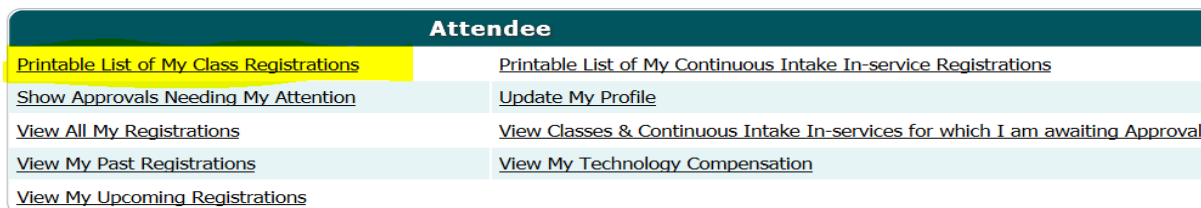


# INSTRUCTIONS FOR VIEWING PD PLACE CLASSES/CLOCK HOURS TAKEN THROUGH SVSD

1. Log into PD Place
2. Select My Page



3. Select *Printable List of My Class Registrations*



4. Remember: Classes with less than three hours are not eligible for clock hours unless it is part of the Applied Technology program. For example, the sample below gives the impression that two clock hours were awarded, but a single two-hour class is not eligible unless part of the Applied Technology program and a second class is taken.

Title	Date	Location	Registration Status	Registrant	Completion Status	Hours Completed	Clock Hours
Schoolwires Website Building	Sep 6, 2013 1:00 PM	Chief Kanim Middle School - 104	Attending	[REDACTED]	Complete	2	2.000

5. Effective September 1, 2016, clock hours will not be awarded (regardless of what the report indicates) if staff does not complete the required class evaluation.