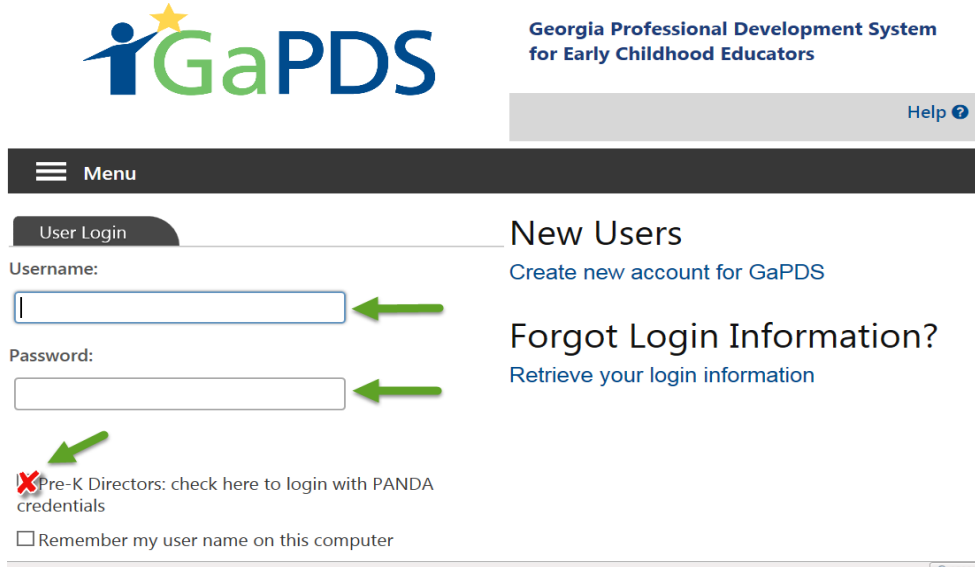


Enrolling Staff for Training

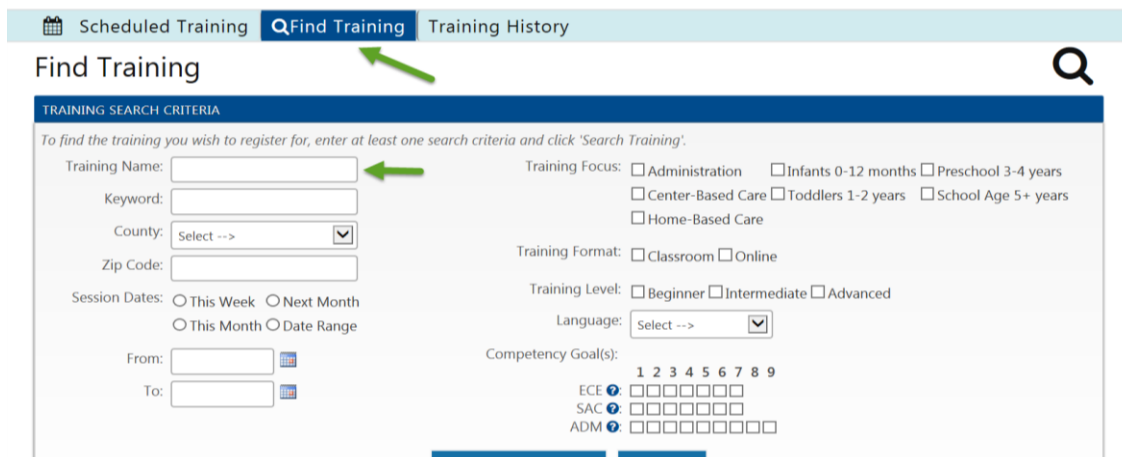
1. Login to your PDS Profile using your PANDA login.



- Make sure you click the box next to **Pre-K Directors: check here to log in with PANDA credentials**.
- You must have one of the following PANDA roles in order to login to GaPDS: Project Director, Site Director, or Provider Management. If you do not remember your PANDA login, or need to update your role, contact panda.support@dec.al.ga.gov.

2. Click on Find Training on the top navigation bar.

3. Search by Training Name, Keyword, or other criteria, then click Search Training.



4. Click on the title of the training/set of trainings you are interested in.

Find Training Q

QUICK SEARCH Full Search

Training Name:

Keyword:

Training Level:

- Beginner
- Intermediate
- Advanced

Training Format:

- Classroom
- Online

Training Focus:

- Administration
- Center-Based Care
- Home-Based Care
- Infants 0-12 months
- Toddlers 1-2 years
- Preschool 3-4 years
- School Age 5+ years

Click on the Class Title to view additional details and schedule for the selected class.

