

How to register for upcoming Pro D sessions:

1. Go to the District website (www.sd33.bc.ca) and click on the 'Staff' tab in the orange bar.
2. Click on Perfect Mind – Register for Pro D under the Professional Development orange heading.
3. Click on the Perfect Mind logo and login to your account using your district login credentials.

Example:

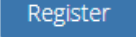
Username: bob_smith (do *not* include @sd33.bc.ca)

Password: same password as you use for your district computer

If your login credentials don't work, please contact Brandee Jersak at brandee_jersak@sd33.bc.ca. DO NOT create an account.

4. Click on 'Show courses' under the heading of your employee group. The 'Teachers & Support' heading will list sessions that apply to both Teachers and Support Staff.

For specific events such as Summer Institute or October/February Pro D Days, a new heading will be created with all the sessions for that event grouped together.

5. To register for a session, click on the  button beside the course you would like to attend. This will take you to the full event screen.



The screenshot shows a registration page for a course titled "Integrated Curriculum for Middle Grades". On the left, there is a "Back to Event" link. The course details include the date "30-Aug-2017", the time "9:00am - 10:30am", and "19 spot(s) left". A prominent blue "REGISTER" button is on the right. Below the course details, it states "Registration ends on 27-Aug-2017 at 11:30 PM".

Course Sessions

Date	Time	Location	Frequency
30 Aug 2017	09:00 AM - 10:30 AM	NLC - Room TBA	Once

About this course

Join us for a working session on planning integrated units at the middle level. During this session, we will be discussing some of the foundational aspects of unit and lesson design using the new curriculum, and providing you with some take away strategies to help build connections between subject areas. Time will be provided to collaborate with grade level groups, and brainstorm lessons to implement in your classroom. If you have a grade and topic in mind, please let us know so that we can plan resources accordingly for you.

Chilliwack School District

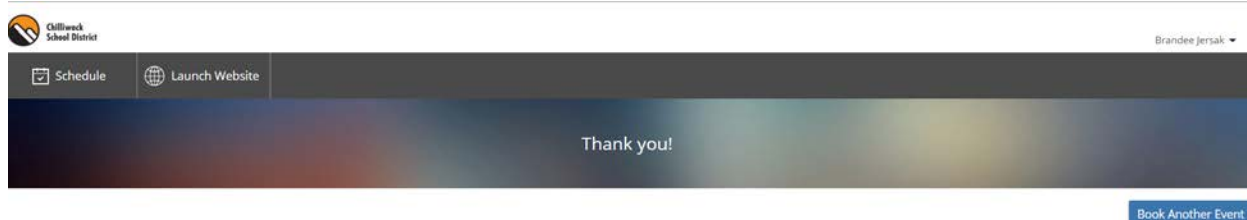
Show Map

Instructor

See session description

6. Click on the  button again.

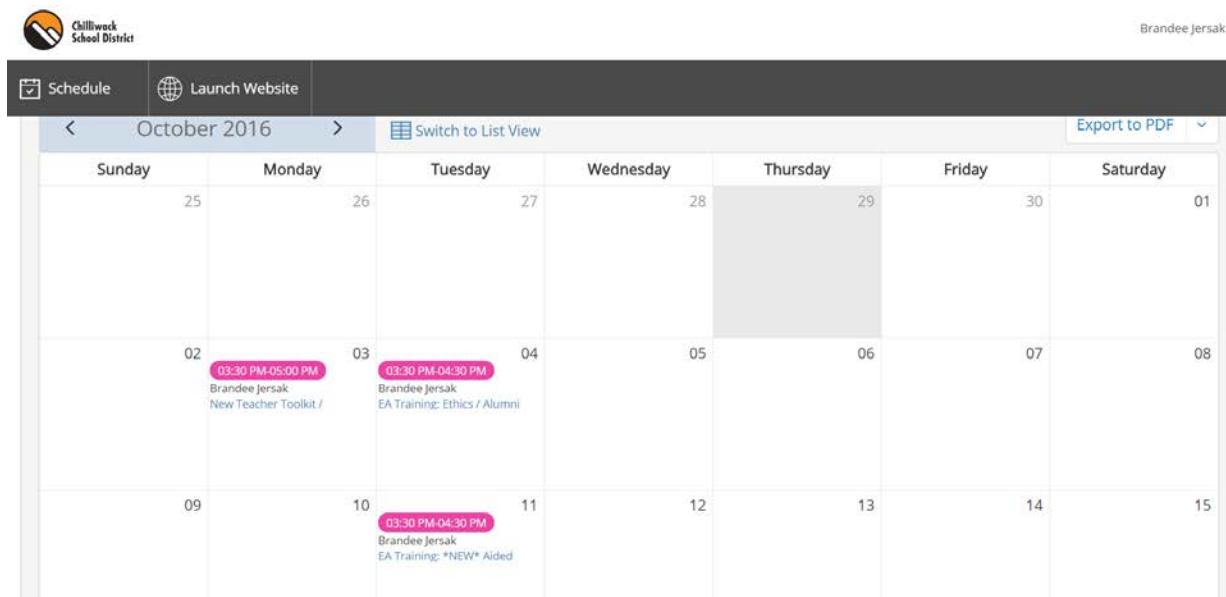
7. Click 'Next' in the bottom right hand corner.
8. Cart Summary – review what you are registering for and click 'Checkout' (bottom right corner) to finish.
9. Registration complete!
****Please check your email for a confirmation. If you did not receive an email confirmation, make sure you pressed the 'Checkout' button in step 9 to complete your registration.***



How to view your upcoming sessions and attendance history:

- Login to Perfect Mind (see instructions above)
- In the top right-hand corner, hover over the little arrow beside your name
- Click on 'My Info' when the drop down appears
- Scroll down until you see Schedules and click on Schedules. You can view your upcoming sessions in Calendar View (default view) or List View.

Here's an example of what it will look like in Calendar View:



To view your attendance history, follow the same steps as #11, but scroll down until you see Attendance History (this is right below Schedules).

If you have any questions, please email Brandee Jersak at brandee_jersak@sd33.bc.ca