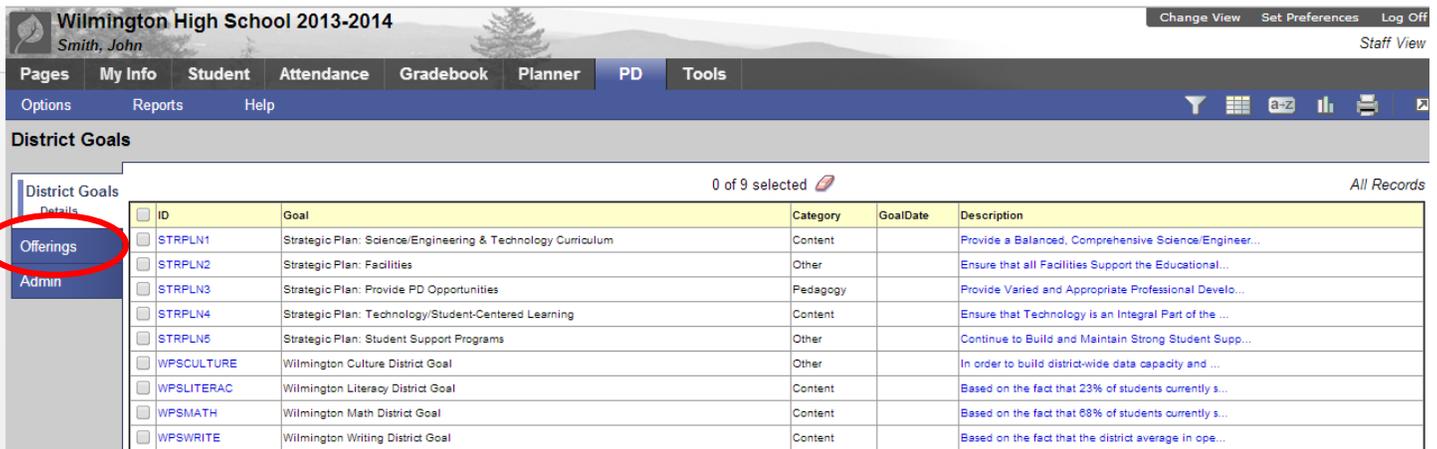


How to View and Sign Up for PD Courses

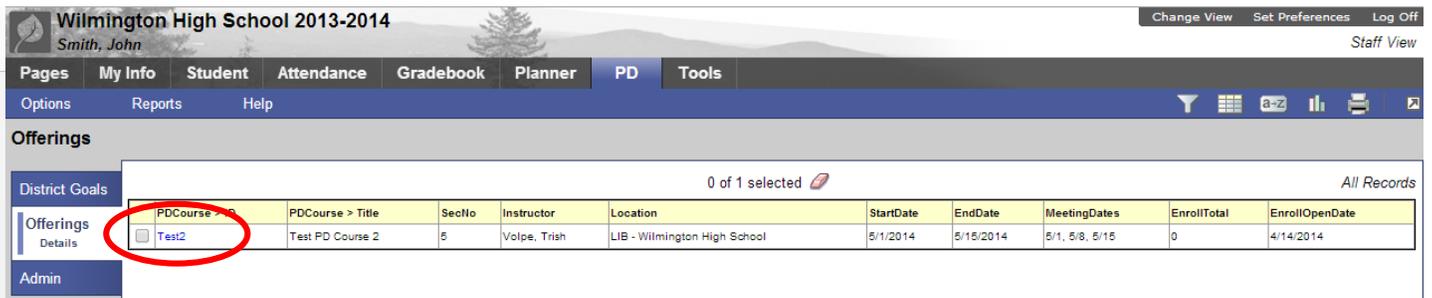
1. Login to Aspen and navigate to PD top tab.



