Southwest Plains PDC

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Welcome to Southwest Plains Professional Development Council application

Southwest Plains Regional Service Center Professional Development Software Users Guide

SWPRSC PDC 2.0

* Make sure that your district SPAM filter does not block the server at www.swppdc.com.

Southwest Plains Regional Service Center Professional Development Software Users Guide

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Southwest Plains Regional Service Center Professional Development Software Users Guide

Logging in

Log in at www.swppdc.com

First Time Log in – Click on the "Sign Up" link

[Log In | Sign Up | Lost password? | Forgot username?]

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Welcome to Southwest Plains Professional Development Council application

Fill in all required fields.

- First, middle and last name as it appears on your teaching license.
- Your preferred email address so you can retrieve lost passwords, usernames, and communicate with SWPRSC.

- License start and expiration dates can be found on your license or go to License look up at www.ksde.org.
  - o Be sure to use the drop down calendar to fill in dates, otherwise the dates will not record.

Last Name:

Email:

License Start:
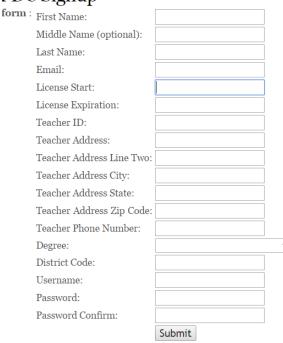
License Expiration:

Teacher ID:

Teacher Address:

| September, 2015 |
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
35			1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			
Fri, Sep 11

- Your ten digit teacher ID number as it appears on your teaching license
- Your address that you want your PDC transcript mailed to for license renewal purposes.
- Your personal phone number that SWPRSC can contact you at incase of questions regarding your PDC transcript.
- Degree is your most advanced college degree
  - o BS - Bachelor of Science
  - o BA - Bachelor of Arts
  - o MS – Master of Science
  - o MA - Master of Arts

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- o   Ed.D. Doctor of Education
- Use only the three digit USD number on the district code field.
- Type in a username that you are accustomed to.
- Type in any password that you will remember and confirm it with a second entry.
- Review all fields for accuracy and click submit.

Click Submit.

PDC Signup

form :

First Name:	
Middle Name (optional):	
Last Name:	
Email:	
License Start:	
License Expiration:	
Teacher ID:	
Teacher Address:	
Teacher Address Line Two:	
Teacher Address City:	
Teacher Address State:	
Teacher Address Zip Code:	
Teacher Phone Number:	
Degree:	▼
District Code:	
Username:	
Password:	
Password Confirm:	

Submit

Logging in –
- Go to www.swppdc.com
- Click on the "log In" hot key.
- Type in your username in the username box.
- Type in your password
- (Optional) Check the Remember me box if you want the software to remember your username and password. If you do not receive an e-mail check your spam folder.

[Log In | Sign Up | Lost password? | Forgot usernam

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Login

Username:
Password: ●●●●●●●
Remember me (for 30 days): ☑

Log In | Register | Lost Password

Lost Password

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- Click on "Lost Password" in the upper left corner.
- Enter your username. You will receive an email with instructions to reset your password.

Forgot Username
- If you forget your username click on that hot key.
- Submit your e-mail address
- You will receive an email with your username.
- If you do not receive the e-mail check your spam folder

Transcripts –
- Click on the Transcripts Tab
- Transcript Record – A listing of approved PDC activities and points. PDF button allows the user to print an unofficial copy of the transcript.

