



TEXAS A&M UNIVERSITY
Top-Class Educational
Professional Development

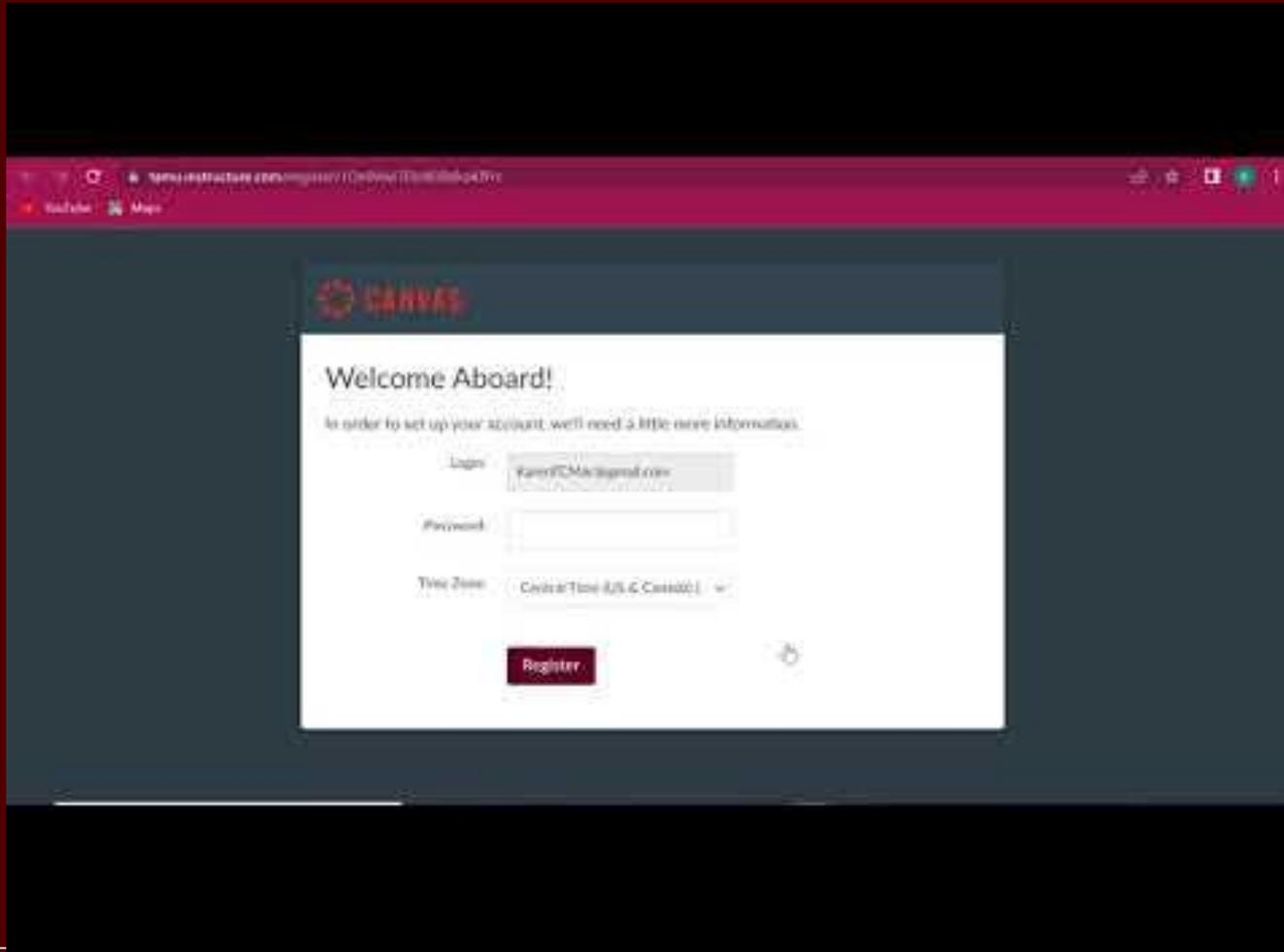
Top-Class Educational Professional Development

Instructions for Enrollment

For Questions, Contact
Karen E. McIntush, kgm91@tamu.edu

Instructional Video

Welcome to our on-demand streaming service. We hope you will find Top-Class Educational Professional Development able to meet your continuous learning needs.