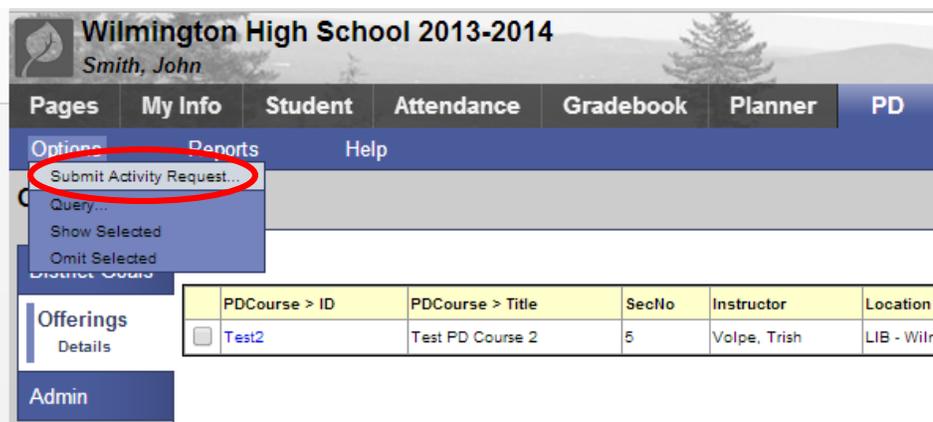
2. Click on the Offerings side tab.



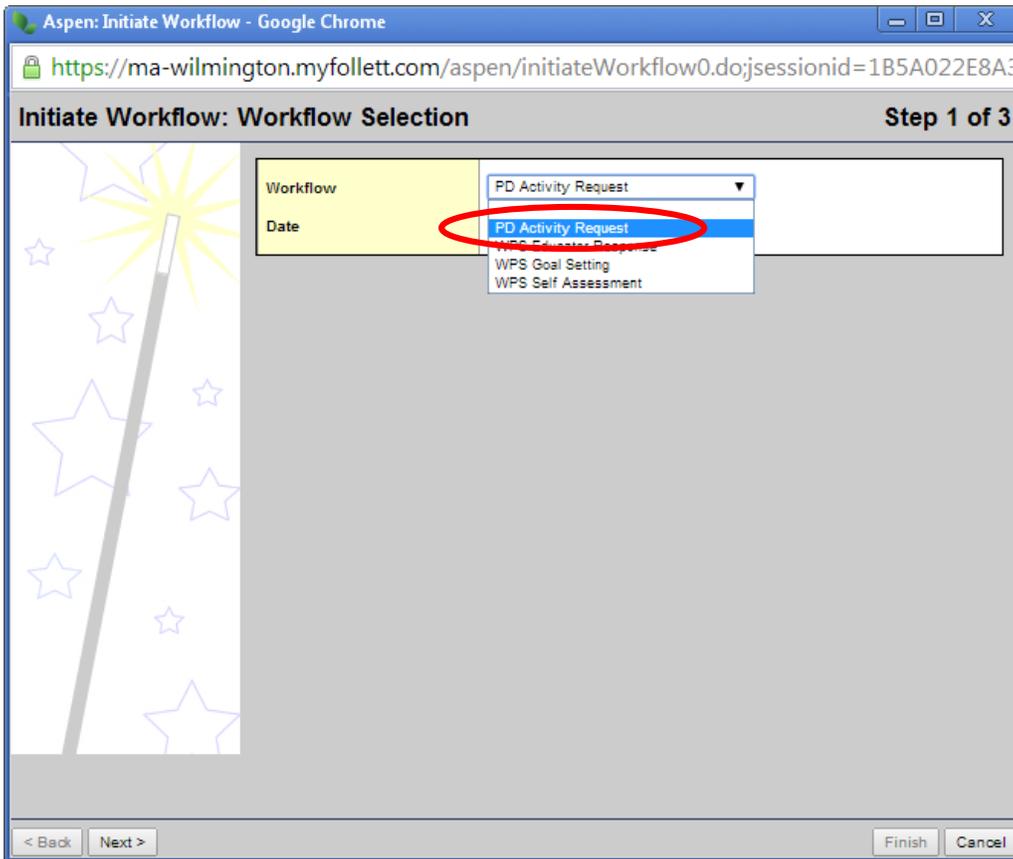
3. The list will show any courses currently available for enrollment, as well as an overview of the details. Click on the Name if you want to view further information.



