**PD Express - Overview**

1. Login

* ID and Password is 4 (or 5) zeroes followed by your Employee ID number (total of 9 digits)
* You may change your Password but NOT your ID number
* Any log in problems or questions can be sent to Sharon Mays [sharon.mays@lakotaonline.com](mailto:sharon.mays@lakotaonline.com) or Aisha Moore [Aisha.moore@lakotaonline.com](mailto:Aisha.moore@lakotaonline.com)

**(Not the Tech Dept.)**

1. Home Screen

* To the right of your name there is a ‘menu bar’
* Home: Click any time to go back to this home screen
* My Information:
  + Credentials – you will not show any credentials at this time, at some point this will be loaded by LPDC
  + Documents – as you get an updated IPDP (starting Jan., 2016) it will be loaded into your portfolio in this section
  + Lakota PD – this is a list of all the PD that has been completed under your ID number
    - This information can be downloaded into Excel by clicking the green box with an X under the word transcript right below the menu area
      * Click on the X and click yes when the dialogue box comes up
      * Click Yes about file format
      * It opens a new Excel spreadsheet and can then be manipulated
    - Looking at the data titles – Click on the Title Heading to Sort
      * Lakota PD Title – self explanatory
      * Status – Enrolled or Completed (If you only want PD that is completed to show, click on the box beside the ‘All’ button)
      * Date – Unfortunately, if the status is enrolled this is the enrollment date. Not the course date. When the course is completed, the date will show the course date.
      * Meeting Hr/Contact Hr
        + The contact hour(s) that the course is worth
        + This is noted as ‘meeting’ or ‘contact hour’
        + Only ‘contact hour’ can be used for bundling Ashland.

The course training needs to occur between 6/1 and 3/31 of that year for bundling.

* + - * + Both can be used for renewal purposes
      * Ashland Hrs - As courses are used for Ashland Hrs they will be moved from ‘contact’ to ‘Ashland’
      * Renewal – If hours are used for license renewal, there will be an ‘X’ in this column and the year it was used, and can be a combination of meeting and contact
      * To un enroll in a course, click the red x on the line of the course to be deleted
  + Password – Here is where the password can be changed
  + Plans – This is another area for future use with electronically submitting IPDP
  + Preferences – Used to set goals
    - Start Date – can be the issuance of the license for renewal
    - End Date – can be the expiration
    - Meeting hrs/Contact hrs or Ashland hrs can be set depending on the intention of documentation for renewal. Only Ashland hours will then require an official transcript. All other hours can be taken from this portfolio.
  + Presentations - The following is available for presenters to create sign in sheets or rosters of participants
    - Locate the course
    - On the far right – the first icon when clicked will show all participants
    - The second icon (clipboard) will enable printing of a sign in sheet

(showing those already enrolled)

* + Profile – The areas that have an open field can be changed
* Lakota PD
  + Lakota PD Catalog – Can be accessed as Calendar or List
  + Suggest Lakota PD – For any presenter that would like to request something on the calendar. This gets sent directly to Sharon Mays for approval to add to the calendar. An administrator must be listed to get approved.
* Resources
  + Additional Resources – Future Use
  + Documents - Future Use
  + Reports – Future Use
  + Staff Directory – All Lakota staff with the exception of some areas of support staff that have not yet been added

**PD Express**

**Getting Credit for Meeting/PD Hours**

In order to receive credit for either Meeting or PD, three things must happen.

1. An administrator must suggest a course.
2. Staff must register
3. Sign in sheets or an email by the facilitator with administration copied, must be sent to Sharon Mays showing participants/hours/and whether it was a ‘meeting’ or ‘PD’

***Registering***

**PD:**

1. Locate the course on the Lakota PD Calendar
2. If the date has the word ‘more’ at the bottom of the date there are additional courses, click on it to see the rest of the courses
3. Click on the course and scroll down to see the Detail screen
4. Top right hand corner of the Lakota PD Detail, click Register
5. Click Continue, there is an option to send an email confirmation
6. Participants will not get credit unless registered and have signed in at the PD
7. Registration is open from the time it is approved through **1 week** after the course
8. If the deadlines are missed, you will not be guaranteed registration of the hours.

**Specific types of Meetings:**

1. One time meetings will not appear on the PD Express calendar. Therefore, those in attendance at the meeting do not need to register online, but must complete the sign-in sheet.
2. Recurring meetings: Building/Department/Grade Level/Data/BLT
   * Use a spreadsheet format to track all meetings
   * Attendance for each member should be marked with hours tallied for each
   * Staff member must initial prior to submitting to Administrator
   * Administrator must sign off prior to sending to Sharon
3. Meeting facilitator(owner) should hold all meeting sign-in sheets and submit with total hours for each meeting participant to building administrator at the end of the semester (within a week of the last semester day)
4. The Building Administrator needs to sign off on the hours by initialing the sign-in sheets before sending to Sharon (these can be sent electronically).
5. Courses will be added to the calendar on the last day of the semester for tracking purposes. The meeting hours that were turned in for the first semester, are all tracked by courses under the Administrator’s name on the last day of the semester.
6. First Semester tracking sheets must be received by January 31st for credit.
7. If the meeting is truly *PD* then follow the directions above using the Suggest Lakota PD form, sign-in sheet and having staff register for the course/session. An agenda must also be submitted.

**Book Study (PD):**

1. Book studies must follow the process to suggest a course. However, the date for the course will show March 31. Individual meetings for the book study will NOT be listed on the calendar.
2. Most staff members that participate in Book Studies choose to bundle their hours for Ashland Credit, however the hours can be used for contact hours if you are not using for Ashland Credit.
3. In order to bundle those hours – please remember that the year runs 6/1– 3/31. Therefore, all documentation for a book study must be turned into Sharon by 3/31. The facilitator will hold all documentation for the book study until that time.
4. It is the responsibility of the facilitator to keep track of hours for each staff member that is participating.
5. To calculate hours, half of the hours must be in person or a virtual discussion meeting. The other half can be outside work including reading, reflection and journals.
6. Book Study documentation must be signed off on by an administrator.
7. Book studies can be tracked on the calendar as 3/31 due to the Ashland deadline but will not be completed until the facilitator turns in all required documentation (which may be after the 3/31 date).