

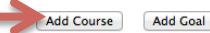
Log Professional Development Hours

1) Login to T-Eval

2) Click on the Teacher PD Plans tab at the top of the screen



3) Click the Add Course Button



This teacher has not attended any classes.

4) Fill in all the fields on the screen.

Add Course

Date 9 3 2013

Time 12 42 PM

Title

Description

Instructor

Hours

Email This Course Info to School Administrators

Or

Notify Alternate Administrator Using the Box Below

Email Address

Add

5) Click Add. The PD course will then be sent to your building administrator for approval.

Note: If you need the course to be approved by an administrator other than your building principal, please fill in there email address in the "Notify Alternate Administrator Using the Box Below"