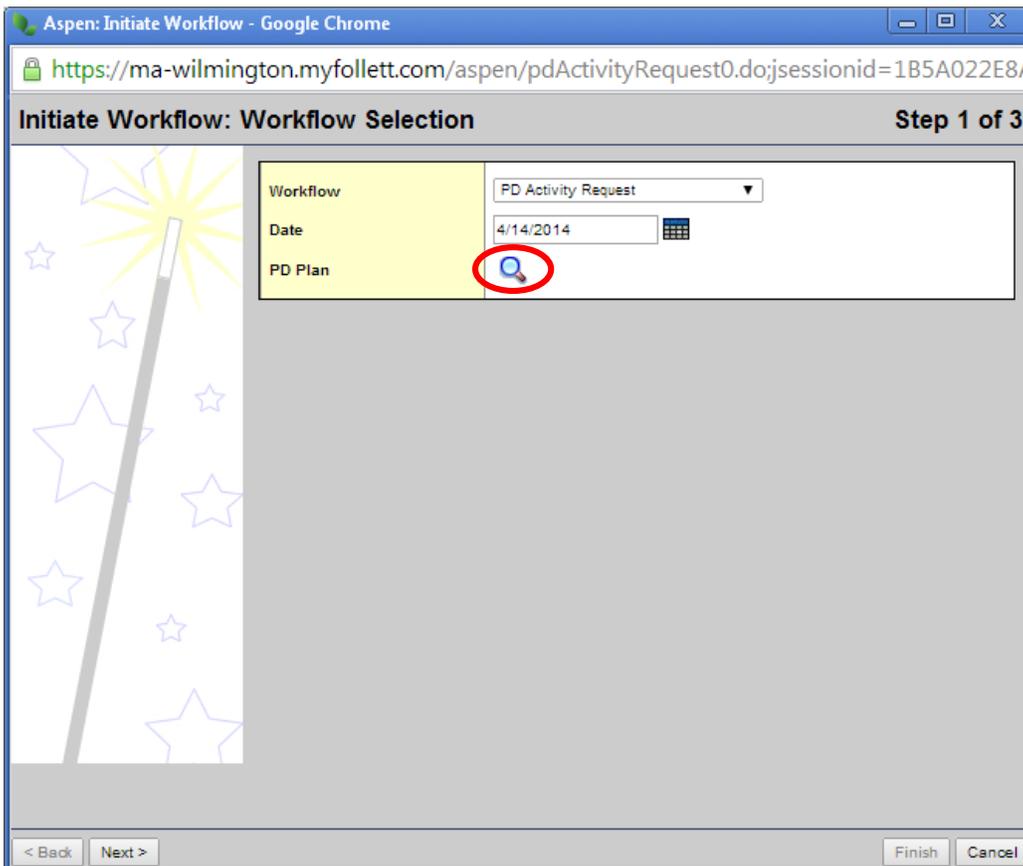
4. Once you have decided to sign up for a course, click on Options then Submit Activity Request.



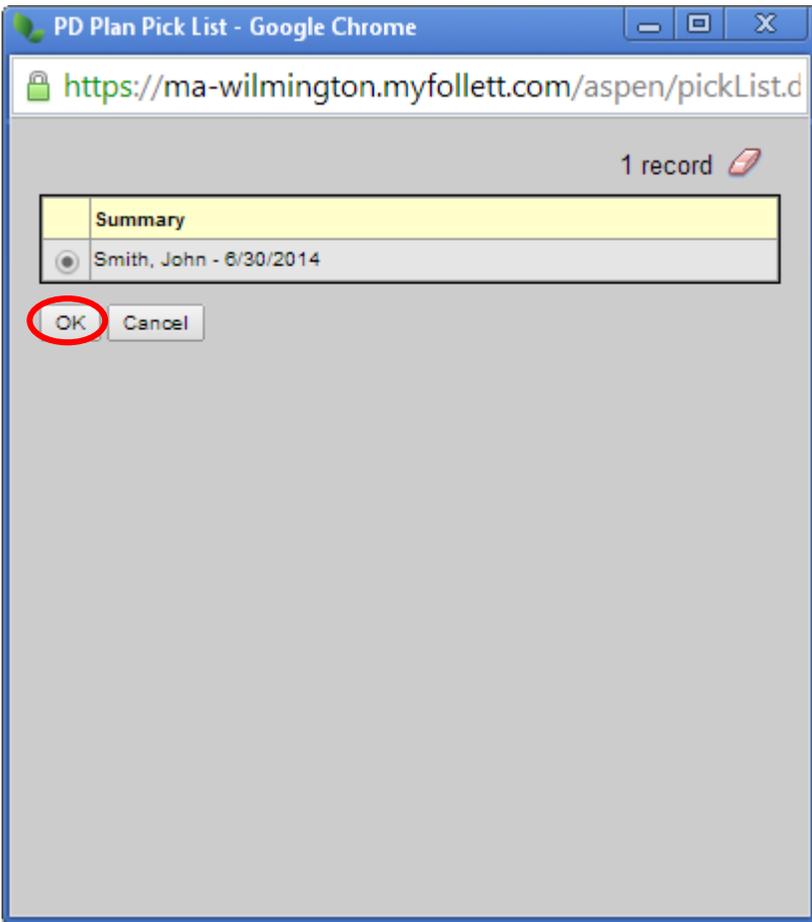
If you prefer, you can also initiate this from the Task widget on your home page.



