OVERVIEW OF TEACHPOINT PD TRACKER MY ACTIVITIES TAB

My Activities tab stores all of your previous, current and upcoming PD Activities. To access this page, click the Professional Development Icon.

The **My Activities** page is the default page. You will see an overview of the total number of events, hours and credits for all your completed and approved activities.

æ	Q, Search by name 🔘 🕈 🗰	My Activities Available Events Manage Eve	nts	View Licenses (1) Budget	Transcript New +
a	Center School (5) Eiszösch Bennet Gemer School Marianne Dashwood		Q	Credits: Search by the	0.50 Hrs 7.00 PDP
1	Center School Center School Center School	> Title Type	Location Date	Credits	Status
	Earny Price Gener School	Mid-Year Review of Technology Emotional Intelligence in the classroom Part 2	123 Nov 26, 2020 123 Nov 5, 2020		Pending
0	Center School	Distance Learning Science Experiments	302 Oct 16, 2020	1 PDP	Approved
~		Test Event with Evidence Fire Safety	test Oct 16, 2020 Online Sep 19, 2020	0.50 Hrs	Approved
¥r.		Einst Aid. CPR. and AED Training Certification	Health Room Sep 17, 2020		Pending
		Emotional Intelligence in the Classroom 'Opening Day' Back-to-School	123 Aug 28, 2020 Virtual Aug 25, 2020	2 PDP 3 PDP	Approved
		Back to School Prop	Virtual Aug 4, 2020	1 PDP	Approved

Confirming Attendance: To confirm your attendance to an Event, you would click on the Pending event to expand it, and click the **Confirm** link.

4	Q, Search by name	My Activities Available Events	Manage Events		Add License But	get Transcript	New -	ving Confirm Attendance)21
ren .	Gilbert Elementary School (1)					Credits: 5	.00 PDP	ing	020
	Mala Shibutani Gilbert Elementary School			Q, Sec	arch by title	Current Year	•		
		▶ <u>Title</u> Jype	Location	Date C	Credits	Status		Facing History and Ourselves	
		Striving for Antiracist Schools	321	Jan 20, 2021		Pending	-		n –
0		Facing History and Ourselves	1234	Nov 28, 2020		Pending		Confirm Attendance Cancel	
ф		Author: Mala Shibutan Location: 1234 Time: Nov 28, 2020	8:00 AM EST Complete	Confirm	Certificate: Feedback: (Optional)	Upload Certificate Add Feedback			
						Even more	Delete	-Year Review of Technology 123 Nov 26, 2	2020
		Mid-Year Review of Technology	123	Nov 26, 2020		Pending	-		

Withdrawing from and event: If you would like to withdraw from activities that you no longer plan on attending or being a waitlisted attendee you have the ability to withdraw from those events. Click on the event to expand it. Click on the **Withdraw** link.

My Activities	Available Events	Manage Ever	nts			View Licenses (1)	Budget	ript No	
						Cre	dits: 0.50 Hrs	17.00 F	PDP
三 苗 ま					Q. Search by titl	9	Current Year		•
▶ <u>Title</u> Type			Location	Date	Credits		Statu	8	
	aregiver Communica	tion	Middle Sc	hoolFeb 10,	2021		Enroll	ed	1
This course	will focus on the be	at practices in co	mmunicati	ng and enga	ging parents and	caregivers' in their	children's educatio	n.	
Aut	or: Elizabeth Ber	inet							
Locati	ion: Middle Schoo	bl 101				Attendee	no waitlist	ndees,	
	Attend any sl	ot(s)							
Tir	me: Feb 10, 2021	5:00 PM EST	Enrolled	Withd	Iraw				
	Feb 17, 2021	5:00 PM EST 0	Open	Enroll					
	Feb 24, 2021	5:00 PM EST	Open	Enroll					
								Even mo	ore

Uploading a Certificate:

- Click on the Upload Certificate button if you would like to upload a certificate to your Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate.
- Upon clicking View Certificate, a new tab will open. From that window, you have the ability to save the Certificate
 Certificate
 View Certificate
 Delete Certificate
 Feedback:
 Add Optional Feedback

NOTE: Click **Current Year** toggle to change the filtering of the year you are viewing. The **My Activities** page displays **Current Year by default**.

AVAILABLE EVENTS TAB

- Click on 🛸 the **PD Tracking** Icon
- Click **Available Events** to view a list of publicly available professional development activities that anyone can sign-up to attend in your district.
- Click on the **Enroll** link to register for an activity.
- Click the Current Year toggle to change the filtering of the year you are viewing a list events to sign up for. The Available Events page displays Current Year Events by default.
- In the **Available Events** page, the waitlist link will appear instead of the signup link if the attendee limit is reached.
- Users can click on the status bar to turn off/on for filtering what Available Events you are viewing.



Open: The event start date is today or in the future.

Enrolled: User is registered for the event.

Waitlisted: User is added to the Wait List.

Full: The event has reached the max attendee capacity.

Closed: The event end date has passed.

