PD Connect
SBCUSD IT Training Reference Guide

Contents

SECURITY ACCESS

Please email Pdconnect@sbcusd.k12.ca.us.

TRAINING

Please contact the Training Specialists at techtraining@sbcusd.k12.ca.us or call (909) 386-2550.

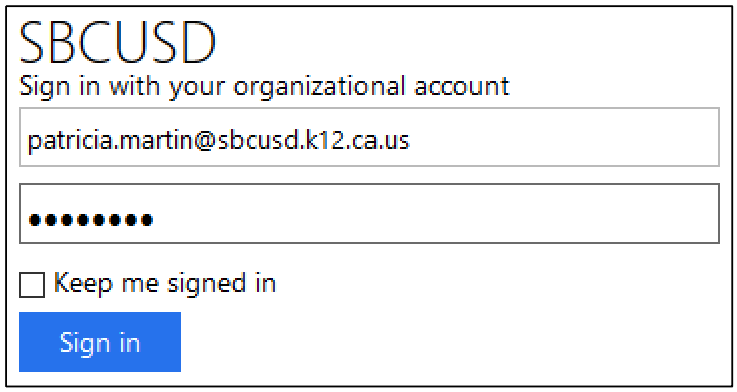
INTRODUCTION

PD Connect allows you to create, manage, and sign-up for courses.

LOGGING IN

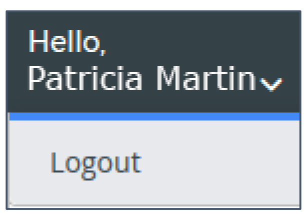
1. Go to the following web address: https://sbcusd.truenorthlogic.com

2. Input your SBCUSD email address and password to login.



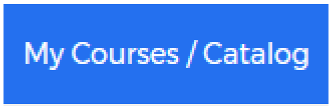
LOGGING OUT

Click on the down arrow by your name and choose **Logout**.



Signing Up for a Class

1. Click on the **My Courses/Catalog** tab at the top of the homepage after logging in.

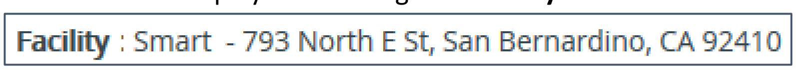


2. Below **Course Catalog**, click on **Show All** to see all the courses **–or-** enter a course number or keyword and click the **Search** button to view the courses.

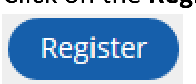
3. Check to make sure that there are seats left in the class.

4. Click on the information button to the right of the course name to get more info about the course **–or-** click on the course title.

5. The location is displayed to the right of **Facility**.



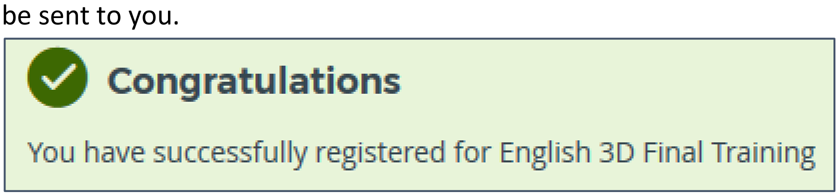
6. Click on the **Register** button.



   You will be routed to a screen where you will be asked to confirm that you want to enroll in the class. View the course details below the **Confirm Course Selection** area.

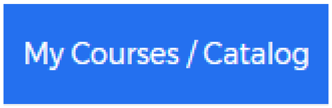
7. Click the **Next** button to finalize your enrollment in the class.

