

Helpful Hints for Instructors of WCSD PD:

- ❖ When preparing to instruct a WCSD PD, **PLEASE make sure it is entered into Eduphoria**. Please contact Mary Pfeil in the curriculum office to do this. Make sure this is done **in advance of the actual PD**.
- ❖ Remind your “students” to fill out all portions of the top of the form. This includes legibly entering their name, the building they receive mail at and what their licensure is.
- ❖ **Make sure they list the name of the course as it is listed in Eduphoria**. It may be helpful to have the course listed somewhere and to point this out to your “students”
- ❖ **Please ask them to accurately list the time of the course**. It may be helpful to at the end of the course actually say –please list (ie 4pm – 6pm). If someone leaves early or arrives late they need to list that accurately (ie 4:30-5:30)
- ❖ They **must** calculate their points they are requesting. It isn’t required but is helpful if they show their math. (2hrs x 8pt/hr = 16pts). This simple step often eliminates questions
- ❖ The “student” (WCSD staff member attending PD) signs the form as verification of attendance.
- ❖ It isn’t required but if you as an instructor collects all the points forms after the PD and turns them into the district office, in a purple pouch together that is very helpful.
- ❖ By taking these few steps, your “students” will successfully receive points from your PD
- ❖ If you are unsure please feel free to contact rmcdonough@waunakee.k12.wi.us

Thank you.