

Navigating Calendar View in Chalkable PD

Steps to find Professional Development opportunities in Chalkable PD

1. Log into Chalkable PD. (<http://pdweb.alsde.edu>)
2. Click the *PD Titles* tab.
3. Click the *View Session Offerings* link. The Session Offerings window will appear. You can view PD sessions by list view (currently on the screen) or by calendar view. You can change to calendar view by clicking the *go to calendar view* link at the top of the screen. Note that in either view you can choose to limit the search to your Local Education Agency (LEA) only, your Regional Inservice Center only, or All LEAs.
4. If you wish to search for a session that occurred in the past, you can typed the desired date in the date field and click the go button.
5. To look for the detailed information on a given session, simply click the session title on either the list or calendar view.

Steps to view sessions in which you have already enrolled

1. Log into Chalkable PD
2. Click the *My Sessions* subtab.
3. Click the *Sessions Enrolled* link. The *My Sessions – Enrolled* window will appear. You can view enrolled sessions by list view or by calendar view (currently on the screen). You can change to list view by clicking the *go to list view* link at the top of the screen.
4. If you wish to search for a session that occurred in the past, you can typed the desired date in the date field and click the go button.
5. To look for the detailed information on a given session, simply click the session title on either the list or calendar view.