

Signing Up

1 The Moodle classes are organized by location. Click on **DeForest Area School District**.

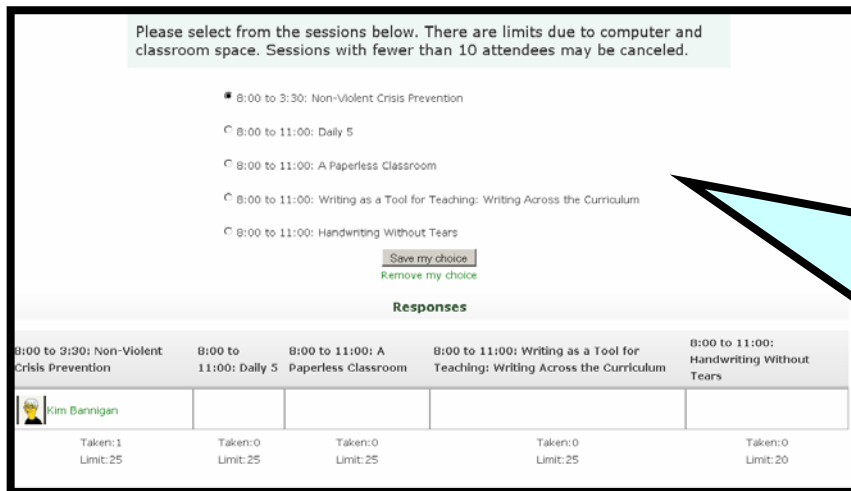
Click on **Professional Development**.

You should see a "class" that looks similar to this example.



2 Each Per Diem Day has its own box.

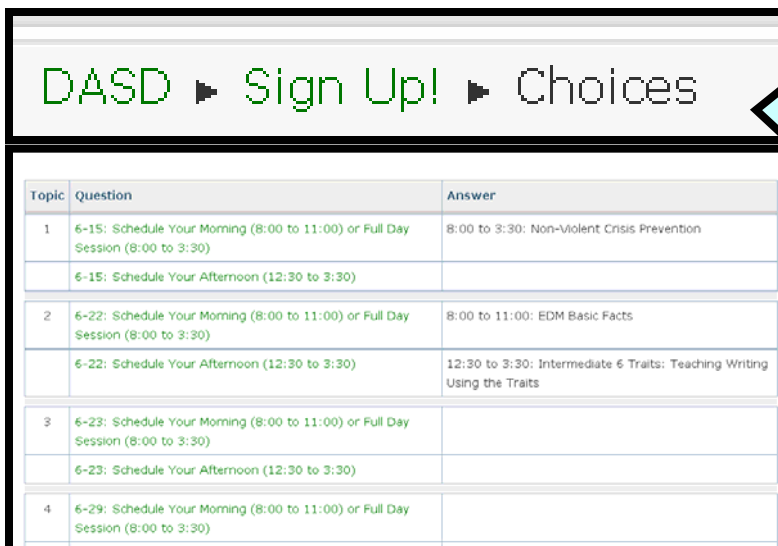
Each day is split into **morning** and **afternoon**. All day sessions are listed with the morning sessions.



3 Select your session and click on **Save My Choice**.

You should see a list of the sessions and who is attending each one.

If you need to make a change, **select a new session** and click on **Save My Choice**.



4 Use your **breadcrumbs** at the **top left** to move between days or choices:

- Click on **DASD** to go to another class.
- Click on **Sign Up!** to go to the main sign-up page.
- Click on **Choices** to see what you've signed up for OR to go to another day and time.
- Use the **Choices** page to print a summary of your sign-ups as shown in the sample.