

CIITS: Using PD Planner

Use this document to learn how to search and register for activities using Professional Development Planner (PD Planner).

Using the Educator Development Dashboard

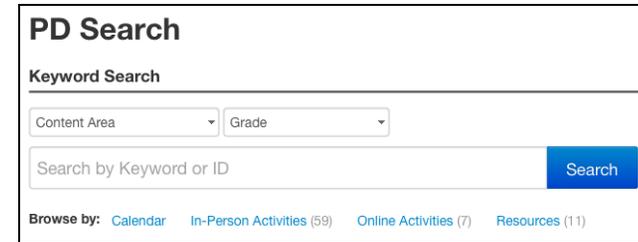
To view the Educator Development Dashboard, sign in to CIITS and click the Educator Development header in the navigation bar. Perform these functions using the dashboard:

- Link to My PD Profile, where you can print certificates of completion or cancel registrations
- Perform a quick search of the PD catalog
- Access the complete PD catalog
- View a list of your upcoming activities
- View a list of activities recommended by your principal
- Access online help

Searching for Activities

To search for professional development activities:

1. Roll your cursor over the Educator Development header and click **PD Search**
2. Search by content area, grade, keyword, ID, PD standards, or use the Browse by options (calendar, in-person activities, online activities, or resources)



3. To view details about an activity, click the title of the activity

Registering for an Activity

After reviewing the activity details, choose from the available section(s) and click **Register**.

If the section is full, click **Add me to Waitlist** (if available). You will receive an email when you are moved off the waiting list.

You may have to complete a request form to register for certain activities. If you are required to pre-register, you'll be prompted to fill out the request form when you click "Register" or "Request Access for Online Course."

Finding Upcoming Events

Once you register for an event, you'll see it posted on your PD Profile. Roll your cursor over Educator Development and click **My PD Profile**.

Then click **Activities**.

Canceling a Registration

If you registered for an activity but cannot attend, navigate back to the My PD Profile page by rolling your cursor over Educator Development and clicking **My PD Profile**.

1. Click **Activities**
2. Select the title of the activity
3. Click **Cancel My Registration**
4. Enter the reason for the cancellation and click **Delete**



Reason: *

My mentor suggested a different course that will better help me meet my professional development goals.

Delete Cancel

Printing a Certificate of Completion

When you complete an activity, follow these steps to print a certificate.

1. Navigate to My PD Profile once more
2. Click **Activities**
3. Locate the activity and select it

You will see the View Certificate link as soon as you have been awarded final credit for the activity and all required forms and evaluations have been completed.

Contact the facilitator of the session if you have not received final credit within a reasonable amount of time.

For Mac users, the certificate PDF file should open automatically, depending on your browser settings.

For PC users, click **Open**. Print the certificate by using the print icon in the PDF file.

Note: If nothing happens when you click the link, make sure to disable your pop-up blocker.