

PROFESSIONAL DEVELOPMENT SYSTEM GUIDE



**SOUTH TEXAS
COLLEGE**

Teaching and Learning Center

tlc@southtexascollege.edu

956-872-7269

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Professional Development System Benefits

- 1 Clearly captures both internal and external professional development
- 2 Unified college-wide tracking system
- 3 Provides transcripts of all professional development
- 4 Unified certificate template with STC logo
- 5 Automated evaluations for all registered participants

Workshops vs. Meetings

Workshops	Meetings
➤ Contact Hours Available ➤ Evaluations ➤ Certificates ➤ Document Uploads Available	➤ No Certificates ➤ Document Uploads Available

How to Login

You can visit the Professional Development System directly at:

southtexascollege.edu/pd-system

You can also find upcoming workshops and more information at the TLC website:

southtexascollege.edu/tlc



Click the **Login** option on the top right-hand corner

A screenshot of a login form titled 'Login'. It contains two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember my username'. A blue 'Log In' button is at the bottom right. A yellow callout box on the left contains the text 'Fill in username and password with your STC credentials' and has a bracket pointing to both the email and password fields. A yellow callout arrow points from the 'Log In' button towards the right.

Login using your STC credentials, once completed click the **Log In** button.

Edit Profile

First Name * [Text Field]

Middle Name [Text Field]

Last Name * [Text Field]

Identifier Type * [Dropdown: A Number] Identifier * [Text Field: *****] Show

PIN (4-digit number) * [Text Field]

Date of Birth * [Select Month] [Select Day] [Select Year]

Email * [Text Field]

Password * [Text Field]

Contact District [Text Field]

Phone * [Text Field]

Do you want to receive text messages? * ☐ Yes ☒ No

First time users will receive the **Edit Profile** page.
 Fill the information required with the * red asterisk.
 Under the PIN, this number can be changed to a pin number of your choice.
 Continue to the bottom portion **Extended Profile**.

Bottom Portion

Extended Profile

Business Phone (Optional) [Text Field: 956-872-7269]

Gender (Optional) [Dropdown: Female]

Do you currently work in a TEA affiliated school? ☒ Yes ☐ No

Secondary Email (Optional) [Text Field: mechaza2@southtexascollege.edu]

Job Role [Dropdown: Secretarial/Clerical]

Region [Dropdown: 01] District [Dropdown: South Texas College] Campus [Dropdown: STC Pecan Campus] Department [Dropdown: Teaching and Learning Center]

District Employee Number (Optional) [Text Field: 000411454]

Affiliation (Optional) [Text Field]

Notification Preferences (Optional)
 Frequency of email notification for your upcoming workshops.
 Email ☒ Text ☐
☒ Day Before ☐
☒ Week Before ☐
☒ Upcoming Workshops ☐

Choose your wireless provider (Optional) [Dropdown: Verizon] Your wireless provider not listed?

Save Profile

Continue filling in the information you wish to add.
 Please note under **Notification Preferences**, if you select Text, you may receive text message alerts early in the morning or late in the evening
 Once you have completed filling in the information click on **Update User** at the bottom right-hand of the page

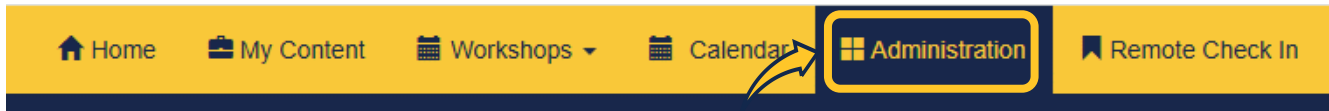


You will receive notice that the user information has been updated, click on the **Close** button.

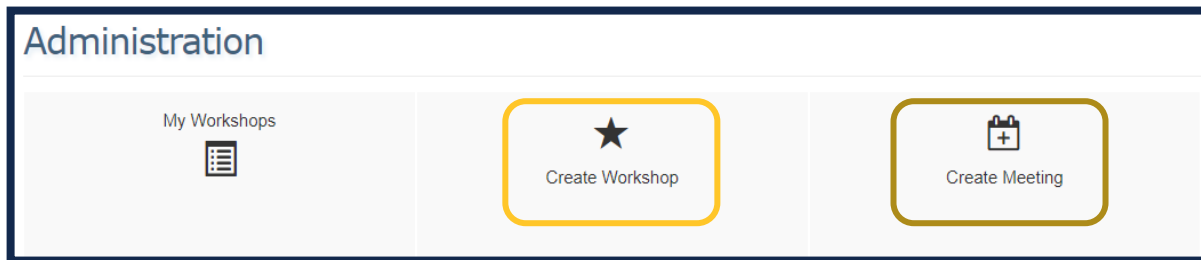
Information Needed to Create a Workshop/Meeting

- ✓ Title of workshop
- ✓ Description of workshop
- ✓ Date of workshop
- ✓ Start and end time of workshop
- ✓ Location of workshop (Campus, Building and Room)
- ✓ Reservation of location must be made prior to creating the workshop. See [Room Reservations](#) for more information.

How to Create a Workshop/Meeting



On the top right-hand side of the TLC page, you will locate the **Administration** tab. Click the **Administration** tab to move to the next page.



You will be directed to your **Administration** page, here you can select **Create Workshop** or **Create Meeting**.

A screenshot of the 'Create Workshop' form. The form is titled 'Create Workshop' and has a white background with a dark blue border. It contains several input fields and labels, each with a numbered callout (1 through 10) pointing to it. The callouts are: 1. Title (Please enter workshop title), 2. Description (Please enter workshop description), 3. Special Instructions (will be appended to registration email) (Please enter any special instructions (will be appended to registration email)), 4. Audience, 5. Minimum Participants (1), 6. Maximum Participants (Max Participants), 7. Registration Deadline Date, 8. Contact Hours (CPE Hours), 9. Evaluation Window (Minutes Before End), and 10. Stipend Rate.

We selected **Create Workshop**. Follow recommendation listed below. Fill the information required with the * red asterisk.

- 1) **Title** - Add the title/name of your workshop/meeting (Your workshop/meeting title will appear on certificate).
- 2) **Description** - Add a description indicating what your workshop's focus will be.
- 3) **Special Instructions** - This information will only be seen by participants that register for the workshop. Recommendations for special instruction may include a Remote Check-in code or a Teams link if the workshop is being held virtually.
- 4) **Audience** - Examples include faculty, staff, faculty and staff, or department faculty. Please note that the Professional Development System is available only for STC employees, it is not available to STC students.
- 5) **Minimum Participants** - This number will always remain at one for searching purposes.
- 6) **Maximum Participants** - Add the number of max participants that the reserved room will allow.
- 7) **Registration Deadline Date** - Add the end date participants are allowed to register. If registration has ended, the workshop creator will need to register participants or extend deadline.
- 8) **Contact Hours** - Add the total hours the workshop will be held; this information will appear on participants certificates.
- 9) **Evaluation Window** - Recommended to remain as is, no need to add date. Attendees can evaluate workshop after it has ended.
- 10) **Stipend Rate** - Not applicable.

Credit Types
Please Choose a Credit Type from the left for this workshop *

Available Credit Types

1 Filter subject name

- A.C.E.N Accreditation PD
- Generative AI Training
- Life Learning PD
- NACEP PD
- Open Educational Resources
- General PD

>>
>
<
<<

Credit Types You Have Selected

2 Does the participant have to select a credit type upon registration:
No

Credit Type

- 1) **Available Credit Types** select one and move it the opposite box to indicate **Credit Types You Have Selected**
- 2) **Does the participant have to select a credit type upon registration**, can remain unchecked since you have already selected the credit type

Please Note:

- ✓ A.C.E.N. Accreditation PD is for use by Health Science Professions workshops
- ✓ General PD is for all STC employee workshops
- ✓ Generative AI Training is for any training/workshop regarding Artificial Intelligence
- ✓ Life Learning PD is for Digital Learning workshops, for additional information contact the Digital Learning Department
- ✓ NACEP PD is for Dual Credit workshops, for additional information contact the Dual Credit Department
- ✓ Open Educational Resources
Leave as **No**, since Credit Type has been selected above.

Tag/Subject Information
Please Choose Subject Area(s) from the left for this workshop * (At least one subject is required)

Available Subjects

1. Filter subject name

Academic Affairs
Academic Excellence
Academies and High School Projects
Accountability, Risk, and Compliance
Administrative Office Careers
Admissions & Records
Advising
Anthropology

Subjects You Have Selected

2. Teaching & Learning Center

Workshop Materials

Choose Documents to Upload

3. Choose Files No file chosen

Max files to upload: 10 files
Upload file size limit: 10 MB
Allowed file types: doc, docx, rtf, jpg, jpeg, bmp, png, tiff, pdf, zip, ppt, pptx, xls, xlsx, txt

☐ Make document(s) public

4. Create Workshop

Tag/Subject Information

- 1) Available Subjects type in your department name or scroll down in the box to select your department
- 2) Once selected click the right arrow to move your department to the right.

Workshop Materials

- 3) Workshop Materials creator can upload documents for participants to download.
- 4) If you select the Make document(s) public box, your uploaded files will be visible to everyone.



Once all information has been completed, click on the **Create Workshop** button.

Create Workshop [X]

Workshop successfully created. Your workshop number is: 3000

Close

Your workshop confirmation is displayed. Remember to write down your workshop number. Click on the **Close** button once you have your information.

Workshop: 321438 - Test

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Created By: Echazarreta, Isabel (mechaza2@southtexascollege.edu) 4/18/2024 1:37:55 PM

[Cancel Workshop](#) [Close Workshop](#) [Copy Workshop](#)

Workshop Notes and Documents (Internal Use Only)

[General Info](#) **Options** [Contact Info](#) [Reservations](#) [Registrations](#) [Reports](#) [Sharing](#)

Miscellaneous Settings

- ☒ Workshop contacts will be notified via email for each registration
- ☒ Enable Waitlist
 - ☐ Manual Selection
 - ☐ First Come, First Serve
- Allow Remote Check in with this Code
- ☐ Don't show on Calendar and Searching for workshops. *The date entered below overrides this option.*
- Enter Date/Time to begin showing on Calendar and Searching for workshops.

Under the **Options** tab, you will need to fill out the following information.

Miscellaneous Settings

- 1) By selecting the **Workshop Contacts will be notified via email** box, every time a participant registers for the workshop anyone listed in the Contact box will receive a notification email
 - 2) **Enable Waitlist** – If you anticipate your course filling up it is recommended to choose one of these options. Manual Selection will allow you to select participants if another participant drops the workshop. First Come, First Serve will automatically add the next participant when one drops the workshop
 - 3) **Allow Remote Check in with this Code** – Will allow participants to check-in remotely to the workshop. Include the code under **Special Instructions** on the **General Info** tab
 - 4) **Don't show on Calendar** – If you select this option your workshop will not appear on the PD System calendar. Target audience will need to view link.
 - 5) **Enter Date/Time** – If you select this option your workshop will not appear on the PD System until the date and time you enter
- NOTE:** Under Don't show on Calendar and Enter Date/Time you cannot select both options, if both options are selected, they will cancel each other out

Select the campus you want to give access to

☒ Select/Deselect All

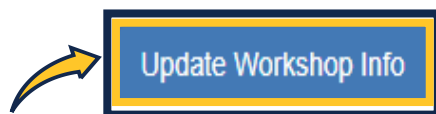
- Campuses -

☒ Higher Education Center at La Joya	☒ Higher Education Center at Pharr	☒ Regional Center for Public Safety Excellence
☒ STC Cosmetology Center (Shah Plaza)	☒ STC Mid-Valley Campus	☒ STC Nursing & Allied Health Campus
☒ STC Pecan Campus	☒ STC Pecan Plaza	☒ STC Starr County Campus
☒ STC Technology Campus	☐ Open to Everyone (Includes Out of District)	

[Update Workshop Info](#)

Select the campus you want to give access to.

It is recommended to **Select/Deselect All**, once all are selected uncheck the **Open to Everyone (Includes Out of District)**. Allowing **Open to Everyone (Includes Out of District)** to remain checked will allow workshop to be seen by other districts that also use the PD System. The PD System is used by several schools' districts. This will also allow the workshop to reflect on your STC transcript not a district transcript.



Once all the information has been completed select the Update Workshop Info button.

Workshop: 321438 - Test

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Created By: Echazarreta, Isabel (mechaza2@southtexascollege.edu) 4/18/2024 1:37:55 PM

[Cancel Workshop](#) [Close Workshop](#) [Copy Workshop](#)

Workshop Notes and Documents *(Internal Use Only)*

[General Info](#) [Options](#) [Contact Info](#) [Reservations](#) [Registrations](#) [Reports](#) [Sharing](#)

With all the information updated, move to the next tab to complete the **Contact Info**.

