

Dashboard (Quickstart Guide)

The Dashboard provides a quick look for users to see alerts, notifications and accumulated professional development hours earned toward license renewal.

Accumulated Professional Development Hours toward license renewal

Message Center - Alerts users to License Expirations, and other system notifications

Accumulated Professional Development Exchange Hours
***Districts can enable Exchange Hours Module and set the duration of accumulated hours*

Welcome Demo Teacher

Your profile is incomplete. [Update Now](#)

Demo Teacher your license number: 99 will expire on June 30, 2013. Please ensure you complete the necessary steps to renew your license.

TIP: Toggle the select menu to view the progress bars in other formats

Professional Development

--SELECT--

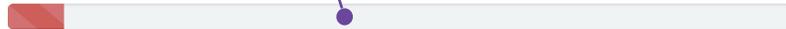
Update

Professional Development History

Contact Hour(s)

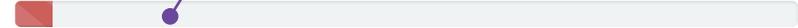
Update

You've Completed 13.00 Contact Hour(s) Towards Your License Renewal!



Completed Exchange Hours

You've Completed 0.00 Contact Hour(s) Toward Exchange Hours!



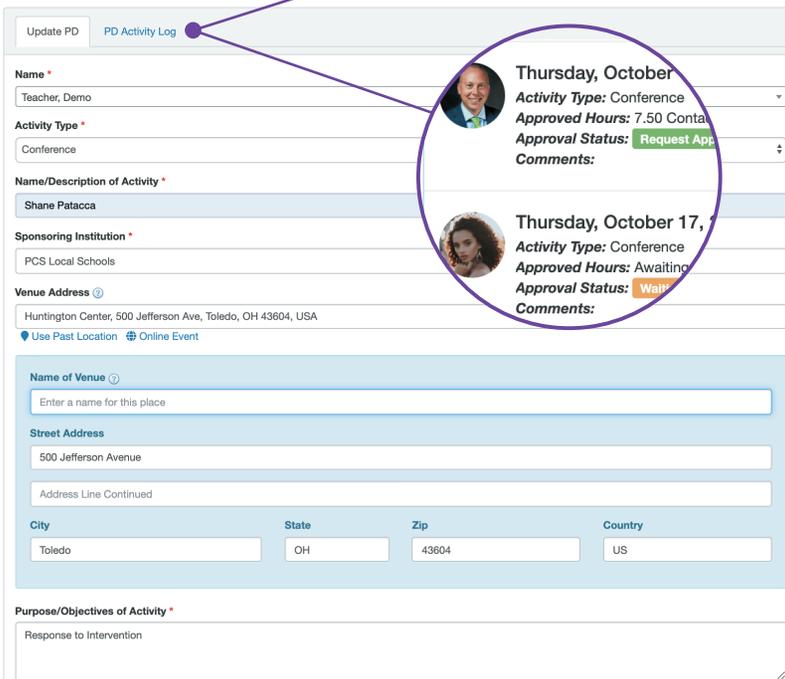
Professional Development Requests(Quickstart Guide)

Professional Development Requests (PD Requests) are required for license renewal. Only approved PD Requests count toward a license renewal. A basic PD Request only requires the user to complete the fields denoted by a * next to the field label. Districts may choose to require their staff to complete additional available fields within the form, please refer to your district Professional Development Handbook for details.

After the initial form submission, the PD Activity Log Tab becomes active. This tab acts as digital paper trail for a PD Submission

Exchange Hours can be applied to a PD Request by toggling the slider

Users who have an Individual Professional Development Plan(IPDP) on file can link PD Requests to Individual Goals



Update PD **PD Activity Log**

Name *
Teacher, Demo

Activity Type *
Conference

Name/Description of Activity *
Shane Patacca

Sponsoring Institution *
PCS Local Schools

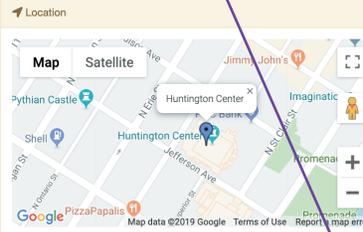
Venue Address
Huntington Center, 500 Jefferson Ave, Toledo, OH 43604, USA

Name of Venue
Enter a name for this place

Street Address
500 Jefferson Avenue

City Toledo **State** OH **Zip** 43604 **Country** US

Purpose/Objectives of Activity *
Response to Intervention



Location

Map Satellite

Attached Documentation

No attached documentation.