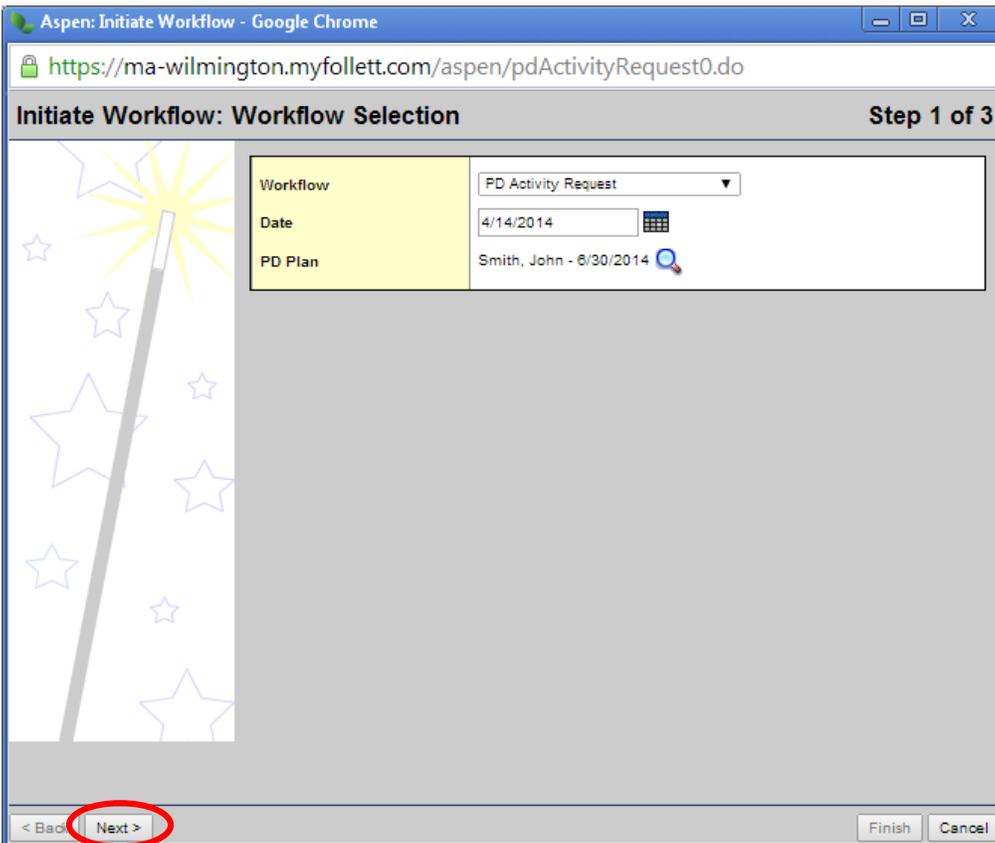
5. The sign up wizard will open. Click on the magnifying glass to select which of your PD plans you would like to apply this course toward.



