Allocating Online Professional Development

Administrators who have purchased online professional development course credits can allocate credits to programs, sites, and classrooms, granting users access to CEU credit-bearing courses.

To begin allocating licenses, navigate to **ADMINISTRATION** in the profile menu and select **LICENSE SETTINGS** in the sub-navigation.

Please note: Online Professional Development course credits are available as an additional 12-month subscription. Credits for CEU-bearing courses are not included with your GOLD® subscription. For more information about Online Professional Development opportunities, please visit: [https://TeachingStrategies.com/OnlinePD](https://TeachingStrategies.com/OnlinePD).

Select **VIEW LICENSE INFORMATION**.

Select **MANAGE LMS COURSE HOURS ALLOCATION**.
Allocating to Programs

If you are an organization-level administrator, you will start by allocating course credits to participating programs.

1. Select your current license from CHOOSE LICENSE TO ALLOCATE.
2. Type in the number of total course credits you wish each program to have in the CHANGE PROGRAM HOURS ALLOCATED column.
3. Select UPDATE PROGRAM ALLOCATIONS.
Allocating to Sites
If you are a program-level administrator, you can allocate course credits to participating sites.

1. Select your current license from CHOOSE LICENSE TO ALLOCATE.
2. Type in the number of total licenses you wish each site to have in the CHANGE PROGRAM HOURS ALLOCATED column.
3. Select UPDATE SITE ALLOCATIONS.
Allocate to Users
If you are a site-level administrator, you can allocate course credits to participating users.

1. Select your current license from CHOOSE LICENSE TO ALLOCATE.
2. Type in the number of total course credits you wish each user to have in the UPDATE USER ALLOCATIONS column.
3. Select UPDATE USER ALLOCATIONS. All users with allocated course credits will then be able to access credit-bearing courses in My Courses in the Develop area.