Link to Goals listed in your Individual Professional Development Plan
x# - NCATE - Teacher: Standard 1a - Content Knowledge for Teacher Candidates --my goal 2

Relevance to Professional Goals
Addition to my goals go here

Date/Time of Activity
Please enter the time(s) you attended the activity.

All Day or Non-Scheduled Times

Start Date * 10-17-2019 **Start Time** 07:00 AM **End Time** 04:00 PM **End Date *** 10-17-2019

Total Requested Hours * 7.50 **Contact Hour(s)**

Apply toward Exchange Hours
 Yes

Upload Verification Documentation
Choose Files No file chosen

Comments

No Notify Reviewer of Completed Corrections

TIP 1: Attach docs to PD Requests to provide verification of attendance.

TIP 2: Toggle the notification slider to send a correction or update notice to the reviewers

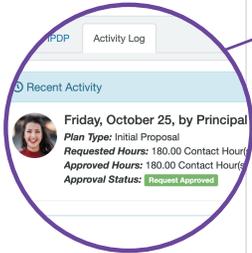
Individual Professional Development Plan (Quickstart Guide)

Individual Professional Development Plan Requests (IPDP Requests) allow users to create Professional Goals and Link to State and District Standards. Users can add multiple goals to each IPDP, users should refer to district policy to understand the minimum required goals

After the initial form submission, the IPDP Activity Log Tab becomes active. This tab acts as digital paper trail for an IPDP Request

IPDPs can link to an individuals Professional License.

Use the plus (+) button to add goals to an IPDP. Use the minus (-) sign to delete a specific goal.



Update IPDP | **Activity Log**

Name: Teacher, Demo

Relevant Certificate: License: 99 :: professional 5 yr - Issue Date: May 01, 2012

Effective Date: 07-01-2012 | Expiration Date: 06-30-2013

Plan Type: Initial Proposal

Directions
Please enter a minimum of one professional development goal. If your district requires more goals, please complete the appropriate fields. In addition, if your district requires you to link your goals to State or National Standards, please select the appropriate standard from the corresponding drop down menu and it will autofill into your professional goal.

Select your Standard: OH - Teacher: Standard 1 - Students: Teachers understand student learning and development, and respect the diversity of the students they teach. Define your Goal:

List how this goal relates to recertification

Anticipated Hours: 180.00 | Contact Hour(s) | (default) 6.00 Semester Hours

Comments

No Notify Reviewer

Save Save And New Cancel

TIP: Toggle the notification slider to send a correction or update notice to the reviewers

Use the smart dropdown menu to access and link individual goals to State and Local Professional Standards

Course Registrations (Quickstart Guide)

Registering for a course in Course Catalog is quick and easy. Simply find the course and click Register; from the resulting registration page users may opt to link the course to a Professional Goal, please refer to your district Professional Development Handbook for details. Clicking Complete Registration finalizes the course registration and automatically submits a PD Request for the user.

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Course Catalog: Lists all available courses hosted by the district or publically listed courses from other schools who subscribe to K¹² Professional Development Tracker

TIP: Search filter parameters are sticky, meaning it will keep search queries if a user leaves and comes back to this page

Search:

Course	Date & Location	Registration
K12 Professional Tracker Introduction to Course Manager by Patacca Local Schools	Friday, October 25 @ 8:00 am	Register Now

2

Course Registration: Link to Professional Goals previously written in an Individual Professional Development Plan

Registration Information

Course Overview
Attendees will get an in-depth look at creating, managing and awarding credit for district lead courses

* Indicates required field

Name *

Link to Goals listed in your Individual Professional Development Plan

[Complete Registration](#) [Cancel](#)

When & Where

Friday, October 25
from 8:00 am to 9:00 am
*Events shown in time zone: EDT

[Add to Calendar](#)

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Complete Registration: Course Registrations are not complete until final submission.

Course Information

Course Details

- Create and Update Courses
- Create and Update Sections
- Award Credit

Instructor

Shane Patacca

[Contact Instructor](#)