

ALWAYS LEARNING



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

PD Search

Or Browse...

- [All Activities & Resources](#)
- [PD Calendar](#)

Recommended to Me

 [Arts...](#)

7/5/2013

Tools & Reports

[My PD Profile](#)

[My PD Plan](#)

[Activity Proposals](#) ▼

Viewing My PD Profile

My PD Profile: CASSANDRA CONTRERAS

PD Overview >

PD Goals >

PD Plans >

Initiatives >

Activities >

Forms >

Certificates >

About Individual >

Your registered activities and recertification credits are listed below.
Click View Recertification Summary below to see your progress (opens in new window).

View by

All activities

| Activity Name | Activity type | Credit | Participation | Activity Request | Start/End Dates |
|---|---------------|------------|---------------|------------------|---------------------|
| Contemporary High School Physical Education Goals:Morning Section | Workshop | 8.00 Hours | Registered | | 9/1/2012 - 9/2/2012 |

Print

View Recertification Summary

View PDF

- Print workshop certificates
- View upcoming and past activities

PEARSON

Activity Catalog: Version A

Date ▾

▼Type

[In-Person Activities \(5\)](#)
[Online Activities \(1\)](#)
[Resources \(11\)](#)

▼Content Area

☐ English Language Arts
☐ Foreign Languages
☐ Mathematics
☐ Science
☐ Social Studies

▼Grade

☐ Preschool
Speech/Spec Ed

☐ 06

☐ Kindergarten

☐ 07

[Arts Integration in the Elementary Sc...](#)

This workshop occurring over two consecutive Saturdays, will give elementary classroom teachers tools,...

☆☆☆☆☆ (0) | 10000001533 | Preschool Speech/Spec Ed-05 | 12.00 Hours

In-Person Activities

[▶ Show 3 Sections](#)

[Data Coach for Principals](#)

For Training

☆☆☆☆☆ (0) | 2208 | All Grades | 2.00 Hours

In-Person Activities

[▶ Show 2 Sections](#)

[Don't Flip Out: Flipping the Classroo...](#)

Learn how to create engaging curricular materials for online delivery. Learn to assign this material a...

☆☆☆☆☆ (0) | CA101 | All Grades | Creative Learning
Environments/Innovative and Flexible School structures and
Processes | Multiple Credit Types

In-Person Activities

POSITIVE CLASSROOM CULTURE AND CLIMATE

LE.1: Demonstrates care, interest in and respect for students and their communities and cultures

[+5 more](#)

Activity Catalog: Version B

PD Search

Keyword Search

Mathematics ▾

Gr 6 ▾

Search by Keyword or ID

Search

Browse by: [Calendar](#) [In-Person Activities \(40\)](#) [Online Activities \(0\)](#) [Resources \(116\)](#)

▼ Search by Teaching Standards

| LEARNING ENVIRONMENT | INSTRUCTION | Professionalism |
|-------------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> LE 1 (44) | <input type="checkbox"/> I 1 (1) | <input type="checkbox"/> P1 (0) |
| <input type="checkbox"/> LE 2 (116) | <input type="checkbox"/> I 2 (1) | <input type="checkbox"/> P2 (0) |
| <input type="checkbox"/> LE 3 (17) | <input type="checkbox"/> I 3 (0) | <input type="checkbox"/> P3 (0) |
| <input type="checkbox"/> LE 4 (1) | <input type="checkbox"/> I 4 (0) | <input type="checkbox"/> P4 (0) |
| <input type="checkbox"/> LE 5 (1) | <input type="checkbox"/> I 5 (0) | <input type="checkbox"/> P5 (0) |

PD Search Results

- Search matches have icons to indicate type

 [Intro to RTI](#)

Activity Sample Creation

☆☆☆☆☆ (0) | 3 | 07-07 | 2.00 Hours | [Edit](#)

Online Activities

► [Show 1 Section](#)

 [Math ELITE Classrooms in Action](#)

Math Class

★★★★☆ (3) | 10-10 | [Details](#) | [Edit](#)

Classrooms in action

Register for In Person Activities



Data Coach for Principals

For Training

☆☆☆☆☆ (0) | 2208 | All Grades | 2.00 Hours

In-Person Activities

► [Show 2 Sections](#)

