



INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iStaff

*Professional
Development*

iStaff Professional Development

PDP Course Maintenance

The PDP Course Maintenance Tab is where the HR Administrator sets up the Courses that are offered in the District.

>> PROF DEV COURSE CODE MAINTENANCE

Delete	Course Code	Course Title	Organization	Course Credits	Course Hours	Prof Deve Points
Check All						
Clear All						
<input type="checkbox"/>	CPR	CPR	Boston College	2.5	3.3	5.2
<input type="checkbox"/>	Graphic	Graphic Design	UMass Lowell	1.2	2.3	3.4
<input type="checkbox"/>	Nursing	Nursing Skill for school	Department Of Education MA	4.5	6.7	8.9
<input type="checkbox"/>	C++	C++ Programming	MicroSoft Inc	2.2	1.1	3.3

- ⇒ Enter a **Course Code** and **Course Title**
- ⇒ Select an **Organization**
- ⇒ Enter the **Course Credits**, **Course Hours** and **PDP Points**

PDP Program Management

The PDP Program Management tab is where the HR Administrator manages the Attendee List for each course.

Professional Development Offerings

Attendee List	Program Code	Course Title	Date	Status	Open/Max Seats	Provider
Attendee List	GD-0201	Graphic Design	01/01/02	Open for Registration	109 / 120	Departm Of Educatio MA
Attendee List	CPR-0301	CPR	01/01/03	Open for Registration	54 / 60	MicroSof Inc
Attendee List	GD-0401	Graphic Design This course teaches the basics of design for non-artists. The focus is on design for web pages. Anyone is welcome.	01/01/04	Open for Registration	45 / 50	UMass Lowell

Program Offering Information

- ⇒ Click on the **Program Code** and the Program Offering Information screen appears.

>> PROFESSIONAL DEVELOPMENT PROGRAM OFFERING

Program Code: [Add a New Course](#)

Title (Credits/Hours/Points) -- Provider:

Description:

Program Status:

Start Date:

End Date:

Time Range: (e.g. 1:30 - 3:45pm)

Venue:

Presenter(s):

Attendee Status:

- Approved - 1
- Completed - 10
- Requested - 10

Program Cost:

Per Seat Cost:

Account Charged:

Max Seats:

Administered By:

Approved By:

Notes

⇒ Enter a **Program Code**

⇒ Select a **Course**. You will see the Title, Credits, Hours, point and Provider listed.

⇒ Enter a **Course Description**

⇒ Enter a **Program Status**

⇒ Enter a **Start Date**

⇒ Enter a **End Date**

⇒ Enter a **Time Range**

⇒ Select a **Venue**

⇒ Enter **Presenter(s)**

⇒ View **Attendee Status**

⇒ Enter a **Program Cost**

⇒ Enter a **Per Seat Cost**

- ⇒ Enter an **Account Charged**
- ⇒ Enter **Max Seats**
- ⇒ Select an **Administered By**
- ⇒ Select an **Approved By**
- ⇒ Enter **Notes**

Attendees List

- ⇒ Click on the **Attendees** Link

Professional Development Program	
Program Code:	GD-0201
Name:	Graphic Design
Date:	01/01/2002
Max Seat:	120
Cr/Hr/Pt:	1.2/2.3/3.4

Professional Development Program Attendees Filters	
Attendee Status:	<input type="text" value="All"/> <input type="text" value="**Blank**"/> <input type="text" value="Approved"/>
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>	

List of Attendees										
Print Signup Sheet with <input type="text" value=""/> blank lines.										Edit Certificate Contents
Set Status for ALL attendees to: <input type="text"/>										
Delete	Print Certificate Check All Clear All	Program Date	Emp ID Name	Status	New Status	Building	Department	Job	Apply To	Credit Override
<input type="checkbox"/>		01/01/2002	1215 Lee, Paula	Approved	Approved	ipass High School	Admin	Teacher	Others -	Yes
<input type="checkbox"/>		01/01/2002	910274 Alves, Nina	Completed	Completed	Bldg 123	Tech.Ed.	ROTC Teacher		

- ⇒ Enter a **New Status**
- ⇒ Click the **Delete** Box to remove a participant

Print Signup Sheet

- ⇒ Click on **Print Signup Sheet**

Professional Development Program -- Signup Sheet

Program Code: GD-0201

Name: Graphic Design

Date: 01/01/2002

Max Seat: 120

Cr/Hr/Pt: 1.2/2.3/3.4

Count	Emp ID	Name	Status	Building / Department	Signature
1	1163	Alves, Nina	Completed	Bldg 123 / Tech.Ed.	----- --
2	1319	Barbara, Allenbrook	Completed	Bldg 123 / English	----- --
3	1227	Beal, Erin	Completed	Bldg 123 / Science	----- --
4	1165	Beam, Kimberly	Completed	Bldg 123 /	----- --

PDP Certificate

- ⇒ Click on **Print Certificate** Box for each participant that you would like to print a certificate for. The Click the Submit Button. A window will open with the PDP Certificates to Print.

