Signing Up for Spring 2020 PD Classes Using SCHED

SCHED is an online tool that makes scheduling for classes much easier. With SCHED, you’ll be able to sign up for the classes you want AND print it out.

**If you haven’t created an account, proceed to page 4 to set one up.**

Signing Up for a Class

1. Go to [https://wdmcsspring2020professionaldevel.sched.com/](https://wdmcsspring2020professionaldevel.sched.com/). This will bring up a list of all the classes that are available for sign-up.

2. If you’re not logged in, click on the LOG IN button in the upper right-hand corner of the screen. Use the email address you created your account with (should be your district email address).

3. To view the date, times, location and other important details of the classes, click on the Schedule button, then choose Expanded. This will give you a column view of all the classes taking place. The details include whether the class is closed (full), the description of the class, the instructor, as well as location and the time.

   If you want to see the classes in a more concise view, then click on the Schedule button, then click on Simple. To view the details when in this mode, just hover your mouse over the name of the class.

4. Whether viewing the classes via Expanded mode or Simple mode, scroll through the available classes to determine the ones that fit into your schedule. Make sure you look at the details for each of the classes.

5. Once you have decided on the class you want, click on the radio button for that class. For example, if Establishing the Classroom Environment is the class you want, which starts on January 30, then click on the radio button to sign up for it.

   A check mark will appear to indicate your selection. In addition, a Saved To My Sched box will pop up in the bottom left-hand corner of your screen.
6. Repeat steps 4 - 6 if you have more classes you want to take.

7. You can view your schedule at any time by clicking on the Saved To My Sched black box in the bottom left-hand corner of your screen. Otherwise, log into http://www.sched.com, then clicking on your picture graphic in the upper right-hand corner and choosing My Sched from the drop-down menu.

Confirming Your Registration

When you add a class to your schedule, you will NOT receive an automatic email notification indicating that you’re now registered for that class. Your confirmation is strictly visual . . . the class appears on My Sched when you’re logged into SCHED.com. However, if you want to have a confirmation emailed to you after viewing your schedule, just click on the Email My Sched button.

Hovering your mouse over the name of the class will give you additional details (dates and times of class, description and instructor).
Printing Your Schedule

To print your personalized schedule, simply click on the printer icon in the right sidebar. A print-friendly version of your schedule will appear on your screen. Click on the Print This link to send the schedule to the printer.

What if I Change My Mind?

In the event that you need to cancel a class, it’s simple to do that. All you need to do is:


2. In the upper right-hand corner, click on the LOG IN link, then click on the log in with email link and type your credentials.

3. Once you’re logged in, click on your picture graphic in the upper right-hand corner and choosing My Sched from the drop-down menu.

4. Hover over the class you want to cancel. In a few seconds, the class description will appear with a Remove from My Sched button to delete your registration for that class. Click on the button to withdraw from the class.
Creating an Account


2. If you have never used SCHED or didn’t use your district email address for your account, the first thing you want to do is create your account. It’s absolutely necessary to have an account to confirm your sign-up. To create an account, click on the SIGN UP button in the upper right-hand corner of the screen.

3. In the drop down menu, click on the sign up with email link. This will allow you to use your district email address to create your account.

4. Fill in the following fields as seen on the screenshot below:

   Fill in the blanks using the following parameters:
   1. Email: Use your district email address!
   2. Name: Type your first and last name.
   3. Username: Type the user name you’d like to use for your login ID. You can’t use special characters, so using your district email address won’t work.
   4. Password: Type a password that you’ll remember.
   5. I’m not a robot: Click on the checkbox, then type the CAPTCHA code as it appears. If it’s hard to read, click on the little refresh button to change the code, or you can click on the audio button to hear the code.
   6. Click on the Create Account button.

5. Once you have successfully created an account, you can now sign up for classes.