



**2020 Teacher Leader Summit: The Virtual Series Session Management Through the Sched Web-based Portal/Mobile App Platform**

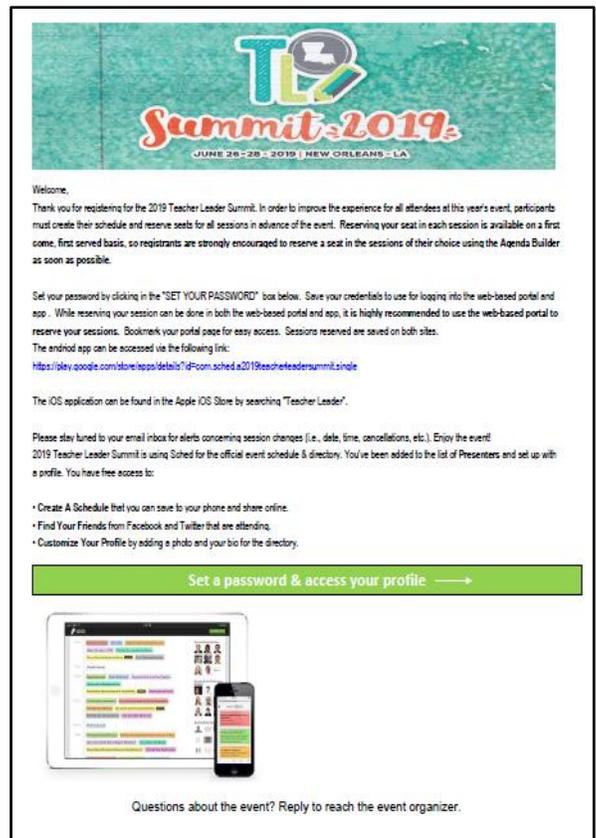
**NOTE: Screenshots reflected in this document are only for instructional means and do not necessarily reflect the actual sessions offered this year.**

If you registered through Eventbrite, you will receive a welcome email from Sched to build your schedule [see sample Caption 1].

There are two ways to build your schedule:

**SCHED WEB-BASED PORTAL**

- You will receive a welcome email from Sched to **create your profile plus schedule** (email similar to **Caption 1**). This is the only way to pre-register for sessions at the event and reserve your seat. Please save your login credentials. The login for the web-based portal will be the same login for the app.
- **It is highly recommended that you set your schedules through the web-based portal to effectively maneuver through the selections of sessions.** Please bookmark the web-based portal on your computer for easy access.



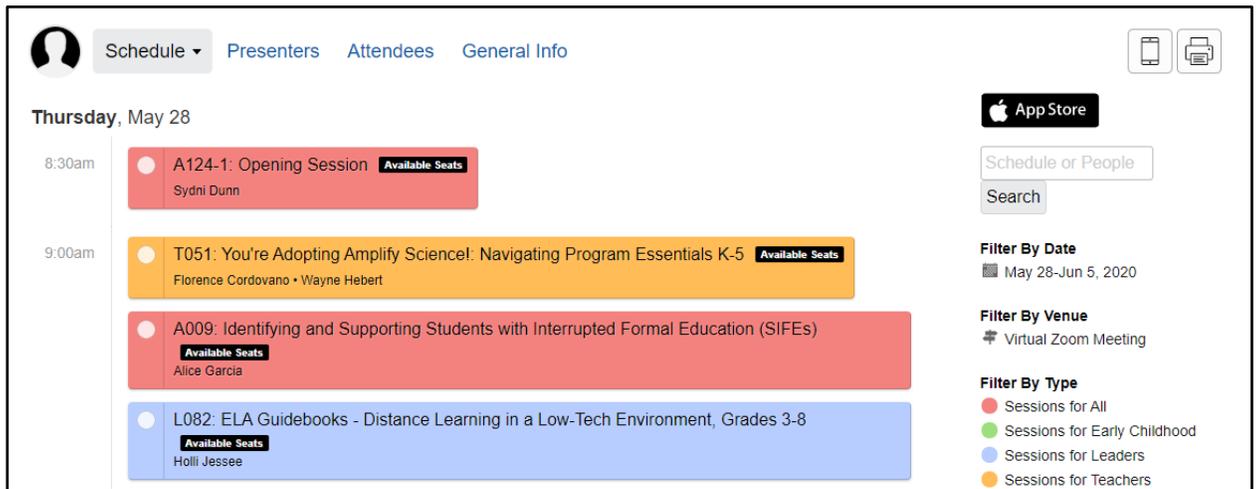
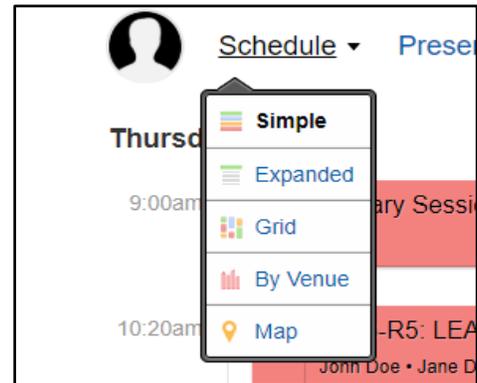
**[Caption 1]**



