

How Do I Register for a Crane Schools Course

This lesson will show you how to use our registration software.

1) Make sure you are on our registration site at:
<https://cranesd.gosignmeup.com/>



2) The first thing you will want to do is login using your Crane E # and Password.



3) On the home page, you can search for courses in different ways.

1) Search

Welcome Staff Test17

Browse Courses

2) Show All

3) Icon Legend

- Technology
- Ottawa
- Two Crane Move Over Credits
- One Crane Move Over Credit
- Three Crane Move Over Credits

Color Legend

- Intermediate Grade band Grade (3-5)
- Primary Grade band (0-2) Kinder
- Grade specific- see descriptions
- All Grades
- Open to a various grades- see descriptions
- Middle School focused
- Elementary focused

Sort by: Default | Course name | Course start | Location | Course time | Course date

Course Title	Description	Starts	Sessions	Location	Status	Class size	Register
Cooperative Learning I	For returning teachers. This two day class is designed to help teachers define and implement the seven key concepts to... More	7/17/2017 8:00 AM	2	Crane Middle School	13 open seats left	30 seats	Register
Facilitated IEP Training	Presented by AZ Department of Education Facilitated IEP is a process in which a student's IEP is developed by a... More	7/17/2017 8:00 AM	1	Crane Middle School	22 open seats left	30 seats	Register
K-2 Math Training with Allison Davis	Attention all Kinder – 2nd grade teachers: This is one PD session you will not want to miss! Topics our primary math... More	7/17/2017 8:00 AM	1	Crane Middle School	29 open seats left	50 seats	Register

1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

3) Icons and Colors will show on the course tiles of all courses so you can see if the course is a good fit.

4) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Register". Or See more information by clicking on the Course Name.

Welcome Staff Test17 Browse Courses

From Until

Show All

+ Summer 2017

Sort by: Default | Course name | Course start | Location | Course time | Course date

Color Legend

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5) Here is the courses information page. You can see more information about the course here.

The screenshot displays the course information page for 'Cooperative Learning I'. The page is organized into several sections, each highlighted with a red box and a numbered callout:

- 1**: Course title 'Cooperative Learning I' and social media links.
- 2**: Course description: 'For returning teachers. This two day class is designed to help teachers define and implement the seven key concepts to successful cooperative learning in order to develop cooperative classrooms. Participants will learn about structured-based cooperative learning and classic approaches to cooperative learning. An emphasis will be placed on developing teachers' abilities to consistently and successfully implement cooperative structures in all content areas in order to increase student achievement and develop successful teamwork skills. * Successful completion of course provides 15 hours of Crane Move Over Credit.'
- 3**: Contact information: Amanda Evans, aevans@craneschools.org. Credits: Professional Development Units : 15, Professional Growth Credit(s) : 1. Location: Crane Middle School, 4450 W. 32nd Street, Yuma, AZ 85364.
- 4**: Dates and Times: Starts: 7/17/2017 8:00 AM. Sessions: 7/17/2017 8:00 AM - 4:00 PM, 7/18/2017 8:00 AM - 4:00 PM. Registration closes: 7/16/2017.
- 5**: Facilitators: Amanda Evans, Liana Goldsboro.
- 6**: Register button and Availability: 13 Open Seats Left, 10 Wait Spaces Available.

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

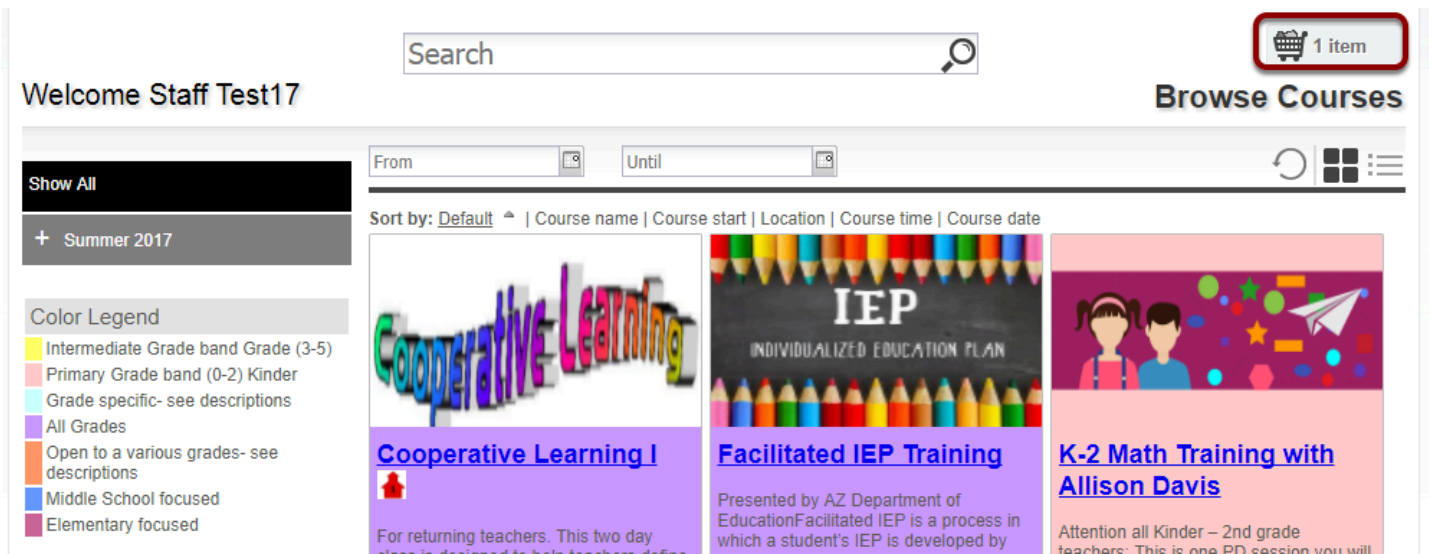
3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

