

## Register for an Activity in the Catalog

Organizations may opt to post their professional development offerings in the District Catalog. Clicking the District Catalog link (on the left blue navigation bar), will display the organization's offerings. Clicking on the title of an activity will display additional information and begin the enrollment process.

keywords: register, enroll, catalog

Use these steps:

Review the activity list

Activities are listed in date order. Clicking on the title of the activity will display additional details. The *number enrolled* shows the number of people currently enrolled in the activity and the maximum number allowed in the activity.

**Search District Catalog - Hidden Valley School District**

**Search Options**

Show activities that start between: 7/24/2008 and 10/31/2008

Search term:

[advanced search on/off]

**Search Results (1-5 of 5)**

- A: Math Test Writing**  
This is the desc  
Date(s): Aug 1, 2008 - Aug 1, 2008    Hours: 2.00    # Enrolled: 6/25
- B: Differentiated Instruction**  
This is the desc  
Date(s): Aug 1, 2008 - Aug 1, 2008    Hours: 2.00    # Enrolled: 0/25
- C: High School Faculty Discussion**  
This is the desc  
Date(s): Aug 1, 2008 - Aug 1, 2008    Hours: 2.00    # Enrolled: 0/25

Note the *By Month* viewing Options as well as the *Advanced Search*

Click any month to view the offerings that are available for that month.

Click the *Advanced Search* to access additional search criteria

**Events**  
Math Conference

**View by Month:**  
July  
August  
September  
October  
November  
December  
January  
February  
March  
April  
May  
June

**Search District Catalog - Hidden Valley School District**

**Search Options**

Show activities that start between: 7/24/2008 and 10/31/2008

Search term:

[advanced search on/off]

**Search Results (1-10 of 10)**

- Bloodborne Pathogens**  
This online compliancy course focuses on covering your rights to know and the bloodborne pathogens standards.  
Date(s): Mar 10, 2008 - Mar 10, 2008    Hours: 2.00    # Enrolled: 10/100

Click an activity title to view more information about the offering

When the Activity Title is clicked, detailed information about the course/workshop/activity is displayed.

### Activity Information

#### Bloodborne Pathogens

This online compliancy course focuses on covering your rights to know and the bloodborne pathogens standards.

Meeting Date(s) Location(s)	> #1 Mar 10 2008 8:00AM - 10:00AM Online
Instructor(s)	> Mead Ashworth > Steven Bennet > Dean Callahan > Heather Callahan > Lesley Callahan > Andrew Cramer > Maria Dominguez > Paolo Dull > Abraham Green > Paula Greene > Paul Henriot > Abraham
Goal(s)	> Inclusion:Differentiating Instruction
Purpose(s)	> Compliance
Building(s)	> -All-
Department(s)	> -All-
Grade(s)	> -All-

Hours: 2.00  
Cost: \$ 0.00  
# Enrolled: 18/100

**SIGN UP NOW**

NOTE: The Personal goal selection will either appear on this screen or on a form once the "Request Approval" button is clicked (depending on the organizations configuration). Click in the boxes next to the personal goals to align activities to that goal.

To register for an activity click the button on the right side of the screen

There are several possible buttons that may appear for registration. The differences are described below:

- Request Approval button - the activity requires prior approval before enrollment. Clicking on the Request Approval button will forward the request to the appropriate approvers. Once approved the enrollment will be complete and the activity title will appear under Approved and In Progress on the Learning Plan page

Note: Depending on how your organization has configured MyLearningPlan, after clicking Request Approval you may see an activity form. Complete any necessary fields on this form, and then click Submit at the bottom of the form to continue the registration process.

- Sign Up Now button - the activity does not require prior approval. Clicking on the Sign Up Now button will immediately process the enrollment.
- Join the Wait List button - The activity is full and there is a wait list. Clicking the Join the Wait List button will add the users name to the wait list.

Review the Confirmation Message

A confirmation message will be displayed indicating that the registration has been successful.

If there was not prior approval necessary (you clicked the Sign Up Now button) the confirmation message will look like this:

**You are Enrolled**

**RETURN**

If prior approval was necessary (you clicked the Request Approval button) the confirmation will display the approval list:

**Confirmation**

Confirmation

**Request Submitted!**

**Approval Summary**

	1. Tony (test) Curriculum (test)	PENDING
Prior Approval(s)	2. Tom Murphy	-----
	3. Lisa Palemire	-----
	4. Tom Murphy	-----
Final Approval(s)	5. Robert Hawkins	-----

Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form.

**Activity Dates**

Activity Title: test123  
Start/End Date: September 1, 2008

**Actions**

You can monitor the status of your request by logging into your account and clicking the request title.

[RETURN TO MAIN](#)