Internal Staff

Staff * Hold the CTRL key to selected multiple people

Filter Staff by Name or Email

Add Presenter

Add Contact

Add Facilitator

Presenter

Contact *

Facilitator

- Abad, Tiffany (tabad)
- Abdullah, Khaili (kabdullah)
- Abe, Terutake (tabe)
- Aberin, Roberto (raberin)
- Aboytes, Francisco (faboyte)
- Abraham, Daffodils (dabraha1)
- Abrego, Edgar (eabrego4)
- Abrigo, Guadalupe (ggarza_9561)
- Acevedo, Jorge (jacevedo_9759)
- Acevedo, Jose (jacevedo_7484)
- Acevedo, Mariano (mauacere)
- Acevedo, Samantha (saceved3)
- Acevedo, Zina (zaceved2)
- Acosta, Luis (lacosta1)
- Acosta, Nubia (nacosta_7314)
- Acosta, Robert (racosta_6462)
- Acunas, Blas (bacunas_5885)
- Adame, Esmeralda (eadame)
- Adame, Maritza (mmadame)
- Adames, Ana (aadames)

With the **Contact Info** tab selected, scroll down to the **Internal Staff** information to fill in the **Filter Staff by Name or Email**. You can add the staff member's name, email or scroll down until you see the staff member's name, reference image below

Internal Staff

Staff * Hold the CTRL key to selected multiple people

mech

Echazarreta, Maria (mechaza2)

Internal Staff

Staff * Hold the CTRL key to selected multiple people

mech

Echazarreta, Maria (mechaza2)

Add Presenter

Add Contact

Add Facilitator

Presenter

Name added will be printed on workshop certificate

Contact *

Name added will appear as contact information on link and emails

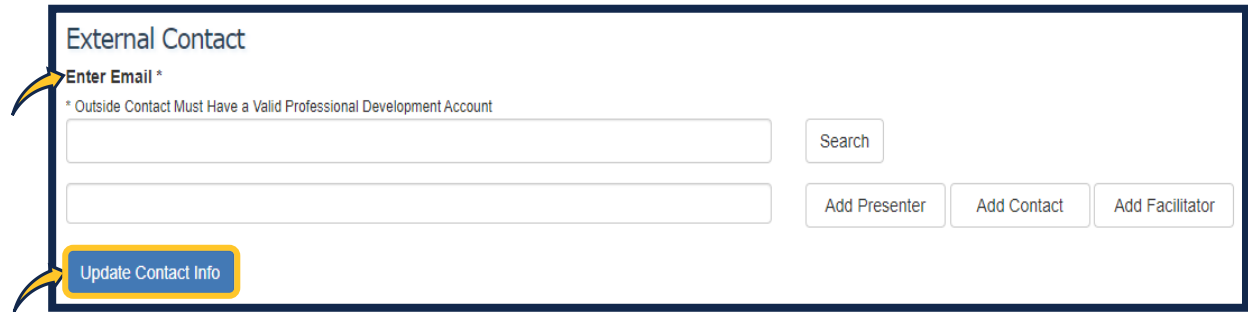
Facilitator

Name added will be to document their assistance

Search for the name, once you find the name select it. The name will turn blue to indicate the name you are selecting

With a staff name selected, click on the **Add Presenter, Contact, or Facilitator** option to add the staff name to your desired location.

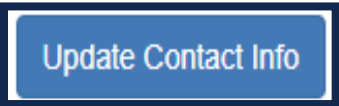
You can add the staff name to all three options if applicable.



The screenshot shows a form titled "External Contact". It includes a label "Enter Email *" with a yellow arrow pointing to it. Below this is a note: "* Outside Contact Must Have a Valid Professional Development Account". There are two empty text input fields. To the right of the first input field is a "Search" button. Below the second input field are three buttons: "Add Presenter", "Add Contact", and "Add Facilitator". At the bottom left, there is a blue button labeled "Update Contact Info" with a yellow arrow pointing to it.

The **External Contact** option is rarely used since most of the workshop are Presented or Facilitated by South Texas College employees.

Once all the information has been completed click on the **Update Contact Info**.



Workshop: 321438 - Test

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Notice that Status is Incomplete once Reservation has been completed Status will change

Created By: Echazarela, Isabel (isabel@southtexascollege.edu) 4/16/2024 1:57:55 PM

[Cancel Workshop](#) [Close Workshop](#) [Copy Workshop](#)

Workshop Notes and Documents (*Internal Use Only*)

[General Info](#) [Options](#) [Contact Info](#) **[Reservations](#)** [Registrations](#) [Reports](#) [Sharing](#)

In the **Reservations** tab, scroll down you will see the Location(s) option will indicate **No reservations to display**.

Note: Before submitting your reservation information contact the prospective contact to place the location reservation. A list of campus contacts can be found at the end of this booklet.

Search Room/Location

Add Internal Room/Location tab, under this tab you will select your campus and room where your meeting is to be held.

- 1) Search Room/Location you will select the tab option that will indicate where your meeting will be held. Start with Select Meeting Rooms to Search when selecting the campus, click on the drop-down box option and select the campus where your meeting will be held.
- 2) Once campus has been selected, it will auto populate the rooms available at the selected campus. (reference image below)

- 3) You can scroll down the list to search for all available options. If your room is not listed, please contact the Teaching and Learning Center office with the room information.

Internal Room Search Criteria

Reservation Date: [Add Date Range](#)

Begin Time:

End Time:

Max Participants

1

In the **Internal Room Search Criteria** fill in the information requested

- Reservation Date - Add the date of the workshop/meeting
- Begin Time - Add the begin time of workshop/meeting
- End Time - Add the end time of workshop/meeting
- Max Participants - Will remain as 1 for searching purposes

Select Layout Type(s) Select All Clear All

☒ Auditorium ☒ Computer Lab ☒ Custom ☒ Empty ☒ Lecture ☒ Pods ☒ Rectangle ☒ Round ☒ U Shape

Under Select Layout Type(s) it is recommended to select all for searching purposes

Select Asset Type(s) Only include rooms with these assets

No assets...

Select Asset Type(s) is not applicable, leave blank

Search

Once all information has been entered click on the **Search** button.

Internal Room Search Results

Available Rooms:

Select All

Clear All

Tue 9/24/2024 11:00 AM - 11:30 AM

☒ V2.404

Add Selected

Close

You will receive a notice indicating the reservation information, if the information is correct click on the **Add Selected** to confirm entries.

Reservation

V2.404

Tue 9/24/2024 11:00 AM-11:30 AM

Half Day - Fee: 0

Room Layout:

Custom - Capacity: 100

Room Assets

No Assets...

Method of Payment

N/A

Transaction #

Special Request / Comments

Submit

Another **Reservation** box will appear with the information of the reservation, if all information is correct click on the **Submit** button at the bottom right side.

Note: No fee is required for reservations of any college location.

Location(s)								
	Location	Date	Begin Time	End Time	Status	Approved	Extra Details	
537704	STC Pecan Campus V2.404	9/24/2024	11:00 AM	11:30 AM	Active	Approved	View / Edit	Cancel

Completed Reservation

Workshop: 355382 - Power Up: Professional Development System

Status: **Open** - All required information has been entered.

Created By: Echazarreta, Isabel (mechaza2@southtexascollege.edu)

[Cancel Workshop](#) [Close Workshop](#) [Copy Workshop](#)

Notice that Status has changed to Open

Pending: 9, Approved: 11, Dropped: 11

Workshop Notes and Documents (Internal Use Only) (1)

General Info Options Contact Info Reservations Registrations Reports Sharing

Location(s)

	Location	Date	Begin Time	End Time	Status	Approved	Extra Details	
557192	STC Pecan Campus Y1.102 (Computer Lab)	1/29/2025	10:00 AM	12:00 PM	Active	Approved	View / Edit	Cancel

Updating Reservation information

Location(s)

	Location	Date	Begin Time	End Time	Status	Approved	Extra Details	
537704	STC Pecan Campus V2.404	9/24/2024	11:00 AM	11:30 AM	Active	Approved	View / Edit	Cancel

To update the begin time or end time click on the information that needs to be updated

Change Date/Time for reservation 593838

Begin Date: [Add Date Range](#)

7/2/2025

Begin Time:

9:45 PM

End Time:

10:45 PM

[Update Date/Time](#) [Close](#)

In the Change Date/Time box update the begin or end time, once you have entered the information click on the Update Date/Time option.

SUCCESS

Your reservation has been updated.

[Close](#)

You will receive a SUCCESS message, Close message to view changes.

593846	STC Pecan Campus A152	7/2/2025	10:00 PM	11:30 PM	Active	Approved	View / Edit	Cancel
--------	--------------------------	--------------------------	----------	----------	--------	----------	-----------------------------	------------------------

View changes, previous reservation has been cancelled, and a new reservation has been created referencing the updated time

593846	STC Pecan Campus A152	7/2/2025	10:00 PM	11:30 PM	Active	Approved	View / Edit	Cancel
--------	--------------------------	--------------------------	----------	----------	--------	----------	-----------------------------	------------------------

To change the date click on the date

Begin Date: [Add Date Range](#)

[7/3/2025](#)

Begin Time:

10:00 PM

End Time:

11:30 PM

[Update Date/Time](#) [Close](#)

Make updates to the date, click on the Update Date/Time.

SUCCESS

Your reservation has been updated. If the room requires approval, the approver must approve the reservation before it is active.

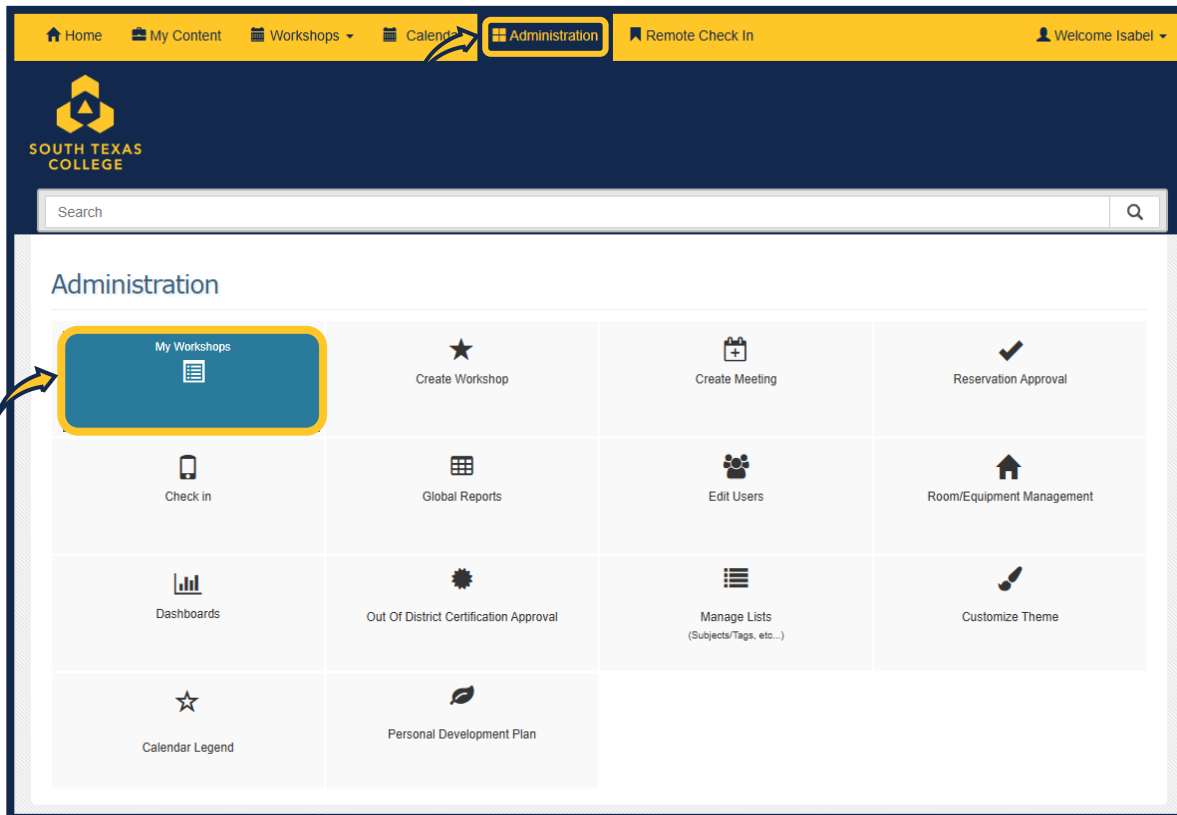
[Close](#)

You will receive a SUCCESS message, Close message to view changes

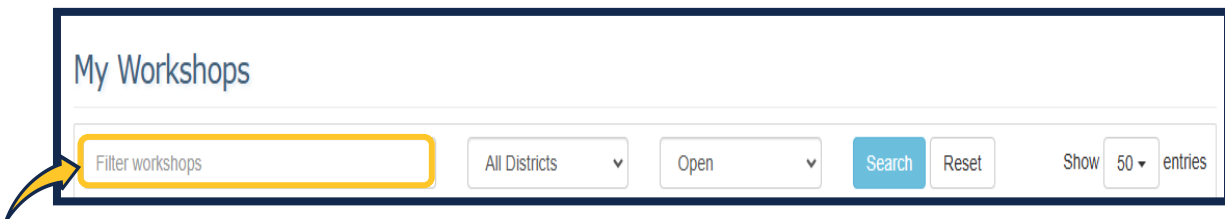
593846	STC Pecan Campus A152	7/2/2025	10:00 PM	11:30 PM	Cancelled 7/2/2025 9:23:02 AM Echazarreta, Isabel	Approved	View / Edit	
593847	STC Pecan Campus A152	7/3/2025	10:00 PM	11:30 PM	Active	Approved	View / Edit	Cancel

View changes, previous reservation has been cancelled, and a new reservation has been created referencing the updated date

How to Find an Incomplete Workshop



Click on the **Administration** tab, once on the Administration page click on the My Workshops option.



In My Workshops, **Filter workshops** and add the incomplete workshop number

My Workshops

376607 All Districts Open Incomplete Open Closed Cancelled Denied Search Reset

Once workshop has been entered, under the **Open** drop-down box and select **Incomplete**.

Once the Incomplete option has been selected, click on the **Search** option

My Workshops

376607 All Districts Incomplete Search Reset Show 50 entries

Workshop	Reservation Date	Title	Description	Created	Approved/ Pending #	
376607		Test	Department meeting for faculty and staff	6/11/2025 10:14:35 AM	0 / 0	Edit

The incomplete workshop will appear, click on the Edit option located at the right hand of the webpage

Edit Workshop

Workshop: 376607 - Test

Status: Incomplete - This workshop either has missing information, or none of the requested reservations have been approved.

Created By: Echazarreta, Isabel (mechaza2@southtexascollege.edu) 6/11/2025 10:14:35 AM

Cancel Workshop Close Workshop Copy Workshop

You have successfully retrieved your Incomplete workshop.

You can edit the information; this will allow you to complete your workshop.

