ODIE WORKSHOP
HANDOUT FOR TEACHERS

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A common question with regard to workshops is the difference between *workshop* and *workshop section*. A workshop section is an instance or offering of a particular workshop. For example, a college offers Biology 101 (workshop) which is offered each semester (workshop section).

WORKSHOP LIST

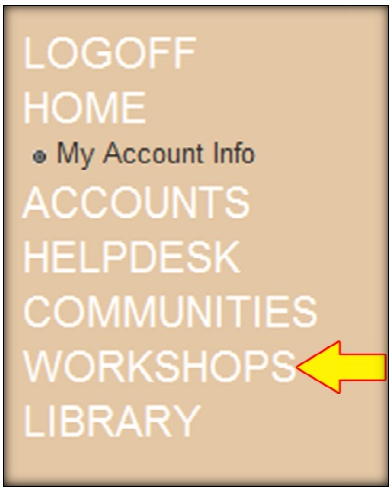
1. Click on *Workshop List* in the Workshops menu.

2. Click on the title of the workshop or on the icon.

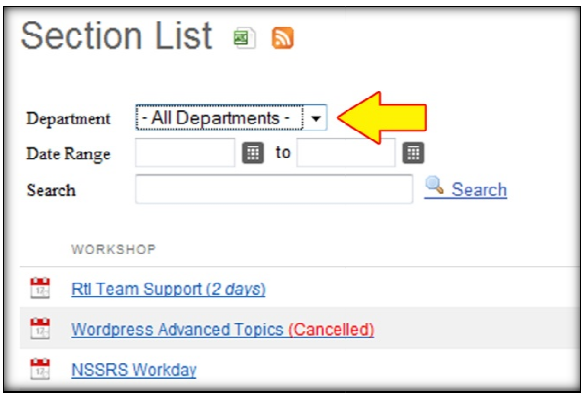
3. The Workshop Details page will list all of the workshop sections for that particular workshop, which is helpful if the section you wish to take is full or if you simply want to see if it is going to be offered again in the future.

SECTION LIST

1. Go to ODIE at https://odie.esu10.org and click on *Workshops* in the menu.



2. The Section List will detail all of the upcoming workshops for all departments. To limit the workshops by a particular department or school, simply change the option in the department drop-down list.



Some workshops are private, meaning only certain schools are allowed to take it. You must be logged into ODIE in order to see any private workshops that you are authorized to take.

Workshops can also be used by a school locally. For example, Sargent High School can host a workshop for its employees to be held at SHS. (To set up a local workshop, someone from the school will need to contact Adam Griebel or Nate McClenahan who will then give them the ability to set up a local workshop.)

3. The current section list can be exported into Excel by clicking on the Excel icon to the right of the Section List title. You can also subscribe to an RSS feed of the Section List by clicking on the RSS icon.

4. If you wish to sort any particular column of the Section List, click on the column header.

5. Alternatively you can also view our current workshop offerings by clicking on *Calendar View* in the Workshops menu.

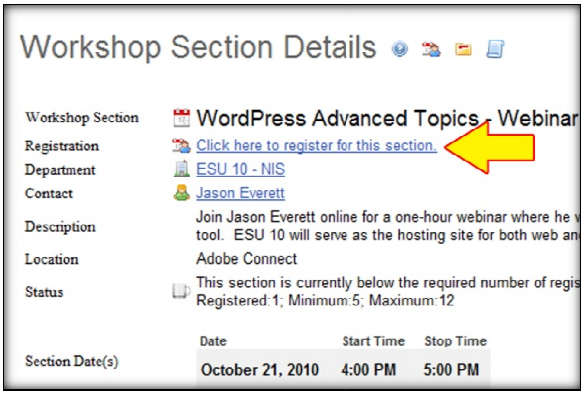
REGISTERING FOR A WORKSHOP SECTION

In order to register for a workshop section, it must be occurring sometime in the future (not the current day or in the past), your school must have authorization to take it (if it is a private workshop) and the workshop cannot be cancelled.

1. Go to the Section Details page either by clicking on the Section title in the Section list or by clicking on the Section box in the calendar view.

