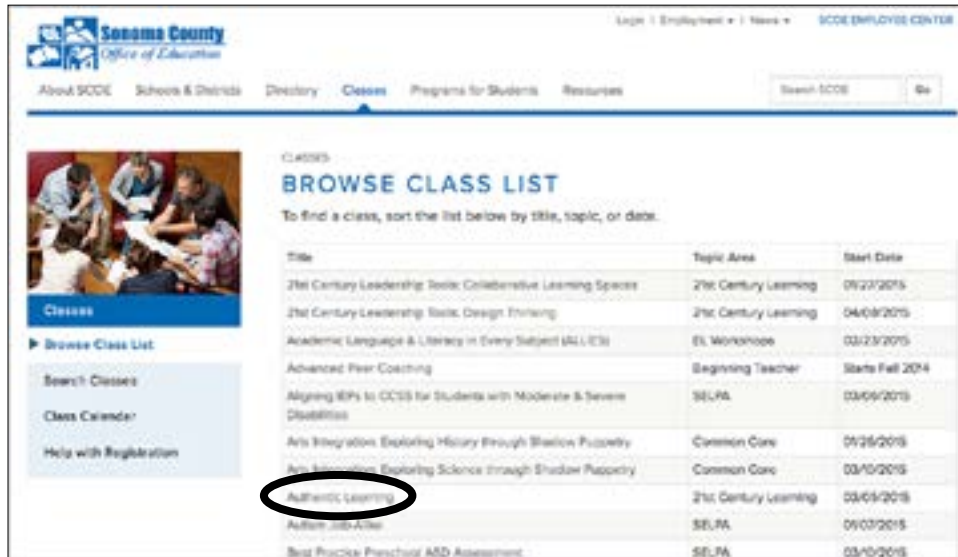


Online Registration Guide

How to register yourself for a class

Use this guide if you want to register yourself for a class using SCOE’s online registration system. Please see our other guide if you are registering another person (i.e., not yourself) or submitting a team registration.

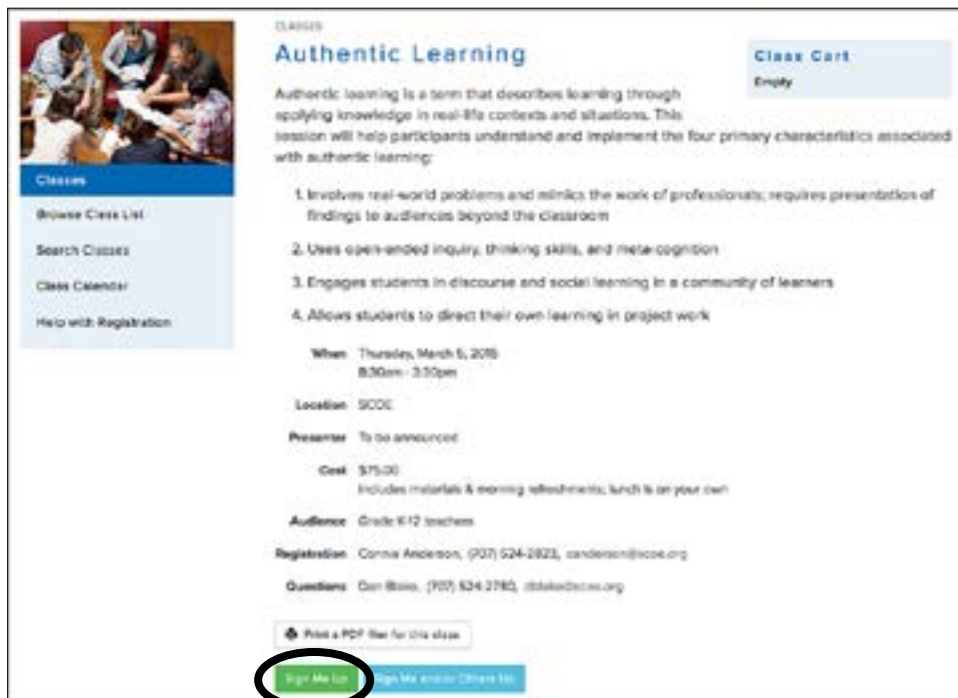
Step 1 Find the class that you want to attend and click on the class name.



