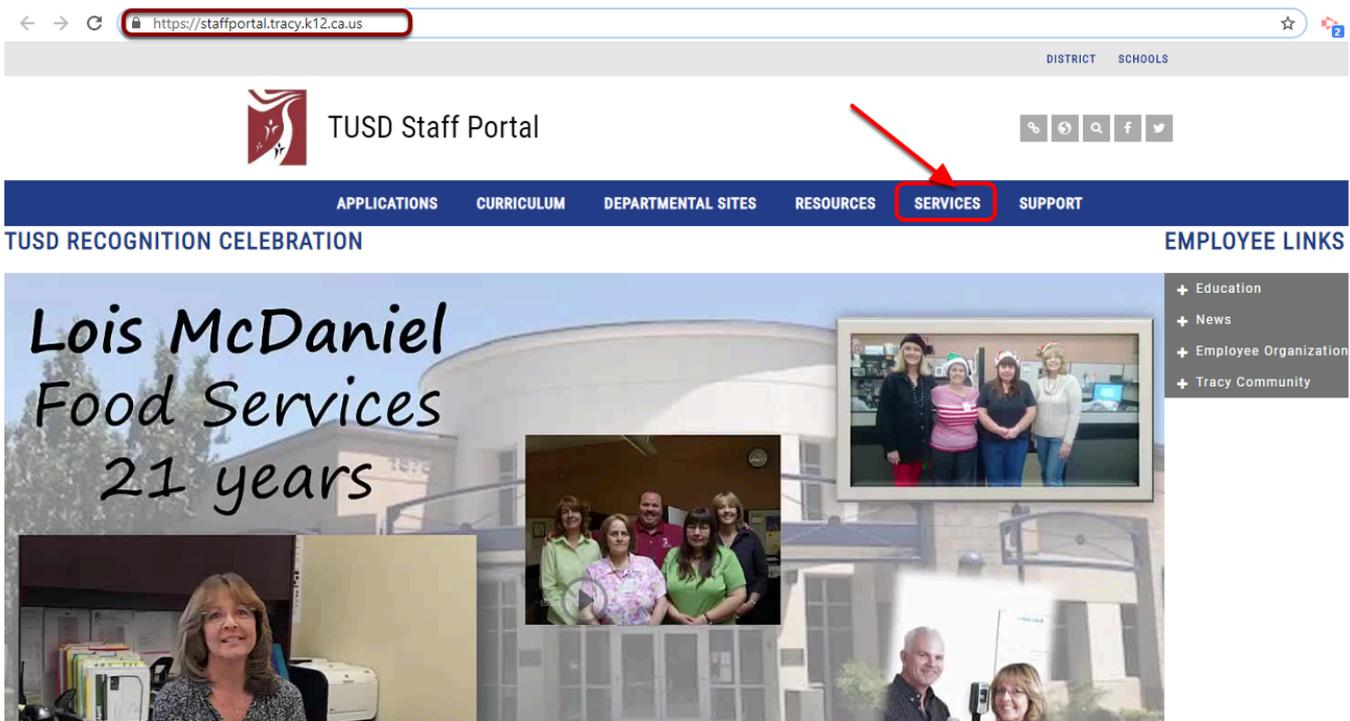


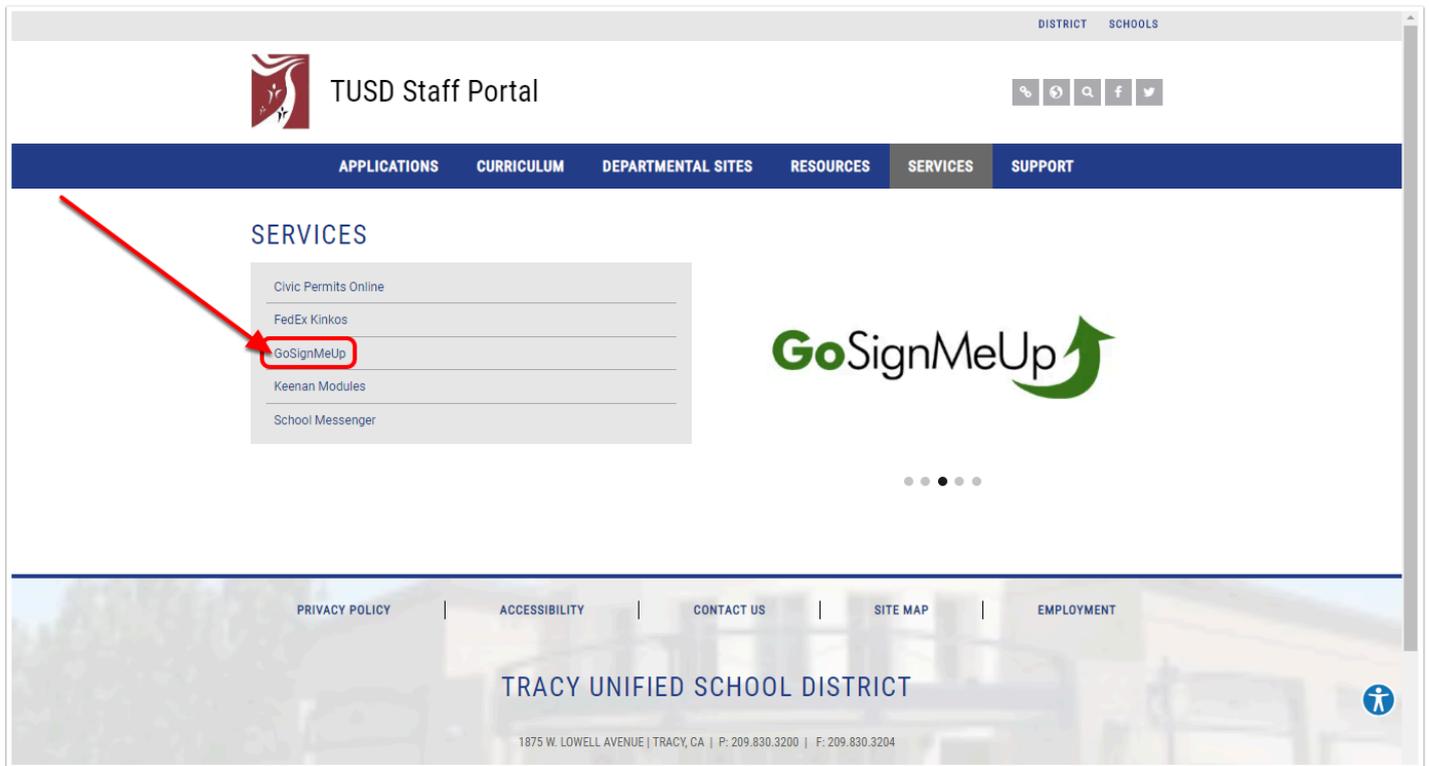
How Do I Register for a Tracy Unified School District Course_Rev1

This lesson will show you how to use our registration software.

