

Getting Started with the PDP Team Training Refresher Course

1. Register for the course by going to <http://wiproed.geniussis.com/PublicStudentCourseRegistration.aspx?id=2>
2. Choose "Online" course type, select "PDP Refresher (2016-2017)", and click register

Please select a Course Type:

There is 1 available courses for this term:

Select	Course	Department	Teacher	Schedule	Tuition
<input type="checkbox"/>	PDP Refresher (2016-2017)	Training	TBD TBD		\$0.00

3. Enter your first name, last name, and email address. Click the "Create" button.

New Learner Registration

First Name

Last Name

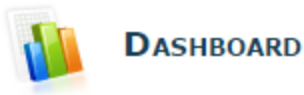
Email

4. The system will automatically send you two emails. The first will be an Account Creation message. It will have your userid and password for the site. Save this one in a safe place. The second will be a Processing Course Request message. It will notify you that we have received your request for the course and that you will hear from us within a week.

When your request has been processed by DPI, you will receive a third email, letting you know that your registration is complete and that you can start work on the course.

5. Log into the system at <https://wiproed.geniussis.com/PublicWelcome.aspx>.

6. You will find the course in the Academic Snapshot box. Click on “PDP Refresher” to begin.



Here you can see an overview of the current student status and academic progress.

Academic Snapshot

This learner is currently enrolled in 1 course:

Course	Grade	Assignments	Pacing
PDP Refresher		0 of 5	On Pace

Comple

You have no

7. A new window or tab will open with the learning management system (LMS). Click on the course name in the middle of the window:

Home Calendar Communicate



Home

Due Soon

02.08 Sample Self-Reflection on the Ten Wisconsin Teaching Standards - PDP Refresher (2015-2016) Mon 11/23


[PDP Refresher](#) (2015-2016)
[View](#) [Grades](#) [Objectives](#) [Activity](#)

8. The system will automatically take you to the first video. Each time you log in, you should be taken to wherever you left off. The folders on the left allow you to navigate through the course:



View Grades Objectives Activity Communicate

PDP Refresher (2015-2016)

Display Options 


- Chapter 1: Introduction to PDP
 - 01.01 Video**
 - 01.02 Chapter 1 Reading
 - 01.03 Articulate eLearning Module
 - 01.03.1 Articulate eLearning module non-flash vers
 - Chapter 1 Resources
- Chapter 2: Reviewing A Quality Goal/Plan
- Chapter 3: Team Member Responsibilities
- Chapter 4: Annual Review of the Professional Develop
- Chapter 5: Documentation of the Completed Professio

9. The system is not yet able to notify us when a participant has completed the course. You will know you are done when you see 100% completion on the Grades tab in the LMS:





View Grades Objectives Activity Communicate


Grades: PDP Refresher (2015-2016)



Student:
 Score: **98.66%**
 Target end date: **11/15/2015**
 Completed: **100%**



Your Academic Snapshot will also show that you have completed 5 of 5 assignments. Please note that this information is only updated once per day at night. It is not real time, so it will not include work you have done today.

Academic Snapshot 

This learner is currently enrolled in 1 course:

Course	Grade	Assignments	Pacing
PDP Refresher	98.67%	5 of 5	On Pace

10. When we see that you are done, we will mark you as completed in the LMS. The system will send you a Completion message, and we will renew your PDP Team certification for another five years in our licensing database. You can check the status of your certification (and all of your licenses) at <https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>.