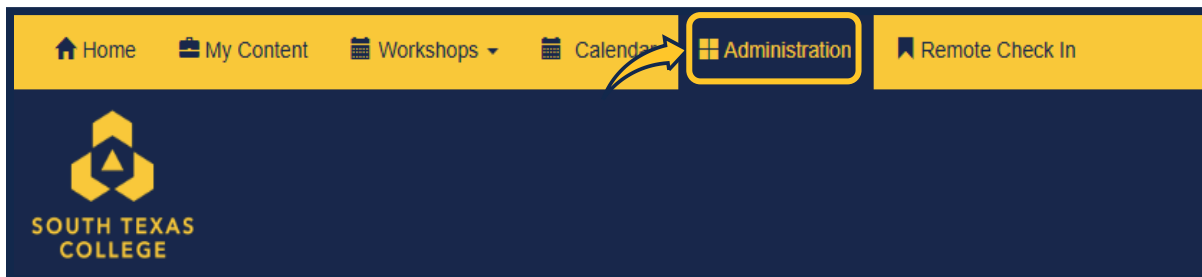
How to Download/Print Workshop Roster



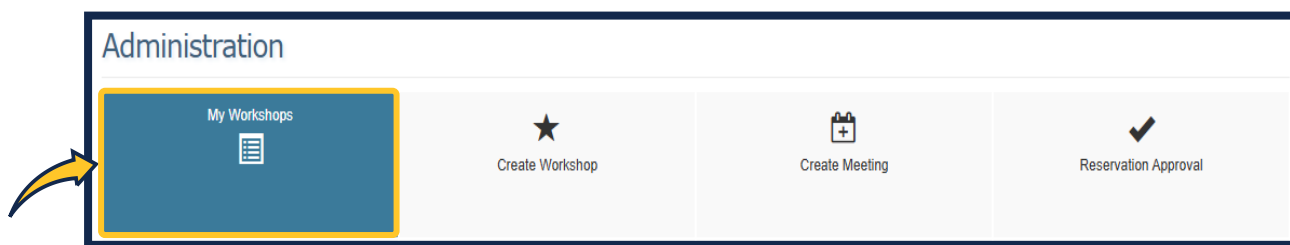
Go to southtexascollege.edu/pd-system

A login form titled "Login". It has two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my username". A blue "Log In" button is at the bottom right. Yellow arrows point to the Email field, the Password field, and the Log In button.

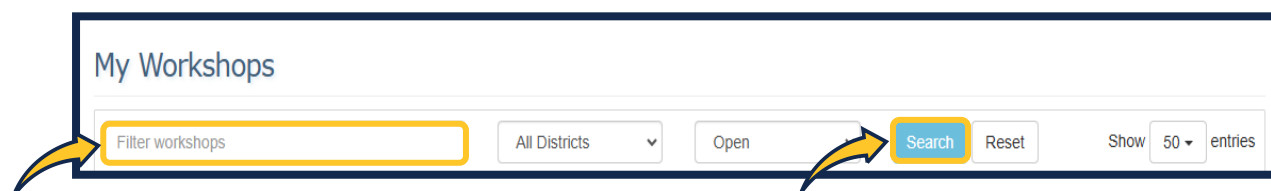
Enter your South Texas College credentials. (Same as STC computer login)



Click on **Administration**.



Under the Administration page, click on **My Workshops**. This will list the workshops you have created.



Click inside the Filter workshops box to add in your workshop title, once you have entered the number click on **Search**.

My Workshops						
321500 All Districts Open Search Reset Show 50 entries						
Workshop	Reservation Date	Title	Description	Created	Approved/Pending #	
321500	5/1/2024 3:00 PM	Power Up: Professional Development System	In this online training, participants will learn how to create workshops and meetings in the Professional Development System. By the end of the workshop participants will also learn how to sign in attendees, print reports such as attendance, evaluation, participant information, rosters for each workshop created and learn how to upload out of STC certificates.	4/19/2024 9:48:58 AM	5 / 0	Edit

Your workshop will appear, to edit or retrieve information from the workshop click on **Edit** located at the right side.

Edit Workshop

Workshop: 321500 - Power Up: Professional Development System

Status: Open - All required information has been entered.

Created By: Hirmas, Crista (chirmas@southtexascollege.edu) 4/19/2024 9:48:58 AM

[Cancel Workshop](#)
[Close Workshop](#)
[Copy Workshop](#)

Pending	Approved	Dropped
0	5	2

Workshop Notes and Documents *(Internal Use Only)* (0)

[General Info](#)
[Options](#)
[Contact Info](#)
[Reservations](#)
[Registrations](#)
[Reports](#)
[Sharing](#)

Title *

Power Up: Professional Development System

Once you have been directed to the workshop, click on the Reports tab

Reports

Workshop: 321500 - Power Up: Professional Development System

Status: Open - All required information has been entered.

Created By: Hirmas, Crista (chirmas@southtexascollege.edu) 4/19/2024 9:48:58 AM

[Cancel Workshop](#)
[Close Workshop](#)
[Copy Workshop](#)

Pending	Approved	Dropped
0	5	2

Workshop Notes and Documents *(Internal Use Only)* (0)

[General Info](#)
[Options](#)
[Contact Info](#)
[Reservations](#)
[Registrations](#)
[Reports](#)
[Sharing](#)

Select a Report

- Select a Report -

In the **Reports** page click on the drop-down arrow.

Select a Report

- Select a Report -

- Select a Report -

Workshop Attendance

Workshop Evaluations

Workshop Participant Information

Workshop Roster

Select the Workshop Roster option

Select a Report

Workshop Roster

Registration Status:

1 of 4 Find | Next

South Texas College
Workshop Roster

Workshop ID: 352175 CPE Hours: 3
Title: Business, Public Safety and Technology Division Meeting (Spring 2025)
Workshop Date: 1/13/2025 1:30:00 PM

PIN	Email		Role	Status		AM	PM	Department
1186	cclemente_5622@southtexascollege.edu	Aguilar, Christina	Faculty-Reg	Approved				
2408	lturubiates_6046@southtexascollege.edu	alanis, lyzette	Faculty-Reg	Approved				
7598	jalfaro2@southtexascollege.edu	Alfaro, Juan	Faculty-Reg	Approved				Automotive/Diesel Technology Program
2246	jbain1@southtexascollege.edu	Bain, Johnny	Faculty-Reg	Approved				Automotive/Diesel Technology Program

Your workshop report will appear below with the information

1 of 2 Find | Next

If you would like to download the Roster report, click on the Floppy Disk

Word
Excel
PowerPoint
PDF
PDF 300 DPI
TIFF file
MHTML (web archive)
CSV (comma delimited)
CSV No Header
XML file with report data
Data Feed

You can select the format you would like your Roster information to download

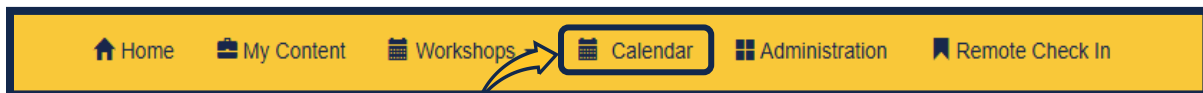
How To Complete a Mass Check-In & Register Workshop Attendees



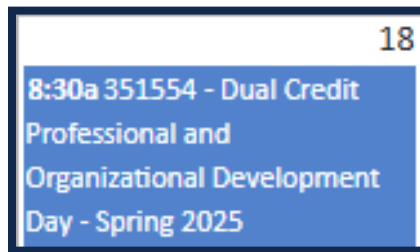
Go to southtexascollege.edu/pd-system

A screenshot of the login form. It has a title "Login" and two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my username" and a "Log In" button. Yellow arrows point to the Email field, the Password field, and the Log In button.

Enter your South Texas College credentials. (Same as STC user login)



Click on the **Calendar**



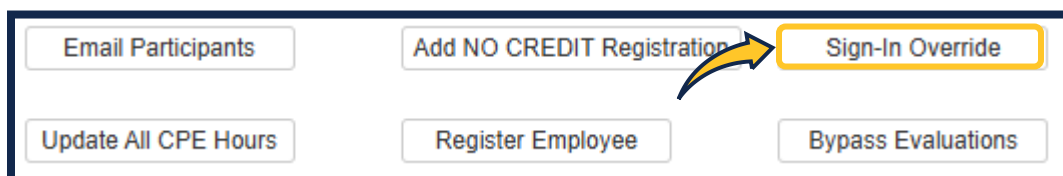
Search for your workshop under the date scheduled.
To select and open workshop click on it.



Once your workshop has opened, click on **Edit Workshop**.



Click on the **Registrations** link.



Click on the **Sign-In Override** option

Check the box next to each name of attendees that attended workshop.

Sign-In Override

Participants must be **Approved** before you can override the sign-in. *

Participant	Email	Check-ins
☐ Aberin, Robert	raberin@southtexascollege.edu	
☐ Acevedo, Jose	jacevedo_7484@southtexascollege.edu	
☐ Aguilar, Sonia	sbaquilar@southtexascollege.edu	
☐ Aguilera, Miguel	maguilera_7033@southtexascollege.edu	
☐ Aguirre, Desirae	daguirr4@southtexascollege.edu	
☐ Alaniz, Luis	lalaniz3@southtexascollege.edu	
☐ Alaniz, Marivel R.	malaniz_7275@southtexascollege.edu	
☐ Alaniz, Ryan	ralan106@southtexascollege.edu	
☐ Alfonso, Alicia	aalfonso@southtexascollege.edu	
☐ Altamira, Sandra	saltamira_0314@southtexascollege.edu	
☐ Alvarado, Cesar	calvar34@southtexascollege.edu	
☐ Amador, Alejandro	aamador_6651@southtexascollege.edu	

Total Attended: 0

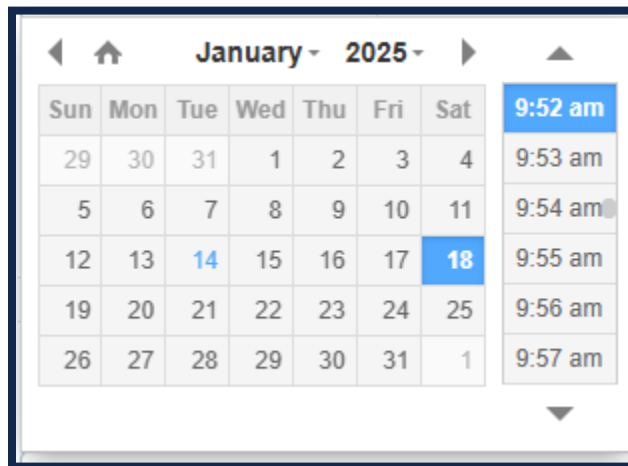
Total that **DID NOT** Attend: 295

☐ Select/Deselect All

Sign-in Date/Time *

In the **Sign-In Override** page, check all attendees that signed in at the event. Once all attendees' names have been checked, go the Sign-in Date/Time click in the box.

Note: Do Not enter the date, select date from calendar



A calendar will appear, selected the date and time of sign-in

Sign-in Date/Time *

01/18/2025 9:52 am

 **Process Sign-Ins** **Close**

Once date and time have been entered, click on the Process Sign-Ins

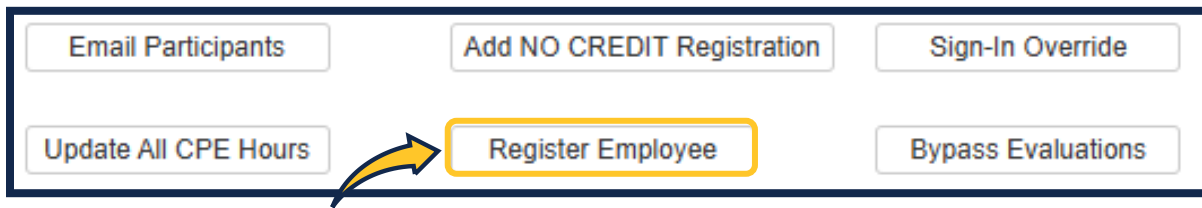
Sign-In Override

Participants must be **Approved** before you can override the sign-in. *

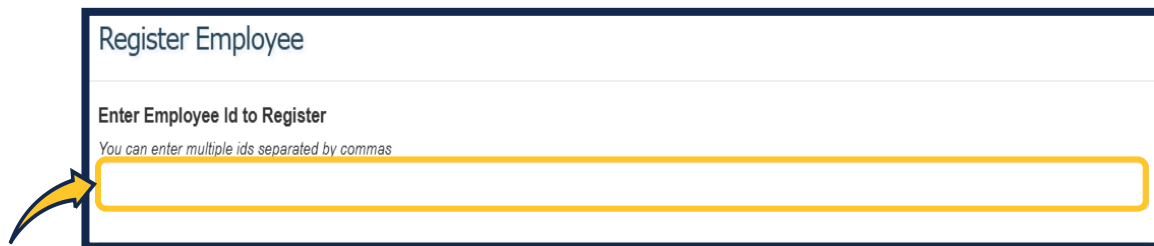
Participant	Email	Check-ins
☐ Echazarreta, Isabel	mechaza2@southtexascollege.edu	Jan 18 2025 9:00AM 
☐ Martinez Solis, Sidney	smart242@southtexascollege.edu	Jan 18 2025 9:00AM 

Sign-In Override has been completed

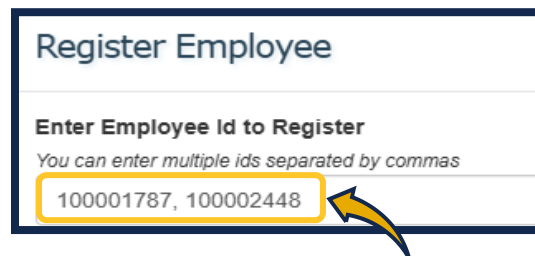
Register/Sign-In attendees not registered



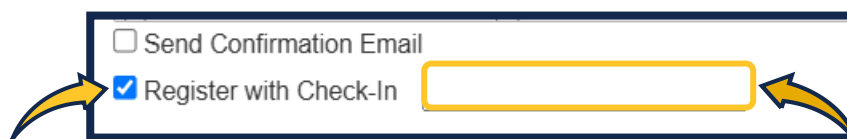
Click on **Register Employee**.



