

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

iStaff Professional Development

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PDP Course Maintenance

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



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

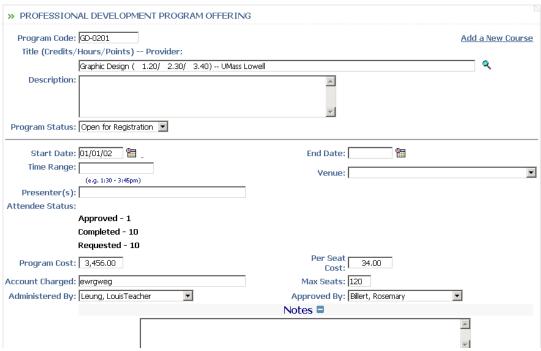
PDP Program Management

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



Program Offering Information

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

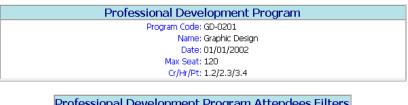


- ⇒ Enter a Program Code
- ⇒ Select a **Course**. You will see the Title, Credits, Hours, point and Provider listed.
- ⇒ Enter a Course Description
- ⇒ Enter a **Program Status**
- ⇒ Enter a **Start Date**
- ⇒ Enter a End Date
- ⇒ Enter a **Time Range**
- ⇒ Select a **Venue**
- ⇒ Enter Presenter(s)
- ⇒ 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







- ⇒ 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	<u>Name</u>	<u>Status</u>	<u>Building</u>	g / Department	<u>Signature</u>
	1163	Alves, Nina	Completed	Bldg 123	/ Tech.Ed.	
1						
	1319	Barbara, Allenbrook	Completed I	Bldg 123	/ English	
2						
_	1227	Beal, Erin	Completed I	Bldg 123	/ Science	
3						
	1165	Beam, Kimberly	Completed I	Bldg 123	1	
4						

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

Authorized Signature, Title April 28, 2007

Georgetown High School George Town Mass 02345 USA 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.



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	▼				
1602	Aiello, Joanne	Bldg 107045	Admin	Substit					
1486	ALLEN, PE	Bldg 107045	Admin	Teacher - Middle School	·				
10010	Alther, Shirley	Bldg 107045	English	Teacher - Middle School					

- ⇒ 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 Fmp I	e Date From D Name	Seats			Acct# Bldg Code		Attendee Status
Nurse-0101	01/21/2001	65	DOEMA	\$6,789	9.00	1	Open for Registr
91041	4 Aaron, M	ary	Eng		107045		

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

	Course Title Completed Grade Reimb	% Reimb Date				
ID Na	 ame		Bldg			===
	====== lams, Mary					
	veres, Simon					
4.5 65.0		-				
2.5 500.0		racec Department	or Eddeder			
	-		======			

2 13.9 9.7 7.0 565.00