Certificate of Completion

This is to certify that

Nina Alves

Has successfully completed the following

professional development activity

Graphic Design

on

January 1, 2002

and has earned

Credits - 1.2

Hours - 2.3

PD Points - 3.4

Presenter(s):

Department Of Education MA

Georgetown High School
George Town
Mass 02345 USA

Authorized Signature, Title
April 28, 2007

PDP Program Batch Entry

There are two ways that a Participant gets signed up for a PDP course. One is for the Staff to Sign themselves up using the Sign Up for Professional Development and the other is for a HR Administrator to Batch Assign the Staff to a Course.

Employee Search Selection

Employee ID:

Last Name:

Building: Department: Job:

Prof Devevelopment Program:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Professional Development Program

Program Code: BAD-001
 Name: How to Deal with School Yard Bullying
 Date: 03/19/2007
 Max Seat: 22
 Cr/Hr/Pt: 5/10/5

Employees

Set ALL Status To:

Emp ID	Name	Building	Department	Job	Reg Status
1553	Aaron, Mary	Bldg 107045	English	Department Chairperson	<input type="text"/>
1602	Aiello, Joanne	Bldg 107045	Admin	Substit	<input type="text"/>
1486	ALLEN, PE	Bldg 107045	Admin	Teacher - Middle School	<input type="text"/>
10010	Alther, Shirley	Bldg 107045	English	Teacher - Middle School	<input type="text"/>

- ⇒ Search for the Staff by Employee ID, Last Name, Building, Department or job.
- ⇒ Select the Course that you want to sign the staff up for.
- ⇒ Click the **Submit** button to submit your search
- ⇒ Select a **Registration Status** for each Staff or use the **Set All Status to** box to auto fill all the statuses.

PDP Reports

<Prof Deve Programs> Report

Selection Criteria: Job Type, Building, Department, Show Alt Dept, Phone.

Sorted By: Name, Job Type/Name, Building Name, Department/Name, Bargaining Unit/Name, Alt Department/Name.

Output:

Program Code	Date From	Seats	Provider	Cost	Acct#	Attendee	Status
Emp ID	Name		Department		Bldg Code		
Nurse-0101	01/21/2001	65	DOEMA	\$6,789.00		1	Open for Registr
910414	Aaron, Mary		Eng		107045		

GD-0201 01/01/2002 120 UML \$3,456.00 10 Open for
 Registr

1319	Barbara, Allenbrook	Eng	123
1227	Beal, Erin	Science	51
1165	Beam, Kimberly	Eng	123
9999	Brown, Bob	Staff	123
1270	Chane, Theatre	WrldLang	123
3333	Gallo, Terri	Alliance	123
1082	Le Favour, Vita	Cust	123

<Prof Development> Report

The Prof Development Report lists a staff member's professional development earned over a time.

Selection Criteria: Print, From Date, To Date, From Employee ID#, To Employee ID#, Job Type, Building, Department, Bargaining Unit, Location.

Sorted By: None

Output:

Date	Start	Course Title	Organization	Completed	Grade	Reimb %	Reimb Date
-----	-----	-----	-----	-----	-----	-----	-----
ID	Name	Job	Bldg	Class	PDP		
Hour	Credit	Cost					
=====	=====	=====	=====	=====	=====	=====	=====
10003	Adams, Mary	Tch Asst	ipass High				
-----	-----	-----	-----	-----	-----	-----	-----
1342	Alveres, Simon	Teacher - Speci	ipass High				
-----	-----	-----	-----	-----	-----	-----	-----
01/21/01	Nursing Skill for school	Department Of Education	M	8.9	6.7		
4.5	65.00						
	MTEL (Elementary Subject Matte	Department Of Education	M	5.0	3.0		
2.5	500.00						
-----	-----	-----	-----	-----	-----	-----	-----
		2	13.9	9.7	7.0	565.00	