■ ■ ■ Training is comprised of multiple sessions which may include class room as well as on-line components.

<p>2016-2017 GA's Pre-K Returning Lead Teacher Training 3rd Year and Above: Technology and Digital Media in Early Childhood ■ ■ ■</p> <p>As part of Technology and Digital Media in Early Childhood teachers must follow the instructions provided in the online course to complete and submit an assignment based... >></p>	←
<p>2016-2017 Returning Lead Teacher Training 3rd Year and Above: Dual Language Learners: Multiple Languages, Multiple Cultures, One Classroom ■ ■ ■</p> <p>Dual Language Learners are the fastest growing student population in the US and in Georgia, they have grown by 400% in the last decade. This module ... >></p>	
<p>2016-2017 GA's Pre-K 2nd Year Lead Teacher Training ■ ■ ■</p> <p>This two-day classroom training is MANDATORY for lead teachers who completed New Lead Teacher Training during the 2015-2016 school year and are beginning ... >></p>	
<p>2016-2017 GA's Pre-K New Lead Teacher Training ■ ■ ■</p> <p>As part of New Lead Teacher Training, teachers must complete this podcast and associated competency quiz. The podcast will help teachers identify barriers to effective c... >></p>	

5. Choose the session you would like staff to attend and click on Register.

- a. If the training has multiple on-site sessions, you will select each session separately.
- b. All staff will automatically be enrolled in any online sessions.

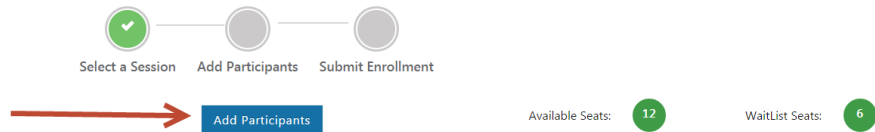
	Date	Location	Address	City	Status
<input type="checkbox"/>	01/10/2017, 01/11/2017	Mansour Center	995 Roswell Road, Marietta, GA 30060	Cobb	Total: 64 Wait: 6 Open: 0
<input checked="" type="checkbox"/> ←	01/17/2017, 01/18/2017	Infinite Energy Center	6400 Sugarloaf Parkway, Duluth, GA 30097	Gwinnett	Total: 64 Wait: 6 Open: 12
<input type="checkbox"/>	01/24/2017, 01/25/2017	Georgia State University	75 Piedmont Ave, NE, 6th Floor, Atlanta, GA 30303	Fulton	Total: 64 Wait: 6 Open: 54

ONLINE SESSION(S):

- 2016-2017 GA's Pre-K Returning Lead 3rd Year and Above: Technology and Digital Media in Early Childhood, P.E.A.C.H. Lesson Plan Assignment
- 2016-2017 GA's Pre-K 3rd Year and Above Lead Teacher Training, TECHNOLOGY AND DIGITAL MEDIA IN EARLY CHILDHOOD Days 1 & 2 Competency Quiz
- 2016-2017 GA's Pre-K Returning Lead Teacher 3rd Year and Above: Technology and Digital Media Early Childhood, Building a Successful Relationship...

6. Select Add Participants to select from your staff list. Please note, only those who are on your PANDA roster will appear on your GaPDS staff list.

itionally this training includes several online components: a competency quiz based on face-to-face training, a podcast, "Work Effectively with Your Co-Teacher" and an assignment.



2016-2017 GA'S PRE-K RETURNING LEAD TEACHER TRAINING 3RD YEAR AND ABOVE: TECHNOLOGY AND DIGITAL MEDIA IN EARLY CHILDHOOD DAYS 1 & 2

- **01/17/2017, 01/18/2017 - Infinite Energy Center**
6400 Sugarloaf Parkway
Duluth
GA 30097

ONLINE SESSION(S)

All participants registered for the classroom session(s) will also be registered into the following online sessions.

