

Registering for an Activity in the Catalog/Calendar

Organizations may opt to post their professional development offerings in the **District Catalog**. Clicking the **District Catalog** link will display the organization's offerings. Clicking on the title of an activity will display additional information and begin the enrollment process.

Use these steps to Register for an Activity in the Catalog/Calendar:

Once logged into **MyLearningPlan**, click the **District Catalog** or **Calendar** link to view the available activities that are offered by your organization.

Note the available search options and the **Advanced** search feature.

Use the search features to identify a particular activity. Once the activity is found, click the title to access the activity details screen.

The activity details may look like the following:


The screenshot shows a web interface for activity registration. At the top, there is a blue header with a dropdown menu for 'Activity Registration' and a sub-menu for 'Details'. Below this, the activity title '3/4 PLC: Analyzing Student Work' is displayed in blue, followed by 'Program: District Catalog' and 'Dates: 1/2/2013'. A section titled '1 Meeting(s)' contains a detailed description of the activity, including its purpose and goals. At the bottom right of the description area, there are three statistics: 'Hours: 8', 'Enrolled: 0/12', and 'Wait: 0/0'. Below the description is a table with two columns: 'Purposes' and 'District Credit'. The 'Purposes' column lists 'Engage community in meaningful, student-centered partnerships', 'Assessments', and 'Teaching Strategies'. The 'District Credit' column lists 'All'. Below the table are several filters: 'Buildings', 'Departments', 'Grades', and 'Groups', all set to 'All'. The 'Instructors' field is set to 'Sharon Holliday ()'. At the bottom, there is a 'Registration Options' section with a blue 'Sign Up Now' button circled in red.

Note: The activity details screen will be different in different organizations.

To register for an activity, click the button on the right side of the screen. There are several possible buttons that may appear for registration. The differences are described below:

- 1. **Request Approval** button - The activity requires prior approval before enrollment. Clicking on the **Request Approval** button will forward the request to the appropriate approver(s). Once approved, the enrollment will be complete, and the activity title will appear under **Approved and In Progress** on the **LearningPlan** page.
- 1. **Sign Up Now** button - The activity does not require prior approval. Clicking on the **Sign Up Now** button will immediately process the enrollment.
- 1. **Join the Wait List** button - The activity is full, and there is a wait list. Clicking the **Join the Wait List** button will add the user's name to the wait list.

4. After your registration is complete, review the Confirmation Message. A confirmation message will be displayed indicating that the registration has been successful.

 Enrolled

You are enrolled in this activity. Please monitor the status of your registration on the LearningPlan tab.

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