

## Professional Development Protocol

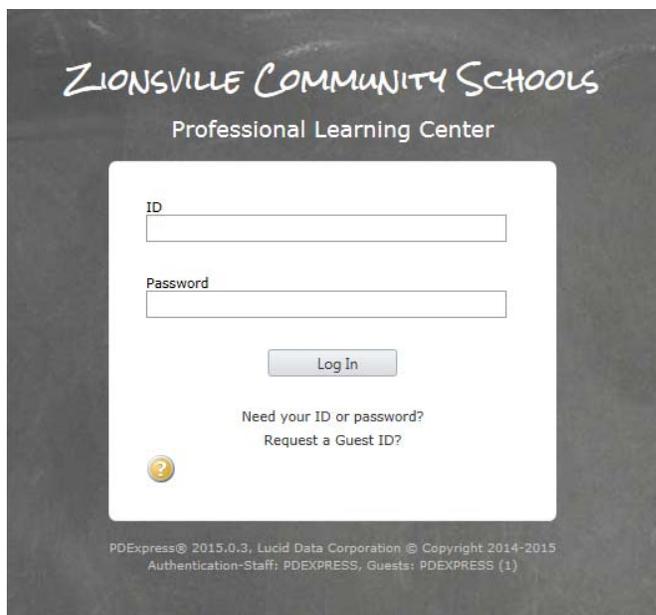
PDExpress is the tool ZCS uses for managing professional development. It is an excellent one stop tool to maintain and build a record of your professional development activities. It is the vehicle our corporation uses for the PD request and approval process and it serves as the repository for each staff member's record of PD activities. Staff members are encouraged to request professional leave as soon as an opportunity is known and, if applicable, to submit a request for a guest teacher via Aesop immediately upon approval. Below is the process to be used for professional development activities:

1. Request Professional Development Activity
  - In-District: Sign up for existing professional development activity in PD Express (posted within PD Express)
  - Out-of-District: Create request for professional development activity through PD Express
2. Once the activity is approved by an Administrator, print the approval shown in PD Express and enter the absence into Aesop to request a guest teacher for the day, if necessary. It is the employee's responsibility to ensure their absence is entered into the absence management system for all professional development days.
3. (For out of district PD only) Present building treasurer with appropriate paperwork and approval (printed confirmation) to be able to complete the registration. The treasurer will submit the registration and pay via a purchase order or by using a designated ZCS credit card located in the business department at the ESC. Expenses incurred while out-of-district will be paid for by the staff member who will be reimbursed once all applicable itemized receipts have been turned into the building treasurer.
4. (For out of district PD only) Collect Certificate of Attendance or completion paperwork and submit it to building designee to update PD Express with completion status and PGP points earned for license renewal. Also, keep a personal copy to upload into your LVIS account.

# PDExpress Quick User Guide

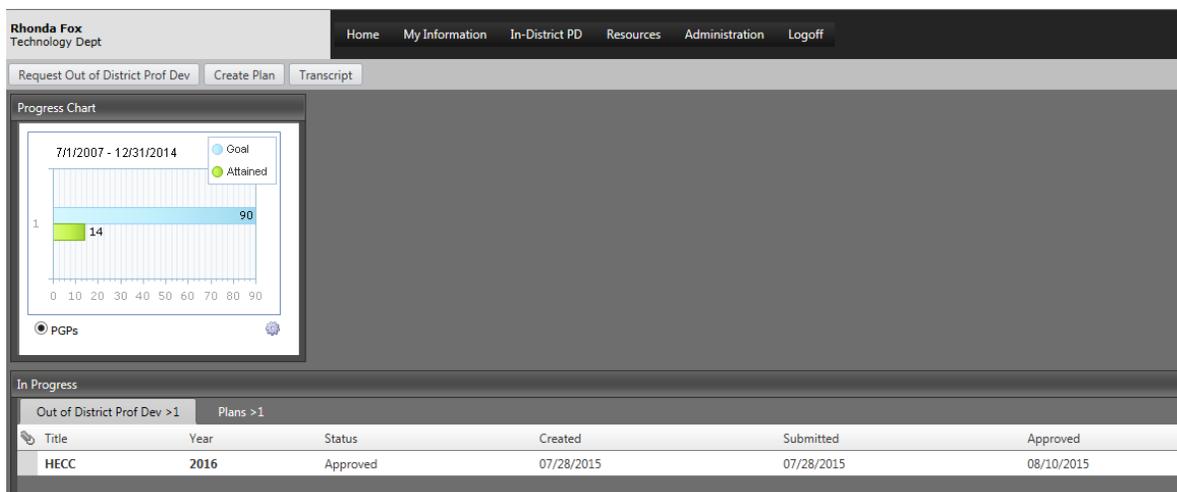
## Logging On:

You can access PDExpress from any computer with Internet access. Enter the following web address in your web browser: <http://pdexpress.zcs.k12.in.us/pdexpress/login.aspx>. The following screen will appear:



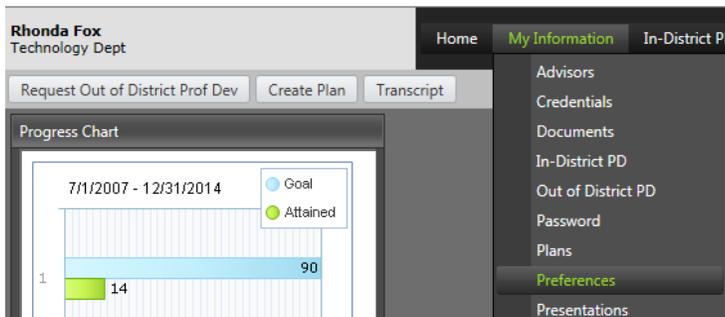
Your id is the same id you use for your computer login (e.g., jdoe for Jane Doe). Your initial password is the first three letters of your first name, the number 5, and the remainder of your first name. For example, Jane's password would be "jan5e". If you have trouble with your password you can always click on "Need your ID or password?" and the system will email your password to you.

Your home page will display your progress towards your professional development goals, your currently enrolled courses, and any expiring credentials. Note that credential information is shown as a planning aid only and may not reflect the most recent changes. An example follows:



### Updating your Progress Chart:

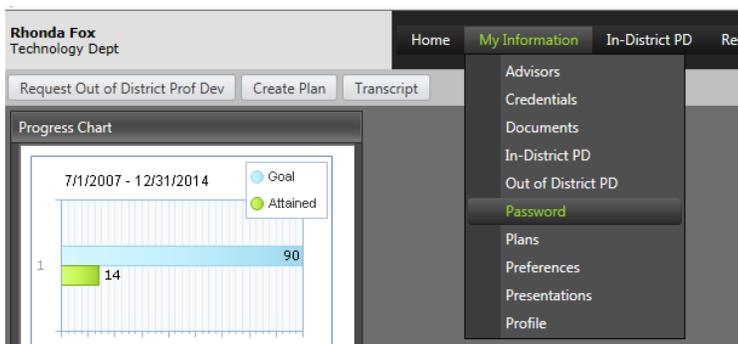
Periodically we update the dates for each certified employee's progress chart to match the time period of their current license. If it is not correct for you, you can update this yourself. Hover over "My Information" and then click on "Preferences".



On the next screen, enter the start and end date for your current license and the number of PGP's you need to attain (usually 90) and hit Save in the upper right. When finished do not use the X in the corner to close the window as it will log you off PDEExpress. Instead use the menu bar to go to where you want (e.g., click on Home to return to the home page).

### Changing your Password:

To change your password, hover over "My Information" and then click on "Password"



You will be prompted for your current password and then will have to enter your new password twice for confirmation. Click on the "Change Password" button when you are done. When finished do not use the X in the corner to close the window as it will log you off PDEExpress. Instead use the menu bar to go to where you want (e.g., click on Home to return to the home page).

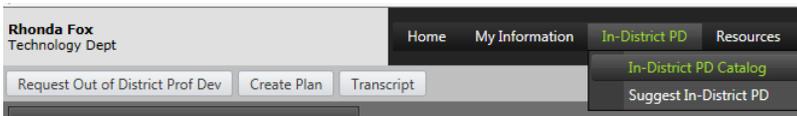
### Updating Email Information:

If you would like emails regarding your course registrations to also go to your personal email (e.g., for summer classes), you can add your personal email address to your profile.

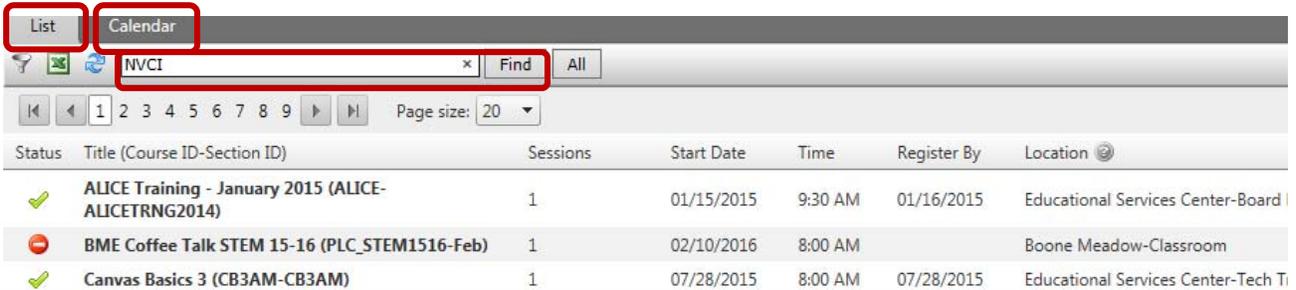
Hover over "My Information" and then click on "Profile". In the page that comes up, please enter your personal email address in the space provided (just after the school email address field). Be sure to click on the Save button in the upper right. When finished do not use the X in the corner to close the window as it will log you off PDEExpress. Instead use the menu bar to go to where you want (e.g., click on Home to return to the home page).

