# Substitute Training

You have access to pre-selected training courses that will assist in your growth and development.

ACCESSING THE COURSE LIBRARY

To review the content made available to you, log in to absence management and select **Course Library** from the side navigation.

This selection opens an alternate section of your application known as "Professional Growth."

The system will display any currently assigned courses on the Professional Growth homepage.
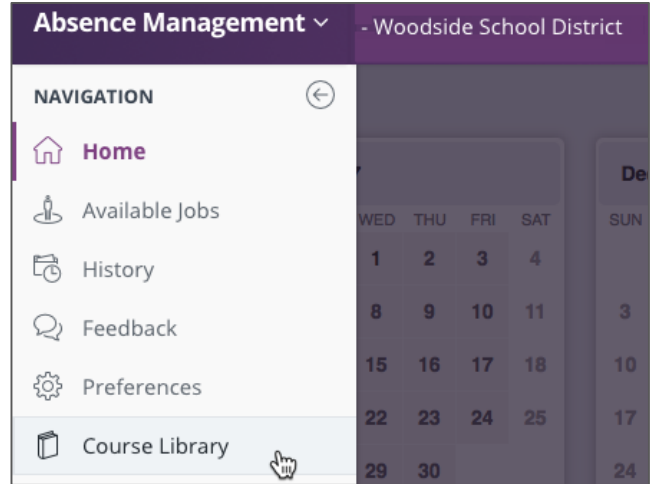
Take note that this page will not include any courses until you either enroll in a course or your district administrator manually assigns a specific course for you to complete.

ENROLLING IN COURSES

Access the side navigation for Professional Growth and click **Activity Catalogs**. Then, choose **Content Catalog**.

You can enroll in any applicable training course via this section.
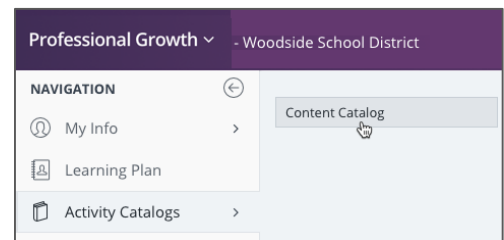
The Content Catalog hosts a list of selectable, district-provided courses. Review this list and click the course link you wish to complete. Take note that each course includes a description and an estimated time of completion.

▾ Search Results (1 - 9 of 9)

2. Substitute Teaching - Advanced Classroom Management - Part 1 - NEW VERSION
Dates: On-Going (Ends Jun 30, 2018)

New

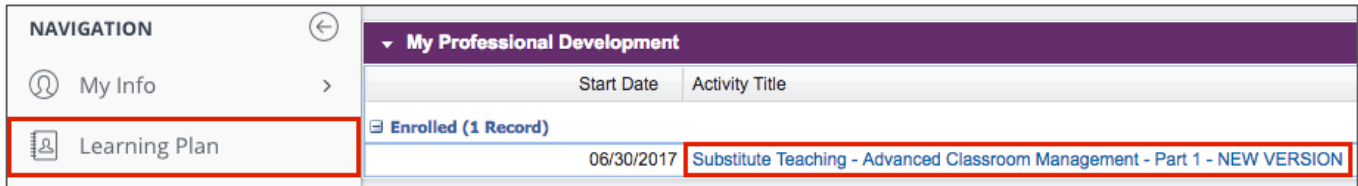THIS IS A NEW VERSION OF THIS MODULE - 7.1.2017. Classroom Management skills are critical to the success of substitute teachers. This course moves beyond fundamentals to teach specific techniques for getting and keeping attention, watching an entire group at once, reducing and handling misbehavior, diffusing argument, and fostering a positive classroom climate.

Hours: 1 | Enrolled: 4/100 | Wait: 0/0

Once opened, click **Sign Up Now**. The system will provide a message that confirms your enrollment.

Purposes	Professional Growth
Categories	All
Goals	All
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	N/A
Registration Options	Sign Up Now

You can then select **Learning Plan** from the side navigation to review your current enrollment record and choose a specific course to complete.

NAVIGATION ←	▼ My Professional Development	
ⓡ My Info ›	Start Date	Activity Title
	⊟ Enrolled (1 Record)	
⧉ Learning Plan	06/30/2017	Substitute Teaching - Advanced Classroom Management - Part 1 - NEW VERSION

A course selection opens the course details page. Click **Launch Activity** and select **Launch** once more to begin. Take note that you will have the option to print a certificate of completion once you are finished.

▼ Actions	
View/Print Form ⓘ	Download Calendar File ⓘ
Print Certificate ⓘ	Launch Activity ⓘ

RETURNING TO ABSENCE MANAGEMENT

When ready, click the dropdown beside "Professional Growth" and select **Absence Management** to alternate between applications. You can use this app switcher (or the Course Library option) to return to Professional Growth and complete or enroll in additional courses.

Professional Growth ▾ - Woodside School District		? Matt Palatucci ⌄
YOUR SOLUTIONS	ment	
Absence Management *formerly Aesop*	Activity Title	Credit Type
Professional Growth ✓ *formerly MLP PDMS and MLP OASYS*	Substitute Teaching - Advanced Classroom Management - Part 1 - NEW VERSION	1.00 hr