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- Upon opening the portal, the default view will be that of a “simple” layout where you can view all days in chronological order as you scroll down. Hovering over the “**Schedule**” tab will provide a drop-down menu of other ways to view your sessions [see **Captions 2a & 2b**]; however, the “simple” view is the clearest layout to navigate.

[Caption 2a]

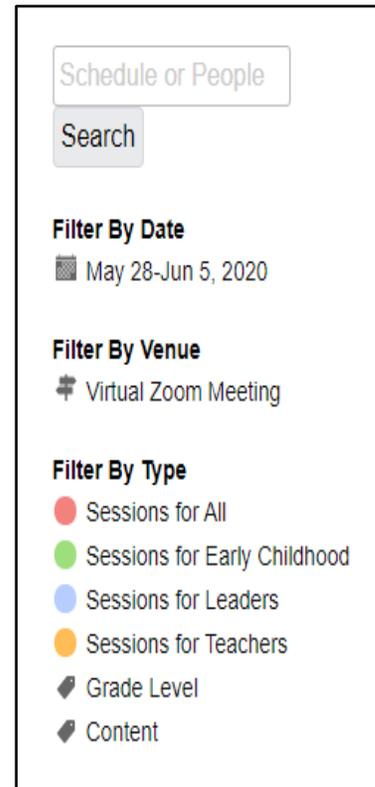


[Caption 2b]



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- At the homepage, the right side of the display window reflects various filtering options (i.e., search box, Filter By Date, Filter By Type). Entering keywords in the search box will aid in filtering specific interest. Clicking on the specific titles in the filter list will aid in your search [see Caption 3].
- Sessions will roll out in this manner:
  - **Filter By Date:** Selecting the duration (May 26-29, 2020) will display all sessions throughout the 3 days. Hovering over the duration will display a drop down menu to select and see sessions offered on specific dates.
  - **Filter By Type:** Color-coded sessions are the main type of sessions offered (i.e. Sessions for All, Early Childhood, Supervisors, Teachers, etc.). For each main type, a subtype may display to provide an easy search of sessions for a specific audience.
    - Additional filtering options are displayed to show *grade level, content*, etcetera. Clicking on these options will list sessions applicable to selection.