The image shows a screenshot of a web browser displaying the Canvas LMS registration page. The browser's address bar shows the URL "https://canvas.instructure.com/register". The page features the Canvas logo at the top left. Below the logo, the heading "Welcome Aboard!" is displayed, followed by the instruction "In order to set up your account, we'll need a little more information." The registration form includes three input fields: "Login" with the value "farnham@prod.com", "Password" (empty), and "Time Zone" set to "Central Time (US & Canada)". A red "Register" button is positioned at the bottom of the form, and a "Forgot your password?" link is located to its right.



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Step 1:

You will receive an email with the registration information and promotional code (if given) or your registration code. See the example below.

You will click on the [website link](#) to register.

Here is how you register:

Register for Top-Class!

Register at this website	https://elrc.tamu.edu/top-class-educational-pd/
You will register for	Top-Class All Course Bundle Subscription
Promotion Code <i>(Case Sensitive and expires in 30 days)</i>	XXYYTC22
Promotion Duration	1 year
Payment Selection	Please remember to select the “Use a Promo Code” option <i>(Please do NOT select the “Purchase Order” option. You will NOT be asked to enter your credit card information.)</i>
Promotion Value	100% Discount
Course Access <small>(after registration)</small>	https://topclass.catalog.instructure.com
Email questions to:	Top-ClassPD@tamu.edu or Karen McIntush at kgm91@tamu.edu

Check your email for the registration link and continue to follow the instructions. You must complete all of the instructions in the email in order to have access to the PD content.



Step 2:

Once on the [website](#) link in the first column of the chart, you will be taken to the Top-Class website. Click on the button that says “Register for Top-Class All Course Program...”. See the image below. **You will NOT be charged for this service if you received a Promo Code.**

WIN A FREE TOP-CLASS SUBSCRIPTION

ENTER NOW

WHAT IS TOP-CLASS EDUCATIONAL PROFESSIONAL DEVELOPMENT?

Top-Class is a research-based professional development streaming service designed to build school leader and teacher capacity. Our short courses feature expert speakers in the field and cover timely topics. Each course provides micro-credentials for educators that not only address needed areas of professional development, but also meet credentialing requirements for professional certifications. Courses are self-paced and available on-demand anytime. The material is presented in short segments to fit educators' busy schedules.

ALL COURSE PROGRAM SUBSCRIPTION AVAILABLE FOR \$10 A MONTH BILLED ANNUALLY!

Save money by bundling your PD.

Register for Top-Class All Course Program Subscription \$10 a month billed annually

Enter to win a FREE Top-Class Subscription



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Step 3:

Once you click on the button that says “Register for Top-Class All Course Program”, mark your method of payment. See the image below. **You will NOT be charged for this service if you received a Promo Code.**

Top-Class All Course Bundle *

Choose the course(s) you would like to sign up for.

Top-Class All Course Bundle

Select your method of payment. *

Use a Promo Code

Personal Credit Card

School Credit Card

Purchase Order

Submit



Step 4:

Click on the link on the next screen that appears or check your email for the link.

Thank you for registering!

Please visit Catalog to complete your registration and pay:

<https://topclass.catalog.instructure.com/programs/top-class-all-course-program>



If you have any additional questions, please contact us.

Registration confirmation: Top-Class All Course Bundle

Inbox x



Top-Class <top-classpd@tamu.edu>
to me ▾

Tue, May 3, 12:12 PM (23 hours ago)



Thank you for registering!

Please visit Catalog to complete your registration and pay:

<https://topclass.catalog.instructure.com/programs/top-class-all-course-program>

If you have any additional questions, please [contact us](#).

