

PD Express for presenters/project contacts:

You have the capability to use PD Express to see who has enrolled in your course/project.

After logging in to PD Express, go to the **My Pages** icon in the main menu.

A drop down menu appears.

Click on Presentations. Now you can either see Current/Future tab or Past Tab. Since most of the courses/projects had a start date in September, the majority of workshops will show up under the Past tab. Click on it to view. If you don't see it under the Past tab then try Current/Future tab.

Click on the **workshop date** and you will see more icons appear. The **people** icon when clicked shows the participants registered. From here you can send emails directly to participants (**REMIND YOUR PARTICIPANTS TO MAKE SURE THEY HAVE UPDATED THEIR PROFILE PAGE AND ENTERED AN EMAIL ADDRESS OR THIS WON'T WORK**) by clicking in the box next to the participant name. Then go up to Email Selected participants. You can type in text for reminders of meeting dates, materials to bring, etc.

The **paper icon** is an attendance sheet that you can print for sign in.

If you have any difficulty or need further assistance, please feel free to contact Mariann Bellai.