# ALWAYS LEARNING



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# Introduction to CIITS PD Planner

#### Welcome

#### **Instructor:**

(instructor name)



# **Learning Goals**

At the end of this workshop, you will be familiar with the following:

- Purpose of the PD Planner
- Tasks for individuals
  - Register for activities
- Tasks for facilitators
- Tasks for administrators
- Reporting

# **Navigate in PD Planner**

# **Educator Development Dashboard**

My Upcoming Activities (View All)

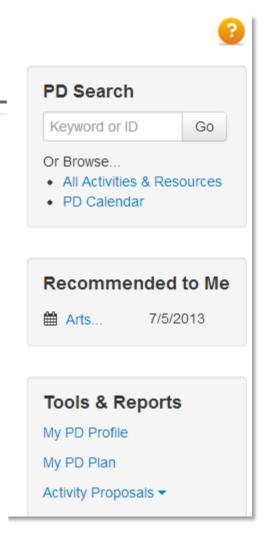
8/16/2013 Advanced Topics in Public Safety: August (Session1)

8:30 AM - 9:30 AM

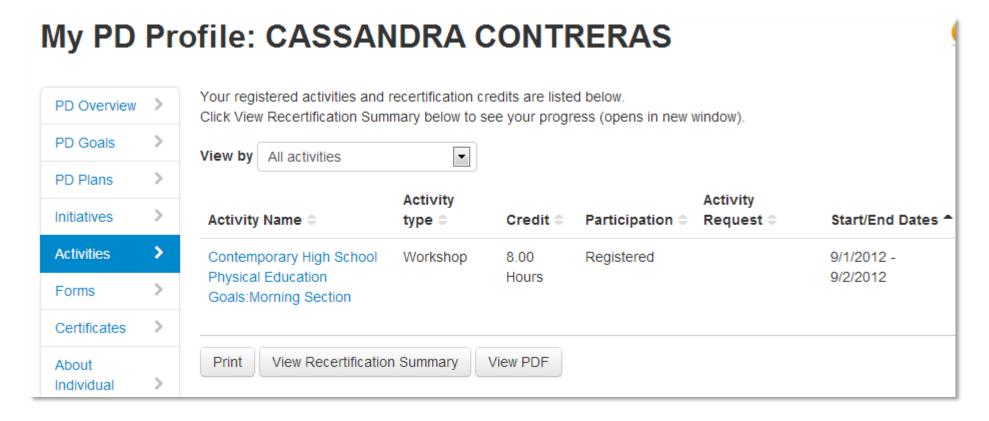
ARROWHEAD ELEMENTARY SCHOOL

Add 'My Upcoming Activities' to my Unified Calendar

- Click **Educator Development** to access a dashboard of shortcuts
- Available links vary by role