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Transcripts

- Transcript Record

Transcripts for William

License period from 2012-05-27 to 2015-10-02 08:36:01

Date Filed	Type	Title	Points	Knowledge	Application	Impact	Service	College Credit
2015-08-27	knowledge	FuelEd Training	6.0	6.0				
2015-08-27	knowledge	Prepared for PDC 2.0 software	6.0	6.0				
Totals			12.0(12.0)	12.0	0.0	0.0	0.0	0.0

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Submit Transcript/Points Request – Knowledge

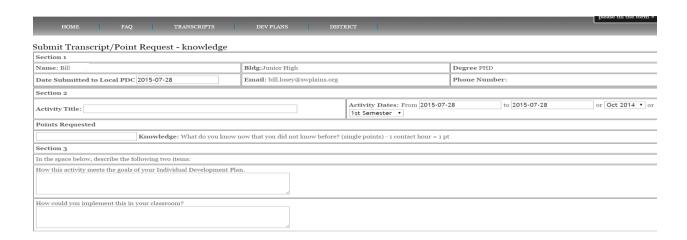- Click "Submit Transcript/Points Request hot key.

Section 1
- Will auto fill with your information.

Section 2 –
- Enter the name of your activity
- Select the dates of your activity.
    - The software will default to today's date.
    - Be sure to always use the dropdown calendar to select your dates.
    - You may also select the month if it is a month long activity.
    - You also select 1st or 2nd semester if it is a semester long activity.
- Enter the number of points you are requesting. <u>One hour of professional learning is equal to one point.</u>

Section 3 -
- Write a brief statement of how this activity meets your Individual Development Plan.
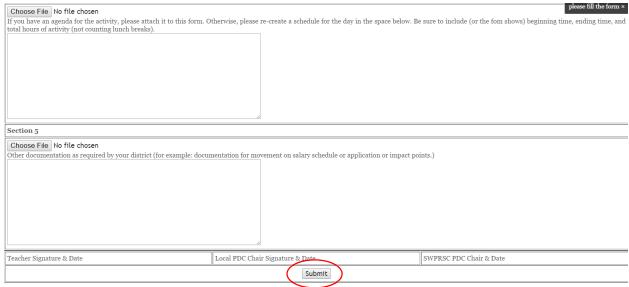- Write a brief statement of how plan to implement this professional learning activity in your classroom.

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Section 4 –

- Attach an agenda of your learning activity if applicable by clicking on the "Choose File" button and navigating to the agenda on your computer.
- If you do not have an agenda you can recreate the agenda in the box provided.
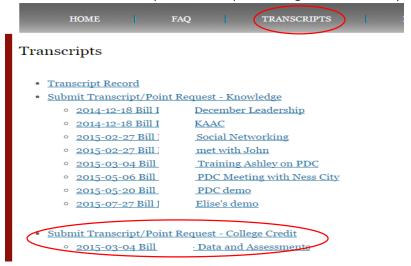
Section 5 – (Optional)

- If your district requires additional information you may attach it here by clicking on the "Choose File" button and navigating to the documents you want to attach.
- You may also add information in the box provided.

Click Submit!

Choose File	No file chosen	please fill the form ×

If you have an agenda for the activity, please attach it to this form. Otherwise, please re-create a schedule for the day in the space below. Be sure to include (or the fom shows) beginning time, ending time, and total hours of activity (not counting lunch breaks).

Section 5

Choose File	No file chosen

Other documentation as required by your district (for example: documentation for movement on salary schedule or application or impact points.)

Teacher Signature & Date	Local PDC Chair Signature & Date	SWPRSC PDC Chair & Date

Submit

- Once submitted an automated e-mail alert has been sent to your local PDC chair letting them know that you have submitted a request.
- Once the PDC approves or rejects your request you will receive an automated e-mail alert.

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Submit Transcript / Point Request College Credit

- Click on the transcript tab
- Click on "Submit Transcript / Point Request College Credit" hot key

Section 1 –
- Will auto fill with your information.

Section 2 –
- Enter the name of the course as it appears on your transcript or grade card in the Activity Title box
- Select the dates of your activity.
  - The software will default to today's date.
- Enter the number of college credit hours you are applying for by using the drop down menu. Refer to the credit hour to PDC point conversion table if you not sure how many points are needed.
- Enter the name of the institution awarding the credit
- Enter the course number as it appears on the transcript or grade card.
- Attach an unofficial transcript or grade card by clicking on the "Choose File" button and navigating to the document on your computer.

