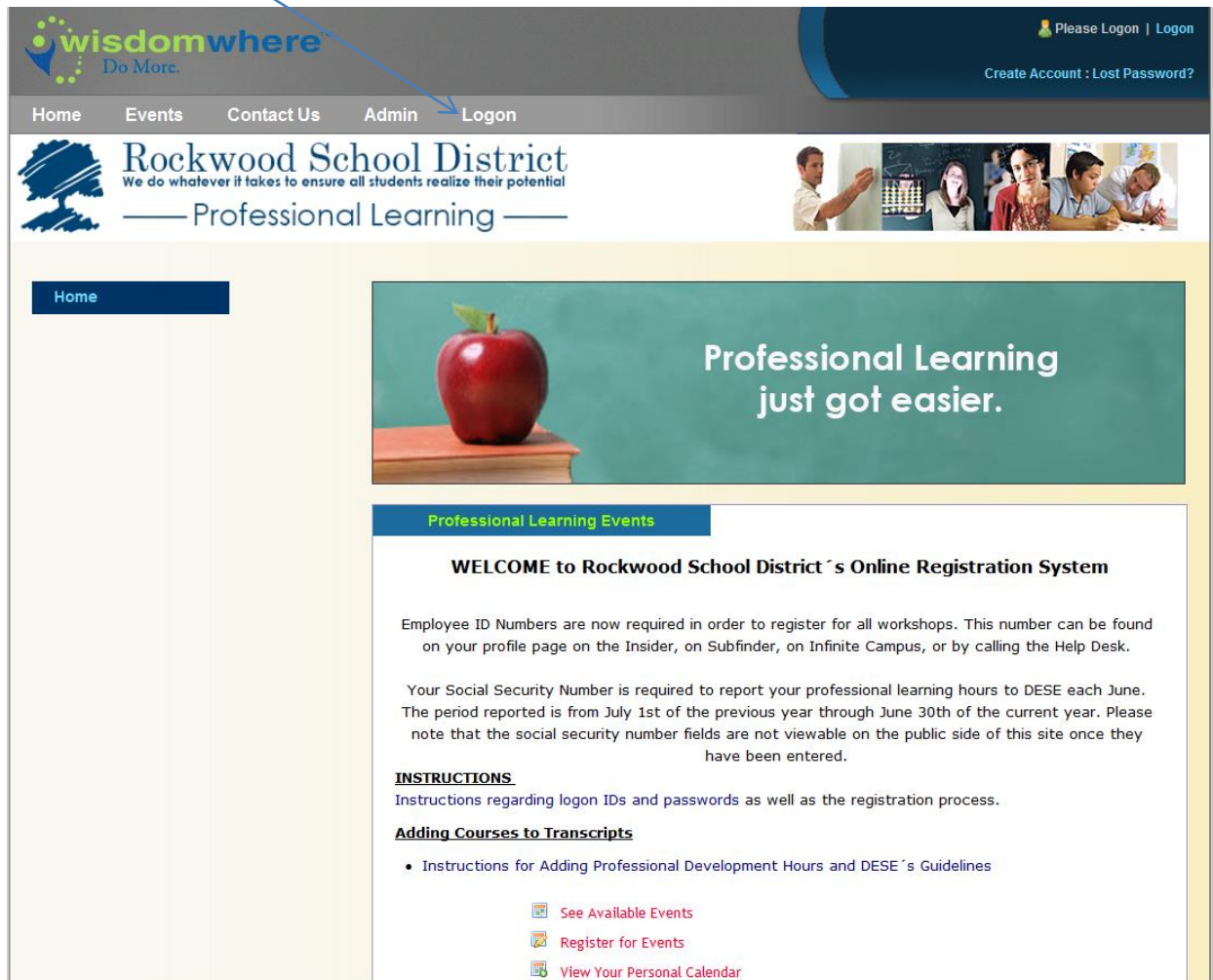


Solutionwhere Registrant Procedures

Go to: www.solutionwhere.com/ww/rockwood or click on the Solutionwhere icon located on the Professional Learning page on One Rockwood. The home screen will appear and you can logon immediately or search for events without having to logon.