8. You will see the following message confirming your class enrollment and a confirmation email will be sent to you.



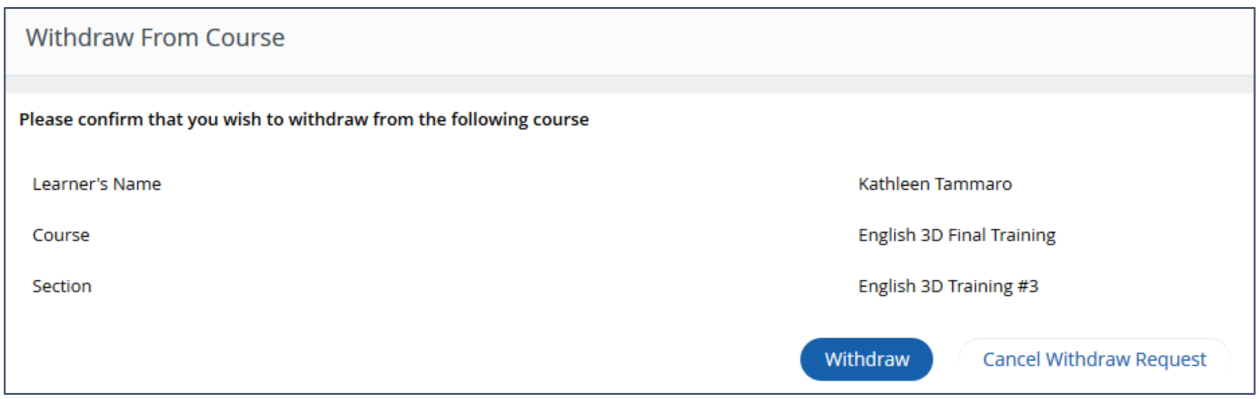
WITHDRAWING FROM A CLASS

1. Click on the **My Courses/Catalog** tab at the top of the homepage after logging in.

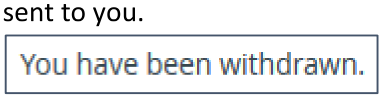


2. Below **My Courses**, click on the **Withdraw** icon to withdraw from the class.

3. Click on the button. You also have the option to **Cancel Withdraw Request** as shown below.



4. You will be routed to a screen that says **You have been withdrawn** and a confirmation email will be sent to you.

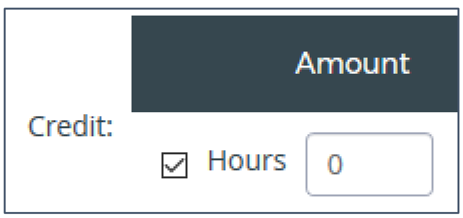


CREATING A COURSE

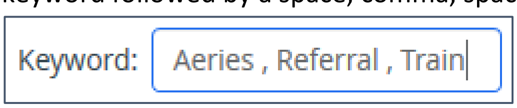
Note: The webpage has a 60-minute timeout. To avoid losing data, enter content in the required fields first. Then, click the **Save Draft** button at the bottom of the screen and continue filling out the optional fields.

1. Click on **Administration** at the top of the screen.
2. In the Applications menu, select **Course Administration**.
3. Select **Create New Learning Opportunity** on the left-hand side of the screen.
4. Select **Instructor Led Course**.

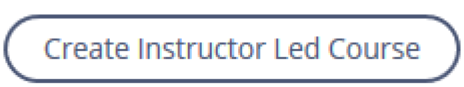
5. Input the **Course Title**. (Mandatory)
6. Input the **Course Description**. (Mandatory)
7. Your school or department should be selected by default by **Educational Agency**. (Optional)
8. Checkmark the **Credit** field and enter the credit amount into the **Amount** field. If there is no credit, enter a zero. (Mandatory)



9. If applicable, enter an amount into the **Compensation Pay** field. (Optional)
10. The **Keyword** field is used to input words that staff might use to search for your course. Enter the keyword followed by a space, comma, space, and then enter the next keyword. (Optional)



11. **Agenda/Handouts**: Use the **Attach File** link to upload documents for potential course attendees to see. (Optional)
12. The **Course Survey** is currently disabled. (Optional)
13. The **Notes/Prerequisites** area can be used to inform staff of course prerequisites. (Optional)
14. To **Allow participant to enroll in multiple sections of same course**, checkmark the box. (Optional)
15. Do **NOT** checkmark **Archived** during the course creation process.
16. Click on the **Create Instructor Led Course** button.



