



MyEzTraxx Enrollments

MyEzTraxx is the general teaching staff module of EzTraxx Online used for proposing professional development activities, enrollment, enrollment management, transcript access, and the creation and tracking of Individual Professional Development Plans. It is the resource for news and information about your district, provides links to sites of interest and the Regional Education Service Centers, and provides Help and Support features. It is fully integrated with the EzTraxx Online application used in your organization's Central Office for the planning, management and reporting of continuing education and related staff data.

The features and functionality of the MyEzTraxx site are managed by the district or organization's administration. The site's dynamic menu allows each client to select the features they will make accessible to their users. Following is a list of the topics covered in this document to assist you with using the application.

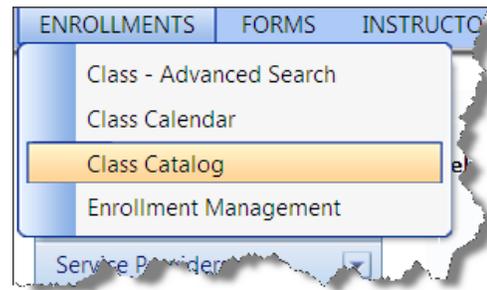
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1. Class Catalog Enrollment

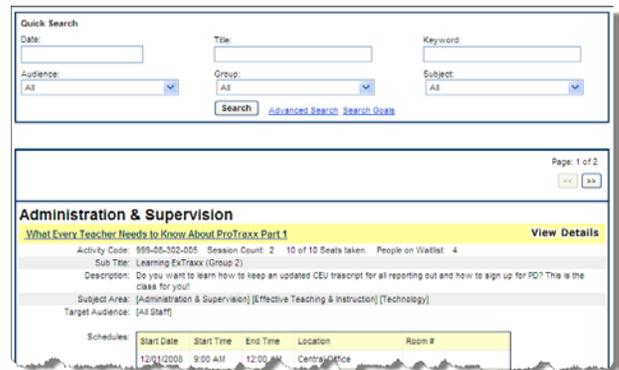
Utilizing the **Class Catalog Enrollments** feature is one method of searching for activities.

- Once you **login** to your online **MyEzTraxx** site, select **ENROLLMENTS / Class Catalog**.



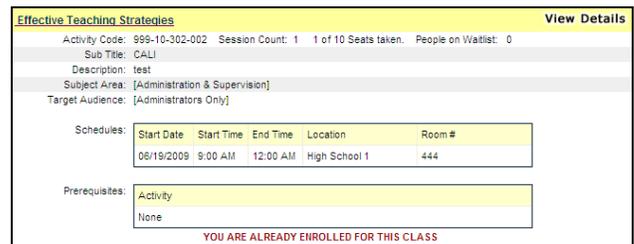
The **CLASS CATALOG** page is now open.

- Scroll** through the returned results by Activity Group Topic or **Perform** a quick search. **Type** in or select any relevant information that will refine your search, or leave all fields empty to return all records.
- Click the **Search** button.



The **CLASS CATALOG** page will refresh.

- If space is available in an activity class, the **Enroll** button will appear.
- If the activity class is full, you may see the **Add to Waitlist** button option.
- If you are already enrolled in an activity class, the message **"YOU ARE ALREADY ENROLLED FOR THIS CLASS"** will appear.
- If you attempt to enroll in an activity class which would create a scheduling conflict based on enrollment in other activities, the message **"A SCHEDULE CONFLICT EXISTS. YOU WILL NOT BE ABLE TO ENROLL IN THIS CLASS"** will appear. You must edit your schedule in order to enroll in this class (see ENROLLMENT MANAGEMENT).



- Click the **Enroll** button.
- When prompted "Are you sure you want to enroll for this class?", click the **OK** button.



The **ENROLLMENT CONFIRMATION** page is now open.

Notice the **PENDING** status of the class you just enrolled. Your enrollment approval/denial will be determined by pre-determined administrators. Once your enrollment status has changed, it will be automatically updated on your **ENROLLMENT MANAGEMENT** page.

Note: You can enrollments according to Activity, Start date and Enrollment Status by dragging their respective title above the table menu.

Enrollments / [Enrollme](#)

Quick Search

Start Date: Activity Name: Enrollment Status: All

Drag a column header and drop it here to group by that column - Groupable Columns (Activity | Start Date | Course Code | Enrollment Status)

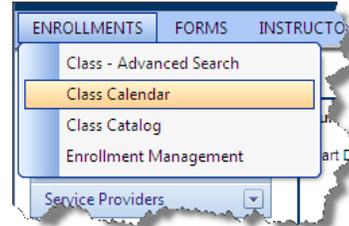
Withdraw Enrollment	Evaluation Form	Class Details	Activity	Start Date	Course Code	Enrollment Status	Status	Trans #	Payment Method	P
		Details	Salina's EzTraxx Introduction	05/30/2011	999-11-302-011	APPROVED	COMPLETED			
		Details	Salina EzTraxx Introduction	05/13/2011	999-10-302-022	CONFIRMED	COMPLETED			



2. Calendar Enrollment

Utilizing the **Class Calendar Enrollments** feature is another method of searching for activities.