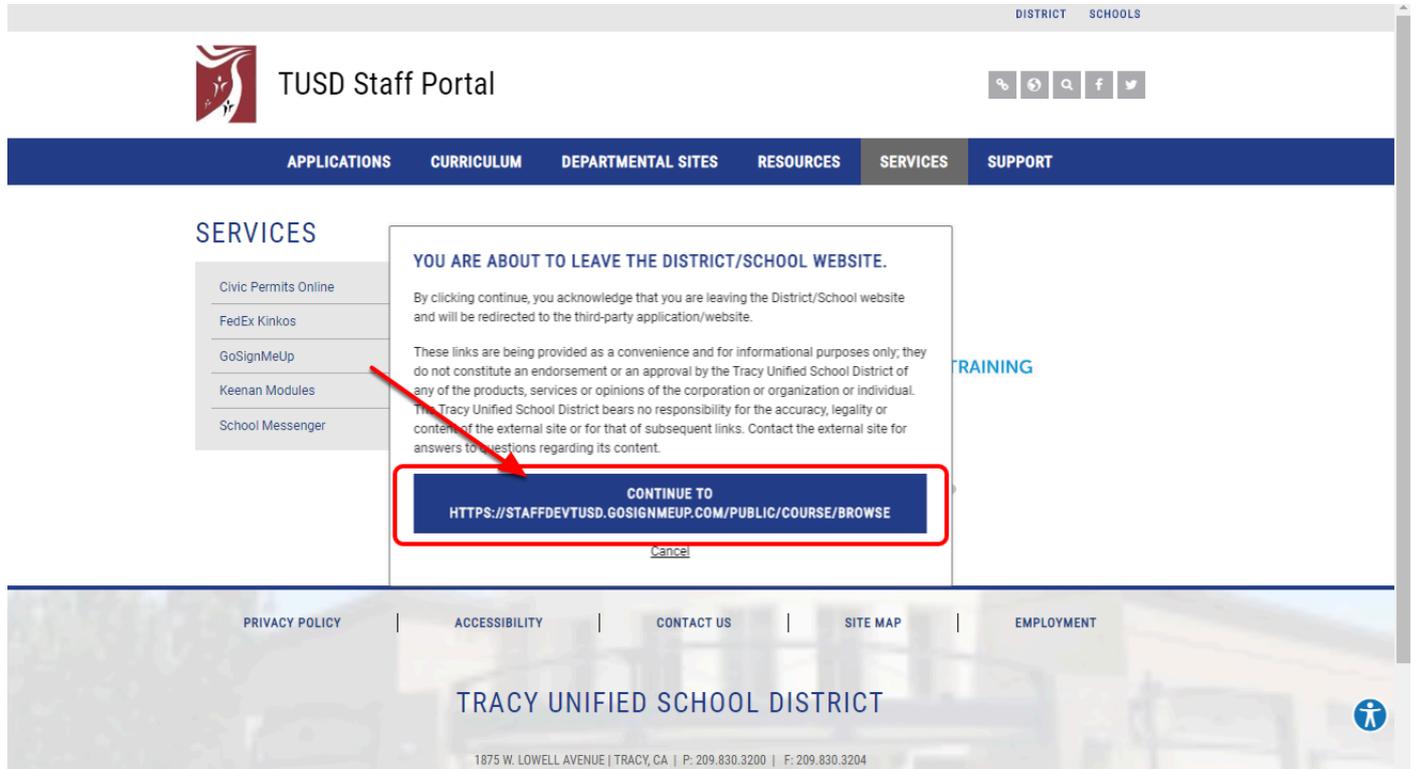
1) If you are logging in from the TUSD Staff Portal see login instructions, Sections 1-3. If you are logging in directly from the TUSD GSMU website see login instructions starting at Section 4. From the TUSD Staff Portal make sure you are on our registration site at: <https://staffportal.tracy.k12.ca.us/>. Then click on the SERVICES button at the top.



2) Click on the GoSignMeUp button at the left of your screen to be taken to your secure login page.

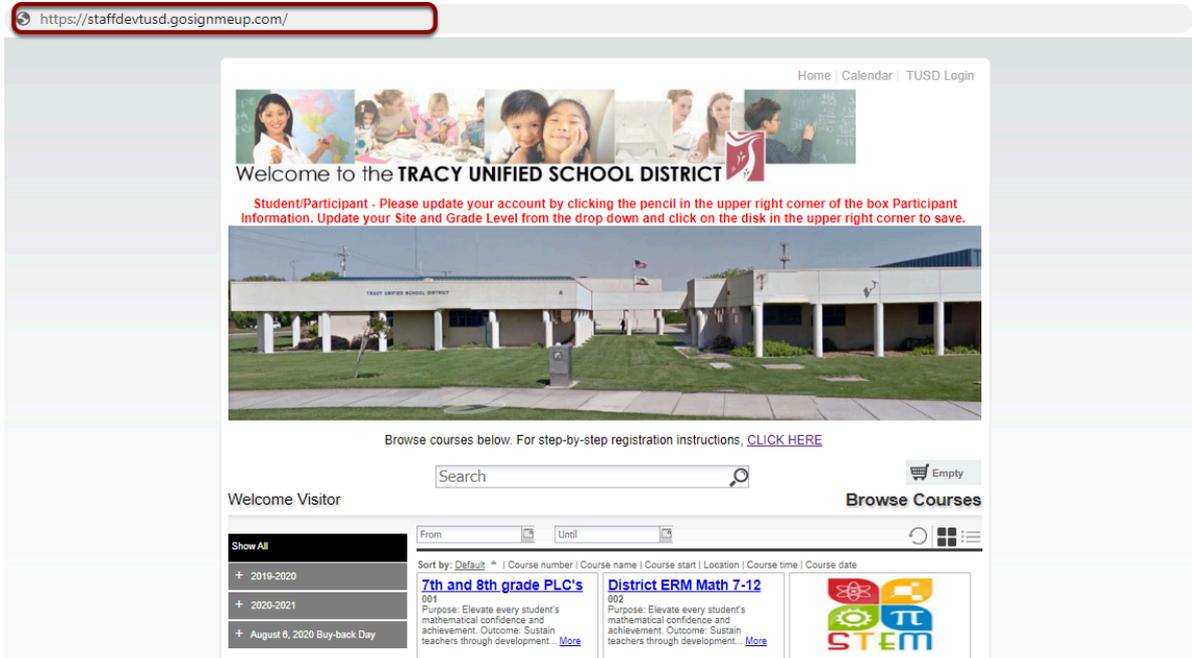


3) Click on the blue button "CONTINUE TO <https://staffdevtUSD.gosignmeup.com/Public/Course/Browse>" button to continue to an external site.



