

## Distance Learning and Faculty Development (DLF) Training Guide: How to Register for DLF Professional Development Workshops

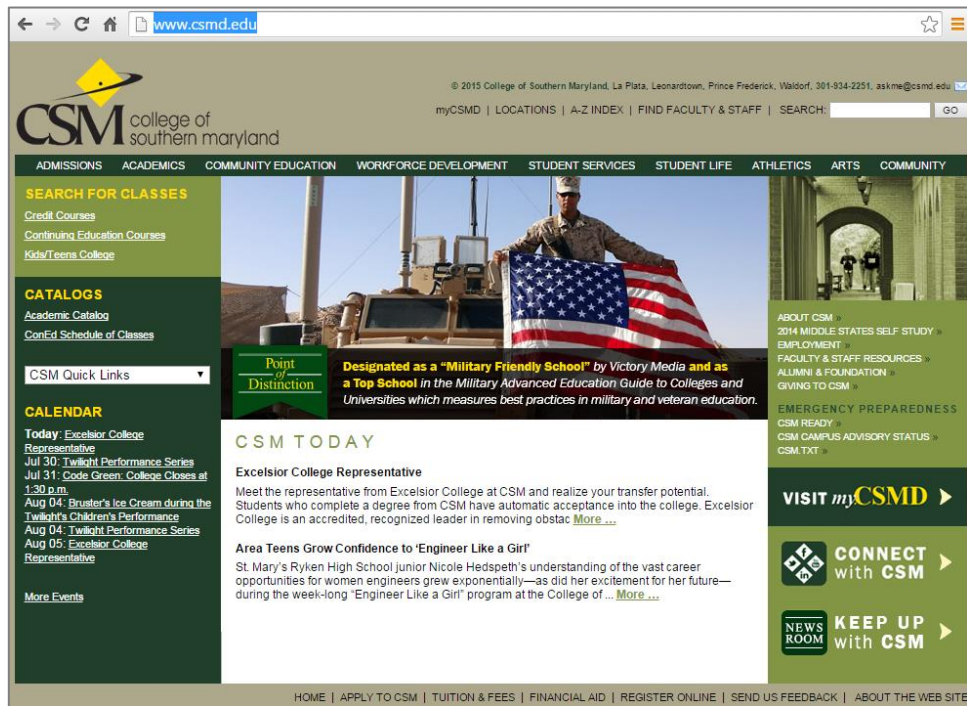
Description: In July 2015, CSM began utilizing Online Services for professional development workshops. This is the same tool where you input grades and where students register for classes. Faculty, adjuncts, and staff will now use Online Services to (1) register for workshops from DLF, Human Resources, and ITS Technical Training; (2) see their “grade” earned; (3) see the CEUs earned; and (4) print transcripts.

**As a reminder, it is important to register using this new system! The workshop presenter will take attendance and enter a “grade” using Online Services. If you do not register, you will not receive credit for attending. In addition, DLF may cancel a workshop due to low enrollment.**

### Step 1

- Go to <http://www.csmd.edu/>
- Click on -- Visit my.CSMD

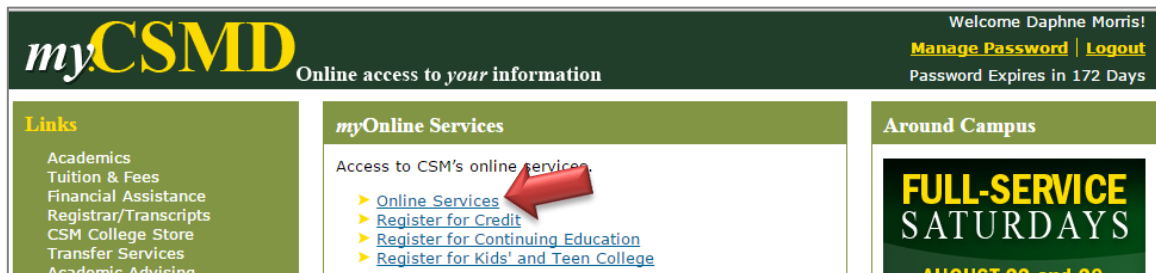
Figure 1: my.CSMD link



### Step 2

- In my.CSMD, click on -- Online Services

Figure 2: Online Services link



**Step 3**

- In Online Services, click on -- Employees (Note that you do not click on Faculty!)