Enter employee Workday ID#, if you have multiple entries separate with a comma
Reference example below



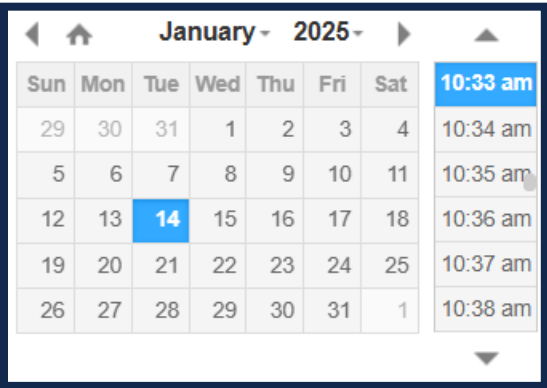
Once Workday ID# has been added scroll to the bottom of the page to enter Date/Time



If the Send Confirmation Email box is checked registered staff will receive a registration confirmation email with workshop information

Click the Register with Check-In box, then click in the box to select date and time

If both boxes are checked the staff member will be notified that they have been registered and check-in to the workshop allowing them to complete the evaluation

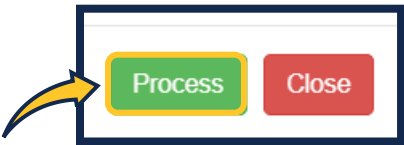


Select date and time on Calendar

☐ Send Confirmation Email

☒ Register with Check-In

Once date and time have been entered, scroll to bottom of page



Once completed click on the Process tab

Register Employee

Registered the following employee(s):

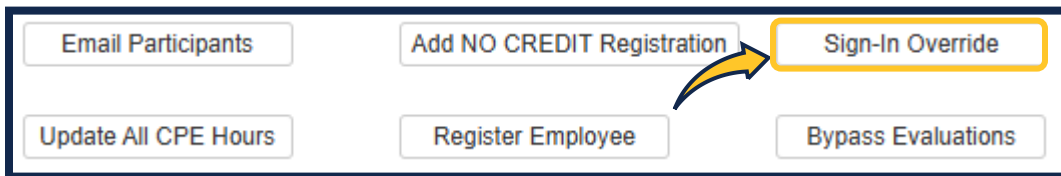
Echazarreta, Isabel	mechaza2@southtexascollege.edu	000411454
Martinez Solis, Sidney	smart242@southtexascollege.edu	000486501

Following employee(s) were already registered:

Process

Close

Review attendee names, if all information is correct click Close



To verify attendees have been signed in, go to the Sign-In tab on the Registration tab

Sign-In Override		
Participants must be Approved before you can override the sign-in. *		
Participant	Email	Check-ins
☐ Echazarreta, Isabel	mechaza2@southtexascollege.edu	Jan 18 2025 9:00AM
☐ Martinez Solis, Sidney	smart242@southtexascollege.edu	Jan 18 2025 9:00AM

Sign-In Override has been completed

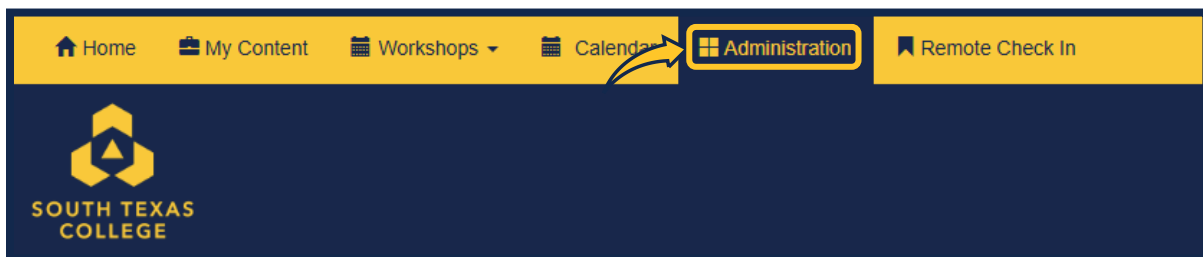
How to Download/Print Workshop Attendance Report



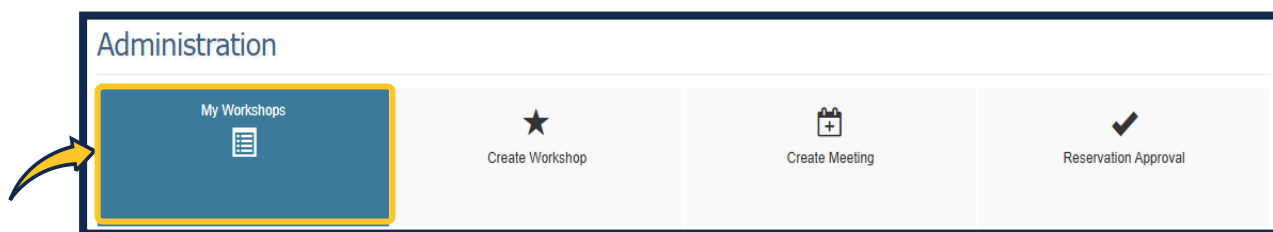
Go to southtexascollege.edu/pd-system.

A screenshot of the login form. It has a title 'Login' and two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember my username' and a 'Log In' button. Arrows point to the Email field, the Password field, and the Log In button.

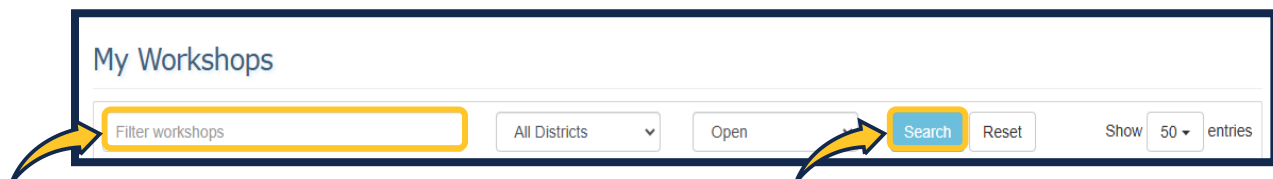
Enter your South Texas College credentials. (Same as STC computer login)



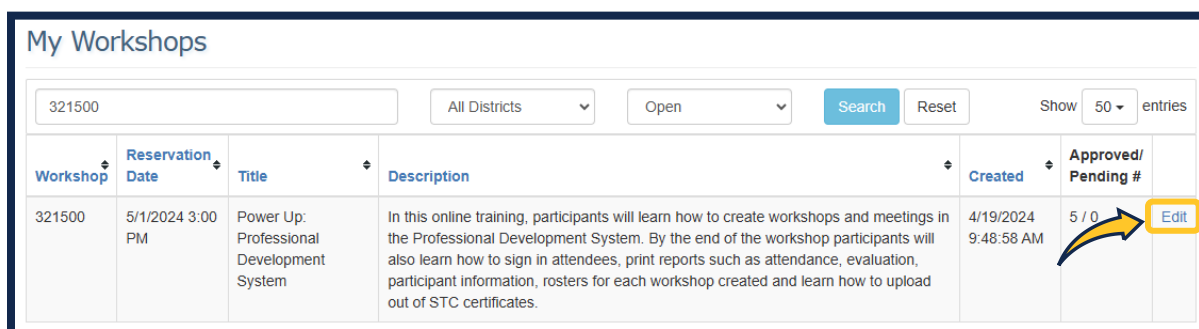
Click on **Administration**.



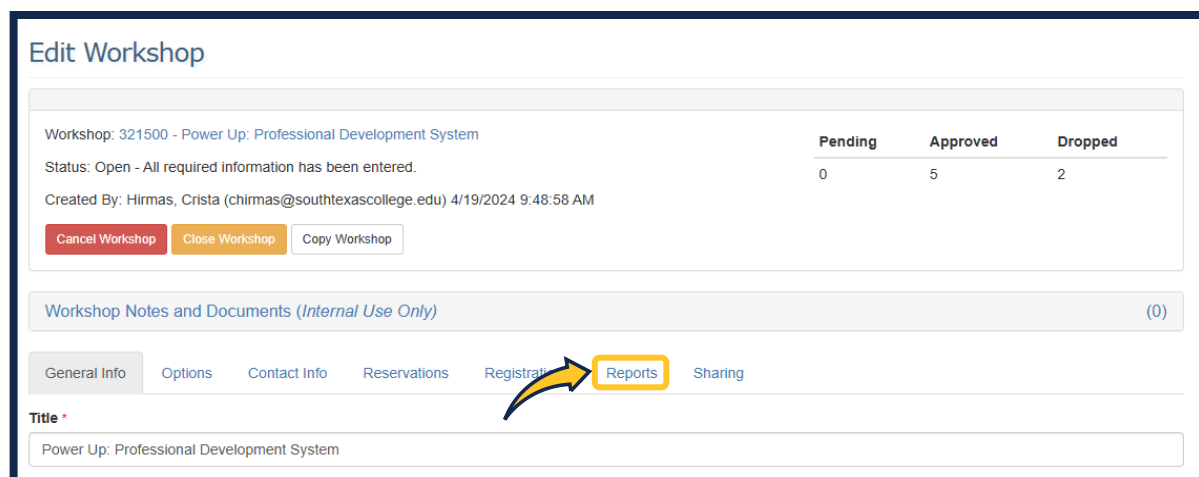
Under the Administration page, click on the **My Workshops** tab



Click inside the Filter workshops box to add in your workshop number, once you have entered the number click on **Search**



Your workshop will appear, to edit or retrieve information from the workshop click on Edit located at the right side



Once you have been directed to the workshop, click on the Reports tab

Reports

Workshop: 321500 - Power Up: Professional Development System

Status: Open - All required information has been entered.

Created By: Hirmas, Crista (chirmas@southtexascollege.edu) 4/19/2024 9:48:58 AM

[Cancel Workshop](#) [Close Workshop](#) [Copy Workshop](#)

Workshop Notes and Documents (*Internal Use Only*) (0)

[General Info](#) [Options](#) [Contact Info](#) [Reservations](#) [Registrations](#) **Reports** [Sharing](#)

Select a Report

- Select a Report -



In the Reports page click on the drop-down arrow

Select a Report

- Select a Report -

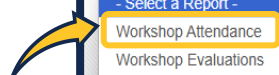
- Select a Report -

Workshop Attendance

Workshop Evaluations

Workshop Participant Information

Workshop Roster

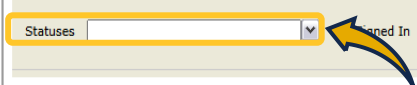


Select the Workshop Attendance option

Select a Report

Workshop Attendance

Statuses Signed In [View Report](#)



Under Status click the drop-down arrow

Statuses

☐ (Select All)

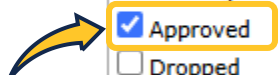
☐ Pending

☒ **Approved**

☐ Dropped

☐ Waitlist

☐ No Show



Click on the Approved option



In the Signed In drop-down box, click the (Select All) option



Once all information has been selected, click View Report

Statuses

Approved

Signed In

Signed In, Did Not Sign In

View Report

1 of 8

Find | Next

Workshop Attendance

Workshop ID: 349146

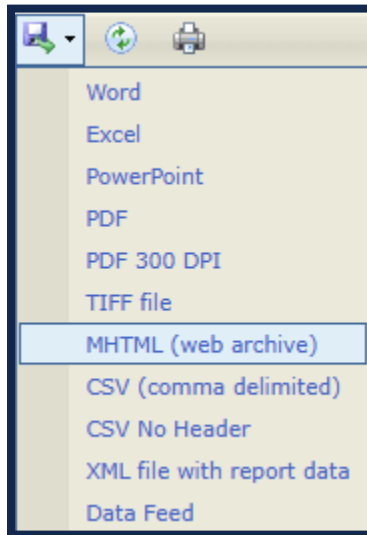
Title: Employee Appreciation Banquet | Pecan + Plaza Campus

Email	ID	Last Name	First Name	Role	Registration Date/Time	SignIn Time
crodr468@southtexascollege.edu	2630	Rodriguez	Carla		11/13/2024 10:40:07 AM	
malonso@southtexascollege.edu	0869	Alonso	Maria	Staff-Reg	11/13/2024 9:29:25 AM	
bradleya@southtexascollege.edu	1694	Altemeyer	Brad Altemeyer	Faculty-Reg	11/18/2024 11:06:23 AM	

The information will be generated and appear below



If you would like to download the evaluation report, click on the Floppy Disk



You can select the format you would like your Attendance information to be downloaded

How to Download/Print Workshop Evaluation Report

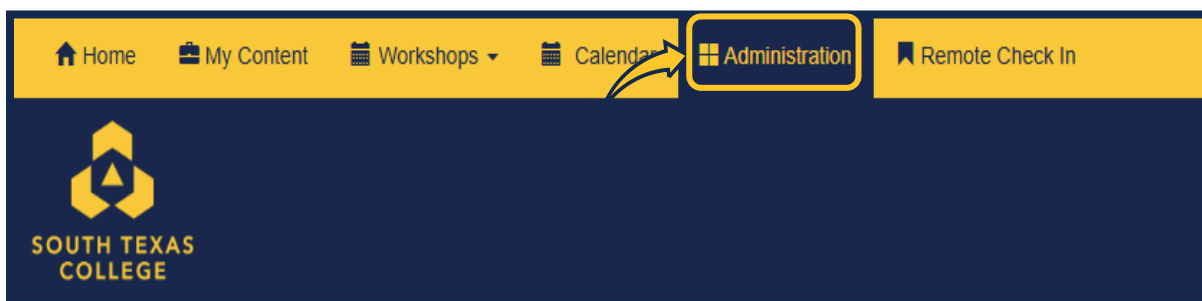


Go to southtexascollege.edu/pd-system

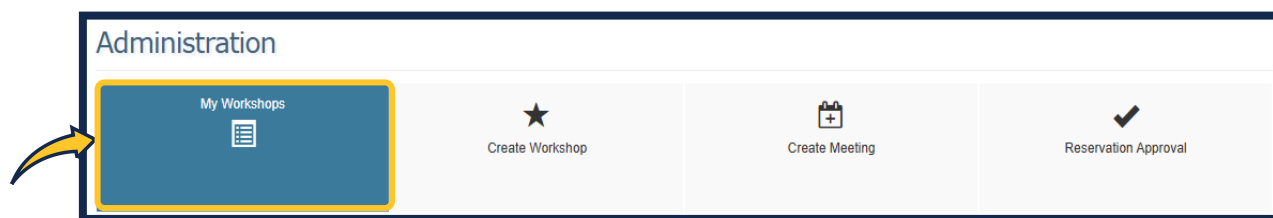
Click the **Login** option on the top right-hand corner

A screenshot of the login form. It has a title "Login" and two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my username" and a "Log In" button. Arrows point to the Email field, the Password field, and the Log In button.

