Accessing your Annual Required Training in Leon LEADS

Click Leon LEADS in Classlink.	Leon LEADS Leon Professional Develop
Find your Professional Learning tab at the top and click.	Professional Learning
Click My Professional Learning	
on the left-hand side.	My Professional Learning
Click on My Courses	My Courses
	My PD Playlist
Find your Required tab at the top and click.	Required
Click on your Annual Required	LCS Annual Required Training for the 25-26 School Year Required by: ASHLEY CAVALLO on 07/30/2025
Training.	
Find Sections on the left-hand	Course Details
side and click.	Sections (1)
Click the blue Register button.	Seats: Register 99495 left of 100000
Then click your blue Register	Cancel Register
button in the bottom right-hand	
corner.	
This message should appear on	Vou have successfully registered for Course 27307 35331 LCS Annual Required Training 25-26.
your screen.	

Go back to Classlink and click your Canvas tile.	Canvas
Your Annual Required Training course will be on your Dashboard ready to go.	Required Training: LCS Annual Required Training 25 LCS Annual Required Training
Begin with your first module and	▼ Introduction
you will be moved to the next	■ Instructions and Overview
once completed.	
When all modules are complete	LCS Annual Required Training for the 25-26 School Year
you should see this on your	
LEADS dashboard.	
To print your Certificate to show	Transcript
completion go back to the tabs	
up top and select your Transcript	
tab.	
Click on the Certificate Number	Certificate Num
next to the training title and print	90224500
or send electronically (whatever's	89326500
their preference) to your	
administrator for documentation.	

Finding a Course in LEADS

Click Leon LEADS in Classlink.	Leon LEADS Leon Professional Develop
Find your Professional Learning tab at the top and click.	Professional Learning
Click Catalog on the left-hand side.	Catalog
Click Course Catalog.	Course Catalog PD Playlist Catalog
Type the Course Number in the search bar.	Search by title, number or description.
Or search by Opportunity Type.	▼ Learning Opportunity Type
	Instructor Led Course Self-Paced Learning Opportunity
Or by Subject Area. (This is just a part of the options list.)	▼ Courses by Subject English-Lang Arts-Reading Mathematics Science ESE
Remember to find the correct section you're looking for once in the course. This will allow you to register.	Course Details Sections (1)
Click Register on this screen and again on the follow screen on the bottom right-hand corner.	Seats: Register 99495 left of 100000