The screenshot shows the Rockwood School District Professional Learning website. At the top, there is a navigation bar with links: Home, Events, Contact Us, Admin, and Logon. The 'Logon' link is highlighted with a blue arrow. Below the navigation bar is a banner for Rockwood School District with the tagline 'We do whatever it takes to ensure all students realize their potential' and 'Professional Learning'. The main content area features a large image of a red apple on a stack of books with the text 'Professional Learning just got easier.' Below this is a section titled 'Professional Learning Events' with a welcome message to the online registration system. The welcome message states that Employee ID Numbers are now required for registration and that Social Security Numbers are required for reporting professional learning hours to DESE. It also includes instructions regarding logon IDs and passwords, and a link to 'Adding Courses to Transcripts'. At the bottom, there are three links: 'See Available Events', 'Register for Events', and 'View Your Personal Calendar'.

wisdomwhere
Do More.

Please Logon | Logon
Create Account : Lost Password?

Home Events Contact Us Admin **Logon**

Rockwood School District
We do whatever it takes to ensure all students realize their potential
— Professional Learning —

Home

Professional Learning
just got easier.

Professional Learning Events

WELCOME to Rockwood School District's Online Registration System




Employee ID Numbers are now required in order to register for all workshops. This number can be found on your profile page on the Insider, on Subfinder, on Infinite Campus, or by calling the Help Desk.

Your Social Security Number is required to report your professional learning hours to DESE each June. The period reported is from July 1st of the previous year through June 30th of the current year. Please note that the social security number fields are not viewable on the public side of this site once they have been entered.

INSTRUCTIONS
Instructions regarding logon IDs and passwords as well as the registration process.

Adding Courses to Transcripts

- Instructions for Adding Professional Development Hours and DESE's Guidelines

 [See Available Events](#)
 [Register for Events](#)
 [View Your Personal Calendar](#)

If you have attended a Rockwood workshop or training event type in your **Registrant ID** and **Password**.

If you have forgotten your password you have the opportunity to type in your email address and the system will send you the necessary information to retrieve your password. It is imperative to not open another account because you have forgotten your password.

If you are new to Rockwood you will need to **Create** an **Account**.



Wisdomwhere Logon

Registrant Info

RSD Staff/Current User Logon

If you have attended an RSD workshop in the past, please enter your ID and Password below then click on the Logon button.

Registrant ID:

Password:

☐ Remember Me

Forgot Your Password?

Enter your email address to retrieve your password.

New to this site?

If you already have an account in this system
DO NOT CREATE ANOTHER ONE!!!

If you are new to Rockwood, you will need to create an ID and Password to register for classes you are interested in taking. Click on the button below to create an ID and Password.

My Events

Your **Upcoming Events List** will populate the next screen. You can obtain information about upcoming events by placing your cursor over the title in the Event Name column.

wisdomwhere™
Do More.

Welcome Suzanne Dotta | Logoff
My Profile

Home Events Contact Us Admin Logoff

Rockwood School District
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— Professional Learning —

My Events

- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

Actions

- Password
- Profile
- Evaluations

Upcoming Events List

Name: Suzanne Dotta
Registrant ID: dottasuzanne

Normal View Calendar View

"Your Upcoming Events" page displays future events for which you have registered.

Your Upcoming Events

Event Name	Session Title	Session	Session Date	Start Time	End Time	Status
PDC Committee Meetings		10057	02/05/2015	12:30 PM	3:30 PM	
PDC Committee Meetings		10058	03/05/2015	12:30 PM	3:30 PM	
PDC Committee Meetings		10059	04/02/2015	12:30 PM	3:30 PM	
PDC Committee Meetings		10060	05/14/2015	12:30 PM	3:30 PM	
Testing and Assessment Advisory Committee		9855	02/17/2015	12:30 PM	3:00 PM	
Testing and Assessment Advisory Committee		9856	03/24/2015	12:30 PM	3:00 PM	
Testing and Assessment Advisory Committee		9857	05/04/2015	12:30 PM	3:00 PM	

To modify your registration for an event click on **Modify/Unregister** and the following screen will appear with **Change** next to each upcoming event. Click **Change** on the event that needs to be modified.

My Events

- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

Actions

- Password
- Profile
- Evaluations

Modify or Unregister from Events

Name: Suzanne Dotta

Registrant ID: dottasuzanne

Normal View

Calendar View

Click the "Change" button to remove yourself from the event.