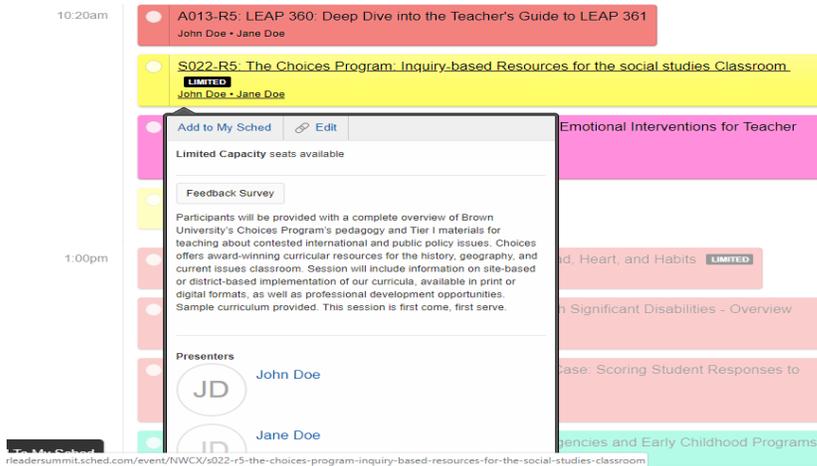


**[Caption 3]**



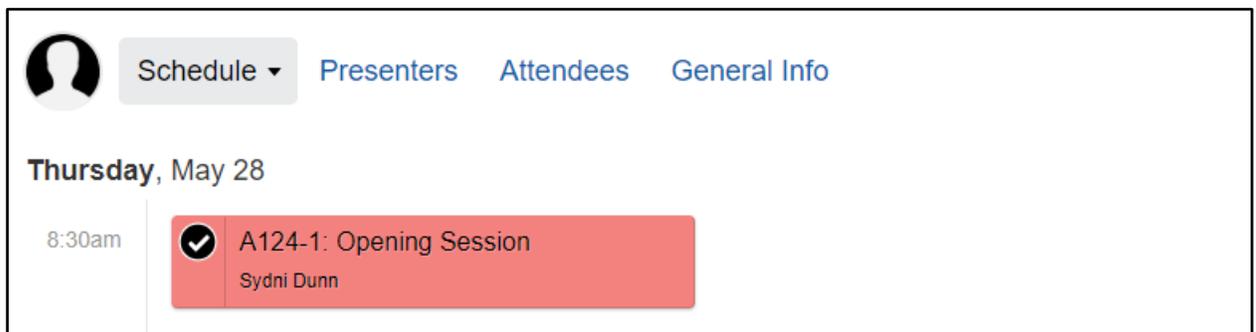
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- As you navigate through the various sessions, clicking on the session title will allow you to see further details of the session, or merely hovering over the session title will display a window that shows more details [see **Caption 4**].
- Link to the Zoom session will be emailed the day before to those registered in the session.



[Caption 4]

- Lock-in your session of choice by clicking the “circle” that precedes the title of the session. **NOTE: Clicking the circle again will release your session** [see **Caption 5**].

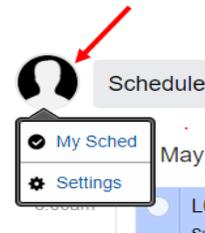


[Caption 5]

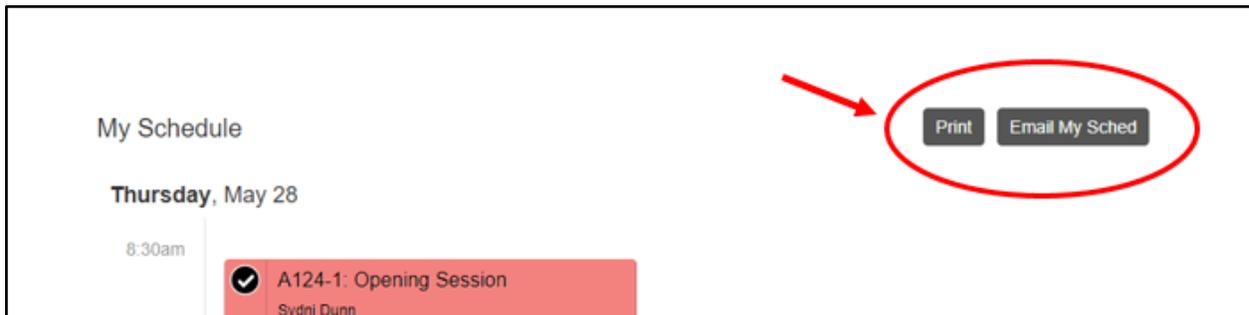


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- If the session is full, you will be placed on a waitlist. Once a seat becomes available, the next person on the list will be placed in the session and notified. If you place yourself on the waitlist, you will not be able to book another session during that time slot.
- Once you have built your schedule, you can view your personalized schedule by clicking your profile headshot and choosing “**My Schedule**” [see **Caption 6**]. This window will also display the ability to print or email your schedule [see **Caption 7 below**].



[Caption 6]



[Caption 7]



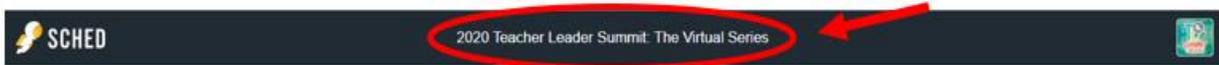
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You can print a full copy of all sessions offered at the Summit or just your schedule by clicking on the printer icon located in the upper right area of your home screen [see **Caption 8**].



[Caption 8]

Clicking on the “Teacher Leader” title in the top banner will link you to the LDOE website (louisianabelieves.com) [see **Caption 9**].



[Caption 9]

View a quick Sched Web Tour for Attendees [here](#) to familiarize yourself with the workings of the system.



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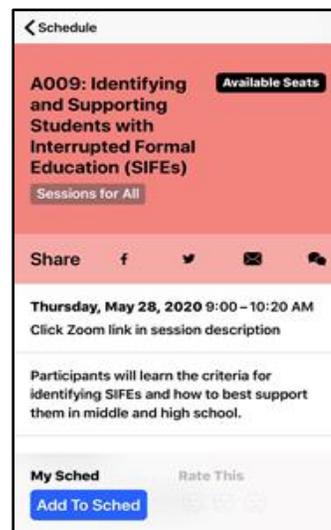
**SCHED MOBILE-APP**

The Department has a stand-alone mobile app for the 2020 Teacher Leader Summit: The Virtual Series that can be downloaded from Apple and Google stores to manage your session schedule through your mobile device (search Teacher Leader Summit). The app management of your schedule is a little different from the web-based version; but it is just as efficient. **(NOTE: If you currently have last year's app on your device please logout and proceed to retrieve the update through your device store.)**

- The initial page of the app will reflect sessions in chronological order as you scroll to view sessions [see **Caption 1** below].
- If you have already built your schedule through the web-based portal, clicking on “My Sched” located in the top middle of screen will display the sessions you chose [see **Caption 1** below].
- In order to lock-in sessions through the app, you must click on the session to open up to full detail view and click the “**Add to Sched**” button located on the bottom left of screen [see **Caption 2** below].



