SunGard - Professional Development

Participant's Guide

As a participant, you can register for courses, get on waiting lists for courses that are full, and check information associated with the courses. Also, when a course is completed you will be able to view the grade you received as well as fill out a course evaluation form.
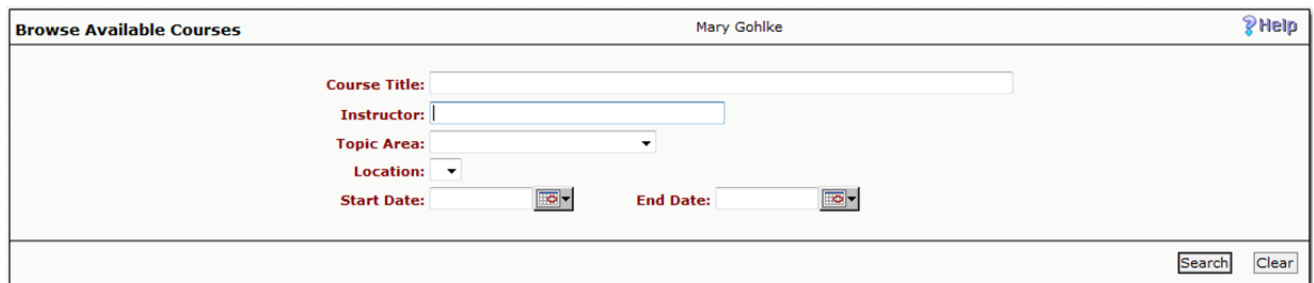
Go to https://bizplus.stjohns.k12.fl.us/ifas7/ProfDev

As a participant, you have five tabs to choose from.

Participant
- **Home**
- **Browse Courses**
- **Current Enrollment**
- **Prior Enrollment**
- **Wait List**
- **Personal Information**

Browse Courses

You can browse current courses by searching by any of the fields. If you are not sure the exact course title or how to spell the entire instructor's name, you can use an asterisk (*) as a wild card. (i.e. Math* if I was not sure if a course was Math101, Mathematics, etc. This search would bring up all courses that started with Math.) The Topic Area and Location Fields are drop downs for your search. After you have entered your search criteria, select search in the lower right hand corner.

Browse Available Courses	Mary Gohlke	? Help
Course Title:		
Instructor:		
Topic Area:		
Location:		
Start Date:	End Date:	
		Search Clear

After selecting search, you will get a results screen. By selecting the Course Title, you will be given a more detailed description of the course with the option to register for that course.

Results

Course Title	Start/End Date	Location	Instructor	Credits	Min	Max	Current
TERRORISM	1/1/0001 - 1/1/0001		AMY BLACK	0.0	0	0	0
CHEMICAL SAFETY	1/1/2009 - 4/2/2009		MARY	0.0	0	100	0
FIRE SAFETY	1/12/2009 - 1/14/2009		AMY BLACK	0.0	0	10	0
HOMICIDE	2/1/2009 - 3/1/2009		AMY BLACK	0.0	0	100	0
CRIME SCENE TRAINING	2/15/2009 - 3/16/2009		MARY	0.0	0	100	0
COMPUTER TRAINING	2/26/2009 - 2/27/2009		MARY	0.0	0	100	0
HOSTAGE	2/27/2009 - 2/28/2009		MARY	0.0	0	0	0
FLOODING EMERGENCY	2/28/2009 - 3/2/2009		AMY BLACK	0.0	0	100	0

1

Within the Course Information, you will see if there are pre-requisites for that course. If you do you can scroll down to the Course Registration.

Course Information   Mary Gohlke   ?Help

Course Title: TERRORISM
Description:
Course Duration: 1/1/0001 - 1/1/0001   **Schedule:**
Instructor: AMY BLACK   **Syllabus:**

Location: **Min Participants:** 0   **Current Count:** 0
Room: **Max Participants:** 0
Seat Hours: 0.0

Materials: **Credits:** 0.0   **Credits Date:** 1/1/0001

Pre-Requisites
No data available

Topic Area
Area Code	Area Description
LIBRARY	LIBRARY

Requirements Met
No data available

Class Date / Times
No data available

By selecting I meet the Pre-requisites for the course, the rest of the screen will become accessible. Select Register in the lower right hand corner to be enrolled in the course.

Course Registration

Participant Cost: $0

☐ I meet the Pre-requisites for the course.
☐ I agree to pay course fees.

○ Deduct from my PayCheck
○ Bill me
○ Bill my Department   Department: [▼]
○ Pay Now   Credit Card Number: [   ]
                                Expiry Date: [   ]

↩ Back   🖨 Print   Register

You must select I meet the Pre-requisites for the course. Next select Register.

Professional Development Registration Confirmation						
TERRORISM		**Pariticipant Details:**				
You have successfully registered for the course. Please find the details below. Clicking on the **Print** button will print the Registration Confirmation receipt.		ID:	MGOHLKE			
		Name:	MGOHLKE			

Registration Details:						
Registration No:	PR00100001					
Date/Time:	10/28/2009 12:03:00 PM					
Status:	Waiting					

Course Details:						
Course Id:	TERRORISM-1		Course Name:	TERRORISM		
Course Title:	TERRORISM					
Course Duration:	1/1/0001 - 1/1/0001		Schedule:			
Instructor:	AMY BLACK		Contact:	dsa@sos.com		
Location:			Room:			

🖨 Print

You will receive a Registration Confirmation for the course which you may print option if needed.