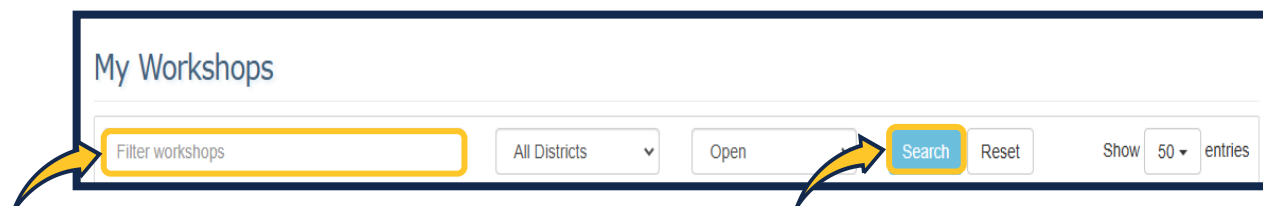
Enter your South Texas College credentials. (Same as STC username login)



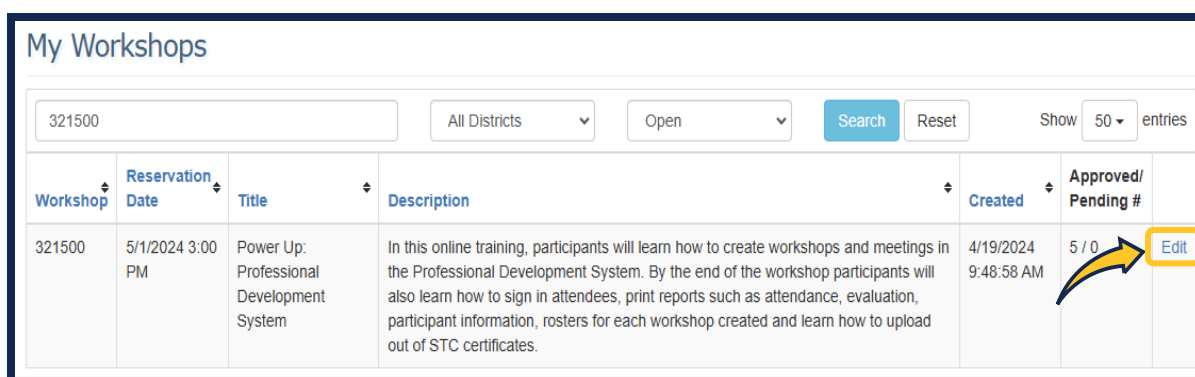
Click on the **Administration** tab



Under the Administration page, click on the **My Workshops** tab



Click inside the Filter workshops box to add in your workshop number, once you have entered the number click on **Search**



Your workshop will appear, to edit or retrieve information from the workshop click on **Edit** located at the right side

Edit Workshop

Workshop: 321500 - Power Up: Professional Development System

Status: Open - All required information has been entered.

Created By: Hirmas, Crista (chirmas@southtexascollege.edu) 4/19/2024 9:48:58 AM

[Cancel Workshop](#)
[Close Workshop](#)
[Copy Workshop](#)

Pending	Approved	Dropped
0	5	2

Workshop Notes and Documents *(Internal Use Only)* (0)

[General Info](#)
[Options](#)
[Contact Info](#)
[Reservations](#)
[Registrations](#)
[Reports](#)
[Sharing](#)

Title *

Power Up: Professional Development System

Once you have been directed to the workshop, click on the **Reports** tab.

Reports

Workshop: 321500 - Power Up: Professional Development System

Status: Open - All required information has been entered.

Created By: Hirmas, Crista (chirmas@southtexascollege.edu) 4/19/2024 9:48:58 AM

[Cancel Workshop](#)
[Close Workshop](#)
[Copy Workshop](#)

Pending	Approved	Dropped
0	5	2

Workshop Notes and Documents *(Internal Use Only)* (0)

[General Info](#)
[Options](#)
[Contact Info](#)
[Reservations](#)
[Registrations](#)
[Reports](#)
[Sharing](#)

Select a Report

- Select a Report -

In the **Reports** page click on the drop-down arrow.

Select a Report

- Select a Report -

[Workshop Attendance](#)
[Workshop Evaluations](#)
[Workshop Participant Information](#)
[Workshop Roster](#)

Select the Workshop Evaluations option

Evaluation Comments**Q9. Please Enter A Comment (Maximum of 255 Characters)****What did you most enjoy/think was best about this session? Any suggestions for improvement?:**

.

Always very informative

Another fun and informative PD for the year. Yay!

As always, this was very informative.

Blackboard features

Continuing to learn everything about dual credit!

Dr De Leon is a dynamic speaker and I have much to learn from her.

Everything.

Excellent Presentation

Excellent presentation!

good

Good info

Great overview of the program and its successes. Great opportunity to network with other dual faculty. Great way to start the semester on a positive note.

Great workshop!

I like the information provided.

Information about STC and the reasons for gathering the data.

Informative

It gave a lot of good information. I really enjoyed the speakers

It is always good to hear about any updates and/or pertinent information that can be clarified in person.

it was interactive

N/A

NA

New and very helpful information

Nice

No comments or suggestions.

Suggestion: make these sessions a week earlier than the weekend before classes begin. That gives us a whole week of preparation time and allows us to solve any issues before classes start.

Evaluation Comments**Q10. Please Enter Future Needs (Maximum of 255 Characters)****I would be more effective in my job if I received additional professional development in**

.

All was good! No complaints.

Any training on AI would be great

Awesome

Continued updates.

Department Based P.D

Faculty tools

General meeting is appropriate.

good

Gradebook

Great

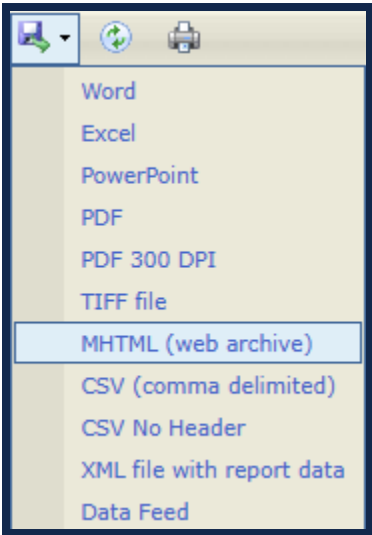
I like in person meetings. I get more out of them.)

I would like to have more information on how STC works with counselors and administrators of our high schools to ensure they understand the same elements of the dual enrollment program that we are familiar with as instructors.

Evaluation Reports are confidential, response will appear **without** adding a name to each response.



If you would like to download the evaluation report, click on the Floppy Disk



You can select the format you would like your Evaluation information to be downloaded. Although it is recommended to be downloaded in PDF format

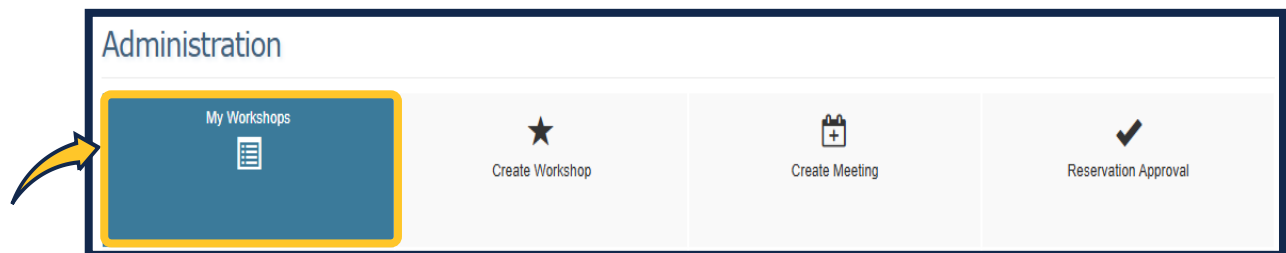
How to Download/Print Workshop Reports



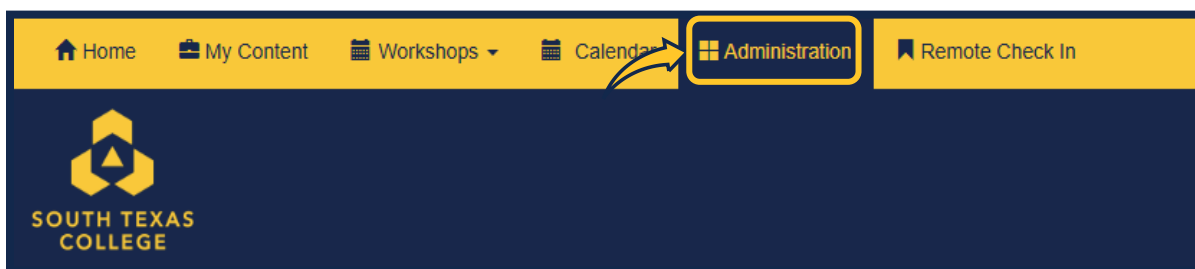
Go to southtexascollege.edu/pd-system

A screenshot of the login form. It has a title 'Login'. Below it are two input fields: 'Email' and 'Password'. There is a checkbox labeled 'Remember my username' and a 'Log In' button. Yellow arrows point to the 'Email' field, the 'Password' field, and the 'Log In' button.

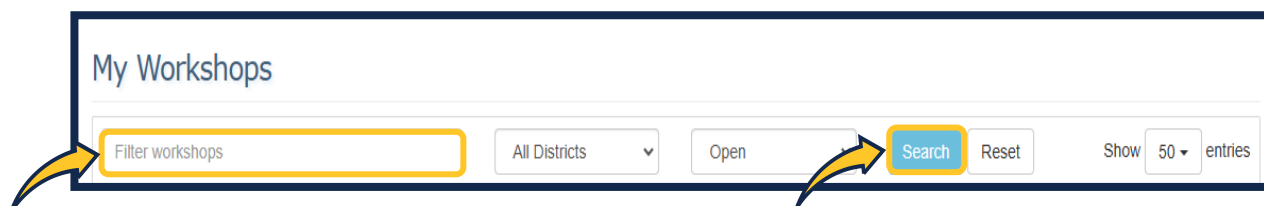
Enter your South Texas College credentials. (Same as STC computer login)



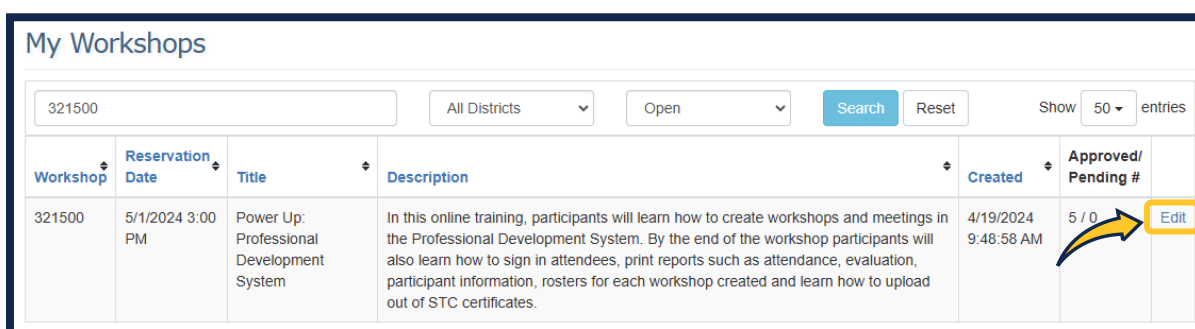
Click on the **Administration** tab.



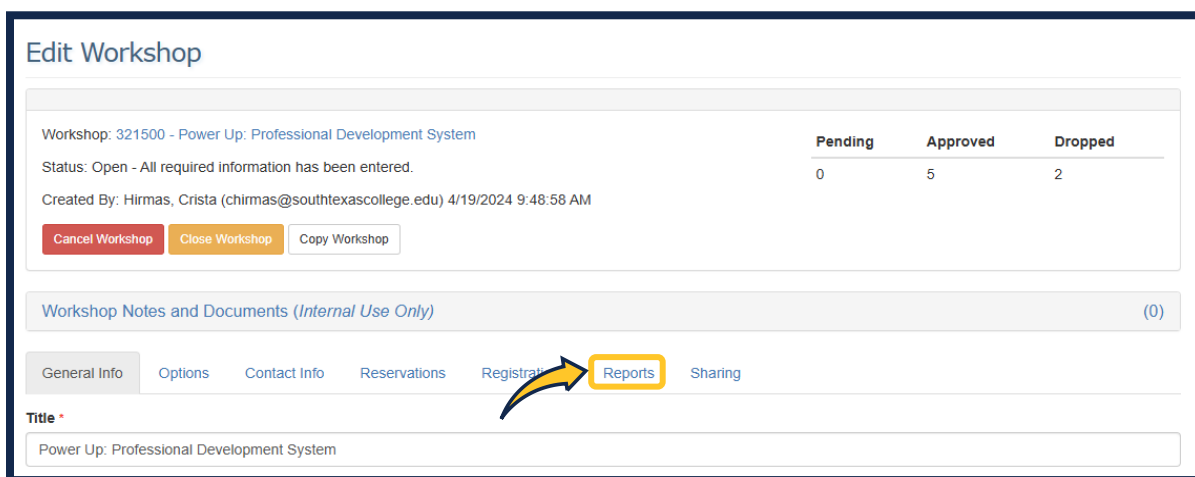
Under the Administration page, click on the **My Workshops** tab



Click inside the Filter workshops box to add in your workshop number, once you have entered the number click on **Search**



Your workshop will appear, to edit or retrieve information from the workshop click on **Edit** located at the right side



Once you have been directed to the workshop, click on the **Reports** tab

Reports

Workshop: 321500 - Power Up: Professional Development System

Status: Open - All required information has been entered.

