

SchoolData.net

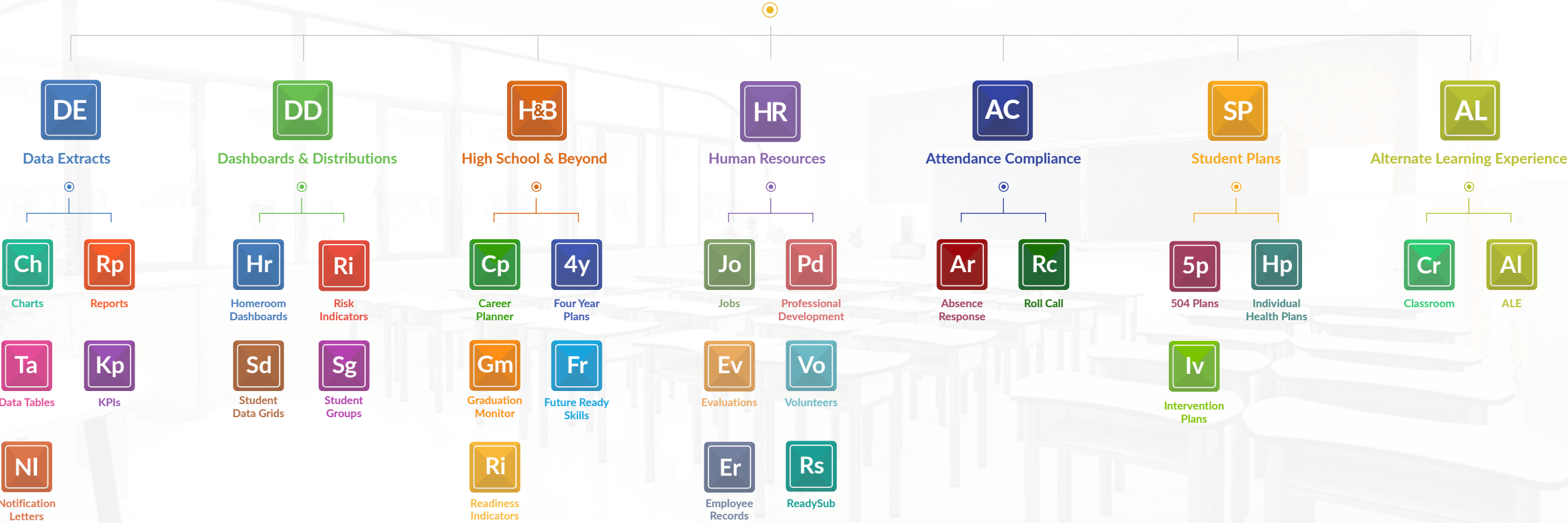
PROFESSIONAL DEVELOPMENT

PRESENTED BY:



March 24, 2021

SCHOOLDATA.NET INTEGRATED SUITE





PROFESSIONAL DEVELOPMENT



Course Opportunities



Course Registration



Attendance Verification



Course Evaluations



Clock Hours



Credits

Like every **SchoolData.net** application, **Professional Development** is:



Flexible



Configurable



Integrated



ROLES WORKING TOGETHER

Professional Development accommodates as many as four roles with distinct user permissions.



Instructor/Facilitator

- Creates Course Offering
- Generates Sign-in Sheet
- Conducts Attendance



PD Manager

- Approves Course Requests
- Reviews Out-of-District PD
- Publishes Clock Hour Reports