Important

Name

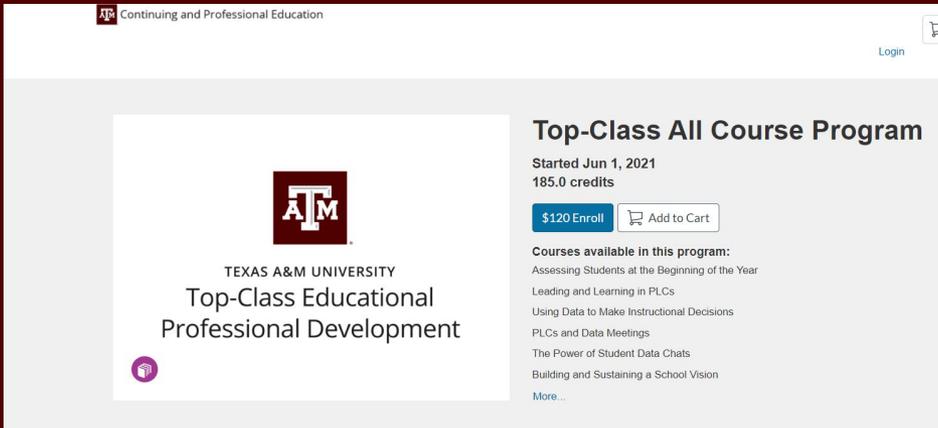


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Step 5:

Enroll in Top-Class Educational Professional Development and Create Your Account

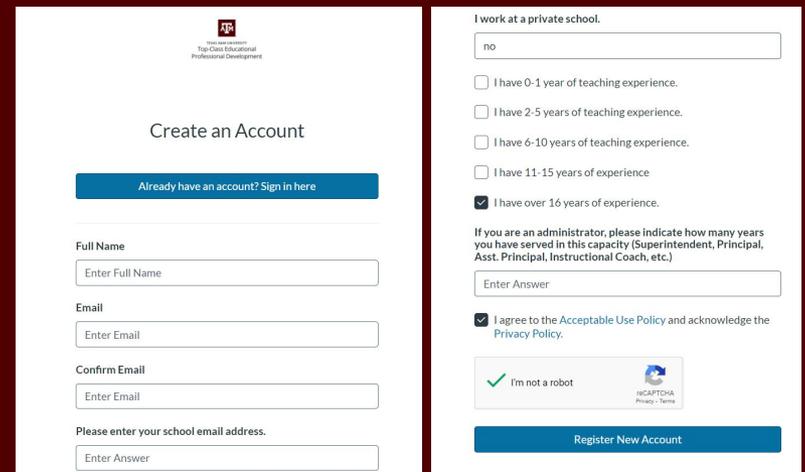
Enroll: Click on the “\$120” Enroll” OR the “Add to Cart” button to take you to the registration screen.
-If you have a promo code, you will enter in the next screen.



The screenshot shows the 'Top-Class All Course Program' page. On the left, there is a large graphic with the Texas A&M University logo and the text 'TEXAS A&M UNIVERSITY Top-Class Educational Professional Development'. On the right, the program details are listed: 'Started Jun 1, 2021', '185.0 credits', and two buttons: '\$120 Enroll' and 'Add to Cart'. Below these, a list of courses is provided under the heading 'Courses available in this program:'. The courses listed are: 'Assessing Students at the Beginning of the Year', 'Leading and Learning in PLCs', 'Using Data to Make Instructional Decisions', 'PLCs and Data Meetings', 'The Power of Student Data Chats', and 'Building and Sustaining a School Vision'. A 'More...' link is at the bottom of the list.

Complete the profile information to create your account. It will ask for various demographic data and email. We will not share your information with anyone outside of our organization.