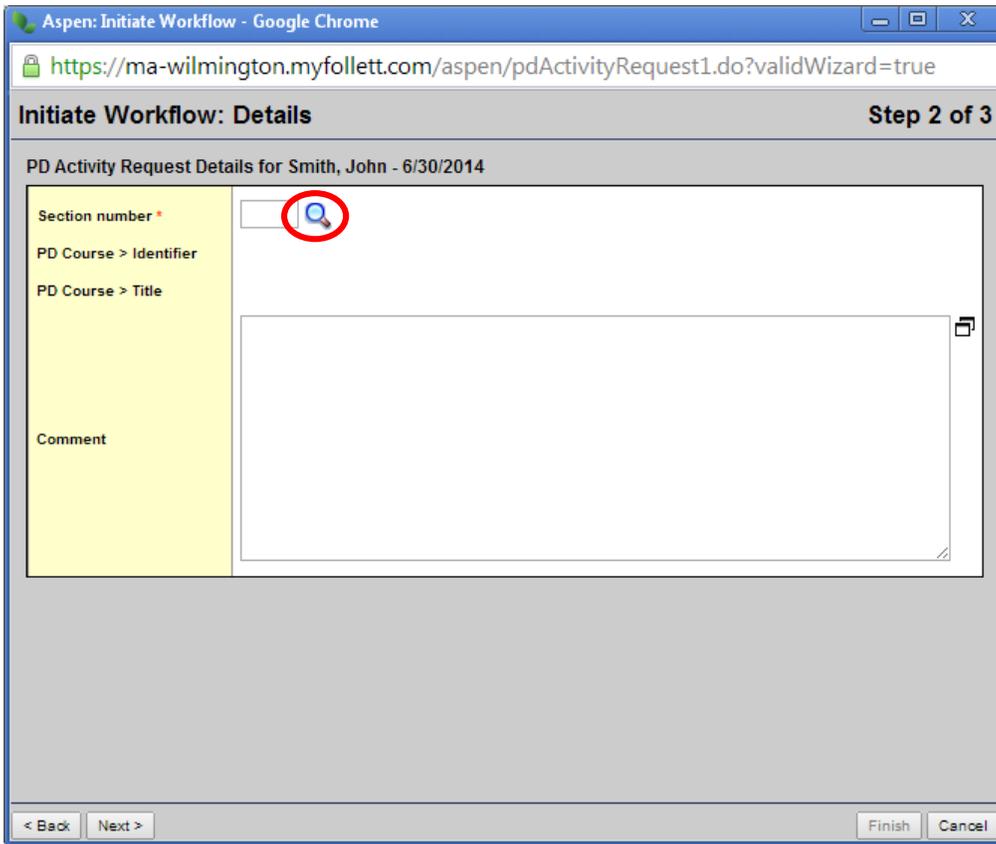
6. Most staff will only have one active plan and will just have to click on the OK button.



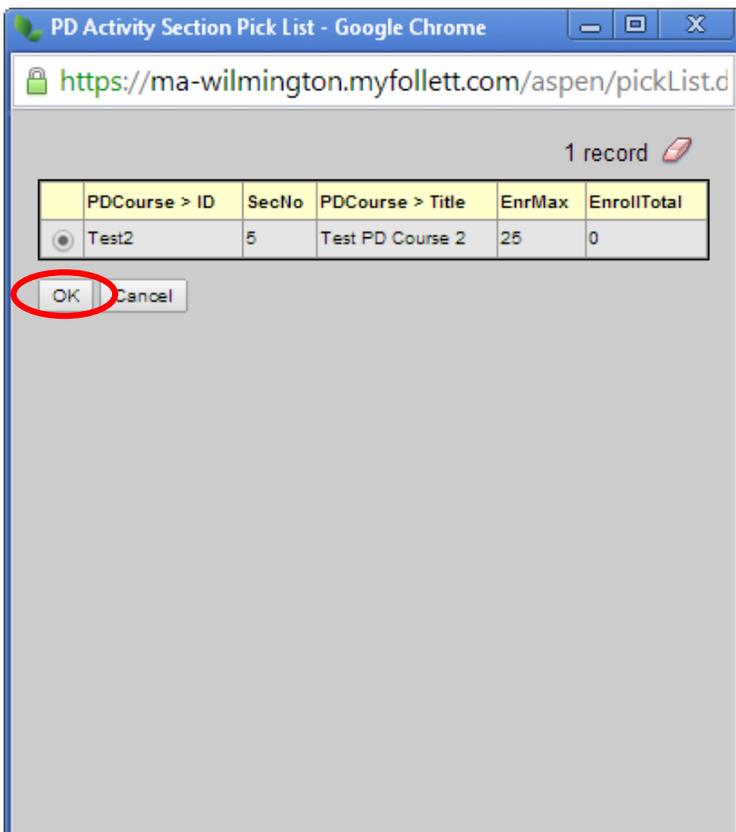
7. Click on Next to continue.