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Section 3 –
- Write a brief statement of how this activity meets your Individual Development Plan.
- Write a brief statement of how plan to implement this professional learning activity in your classroom.

Section 4 –
- Attach an agenda or syllabus of your course if applicable by clicking on the "Choose File" button and navigating to the syllabus on your computer.
- If you do not have a syllabus you can recreate the syllabus in the box provided.

Section 5 – (Optional)
- If your district requires additional information you may attach it here by clicking on the "Choose File" button and navigating to the documents you want to attach.
- You may also add information in the box provided.

Click Submit!

- Once submitted an automated e-mail alert has been sent to your local PDC chair letting them know that you have submitted a request.
- Once the PDC approves or rejects your request you will receive an automated e-mail alert.

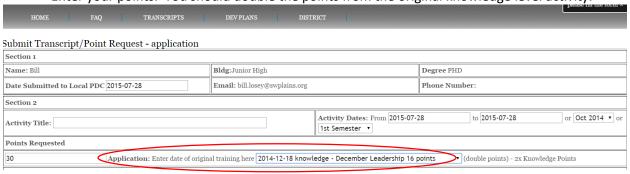9/17/2015

Submitting points request for Application
- Click on Transcript.
- Click on the "Submit Transcript / Point Request – Application" hot key

- ## Submit Transcript/Point Request - Application

Section 1 –
- Will auto fill with your information.

Section 2 –
- Complete all fields. Refer to Submitting points request for Knowledge above.
- In the dropdown list of "Application: Enter date of original training here" choose the knowledge level activity that you are associating your application to. Application level requests cannot be processed without a knowledge level request first.
- Enter your points. You should double the points from the original knowledge level activity.

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Submit Transcript/Point Request - application

Section 1		
Name: Bill	Bldg:Junior High	Degree PHD
Date Submitted to Local PDC 2015-07-28	Email: bill.losey@swplains.org	Phone Number:

Section 2	
Activity Title:	Activity Dates: From 2015-07-28 to 2015-07-28 or Oct 2014 ▾ or 1st Semester ▾

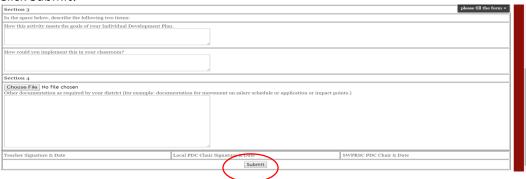| Points Requested	
30	Application: Enter date of original training here 2014-12-18 knowledge - December Leadership 16 points ▾ (double points) - 2x Knowledge Points

Section 3 -
- Write a brief statement of how this activity meets your Individual Development Plan.
- Write a brief statement of how you applied this professional learning activity in your classroom.

Section 4 –
- Attach an agenda of your learning activity if applicable by clicking on the "Choose File" button and navigating to the agenda on your computer.
- Since this at the application level an agenda may not be necessary.

Section 5 – (Optional)
- If your district requires additional information you may attach it here by clicking on the "Choose File" button and navigating to the documents you want to attach.
- You may also add information in the box provided.

Click Submit!

Section 3	please fill the form ×

In the space below, describe the following two items:

How this activity meets the goals of your Individual Development Plan.

How could you implement this in your classroom?

Section 4

Choose File | No file chosen
Other documentation as required by your district (for example: documentation for movement on salary schedule or application or impact points.)

