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 CEUbearing courses are not included with your *GOLD*[®] subscription. For more information about Online Professional Development opportunities, please visit: https:// TeachingStrategies.com/OnlinePD.

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Allocating to Programs

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

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Select UPDATE PROGRAM ALLOCATIONS.

Allocating to Sites

If you are a program-level administrator, you can allocate course credits to participating sites.



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Select UPDATE SITE ALLOCATIONS.

Allocate to Users

If you are a site-level administrator, you can allocate course credits to participating users.

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Select UPDATE USER

ALLOCATIONS. All users with allocated course credits will then be able to access creditbearing courses in My Courses in the Develop area.