	Putting the Pieces Together Because of the large number of course offerings in Learning Space, DPS has created a Course Catalog Report that makes searching and registering for professional development courses easier than ever. After registering, you will be sent a calendar invitation with the course details and can log back into Learning Space to cancel your enrollment, if needed.
	Roles and Responsibilities Employees can register for any classroom courses that are visible in the Course Catalog Report.
	Which Outcome to Expect The steps in this guide outline how to search and register for a Learning Space course using the Course Catalog Report.
	Where to Find Additional Resources For step-by-step guides on how to complete other tasks within Learning Space, check out the [Learning Space Resource Center on The Commons]().
	Who to Contact For questions about this process, please contact HR Connect at (720) 423-3900.

1) After logging into Learning Space, you can access the Course Catalog Report by clicking on the book icon .

NICKOLAS RALSTON
Learner ▼

- Dashboard
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Search

Welcome to Learning Space!

Course Catalog Report

For Teachers:

Use this report to filter courses by grade-change eligibility, ELA Qualification, Instructor, or Location. Once you find your course in the report, a direct link to the registration page in Learning Space is provided.

DPS Transcript

For Teachers:

This is the transcript that you will use to submit credit hours to the Colorado Department of Education (CDE).

Certification Snapshot

Sort: Name (A-Z) ▼

The DPS Equity Experience
Status: NOT STARTED
Started: 10/25/2019

0%

Total certificates: 1

Course Snapshot

Sort: Name (A-Z) ▼

Additional Pay
Status: PASSED
Type: ONLINE

Advanced Leadership (FM-OP-ADV)
Status: ASSIGNED
Type: CLASSROOM

Course Statistics

7%
29%
64%

2) Enter your DPS credentials, then click Sign In (a) to log in to the Course Catalog Report.

Sign in

http://bisreporting.dpsk12.org

Your connection to this site is not private

Username

Password

a

Sign in   Cancel

Make a Choice

You have the ability to search the PD Course Catalog in two different ways:
- **List View** - a detailed view of course information in rows/columns
- **Card View** - an at-a-glance view of course information displayed as cards

Note: The search criteria and filters are the same for both views.

List View

Card View

3) Using the fields at the top of the screen **(a),** you can search for a course using the following criteria: **Keyword, Curriculum, Event Type, PDU, ELA Qualification, Event Start, Location, Instructor.** Pressing the **information icon (b)** in the top left corner will provide additional information.

Note: To select multiple options within a dropdown, hold the **Ctrl** button on your keyboard. Once making a selection, you do not need to submit. The system will update automatically.


Putting the Pieces Together

- The table below provides additional detail on each of the available search criteria. Click on the **View More Info (b)** button at any time to learn more.

Keyword	This freeform fields searches the Course Name, Description, Audience, and Objectives within Learning Space.
Curriculum	This dropdown allows you to select from a list of all available Curriculum within Learning Space.
Event Type	This field distinguishes between Online and Classroom type courses.
PDU	This field identifies if courses are eligible for PDU payment.
ELA Qualification	This field identifies if courses are eligible for ELA qualification.
Event Start	This dropdown allows you to select from a list of all available course Start Dates within Learning Space.
Location	This dropdown allows you to select from a list of all available course Locations within Learning Space.
Instructor	This dropdown allows you to select from a list of all available course Instructors within Learning Space.

4) Once you've located the course you'd like to register for, click the **link icon (a)** in the **Register/More Info** column.
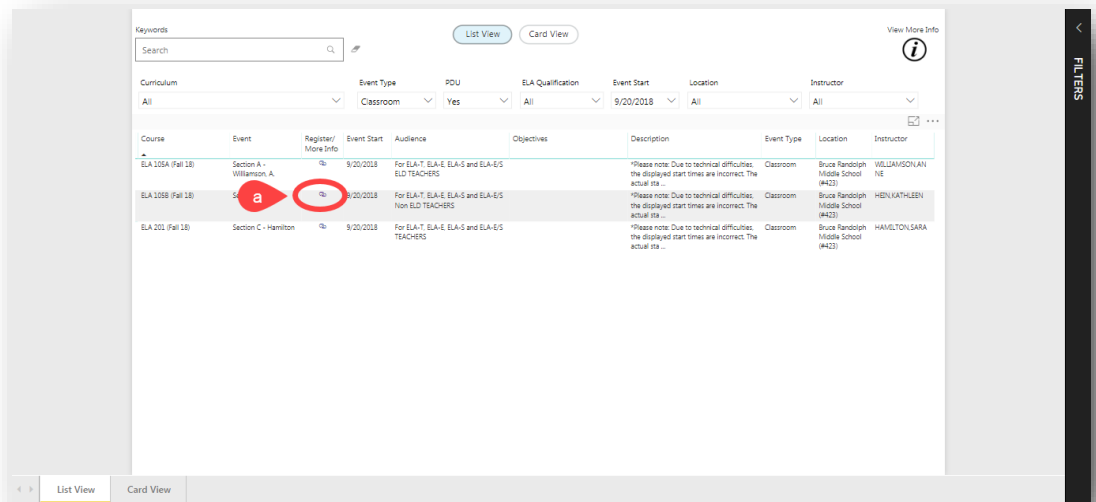
5) Learning Space will open and automatically navigate to the registration page for the selected course. Locate the event you'd like to attend, and click the **Register (a)** button.
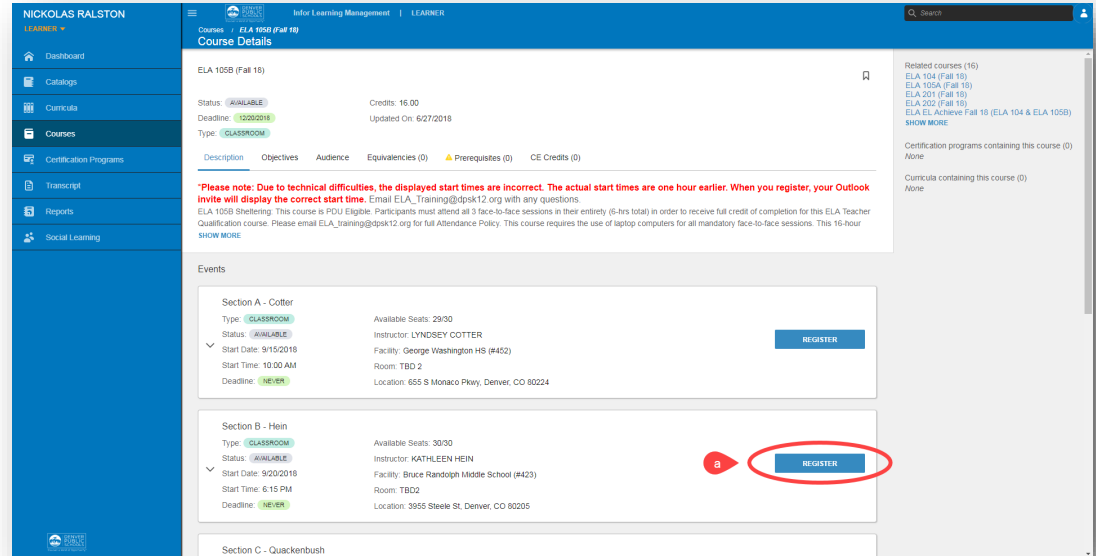
6) A confirmation message will appear indicating that you've been successfully registered for the event, and you'll also receive an automated email confirmation from DPS Learning Space.