

Registration Instructions for
OKCPS PD

Module

1

How to View and Register for Classes

Participants will learn how to sign into their accounts, view the district's course catalog, and sign up for classes.

Objectives:

1. Log in
2. View Course Catalog
3. Register for a Class
4. View Your Class List and Transcript
5. Cancel a Registered Class



What is Avatar?

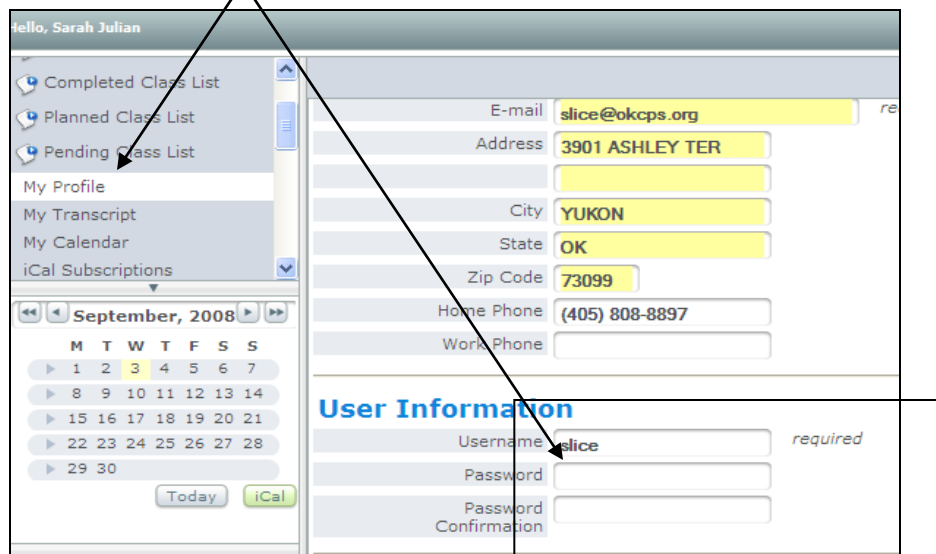
Key Points

Avatar is the new district professional development application we will use to record and track all professional development attendance in the district. The URL for this web-based application is <http://okcps.avatarlms.com>. This is the site you will go to for class registration and to view the course catalog.

Exercise 1: Logging into Your PD Account

Step by Step

1. Open up Internet Explorer.
2. In the address field, type <http://okcps.avatarlms.com>. You will be taken to the OKCPS Avatar PD homepage.
3. Your user id is the same as what you use to log into your computer, and your initial password is OKCPS-PD. (Note: you can change your password by selecting **My Profile** under the left-hand column called **My Learning Portfolio**.)

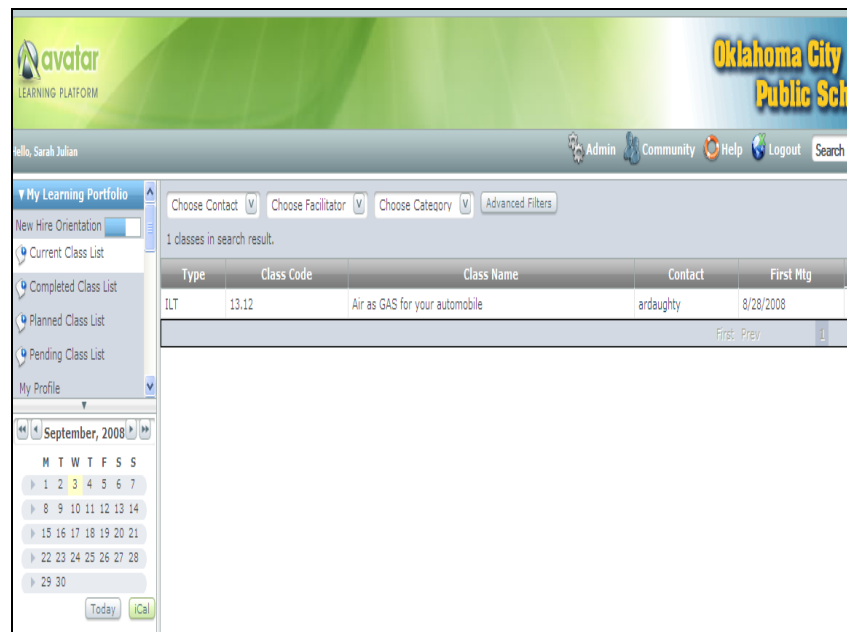


4. Click the **Login** button to proceed.

Exercise 2: Registering for a Class

Step by Step

1. To register for a class, you need to be in your User section of the PD site.



The screenshot displays the Avatar Learning Platform interface. At the top left is the 'Avatar LEARNING PLATFORM' logo. At the top right is the 'Oklahoma City Public Schools' logo. Below the logos, the user is logged in as 'Hello, Sarah Julian'. Navigation links for 'Admin', 'Community', 'Help', 'Logout', and 'Search' are visible. The main content area is titled 'My Learning Portfolio' and includes a search bar with filters for 'Choose Contact', 'Choose Facilitator', 'Choose Category', and 'Advanced Filters'. Below the search bar, it states '1 classes in search result.' and displays a table with the following data:

