

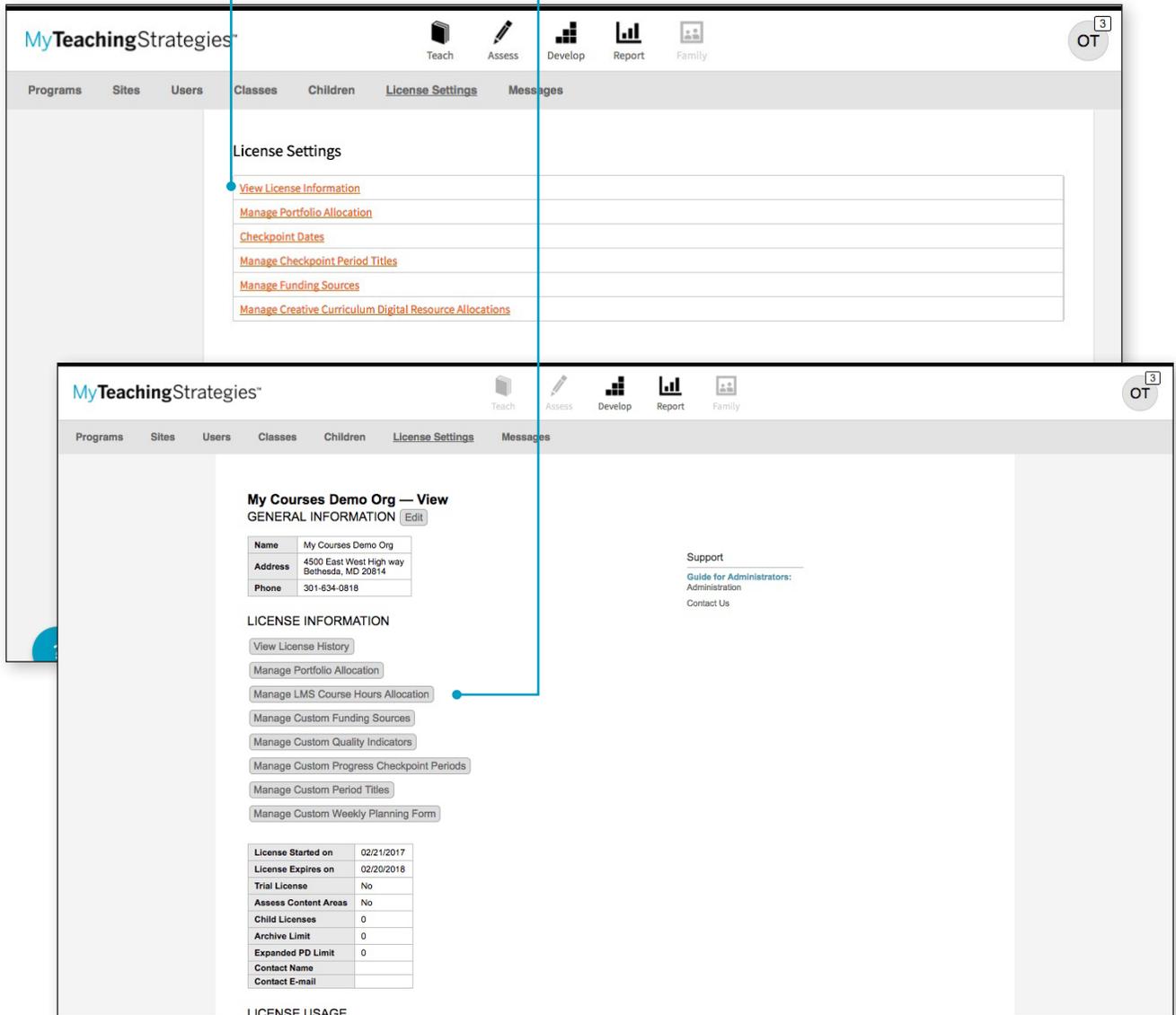
# Allocating Online Professional Development

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>.

- 1 Select **VIEW LICENSE INFORMATION**.
- 2 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.

**My Courses Demo Org — Manage LMS Hours Allocation**

This screen enables you to allocate LMS™ licenses to your programs and view the number of LMS™ licenses in use.

View your existing allocation of LMS™ licenses under Program Licenses Allocated; to change this allocation, enter your desired allocation under Change Program Licenses Allocated and click Update Program Allocations. Please note that this number replaces, rather than adds to, the existing number of Program Licenses Allocated.

View the number of LMS™ licenses programs have assigned to their users, i.e., the number of LMS™ licenses programs are using, under User Licenses in Use.

**Choose License to Allocate**

LMS Course Hours (08/17/2016 - 08/17/2017) SELECT LICENSE

**LMS™ Organization Course Hours Allocated : 17**

Program Name (1 Programs)	Program Hours Allocated	Change Program Hours Allocated	User Hours in Use
Default Program	5 <a href="#">remove all</a>	<input type="text"/>	17
<b>Totals</b>	5	12 out of 17 available	17

**UPDATE PROGRAM ALLOCATIONS**

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- 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.

**Default Program — Manage LMS Hours Allocation**

Back to Organization Course Hours

This screen enables you to allocate LMS™ licenses to your sites and view the number of LMS™ licenses in use.

View your existing allocation of LMS™ licenses under Site Licenses Allocated; to change this allocation, enter your desired allocation under Change Site Licenses Allocated and click Update Site Allocations. Please note that this number replaces, rather than adds to, the existing number of Site Licenses Allocated.

View the number of LMS™ licenses site have assigned to their users, i.e., the number of LMS™ licenses sites are using, under User Licenses in Use.

**Choose License to Allocate**

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

**LMS™ Program Course Hours Allocated: 5**

Site Name (1 Sites)	LMS™ Site Course Hours Allocated	Change Program Hours Allocated	User Hours in Use
Default Test Site	Unlimited <a href="#">remove all</a>	<input type="text"/>	12
<b>Totals</b>	<b>5 out of 5 available</b>		<b>12</b>

**UPDATE SITE ALLOCATIONS**

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- 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.

**Default Test Site — Manage LMS Hours Allocation**

Back to Program Course Hours

The Manage LMS™ Allocation screen enables you to view, allocate, or deallocate LMS™ licenses to users. View the columns to see which users licenses are checked as in use.

**Choose License to Allocate**

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

**LMS™ Site Course Hours Allocated: Unlimited**

Primary Teacher	LMS™ Site Course Hours Allocated	Change Program Hours Allocated
Heather wiederstein	No Access	<input type="text"/>
Megan Colburn	No Access	<input type="text"/>
Org Admin Tester	3 remove all	<input type="text"/>
Program Admin PD Test	3 remove all	<input type="text"/>
Site Admin Tester	1 remove all	<input type="text"/>
Teacher Testing	No Access	<input type="text"/>
Teacher Wendi	5 remove all	<input type="text"/>
Teacher assistant tester tester3	No Access	<input type="text"/>
nancy tester	No Access	<input type="text"/>
<b>Totals</b>	<b>Allocated Hours: 12</b>	<b>Unlimited</b>

**UPDATE USER ALLOCATIONS**

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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.