Cohort 2

Location CENTERVILLE ELEMENTARY SCHOOL

Date 09/26/2013

Status Open

Available Spaces

Waitlisted 0

25/25

Facilitator Thomas, Amy

Register

- 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

| PD Overview > | Below is a list of activities that you are currently facilitating. | | | | | | | |
|------------------------------|--|--------------------|---|----------------------|------------------|---------------|-------------------------------------|----------|
| PD Goals > | Start/End Date(s) ⌵ | Activity type ⌵ | Activity name ▲ | Activity number ⌵ | Req'd Forms ⌵ | View Forms | Location ⌵ | Status ⌵ |
| PD Plans > | 8/16/2013 | Workshop | Advanced Topics in Public Safety | 8046 | N/A | N/A | ARROWHEAD ELEMENTARY SCHOOL | Upcoming |
| Initiatives > | 10/8/2013 | Workshop | Arts Integration in the Elementary School Classroom | 10000001533 | N/A | N/A | ADVANCED TECHNOLOGY CENTER | Upcoming |
| Activities > | 9/26/2013 | Workshop | Data Coach for Principals | 2208 | N/A | N/A | CENTERVILLE ELEMENTARY SCHOOL | Upcoming |
| Facilitating Activities > | | | | | | | | |
| Forms > | | | | | | | | |
| Certificates > | | | | | | | | |

Facilitator's Attendee List

Track Attendance

[← Back to Section Details](#)

| | | | | |
|---------|-------------------------------------|-----------|----------------------|----------------|
| Summary | Advanced Topics in Public... | Attendees | Attendance Submitted | Credit Awarded |
| | August | 14 | 0 | 0 |
| | 8/16/2013 | | | |

Register Attendees

Add Walk-Ins



Print Sign-In Sheet



Email Attendees

Results 1 - 14 of 14

| <input type="checkbox"/> Name ^ | School ▾ | Participation Status ▾ | Session Status ▾ | Duration (hh:mm) |
|---|---------------|------------------------|------------------|------------------|
| <input type="checkbox"/> AGUIRRE, KENAN | KNIGHT SCHOOL | Registered | Attended ▾ | 1:0 |
| <input type="checkbox"/> ANDERSON, KEYSHA | KNIGHT SCHOOL | Registered | Attended ▾ | 1:0 |
| <input type="checkbox"/> AYALA, SHAUN | KNIGHT SCHOOL | Registered | Attended ▾ | 1:0 |

Sharing Facilitator Activity Notes

Registration and Scheduling

Delivery Method In Person

Approval Required for Registration No

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



Admin & Setup

[Caseload Manager](#)

[Create Activity](#)

[Create Resources](#)

[Manage Initiatives](#)

Create Activity

Basic Information

Activity Title*

Data Coach for Principals

Activity #*

9876

Sessions*

2

Internal Department*

OTHER



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

Create Activity Proposal

Please complete the following fields and click Submit for Review.

Basic Information

| | |
|-----------------|---|
| Activity Title* | <input type="text" value="Flipping the Classroom"/> |
| Activity #* | <input type="text" value="1000000137"/> |
| Sessions* | <input type="text" value="1"/> |

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

Initiative: Aspiring Principal



[Back to Manage Initiatives](#)

Designed for those assistant principals who are interested in additional training related to budgets, data analysis, and performance reviews.

Initiative Dates: 4/17/2012 - 6/18/2014

[Edit](#) | [Archive](#) | [Delete](#)

Activities & Resources

Enrollment

Save

Requirement ^

Name

Type

Finish by

Option ▼

Creating Standards Based Classroom Assessments

Activity

Requir ▼

Data Coach for Principals

Activity

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 | <input type="text" value="SMITH, ROBERT"/> |
| | <small>Enter full or partial name or ID of the employee</small> |
| Institution | <input type="text" value="Central City Sch"/> |
| | <input checked="" type="checkbox"/> Include all child Institutions in Search |
| Job Category | <input type="text" value="Teacher"/> |
| Job Title | <input type="text"/> |
| | <small>Enter full name or partial job title</small> |
| Area of Certification | <input type="text" value="-- Select One --"/> |
| Certificate Type | <input type="text" value="-- Select One --"/> |
| Subject | <input type="text" value="-- Select one --"/> |
| Grade | <input type="text" value="--All Grades--"/> |
| Enrolled in Initiative | <input type="text" value="-- 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

PD Reports: Activity Participation



 [Export to Excel](#)

 [Save Report](#)

[+ Data Selections](#) [\(edit\)](#)

Results 1 - 50 of 55

[Apply Filters](#)

[Clear All Filters](#)

| Last Name ▾ | First Name ▾ | UID ▾ | Activity Name ▲ | Activity Number ▾ |
|-------------|--------------|------------|--|-------------------|
| (Show All) | (Show All) | (Show All) | (Show All) | (Show All) |
| PDAdmin | Amy | | Advanced Topics in Public Safety | 8046 |
| Hall | Dan | | Contemporary High School Physical Education Goals | 49 |

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?

Facilitator Listing

[PD Overview](#) >
[Activity Participation](#) >
[Reviewer Settings](#) >
[Facilitator Settings](#) >

Results 1 - 50 of 68

< Prev 50 Next 18 >

| Name ^ | Job Category | Job Title | Email | |
|-------------------|--------------|-----------|--------------------------|------------------------|
| ABREGO , YOLIANET | | | sn_support@schoolnet.com | Remove |
| Adams , John | | | test@schoolnet.com | Remove |

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