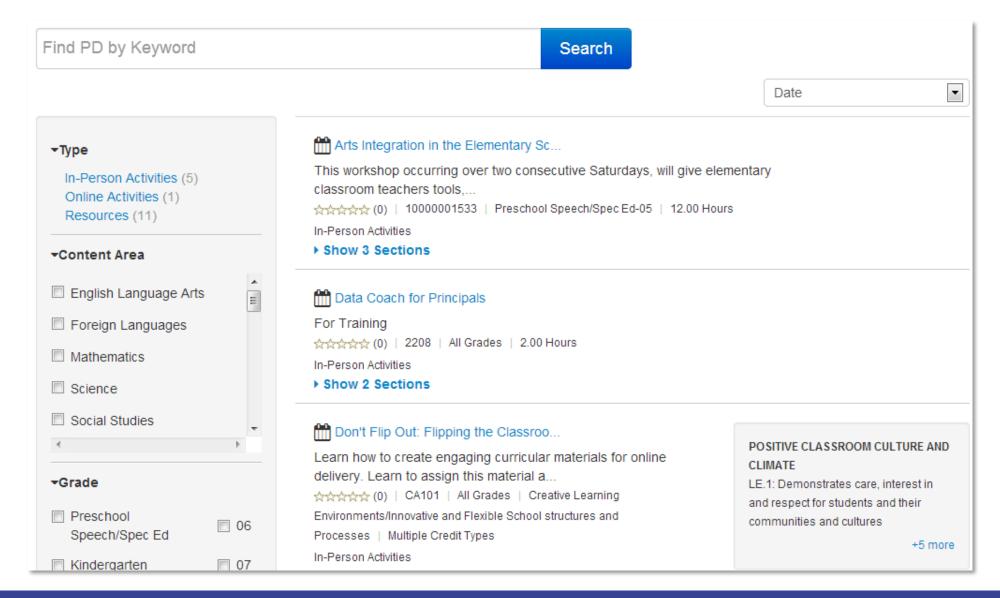


# **Viewing My PD Profile**

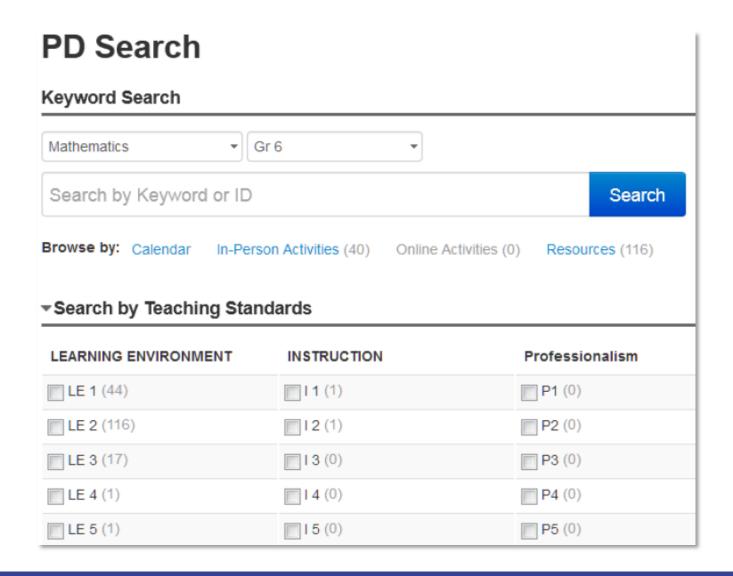


- Print workshop certificates
- View upcoming and past activities

# **Activity Catalog: Version A**

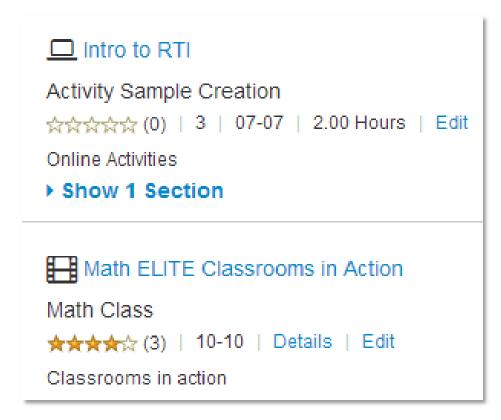


# **Activity Catalog: Version B**

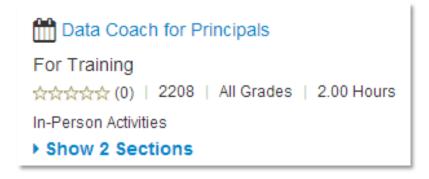


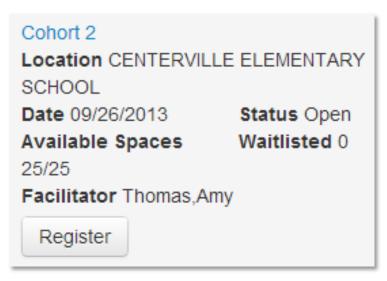
#### **PD Search Results**

Search matches have icons to indicate type



# **Register for In Person Activities**





- Register for 'open' sections in the catalog
- Activities may require approval or have prerequisites
- Can be registered or recommended for an activity by someone else

## **Important Terms**

Activity (Intro to Outreach)

- Section (Cohort A)
  - –Session (Part I)

- What is one example of a professional development activity given by your department yearly?
- How many sections and sessions of this activity are offered each year?