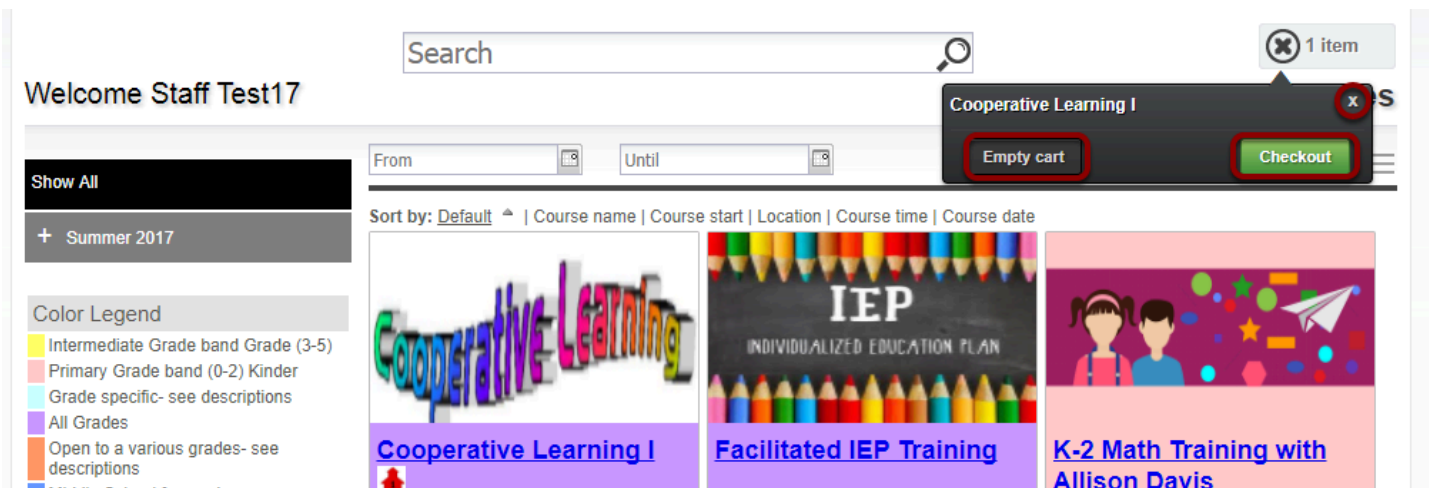
5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

6) You can continue adding courses to your cart, or click on the cart to see what is in there.



7) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "x" or "Empty Cart". To continue click on "Go to Cart".



8) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

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Log in/ Create Account Review Processing Receipt & Confirmation [Add more courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Status
Cooperative Learning I - 2530	7/17/2017 7/18/2017	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	Open: 13 Open Seats Left Wait List: 10 Wait Spaces Available


[Proceed to Next Step](#)

Please answer any of the required questions/pre-requisite requests before you proceed.

9) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

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Log in/ Create Account Review Processing **4** Receipt & Confirmation



Thank you for enrolling!

Order Receipt

Enrollment Details:	Date: 6/21/2017
Registration number: CAO549VL8749082	
Username: stafftest17	
Participant Information:	Payment Details:
Staff Test17 trevor@gosignmeup.com	

Order Details

Course name	Dates	Status
Cooperative Learning I	7/17/2017 8:00 AM - 4:00 PM	Enrolled
Selected Credit(s)	7/18/2017 8:00 AM - 4:00 PM	
Professional Growth Credit(s) 1		
Professional Development Units 15		

[Print Receipt](#)

[Continue Shopping for Courses](#) [Back To User Home](#)

You will also get a confirmation email sent to you.