The screenshot shows the 'Browse Class List' page on the Sonoma County Office of Education website. A table lists various classes with columns for Title, Topic Area, and Start Date. The 'Authentic Learning' class is circled in red.

| Title | Topic Area | Start Date |
|--|-----------------------|-----------------|
| 21st Century Leadership Skills: Collaborative Learning Spaces | 21st Century Learning | 09/22/2015 |
| 21st Century Leadership Skills: Design Thinking | 21st Century Learning | 04/09/2015 |
| Academic Language & Literacy in Every Subject (ALLIES) | EL Workshops | 03/23/2015 |
| Advanced Peer Coaching | Beginning Teacher | State Fall 2014 |
| Aligning IEPs to CCSS for Students with Moderate & Severe Disabilities | SELPA | 03/09/2015 |
| Arts Integration: Exploring History through Shadow Puppetry | Common Core | 01/26/2015 |
| Arts Integration: Exploring Science through Shadow Puppetry | Common Core | 03/10/2015 |
| Authentic Learning | 21st Century Learning | 03/09/2015 |
| Adult Job-Walk | SELPA | 01/07/2015 |
| Best Practices: Preschool ASD Assessment | SELPA | 03/10/2015 |

Step 2 Scroll to the bottom of the class description page and select the green Sign Me Up button.



The screenshot shows the 'Authentic Learning' class description page. The page includes a description of authentic learning, a list of four characteristics, and registration details. The 'Sign Me Up' button is circled in red.

Authentic Learning Class Cart: Empty

Authentic learning is a term that describes learning through applying knowledge in real-life contexts and situations. This session will help participants understand and implement the four primary characteristics associated with authentic learning:

1. Involves real-world problems and mimics the work of professionals; requires presentation of findings to audiences beyond the classroom
2. Uses open-ended inquiry, thinking skills, and meta-cognition
3. Engages students in discourse and social learning in a community of learners
4. Allows students to direct their own learning in project work

When: Thursday, March 5, 2015
8:30am - 3:30pm

Location: SCOE

Presenter: To be announced

Cost: \$75.00
Includes materials & evening refreshments, lunch is on your own

Audience: Grade K-12 teachers

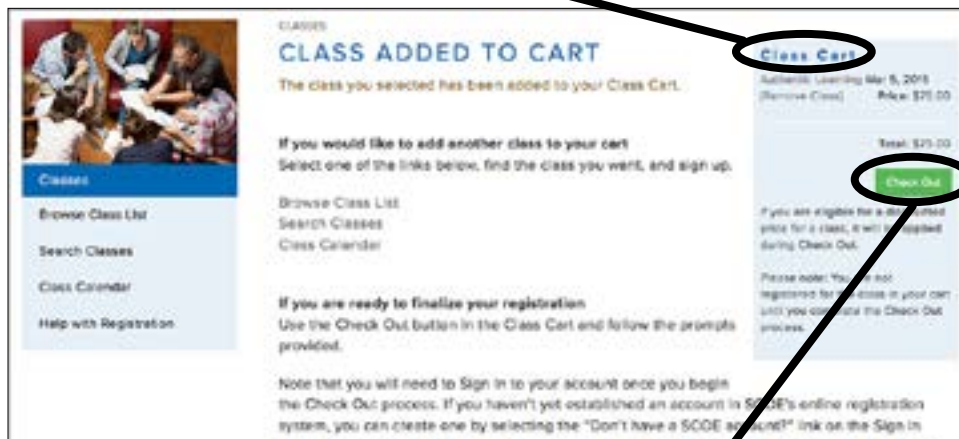
Registration: Corina Anderson, (707) 524-2823, canderson@scoe.org