The screenshot shows the TUSD Staff Portal interface. At the top, there is a header with the TUSD logo and the text "TUSD Staff Portal". Below the header is a navigation bar with tabs for "APPLICATIONS", "CURRICULUM", "DEPARTMENTAL SITES", "RESOURCES", "SERVICES", and "SUPPORT". The "SERVICES" tab is active, and a list of services is displayed on the left, including "Civic Permits Online", "FedEx Kinkos", "GoSignMeUp", "Keenan Modules", and "School Messenger". A red arrow points from the "GoSignMeUp" link to a dialog box. The dialog box has the title "YOU ARE ABOUT TO LEAVE THE DISTRICT/SCHOOL WEBSITE." and contains the following text: "By clicking continue, you acknowledge that you are leaving the District/School website and will be redirected to the third-party application/website. These links are being provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by the Tracy Unified School District of any of the products, services or opinions of the corporation or organization or individual. The Tracy Unified School District bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content." Below the text is a blue button with the text "CONTINUE TO [HTTPS://STAFFDEVTUSD.GOSIGNMEUP.COM/PUBLIC/COURSE/BROWSE](https://staffdevtUSD.gosignmeup.com/Public/Course/Browse)". A red box highlights this button. Below the button is a "Cancel" link. The footer of the page contains links for "PRIVACY POLICY", "ACCESSIBILITY", "CONTACT US", "SITE MAP", and "EMPLOYMENT", along with the Tracy Unified School District logo and contact information: "1875 W. LOWELL AVENUE | TRACY, CA | P: 209.830.3200 | F: 209.830.3204".

4) You are logging in from the TUSD GSMU website, make sure you are on our registration site at: <https://staffdevtUSD.gosignmeup.com>



https://staffdevtUSD.gosignmeup.com/

Home | Calendar | TUSD Login

Welcome to the **TRACY UNIFIED SCHOOL DISTRICT**

Student/Participant - Please update your account by clicking the pencil in the upper right corner of the box Participant Information. Update your Site and Grade Level from the drop down and click on the disk in the upper right corner to save.

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Visitor   Empty

Browse Courses

From Until

Sort by: **Default** | Course number | Course name | Course start | Location | Course time | Course date

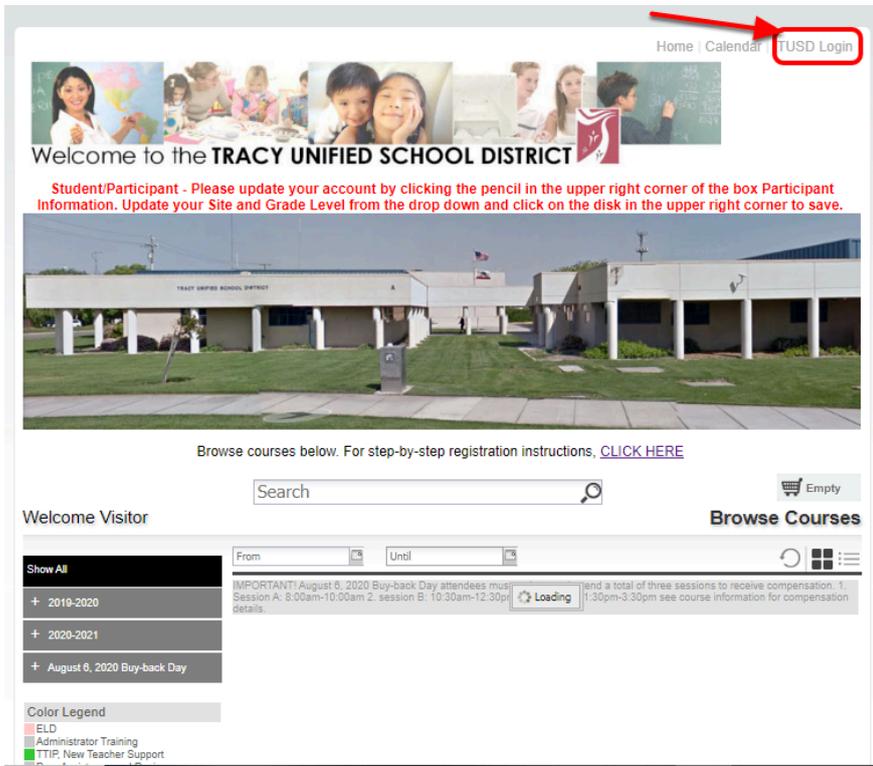
Course number	Course name	Course start	Location	Course time	Course date
001	7th and 8th grade PLC's	Starts: Mon, August 26, 2019 3:15 PM	Location: Professional Learning	Sessions: 3	
002	District ERM Math 7-12	Starts: Mon, October 7, 2019 2:15 PM	Location: TUSD	Sessions: 3	

STEM Design Team February 5, 2020

Color Legend

- ELD
- Administrator Training
- TTIP, New Teacher Support

5) Click on the TUSD login button in the upper right corner to be redirected to your secure login page.