2. Click on the name of the particular workshop section you wish to attend.

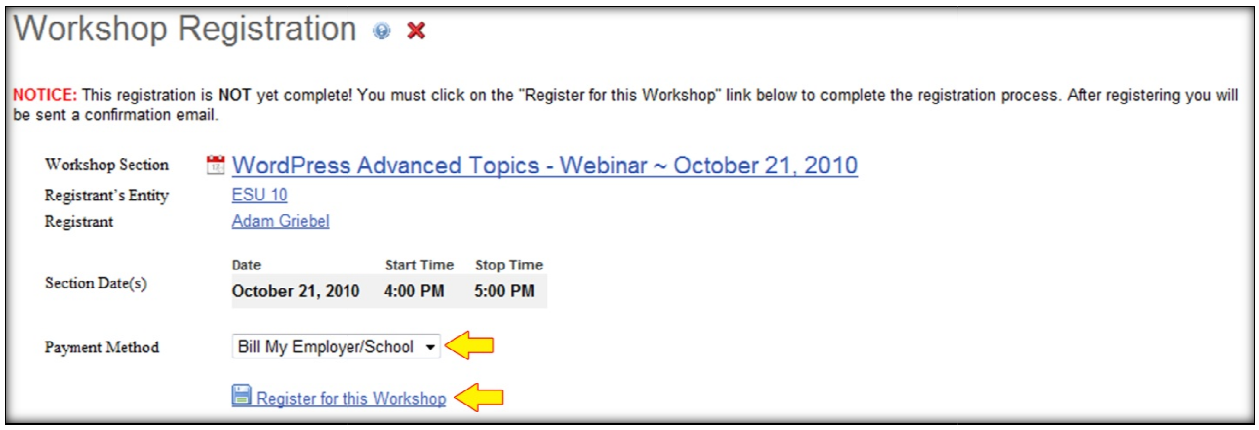
3. On the Workshop Section Details page, click on *Click here to register for this section.*



If the workshop section is more than one day, you will automatically be registered for each day of the workshop section. If you wish to attend only certain days of a multi-day workshop section, you must call or e-mail the workshop contact person directly and they will be able to assist you.

If a workshop is full, you can be put on a waiting list so that if someone cancels their registration or if the maximum number of people allowed increases, the workshop contact person can then register you for the workshop.

4. Select your preferred payment method in the drop-down list and then click on *Register for this Workshop*.



5. Once you have completed your registration for the workshop section, ODIE will send a confirmation e-mail to you.

VIEWING WORKSHOP SECTION DETAILS

1. From the Section Details page, click on the name of the workshop section.

2. The information included on the Workshop Section Details page will include but is not limited to:

    - The department or school offering the workshop section
    - The default contact person for the workshop section
    - A description of the workshop section
    - The location of the workshop section – Most of the time there will be a building map providing the location of the workshop section. To see the map, click on the link, *(click here for building map).*
    - The status of the workshop section – whether it is open, how many people have registered and the minimum and maximum number of people for the workshop section.
    - Section date(s)
    - Prerequisites (if any)
    - Audience
    - Pricing information
    - Materials Fee
    - Whether or not lunch will provided
    - Whether or not the section can be taken for college credit

3. To view the registration list, click on the icon. This can be very useful when coordinating carpools.

CANCELING A REGISTRATION

1. Click on *My Registrations* in the Workshops menu.

2. Click on your registration number in your registration list which will take you to the Workshop Registration Details page.

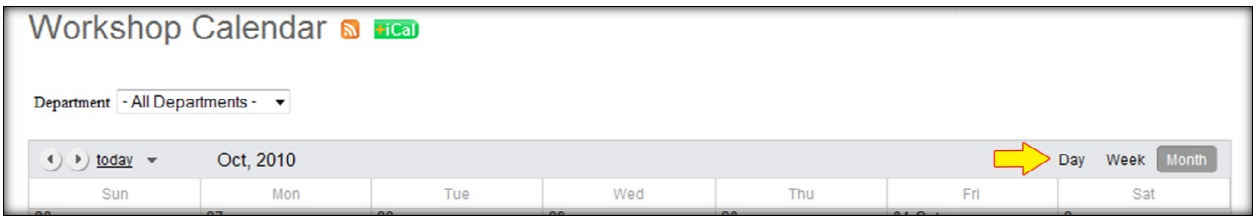
3. Click on the link, *Cancel my registration.*

4. It may be too close to the workshop date for you to cancel your registration. If this is the case, please call or email the contact person and let them know that you will not be attending.