Created By: Hirmas, Crista (chirmas@southtexascollege.edu) 4/19/2024 9:48:58 AM

Pending	Approved	Dropped
0	5	2

[Cancel Workshop](#)
[Close Workshop](#)
[Copy Workshop](#)

Workshop Notes and Documents (*Internal Use Only*) (0)

[General Info](#)
[Options](#)
[Contact Info](#)
[Reservations](#)
[Registrations](#)
[Reports](#)
[Sharing](#)

Select a Report

- Select a Report -

In the **Reports** page click on the drop-down arrow

Select a Report

- Select a Report -

- Select a Report -

Workshop Attendance

Workshop Evaluations

Workshop Participant Information

Workshop Roster

Select the **Workshop Participant Information** option

Select a Report

Workshop Participant Information

Registration Status

View Report

Under the Registration Status drop-down select

Registration Status

- ☐ (Select All)
- ☐ Pending
- ☐ Approved
- ☐ Dropped
- ☐ Waitlist
- ☐ No Show

In the drop-down box select what information you would like to download

Registration Status

- ☐ (Select All)
- ☐ Pending
- ☒ Approved
- ☐ Dropped
- ☐ Waitlist
- ☐ No Show

[View Report](#)

Example above

[View Report](#)

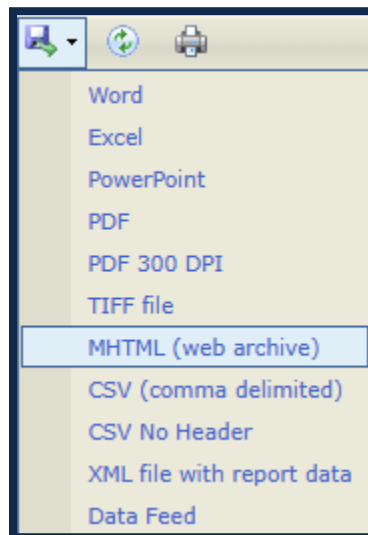
Once you have selected from the drop-down box, click on View Report to populate your report information

Workshop Participant Information					
Workshop ID: 355382					
Title: Power Up: Professional Development System					
Reg Status	ID	Last Name	First Name	Email	Phone
Approved	A00577794	Garza	Joy	jgar2270@southtexascollege.edu	(956)773-9900
Approved	A00369053	Colunga	Nayda	ncolung2@southtexascollege.edu	(956)313-9307
Approved	A00570161	Dominguez	Leslee	ldomin28@southtexascollege.edu	(956)616-8835
Approved	A00635243	Quintanilla	Eduardo	equint47@southtexascollege.edu	(956)513-5355

Example of a populated report



If you would like to download the evaluation report, click on the **Floppy Disk**



You can select the format you would like your Evaluation information to be downloaded.

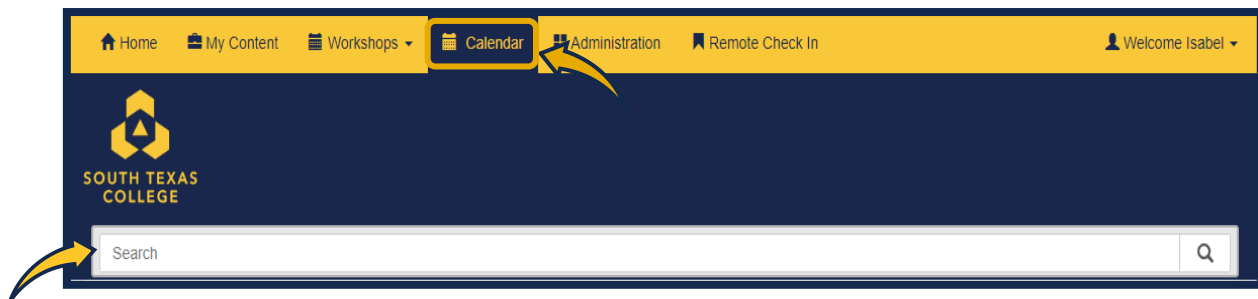
How to Register for Workshops in the Professional Development System



Go to southtexascollege.edu/pd-system

A screenshot of the login form. It has a title 'Login'. Below it are two input fields: 'Email:' and 'Password:'. Both fields are highlighted with yellow boxes and have arrows pointing to them. Below the password field is a checkbox labeled 'Remember my username'. To the right of the checkbox is a 'Log In' button, which is also highlighted with a yellow box and has an arrow pointing to it.

Enter your South Texas College credentials. (Same as STC computer login)



Enter the workshop name or number on the search bar or click on the calendar tab to search by date.

Reset Calendar

Training Reserved Test

Select School Select Room Select Subject Select Event Type

Contact Name or Email

today

October 2024

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
7a 342373 - Unlock the Power of Interactive Learning with HSP!	10a 337326 - Poll Everywhere Features Explained - Poll Everywhere in your PowerPoint Presentations	10a 337979 - STC Hazard Communication Plan Review (PCN Plaza)	10a 341512 - Starfish Training	10a 343406 - HSP Activities - Drag the Words and Crossword	8:30a 338646 - Fall 2024 PCT Test Writing Workshop	
11:30a 343629 - NAIH Division Meeting	10a 341510 - Starfish Training	2p 341511 - Starfish Training	10a 345766 - Blackboard and Yula	9a 344804 - Advanced Manufacturing Technology - Faculty Learning Community - PSJA & Palmview High School	9a 344992 - Departmental Meeting for AEDT,SRV,CNBT and ARCH	
2p 341509 - Starfish Training	10a 343265 - RN_BSN Curriculum Development (Rubrics)		1:30p 331493 - Distinguished Leadership Academy (DLA 2024-2025)	9a 344994 - October 2024 IT Program Meeting	9:30a 341396 - Civilian Response to Active Shooter Events Phase 1	
3p 338490 - The Studio - Digital Learning's New and Expanded Video Production Facility			2:30p 332425 - Faculty Advising Certification Training			
6p 342360 - Unlock the Power of Interactive Learning with HSP!						

If you select the Calendar option, you will be directed to the calendar. Under the calendar all the workshops/meetings scheduled will appear.

Workshop Registration Details

Register Edit Workshop

Complete Attendance not available before workshop starts.

Workshop Id	Workshop Title
330883	Developing Excellence in Learning and Teaching Academy (DELTA) Online Academy - Fall 2024 (10/09-11/20)

Description

Purpose
The Developing Excellence in Learning and Teaching Academy (DELTA) Online will help Dual Credit and Adjunct Faculty to become part of the South Texas College family. DELTA Online will provide participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment.

Timeline
Participants will have six weeks to complete all course requirements but are encouraged to complete each module on a weekly basis. DELTA starts on Wednesday, October 9.

Learning Modules
The Academy is fully online and consists of six learning modules:

- The Community College Philosophy
- Dual Credit and Adjunct Faculty Responsibilities
- Creating a College Environment
- College Knowledge for Faculty
- Connecting Students to College Resources
- Dual Enrollment Program Assessment and Monitoring

Once you have selected the workshop, you can review the **Workshop Registration Details and Register**.

Continue with Registration [X]

Verify Your Current District/Campus

☐ I do not work for a District/School

Region: Region 01 [v]
District: South Texas College [v]
School: STC Pecan Campus [v]

Verify Your Job Role

Job Role: Secretarial/Clerical [v]

Workshop Cancellations
Workshop Fee will be charged to those who fail to show for a workshop.
To avoid the charge, Staff Development contacts for this workshop must be notified in writing at least 3 business days prior to workshop date.
Cancellation must include name, workshop # and email address.

☐ **Agree With Statement Above**

Confirm Registration **Close**

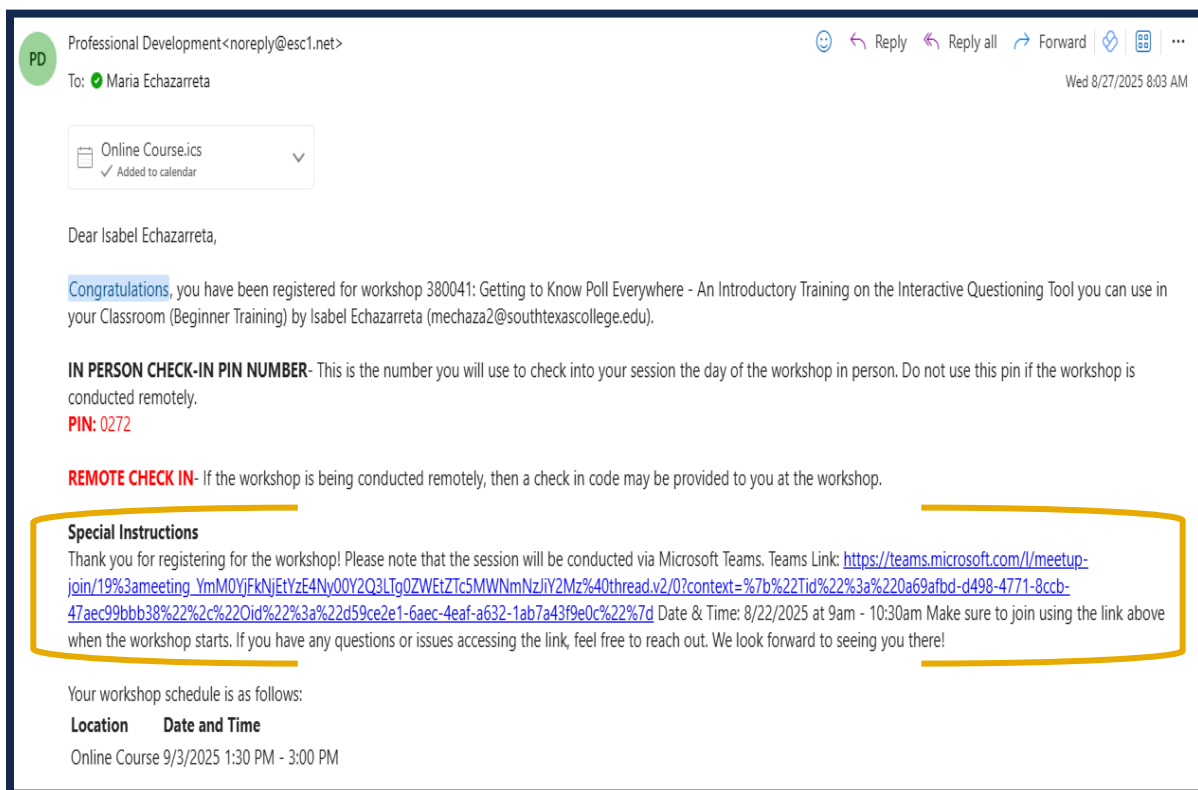
Check the box **I Agree with Statement Above** and **Confirm Registration**. (Do not worry about fees, STC does not charge for cancellation of a workshop)

Workshop Registration [X]

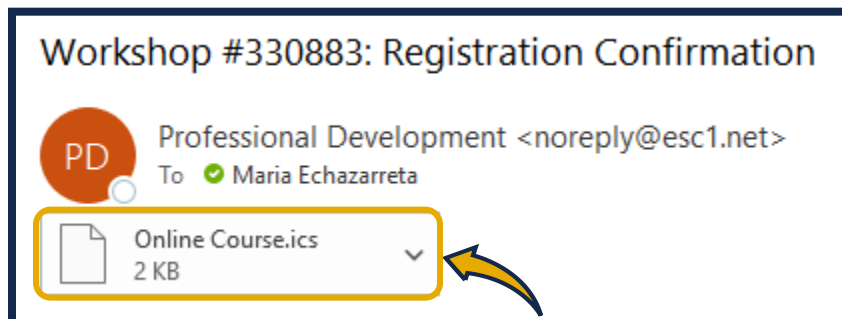
You have successfully registered for this workshop.

Close

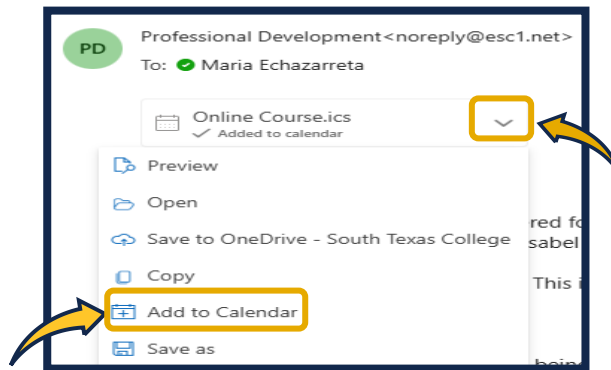
You should receive the message below indicating a successful registration.



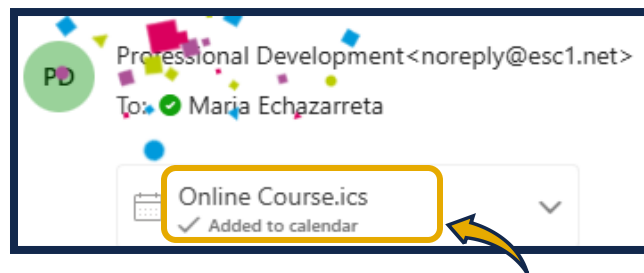
Check your South Texas College email for a confirmation email. The email will contain a calendar invite; the email may also contain **Special Instructions**. If the workshop is an online workshop the link will be found under this section.



