QSS Professional Development System (PDS)
A <u>Free</u> QSS Webinar

To: Human Resources Department
              Staff Development Coordinator
              Information Systems Department
              (Please copy and distribute this notice as appropriate)

From: *Quintessential School Systems*

On **<u>Wednesday, October 26, 2011</u>**, from 10:00 to 11:30 a.m. Pacific Time, **QSS** will present a 90-minute <u>tuition-free</u> on-line seminar to introduce participants to the new <u>Professional Development System (PDS)</u>. PDS enables an organization to manage and track professional development courses for its staff. This "webinar" is designed for anyone who would like to learn how this new QSS/OASIS web-based module will allow you to create a master calendar of events, and then enable your staff to search, browse and enroll in those offerings online. **QSS** is offering this webinar to show what features are included in PDS.

An additional software license fee and training is required in order to implement PDS. A high-speed internet connection is required to view the video portion of the webinar along with a phone line to hear the audio portion.

Topics to be covered during this <u>free</u> 90-minute webinar include:
- Overview of the purpose and capabilities of PDS
- The PDS end-user experience:
    - Viewing the courses in which you are enrolled
    - Browsing available staff development offerings
    - Enrolling in an available course (including overflow waiting list)
    - Online map links, and e-mail notifications
    - Registering to use PDS (QCC users, other employees, or guests)
- Tools for the supervisor and instructor
    - Enroll or withdraw students
    - Sign-in roster, and online attendance
- Administering PDS for your organization:
    - Creating the course catalog
    - Managing users, security and views
    - Customizing PDS to meet your needs

If you wish to participate in this seminar, please respond with a completed registration form (printed on the reverse side of this page) **no later than <u>Wednesday, October 12, 2011</u>. Since QSS is offering this webinar <u>free</u>, no purchase order is required.** Thank you.

QSS Professional Development System Webinar — Registration Form

Please pre-register the following individual from my organization for the QSS Professional Development System Webinar to be held on-line on **Wednesday, October 26, 2011** from 10:00 to 11:00 a.m. Pacific Time.

Organization Name: _____

Your Name: _____

Telephone #: _____

E-mail address: _____ **(required for registration confirmation, which will be e-mailed shortly after receipt of this form)**

QSS PDS Webinar — 10:00-11:00 a.m., Wednesday, October 26, 2011

Individual registering: _____
(Please list name and title)

1. Each **QSS** customer may pre-register as many people as they wish for this webinar. Multiple staff from one customer organization may view the webinar from one registration. Complete a separate registration form for each individual who wants to connect to this webinar, each of which must include a unique e-mail address.
2. **QSS** is not charging tuition for this webinar – participation is free.
3. An e-mail address (above) is required in order to receive the confirmation message that will enable your participation. A high-speed internet connection and a phone line are required to view the video and hear the audio portion of the webinar.
4. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Thursday, October 13, 2011. You may check the status of any seminar at any time at:
    http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.
5. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600**.

Please fax your completed registration form to **QSS** at **(888) 601-3786**.

NOTE: If you have any particular topics or questions you would like the QSS presenter to address during this seminar, please e-mail them in advance to JeffV@QSS.com.