If you have already registered with Top-Class, you can login from here. Or you can more simply go to <https://topclass.catalog.instructure.com>



The screenshot shows the 'Create an Account' registration form. At the top, it says 'Create an Account' and has a link: 'Already have an account? Sign in here'. The form has several input fields: 'Full Name' (with placeholder 'Enter Full Name'), 'Email' (with placeholder 'Enter Email'), 'Confirm Email' (with placeholder 'Enter Email'), and 'Please enter your school email address.' (with placeholder 'Enter Answer'). To the right, there is a section titled 'I work at a private school.' with a dropdown menu set to 'no'. Below this are five checkboxes for teaching experience: 'I have 0-1 year of teaching experience.', 'I have 2-5 years of teaching experience.', 'I have 6-10 years of teaching experience.', 'I have 11-15 years of experience.', and 'I have over 16 years of experience.' (which is checked). Below these is a note: 'If you are an administrator, please indicate how many years you have served in this capacity (Superintendent, Principal, Asst. Principal, Instructional Coach, etc.)' with an input field 'Enter Answer'. There is also a checked checkbox for 'I agree to the Acceptable Use Policy and acknowledge the Privacy Policy.' At the bottom right, there is a CAPTCHA section with a green checkmark and the text 'I'm not a robot' and 'HCAPTCHA Privacy - Terms'. A blue button at the bottom right says 'Register New Account'.



Step 6:

Registration Complete, Part 1! Click on the “\$120 Enroll” button or the shopping cart in the top right corner.

Continuing and Professional Education

Karen Liz McIntush





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Top-Class All Course Program

Started Jun 1, 2021
185.0 credits

[\\$120 Enroll](#) [Remove from Cart](#)

Courses available in this program:

- Assessing Students at the Beginning of the Year
- Leading and Learning in PLCs
- Using Data to Make Instructional Decisions
- PLCs and Data Meetings
- The Power of Student Data Chats
- Building and Sustaining a School Vision

[More...](#)

Continuing and Professional Education

Karen Liz McIntush





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Top-Class All Course P

Started Jun 1, 2021
185.0 credits

[\\$120 Enroll](#) [Remove from Cart](#)

Courses available in this program:

- Assessing Students at the Beginning of the Year
- Leading and Learning in PLCs
- Using Data to Make Instructional Decisions
- PLCs and Data Meetings
- The Power of Student Data Chats
- Building and Sustaining a School Vision

[More...](#)

Cart

Top-Class All Course Program 

 Program

\$120

[\\$120 – Checkout](#)

Step 7:

Checkout: Here is where you will enter your Promo Code or Pay and Enroll. The Pay and Enroll will take you to the place for entering your credit card information.

Continuing and Professional Education

Karen Liz McIntush

Checkout



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Top-Class All Course Program

Program

\$120

TOTAL \$120

Promotion Code

With the Promo Code, the balance will zero out once you hit *Apply*.



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Continuing and Professional Education

Karen Liz McIntush

Checkout



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Top-Class All Course Program

Program

~~\$120~~ \$0

Listing Subtotal	\$120
Total Discount	\$120
TOTAL	\$0

Promotion Code

Step 8: Set your Password. Click on “Go to Courses.”

 Continuing and Professional Education

Karen Liz McIntush ▾



All Done!

You have successfully enrolled in the following listing.
You will receive a confirmation email shortly.



TEXAS A&M UNIVERSITY
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 Program

 Enrolled

[Go to Courses](#)

[Return to Catalog](#)

 Continuing and Professional Education

Karen Liz McIntush ▾



In Progress

Completed

Not Completed

[PDF Transcript](#)



Almost there! A confirmation email has been sent.
Locate it and follow the instructions to complete the registration process.

Please check your email account now.

Can't find your email? [Send Again](#)



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Step 9:

Complete Registration.

Hi [REDACTED]

You have successfully registered for a new account at <https://topclass.catalog.instructure.com> with the login ID of [REDACTED].com.

Please set up a password for your new login ID of [REDACTED]@mail.com on <https://topclass.catalog.instructure.com> by clicking on the "Complete Registration" button below.

