Signing up for the Course:
Intro to Chromebooks and the SBAC Testing Environment Online

For Certificated Teachers

<u>Step 1: Register for TEC15240: Introduction Modules 1-4 Online</u>
Registration in this course will result in 2 hours of per-diem pay upon successful completion of modules 1-4 in the Moodle course. You have until March 6th to complete this course.
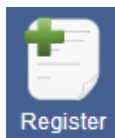
- Log into the EPS Course Registration System (http://pd.everettsd.org) using your ERO/SmartFind Express ID and PIN

- Select **Course Catalog**

- Type the SRN that corresponds to your assigned building in the Session (SRN) box and click **Search**:

Cascade HS	14082915		**Hawthorne**	14082922		**North MS**	14082914
Cedar Wood	14082508		**Heatherwood MS**	14082911		**Penny Creek**	14082903
CRC	14082920		**HM Jackson HS**	14082917		**Port Gardner**	14082919
Eisenhower MS	14082909		**Jackson ES**	14082923		**Sequoia HS**	14082918
Emerson	14082901		**Jefferson**	14082924		**Silver Firs**	14082904
Everett HS	14082916		**Lowell**	14082925		**Silver Lake**	14082905
Evergreen MS	14082910		**Madison**	14082926		**View Ridge**	14082906
Forest View	14082912		**Mill Creek**	14082927		**Whittier**	14082907
Garfield	14082921		**Monroe**	14082902		**Woodside**	14082908
Gateway	14082913						

- Register for the class

Step 2: Register for TEC15242: Introduction Modules 1-14 Online
Registration in this course will result in at least three clock hours upon successful completion of at least 6 modules in the Moodle course (up to a possible total of 7 clock hours). You can select any of modules 5-14 to take in any order. You have until March 6th to complete this course.

Follow the same steps from Step 1, but use this SRN to find and register for the correct class:

Cascade HS	14082942	**Hawthorne**	14082948	**North MS**	14082941
Cedar Wood	14082706	**Heatherwood MS**	14082938	**Penny Creek**	14082930
CRC	14082707	**HM Jackson HS**	14082944	**Port Gardner**	14082946
Eisenhower MS	14082936	**Jackson ES**	14082949	**Sequoia HS**	14082945
Emerson	14082928	**Jefferson**	14082951	**Silver Firs**	14082931
Everett HS	14082943	**Lowell**	14082952	**Silver Lake**	14082932
Evergreen MS	14082937	**Madison**	14082953	**View Ridge**	14082933
Forest View	14082939	**Mill Creek**	14082954	**Whittier**	14082934
Garfield	14082947	**Monroe**	14082929	**Woodside**	14082935
Gateway	14082940				

Step 3: Access the course through Moodle
To earn the per-diem pay and the clock hours, you must successfully complete the modules in the online course for your assigned building.

- Once registered, you can find the link to the Moodle Class under your Schedule Listing (in the Self-Paced Sessions Category).

- There is a hyperlink there that will take you to the courses in Moodle.

- Log in to Moodle using your District ID and password.

- Find the course for your building and click on it. The pass key for the course is **sbac** (all lower case).

- You can access the course anytime by signing into the Everett Public Schools website and selecting "Moodle Classes" under Technology Links, or set up a PassKey so that you can go into Moodle without signing in again.

   Once you are in Moodle, all courses you are enrolled in can be found in the Navigation links on the right under "My courses"