17. Do **NOT** click on the **Done** button yet. You will add your sections first.

Adding Sections

Every instructor-led course is required to have at least one section. Participants enroll in a section. The course title and the section title can be the same.

1. Scroll to the bottom of the screen and click on the **New Section** button.

2. Complete the form, noting that required fields are identified with an asterisk (*).
   - **Section Title**: Enter a clear, descriptive name for the section. (Mandatory)
   - **Facility**: You **MUST** choose **To Be Announced** from the drop-down list. (Mandatory)
   - Input the appropriate information into the following fields: **Room**, **Presenter**, **Contact Name**, **Contact Email**, **Contact Phone**.
   - **Attendance**: Choose the number of times you want to take attendance from the drop-down list.
   - **Maximum Number of Participants**: Input a number. (Mandatory)
   - **Allow Waitlist**: Checkmark if yes and input a number into the **Maximum waitlist size**.
   - **Section Start Date**: Use the date picker to select the first section meeting date for this section. (Mandatory)
   - **Section End Date**: Use the date picker to select the last section meeting date for this section. (Mandatory)
   - **End of Registration Date:** If you want to have a cut-off date for section registration, use this.
   - **Waitlist cutoff Date**: If you want to have a cut-off date for the waitlist, use this.
   - **Classtime Default (Start Time)**: Select the start time for this section. (Mandatory)
   - **Classtime Default (End Time)**: Select the end time for this section. (Mandatory)
   - **Release Section Now**: Checkmark to make the section available in the catalog immediately. (When approval is required, the section will not be available until the course is approved by the Course Reviewer / Approver.)
   - **Release Section At**: Checkmark to make the date and time available in the catalog immediately. (When approval is required, the section will not be available until the course is approved by the Course Reviewer / Approver.)
   - You can add **Catalog Notes** and **File Attachments** if desired.

3. Click the **Create** button. You will see a summary of your section. Review what you have input for accuracy.

4. Scroll to the bottom of the screen to access buttons for additional section settings.

Actions

Manage Instructors: This role is responsible for facilitating a section within the system. (This may or may not be the person actually teaching the section.) Functions include managing the roster, taking attendance, issuing credit, and managing communications.

1. Click on the **Instructors** button. 

2. input the **First Name** and **Last Name** of the class instructor, and click on **Find User**.
3. Checkmark the instructor's name and click on **Add User(s)**.
4. When finished adding the instructors, click **Done**.

Manage Class Times: Set the specific meeting days and times for your section.

1. Click on the **Class Times** button. 

2. Click on the **Add A New Class Time** button.
3. Enter the **Date**, **Start Time**, and **End Time** for the section.
4. If you have further sections to add, click the **Add A New Class Time** button and continue adding dates and times.
5. When you have no further sections to add, click on the **Save & Exit** button.

Manage Roster: This function will be used once the course is active to manage the roster.

The **View Roster** button will be grayed out until the course has been approved. 

Click on the **Done** button. 

Submit for Review

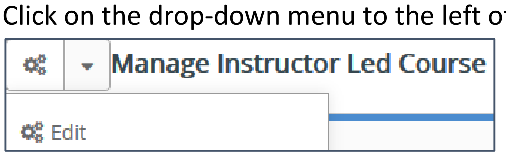
You will only have the options below if your security access requires someone to review the course before it is submitted.

1. Click on the **Propose a Course** tab at the top of the page.
2. Click on **Course Projects** on the left hand side of the page.
3. Click the **Submit for Review** button.

Manage Course

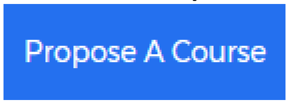
1. Click on the **Manage Course** button. 