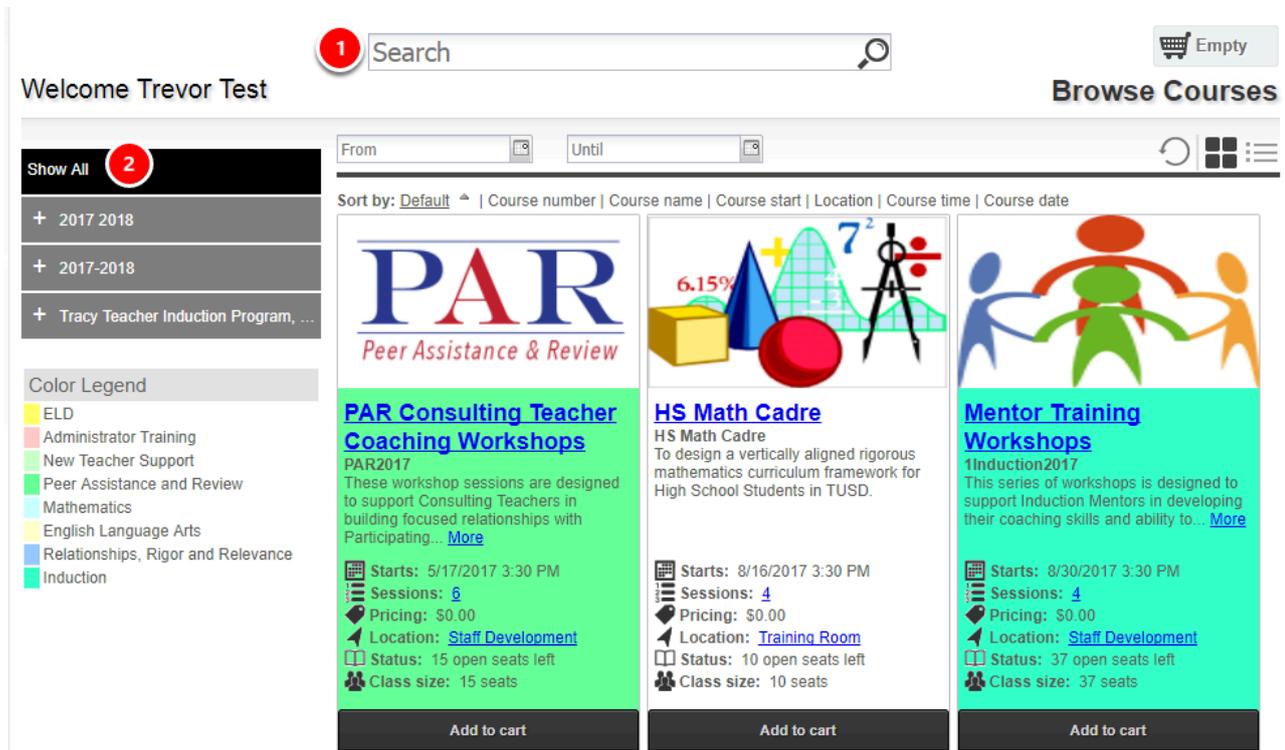


6) Enter your Tracy USD login credentials and press 'Sign in' to log in.



Sign in with your organizational account

7) On the home page, you can search for courses in different ways.

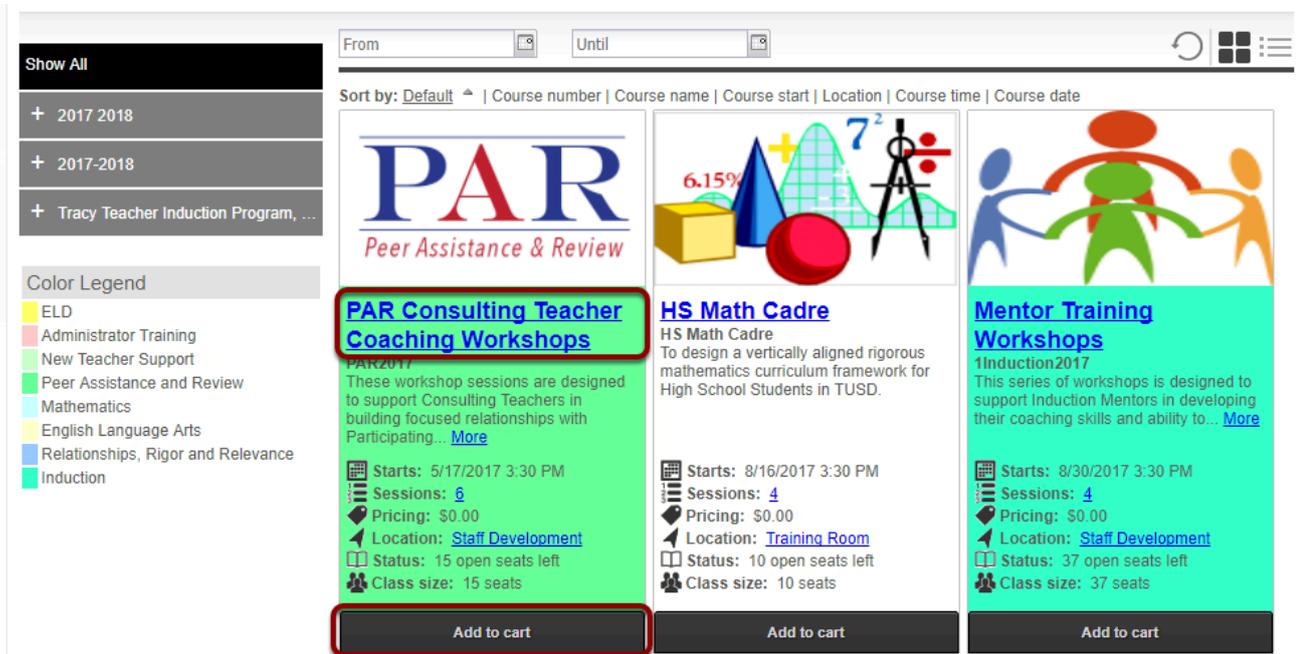


The screenshot shows the GoSignMeUp home page. At the top, there is a search bar labeled '1' and a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Trevor Test' and a 'Browse Courses' button. On the left side, there is a 'Show All' button labeled '2' and a list of filters: '+ 2017 2018', '+ 2017-2018', and '+ Tracy Teacher Induction Program, ...'. Below these filters is a 'Color Legend' with categories: ELD, Administrator Training, New Teacher Support, Peer Assistance and Review, Mathematics, English Language Arts, Relationships, Rigor and Relevance, and Induction. The main content area displays a grid of course cards. Each card includes a title, a description, start date, sessions, pricing, location, status, and class size. The cards shown are: 'PAR Consulting Teacher Coaching Workshops' (PAR2017), 'HS Math Cadre', and 'Mentor Training Workshops' (1Induction2017). Each card has an 'Add to cart' button at the bottom.

