campus](#)
[Add Online Course](#)

Internal Room Search Criteria

Reservation Date:

02/22/2018 ← enter

Begin Time:

1:00 pm ← enter

End Time:

2:30 pm ← enter

Max Participants

1 ← never change from 1

Select Meeting Rooms to Search

[Select All](#) [Clear All](#)

- Administration ↓
- ☐ Assessment-Conference Room
 - ☐ Central Office Board Room
 - ☐ Facilities, Maintenance & Operations Training Room
 - ☐ FMO-Conference Room
 - ☐ Human Resources Conference Room
 - ☐ PB78 Advanced Academics Conference Room
 - ☐ Special Education Building - Room B
 - ☐ Special Education Building RSD - Room A
 - ☐ Special Education Building RSD - Room B
 - ☐ Staff Development - Bluebonnet Room
 - ☐ Staff Development - Friendship Room
 - ☐ Staff Development - Lone Star Room
 - ☒ Staff Development - Texas Our Texas Room

choose a department

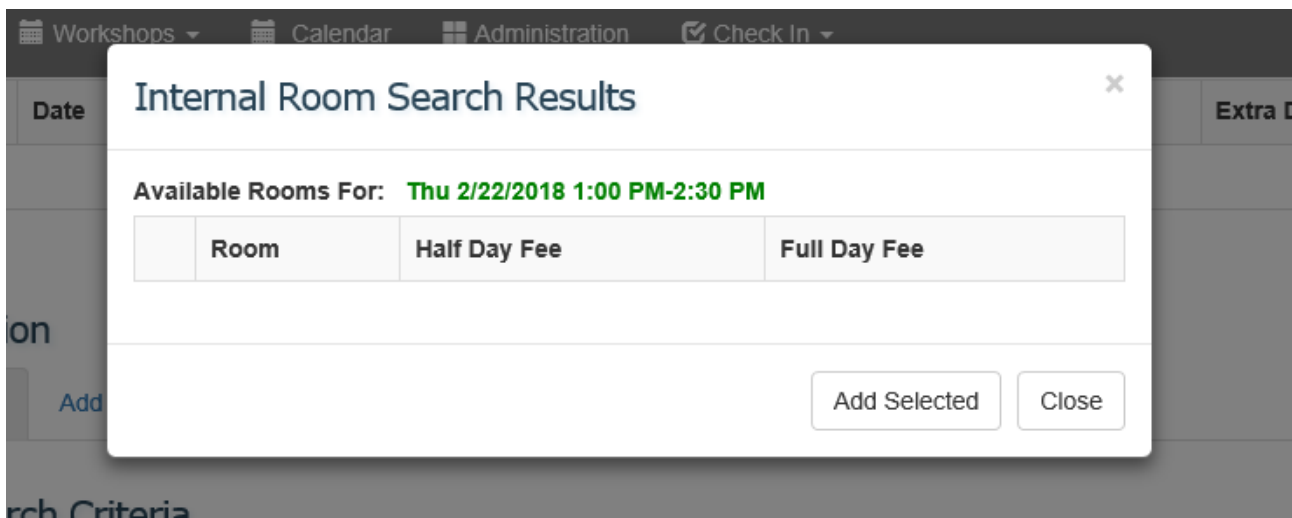
choose a room within the department

Select Asset Type(s) Only include rooms with these assets

No assets...

