

# Adding a Section to an Existing Activity

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# My HUB

Click on Educator Development

Educator Development  
Goals, Performance, PD

## Welcome back, STACIE.

See What's New in Schooinet

Your last visit was today. Your role is Employee at MNPS DEPARTMENT - Information Technology

Announcements | My PD Planner

District | View PD Search | Manage District Profile

Welcome!  
Welcome to My HUB! If you are looking for these

### Upcoming Activities to Facilitate (5)

Educator Development  
Goals, Performance, PD

## Educator Development Dashboard

### Upcoming Activities to Facilitate (5)

7/29/2014	SMS: School Community - Middle and Elementary	6:00 AM - 3:00 PM	***Martin PD Center, Tech Lab 2
7/30/2014	SMS: Student Behavior - All Tiers	8:00 AM - 12:00 PM	***Martin PD Center, Tech Lab 2
8/5/2014	SMS: Introduction - All Positions	6:00 AM - 11:00 AM	***Martin PD Center, Tech Lab 4
8/5/2014	SMS: Student Data Management - All Tiers	12:00 PM - 4:00 PM	***Martin PD Center, Tech Lab 4
8/13/2014	Gradespeed: Teacher - Elementary	6:00 AM - 3:00 PM	***Martin PD Center, Tech Lab 2

Click the Dropdown arrow next to Activity Proposals and select "Manage"

PD Search

Keyword or ID  Go

Or Browse...

- All PD
- PD Calendar

Tools & Reports

- PD Profile
- Activity Proposals
- Recertification Credit
- Review Approval Requests
- View Cancelled Sections
- Certification Details
- PD Report Builder

### Rate Recent Activities

Medication Administration    Application Training    ☆☆☆☆



# My Activity Proposals



Below is a list of activity proposals that you have submitted. To edit, delete or propose additional sections of approved activities, click on the activity title.

[Submit New Proposal](#)

Results 1 - 42 of 42

Locate the Activity you would like to Re-Offer, and click on the title

Activity Title	Activity Number	Section Name	Type	Date Submitted	Proposed Dates	Current Status
EBS	1000005880	Multiple Sections (7)	New	5/14/2014	5/13/2014 - 12/16/2014	Approved
EBS Payroll System	1000005928	Multiple Sections (9)	New	5/20/2014	7/1/2014 - 12/3/2014	Approved
EBS Payroll System (1 Day)	1000006036	Timekeeper	New	6/4/2014	6/10/2014	Approved
EBS: Upgrade	1000005878	Multiple Sections (2)	ReSubmit	5/14/2014	5/29/2014	Approved
Employee Self Service	1000005932	Multiple Sections (6)	New	5/20/2014	5/1/2014 - 5/22/2014	Approved
GradeSpeed: Campus Administrators	1000005934	Middle and High	ReSubmit	5/20/2014	5/28/2014	Approved
GradeSpeed: Campus Administrators	1000005934	Elementary	ReOffer	5/29/2014	8/18/2014	Approved
GradeSpeed: Campus Administrators	1000005934	Middle and High	ReOffer	5/29/2014	8/20/2014	Approved
GradeSpeed: Campus Administrators	1000005934	Middle and High	ReOffer	6/3/2014	7/15/2014	Approved
GradeSpeed: District	1000005919	Multiple Sections	ReSubmit	5/29/2014	8/26/2014	Approved

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## Activity Proposal: SMS: High School Counselor



[← Back to My Activity Proposals](#)

Use the commands in the drop-down list to perform actions below.

Select Action

Select Reoffer Approved Activity

[Delete Proposal](#)

### Activity Details

#### Basic Information

Activity # 1000006101

[Edit](#)

Sessions 1

Internal Department \*\*\* [Internal Department Not Applicable] \*\*\*

External Provider MNPS District Facilitator

Activity Type Face to Face

Grades All Grades

### Schedule Section Of Proposal

#### Basic Information

Section Name\*

Location\*  [Remove Location](#)

Address1  Address2

City  State

Zip

Location Website

Location Notes

Location Approved  Yes  No

Add section name  
Example: if for high school only, name it "High School"

If the same location, leave it. If not, click Remove Location  
The window will refresh and you can add the correct location

Add the correct day and time of the section

Scheduling Details (1 Session)

1. *	<input type="text"/>	from	<input type="text" value="7:00 AM"/>	to	<input type="text" value="8:00 AM"/>	at	<input type="text" value="***Martin P ..."/>	<input type="text" value="1 hour"/>
								Total: 1 hour

If the same facilitator, leave it. If not, click Remove.  
The window will refresh and you can add the correct Facilitator

#### Facilitator Information

Facilitator\*  [Remove](#)  
Begin typing the name of the facilitator, if it does not appear, email: schoolnet@mnps.org to be added

Enter in the dates that you would like the registration window to be open.  
\*Note: when the registration window closes, registrants will also not be able to drop, therefore best practice is to leave it open until a day or two before the section occurs.

#### Registration and Scheduling

Open Registration on\*  through

Unlimited Participants\*  Yes  No

Maximum Attendees\*

Minimum Attendees

Note: When the maximum number of attendees are registered, the activity status becomes closed. Registrants will get added to a waitlist.

enter Maximum number of attendees

Last step:  
Submit for review

Enter minimum number of attendees if applicable