

Directions for Professional Development Sign up

1. Go to initiate task

The screenshot shows the staff portal for Fairhaven High School 2010-2011. The user is logged in as Verronneau, Nicole M. The navigation menu includes Pages, My Info, Student, Attendance, Gradebook, PD, and Tools. The main content area is divided into several sections: Announcements, Class List, Favorites (listing schools like East Fairhaven Elementary School, Rogers Elementary School, Leroy L. Wood Elementary School, Hastings Middle School, Fairhaven High School, and Out of District), Websites, Student Search, Tasks, and Calendar. The 'Tasks' section is highlighted with a blue oval, showing an 'Initiate...' button. The 'Tasks' table is currently empty, displaying 'No Tasks'.

Received	Workflow	Task	Subject
No Tasks			

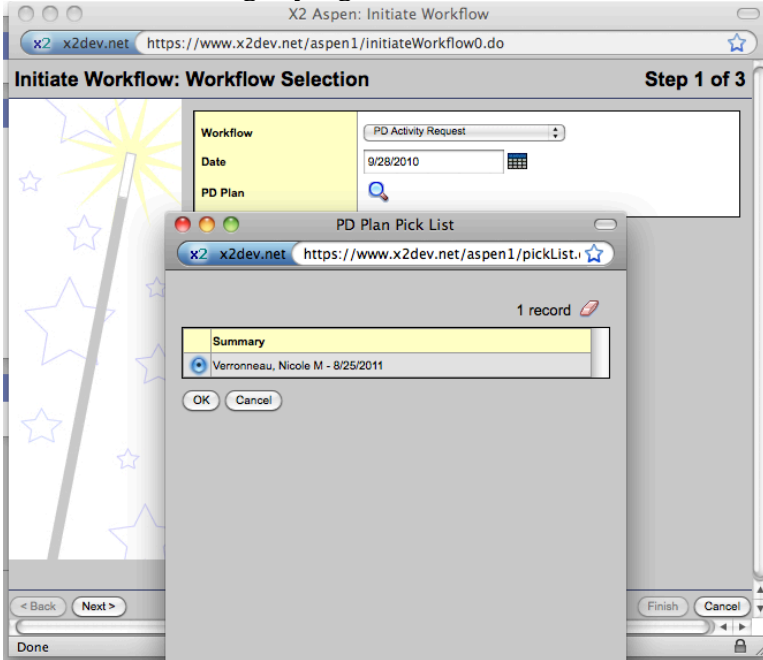
Calendar: September 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2. Pop up Screen - Select the Workflow-> PD ACTIVITY REQUEST

The screenshot shows a browser window titled 'X2 Aspen: Initiate Workflow' with the URL 'https://www.x2dev.net/asp1/initiateWorkflow0.do'. The page displays 'Initiate Workflow: Workflow Selection' and 'Step 1 of 3'. The 'Workflow' dropdown menu is open, showing the following options: 'PD Activity Request' (selected), 'Conduct Referral', 'Contact Verification', and 'PD Activity Request'. The 'Date' and 'PD Plan' fields are empty. The page has a decorative background with stars and a wand. Navigation buttons include '< Back', 'Next >', 'Finish', and 'Cancel'.

3. Then Click the magnifying Glass near PD Plan and select your PD Plan. Then Click **OK** -> **NEXT** -> :



4. Choose the Course you are signing up for. Click **OK**. You can add any necessary comments (if you need a sub or don't). Click **NEXT** then **FINISH**

