



<https://pdaecampus.austinisd.org>

### Where Do I Find the PDA e-Campus Catalog?

You can find the **PDA e-Campus Catalog** at <https://pdaecampus.austinisd.org>. At this website, you will find a **Login screen**. Only AISD employees with a Login User ID and Password can register for classes online.

You will be able to browse the **PDA e-Campus Catalog** by clicking on the **Class Catalog** button.



### How Do I Search the e-Campus Catalog?

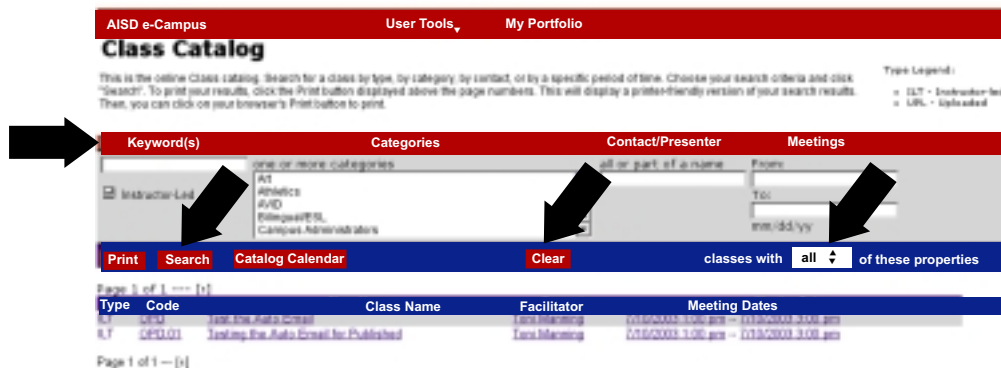
After choosing the **Class Catalog** button, a **Class Catalog screen** appears. You can search the **PDA e-Campus Catalog** in 5 ways.

- **Keyword(s) Search.** Type in a curriculum area, a key topic or a title.
- **Categories Search.** Click on a category. If you are choosing more than one category, hold down the **Ctrl** key and choose each search category in which you are interested. To deselect a category, hold down the **Ctrl** key and click on the category.
- **Contact/Presenter Search.** Type in all or part of the presenter's or facilitator's name.
- **Meetings Search.** Type in the beginning and/or ending date in the **From/To** field. The date format is 09/08/03.
- **Search.** Leaving all fields blank, click the **Search** button. The result is a listing of all current professional development training in the catalog.

As you enter your search information, leave **classes with these properties** as "all" to narrow your search for a training.

Choose the **Search** button. The search results are displayed. To perform another search, click the **Clear** button and repeat the previous steps.

### Class Catalog screen





### How Do I Find the Details of My Training?

After you have searched the catalog, click the specific **Code** or **Class Name** listed in the search. The **Class Catalog Details Screen** appears with the class description, dates, number of open seats, number of CPE/GT credits, etc.

#### Class Catalog Details Screen

AISD e-Campus		User Tools	My Portfolio	Class Catalog
<b>Class Catalog</b>				
GFT - A New Course				
Course Introduction	This is a fun class to attend.			
Course Overview	Please come join us.			
Course Name	A New Course	Categories	Classified Training, Clerical	
Course Type	ILT	Credits	CPE: 6	
Participants	Classified	Facilitator	barbara hill	
Presenter	barbara hill	Facilitator Phone	414-1170	
Total Seats	20	Location	PDA at Read (MapQuest TM)	
Registered Participants	5	Prerequisite		
Open Seats	15	Prerequisite Notes		
People on Waiting List	0	Meeting Dates	8/5/2003 8:00 am -- 8/5/2003 3:00 pm	
Registration Begins	6/9/2003 9:00 am	Required For	classified	
Registration Ends	8/5/2003 3:00 pm	PDAS	None	
Final Notification Date	8/7/2003			
<a href="#">Register</a> <a href="#">Download Date</a>				

To find a map of the location of your training, click on the words ([Map Quest TM](#)) below the location listing. A map quest dialog box appears requesting the address of the location. Complete and print out a map.

To determine if the training is full or open for registration, click on the dates next to the Meeting Dates field. A Calendar Screen opens listing the classes held on that date. A **i** appears by open classes, while a **i** appears by full classes

### How Do I Register for an e-Campus training?

While the **Class Catalog Details Screen** is open, complete **the paper version of the PDA Registration Form**.

- Fill in your name, home address, city, state and zip, social security number, work, home and fax number, your campus name and school district name.
- Fill in the class code.
- Include the class name, date and time.
- Check all that apply in the **Check All That Apply** box.
- Fill in your E-Mail address.
- Your training may require a fee. Fill in the Method of Payment or check the Private and Non-Public School box.
- **Your registration form will NOT be processed unless all required fields are complete.**
- **Fax your completed paper Registration Form to PDA at 841-1547 or send it through U.S. mail to:**  
**Professional Development Academy at Read**  
**2608 Richcreek Road**  
**Austin, TX 78757**

You will notice that there is a Register button. *Only AISD employees with a Login User ID and Password can register for classes online.*