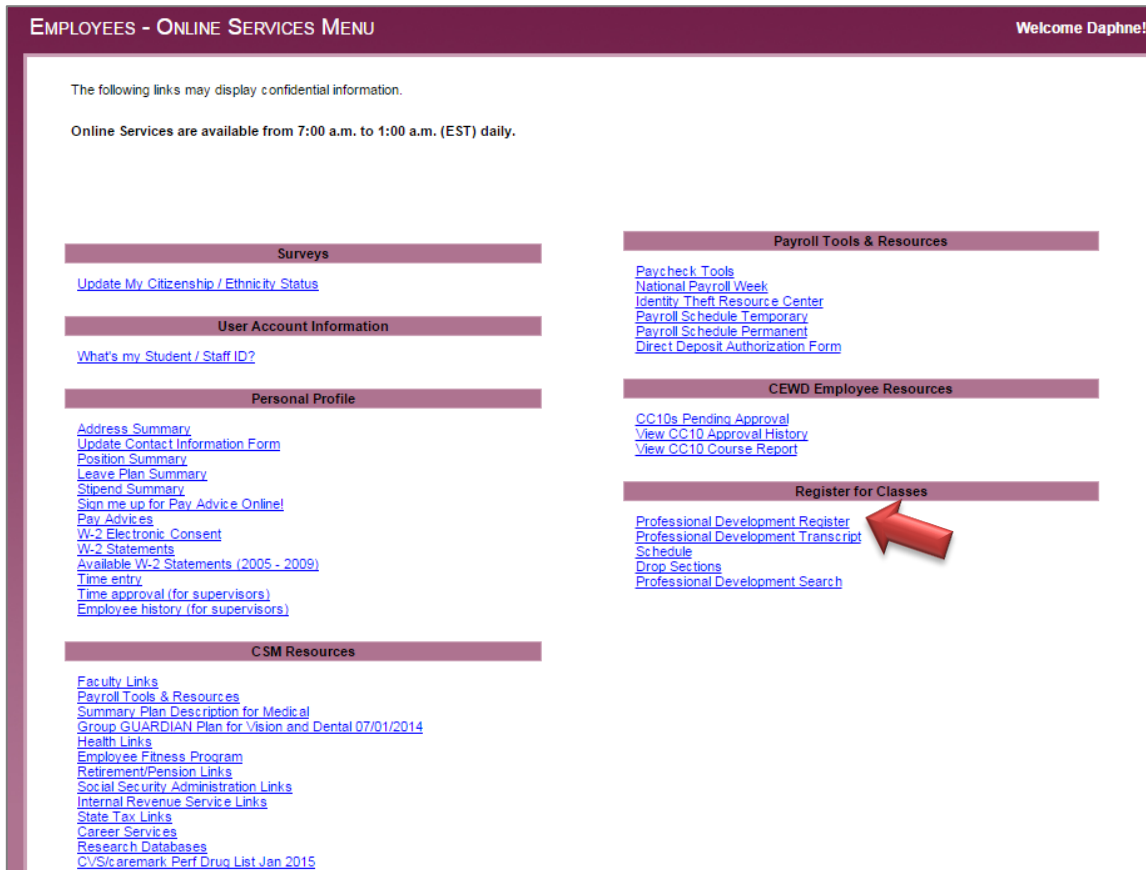
Figure 3: Employees link



**Step 4**

- In the Employees page, locate the last topic -- Register for Classes.
- Click on -- Professional Development Register
- **If you have trouble registering, email the Registrar’s Office at [Registrar@csmd.edu](mailto:Registrar@csmd.edu).**