Teacher Signature & Date	Local PDC Chair Signature & Date	SWPRSC PDC Chair & Date

Submit

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- Once submitted an automated e-mail alert has been sent to your local PDC chair letting them know that you have submitted a request.
- Once the PDC approves or rejects your request you will receive an automated e-mail alert.
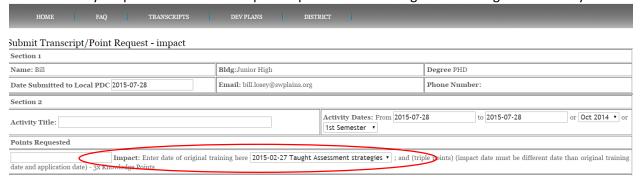
Submitting application for Impact

- Click on the transcript tab
- Click on the "Submit Transcript / Point Request Impact" hot key

- **Submit Transcript/Point Request - Impact**

Section 1 –
- Will auto fill with your information.

Section 2 –
- Complete all fields. Refer to Submitting points request for Knowledge above.
- In the dropdown list of "Impact: Enter date of original training here" choose the knowledge level activity that you are associating your application to. Impact level requests cannot be processed without a knowledge and application level requests first.
- Enter your points. You should triple the points from the original knowledge level activity.

Section 3 -
- Write a brief statement of how this activity meets your Individual Development Plan.
- Write a brief statement of how you impacted this professional learning activity in your classroom or school building.

Section 4 –
- Attach an agenda of your learning activity if applicable by clicking on the "Choose File" button and navigating to the agenda on your computer.
- Since this at the impact level an agenda may not be necessary.

Section 5 – (Optional)
- If your district requires additional information you may attach it here by clicking on the "Choose File" button and navigating to the documents you want to attach.
- You may also add information in the box provided.

Click Submit!

- Once submitted an automated e-mail alert has been sent to your local PDC chair letting them know that you have submitted a request.
- Once the PDC approves or rejects your request you will receive an automated e-mail alert.

Submitting application for "Service to the Profession"

- Click on transcript tab
- Click on "Submit Transcript / point Request – Service" hot key

  - Submit Transcript/Point Request - Service to the Profession

- Complete all sections as described in the "Submit Transcript/Points Request – Knowledge" above.
- Service to the Profession points may not be used as application or impact points
- Once submitted an automated e-mail alert has been sent to your local PDC chair letting them know that you have submitted a request.
- Once the PDC approves or rejects your request you will receive an automated e-mail alert.

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Development Plans

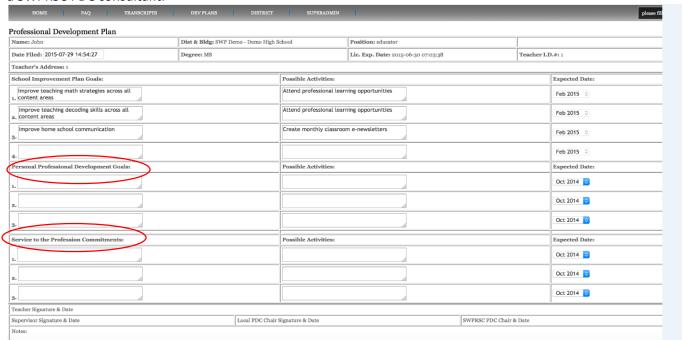- Click on the Dev Plan tab
- Click on Development Plan hot key

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Development Plans

- Development Plan filed at 2014-11-14 19:41:48 Bill Losey - PDF

- Your PDC Chair should have your district wide goals already filled in.
- Fill in all fields for your personal professional development goals.
    - Consider your Student Growth Measure goals
    - If you wish to pursue a master's degree list this as a goal
    - Examples:
        - Integrate technology in my classroom
        - Integrate Language Arts skills into the content taught in my classroom
        - Integrate Math / problem solving skills tonto the content taught in my classroom.
        - Integrate Kansas College Career Reediness Standards into my classroom.
- Fill in fields for possible activities to meet your goals.
    - Examples:
        - Attend workshops, read professional journals, watch instructional videos.
- Fill in all fields for expected date of meeting your goals.
- Fill in all fields for "Service to the Profession Commitments" , activities and dates as described above
    - Examples
        - Schoolwide and/or district wide committees.
            - Student Intervention team
            - School Site Council
            - Technology Committee
            - Curriculum Council
- Check all entries for Accuracy. You are committing to these goals and once you click "Submit" it cannot me edited again until your administration reopens this portal
- Click on the "Submit" button when complete.
- After goals have been met click on the "Amend Button" and update your Individual Development Plan."

