

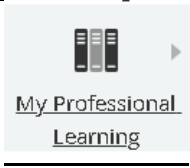
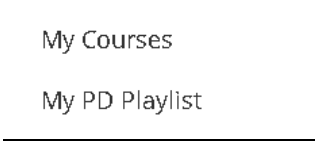
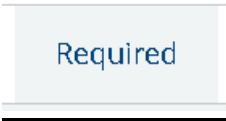
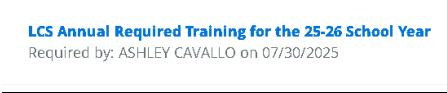
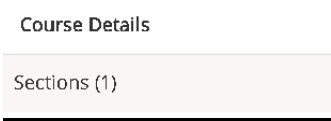
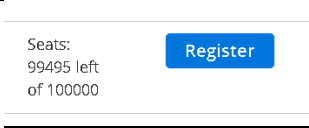

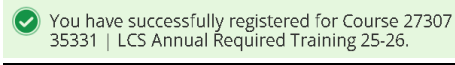
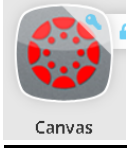

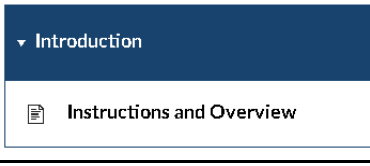


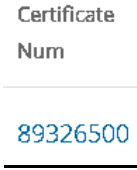




## Accessing your Annual Required Training in Leon LEADS

Click Leon LEADS in Classlink.	
Find your Professional Learning tab at the top and click.	
Click My Professional Learning on the left-hand side.	
Click on My Courses	
Find your Required tab at the top and click.	
Click on your Annual Required Training.	
Find Sections on the left-hand side and click.	
Click the blue Register button.	
Then click your blue Register button in the bottom right-hand corner.	
This message should appear on your screen.	

<p>Go back to Classlink and click your Canvas tile.</p>	
<p>Your Annual Required Training course will be on your Dashboard ready to go.</p>	
<p>Begin with your first module and you will be moved to the next once completed.</p>	
<p>When all modules are complete you should see this on your LEADS dashboard.</p>	
<p>To print your Certificate to show completion go back to the tabs up top and select your Transcript tab.</p>	
<p>Click on the Certificate Number next to the training title and print or send electronically (whatever's their preference) to your administrator for documentation.</p>	

## Finding a Course in LEADS

<p>Click Leon LEADS in Classlink.</p>	 <p style="text-align: center;">Leon Professional Develop...</p>
<p>Find your Professional Learning tab at the top and click.</p>	<p style="text-align: center;"><b>Professional Learning</b></p>
<p>Click Catalog on the left-hand side.</p>	 <p style="text-align: center;">Catalog</p>
<p>Click Course Catalog.</p>	<p style="text-align: center;">Course Catalog PD Playlist Catalog</p>
<p>Type the Course Number in the search bar.</p>	<p style="text-align: center;">Search by title, number or description. <input type="text"/></p>
<p>Or search by Opportunity Type.</p>	<p>▼ Learning Opportunity Type</p> <p><input type="checkbox"/> Instructor Led Course</p> <p><input type="checkbox"/> Self-Paced Learning Opportunity</p>
<p>Or by Subject Area. (This is just a part of the options list.)</p>	<p>▼ Courses by Subject</p> <p><input type="checkbox"/> English-Lang Arts-Reading</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Science</p> <p><input type="checkbox"/> ESE</p>
<p>Remember to find the correct section you're looking for once in the course. This will allow you to register.</p>	<p style="text-align: center;"><b>Course Details</b></p> <p style="text-align: center;">Sections (1)</p>
<p>Click Register on this screen and again on the follow screen on the bottom right-hand corner.</p>	<p>Seats: 99495 left of 100000</p> <p style="text-align: right;"><a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Register</a></p>