Keep learning,

Texas A&M - Continuing & Professional Education

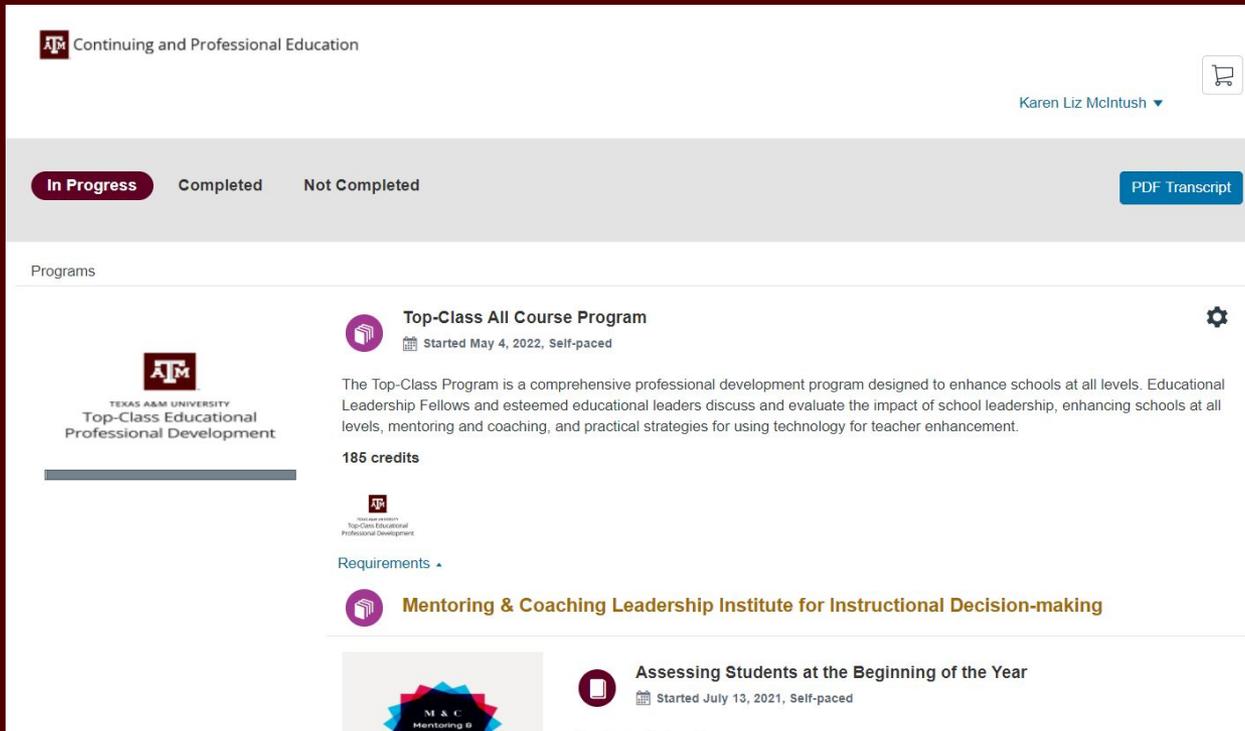
Complete Registration

Remember your user login ID and the password you set at the next step.



Step 10:

Access your Student Dashboard and begin your courses!



The screenshot shows the 'Continuing and Professional Education' dashboard for user Karen Liz McIntush. It features navigation tabs for 'In Progress', 'Completed', and 'Not Completed', along with a 'PDF Transcript' button. The 'Programs' section lists three courses: 'Top-Class All Course Program' (185 credits, started May 4, 2022), 'Mentoring & Coaching Leadership Institute for Instructional Decision-making', and 'Assessing Students at the Beginning of the Year' (started July 13, 2021).

You may enroll in whichever courses you choose.

We add new content frequently, and it will appear in your dashboard.



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Looking for your courses? Login in here:

<https://topclass.catalog.instructure.com>

Thank you for participating in Top-Class Educational Professional Development

Questions?

Top-ClassPD@tamu.edu



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Connect with us!

Dr. Beverly F. Irby

beverly.irby@tamu.edu

Visit our website

<https://elrc.tamu.edu>

and follow us on social media

@ELRCTAMU



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