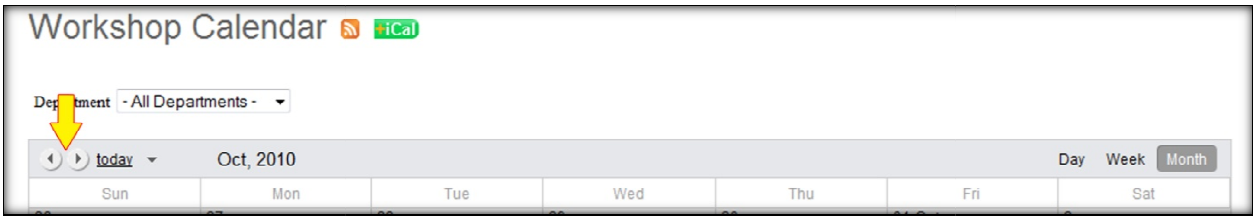
WORKSHOP CALENDAR

1. Click on *Calendar View* in the Workshops menu.

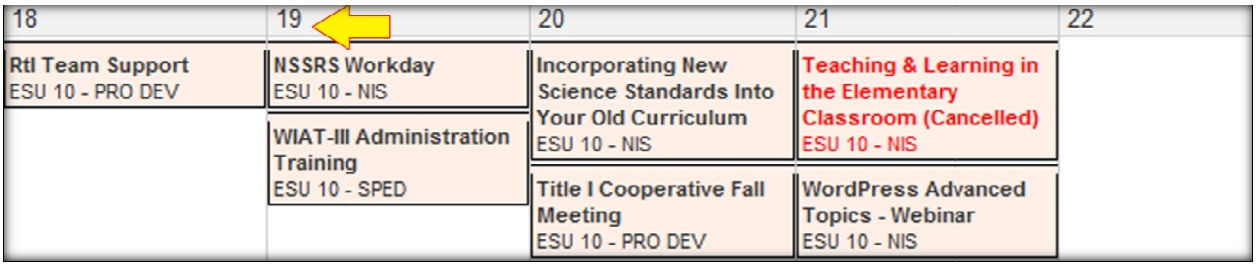
2. The default view is an entire month. You can also change to a day or a week view by clicking on the day/week/month buttons in the upper right-hand corner of the calendar.



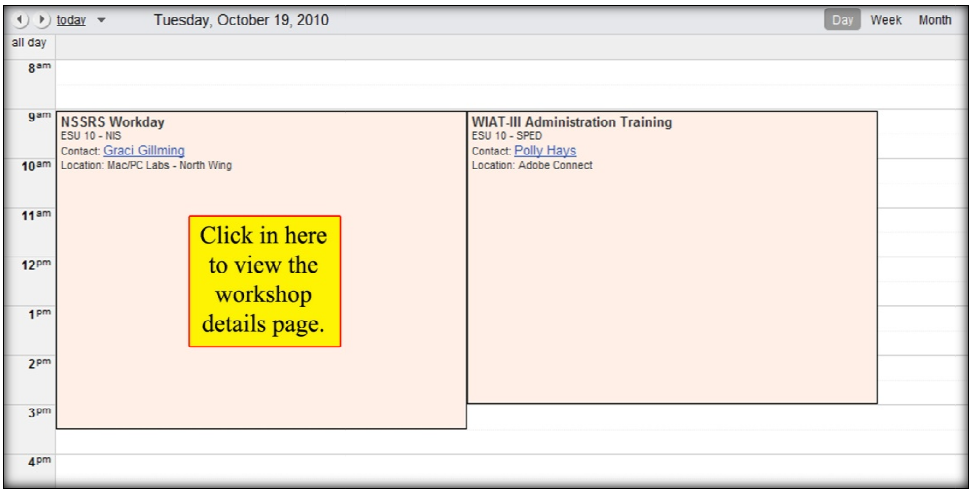
3. If you wish to go forward or backwards in the months, click on the two arrow buttons in the upper left-hand corner of the calendar.



4. To see a particular day in more detail, click on the actual date. From this view, you can see the actual start and stop times for each workshop as well as the location.



5. To visit a workshop details page and to register for a workshop, click on the box containing the workshop information.



6. Just like in Section List, you can limit the workshops by department. You also have the options of subscribing to the RSS feed (by clicking on the icon) and subscribing to the iCal feed (by clicking on the +iCal icon). The iCal feed will have ODIE automatically fill in your personal calendar with the workshop offerings available.