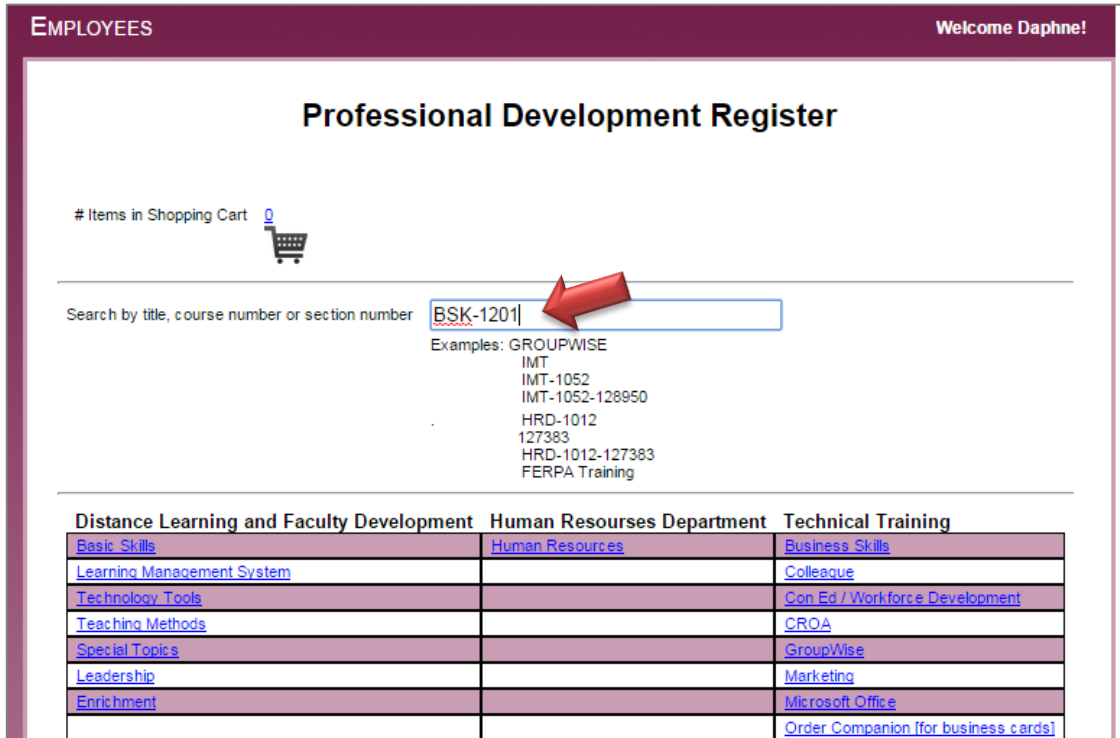
Figure 4: Professional Development Register link



**Step 5**

- In the Professional Development Register page, use the Search box to type the course number (e.g., BSK-1201).
- Press the Enter/Return key to begin the search
- *For pre-semester workshops, the Pre-Semester Guide contains the workshop/course number. Note that the links for workshops topics under Distance Learning and Faculty Development (e.g., Basic Skills, Learning Management System, etc.) are not active as of August 2, 2015. These links will eventually show you the DLF workshops for each topic.*

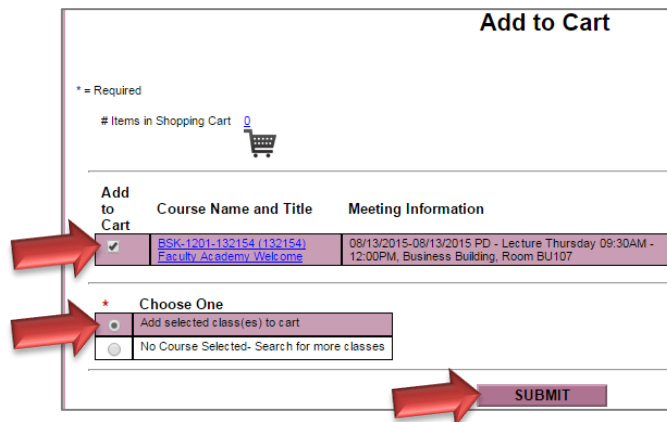
Figure 5: Searching for a workshop



**Step 6**

- In the Add to Cart page, click in the box next to the workshop, and
- Click in the box next to -- Add selected class(es) to cart, and
- Click -- Submit
- *If you want to see more information, click on the blue link. This will show you the description. You can also register from this Section Information screen by clicking -- Add to Cart.*