My Activities Available Events	Manage Events						New -
	OPEN O	REQUESTED	ENROLLED	WAITLISTED	FULL O	CLOSED O	DECLINED O
		Q Search by t	itle	Θ	Current Year	▼ S	earch Filters
▶ <u>Title</u> <u>Type</u>	Loca	tion Date	Credi	<u>ts</u>		Statu	<u>15</u>
Parent and Caregiver Communication	on Midd 101	lle School Feb 1 2021	0, 3 PDF	2		ENR	OLLED 💄

MANAGE EVENTS TAB

- The **Manage Events** tab allows you to view/manage the progress of the requests that you have submitted or saved as drafts
- Click on the event title under event column to view the details of your activities.
- Click on the **Delete** link under **Actions** column to delete any requests and drafts you would like to delete.
- The Activity Status tabs at top display the total number of activities that are in following stages: Draft, Incomplete, Evaluator Approval, Central Office Review, Accepted, Declined, and Deleted. Please note

that Deleted and Declined status tabs are not selected by default so to view the activities under those statuses, click on them to turn them on.

• You have the ability to enter keywords to search activities by event name.

DRAFT		CO REVIEW	ACCEPTED			NEEDS APR	OTHER	COMPLET
	Date Range Current Year	 Title Q Search	by title	6	Authors All Authors	•	Programs All Programs	
Title		Author	Start	Enr Date Ne	olled / Waiting / ed Approval / Declined	Status	4	Actions
Title Facing History a	and Ourselves	Author Mala Shibutani	Start Nov 28, 20	Date Enr Ne	olled / Waiting / ed Approval / Declined	Status Accepted	A Del	Actions
Title Facing History a Test Event with	and Ourselves Evidence	Author Mala Shibutani Meryl Davis	Start Nov 28, 20 Oct 16, 20	Date Enr Ne 020 1/1 20 11/1	olled / Waiting / ed Approval / Declined 1/1/0 0/11/0	Status Accepted Accepted	A Del	Actions ete Copy eedback
Title Eacing History : Test Event with Building Res	and Ourselves Evidence illiency in Students	Author Maia Shibutani Meryl Davis Maia Shibutani	Start Nov 28, 21 Oct 16, 20 Sep 24, 20	Date Enr Ne 20 1/1 20 11/ 020	olled / Waiting / ed Approval / Declined 0/11/0 0/11/0	Status Accepted Accepted Pending Approve Evaluator Approve		Actions ete Copy eedback ete Copy

- Click check/uncheck to specify the
- columns that you want to hide vs. display.
- Click Current Year
 to change and Activities.

view Upcoming, Last year, Next Year, All years PD

Un-deleting Events

Click the **Deleted** status to turn it on.

- Events shown in red are Events you have deleted
- Click un-delete link in the Actions column to recover the request as a draft and then modify it further to re-submit.

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REQUEST TO ATTEND OUT-OF-DISTRICT PD EVENT

Users have the ability to Request to Attend out-of-district PD Events using two forms:

- Request for Attending at Educational Conference form (e.g. LSDO, BICO and DESE related events).
- Request for Course Reimbursement form (e.g. College related courses)

Please note: Requests to attend out-of-district PD events will go through the approval process.

Once your request has been reviewed and approved by the Superintendent's Office, the attendance and credits will be assigned to users automatically upon event completion.

	Click on the DD Tracking Icon		My Activities Available Events Manage Events	Add License	Budget Transcript New -
•					1. Request to Attend Event
	Click the New -	P		Q. Search by title	Current Year
•	click the button		▶ <u>Title</u> <u>Location</u> [<u>Type</u>	ate <u>Credits</u>	Status

- Select Request to Attend Event.
- All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s).
- Select your Evaluator for approval.
- Save as Draft or Submit to send the request to your Evaluator for review.
- Confirm that you want to submit the request by clicking the green Yes button.

If a request was declined, or returned back to you, check your email,
as Superintendent's Office may have chosen to provide further
information as to why the event was not accepted.

Confirmation dialog	\times
Are you sure you want to submit this request?	
Yes No	

Uploading Certificate

- Click on the **Upload Certificate button** if you would like to upload a certificate to your Request to Attend Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate
- Upon clicking **View Certificate**, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.



RECORD MY CREDITS

Users have the ability to **Record My Credits** for out-of-district PD events that <u>are NOT already</u> in Teachpoint PD Tracker. You may use this form if you <u>have not requested for reimbursement or approval</u> so that you may track <u>all other</u> PD activities that you attended. Please use the attachment link to upload your certificates etc.,

Click on the PD Tracking Ico	on				
 Click the Select Record My Cree 	button e dits				
My Activities Available Events	Manage Events			Add License	Budget Transcript New -
			Q Search by title		1. Request to Attend Event 2. Record My Credits Ourrent Year
▶ <u>Title</u> <u>Type</u>	Location	<u>Date</u>	Credits		<u>Status</u>

- All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s).
- Enter the number of credits and/or PDPs you have received into the Graduate Credits and/or Professional Development Points.



• You may attach your files (i.e. certificates) or web link to this form to track your PD events.

Uploading your certificate:

- Click on the **Upload Certificate button** if you would like to upload a certificate to your Record My Credits Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate
- Upon clicking **View Certificate**, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.

NOTE: Educators should keep their own records for backup should they be audited by the DESE.