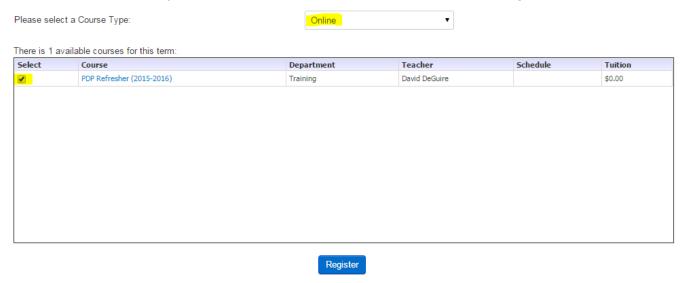
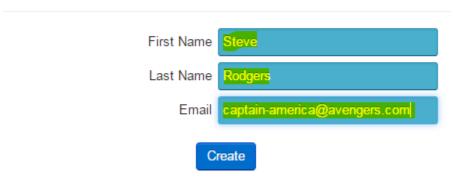
## Getting Started with the PDP Team Training Refresher Course

- Register for the course by going to http://wiproed.geniussis.com/PublicStudentCourseRegistration.aspx?id=2
- 2. Choose "Online" course type, select "PDP Refresher (2015-2016)", and click register



3. Enter your first name, last name, and email address. Click the "Create" button.

## New Learner Registration



4. The system will automatically send you two emails. The first will an Account Creation message. It will have your userid and password for the site. Save this one in a safe place. The second will be a Processing Course Request message. It will notify you that we have received your request for the course and that you will hear from us within a week.

When your request has been processed by DPI, you will receive a third email, letting you know that your registration is complete and that you can start work on the course.

5. Log into the system at <a href="https://wiproed.geniussis.com/PublicWelcome.aspx">https://wiproed.geniussis.com/PublicWelcome.aspx</a>.

6. You will find the course in the Academic Snapshot box. Click on "PDP Refresher" to begin.



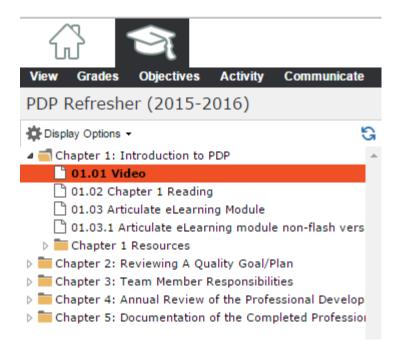
Here you can see an overview of the current student status and academic progress.



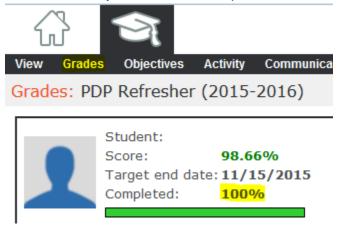
7. A new window or tab will open with the learning management system (LMS). Click on the course name in the middle of the window:



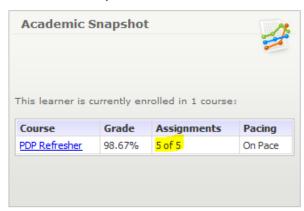
8. The system will automatically take you to the first video. Each time you log in, you should be taken to wherever you left off. The folders on the left allow you to navigate through the course:



9. The system is not yet able to notify us when a participant has completed the course. You will know you are done when you see 100% completion on the Grades tab in the LMS:



Your Academic Snapshot will also show that you have completed 5 of 5 assignments. Please note that this information is only updated once per day at night. It is not real time, so it will not include work you have done today.



10. When we see that you are done, we will mark you as completed in the LMS. The system will send you a Completion message, and we will renew your PDP Team certification for another five years in our

licensing database. You can check the status of your certification (and all of your licenses) at <a href="https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do">https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do</a>.