Your Upcoming Events

	Event Name	Session Title	Session	Session Date	Start Time	End Time	Status
Change	PDC Committee Meetings		10057	02/05/2015	12:30 PM	3:30 PM	
Change	PDC Committee Meetings		10058	03/05/2015	12:30 PM	3:30 PM	
Change	PDC Committee Meetings		10059	04/02/2015	12:30 PM	3:30 PM	
Change	PDC Committee Meetings		10060	05/14/2015	12:30 PM	3:30 PM	
Change	Testing and Assessment Advisory Committee		9855	02/17/2015	12:30 PM	3:00 PM	
Change	Testing and Assessment Advisory Committee		9856	03/24/2015	12:30 PM	3:00 PM	
Change	Testing and Assessment Advisory Committee		9857	05/04/2015	12:30 PM	3:00 PM	

As indicated on the screen, you can completely un-register from an event by clicking the **Unregister From Event** button.

The screenshot shows the Rockwood School District Professional Learning website. On the left, there are two sidebars: 'My Events' with links for Upcoming, Modify/Unregister, Inprogress, Incomplete, and Complete; and 'Actions' with links for Password, Profile, and Evaluations. The main content area displays the registrant's information: Name: Suzanne Dotta, Student ID: dottasuzanne, Date: 01/26/2015. Below this is a red link: 'Unregister From An Event or Modify Its Registration'. A green box contains instructions: 'You may completely un-register from an event by clicking the "Unregister From Event" button. If you wish only to modify your event registration, or to unregister for one or more parts of the event but not the entire event, then please click the "Modify Event Registration" button. Events/sessions with a [icon] indicate that modification of your registration for that event/session will be restricted.' Below the instructions is a table titled 'PDC Committee Meetings' with columns 'Session Title', 'Session Number', and 'Registration Number'. The table has one row with Session Number 10058 and Registration Number 181975. At the bottom, there are three buttons: 'Unregister From Event', 'Modify Event Registration', and 'Cancel/Return To Transcript'. A blue arrow points from the text in the first block to the 'Unregister From Event' button.

Rockwood School District
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Professional Learning

My Events

- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

Actions

- Password
- Profile
- Evaluations

Registrant

Name: Suzanne Dotta
Student ID: dottasuzanne
Date: 01/26/2015

Unregister From An Event or Modify Its Registration

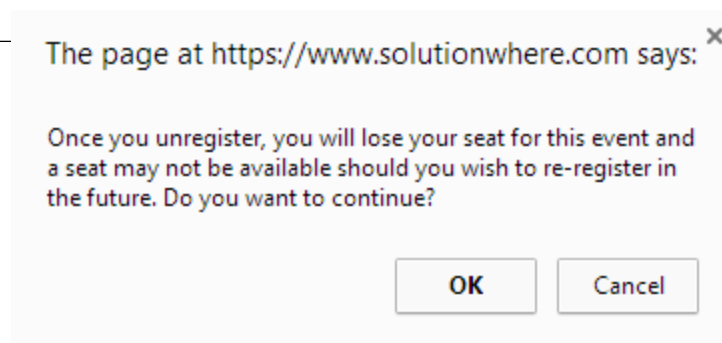
✖ You may completely un-register from an event by clicking the "Unregister From Event" button.
✖ If you wish **only** to modify your event registration, or to unregister for one or more parts of the event but not the entire event, then please click the "Modify Event Registration" button.
✖ Events/sessions with a [icon] indicate that modification of your registration for that event/session will be restricted.

PDC Committee Meetings


Session Title	Session Number	Registration Number
	10058	181975

Unregister From Event Modify Event Registration Cancel/Return To Transcript

The system will prompt you with a confirmation message verifying that you do want un-register from the event. Click **OK** to continue with the process.




Your **Inprogress Events** reflect upcoming events that you are registered to attend in the future.




Welcome Suzanne Dotta | Logoff
My Profile

HomeEventsContact UsAdminLogoff



Rockwood School District
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— Professional Learning —



My Events


- Upcoming
- Modify/Unregister
- Inprogress**
- Incomplete
- Complete

Actions

- Password
- Profile
- Evaluations

InProgress Events

Name: Suzanne Dotta
Registrant ID: dottasuzanne



For Event detail information, please place your cursor over the title in the Event Name column.

Your Inprogress Events

Event Name	Session Title	Session	Event Type	Balance	Session Date	Start Time	End Time	Unit	Hours
Standard Based Grading & Reporting Committee		10409	Event	\$0.00	01/22/2015	8:30 AM	11:00 AM	0.00	2.5
Testing and Assessment Advisory Committee		9854	Event	\$0.00	01/13/2015	12:30 PM	3:00 PM	0.00	2.5
PDC Committee Meetings		10056	Event	\$0.00	01/08/2015	12:30 PM	3:30 PM	0.00	3

Totals


Type	Unit
Hours	8.00
Professional Development	0.00


The **Complete** tab will allow you to view your transcript by either a specified period of time or leave the date blank and **View Log** to see your entire transcript.

wisdomwhere[™]
Do More.

