

PD Connect

SBCUSD IT Training Reference Guide

Contents

Security Access	2
Training	2
Introduction	2
Logging In	2
Logging Out	2
Signing Up for a Class	3
Withdrawing from a Class	4
Creating a Course	5
Adding Sections	6
Actions	7
Submit for Review	7
Manage Course	7
View Course Drafts	8
Generating a Sign-In Sheet	9
Taking Attendance	10

SECURITY ACCESS

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

TRAINING

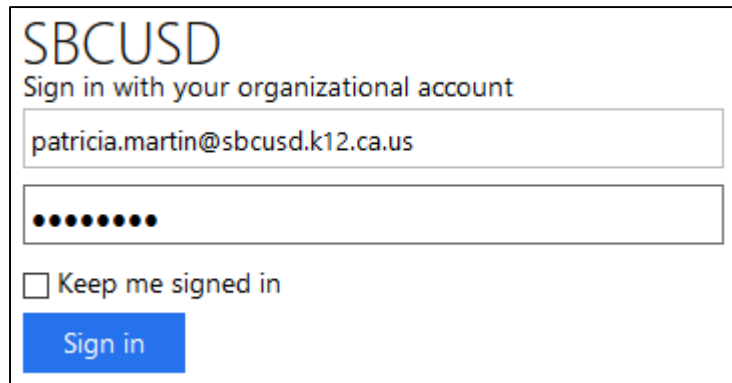
Please contact the Training Specialists at techtraining@sbcusd.k12.ca.us or call (909) 386-2550.

INTRODUCTION

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

LOGGING IN

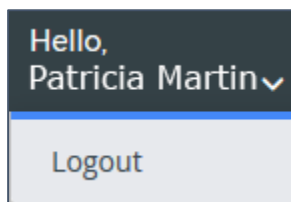
1. Go to the following web address:
<https://sbcusd.truenorthlogic.com>
2. Input your SBCUSD email address and password to login.



The screenshot shows the SBCUSD login interface. At the top, it says "SBCUSD" in a large font, followed by "Sign in with your organizational account". Below this are two input fields: the first contains the email address "patricia.martin@sbcusd.k12.ca.us" and the second contains a password represented by ten black dots. Under the password field is a checkbox labeled "Keep me signed in". At the bottom of the form is a blue button with the text "Sign in".

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.


My Courses / Catalog

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.

Search

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

 Seats:29 left of 30

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.

#10183 English 3D Training #3

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

Facility : Smart - 793 North E St, San Bernardino, CA 92410

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

Register

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.

Next

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

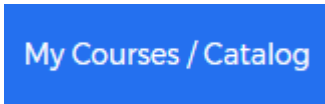


Congratulations

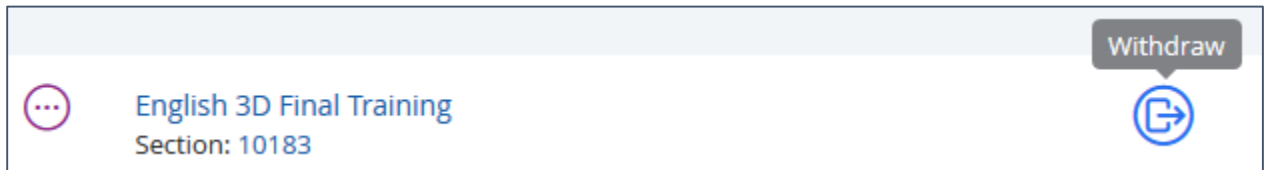
You have successfully registered for English 3D Final Training


WITHDRAWING FROM A CLASS

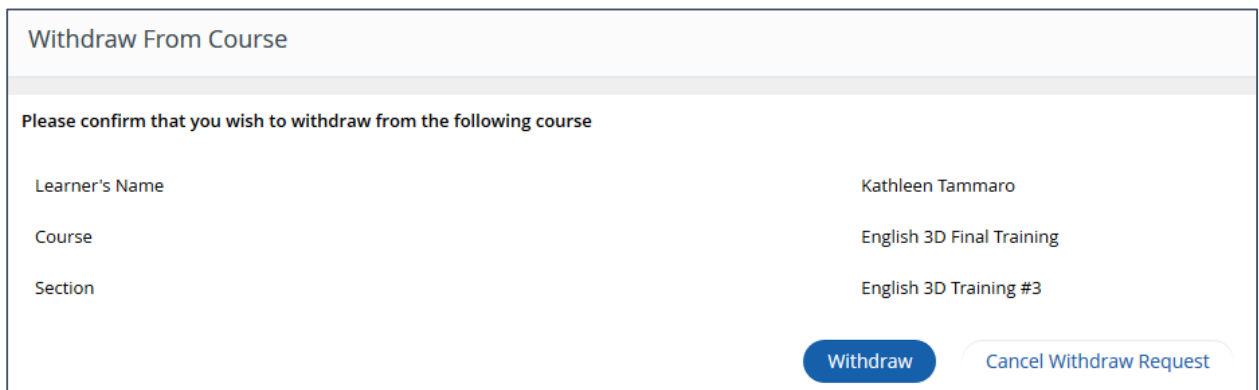
1. Click on the **My Courses/Catalog** tab at the top of the homepage after logging in.