# **Try It Out: Locating and Registering for Activities**

# Questions for understanding:

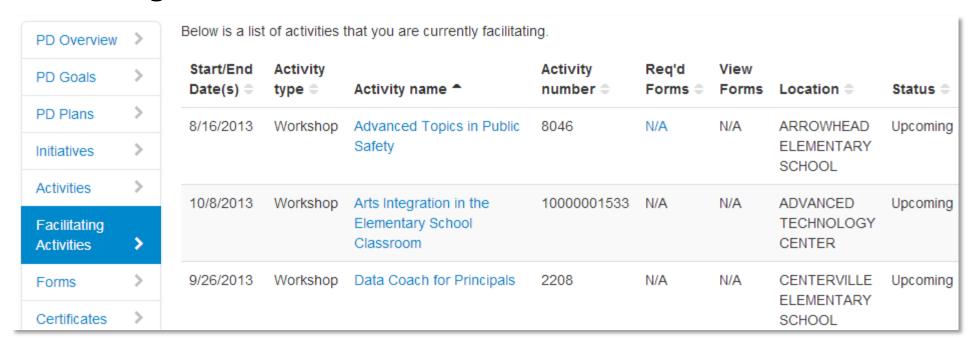
- What should you do if your search yields no results?
- In what instances will you not be able to register immediately?
- Discuss the various methods for locating activities

#### Practice:

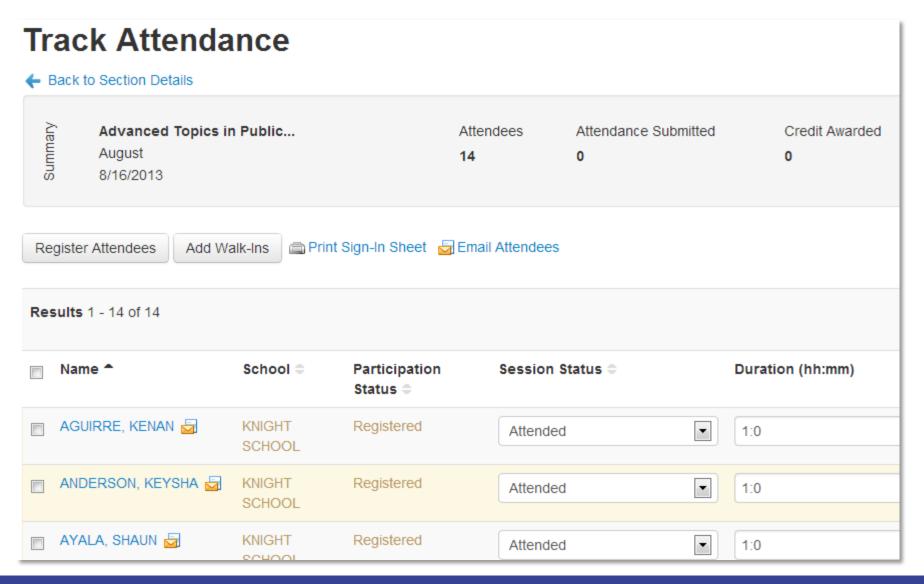
Identify some professional development opportunities that you would be interested in pursuing

# **Key Features for Activity Facilitators**

- View roster of registered participants
- Print sign-in sheets



#### **Facilitator's Attendee List**



# **Sharing Facilitator Activity Notes**

Registration and Scheduling

Delivery Method In Person

Approval Required for No

Registration

Participant Eligibility:

All users are eligible for this activity.

Prerequisites

There are no pre-requisites for this activity.

Turn Off Waitlist No

Facilitator Notes + Add a Note

This activity should last from 9:00 am - 3:30 pm. System operator, One QA, 5/13/2011 3:39:07 PM [Edit] [Remove]

Facilitators can record notes for an activity. This is shared with other facilitators only, and is designed to foster collaboration and sharing of best practices.

# Try It Out: Preparing for an Activity & Facilitating an Activity

# Questions for understanding:

- In a small group, discuss the workflow of tasks needed to conduct a PD activity.
  - Who will be responsible for what tasks?
  - Which will be done on PD Planner and how does that change your procedures?
- Can someone get credit for partial attendance?

# **How Do Activities Get in the Catalog?**

#### Create an activity

- PD administrators can create activities that do not require approval before appearing in the catalog
- The activity and sections are created separately

#### **Propose an activity**

- Any user can propose an activity
- PD administrators must approve the proposal before it appears in the catalog
- The proposal is for both the activity and the section

# **Activity/Section Options**

Add a form (evaluation)

Make it optional or require it for credit.

Require pre-approval

Pre-approval requirement is useful if the workshop is intended for a particular audience.