### Registering for In-District Courses:

Hover over In-District PD and click on In-District PD Catalog:



From the next screen you can choose to look at it in List View or Calendar view and you can search for certain courses.



To register for a course or view Course Details (description, dates, times, location), click on it.

The Course Detail page will display including dates, times, and locations. Please note the target audience and any prerequisites BEFORE registering.

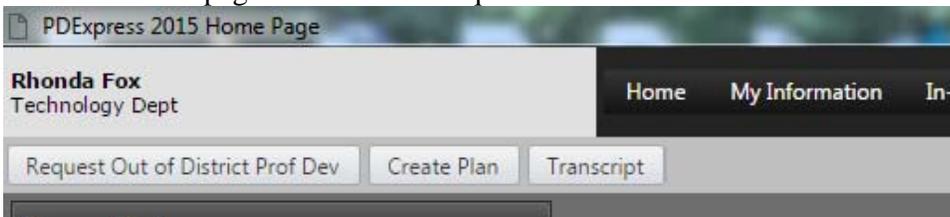
To complete registration, click on the “Register” button in the upper right. After clicking “Register for this course” a confirmation page will be displayed and you must hit Continue.

You can refer back to your course’s description, date, time, location, etc., by hovering over “My Information” and clicking on In-District PD.

If you need to cancel your registration, you can click on the  to the far right of your course.

### Registering for Out-of-District Courses:

From the Home page click on the “Request Out of District Prof Dev” button.



Complete the next three fields and hit Next:

- Select a school year. Choose the last year of the 2-year school year (e.g., 2017 for the 2016-17 school year).
- Select a type (e.g., conference, workshop, college course)
- Enter a brief description.

On the next screen complete the form with as much information as you have. Title (from the previous screen) and dates are the only required fields but it is useful to have meeting sponsor, description, location, and meeting website. If there are costs associated with your PD activity please enter those as well. You can click on the  icon on any item to get more details (e.g., substitute cost).

Print Submit for Review Save

**Instructions**

Please submit out of district professional development requests as soon as plans are made to attend a professional meeting. It will be automatically routed to your principal for approval.

Please also enter the absence into Aesop to request a guest teacher for the day, if necessary. It is the employees responsibility to ensure their absence is entered into the absence management system for all professional development days. Once the PDExpress request has been approved by your principal, it will then be routed to the Substitute Coordinator to ensure that your absence has been entered into Aesop.

Once your professional development request has been approved by your principal, present building treasurer with appropriate paperwork and approval (printed confirmation) to be able to complete the registration. The treasurer will submit the registration and pay via a purchase order or by using a designated ZCS credit card located in the business department at the ESC. Expenses incurred while out-of-district will be paid for by the staff member who will be reimbursed once all applicable itemized receipts have been turned into the building treasurer.

At the professional development activity, collect Certificate of Attendance or completion paperwork. Submit it to your building designee to update PD Express with completion status and PGP points earned for license renewal. Also, keep a personal copy to upload into your LVIS account.

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<b>Title</b>	Testing Conf
<b>School Year</b>	2017
<b>Type</b>	Technology
<b>Status</b>	New
<b>Chronology</b>	Created: 7/4/2016 11:18:32 AM
<b>Approval History</b>	This proposal has not been submitted for review.
<b>Title</b>	<input type="text" value="Testing Conf"/>
<b>Meeting Sponsor</b>	<input type="text"/>
<b>Other Mtg Sponsor</b>	<input type="text"/>
<b>Description</b>	<input style="height: 40px;" type="text"/>
<b>Name of meeting</b>	<input type="text"/>
<b>Location</b>	<input type="text"/>
<b>Dates</b>	<input type="text"/>
<b>Meeting web site</b>	<input type="text"/>
<b>Registration Fee</b>	<input type="text"/>
<b>Substitute cost</b>	<input type="text"/>
<b>Mileage</b>	<input type="text"/>
<b>Meals</b>	<input type="text"/>
<b>Lodging</b>	<input type="text"/>
<b>Airfare</b>	<input type="text"/>
<b>Calculated Total</b>	
<b>Funding Source</b>	<input type="text"/>
<b>Funding Source Notes</b>	<input type="text"/>
<b>Building Represented</b>	<input type="text"/>
<b>Method registration</b>	<input type="text"/>
<b>Registration date</b>	<input type="text"/> 
<b>Comments</b>	<input style="height: 30px;" type="text"/>
<b>Attachments</b>	None.

Print Submit for Review Save

Once complete, hit the “Submit for Review” button. It will then be automatically routed to your principal for approval.

Please also enter the absence into Aesop to request a guest teacher for the day, if necessary. It is the employee’s responsibility to ensure their absence is entered into the absence management system for all professional development days. Once the PDExpress request has been approved by your principal, it will then be routed to the Substitute Coordinator to ensure that your absence has been entered into Aesop.

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