

QSS Professional Development System (PDS)

A Free 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 **Wednesday, October 26, 2011**, from 10:00 to 11:30 a.m. Pacific Time, **QSS** will present a 90-minute tuition-free on-line seminar to introduce participants to the new Professional Development System (PDS). 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 free 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 Wednesday, October 12, 2011. Since QSS is offering this webinar free, 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.
