Schedule and Manage an Asynchronous PD Event

An Asynchronous PD Event is a self-paced online training. Also known as self-paced training, it does not require students and instructors to be online or in person at the same time for instruction. For Ohio Approved, instructors must provide opportunities for the students to interact directly with them. This could include but is not limited to: Discussion boards or blogs, conference calls, direct feedback from student responses or reflections, etc.

The online training is available within a date range, and each registrant can access and complete the training at their own time.

Schedule the Asynchronous PD Event steps:

Find the approved AT in the Events tab of the training organization dashboard.
- Click on the 3-dots on the right of the training.
- Select "Schedule Session."
- Enter the Capacity (number of registrants allowed)
- Waitlist – YES or NO
- Private – YES or NO
- Fee – YES or NO
- Add Session
- **Available On**
- **Available Through**
- Instructor
- **URL – for the training site**
- Notes
- Training Org contact information
- **Registration Opens (defaults to "today's date")**
- **Registration Deadline (must be no later than the day before the event is no longer available – the Available Through date).**
- Activate

Manage the ST
- Schedule Events tab
- Find the ST in the list.
- Click 3-dots on the right and select EDIT
- Go to Session Details
- Click on the 3-dots to open a menu.
    - Edit – make revisions up to the day before the Available On date.
    - Remove- deletes the session in the ST permanently.
    - Verify Attendance – mark the participant's completion, credit will post to their OPR profile.
    - Roster PDF – view and/or print a PDF file of the registrants.
    - Roster CSV –view and/or print a csv file with registrant contact information.
    - Upload - upload a csv roster with participant last name and OPIN; used for sessions with large number of participants; adds registrants and marks attendance if chosen.

Verify Attendance
- Schedule Events tab
- Find ST in the list.
- Click on the 3-dots on the right to open a menu.
- Go to Session Details, click on 3-dots on the right to open a menu.
- Choose "Verify Attendance" (activates on the Available On date)
- Find the registrant in the list.
    - checkmark next to their name
    - click on the date/calendar,
    - enter the date of the registrant's completion.