Questions: Dan Basso, (707) 524-2782, dbasso@scoe.org

Print a PDF file for this class

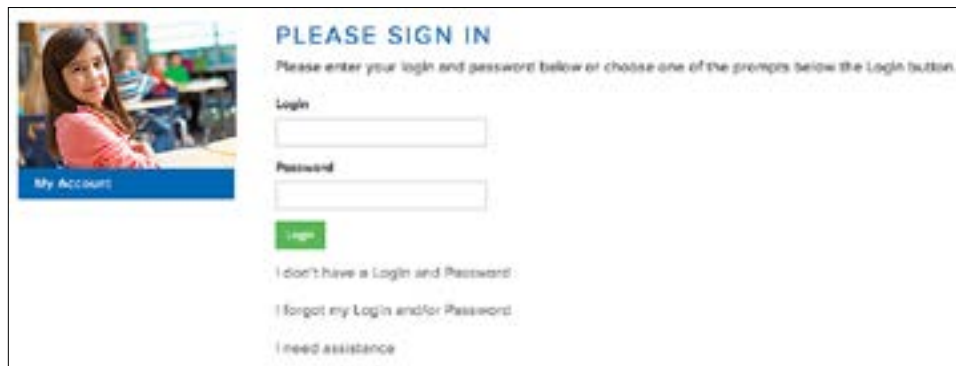
Sign Me Up Sign Me Up as a Guest

Step 3 The class is added to your Class Cart.



Step 4 Select the green Check Out button in the Class Cart.

Step 5 Sign in to your account by typing your Login and Password in the boxes provided, then click the green Login button.



- If you don't have an account, select the "I don't have a Login and Password" link below the Login button to set one up. You'll need to provide some basic information and establish a personal Login and Password.
- If you have forgotten your Login or Password (or if you're not sure if you have one) select the "I forgot my Login and/or Password" link below the Login button and follow the prompts provided.
- If you need additional assistance, use the link provided to go to a Help page.

Step 6 Review your information and make any corrections needed, then scroll to the bottom of the page and select the green Submit button.

If you have a registration code (this is rare), it should be entered in the box above your name. Otherwise, leave this box blank.

| Class | Participants |
|---|--------------|
| Authentic Learning Thursday, March 5, 2015 8:30am - 3:30pm (Remove Class) | 1 |

If you have a registration code, enter it here.

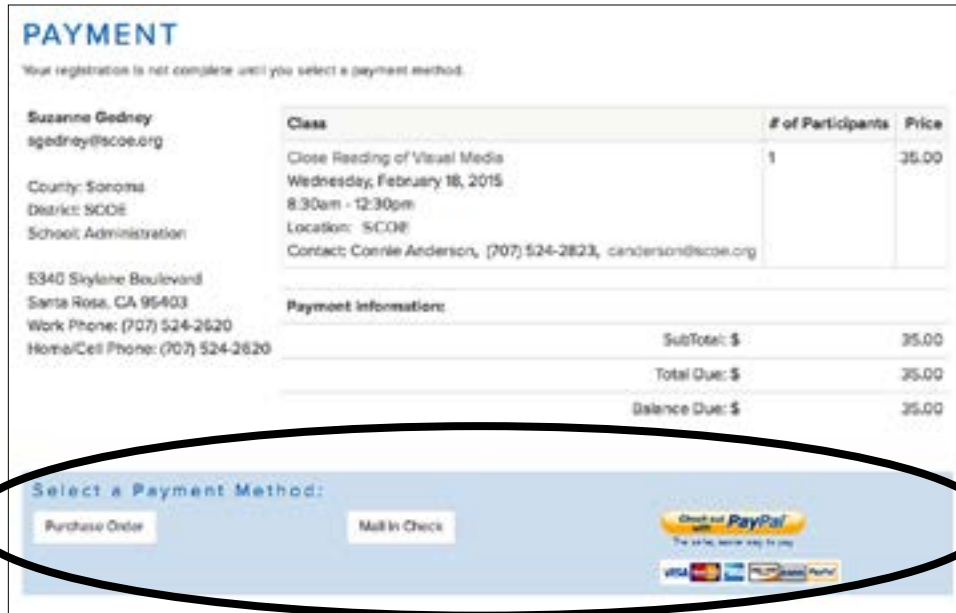
First Name *
Susanne

Last Name *
Gadney

Step 7 If the workshop is free, the next screen is a confirmation screen. It lists the class particulars and SCOE's registration policies.



If there is a charge for the workshop, the next screen is where you will select your payment method. If you are paying by purchase order or check, you will proceed to a confirmation screen after selecting your payment method. If you are paying by credit card, you will proceed to PayPal, then return to SCOE for payment confirmation.



Step 8 Print your registration confirmation.



Step 9 Log out of your account using the Logout link at the very top of the page.

