REQUESTING DISTRICT-FUNDED WORKSHOPS/CONFERENCES BE ADDED TO PDEXPRESS
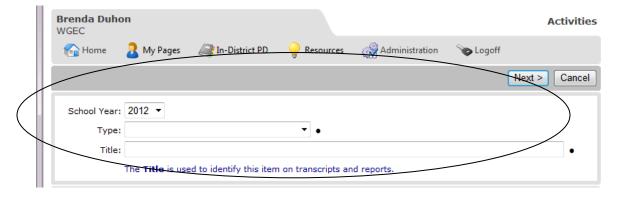
You can request a district-funded workshop/conference (excluding Region 5 workshops) be added to PDExpress so that your *PD Transcript* reflects both **In-District PD** and **Out of District PD** activities.

Procedure:

1) Log on to PDExpress
2) Click the "Request Activities" button on the top left navigation bar.
3) Select the current school year from the pull-down list
4) Select "Out of District Conference or Workshop " from the pull-down list for **"Type"**

5) Enter the required information for **"Title"** in the following format:

First Name Last Name – Name of Conference/Workshop (Date of conference)

Example: **Brenda Duhon – CSCOPE Conference (August 5-7, 2014)**

6) Click "Next"
7) Enter in the "Description" box all the sessions you attended (separated by a semicolon).

Example:

Keynote: Dr. Rich Allen; Preparing for the Race: It's a Marathon, Not a Race; Using Technology to Your Instructional Advantage; Don't Forget About the Electives; Creating Differentiated Assessments; Using CSCOPE and DMAC; Success Stories; Students Speak; E=mc2: Excellence = Materials x CSCOPE Curriculum

8) Enter the total CEUs you earned for your attendance at sessions.
9) Add comments, if desired.
10) Print if you want a copy for your records.
11) Click "Submit for Review" when finished.
12) Click the "Submit for Review" button at the bottom.
13) Click the "Close" button to return to the main screen.
14) Email Ashlie Edwards at aedwards@pngisd.org with the following subject line: "Out of district PDExpress request".
15) Once approved, this activity will be added to your transcript and CPE hours added to your total.