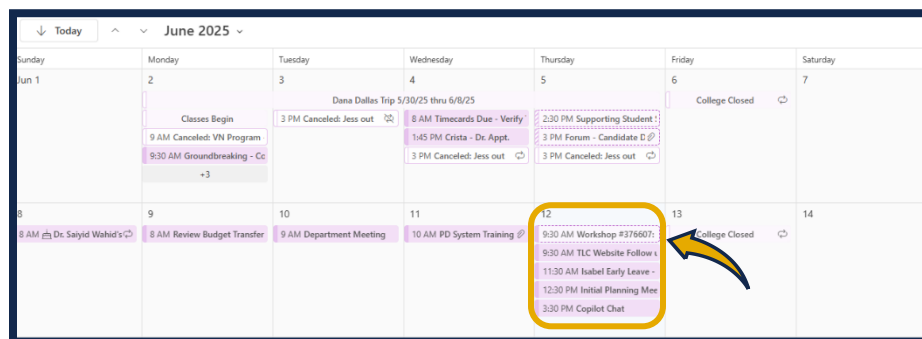
To save the workshop information on your Outlook calendar, click on the **Online Course** drop-down box, referenced as an attachment in your email.



Click on the **Online Course** drop down box, in the drop-down box select the **Add to Calendar**



The Workshop information will be added to your Outlook Calendar, under the Online Course attachment on your email you will notice the ✓Added to calendar has appeared



Your workshop will appear on your Outlook Calendar

Congratulations! You have completed your workshop registration and calendar reminder.

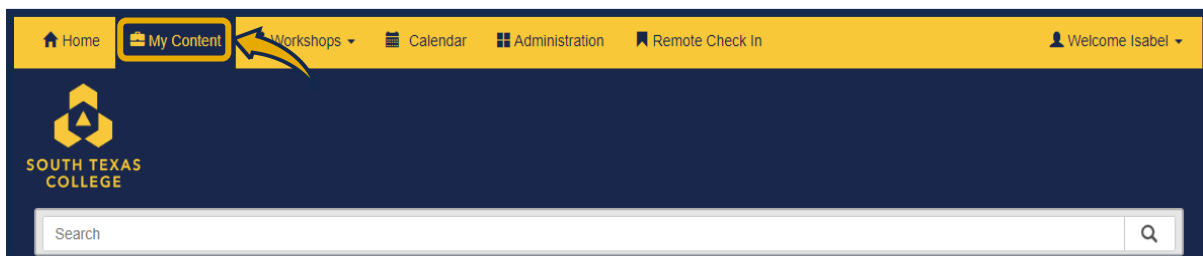
How to View/Drop Registered Workshops



Go to southtexascollege.edu/pd-system

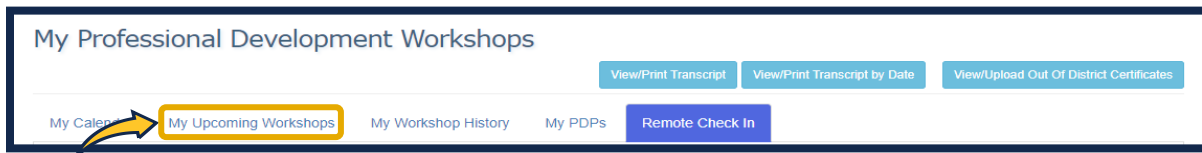
A screenshot of the Login form. It has fields for 'Email' and 'Password', a 'Remember my username' checkbox, and a 'Log In' button. Yellow arrows point to each of these elements.

Enter your South Texas College credentials. (Same as STC computer login)

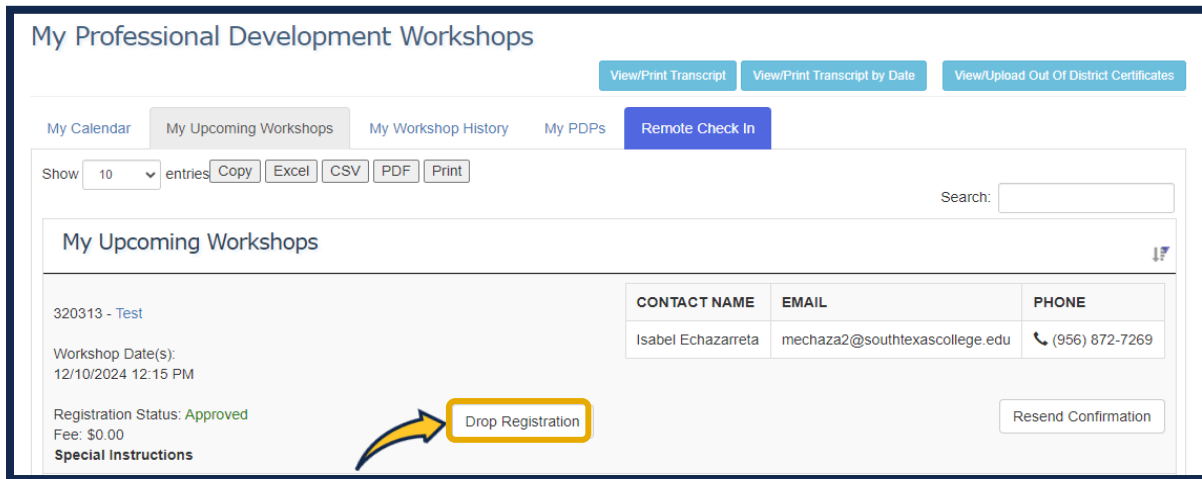


Click on the **My Content** tab

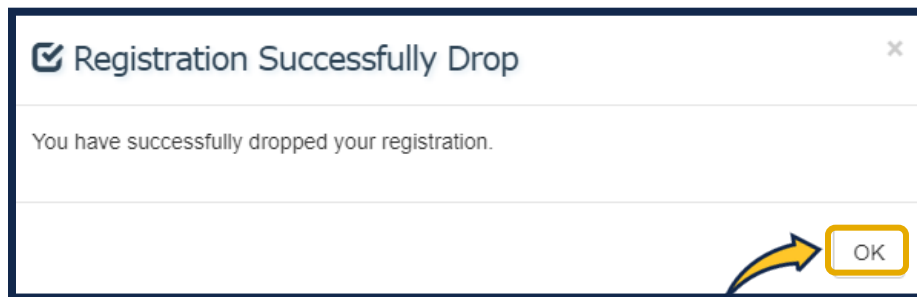
Note: Under the My Content section you can find the workshops you have registered to attend.



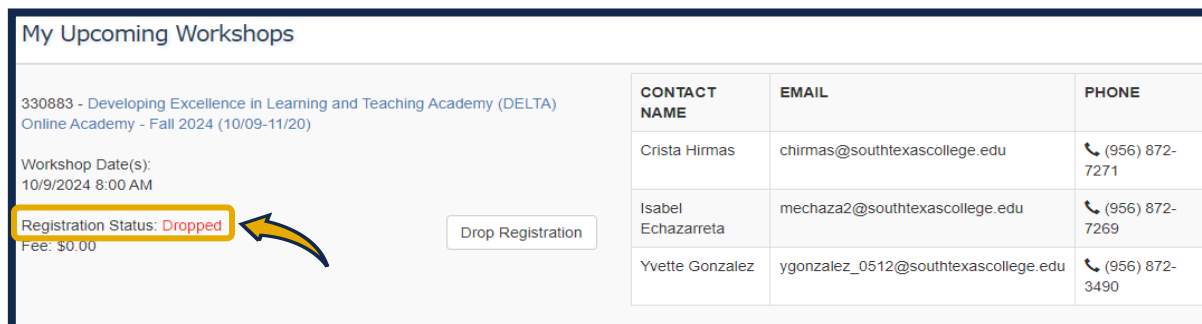
Click on **My Upcoming Workshops**.



You can view your upcoming workshops. If you would like to drop the workshop, select the **Drop Registration** tab.



You will receive **Registration Successfully Drop** message, click on the **OK** to complete the drop.



Your **Registration Status** under your workshop will indicate **Dropped** in red.

How to Complete Workshop Evaluation



Go to southtexascollege.edu/pd-system

Click the Login option on the top right-hand corner

Login

Email:

Email

Password:

Password

☐ Remember my username

Log In

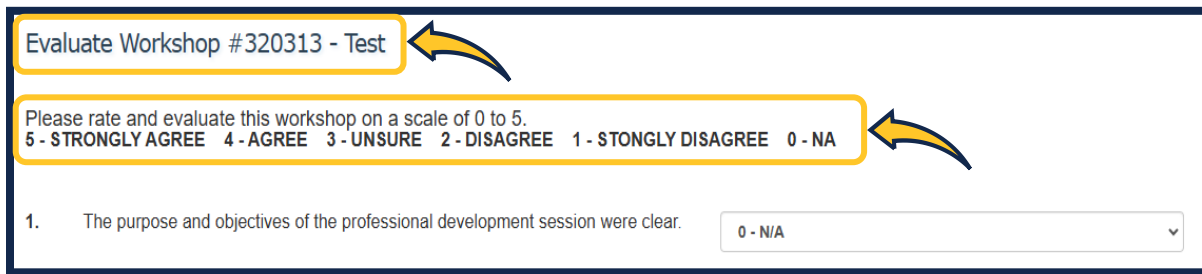
Fill in email and

Login using your STC credentials, once completed click the Log In button.

You have Pending Evaluation(s). Click here to finalize.

	Workshop ID	Workshop Title	Workshop Date	Evaluate
Participation Evaluation	320313	Test	12/10/2024 12:15 PM	Evaluate This Workshop

Once you log in you will see **You have Pending Evaluation(s)**. Click here to finalize. When you click on the drop-down arrow you will see your pending evaluation(s). To start your workshop evaluation, click on **Evaluate This Workshop**.



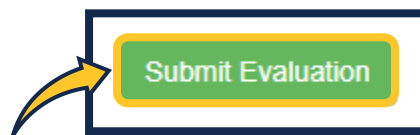
Evaluate Workshop #320313 - Test

Please rate and evaluate this workshop on a scale of 0 to 5.
5 - STRONGLY AGREE 4 - AGREE 3 - UNSURE 2 - DISAGREE 1 - STONGLY DISAGREE 0 - NA

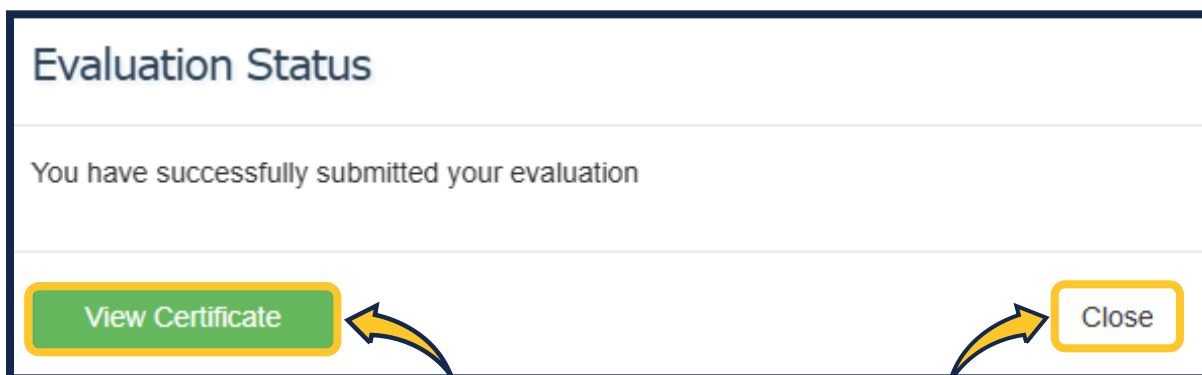
1. The purpose and objectives of the professional development session were clear. 0 - N/A

This screenshot shows the 'Evaluate Workshop' interface. A yellow box highlights the workshop title 'Evaluate Workshop #320313 - Test' with an arrow pointing to it. Another yellow box highlights the rating scale instructions and options: 'Please rate and evaluate this workshop on a scale of 0 to 5. 5 - STRONGLY AGREE 4 - AGREE 3 - UNSURE 2 - DISAGREE 1 - STONGLY DISAGREE 0 - NA', with an arrow pointing to it. Below, a dropdown menu for item 1 is shown with '0 - N/A' selected.

You will be directed to the **Evaluate Workshop** page. The workshop number will appear with the name of the workshop. Reference the rate scale prior to starting the evaluation.



Once you have completed your evaluation, click on the Submit Evaluation at the bottom of the page.



Evaluation Status

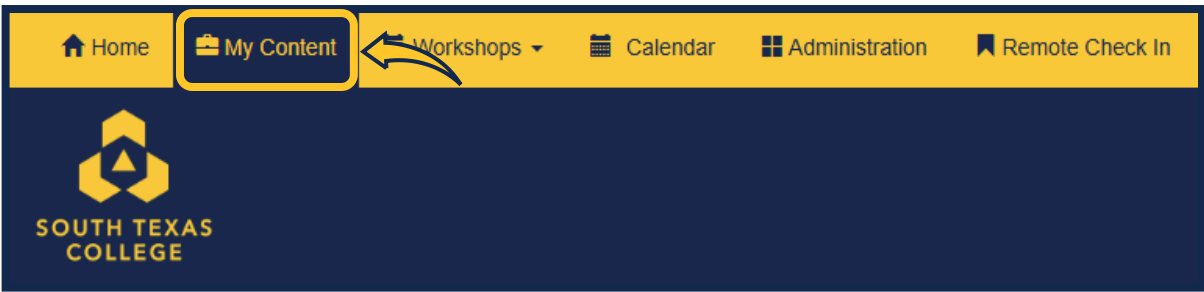
You have successfully submitted your evaluation

View Certificate Close

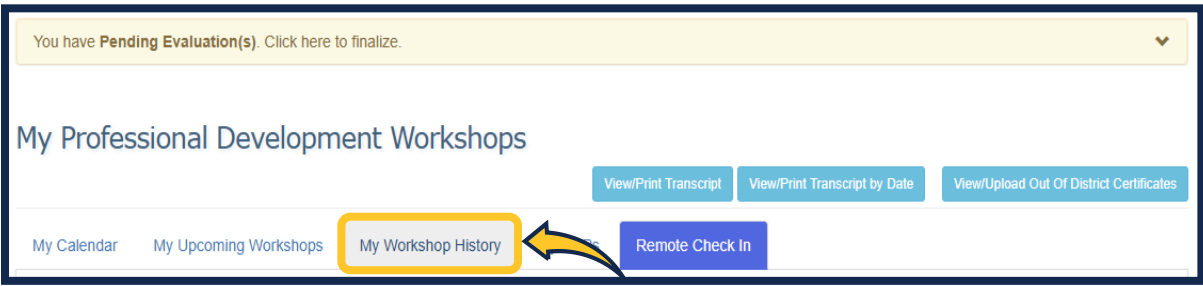
This screenshot shows the 'Evaluation Status' page. It features a green 'View Certificate' button and a yellow 'Close' button at the bottom. Yellow arrows point to each button from below.