2. Click on the drop-down menu to the left of **Manage Instructor Led Course** and choose **Edit.**



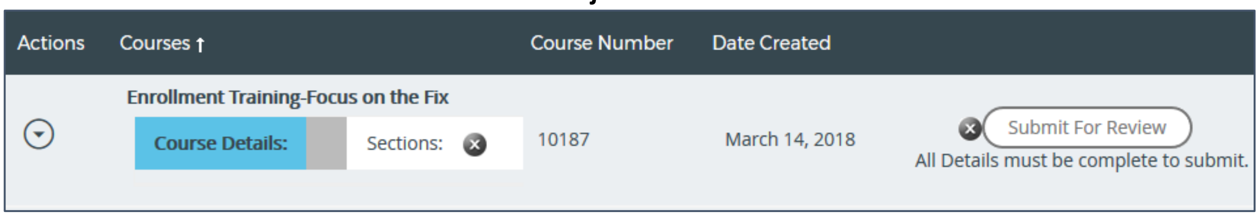
View Course Drafts

1. Click on the **Propose a Course** tab on the top of the screen.

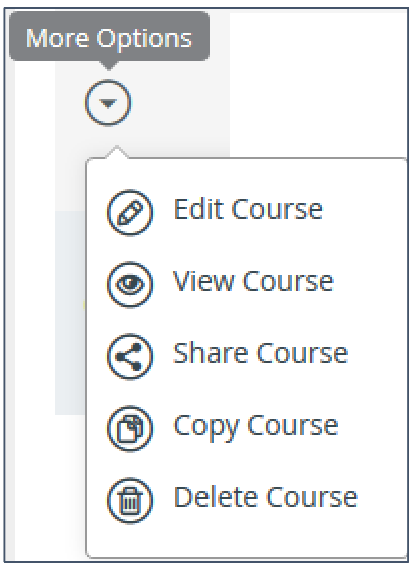


2. Click on the **Course Projects** link on the left-hand side of the screen.

3. The course drafts will be listed under **Current Projects**.

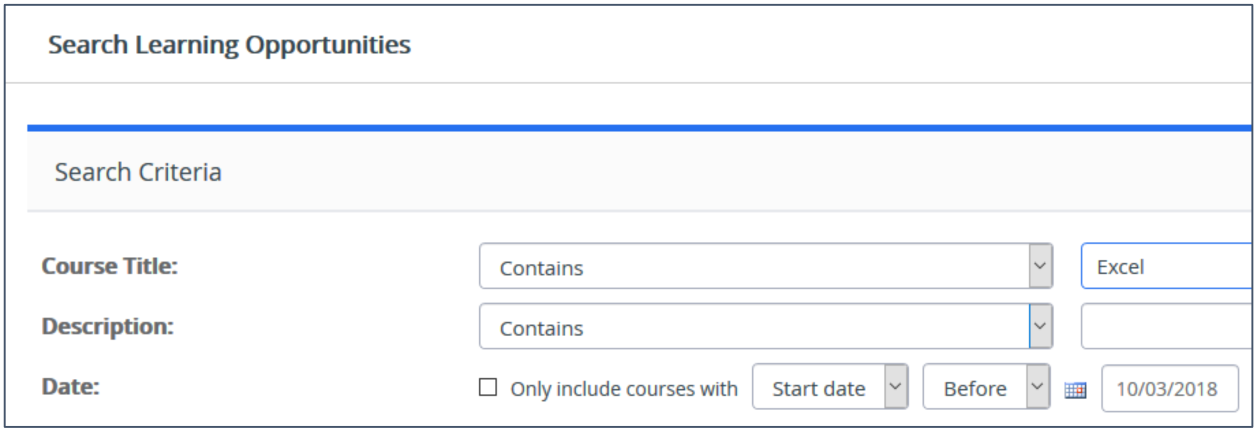


4. Click on the drop-down menu to continue to edit the course.



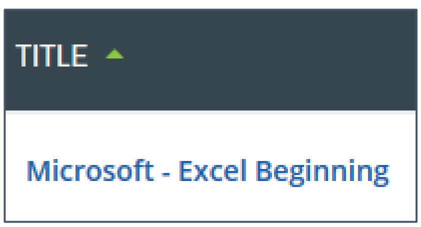
Generating a Sign-In Sheet

1. Click on **Administration** at the top of the screen.
2. In the Applications menu, select **Course Administration**.
3. Input the name of the course you want to print out a sign-in sheet for, e.g. Excel.