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If you require assistance in completing your Individual Development Plan contact your local PDC Chair or a SWPRSC PDC consultant.

- Once submitted an automated e-mail alert has been sent to your local PDC chair letting them know that you have submitted a plan.
- Once the PDC approves or rejects your plan you will receive an automated e-mail alert.

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District Chair Information
Approvals for Individual Development Plans
Click on the Approvals Tab

Pending Approvals

Development Plans
- Nathan   y Professional Development Plan 2015-08-13 14:18:45
- Laura I   :ofessional Development Plan 2015-08-20 18:09:22
- Carla K   Professional Development Plan 2015-08-20 18:09:30

- Click on the hot link to view an individual Development plan.

:ense may be renewed with 120 in-service points.
80 of your necessary 160 points for re-licensure must be college or university credit.
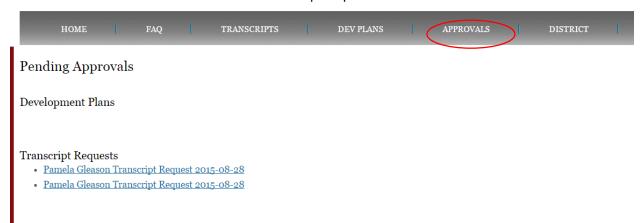,ment points.

Enter reason above if rejecting this Development Plan.

- Review the Individual Development Plan for completeness, appropriate goals and activities.
- Click on "Approve" to accept the plan.
- Click on "Reject" to disapprove. When rejecting the IDP the administrator or PDC chair must submit a reason for the rejection.
- The teacher will receive an e-mail alerting them that the plan was been rejecter with the text entered in the box for the reason for the rejection.

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Approvals for transcript requests

- Click on Approvals
- Click on the teacher's name under transcript requests

- Transcript Requests
    - PDC Chairs or building administrators will click "Approvals" and then click on the hot link under "Transcript Requests.

- PDC Charis and/or administrators can:
    - Cancel – goes back to previous window
    - Approve – Teacher receives e-mail notification their request has been approved. SWPRSC receives an email to review the request for technical specifications. SWPRSC will approve and the request becomes part of the teacher's permanent PDC transcript.
    - Reject – Local PDC chair determines the request does not meet the local standard. Complete the "Reason" box. The teacher will receive e-mail notification that it has been rejected with the text explaining why it has been rejected.

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Edit District Info
- Click on the "District" tab
- Click on the "Edit District Info" hot key
- Enter you district goals, activities, and due dates for your teachers Individual Development Plans.
  - This will auto fill all IDPs for your teachers.

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District Info - Southwest Plains

form : Id: 1

Goal One: Use and model technolog

Activity One: Learn Twiter

Goal One Date: Jan 2015 ▾

Goal Two: Stay current in content a

Activity Two: Read Science Framework

Goal Two Date: Jan 2015 ▾

Goal Three: Stay current on KSDE initi

Activity Three:

Goal Three Date: Jan 2015 ▾

Goal Four:

Activity Four:

Goal Four Date: Jan 2015 ▾

Add / Edit Users
- Click on the "District" tab.
- Click on "Add / Edit Users."
- To add a new user click on the Add New User hot key.
- Complete all fields and submit. Be sure to use the drop down calendars for dates. This will auto fill the teachers IDP and transcript requests
- Click Submit

Add District User

form :

First Name	
Last Name	
Email	
Username	
Password	
Supervisor	e, Kelly ▾
District Role	educator ▾
School:	
Position:	
Degree:	
License Start:	
License Expiration:	
Teacher ID:	
Teacher Address:	
Teacher Phone Number:	
Active:	☐
	Submit

View Transcripts

- Click on the "District" tab
- Click on "View Transcripts" hot key
- Choose the transcript you want to look at by clicking on the "Transcript" hot key next to the teacher's name.