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.

A screenshot of a "Withdraw From Course" confirmation form. The title "Withdraw From Course" is at the top. Below it is the instruction "Please confirm that you wish to withdraw from the following course". The form contains three rows of information: "Learner's Name" with the value "Kathleen Tamaro", "Course" with the value "English 3D Final Training", and "Section" with the value "English 3D Training #3". At the bottom right, there are two buttons: a blue "Withdraw" button and a light blue "Cancel Withdraw Request" button.

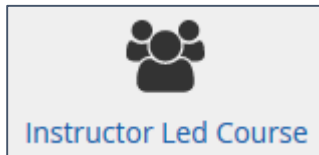
4. You will be routed to a screen that says **You have been withdrawn** and a confirmation email will be sent to you.



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)

A screenshot of a form section. On the left, the label "Credit:" is followed by a checked checkbox. To the right of the checkbox is the text "Hours". Further right is a text input field containing the number "0". Above the input field is a dark gray header with the word "Amount" in white text.

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)

A screenshot of a form section. The label "Keyword:" is followed by a text input field containing the text "Aeries , Referral , Train".

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.

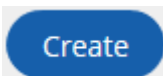
ADDING SECTIONS

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.

Instructors

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.

Class Times

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.

View Roster

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

Done

Click on the **Done** button.

SUBMIT FOR REVIEW

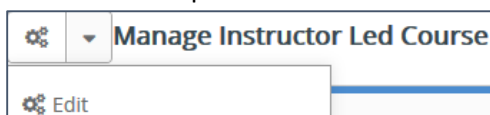
You will only have the options below if your security access requires someone to review the course before it is submitted.

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

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.

[Propose A Course](#)

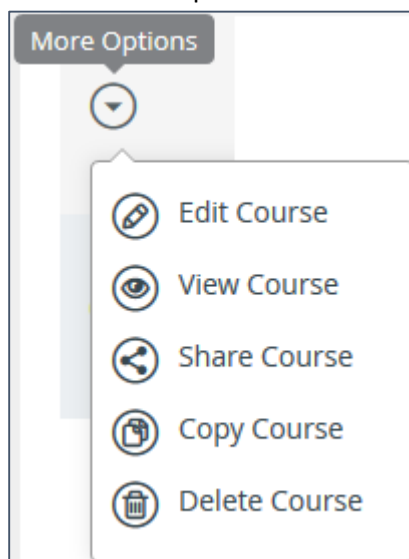
2. Click on the **Course Projects** link on the left-hand side of the screen.

[Course Projects](#)

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

Actions	Courses ↑	Course Number	Date Created
	Enrollment Training-Focus on the Fix Course Details: Sections: 	10187	March 14, 2018
 Submit For Review All Details must be complete to submit.			

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.

Search Learning Opportunities

Search Criteria

Course Title: Contains Excel

Description: Contains

Date: Only include courses with Start date Before 10/03/2018

4. Click on the **Search** button.
5. Click on the title of the course.

TITLE ▲

Microsoft - Excel Beginning

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

Sections

TITLE

Microsoft - Excel Beginning

Edit

Manage

View

View Roster

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

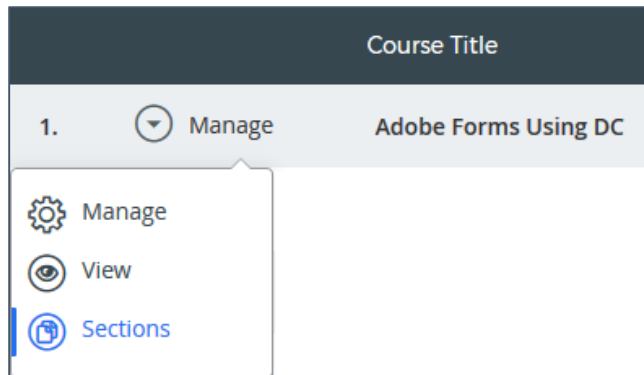
Sign In Sheet

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

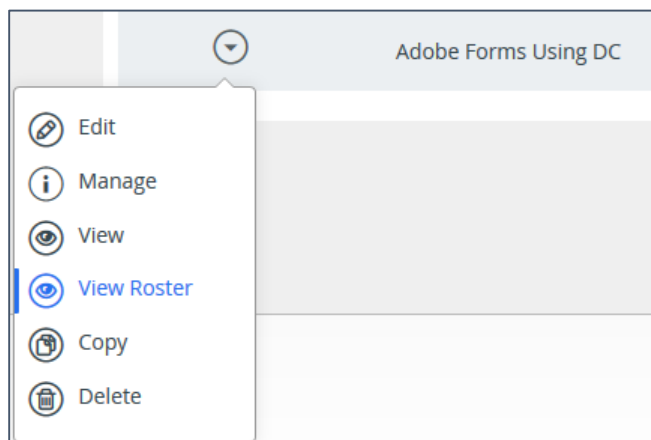
Print

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**.

