

# Registering for Courses in the PLP

## Before you begin searching for courses:

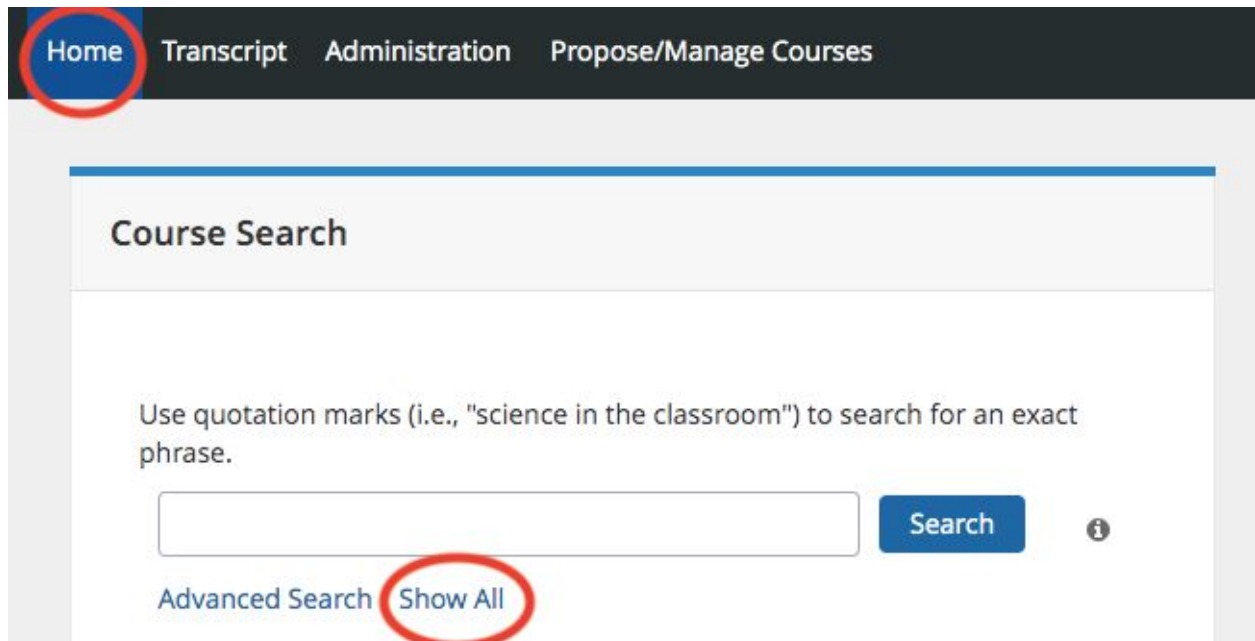
On your home page, look for the **Recommended Training** tile for course suggestions. Course creators often recommend courses for certain demographics (e.g. teachers in their buildings, department members, etc.).



## There are several ways to search for courses:

### “Search all”

On the **HOME** tab, click **SHOW ALL** to retrieve a list of all available courses



## Search for Courses within a Specific Category (Department, Choice or School)

Enter one of the following in the search field:

**Choice**

**Building Name**

**Dept**

All of the courses in that category will appear in the search results.



Home Transcript Administration Propose/Manage Courses

### Course Search

Use quotation marks (i.e., "science in the classroom") to search for an exact phrase.

 ⓘ  
[Advanced Search](#) [Show All](#)

### Example result list

 Instructor Led	#10078 <b>CHOICE</b> Getting Started with Google Drive - ONLINE
 Instructor Led	#10081 <b>CHOICE</b> LMS JK-8 Library Media PLC

**Please note:**

**Building-based courses** start with the building name  
*BALDWIN All-School Based Learning*

**Department Meetings** start with **DEPT** followed by name of department and grade band  
*DEPT History 6-8 Professional Learning*  
*DEPT VPA JK-5 Professional Learning*

**Choice courses:** start with CHOICE then department, then course name  
*CHOICE ELA 6-8 Core Texts for CSUS*  
*CHOICE PL Trauma Informed Classroom Practices*

**Before you register, be sure you SELECT THE CORRECT SECTION. There may be more than one listed!**

Sections are offerings of the same course, but at different times e.g. fall, winter, spring, 2020 etc.  
**DEPT** or **SCHOOL BASED** required courses with more than one section are listed this way:  
*JK-5, SY 19-20*  
*6-8, SY 19-20*  
*9-12, SY 19-20*

**CHOICE** courses with more than one section/year are listed this way:  
*Fall Section, SY 19-20*  
*Section 1, SY 19-20*  
*SY 19-20*

The screenshot shows a course registration interface. At the top, it displays 'Instructor Led' with a person icon and the course ID '#10079 DEPT LMS JK-5 Professional Learning'. Below this is the course title 'JK-5 Library Media Department Meetings'. There are three buttons: 'Recommend' (with a checkmark icon), 'Credit' (with a graduation cap icon), and 'Views 0'. A red arrow points from the text 'If there is more than one section listed, read options closely, then select appropriate section' to a red circle around the text 'Select a section to register' and the course ID '#10077 JK-5, SY 19-20'. Another red arrow points from the text 'If there is only one section listed, click here to continue registration' to a blue 'Register' button. The bottom of the card shows the date and time '09/16/2019 @ 3:30 PM', a seat icon, and the text 'Seats:25 left of 25'.

**After you click REGISTER you must confirm the registration by clicking NEXT**

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: DEPT LMS JK-5 Professional Learning      Location/Room Number: Library

Section: JK-5, SY 19-20

Credit Types:		Credits	Hours
How much do I have?	Dept Meeting (10 hrs req'd)	-	10.0
	PDP	-	10.0

Section Notes:

Class Dates: 09/16/2019 - 05/04/2020

Next

**Choose a CREDIT type and click NEXT**

Course Registration

Registering for Course: DEPT LMS JK-5 Professional Learning

Choose Credit Type

Dept Meeting (10 hrs req'd)

PDP

Select a credit type.

Back      Next

**When you see the CONGRATULATIONS page, you are registered**

### Register for DEPT LMS JK-5 Professional Learning

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 **Congratulations**

You have successfully registered for DEPT LMS JK-5 Professional Learning.

[My Course List](#)      [Course Search](#)

**You will receive a confirmation email from the course instructor**

PLP Registration Confirmation  Inbox x



ashort@cpsd.us

to me ▾

Dear Melanie Nash,

This e-mail message is to confirm your enrollment in:

Course: DEPT LMS JK-5 Professional Learning

Section: JK-5, SY 19-20

Dates: September 16, 2019 to May 4, 2020

Time: 3:30 PM - 5:00 PM

Location: CRLS in Library

If this enrollment information is not correct or you need to make changes please login and correct your registration.

Sincerely,

Amelia Short, Instructor(s)

[ashort@cpsd.us](mailto:ashort@cpsd.us)

**Please contact the course instructor directly if you need to drop a course**