

How Do I Register for an EDCO Course

This lesson will show you how to use our registration software. You may wish to open another window at the registration site so that you can complete the steps as you read them.

1) Make sure you are on our registration site at:

<https://edco.gosignmeup.com>

2) The first thing you will want to do is create an account, or login if you already have one.

NOTE: EDCO members should contact their office of Curriculum and Instruction first.

If you have taken an EDCO course in the past 6 years, please select the Login link at the top of the Home page. Your username is either your school or home email address - whichever you gave EDCO when you first signed up. You will need to create a password, so click "Forgot your username or password" to create one.

If you have never taken an EDCO course, please click Create Account at the top of the Home page.

3) On the create account page, please fill in all required information. Click on "Agree and Create Account" to proceed.

You must agree to our Registration Policy to continue.

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

Welcome Anthony Test

Search

Empty

Browse Courses

Show All

From

Until

Sort by: [Default](#) | [Course name](#) | [Course start](#) | [Location](#) | [Course time](#) | [Course date](#)

Behavioral and Educational Best Practices for Students with Mental Health Issues
Sponsored by CASE, EDCO and LABBB (CELC) About ten percent of students in school - approximately 11 million students -... [More](#)
Starts: Tue, 1/19/2016 4:00 PM
Session: [1](#)
Credits: 2 Contact Hours
Pricing: \$50.00 (EDCO Member)
Location: [EDCO Collaborative](#)
Closed Enrollment

Did They Really Get It? Web Tools to Help with Formative (or Summative) Assessment
Co-sponsored with MassCUEIn this workshop participants will learn how to incorporate a few fun and engaging tools that... [More](#)
Starts: Tue, 1/26/2016 8:30 AM
Session: [1](#)
Credits: 6 Contact Hours
Pricing: \$150.00 (EDCO Member)
Location: [EDCO Collaborative](#)
Click to Register

Metrowest Literacy Symposium
Sponsored by CASE, EDCO and LABBB (CELC) "It's high time for the higher performing districts to understand that meeting... [More](#)
Starts: Tue, 1/26/2016 10:00 AM
Session: [1](#)
Credits: 3 Contact Hours
Pricing: \$20.00 EDCO Member, \$20.00 CELC Price
Location: [EDCO Collaborative](#)
Click to 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.

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

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

The screenshot shows a course page with the following sections:

- 1:** Top navigation bar with social media icons and breadcrumb trail: Home > All > WS16M200 Did They Really Get It? Web Tools to Help with Formative (or Summative) Assessment
- 2:** Course title: **WS16M200 Did They Really Get It? Web Tools to Help with Formative (or Summative) Assessment**. Description: Co-sponsored with MassCUE. In this workshop participants will learn how to incorporate a few fun and engaging tools that will help you gather information on students as they work towards their learning goals in the classroom. Web 2.0 tools like Kahoot, Socrative, Educanon, Exit Ticket and Pickers will be examined. Some of these tools allow teachers to enter students as well as collect and analyze the data. Some of these tools can be a quick and easy way to dipstick, activate prior knowledge or act as a ticket to leave. Other tools can be a more robust, more comprehensive testing tool/student response system. Participants will walk away with a toolbox of resources that are easy to use in your classroom to help you better understand what your students understand. **Target Audience:** Grades 2 - 12 teachers and specialists.
- 3:** Contact: Dana Mullaley, mcswineyct@edcollab.org. Credits/Hours: Contact Hours : 6. Location: Map of Burlington, MA area. EDCO Collaborative, 36 Middlesex Turnpike, Bedford, MA 01730. Additional Information: The F2F session will meet at EDCO - the rest of the course will be online.
- 4:** Dates and Times: Starts: Tue, Jan 26, 2016 8:30 AM. Sessions: Tue, Jan 26, 2016 8:30 AM - 3:00 PM. Registration closes: Tue, Jan 26, 2016.
- 5:** Instructor: Donna Criswell. Bio: Donna Criswell has been an Instructional Technology Specialist for many years, most recently for the Sudbury K-8 district. Donna believes that putting...
- 6:** Additional Offerings table:

Course Title	Starts	Status
Dealing with Difficult Parents	1/27/2016 - 8:00 AM	Space available
Tier 1 Interventions for English Language Learners and Students with Disabilities	1/30/2016 - 9:00 AM	Space available
Il était une fois: French Fairy Tales (Blended Course)	2/6/2016 - 9:00 AM	Space available
- 7:** 'Click to Register' button and Pricing: \$150.00 - EDCO Member - EDCO Member. Bill to: Home Address, School/Organization Address, District Address.

- 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. Be certain to click on the down carat in the lower right corner to see the complete description.
- 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) Additional Offerings is where you can see courses with same name but may be offered at different times.
- 7) 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.

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

8) 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 "Complete Registration".


9) 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.

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen. Or choose another payment method.

11) For credit cards, please enter in all of your payment information. Once you make sure everything is correct, click on "Pay Now" to register.

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



Registration Site

1 item

Welcome Anthony Test

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

Thank you for registering!

Order Receipt

Participant Information: Anthony Test 233sd city , CA , 92626 anthony@gosignmeup.com 5555555555		Enrollment Details: Date: 1/19/2016 1:37 PM Registration number: C8J98OWJ3053823 Username: anthony@gosignmeup.com		
Order Details		Payment Details:		
Course name	Course#	Dates	Status	Price
Did They Really Get It? Web Tools to Help with Formative (or Summative) Assessment	WS16M200	1/26/2016 8:30 AM - 3:00 PM	Enrolled	
Home Address				

Total: \$150.00
Discount: \$0.00
Total Amount Paid: \$0.00

If paying by check, please mail your check to:

EDCO Collaborative
36 Middlesex Turnpike
Bedford, MA 01730

[Print Receipt](#)

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

You will also get a confirmation email sent to you. If you have any questions or concerns, please contact our help desk at helpdesk@edcollab.org