Click on **View Certificate** if you would like to print or save your certificate.
Click on Close if you do not wish to print or save your certificate.

Second Option to complete a Workshop Evaluation, follow steps below



Once you have logged into the Professional Development System, select the My Content tab at the top of the page



You will be directed to the My Professional Development Workshops page
Select the **My Workshop History** tab

355934 - ADC Training Meeting-Test

Workshop Date(s):
1/17/2025 10:15 AM

Registration Status: Approved
Attendance Status: Sign-In Confirmed
Evaluation Status: Evaluation Confirmed



Resend Confirmation

CONTACT NAME	EMAIL	PHONE
Isabel Echazarreta	mechaza2@southtexascollege.edu	(956) 872-7269

320313 - Test

Workshop Date(s):
12/10/2024 12:15 PM

Registration Status: Approved
Attendance Status: Sign-In Confirmed
Evaluation Status: Evaluation Missing

Resend Confirmation

CONTACT NAME	EMAIL	PHONE
Isabel Echazarreta	mechaza2@southtexascollege.edu	(956) 872-7269

You will see a list of all your workshops

320313 - Test

CONTACT NAME
EMAIL
PHONE

Isabel Echazarreta
mechaza2@southtexascollege.edu
(956) 872-7269

Workshop Date(s):
12/10/2024 12:15 PM

Registration Status: Approved
Attendance Status: Sign-In Confirmed
Evaluation Status: Evaluation Missing

Resend Confirmation

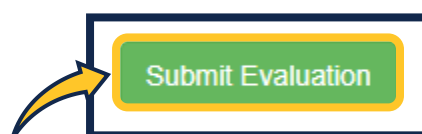
Workshops that have not been evaluated will indicate **Evaluation Missing** under the Evaluation Status. Reference image below

Evaluate Workshop #320313 - Test

Please rate and evaluate this workshop on a scale of 0 to 5.
5 - STRONGLY AGREE 4 - AGREE 3 - UNSURE 2 - DISAGREE 1 - STONGLY DISAGREE 0 - NA

1. The purpose and objectives of the professional development session were clear.
0 - N/A

Once you select the **Evaluation Missing** box you will be directed to the workshop. The workshop number will appear with the name of the workshop. Reference the rate scale prior to starting the evaluation



Once you have completed your evaluation, click on the Submit Evaluation at the bottom of the page.

Evaluation Status

You have successfully submitted your evaluation

View Certificate

Close

Click on the View Certificate if you would like to print or save your certificate.
Click on Close if you do not wish to print or save your certificate.



Your certificate will appear as image above.

How to Print/Download a Certificate

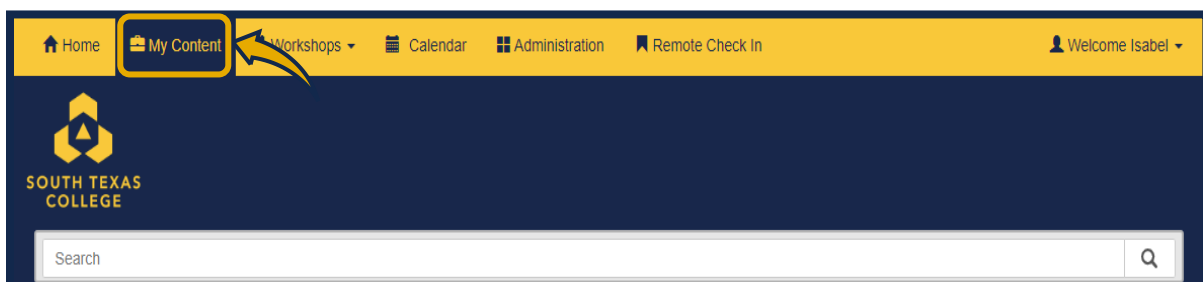


Go to southtexascollege.edu/pd-system

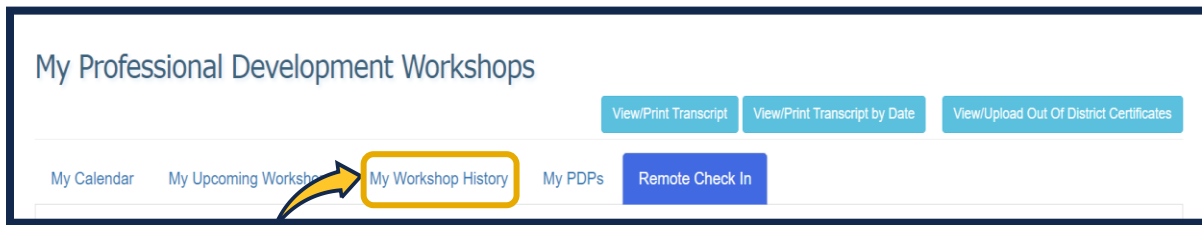
Click the Login option on the top right-hand corner

A screenshot of the Login form. It has a title "Login" and two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my username" and a "Log In" button. Yellow arrows point to the Email field, the Password field, and the Log In button.

Enter your South Texas College credentials. (Same as STC computer login)



Click on the **My Content** tab.



Click on **My Workshop History**.



Locate your workshop from your list. Next, click on the certificate icon and this will allow you to download and print your certificate.

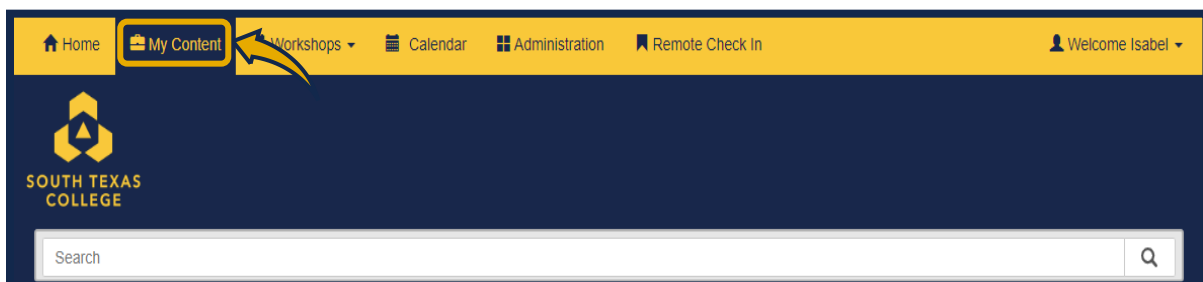
How to Print/Download a Transcript



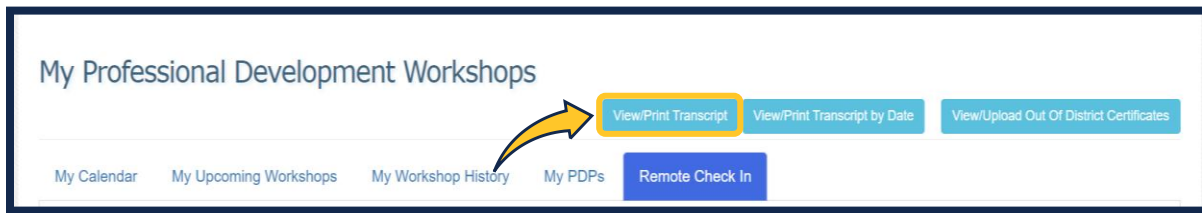
Go to southtexascollege.edu/pd-system

A screenshot of the Login form. The form has a title "Login" and two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my username" and a "Log In" button. Arrows point to the Email field, the Password field, and the Log In button.

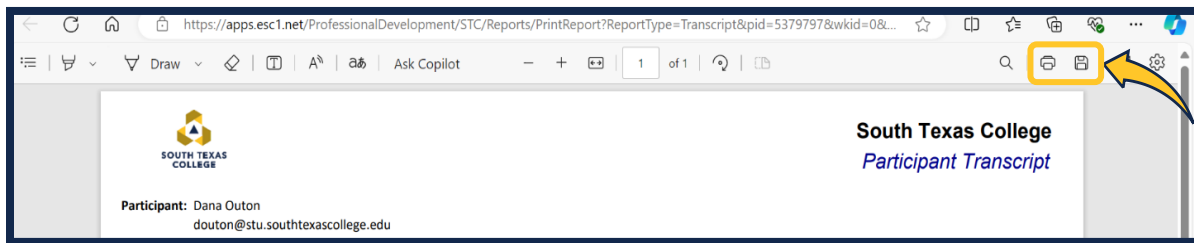
Enter your South Texas College credentials. (Same as STC computer login)



Click on the **My Content** tab.

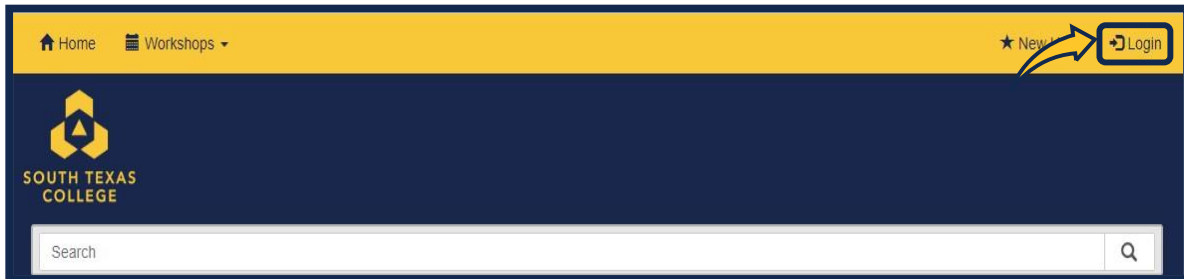


Click on **View or Print Transcript**.



You can either download or print your transcript.

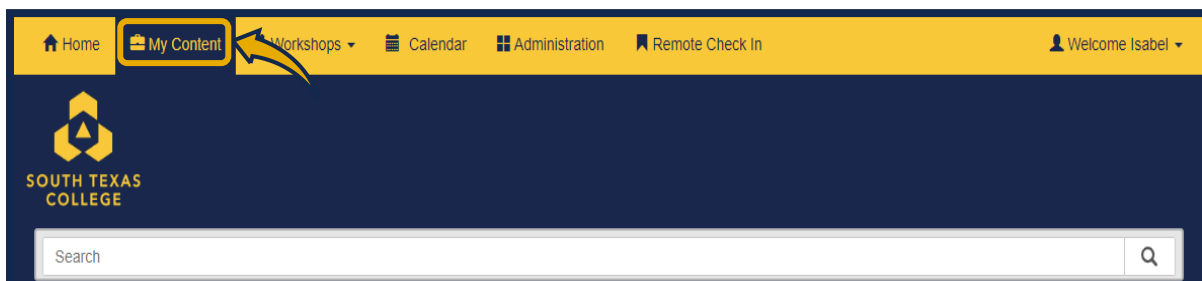
How to View/Upload Out of District Certificate



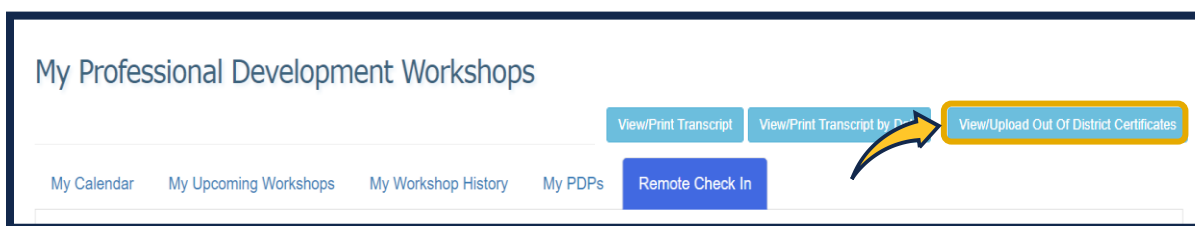
Go to southtexascollege.edu/pd-system

A screenshot of the login form. It has a title "Login" and two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my username" and a "Log In" button. Arrows point to the Email field, the Password field, and the Log In button.

Enter your South Texas College credentials. (Same as STC login)



Click on the **My Content** tab.



Click on **View/Upload Out of District Certificates**.

Complete the Out of District Certification fields, all fields with the * red asterisk must be filled.

- **Training Dates** provide the Start and End Dates you attended the trainings.
- **Title of Certificate** enter the Title of the workshop as listed on the certificate.
- **CPE Hours** enter the number of hours this course is worth.

Certificate Type select the Subject Area(s) that provide the available credits provided by the certificate by moving them from the left to the right.

Room Reserve Contact List

Pecan Campus

Room Reservations

Christina Cantu

christyc@southtexascollege.edu

872-2221

Sonia Cuellar

scuell@southtexascollege.edu

872-8318

Facility Reservations

Jeannette Rios

jrios160@southtexascollege.edu

872-3536

- Student Union
- H126 (old Cafeteria)
- H216
- Cooper Center Theater
- Auditorium (Bldg. D)

Board Room

Venisa Earhart

vgarza_2077@southtexascollege.edu

872-3555

Active Learning Classrooms

alcrequest@southtexascollege.edu

Jocelyn Saenz

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872-5695

Health Science Professions Campus

Adolfo Grimaldo

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872-3223

Mid-Valley Campus

Carol Rodriguez

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447-6631

Regional Center for Public Safety Excellence (RCPSE)

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872-4200

Starr Campus

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Teaching and Learning Assistant

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Please contact the Teaching and Learning Center with any questions at
southtexascollege.edu/tlc/