8. Click on the magnifying glass to choose a section for the course.



9. If the course is going to be given for two different dates, for example, you may need to choose which one you want to attend. For many, you will only have one choice and can just click on OK to continue.



10. The course details will be populated. You can now add a comment to the approvers if you choose. Click on Next to continue.

Aspen: Initiate Workflow - Google Chrome
https://ma-wilmington.myfollett.com/aspden/pdActivityRequest1.do

Initiate Workflow: Details

Step 2 of 3

PD Activity Request Details for Smith, John - 6/30/2014

Section number *	5
PD Course > Identifier	Test2
PD Course > Title	Test PD Course 2
Comment	I would like to take this as it will benefit my technology goal.

< Back Next > Finish Cancel

11. The final screen is a confirmation. Click on Finish to submit the request.

Aspen: Initiate Workflow - Google Chrome
https://ma-wilmington.myfollett.com/aspden/pdActivityRequest2.do?validWizard=true

Initiate Workflow: Confirmation

Step 3 of 3

Workflow	PD Activity Request
PD Plan	Smith, John - 6/30/2014
Date	4/14/2014

< Back Next > Finish Cancel

12. You will next get an email notification each time an approval has occurred. Currently, the email will look the same for both the Principal and PD Chair approvals. We are working to make them different so that you can easily tell which approval you have received.

PD Activity Request Notification



aspen-sysadmin@myfollett.com [Add to contacts](#) 12:37 PM
To: [redacted]

Actions ▾

Smith, John,

You recently submitted a request to participate in the following professional development activity:

Test2-5 Test PD Course 2
Meeting date(s): 5/1, 5/8, 5/15
Location: LIB - Wilmington High School

Your request has been tentatively approved pending available seats. You will be notified of your enrollment in the activity on or after 4/24/2014. If you have any questions, please contact your professional development coordinator. This is an automated email notification. Please do not reply.

13. If you are curious about where in the approval process your request is, you can view your closed tasks and click on the PD Activity Request link.

Tasks						Edit			
<div style="display: flex; justify-content: space-between;"> <div> Closed Tasks ▾ Open Tasks Closed Tasks </div> <div> <input type="button" value="Initiate..."/> </div> </div>									
Received	Workflow	Task	Subject	Outcome	Date Closed				
4/14/2014 12:14 PM	PD Activity Request	Make request	Smith, John - 6/30/2014	Complete	4/14/2014				
2/14/2014 9:40 AM	PD Activity Request	Make request	Smith, John - 6/30/2014	Complete	2/14/2014				
2/10/2014 12:50 PM	PD Activity Request	Make request	Smith, John - 6/30/2014	Complete	2/10/2014				
2/10/2014 12:47 PM	PD Activity Request	Make request	Smith, John - 6/30/2014	Complete	2/10/2014				
2/10/2014 12:46 PM	WPS Educator Response	Educator Response	Smith, John	Complete	2/10/2014				
[1 - 5 of 24] Next					Detailed View				

14. A list of all of the steps will be displayed. In this example, the task is just waiting for the final approval from the Assistant Superintendent.

PD Activity Request Checklist		Smith, John - 6/30/2014		
Phase Name		Date Due	Completed	Completed By
✓ Make request		4/14/2014	Smith, John	
✓ Principal Acknowledgement	Approved	4/14/2014	Volpe, Trish	
✓ PD Chair Acknowledgement	Approved	4/14/2014	Volpe, Trish	
Enrollment verification				

Close

15. When the final approval has been made and you are enrolled in the course, you will get another email.

PD Activity Request Notification



aspen-sysadmin@myfollett.com [Add to contacts](#) 2:48 PM

Actions

Smith, John,

You recently submitted a request to participate in the following professional development activity:

Test2-5 Test PD Course 2
Meeting date(s): 5/1, 5/8, 5/15
Location: LIB - Wilmington High School

Your request has been approved and you have been enrolled in the activity. If you have any questions, please contact your professional development coordinator. This is an automated email notification. Please do not reply.