- Once you **login** to your online **MyEzTraxx** site, select **ENROLLMENTS/Class Calendar** from the above menu.



The Calendar page is now open. Notice your Calendar View choices:

- Show All:** Returns all activities, events, and activities user is currently enrolled in.

Calendar View: Show All Activities Events My Activities

Subject Area: All

Topic Code: All

Event Type: All

Target Audience: All

Apply Filter

View: Month View

May	June 2011						July
Su	Mo	Tu	We	Th	Fr	Sa	
29	30	31	1	2	3	4	
	9:00 AM 999-11-302-011 Salina's EzTraxx Introduction		4:00 AM 999-10-205-004 Craig FOOD TEST				
5	6	7	8	9	10	11	

- Activities:** Returns the activities that are available for enrollment.

Calendar View: Show All Activities Events My Activities

Subject Area: All

Topic Code: All

Apply Filter

View: Month View

May	June 2011						July
Su	Mo	Tu	We	Th	Fr	Sa	
29	30	31	1	2	3	4	
			4:00 AM 999-10-205-004 Craig FOOD TEST				
5	6	7	8	9	10	11	

3. **Events:** Returns any events entered into the calendar by administrators. This is a viewing feature created to help avoid scheduling conflicts.

Calendar View: Show All Activities Events My Activities

Event Type: All

Target Audience: All

Apply Filter

View: Month View

May	June 2011						July
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	

4. **My Activities:** Returns activities that the user is currently enrolled in.

Calendar View: Show All Activities Events My Activities

Subject Area: All

Topic Code: All

Apply Filter

View: Month View

May	June 2011						July
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30 9:00 AM 999-11-302-011 Salina's EzTraxx Introduction	31	1	2	3	4	
5	6	7	8	9	10	11	

To enroll in an activity:

- Select the **Activities** Calendar view.
- Click on the underscored title of the activity you would like to enroll in.

14
9:00 AM
999-11-052-001
CALI in your Classroom:
Marzano and Effective Teaching Strategies

The catalog page is now open.

- Click the **Enroll** button.
- When prompted "Are you sure you want to enroll for this class?", click the **OK** button.

Activity Enrollment > Enrollment Management > Class Catalog > View Activity Class

Enroll

View Activity Class [Back to Class Catalog](#)

Activity Name: CALI in your Classroom: Marzano and Effective Teaching Strategies

Sub Title: Group 1

The **ENROLLMENT MANAGMENT** page is now open.

Notice the **PENDING** status of the class you just enrolled. Your enrollment approval/denial will be determined by pre-determined administrators. Once your enrollment status has changed, it will be automatically updated on your **ENROLLMENT MANAGEMENT** page.

Note: You can enrollments according to Activity, Start date and Enrollment Status by dragging their respective title above the table menu.

Enrollments / Enrollment Management

Quick Search

Start Date: Activity Name: Enrollment Status: All

Drag a column header and drop it here to group by that column - Groupable Columns (Activity | Start Date | Course Code | Enrollment Status)

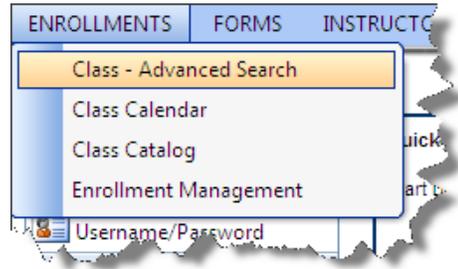
Withdraw Enrollment	Evaluation Form	Class Details	Activity	Start Date	Course Code	Enrollment Status	Status	Trans #	Payment Method	Price	View Award
Withdraw		Details	CALI in your Classroom: Marzano and Effective Teaching Strategies	07/14/2011	999-11-052-001	PENDING	OPEN				



3. Class – Advanced Search

Utilizing the Class- Advanced Search feature is another method of searching for activities.

- Once you **login** to your online **MyEzTraxx** site, select **ENROLLMENTS/Class – Advanced Search** from the above menu.



The **SEARCH ACTIVITY** page is now open.

- Type** in or select any relevant information that will refine your search, or leave all fields empty to return all records.
- Click the **Search/Filter** button.

Enrollments / Enrollment Management / Activity Class Catalog > Search Activity

Class - Advanced Search

Name of Activity:

Keyword:

Activity Code: Provider Code: YY: Topic Code: Sequence Number:

Subject Area: All

Topic Code: All

Target Audience: All

Activity Group Topic: All

Start Date: End Date:

Search/Filter

Drag a column header and drop it here to group by that column - Groupable Columns (Topic | Start Date)

Activity	Course Information	Topic	Start Date
CALI in your Classroom: Marzano and Effective Teaching Strategies Increase participants understanding of research and application of Marzano's Effective Teaching Strategies	Course # 999-11-052-001 Status: OPEN	No Associated Group	07/14/2011
Introduction to Photoshop 101 Learn photoshop and how you can use it creating websites.	Course # 999-10-301-005 Status: OPEN	No Associated Group	06/18/2011

Available activities will be returned below in alphabetical order by subject.