Require prerequisites

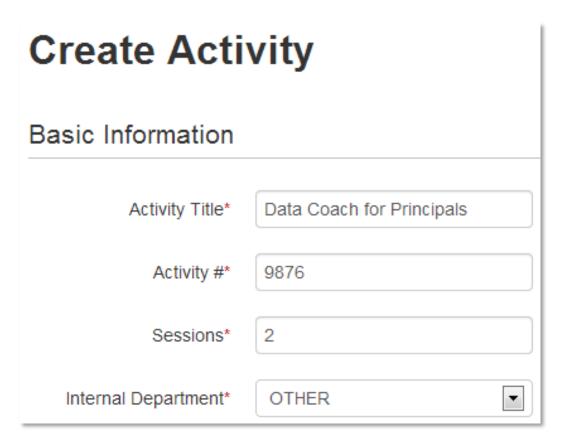
Note that credit must already be granted on another PDP activity before the user can register.

Add eligibility requirements

Can tie eligibility requirements to job title, but use with caution if job titles are not consistent. As an alternative, use the description field to denote who should attend.

# Add an Activity to the Catalog





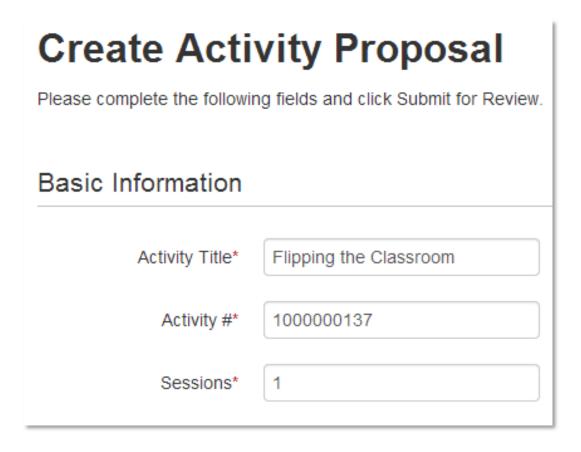
# **Try It Out: Creating and Scheduling Activities**

# Questions for understanding:

- Are there any school- or district-specific procedures to be mindful of, such as naming conventions or activity numbering?
- Who—or what departments—will be responsible for adding activities to the catalog?
- Why is it important to align standards to activities?

# **Course Proposal Process**

To share the workload, implement a course proposal process



# **Try It Out: Proposing an Activity**

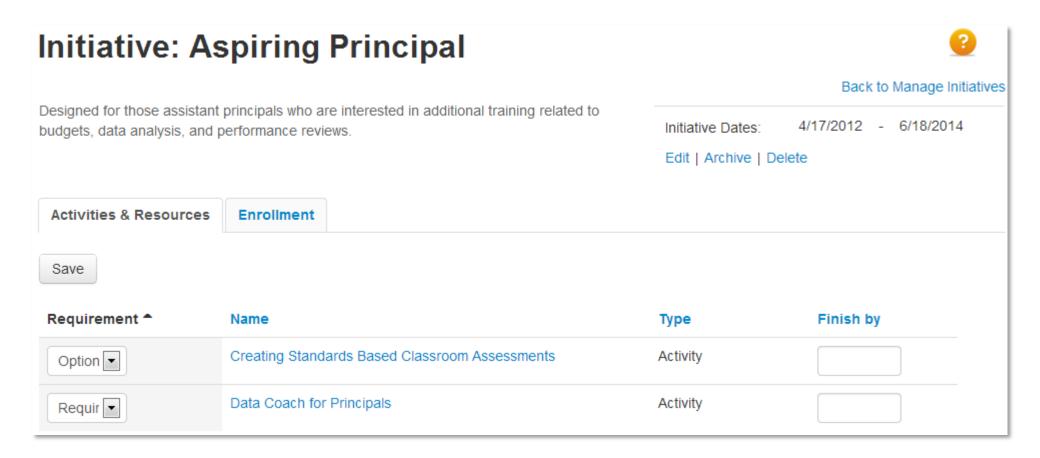
# Questions for understanding:

- How do you know that your proposal has been submitted successfully?
- Who should submit proposals?
- Who in will be reviewing proposals?