Type	Class Code	Class Name	Contact	First Mtg
ILT	13.12	Air as GAS for your automobile	ardaughy	8/28/2008

Below the table, there is a 'First Prev' link and a '1' page indicator. On the left side of the interface, there is a sidebar with navigation options: 'New Hire Orientation', 'Current Class List', 'Completed Class List', 'Planned Class List', 'Pending Class List', and 'My Profile'. At the bottom left, there is a calendar for 'September, 2008' with a 'Today' button and an 'iCal' link.

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2. In the left-hand column under **My Learning Portfolio**, scroll down to **Course Catalog**, and select **Show All Classes**:



3. Once you see the class you want to register for, click the **Add to Cart** button.

Type	Class Code	Class Name	Contact	First Mtg	Action
ILT	13.8	Advanced MS Excel	Sarah	9/5/2008	Add to Cart

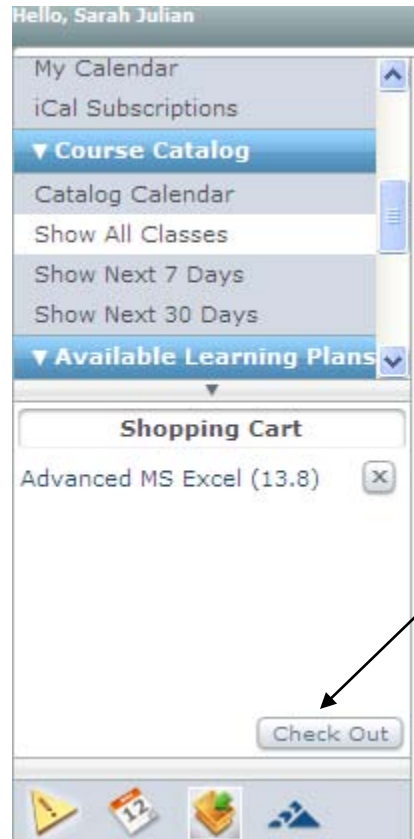
1 classes in search result.

Print | Close

An arrow points from the right side of the image to the 'Add to Cart' button in the table.

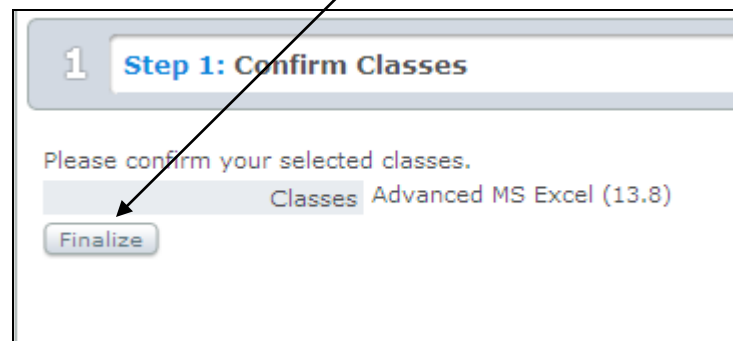
4. Your shopping cart on the left-hand side of your screen will appear, and the class you just registered for will be in your cart. Click the **Check Out** button to officially register.

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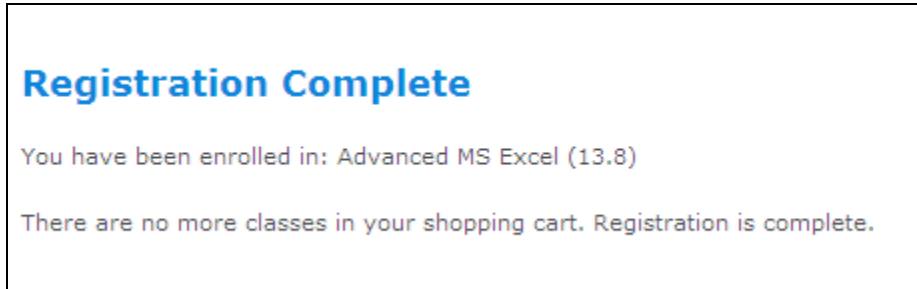
Click Check Out to officially register for the class you want to attend.