[Caption 1]



[Caption 2]

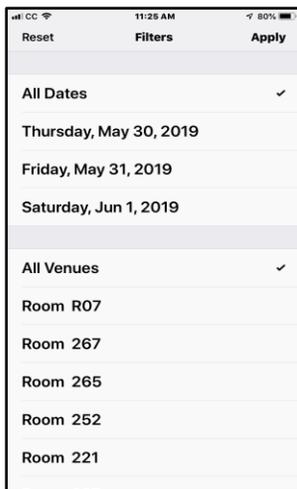


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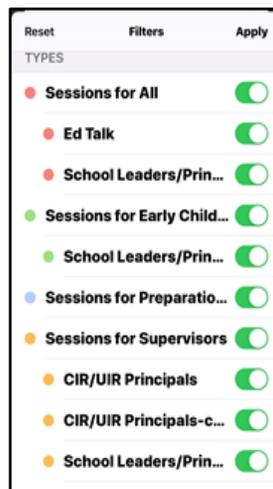
- The search box located on the homepage allows the ability to do quick limited searches by typing in keywords for a session that you are interested in (i.e. section number, subject) [see **Caption 3**].
- Clicking on “**Filters**” in the upper left corner of the home screen will allow you to filter your search as you desire (i.e. date, types as displayed in Captions 4a, 4b, and 4c below). Clicking on the **date** options [Captions 4a] will be reflected by a check mark ✓; however, scrolling to choose your session types, content, and grade will take a little more navigating and effort by toggling on and off your desired selections [Captions 4b and 4c]. Once you select your filtering preferences, click “**Apply**” and the sessions will display accordingly. Take time to familiarize yourself with the workings of the app.



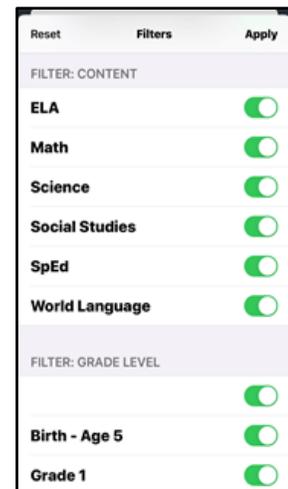
[Caption 3]



[Caption 4a]



[Caption 4b]



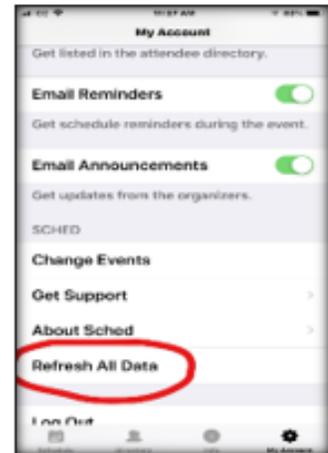
[Caption 4c]



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- To reset your search, click on **“Filters”** in the upper left corner of the home screen to bring you back to the filtering page and click **“Reset,”** located in the upper left corner. **“Reset”** brings the view to its default setting of full view.
- Refresh your app data often by choosing **“My Account”** located at the bottom right of the home screen [see **Caption 5a below**] and scroll down to **“Refresh All Data”** [see **Caption 5b below**]. Refreshing your app often will ensure that you see the most up-to-date session changes.

**Caption 5a]**



**[Caption 5b]**

The Department will communicate critical changes to sessions by way of email or push notification. Alerts from push notification will pop-up on the home screen of your device and will appear in the app under “Info” tab (**Note: Please ensure that you have your device set to receive notifications from Sched**). Notifications will be sent for the following changes:

- Session time or dates changes
- Session cancellations
- Sessions being added

Under the **“My Account”** tab of the app, please make sure to enable the toggle button for **“Email Reminders”** and **“Email Announcements”** so as to receive up-to-date information about the Summit.

Please take time to explore the app so that you become familiar with all that it offers. Check out [Sched’s App Tour for Attendees](#). (**NOTE: In place of the Sched app that is referenced in this demo, you will login to the Teacher Leader Summit custom app.**)