

# GCPS 2017-18 Professional Development

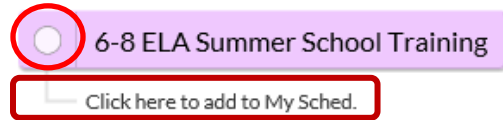
Here are some tips and hints for our new PD Scheduling Program → **SCHED.com**

## VIEW SESSIONS and SESSION DETAILS

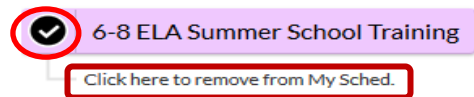
With your GCPS 2017-18 Professional Development Dashboard & Calendar you can:

- **Add or Remove a Session**
- Click on the small circle next to the session title,
  - **Click here to add to My Sched.**
  - This adds a check (v) to the circle
  - And adds you to the session!
- Click the circle again to Remove it from Your Schedule
- The (v) disappears

Thursday, June 15 • 1:00pm - 3:00pm

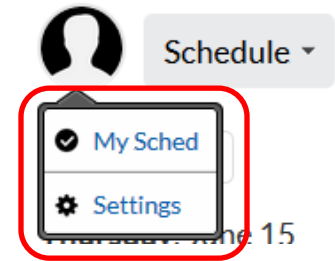


Thursday, June 15 • 1:00pm - 3:00pm



## Review Your Schedule

- Click Your Profile Photo
  - To left of 'Schedule-Speakers-Attendees'
  - Or in Top Right-Corner
- Select MY SCHED to view a list of your selected Sessions
- Use Settings to "edit your profile" or 'take a quick tour of features'



## HELPFUL and USEFUL FEATURES

- **View the Schedule**
  - Find the **PRINTER** icon on right side of page
  - Print or download the PDF
  - Filter the schedule by View, Date, Venue, or Type
- View Sessions in several different ways:
  - **SCHEDULE Tab:** Select SIMPLE, EXPANDED, GRID, or BY VENUE
  - **SPEAKERS Tab:** View an alpha list of speakers or presenters
  - **Scroll Down and SELECT a Session TITLE** the Session Details open
- Need to find a SPECIFIC Session?
  - Find the **SEARCH** field
  - Enter a Presenter's Name or Session Title
  - Enter a term such as **READING**  
Sessions with 'reading' in the session title or description appear



Consult with your school administrator or content area Specialist for more specific session suggestions or requirements.