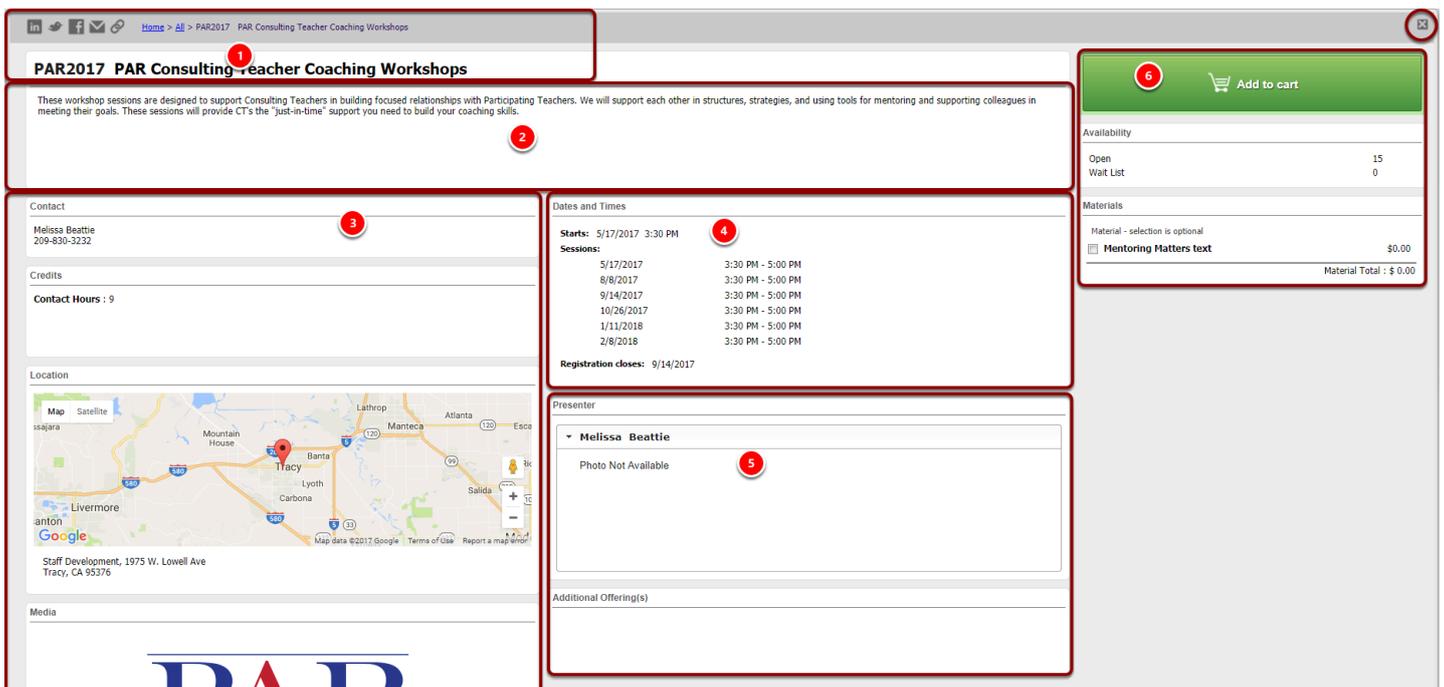
1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

8) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

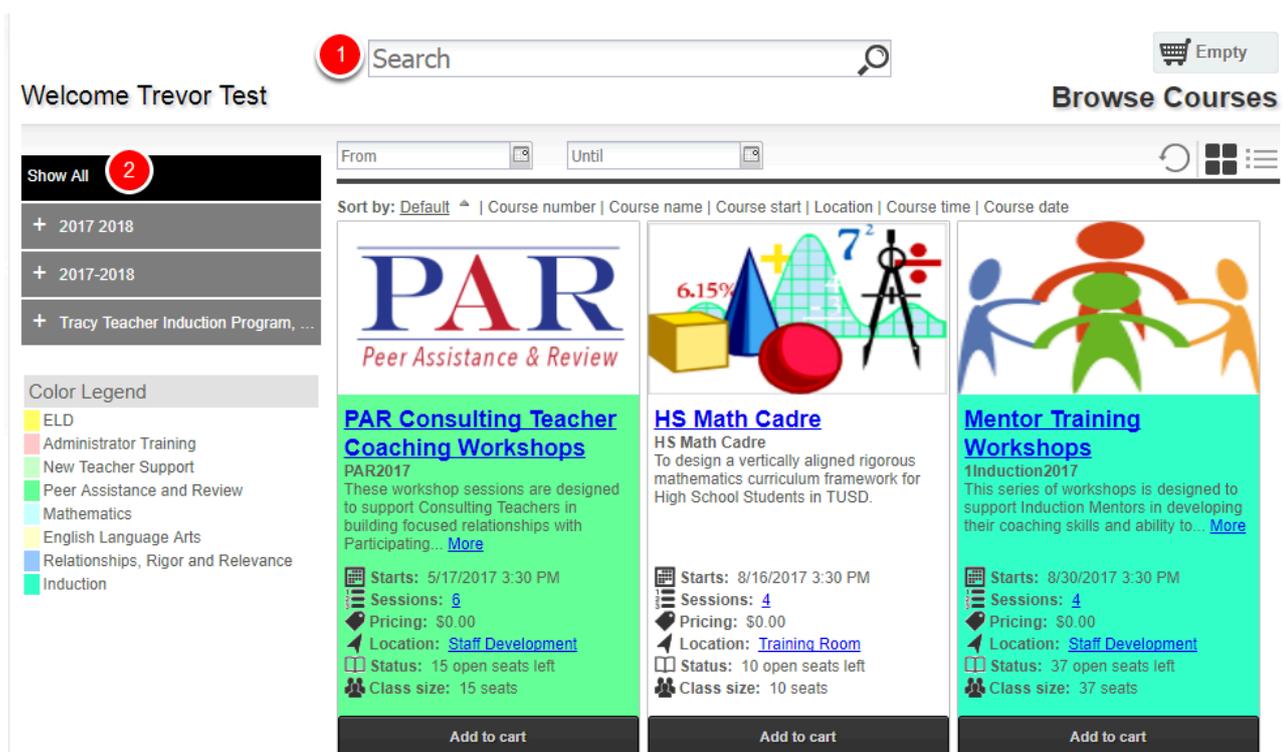


9) Here is the courses information page. You can see more information about the course here.



- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Instructors shows the instructors that will be instructing the course, including a bio if they have one. Also shows additional offerings of the same course.
- 6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

10) On the home page, you can search for courses in different ways.

