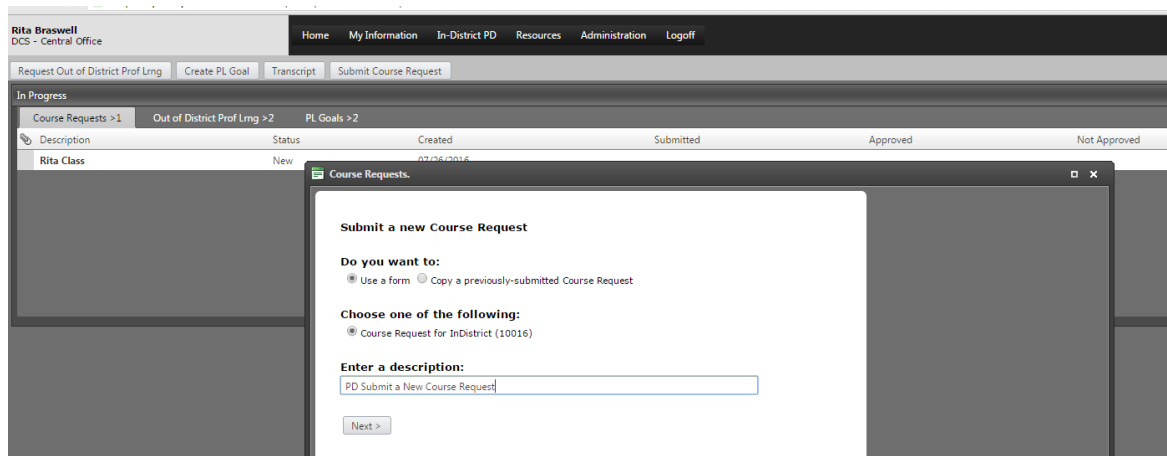
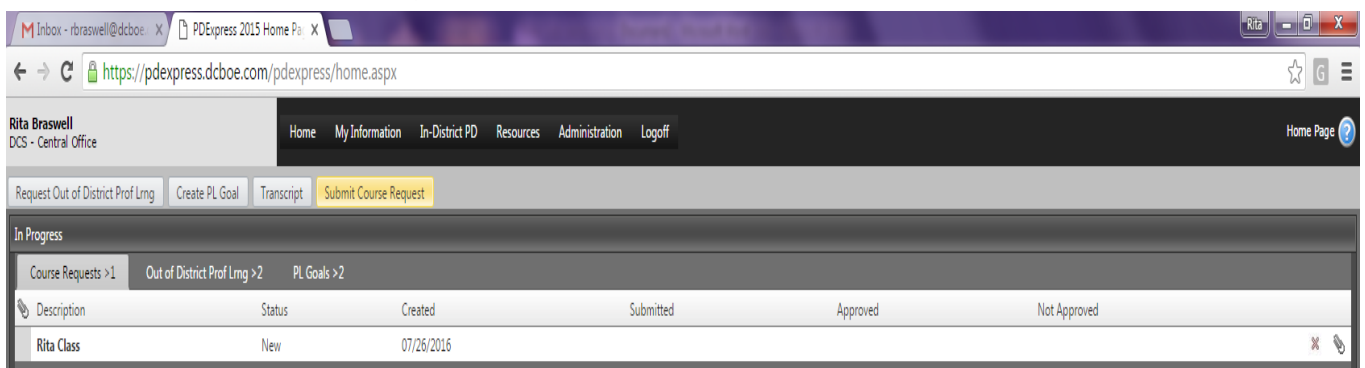


How to Submit a Class Request using PDEExpress

1. From the www.dcboe.com website select Departments then Professional learning and Professional Learning again.
2. On the next screen you click on a short cut on the right hand side titled PD Express Teacher.
3. Log in the system with your regular computer login and password.
4. Click on PDEExpress
5. Click on Submit Course Request



6. Click on Use a Form. Enter a description: Type in the Name of the class. Click Next.
7. Fill in all lines on the form

Saved (7/26/2016 5:01:39 PM). Print Submit for Review Save

Instructions

Please submit request to create an InDistrict Course for a professional learning event.
If you need a room at the Support Center, please contact Rita Braswell by email or by phone at 229-248-2818.

Description: PD Submit a New Course Request
Status: New
Created: 7/26/2016
Submitted: (None)
Approved: (None)
Not Approved: (None)
Completed: (None)

Approval History This Course Request has not been submitted for review.

Description: How to submit a new course request for Rita

District or School Specific: Support Center

Course Title (include school initials if school specific): New Course Request

Time (beginning and end): 8:30 - 4:00

Contact minutes/hours: 7

Location: Support Center

Room Number: 2

Number of Seats: 15

Instructor(s): Rita Braswell

Description: Submitting a new course

Add to Google Calendar: Yes

Comments:

Attachments: None.

Print Submit for Review Save

Form: Course Request for InDistrict (10016)

Click on Submit for Review

FYI: This form automatically goes to Rita Braswell for Approval. Rita then sets up the class based on the information provided on this form. It is then published and teachers are then able to register for the class.

PDEExpress Administration Rita Braswell (3014) Home My Information In-District PD Resources Administration Logoff

In-District PD Catalog Suggest In-District PD

Approved Enter a brief optional approval/non-approval comment here. Update

There are 5 items to review.

Find by Name or ID Find All

Page size: 20 5 items in 1 pages

	Name	Building	Form Type	Form	Date Requested	Level	
<input type="checkbox"/>	Glass, Doris (nglass)	Bainbridge Middle School (2050)	Course Request	Course Request for InDistrict (10016)	07/25/2016 09:07:22	1 / 1	
<input type="checkbox"/>	Glass, Doris (nglass)	Bainbridge Middle School (2050)	Course Request	Course Request for InDistrict (10016)	07/25/2016 09:07:24	1 / 1	
<input type="checkbox"/>	Glass, Doris (nglass)	Bainbridge Middle School (2050)	Course Request	Course Request for InDistrict (10016)	07/25/2016 09:07:29	1 / 1	
<input type="checkbox"/>	Glass, Doris (nglass)	Bainbridge Middle School (2050)	Course Request	Course Request for InDistrict (10016)	07/25/2016 09:07:07	1 / 1	
<input type="checkbox"/>	Glass, Doris (nglass)	Bainbridge Middle School (2050)	Course Request	Course Request for InDistrict (10016)	07/25/2016 10:07:09	1 / 1	

Page size: 20 5 items in 1 pages

If you have any questions - please do not hesitate to call or email me.

Rita Braswell 248-2818 or rbraswell@dcooe.com