To: WV STARS Professional Development (PD) Providers

From: WV STARS

Date: 10/18/21

Re: Changes to a Scheduled Event & Reminders

WV STARS PD Providers,

I hope you are well.

There have been a few changes made in the WV STARS Registry concerning Scheduled Events:

1. Underline On the **Manage** Page- The Registered Users and Management Options that was at the top of the "Manage" page of a Scheduled Event have moved to the bottom of the same page:

2. Underline On the **Manage** page- if you select "Email Currently Registered Users", you are now able to send a copy of the email to other users not registered for this event:
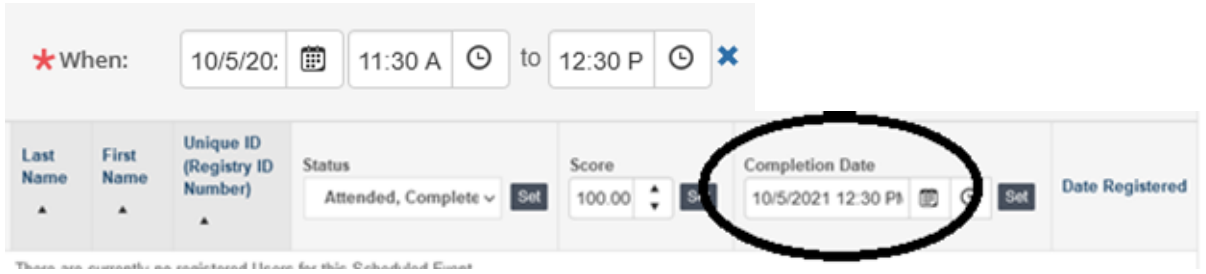
3. On the **Manage** page- Users now have a completion time added to the completion date. This is determined by the "When" settings on the "Edit Schedule" page by default:

4. Reminders- Please remember to include an **Agenda** and **Proof of Learning** for each Scheduled Event you create (both items will be listed in the agenda section of the event). The **agenda** should include information like how the session will be facilitated (is it online or face-to-face), a short description of the session, topics you will discuss, and any important information about the session (downloading/printing off handouts before the session, 15-minute rule, training is for certain professionals only, etc.). You must also list the **Proof of Learning** (how do you gauge a participant's learning; could be a test, discussion, activity, etc.). You can read about the agenda for a Scheduled Event in the back of the Professional Development Provider handbook.
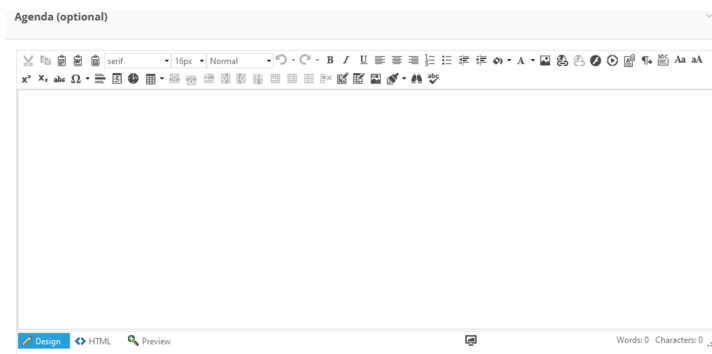
If you have any questions concerning these items, please feel free to reach out.

Thank you,

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