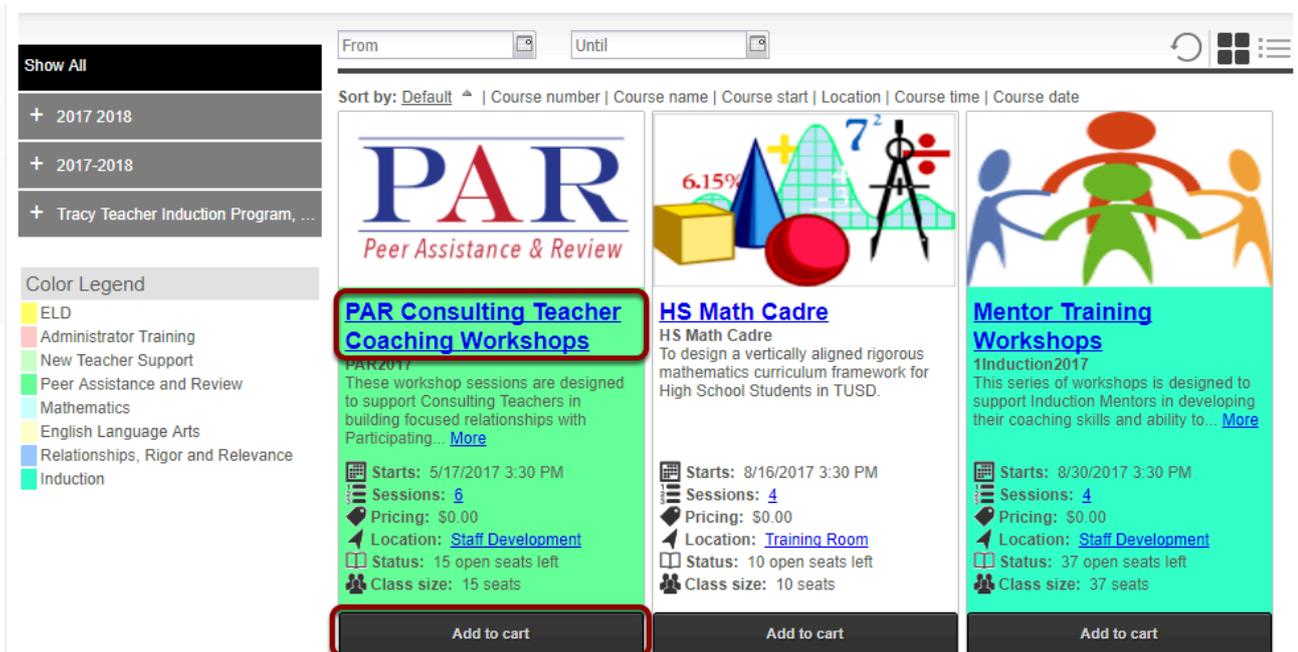


The screenshot shows the GoSignMeUp interface. At the top, there is a search bar labeled '1' and a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Trevor Test' and a 'Browse Courses' button. On the left side, there is a 'Show All' button labeled '2' and a list of filters: '+ 2017 2018', '+ 2017-2018', and '+ Tracy Teacher Induction Program, ...'. Below these filters is a 'Color Legend' with categories: ELD (yellow), Administrator Training (pink), New Teacher Support (light green), Peer Assistance and Review (green), Mathematics (light blue), English Language Arts (yellow), Relationships, Rigor and Relevance (blue), and Induction (teal). The main content area displays a grid of course cards. The first card is for 'PAR Consulting Teacher Coaching Workshops' (PAR2017) with a green background, starting on 5/17/2017 at 3:30 PM, 6 sessions, \$0.00 pricing, and 15 open seats left. The second card is for 'HS Math Cadre' with a blue background, starting on 8/16/2017 at 3:30 PM, 4 sessions, \$0.00 pricing, and 10 open seats left. The third card is for 'Mentor Training Workshops' (1Induction2017) with a teal background, starting on 8/30/2017 at 3:30 PM, 4 sessions, \$0.00 pricing, and 37 open seats left. Each card includes an 'Add to cart' button at the bottom.

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.

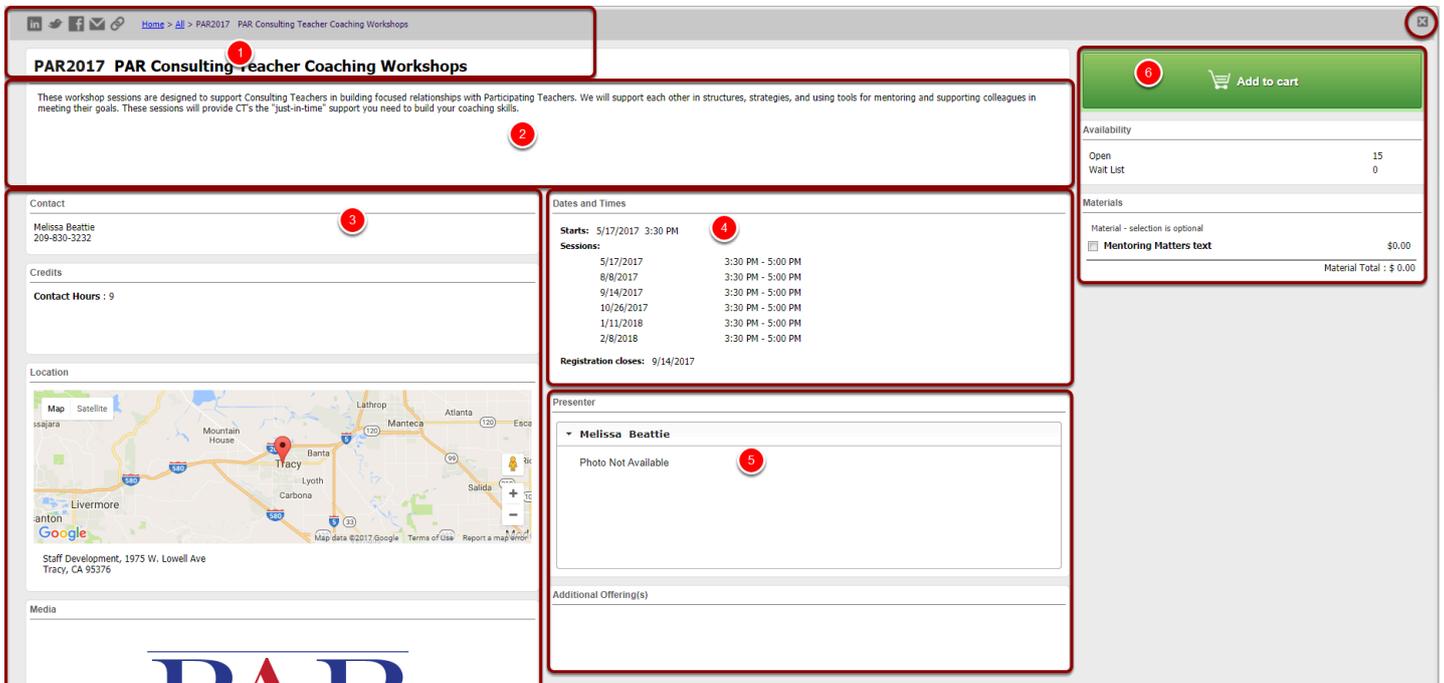
11) Once you find the course you are looking for, you can

add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.



