

## COURSEWHERE WEBSITE INSTRUCTIONS

### To sign up for a workshop:

- + Go to the district website: [www.rrps.net](http://www.rrps.net)
- + Click on the button on the left hand side for **Professional and Staff Development**.
- + Click on **Online Coursewhere Catalog** (you'll also see a button for these instructions)
- + The RRPS Online Catalog Home Page will open. Go up to Tools on the Menu Bar and turn off your Pop Up Blocker.
- + If you are new to the catalog, click on **Help on Using Coursewhere** and a short video will come up that will take you through the system.
- + Click on the Icon at the top of the page to select what you would like to view in the catalog.
  - o **View by Category:** All Categories, Instruction, Literacy, Special Education, Curriculum, Other
  - o **View by Interest:** All Interests, Literacy, Math, Reading, Special Education, Science, Social Studies, Other (for right now)
- + Once you click on a Category/Interest, Click on the course you are interested in.
- + The next screen will show information about the course. If the session(s) is open, click on the date and it will take you to the next step in the registration process.
- + **If the session is closed, register anyway. You will be put on a waiting list. If someone drops out and you are next on the list, you will be notified that the course is now open to you. OR if there is enough overflow interest, we might open another session.**
- + The complete listing of the dates and times of the course/workshop will appear. If you are still interested in registering, click Next Step
- + The first time you register, you need to establish your logon and password. Use between 4 and 20 characters for each and remember it is case sensitive.  
Logon: \_\_\_\_\_  
Password: \_\_\_\_\_
- + Complete the registration form with any information that is required. All information is required except for those blanks that have the word OPTIONAL off to the right.
- + Your registration is complete! Congratulations.
- + NOTE: If it is a Breeze Course you've registered for, you'll need to go to that website to actually take the training (<http://rrps.info>).