Current Enrollment

This screen will list all courses that you are currently enrolled in.

Current Enrollment		Mary Gohlke		?Help
Course Title	**Start/End Date**	**Instructor**		
TERRORISM	1/1/0001 - 1/1/0001	AMY BLACK	Evaluation	Drop Course

🖨 Print

From **Course Title** you can view the detailed Course Information including Instructor and Syllabus information.

Instructor Information	Mary Gohlke	?Help

Instructor Name: AMY BLACK
Contact Number:
Email ID:

Current Courses	**Prior Courses**	
No data available	**Prior Courses**	**Start/End Date**
	FIRE SAFETY	1/12/2009 - 1/14/2009
	HOMICIDE	2/1/2009 - 3/1/2009
	FLOODING EMERGENCY	2/28/2009 - 3/2/2009

🔙 Back   🖨 Print

From **Evaluation** you can access the Course/Instructor Evaluation survey.

Course Evaluation	Mary Gohlke	?Help

Course Name: TERRORISM   **Course Title:** TERRORISM
Description:

Number	**Question**	**Response**	
1	HOW WOULD YOU RATE THE TRAINING?	2	Edit
2	RATE THE INSTRUCTORS KNOWLEDGE OF THE TOPIC.		Edit

Evaluation Response

Question: RATE THE INSTRUCTORS KNOWLEDGE OF THE TOPIC.

Rating: 5

🔙 Back   🖨 Print   💾 Save   ✕ Cancel

From **Drop Course,** you can complete the steps to remove yourself from the selected Course.

The Drop Course process first displays the detail Course Information to verify you have selected the correct course to drop. You're then presented with dialogue to positively indicate that you are dropping the course. Once you click **Drop Course** within the Course Cancellation area, you are immediately removed from the Course. If the Course has not begun and there is a Wait List of registrations, the next Participant in line will be immediately confirmed. The Drop Course action and change from Wait List to Confirmed Registration are sent via email notification.

Course Information		Mary Gohlke		**? Help**

Course Title: TERRORISM
Description:
Course Duration: 1/1/0001 - 1/1/0001   **Schedule:**
Instructor: AMY BLACK   **Syllabus:**

Location: **Min Participants:** 0   **Current Count:** 1
Room: **Max Participants:** 5
Seat Hours: 0.0

Materials: **Credits:** 0.0   **Credits Date:** 1/1/0001

Pre-Requisites
No data available

Topic Area
Area Code   **Area Description**
LIBRARY   LIBRARY

Requirements Met
No data available

Class Date / Times
No data available

Course Cancellation

☐ Are you sure you want to drop this course?

🔙 Back   🖨 Print   Drop Course

Along with an email confirmation, the following Drop Course Confirmation will be immediately displayed to you upon the system verification that all drop course processes have successfully completed.

Professional Development Drop Course Confirmation
TERRORISM
You have been successfully unregistered for the course. Please find the details below. Clicking on the **Print** button will print the Registration Confirmation receipt.

Pariticipant Details:	
ID:	MGOHLKE
Name:	MGOHLKE

Drop Course Details:

Drop Course Confirmation No:	PD00100001
Registration No:	PR00100001
Date/Time:	10/28/2009 1:31:47 PM
Status:	Dropped

Course Details:

Course Id:	TERRORISM-1	Course Name:	TERRORISM
Course Title:	TERRORISM		
Course Duration:	1/1/0001 - 1/1/0001	Schedule:	
Instructor:	AMY BLACK	Contact:	dsa@sos.com
Location:		Room:	

🖨 Print

Prior Enrollment

This view displays a one line summary of previous courses completed. Links are provided to the detail Course Information, Instructor Information and provides the ability to print your completion certificate one time if you received a passing grade.

Prior Enrollment		Mary Gohlke			? Help
Course Title FLOODING EMERGENCY	**Start/End Date** 10/1/2009 - 10/26/2009	**Instructor** AMY BLACK	**Grade** A		Print Certificate
		🖨 Print			

The Print Certificate option is only available after the Participant successfully completes the Course and fills out the Evaluation if required. The ability to print the certificate is a onetime option. If there is a printer problem and/or you need to reprint the Certificate, the Professional Development Administrator can reset the Certificate for reprinting.

Wait List

If you register for a course that is at the max participants, you will be put on a waiting list.   The waiting list is created when you try to register for a course. If a participant withdraws from a course, the people on the waiting list will automatically get put into the course.

Wait List		Mary Gohlke			? Help
Course Title TERRORISM	**Start/End Date** 1/1/0001 - 1/1/0001	**Instructor** AMY BLACK	**Capacity** 0	**List Position** 1	
		🖨 Print			

Notice in the example that the capacity is set to zero. It also shows where you are at in the list. In this example, you are the first on the wait list.

Personal Information

This view displays your current Name, Address, Phone and Email information on file.

Employee Personal Information	MARY GOHLKE	? Help
Name		
Employee Name: MARY GOHLKE		
Employee ID: E00019		
Address		
Address Line 1:		
Address Line 2:		
City: State: CALIFORNIA		
Zip: -		
Email: mary.gohlke@sungardps.com		
Privacy Level:		