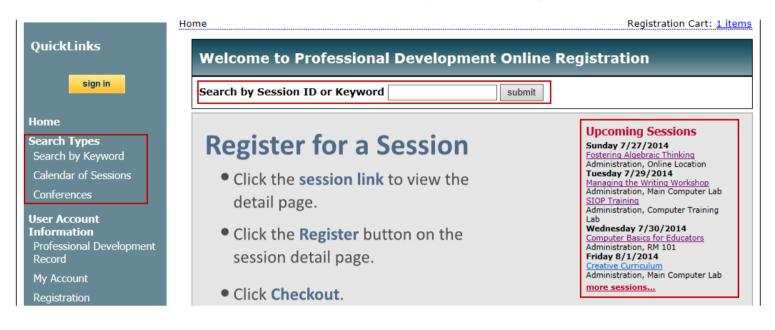# Locating Professional Development Sessions

There are several different tools in the customer website that can be used to locate the Professional Development Workshops offered. The Professional Development page advertises *Upcoming Sessions* on the right hand side of the screen. Participants may also choose to use the *Keyword Search* for sessions, or view the *Conferences* listing or the *Calendar of Sessions* in order to locate a session for which they would like to register.

Use the *Search* feature to search for sessions by title, session id, dates, audiences, subjects, and location.

To use the *Search* feature on the Professional Development website to search for sessions:
- Go to the registration website and do one of the following -
    - enter the Session ID or Keyword in the *Search* field and click *Submit*

    - click the *Search by Keyword* link in the main menu on the left side of the screen. The Search screen will open. The search tools are located at the top of the page.

The **Search** will locate all Workshops which include all or part of the search criteria selected. **For example:** If a search is performed using the word "Mathematics" the results will include any Session with "Mathematics" in the title, description, audience, or subject. Click *Reset* to show all events.

- **Face-to-Face**: Leaving this checkbox in the "on" or "checked" position will show sessions that meet face-to-face at a physical location in the search results. Remove the indicator for Online to show only Face-to-Face results.
- **Online**: Leaving this checkbox in the "on" or "checked" position will show sessions that are held in an online environment. Remove the indicator for Face-to-Face to show only Online results.
- **Free**: Selecting this checkbox will show sessions that have no registration fee. At least one location (Face-to-Face or Online) must be selected.
- **Weekend**: Selecting this checkbox will show sessions that meet on Saturdays or Sundays. At least one location (Face-to-Face or Online) must be selected.
- **Example**: Selecting Face-to-Face, Free, and Weekend will display all free classes that meet in a physical location on a Saturday or Sunday. Adding in text to the field before clicking Search will narrow the results further. Using all of these in combination greatly narrows the search and may not produce any results.

To use this feature, type text in the search window and click the Search button.

Click on a column to sort the data. Click again to reverse the order. Click a third time to remove the sort.

Search   Registration Cart: 0 items

| teacher | | | Search Reset |
☑ Face-to-Face   ☑ Online   ☐ Free   ☐ Weekend

|◀ ◀ 1 2 ▶ ▶| Page size: 10 ▼   11 items in 2 pages

ID	Start Date	Title	Description	Type
27146	1/1/2014	Computer-Based Reading Accelerated Curriculum, Grade 5	Learn the components of effective reading instruct...	Online Course
27395	4/1/2014	Fostering Algebraic Thinking - Online Book Study	Explore the key habits of thinking that characteri...	Online Course
26593	4/12/2014	Fostering Algebraic Thinking	Explore the key habits of thinking that characteri...	Online Course
27562	7/25/2014	Fun With Words	learn ways to encourage creative spelling.	Professional Development
27394	7/27/2014	Fostering Algebraic Thinking	Explore the key habits of thinking that characteri...	Online Course
27564	7/29/2014	Managing the Writing Workshop	Explore the major components of "writing workshop"...	Professional Development
27568	7/29/2014	SIOP Training	This is for teachers...	Conference
26782	8/1/2014	Creative Curriculum	Creative Curriculum for Preschool.	Professional Development
27145	8/5/2014	Learning Strategies in the Science Classroom	Participate in research-based learning strategies ...	Online Course
27574	8/21/2014	Fun With Words	learn ways to encourage creative spelling.	Professional Development

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Use the navigation bar at the top and bottom of the search window to show more or less results or to page to more results.

|◀ ◀ 1 2 ▶ ▶| Page size: 10 ▼   11 items in 2 pages