Figure 6: Add a workshop to your cart



**Step 7**

- In the My Shopping Cart page, verify you selected the correct workshop.
- If you did not select the workshop you wanted, use the Remove box and the Update Shopping Cart option.
- If you selected the workshop you wanted, click on -- Proceed to Checkout button. Click -- Submit
- You can also use the Continue Shopping option to add more workshops.

Figure 7: My Shopping Cart

### My Shopping Cart

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Update Shopping Cart"

\* = Required

Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Hours	Location	Available Seats	Remove
BSK-1201-132154 (132154) Faculty Academy Welcome	08/13/2015-08/13/2015 PD - Lecture Thursday 09:30AM - 12:00PM, Business Building, Room BU107	08/13/15	08/13/15	H. Zeolla	1.50	La Plata Campus	20	<input type="checkbox"/>

\* Choose One

- Proceed to Checkout
- Continue Shopping-Search for More Classes
- Update Shopping Cart

**Step 8**

- In the Review Shopping Cart page, choose an option. You can register now or return to add more workshops.
- Click -- Submit

Figure 8: Review Shopping Cart

### Review Shopping Cart

\* = Required

Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Hours	Location	Available Seats	Remove
BSK-1201-132183 (132183) Faculty Academy Welcome	08/01/2015-08/01/2015 PD - Lecture Saturday 09:30AM - 12:00PM, Business Building, Room BU107	08/01/15	08/01/15	H. Zeolla	1.50	La Plata Campus	20	<input type="checkbox"/>

0.00

Choose one of the following: \*

REGISTER - Register Now

- REGISTER - Register Now
- RECALC - Refresh Results
- SEARCH - Return to get more class

**Step 9**

- You will see the Class Acknowledgement page.

Figure 9: Class Acknowledgement

EMPLOYEES Welcome Daphne!

### Class Acknowledgement

WA279

You have successfully registered for the following classes:

Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	Hours	Location
BSK-1201-132183 (132183) Faculty Academy Welcome	08/01/2015-08/01/2015 PD - Lecture Saturday 09:30AM - 12:00PM, Business Building, Room BU107	08/01/15	08/01/15	H. Zeolla		1.50	

You have not been charged for the successful registrations listed above.

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

**Step 10**


- You will then receive an email from [webreg@csmd.edu](mailto:webreg@csmd.edu) acknowledging your registrations.

**After the DLF Workshop - See your transcript & grade earned**

- After the workshop, you can return to Online Services, Employees to review your “grade” earned.
- Note -- The grade of CMP means Complete; you earn the CEUs listed. A grade of INC (Incomplete) means you came late, left early, and/or did not participate. A grade of NS (No show) means you did not attend. Grades of INC and NS do not earn CEUs.*
- Click on -- Professional Development Transcript

Figure 10: Transcript (Grade Earned) link

**Register for Classes**

[Professional Development Register](#)  
[Professional Development Transcript](#)   
[Schedule](#)  
[Drop Sections](#)  
[Professional Development Search](#)

- In the next window that appears, click -- Submit

Figure 11: Professional Development Transcript window

EMPLOYEES Welcome Daphne!

### Professional Development Transcript

Click: Submit below to generate your Professional Development Transcript

DLF workshops from the Fall 2014 semester to current will now automatically appear in the Online Services transcript. If you need a transcript for DLF workshops before Fall 2014, contact DLF. We will provide you with a separate pdf file for these “legacy” workshops.

**As a reminder, it is important to register using this new system! If you do not register, you will not receive credit for attending. In addition, DLF may cancel a workshop due to low enrollment.**

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