5. The system will request that you confirm your class. Click **Finalize** to confirm you wish to attend.



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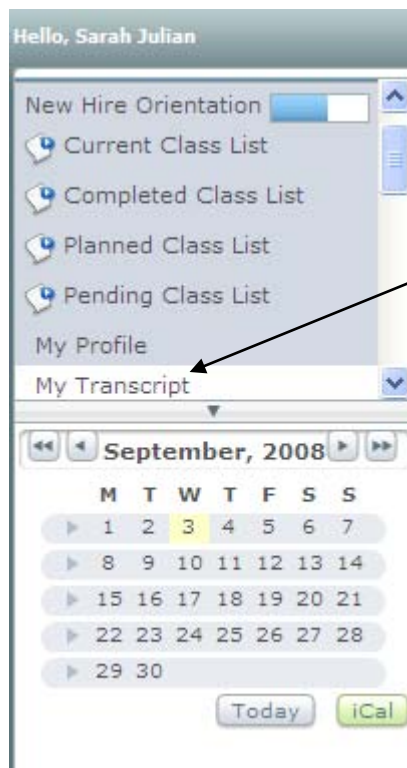
You should receive a "Registration Complete" confirmation for the class you selected:



Exercise 3: Viewing Your Current Class List and Transcript

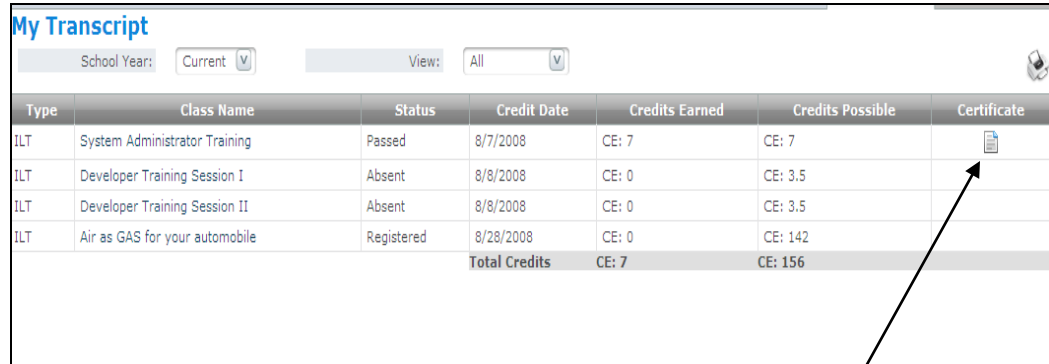
Step by Step


1. To view the history of classes you have attended, click on **My Transcript**, which is located under **My Learning Portfolio** on the left-hand menu:



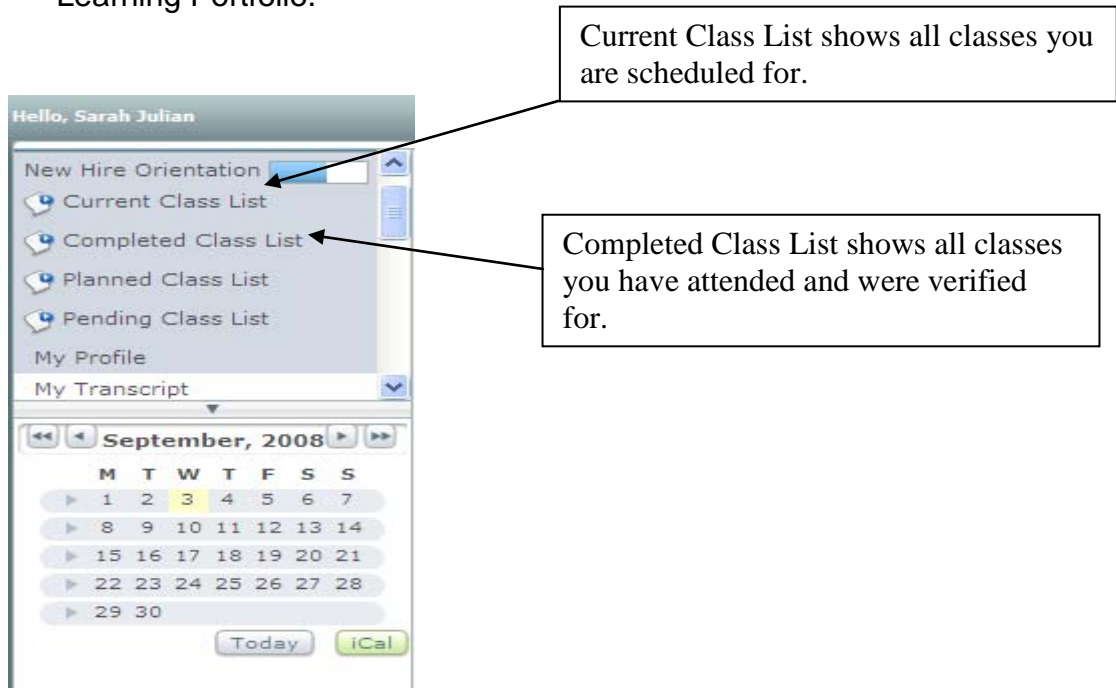
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Any course for which an administrator has verified your attendance will appear on your screen:



Type	Class Name	Status	Credit Date	Credits Earned	Credits Possible	Certificate
ILT	System Administrator Training	Passed	8/7/2008	CE: 7	CE: 7	
ILT	Developer Training Session I	Absent	8/8/2008	CE: 0	CE: 3.5	
ILT	Developer Training Session II	Absent	8/8/2008	CE: 0	CE: 3.5	
ILT	Air as GAS for your automobile	Registered	8/28/2008	CE: 0	CE: 142	
Total Credits				CE: 7	CE: 156	

2. You can print out a hard copy certificate of attended classes if you have an icon next to the course under the Certificate column. NOTE: Only those classes you attended for which the facilitator verified you will you be able to print a certificate.
3. To view your Current Class List, select **Current Class List** underneath My Learning Portfolio.



Current Class List shows all classes you are scheduled for.

Completed Class List shows all classes you have attended and were verified for.

The screenshot shows the 'My Learning Portfolio' section with the 'Completed Class List' selected. The table displays 6 classes in search results. An arrow points from a text box below to the row with Class Code 63.27.

Type	Class Code	Class Name	Contact	First Mtg
ILT	13.8	Advanced MS Excel	Sarah	None
ILT	63.21	New PD System Training	Sarah Julian	9/15/2008
ILT	63.23	New PD System Training	Sarah Julian	9/15/2008
ILT	63.25	New PD System Training	Sarah Julian	9/15/2008
ILT	63.26	New PD System Training	Sarah Julian	9/16/2008
ILT	63.27	New PD System Training	Sarah Julian	9/16/2008

View of Completed Class List

Exercise 4: Canceling a Class for Which You are Registered

Step by Step

NOTE: It is very important to remember to un-register yourself from a class should you realize you will not be able to attend. If a class has a seat limit and the class is full, canceling your reservation will free up your spot for someone who is on the waiting list.

1. Select **Current Class List** under My Learning Portfolio. *All current classes for which you are registered will appear:*

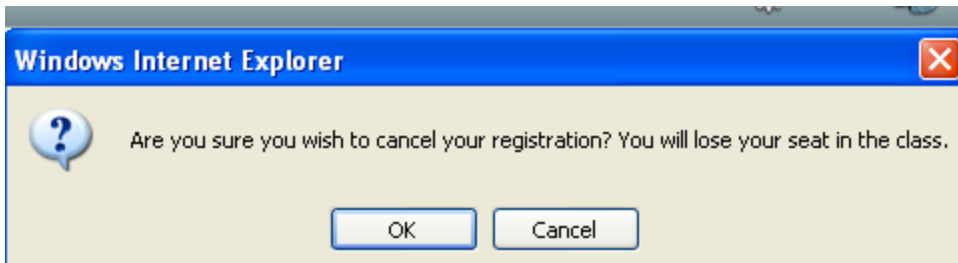
The screenshot shows the 'My Learning Portfolio' section with the 'Current Class List' selected. The table displays 2 classes in search results. A 'Cancel' button is visible in the 'Actions' column for the second class.

Type	Class Code	Class Name	Contact	First Mtg	Act
ILT	54.68	Budget Monitoring using SAP	Shelley Morse	10/15/2008	Cancel
ILT	64.16	PD Mentoring Sessions for Central Office Administrators	Sarah Julian	9/18/2008	

2. Under the Actions column, a **Cancel** button will appear for any classes you can still cancel out of. Click the **Cancel** button to remove yourself from that particular class.

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3. You will receive a confirmation message. Click **OK**.



The class will then disappear from your Current Class List. You have successfully removed yourself from the class you cannot attend, thereby freeing up your space for someone else!

LAST NOTE: We are in the process of uploading all passed PD points to SAP and our new PD management system. However, it will take some time before all history is current. If at the end of December 2008, you still have discrepancies with your transcript, please contact Paula Pluess (pmpluess@okcps.org).