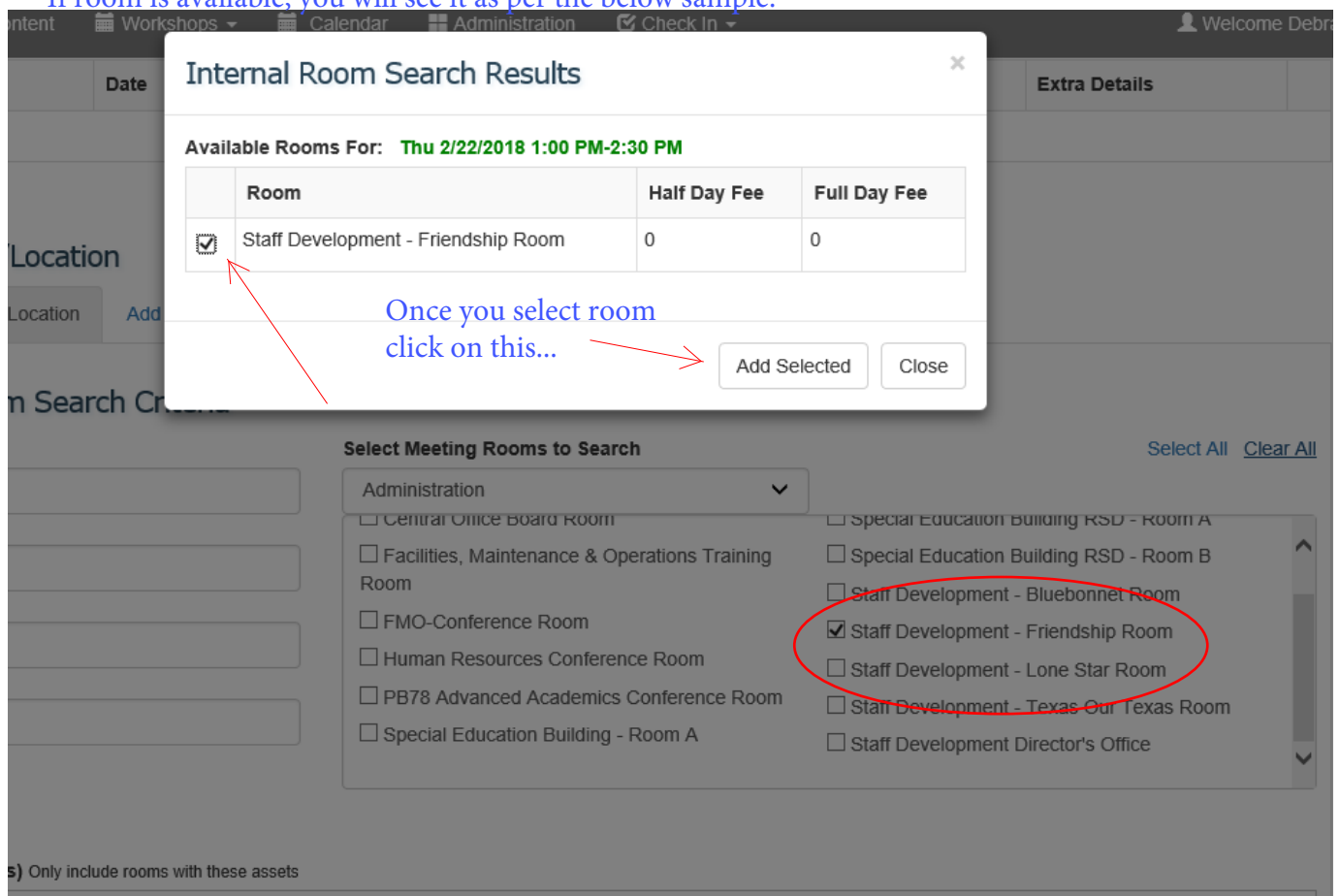
Search

← click on search



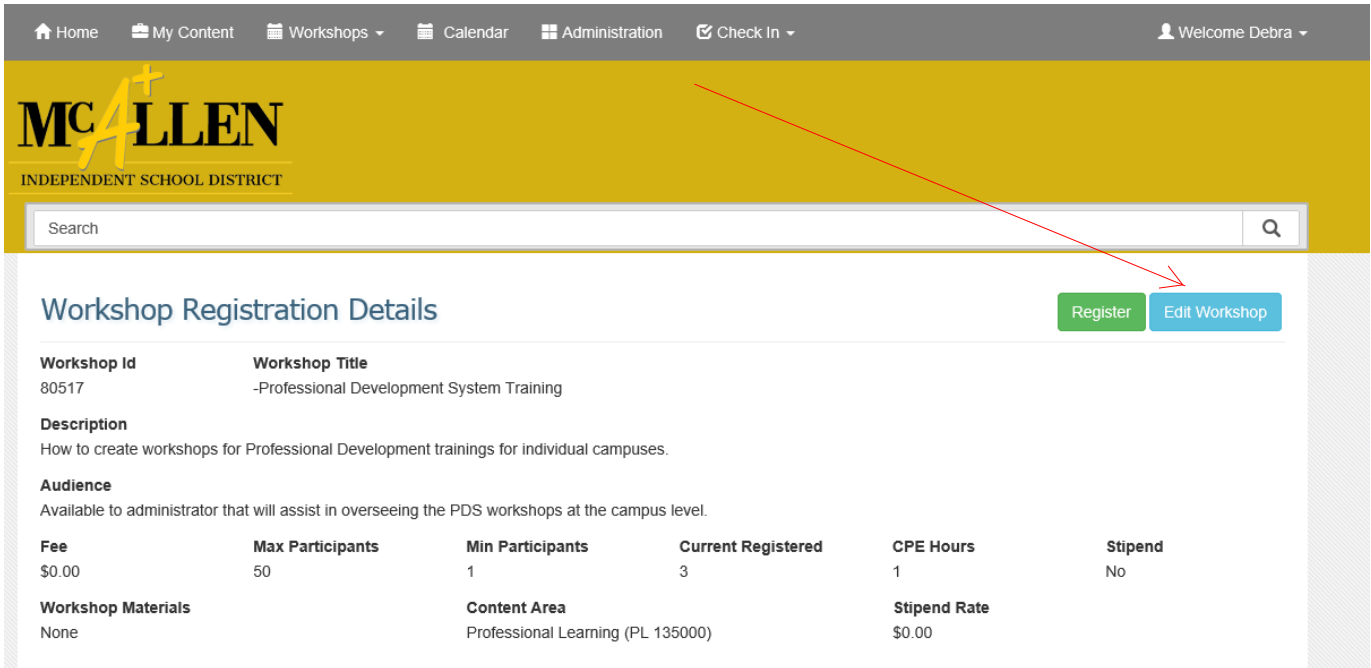
If the room you chose is not listed, it is not available and you will need to select another room.

If room is available, you will see it as per the below sample:



EDITING AN EXISTING WORKSHOP/MEETING

You will be able to edit the workshop/meeting by clicking the workshop/meeting on the calendar and then clicking on "Edit Workshop". If you need to change the date and/or times, or any information on the workshop/meeting, please call Debbie and she will walk you through it until you get used to working with changing