Notes:

You will not be able to view activities which have already started.

You can group by the Topic and Start Date by dragging their respective column headers and dropping them above the table menu.

- Select** the activity to view or enroll in by clicking its **underscored** name from the search results.

Drag a column header and drop it here to group by that column - Groupable Columns (Topic | Start Date) ←

Activity	Course Information	Topic	Start Date
CALI in your Classroom: Marzano and Effective Teaching Strategies Increase participants understanding of research and application of Marzano's Effective Teaching Strategies	Course # 999-11-052-001 Status: OPEN	No Associated Group	07/14/2011
Introduction to Photoshop 101 Learn photoshop and how you can use it creating websites.	Course # 999-10-301-005 Status: OPEN	No Associated Group	06/18/2011

The **CLASS CATALOG** page will refresh.

- If space is available in an activity class, the **Enroll** button will appear.
- If the activity class is full, you may see the **Add to Waitlist** button option.
- If you are already enrolled in an activity class, the message **"YOU ARE ALREADY ENROLLED FOR THIS CLASS"** will appear.

If you attempt to enroll in an activity class which would create a scheduling conflict based on enrollment in other activities, the message **"A SCHEDULE CONFLICT EXISTS. YOU WILL NOT BE ABLE TO ENROLL IN THIS CLASS"** will appear. You must edit your schedule in order to enroll in this class (see ENROLLMENT MANAGEMENT).

- Click the **Enroll** button.
- When prompted "Are you sure you want to enroll for this class?", click the **OK** button.

The **ENROLLMENT CONFIRMATION** page is now open.

Notice the **PENDING** status of the class you just enrolled. Your enrollment approval/denial will be determined by pre-determined administrators. Once your enrollment status has changed, it will be automatically updated on your **ENROLLMENT MANAGEMENT** page.

Activity Enrollment > [Enrollment Management](#) > [Class Catalog](#) > View Activity Class

Enroll

View Activity Class [Back to Class Catalog](#)

Activity Name: CALL in your Classroom: Marzano and Effective Teaching Strategies
 Sub Title: Group 1

Enrollments / [Enrollment Management](#)

Quick Search
 Start Date: Activity Name: Enrollment Status:

Drag a column header and drop it here to group by that column - Groupable Columns (Activity | Start Date | Course Code | Enrollment Status)

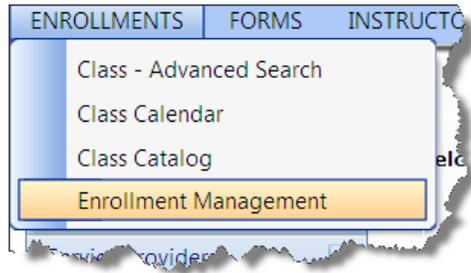
Withdraw Enrollment	Evaluation Form	Class Details	Activity	Start Date	Course Code	Enrollment Status	Status	Trans #	Payment Method	Price	View Award
Withdraw		Details	CALL in your Classroom: Marzano and Effective Teaching Strategies	07/14/2011	999-11-052-001	PENDING	OPEN				
					999-						



4. Enrollment Management

The **Enrollment Management** page allows users to view the status of all of the classes they have enrolled in.

- Once you **login** to your online MyEzTraxx site, select **ENROLLMENTS/Enrollment Management** from the above menu.



The ENROLLMENT MANAGEMENT page is now open.

Withdraw Enrollment

When viewing the page, note that the first column displays the [Withdraw](#) option, if available. You may only withdraw from an activity class that you have enrolled yourself in. If an administrator has enrolled you in an activity class or your enrollment has already been approved, you cannot withdraw from a class.

A screenshot of the Enrollment Management page. At the top, there is a 'Quick Search' section with fields for 'Start Date', 'Activity Name', and 'Enrollment Status' (set to 'All'). Below this is a 'Search/Filter Results' button. Underneath is a table with a header row: 'Withdraw Enrollment', 'Evaluation Form', 'Class Details', 'Activity', 'Start Date', 'Course Code', 'Enrollment Status', 'Status', 'Trans #', 'Payment Method', 'Price', and 'View Award'. The first row of data shows: 'Withdraw', 'Details', 'CALI in your Classroom: Marzano and Effective Teaching Strategies', '07/14/2011', '999-11-052-001', 'PENDING', 'OPEN', and empty cells for the remaining columns. A second row is partially visible below.

Evaluation Form

The second column displays the [Evaluation Form](#) option, if available. If you have completed an activity class, you can click on this link to complete and submit your online evaluation form.

Class Details

The third column displays the [Details](#) option. Click on this link to view additional class details, such as the schedule, objectives, etc.

Enrollment Status

Your enrollment is **Pending** until it is approved by your administrator. You will receive an email notifying you of this approval.

(Once you have successfully enrolled in an activity class, the Enrollment Management page opens and highlights the activity you have successfully enrolled in.)

Award Status

The last column displays the [View Award](#) option. Upon completion of your activity class, click on this link to view your award.