View Transcripts

Role	Name	
educator	Min	Transcript
admin	Ton	Transcript
district admin	Meg	Transcript
educator	Son	Transcript
superadmin	Joh	Transcript
supervisor	Kell	Transcript
educator	Sue	Transcript
educator	Jaso	Transcript
educator	Jen	Transcript
educator	Jim	Transcript
district admin	Bill	Transcript

View Development Plans

- Click on "District" tab
- Click on View Development Plans
- Click on the teacher's plan you want to view

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District Admin

- Edit District Info
- Add/Edit Users
- View Transcripts
- View Development Plans
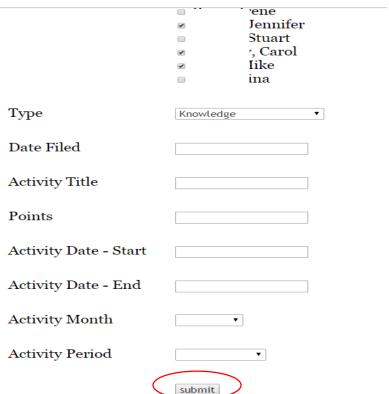- Activity Load
- Edit Development Plans

View Development Plans

Role   Name
Educator Marcia S

- Development Plan filed at 2015-08-24 19:12:22 Marcia _____ -

Activity Load

- Click on the "District" tab.
- Click on the "Activity Load" hot key.
- Check the check box of teachers who were in attendance at your district wide in-service or committee meeting
- Select "Knowledge" or "Service to the Profession" in the "Type" drop down box.
- Fill in all fields
- Choose the date field that best fits your needs. "Activity Month" and "Activity Period" may be left blank.
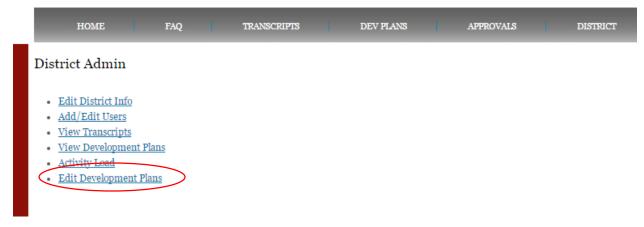
☐	ene
☑	Jennifer
☐	Stuart
☑	, Carol
☑	Iike
☐	ina

Type   Knowledge ▼

Date Filed   [   ]

Activity Title   [   ]

Points   [   ]

Activity Date - Start   [   ]

Activity Date - End   [   ]

Activity Month   [▼]

Activity Period   [▼]

                        submit

- Click submit

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Edit Development Plans (chair only access)

- Click on the district tab
- Click on "Edit Development Plans"
- Choose the teacher you want to edit by click on their name
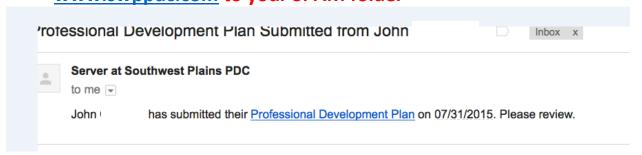- Update the fields that need editing
- Submit

E-mail Notification

- Chairs will receive email notification when a teacher has submitted a request for points and completed IDPs.
- Teachers will receive e-mail notification once points of been approved or rejected.
- SWPRSC will receive e-mail notification once chairs approve points and IDPs.
- Teachers will receive e-mail notification when points are put on their transcript from SWPRSC.
- **Make sure your e-mail is not sending mail from www.swppdc.com to your SPAM folder**

Record of Users' guide updates	
7/21/2015	First publication
9/17/2015	Added approvals for transcripts and development plans
3/23/2016	Added Chair Individual Development Plan edit instructions