The screenshot shows a course catalog interface. On the left, there is a sidebar with a 'Show All' button and a list of filters: '+ 2017 2018', '+ 2017-2018', and '+ Tracy Teacher Induction Program, ...'. Below the filters is a 'Color Legend' with categories: ELD (yellow), Administrator Training (pink), New Teacher Support (light green), Peer Assistance and Review (green), Mathematics (light blue), English Language Arts (yellow), Relationships, Rigor and Relevance (blue), and Induction (teal). The main content area displays three course cards. Each card has a header with the course name and a brief description. Below the description, there are details for 'Starts', 'Sessions', 'Pricing', 'Location', 'Status', and 'Class size'. At the bottom of each card is an 'Add to cart' button. The first card is for 'PAR Consulting Teacher Coaching Workshops' (PAR2017), the second is 'HS Math Cadre', and the third is 'Mentor Training Workshops' (1Induction2017).

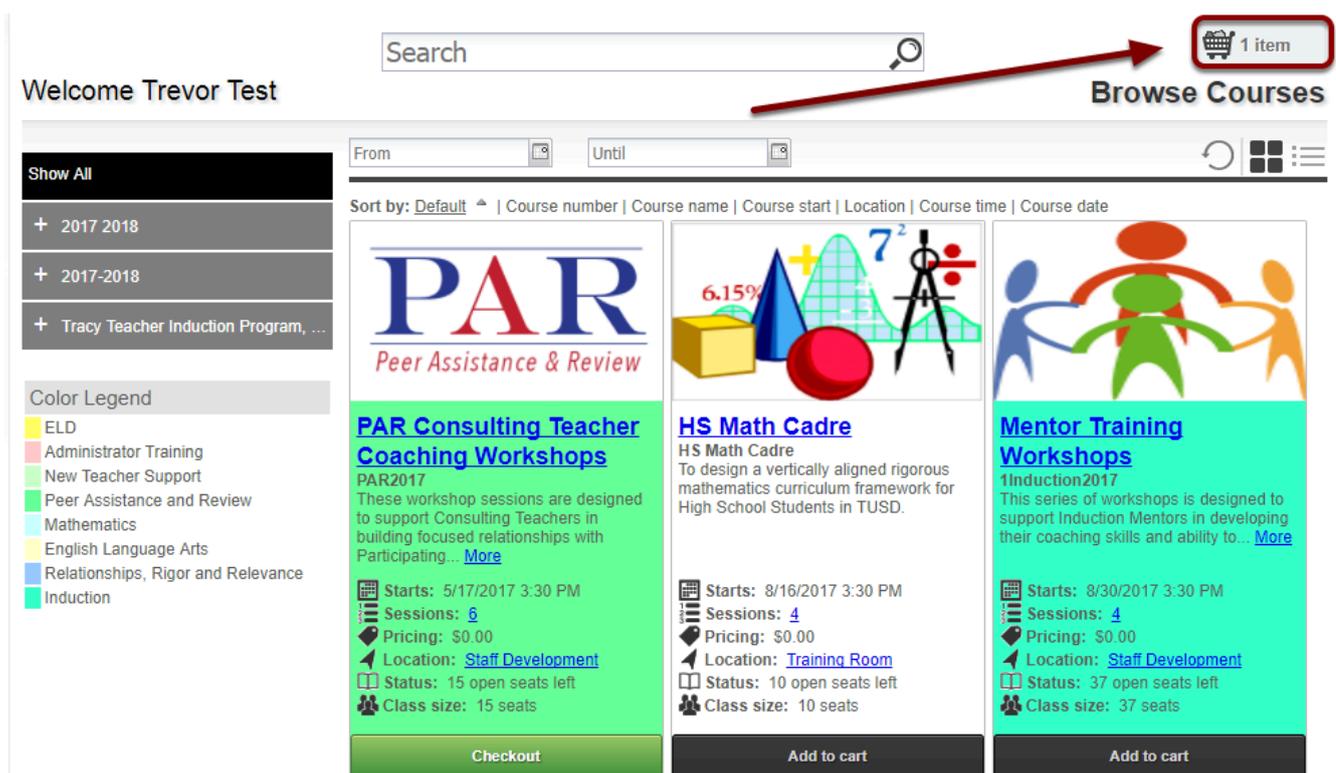
12) Here is the courses information page. You can see more information about the course here.



The screenshot shows a detailed course information page for 'PAR2017 PAR Consulting Teacher Coaching Workshops'. The page is divided into several sections. At the top, there is a breadcrumb trail: 'Home > PAR2017 PAR Consulting Teacher Coaching Workshops'. Below this is the course title and a brief description. The page is divided into several sections: 'Contact' (Melissa Beattie, 209-830-3232), 'Credits' (Contact Hours: 9), 'Location' (Staff Development, 1975 W. Lowell Ave, Tracy, CA 95376), 'Dates and Times' (Starts: 5/17/2017 3:30 PM, Sessions: 5/17/2017 3:30 PM - 5:00 PM, 8/8/2017 3:30 PM - 5:00 PM, 9/14/2017 3:30 PM - 5:00 PM, 10/26/2017 3:30 PM - 5:00 PM, 1/11/2018 3:30 PM - 5:00 PM, 2/8/2018 3:30 PM - 5:00 PM, Registration closes: 9/14/2017), 'Presenter' (Melissa Beattie, Photo Not Available), and 'Materials' (Material - selection is optional, Mentoring Matters text, Material Total: \$ 0.00). Red circles with numbers 1 through 6 highlight specific elements: 1 points to the course title, 2 points to the description, 3 points to the contact information, 4 points to the dates and times section, 5 points to the presenter information, and 6 points to the 'Add to cart' button.

- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Instructors shows the instructors that will be instructing the course, including a bio if they have one. Also shows additional offerings of the same course.
- 6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

13) You can continue adding courses to your cart, or click on the cart to see what is in there.



The screenshot shows the GoSignMeUp course catalog interface. At the top, there is a search bar and a 'Browse Courses' button. A red arrow points from the 'Browse Courses' button to a cart icon in the top right corner labeled '1 item'. Below the search bar, there is a 'Welcome Trevor Test' message and a 'Show All' button. The main content area displays three course cards: 'PAR Consulting Teacher Coaching Workshops', 'HS Math Cadre', and 'Mentor Training Workshops'. Each card includes a title, description, start date, sessions, pricing, location, status, and class size. The 'PAR Consulting Teacher Coaching Workshops' card has a 'Checkout' button, while the other two have 'Add to cart' buttons. A 'Color Legend' is visible on the left side of the page.

14) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

The screenshot displays a user interface for a course catalog. At the top, there is a search bar and a cart icon with a notification for '1 item'. Below the search bar, the user is greeted with 'Welcome Trevor Test'. A sidebar on the left contains a 'Show All' button, a list of years (2017-2018, 2017-2018, Tracy Teacher Induction Program, ...), and a 'Color Legend' with categories like ELD, Administrator Training, New Teacher Support, Peer Assistance and Review, Mathematics, English Language Arts, Relationships, Rigor and Relevance, and Induction. The main content area features a 'Sort by: Default' dropdown and a list of course cards. A dark grey cart overlay is positioned in the upper right, showing 'PAR Consulting Teach...' for '\$0.00', a 'Sub-total: \$0.00', and buttons for 'Empty cart' and 'Checkout'. Three course cards are visible: 1) 'PAR Consulting Teacher Coaching Workshops' (PAR2017) with a green background, starting on 5/17/2017, priced at \$0.00, and having 15 open seats left. 2) 'HS Math Cadre' with a blue background, starting on 8/16/2017, priced at \$0.00, and having 10 open seats left. 3) 'Mentor Training Workshops' (1Induction2017) with a teal background, starting on 8/30/2017, priced at \$0.00, and having 37 open seats left. Each card includes an 'Add to cart' button. A red box highlights the 'Checkout' button on the PAR Consulting Teacher card.

15) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step".

Welcome Trevor Test



Review your current order

Course Name	Date(s)	Time(s)	Status	Price
PAR2017 PAR Consulting Teacher Coaching Workshops - 2524	5/17/2017 8/8/2017 9/14/2017 10/26/2017 1/11/2018 2/8/2018	3:30 PM - 5:00 PM 3:30 PM - 5:00 PM	Open: 15 Open Seats Left Wait List: 0 Wait Spaces Available	\$0.00
<input type="checkbox"/> Mentoring Matters text				\$0.00

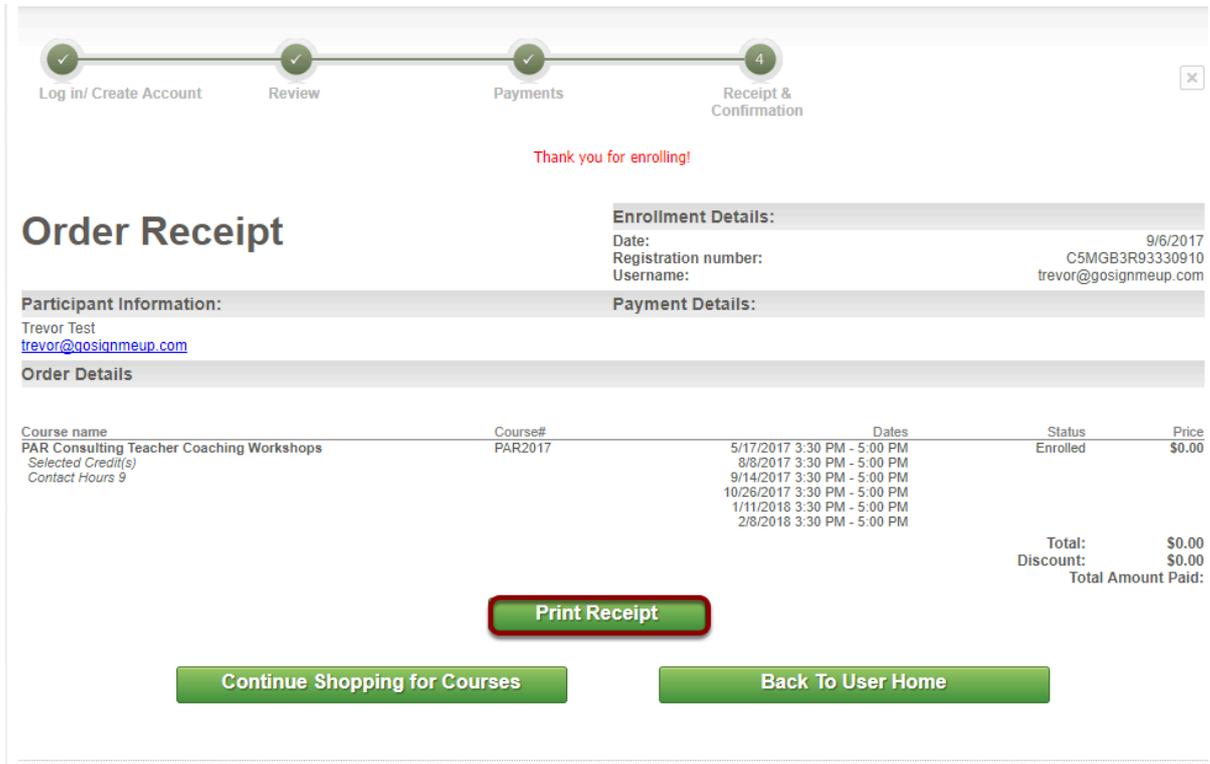
Sub-total: \$0.00

 Discount: \$0.00
 Sales Tax: \$0.00
Total: \$0.00

Proceed to Next Step

Note: If your order total is \$0.00, your checkout will be completed.

16) You are now registered! You will be taken to the order confirmation page where you can print this for your records.



Log in/ Create Account Review Payments **4** Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
 Date: 9/6/2017
 Registration number: C5MGB3R93330910
 Username: trevor@gosignmeup.com

Participant Information:
 Trevor Test
trevor@gosignmeup.com

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price
PAR Consulting Teacher Coaching Workshops <i>Selected Credit(s)</i> <i>Contact Hours 9</i>	PAR2017	5/17/2017 3:30 PM - 5:00 PM 8/8/2017 3:30 PM - 5:00 PM 9/14/2017 3:30 PM - 5:00 PM 10/26/2017 3:30 PM - 5:00 PM 1/11/2018 3:30 PM - 5:00 PM 2/8/2018 3:30 PM - 5:00 PM	Enrolled	\$0.00
			Total:	\$0.00
			Discount:	\$0.00
			Total Amount Paid:	

Print Receipt

Continue Shopping for Courses **Back To User Home**

You will also get a confirmation email sent to you.