

TEACHER DIRECTIONS

Note: Use these directions to register for any of the 2017-18 ASA Professional Development Workshops (Art) or NYSCAME Professional Development Workshops (Music).

ITEMS YOU MUST KNOW BEFORE YOU START THIS PROCESS:

- If your district is not enrolled in the ASA or NYSCAME workshop series, you Must STOP HERE, since you will not be able to complete the steps below.
- If your district is enrolled for one or both of the available workshop series, you can now move forward.

TEACHER COURSE REGISTRATION:

1. Teachers whose districts have enrolled in the workshop series will receive an e-mail directing them to log onto the AIE website.
2. Under Log-Ins, click "Professional Development" <https://nbws.nasboces.org/artsined/pdattendee/index.asp>
3. User ID = e-mail address, Password is sent in the email.
4. The log-in will open the "Home" page of the teacher site.
5. Click on Workshops (see tool bar at top) List of approved workshops will appear.
6. Click on the title of the workshop for more information and to register.
7. Click Attend at the bottom of the course description to add name to class roster.
8. Names will be added in the order of registration. Once a workshop is filled, a wait list will start and will update itself as people drop from the class. Teachers will receive an email if they move up from the wait list.
9. Teachers can drop out of workshops only up until their closing dates, listed in the workshop descriptions.
10. After the class is completed and attendance is posted, the attendee will receive an email to complete the evaluation. (The evaluation can also be accessed by clicking on the workshop title in the "Home" tab and scrolling down to "Evaluate Workshop." Complete Evaluation and click "Submit."
11. **NEW:** When clicking on "Evaluate Workshop" for the first time you will be redirected to the "Profile" page. To continue you must complete your profile. The required fields are due to new CTLE regulations.
12. Once the evaluation is complete, attendees can download their certificates. To access the certificate, click on the workshop title and scroll down to "Certificate," then click on "Download Certificate of Attendance."
13. Previous year's certificates can be accessed by selecting the correct year in the "Home" tab.

Please note:

- **The first day teachers can enroll in workshops: MUSIC-August 31; ART-September 18 (beginning at 4:00 pm)** You cannot enroll in the workshop series unless your district administrator has enrolled the district for Professional Development.
- **To secure forgotten or lost password/log-in information:**
 1. Go to <http://www.nassauboces.org/artsined>
 2. On the "Home" page, go to Log-ins (left navigation pane-gray) and, click Professional Development
 3. You will then be instructed to enter your email address and click on "Forgot Password."
 4. Your password will be emailed to you.
- **Directions to all workshops:**

To find directions to your workshop(s), click on the workshop name on the "Workshops You are Attending" page. This will bring you to the Workshop Details page. Click on the link in "Location" to find directions.
- **My Learning Plan:** Teachers are responsible for entering their workshops in My Learning Plan (or giving their workshop information to whomever is responsible) if their district tracks Professional Development through MLP.