- 2016-2017 GA's Pre-K Returning Lead 3rd Year and Above: Technology and Digital Media in Early Childhood, P.E.A.C.H. Lesson Plan Assignment
- 2016-2017 GA's Pre-K 3rd Year and Above Lead Teacher Training, TECHNOLOGY AND DIGITAL MEDIA IN EARLY CHILDHOOD Days 1 & 2 Competency Quiz
- 2016-2017 GA's Pre-K Returning Lead Teacher 3rd Year and Above: Technology and Digital Media Early Childhood, Building a Successful Relationship...

7. Select the site you would like to register using the Select Site box, and select Teacher Role to help narrow down the list if you would like.

Select Participant(s) x

Please select a License Number from the list below to view a list of teachers from the selected site.

Select Site: Teacher Role: Retrieve Staff from Panda

Add Selected Participants
Cancel

- If you do not find the participant you are looking for in the list, click Search PDS Registrants

8. Click Retrieve Staff from PANDA.

- Clicking **Retrieve Staff from PANDA** will pull everyone you have entered into PANDA who also has an accurate GaPDS profile. In order for them to appear in GaPDS, the following information must be entered in correctly: social security number, name, employer (including correct CCLC or LSS number). If the information in PANDA doesn't match the profile information in GaPDS, you will by clicking **Search PDS Registrants**. Type in the individuals GaPDS number (formerly PDR) and click **Search**

9. Select the employee(s) you want to attend this training. Please keep in mind that you should only enroll individuals who are in the appropriate role for the training. For example, assistant teachers should be enrolled in an assistant teacher training, not a lead teacher training.

10. If someone is not in your list and she/he provides you with a GaPDS number, you can add the individual to the training by selecting Search PDS Registrants.

11. Click Add Selected Participants.

Select Participant(s)
✕

Please select a License Number from the list below to view a list of teachers from the selected site.

Select Site:

Teacher Role:

Retrieve Staff from Panda

- Listed below are PDS registrants shown as employees of your center.

	<input type="checkbox"/>	Last Name ▲	First Name	PDS #	Email	Phone #	Teacher Role
1	<input checked="" type="checkbox"/>	D [REDACTED]	[REDACTED]	58 [REDACTED]	[REDACTED]	[REDACTED]	Lead Teacher
2	<input type="checkbox"/>	H [REDACTED]	[REDACTED]	4 [REDACTED]	[REDACTED]	[REDACTED]	Teacher Assistant
3	<input checked="" type="checkbox"/>	J [REDACTED]	[REDACTED]	4 [REDACTED]	[REDACTED]	[REDACTED]	Lead Teacher
4	<input type="checkbox"/>	W [REDACTED]	[REDACTED]	6 [REDACTED]	[REDACTED]	[REDACTED]	Teacher Assistant

Add Selected Participants
Cancel

- If you do not find the participant you are looking for in the list, click

Q Search PDS Registrants

12. Select Submit Enrollment.

[Add Participants](#)

PDS #	Last Name ▲	First Name	Email	Phone #	Remove
1	4 [REDACTED]	H [REDACTED]	S [REDACTED]		

Read the following and check the box indicating that you have read and agree to abide by the statements below.

Cancellation Statement:
24 hours before the start time.

Certification Statement:
I am aware of the cancelation policy!

[Back](#) [Submit Enrollment](#)

13. Your staff members are now registered! You and your staff members will both receive a confirmation email to the email addresses on file. You should now be able to view the training under Selected Trainings.

	Scheduled Training	Find Training	Training History
Scheduled Trainings:			
Date	Training Name	Location	
1 08/15/2016	Social Media - Day 2	AUGUSTA TECHNICAL COLLEGE 3200 Augusta Tech Drive, Augusta, GA 30906	
2 08/31/2016	W/L Seat Count Cal Curriculum Training Day 1	DECAL TEST LOCATION 345 Piedmont Ave, Atlanta, GA 30314	
3 09/30/2016	Prek Training for Director email verification on Registration	DECAL TEST LOCATION 345 Piedmont Ave, Atlanta, GA 30314	
4 10/31/2016	W/L Seat Count Cal Curriculum Training Day 2	GARYS CHILD LEARNING CENTER 2110 Favor Rd, Sucessville, GA 30032	
5 12/27/2016	Core Rules Overview	R&R REGION 1 LOCATION 234 Region Dr., Valdosta, GA 30314	

If you need to attend New or Returning Director Training, you will need your GaPDS number to register.

If you or your staff need assistance in creating or updating an account, please visit:

<https://gapds.decal.ga.gov/Shared/HelpContent.aspx?c=pnlEarlyCareandLearning>