Welcome Suzanne Dotta | Logoff
My Profile

Home Events Contact Us Admin Logoff

 **Rockwood School District**
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— Professional Learning —




My Events

- Upcoming
- **Modify/Unregister**
- Inprogress
- Incomplete
- Complete

Completed Events

Select Date

Please enter a Log begin date (MM/DD/YYYY): 

OR
Leave blank for entire Log.

Actions

- Password
- Profile
- Evaluations

This is a cumulative log of all professional learning through site-based professional learning, out-of-district workshops and graduate courses.

Professional Development Log



This log contains all the events and sessions you have taken and any outside event you may have added.

Event Name	Session Title	Session	Start Date	End Date	Grade	Unit	Unit Type	Hours
Teaching Expository Writing (Grades 6-12)		2139	08/01/2005	08/01/2005		0.00	Professional Development	6
Secondary Classroom Management - NTO		2375	08/08/2005	08/08/2005		0.00	Professional Development	3
Creating Equitable Classrooms - NTO (Grades 6-12)		2465	08/09/2005	08/09/2005		0.00	Professional Development	2
High School Language Arts Curriculum Writing		2595	08/12/2005	08/12/2005		0.00		
Elements of Effective Instruction - 2005-06 - Secondary		2364	10/13/2005	10/13/2005		0.00	Professional Development	3
Elements of Effective Instruction - 2005-06 - Secondary		2365	11/29/2005	11/29/2005		0.00	Professional Development	3
Elements of Effective Instruction - 2005-06 - Secondary		2366	01/24/2006	01/24/2006		0.00	Professional Development	3
Elements of Effective Instruction - 2005-06 - Secondary		2367	02/28/2006	02/28/2006		0.00	Professional Development	3
Secondary Classroom Management 2006		2582	07/10/2006	07/14/2006		2.00	Graduate Credit	0

The bottom of the Professional Development Log will reflect the total number of graduate and professional development hours earned throughout your history with Rockwood School District.

Totals

Unit Type	Unit
Graduate Credit	6.00
Graduate Credit/Professional Development	3.00
Hours	231.00
N/A	1.00
Professional Development	0.00

Actions

After you logon to Solutionwhere you can access the options under **My Events** or utilize the maintenance items under **Actions**.

Home Events Contact Us Admin Logoff

Rockwood School District
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— Professional Learning —

My Events

- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

Actions

- Password
- Profile
- Evaluations

Upcoming Events List

Name: John Doe
Registrant ID: jd123456

Normal View Calendar View

"Your Upcoming Events" page displays future events for which you have registered.

Your Upcoming Events

Event Name	Session Title	Session	Session Date	Start Time	End Time	Status	Registration Details
No records to display.							

The **Password** option will allow the registrant to create a new password. Current passwords in the system will not expire so this would be a registrant prompted action.

Change Password

Actions

- Password
- Profile
- Evaluations
- My Events

Please enter any combination of up to 50 characters and/or numbers for Password.

Registrant ID: jd123456

Password:

Confirm Password:

Submit Password

The **Profile** option allows access to the registrant profile. Information regarding a name change, address change or change in building location or position can be updated from this screen.

Personal Information

Actions

- Password
- Profile
- Evaluations
- My Events

Personal Information

Registrant ID

jd123456

Required

Password

.....

Required

Confirm Password

.....

Required

First Name

John

Required

Middle Name

Ross

Optional

Last Name

Doe

Required

professional id

0000721165

Optional

Ssn

491 - 78 - 9564

Required

Work Phone

636 733 1000

Ext.

Required

Home Phone

636 256 2834

Required

Address1

723 Maple Lane

Required

City

Eureka

Required

State

MO

Required

Zip

63025

Required

Primary Email

doejohn@rockwood.k12.mo.us

Necessary for e-mail confirmation or If none put NONE

Confirm Primary Email

doejohn@rockwood.k12.mo.us

Necessary for e-mail confirmation or If none put NONE

District

Rockwood School District

Select Rockwood School District or Outside Rockwood, then your location from the building drop down.

Building

Babler Elementary

Select Rockwood School District or Outside Rockwood, then your location from the building drop down.

Position

Teacher

Choose from drop down list

SubPosition

Grade 5

Required

Years Of Service

4

Optional

Save