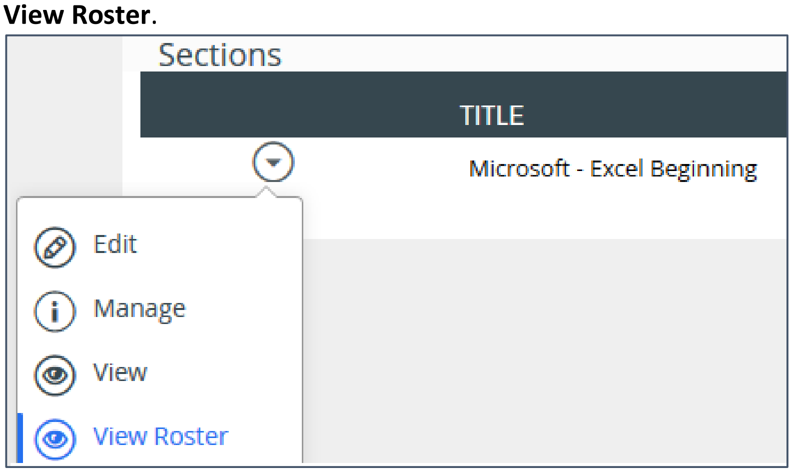


4. Click on the **Search** button.

5. Click on the title of the course.



6. Scroll to the bottom of the screen to the **Sections** area and click on the drop-down menu and choose **View Roster**.

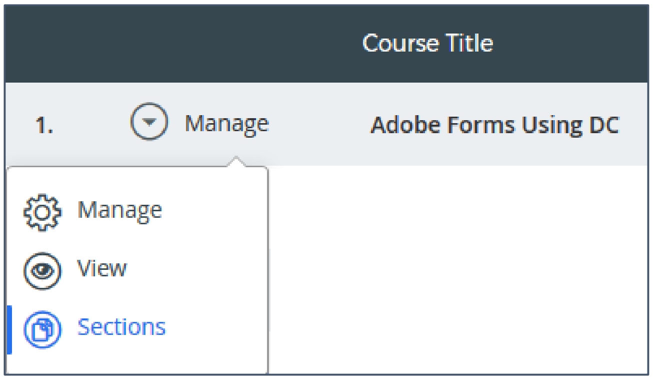


7. Click on the **Sign In Sheet** button.

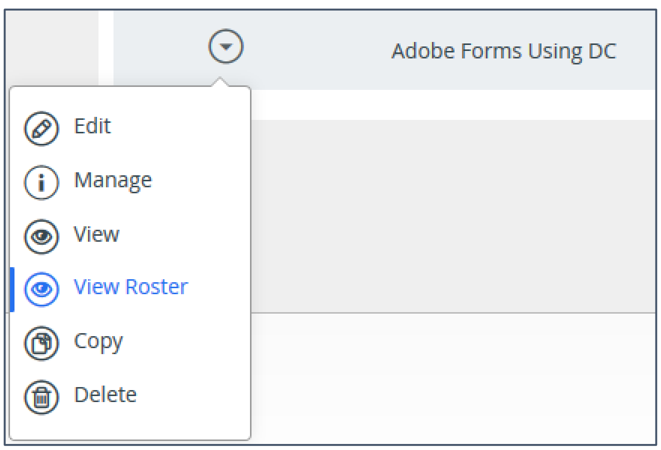
8. Click on the **Print** button.

TAKING ATTENDANCE

1. Click on **Administration** at the top of the screen.
2. In the Applications menu, select **Course Administration**.
3. Choose **Manage Learning Opportunities**.
4. Click on the **Manage** drop-down to the left of the course name and choose **Sections**.



5. Scroll to the bottom of the screen and find the appropriate section in the **Sections** area.
6. Click on the drop-down arrow to the left of the section name and choose **View Roster**.



7. Click on the **Attendance** button at the bottom of the screen.

8. Click on the drop-down arrow to the right of the attendee that you want to mark attendance for and choose **Attended** or **Absent**.