

TEACHER LEADERS

ENGAGE. EMPOWER. INSPIRE.



OVERVIEW: The 2014 Teacher Leader Summit will include over 50 sessions that prepare educators for the 14-15 school year. These sessions will prepare all educators to be ready on the first day of school including, (1) having strong student learning targets, (2) understanding their standards and curriculum, and (3) understanding their end of year assessments.

Please share this memo with your Teacher Leader Cohort members attending the event and ensure they register on Coursewhere at www.solutionwhere.com/ldoe/cw/main.asp by **May 2**. Each Teacher Leader must register individually.

SESSION PRE-REGISTRATION: Most sessions will be open seating at the Summit on a first-come, first-seated basis. A limited number of sessions require pre-selection. To view the full draft of sessions available and those that require pre-registration [click here](#). Participants are not required to join a session that requires pre-registration. To register for the Summit WITHOUT pre-selecting a session(s), simply click the box next to "Overall Summit Registration", then continue with Steps 6 – 12 below. This will register you for the Summit and you may attend any open-seating session at the Summit. Participants interested in joining a session that requires pre-registration should follow the instructions in Coursewhere to request a seat at those sessions.

REGISTRATION PROCESS: Please *read all the steps before proceeding:*

1. Each Teacher Leader must log into Coursewhere with *their own account* at www.solutionwhere.com/ldoe/cw/main.asp.
2. Ensure that you have received your Team Password from your district's Teacher Leader contact person.
3. Review the [sessions offered](#) at the event and note if any of the sessions you are interested in joining require pre-registration.
4. Click the box next to **Overall Summit Registration** (required).
 - If you wish to pre-register for a Tuesday or Wednesday session, continue to Step 5. If not, proceed to Steps 9-12.
5. Click the box next to **Tuesday Sessions**. This will open up the session choices for Day 1.
6. Choose **ONLY** one session you would prefer to attend the first day. (Note if the times overlap and only attend the ones that allow multiple registration.)
7. Scroll down to **Wednesday Sessions** and click the box next to that title.
8. Again, choose **ONLY** one session you would prefer to attend the second day. (Note if the times overlap and only attend the ones that allow multiple registration.)
9. Once you have finished selecting according to the directions above, click the Register button at the bottom of the page.
10. Enter your Coursewhere ID and Password and click Register for Conference.
11. Check your registration and personal information for accuracy. If applicable, correct all inaccurate information and click the Update button to the right.
12. Scroll down and use the drop down arrow to choose your Team Name (this will be your district or school name).

13. Enter your Team Password (this has been provided to your district's Teacher Leader contact person).

14. Enter your Team Member ID (which is *Open Seat*).

15. Click Submit Registration. If you do not click Submit Registration, you will have to start the process over because you will NOT be registered for the Summit.

NOTE: You will NOT receive an on-screen nor email confirmation at the time of registration. Pre-registering does not guarantee that you will receive a seat at the session. All participants can log back in to Coursewhere on May 20th to confirm if they have been seated in a pre-registered session.

Coursewhere registration questions/problems should be addressed to Mona Erickson at mona.erickson@la.gov or 225-342-4052.