

# CIITS: Proposing a Professional Learning Activity Quick Reference Card

## CIITS: Proposing a Professional Learning Activity

Use the PD Planner tool to propose a professional Learning activity. If approved, the submitted activity is published in the activity catalog. Approvers and submitters receive email notifications on the status of proposals.

### Understanding Activities, Sections, and Sessions

If you plan to submit proposals, it's important to understand the differences between activities, sections, and sessions. An activity may be a one-time event or may be offered multiple times.

Sections are instances of the same activity. A different group participates in each section. Participants can only receive credit for the same activity once. This means that users cannot register for two sections of the same activity.

Think of sessions as the number of days needed to complete a section of an activity. The same group will take all the sessions related to an activity to receive full credit.

### Submitting a Proposal

To submit a proposal for an activity, follow these steps:

1. On the navigation bar, click **Educator Development**
2. Under Tools & Reports, click the downward-facing arrow next to Activity Proposals
3. Click **Create**
4. Complete all of the required fields using the on-screen instructions (\* indicates a required field)

The fields you see and the order in which they appear may vary.

5. In the Basic Information section, note the following:
  - Activity Title - The title appears in the activity catalog along with the section name
  - Activity # - The system generates a number automatically; change it only if you have been instructed to use a certain naming convention
  - Sessions - Indicate how many separate meeting days are required to complete the activity for one group of people. Create additional sections, not sessions, if you have more than one group of participants. Online activities do not have sessions.
  - PD Standards – Align the activity to standards so participants can search for activities by standard and choose the activities that are related to their professional development goals
6. Under Section Details, click **Schedule Section** and enter the required information.

Note the following:

- Section Name – Enter a unique name—including, for example, the location or audience—to differentiate multiple offerings of the same course
- Location – Search for a location or choose from the list. If the location is not listed, enter it manually in the fields provided.
- Location Approved – Indicate whether or not you have secured the proposed location
- Facilitator – Type the last name of the facilitator in the field and select the name from the list that

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appears. Although you can type the name of someone whose name does not appear, he or she will not be able to take attendance or perform other facilitator tasks unless the name appears in the facilitator list. Contact your systems operator to add the person to the facilitator list.

- Open Registration on – Enter the day that the section should be entered in the catalog and the last day that participants can register
  - Maximum Attendees – Enter the maximum number of participants who can attend. Users who try to register after the maximum number has been reached will be waitlisted (unless this feature is disabled).
  - Minimum Attendees – Enter the minimum number of people who are needed (for informational purposes only)
7. When you complete the Section Details, click **Save** to return to the activity proposal form  
If needed, repeat the process to propose additional sections for the same activity.
  8. Under Registration and Scheduling, use Participant Eligibility with caution  
For example, restricting eligibility by job code may inadvertently deny registration to people you did not intend to exclude. Instead, consider requiring pre-registration or defining eligibility in the description.
  9. When all fields are complete, click **Submit for Review**  
The appropriate reviewers will be notified of the proposal and you will receive an email confirming that you submitted it. The approver can attach up to five related documents that users can see on the activity details page.

## Saving a Draft

When you can't enter a complete a proposal in one sitting, save the draft and finish it at a later date.

Only the activity title, type, and content areas must be filled in to save the proposal.

Enter that information and then scroll to the bottom of the Create Activity Proposal page. Click **Save Draft**.

To find this draft again, follow these steps:

1. On the navigation bar, click **Educator Development**
2. Under Tools & Reports, click the downward-facing arrow next to Activity Proposals
3. Click **Manage**
4. Click the title of the appropriate draft proposal and continue to enter information