# **Key Features for PD Administrators**

- Create and manage initiatives
- Approve requests
- Approve activity proposals
- Tag potential facilitators
- Run reports
- Recommend activities
- Rights will vary based on permissioning decisions

# **Create and Manage PD Initiatives**



# **Discussion: Managing Initiatives**

- Which groups of people in take multiple workshops?
- What goals and initiatives do you have that you might tie to workshops?
- Who should be authorized to enter new initiatives?

# **Recommending PD Activities**

# Recommend 'Arts Integration in the Elementary School Classroom '

To recommend this activity,	select search criteria then click 'Go'.
Attendee Name or ID	SMITH, ROBERT
	Enter full or partial name or ID of the employee
Institution	Central City Sch ▼
	Include all child Institutions in Search
Job Category	Teacher
Job Title	
	Enter full name or partial job title
Area of Certification	Select One
Certificate Type	Select One
Subject	Select one
Grade	All Grades
Enrolled in Initiative	Select One
Goals	+ Select

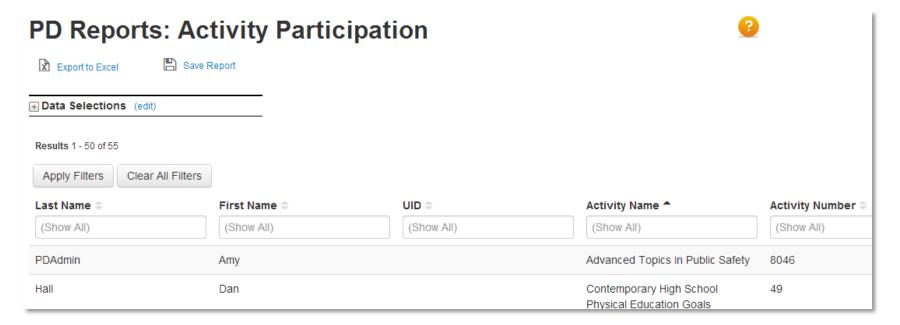
Administrators can recommend activities. Educators will receive notifications of these recommendations and then may choose to register.

#### **Protocols**

- May be necessary to implement some best practices surrounding PD Planner
- Discuss whether granting partial credit is an acceptable practice
- Regarding scheduling: Should people be allowed to register after the open or closed date on an activity?
- How long should the window of time be for a facilitator to grant final credit after an activity has taken place?
- How far in advance of training dates do proposals need to be submitted?
- When should old activities be archived?

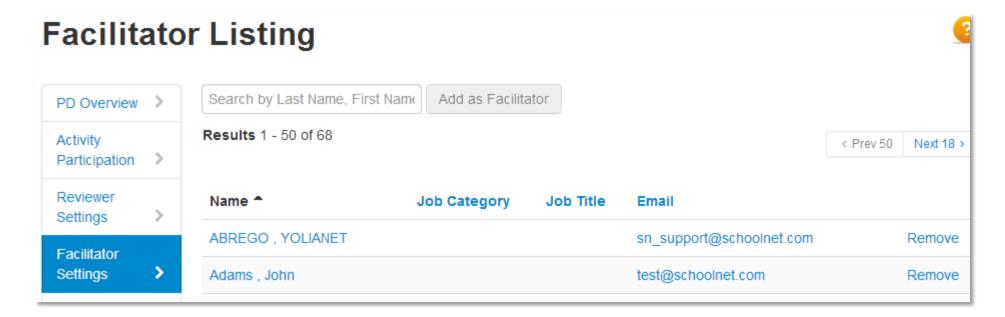
## Reporting

- A variety of reports are available
- Export reports to Excel
- Each report is pre-set with suggested and optional columns
- Save reports to run them again later



# **Managing Facilitators**

- Facilitators are assigned when an activity is scheduled
- What will the process be setting someone up as a facilitator?
- What tasks are facilitators responsible for?



# **Apply Your Knowledge**

- What might be the use of a section that requires four different sessions?
- What would be an instance when you need to make monthly meetings and create them as separate activities?
- What would be an activity that might require four simultaneous sections?
- When thinking about current and older practices, what features of the PD Planner are helping us bridge the gap between pencil-and-paper procedures and those that use technology?
- What aspects of the PD Planner are new to your district? How do you see workflows changing?

# **Next Steps**

- Wrap Up
- Questions and answers
- Evaluation