Home My Content Workshops Calendar Administration Check In Welcome Debra

MCALLEN

INDEPENDENT SCHOOL DISTRICT

Search

Workshop Registration Details

Register Edit Workshop

Workshop Id 80517 **Workshop Title** -Professional Development System Training

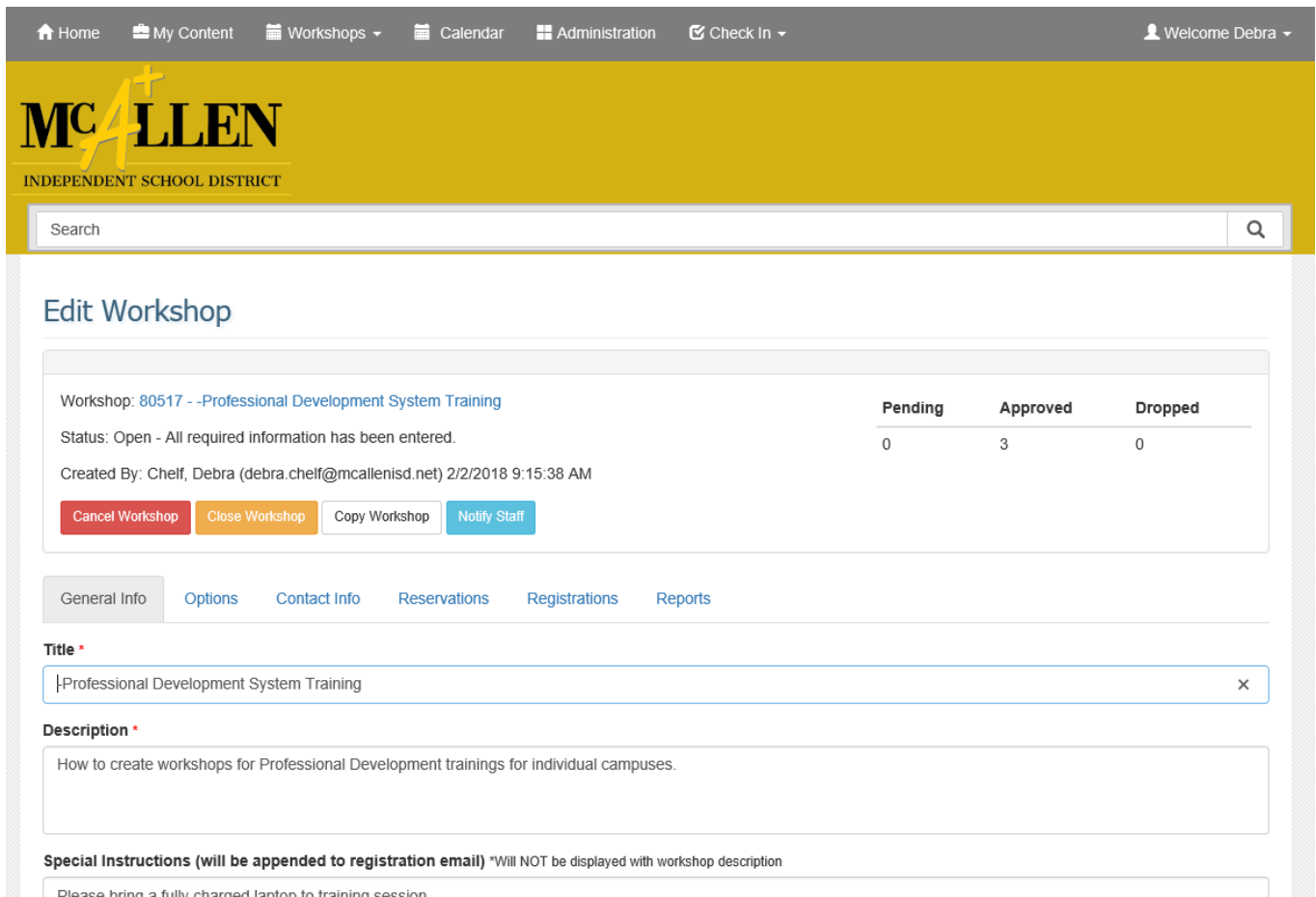
Description
How to create workshops for Professional Development trainings for individual campuses.

Audience
Available to administrator that will assist in overseeing the PDS workshops at the campus level.

Fee	Max Participants	Min Participants	Current Registered	CPE Hours	Stipend
\$0.00	50	1	3	1	No

Workshop Materials None **Content Area** Professional Learning (PL 135000) **Stipend Rate** \$0.00

After clicking on "Edit Workshop" you should see the below screen where you can make changes, etc. Remember to always click on the "Update..." (at bottom left hand side of page) after making changes to save.



Home My Content Workshops Calendar Administration Check In Welcome Debra

MCALLEN

INDEPENDENT SCHOOL DISTRICT

Search

Edit Workshop

Workshop: 80517 - -Professional Development System Training

Pending	Approved	Dropped
0	3	0

Status: Open - All required information has been entered.

Created By: Chelf, Debra (debra.chelf@mcallsisd.net) 2/2/2018 9:15:38 AM

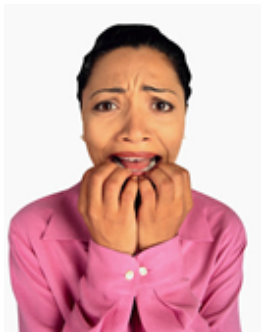
Cancel Workshop Close Workshop Copy Workshop Notify Staff

General Info Options Contact Info Reservations Registrations Reports

Title *
Professional Development System Training

Description *
How to create workshops for Professional Development trainings for individual campuses.

Special Instructions (will be appended to registration email) *Will NOT be displayed with workshop description
Please bring a fully charged laptop to training session.



Now, are any of you feeling like this?



Don't worry, with a little practice you will be a pro in no time!

