**Completing an Evaluation in PDExpress** (if you no longer have the box on the bottom of the screen)

 When I receive the sign-in sheet for the class, I verify who is registered in PDExpress vs. who actually signed in on the registration sheet. (This is why it is <u>very</u> important that you sign-in. If you do not sign-in I have no way to know that you actually attended) I award credit to each staff member based on the sign-in sheet. After I award your hours, I close the class out so that it is no longer in the "open" status. This is the reason that the little box on the bottom of your screen isn't showing up.

Directions to complete the Evaluation.   Log in to PDExpress

Scroll to the black bar at the top of the page that reads: My Information – highlight: In drop-down underneath, click on   In-District PD – click on it
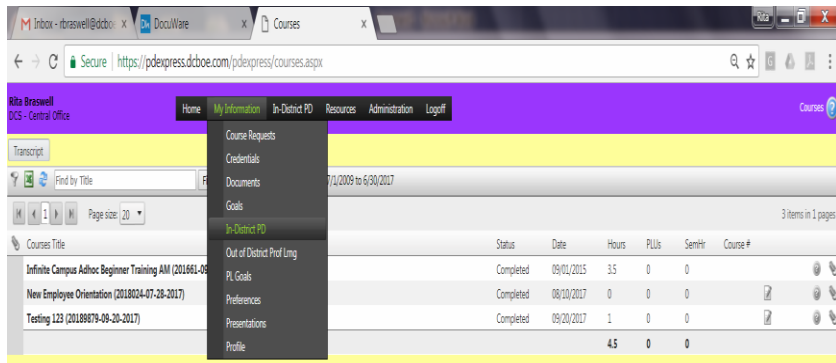
Look to the far right … you should see an icon showing a piece of paper with a pencil – scroll your mouse over it and a box with Evaluate this Course will appear. Click on that icon.
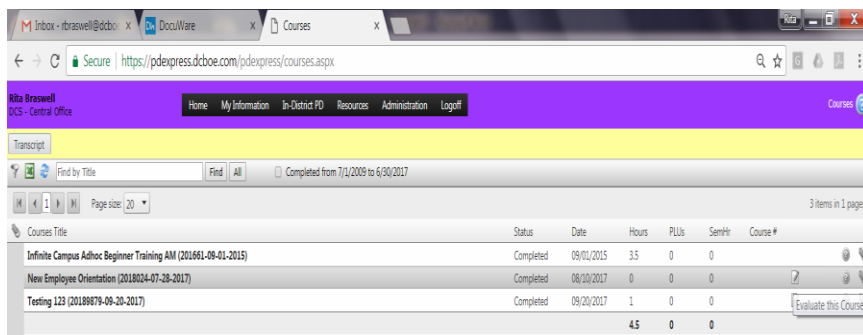
You will see 10 questions. After you answer them – click on submit course evaluation at the bottom of the survey. You will receive confirmation "Your course evaluation was submitted" date/time
(the evaluation is <u>not </u>connected to you – it dumps in a file that we print to use as a tool to improve professional learning)

When you click back on My Information – InDistrict PD – the icon will disappear. Repeat the steps for each class that you have the paper/pencil icon. Please complete for all classes that you attended.

If you have any questions, please email or call Rita Braswell. 248-2818 rbraswell@dcboe.com