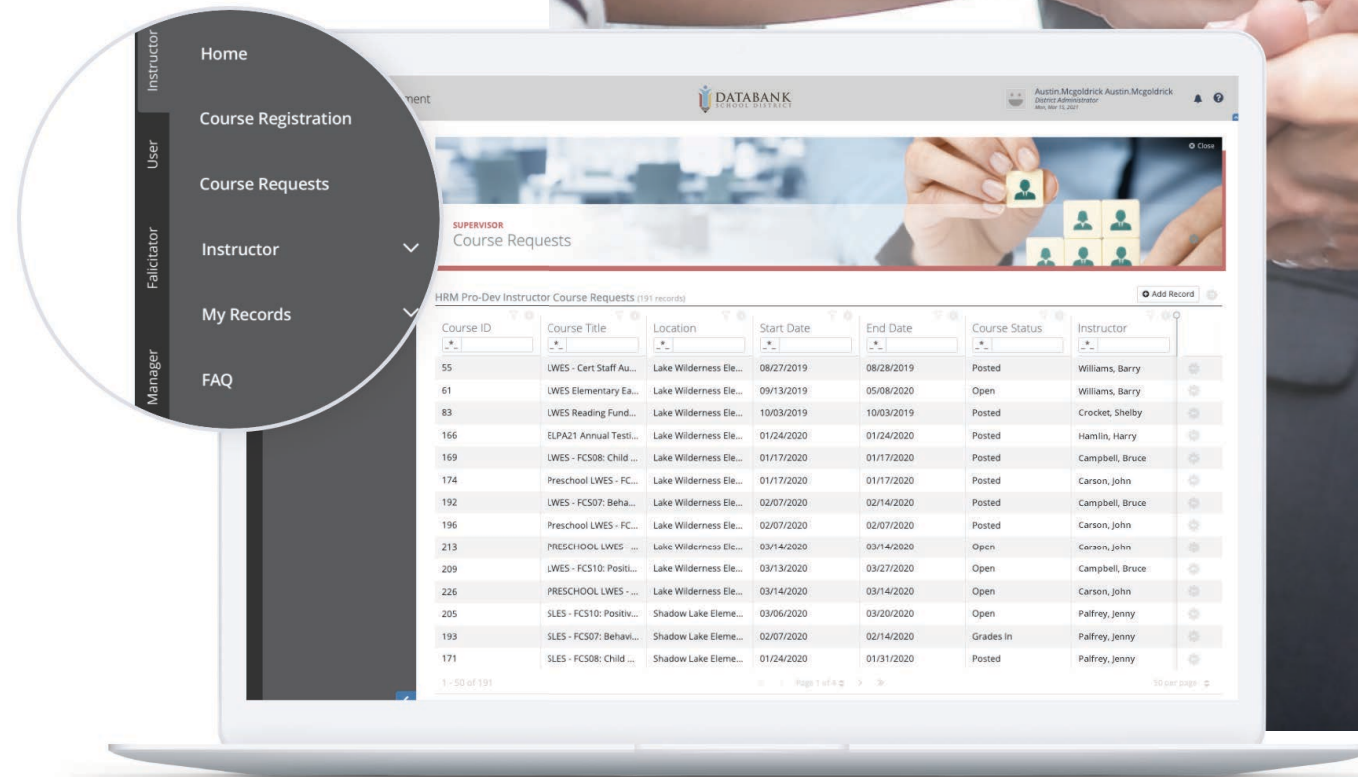
Participant

- Registers for Course Offerings
- Attends Courses
- Completes Course Evaluations
- Receives Clock Hour Credits



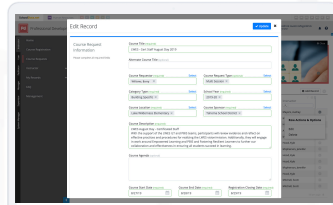
Registrar

- Verifies Attendance
- Awards Credits to Participants



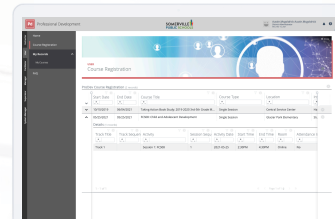


PROFESSIONAL DEVELOPMENT PROCESS



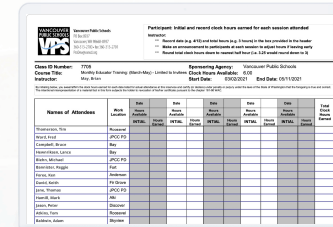
Course Requests

Instructors can create Professional Development course opportunities.



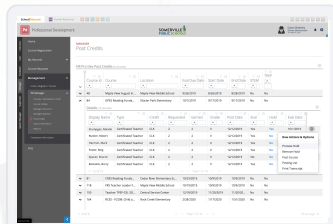
Participants Register

Participants can view and register for these opportunities.



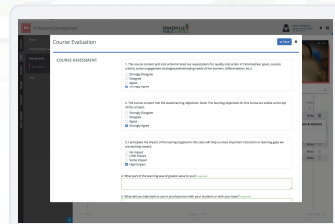
Sign-In Sheets

Instructors print sign-in sheets as needed to support attendance-taking.



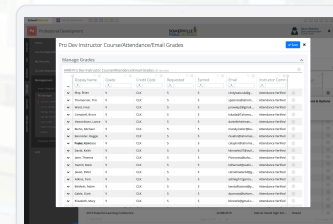
Award Credit

After completion of the evaluation of a course, PD Managers will assign clock hour credits to participants.



Evaluate Course

Participants evaluate the course, instructors, and facilitators for courses they've attended.



Verify Attendance

Using sign-in sheets, attendance is taken by the instructor and validated by the Professional Development Manager.



PD MANAGER/FACILITATOR/INSTRUCTOR: COURSE REQUEST

A Course Request is created and then submitted to the PD Manager for approval. The requester is notified by email if the request is approved or denied.

The Course Request captures all the course details for the PD Manager's review and consideration:



Course Information



Course Criteria



Course Limits



Credits



Fees



Course Links



Sessions



Course Materials

Status	Definition
1 Pending	A course request is created but not yet submitted.
2 Review	A course request has been submitted for review.
3 Denied	A course request has been denied.
4 Open	A course request has been approved and open for registration. <i>The course is in Course Registration up to the registration closing date.</i>
5 Grades In	The course attendance/credits earned have been verified.
6 Complete	The course is complete and is ready for the credits to be posted.
7 Posted	The credits for this course have been posted to the transcript and uploaded.
8 Cancelled	The course has been canceled.
9 Hold	The course request is on hold.



PD MANAGER: COURSE REQUEST APPROVAL

The PD Manager approves or denies each course request, which triggers an email notification to the requester.

Before offering a course, the PD Manager or clock hour committee can review and approve:



Session Date(s)



Clock Hours



Course Objectives



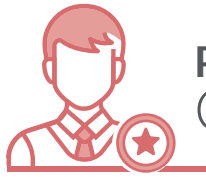
Instructor Qualifications



Content Standards

The screenshot shows the 'SUPERVISOR Course Requests' page in the PD Manager. It displays a table of 'HRM Pro-Dev Instructor Course Requests' with 191 records. The table columns are Course ID, Course Title, Location, Start Date, End Date, Course Status, and Instructor. The data is as follows:

Course ID	Course Title	Location	Start Date	End Date	Course Status	Instructor
55	LWES - Cert Staff Au...	Lake Wilderness Ele...	08/27/2019	08/28/2019	Posted	Williams, Barry
61	LWES Elementary Ea...	Lake Wilderness Ele...	09/13/2019	05/08/2020	Open	Williams, Barry
83	LWES Reading Fund...	Lake Wilderness Ele...	10/03/2019	10/03/2019	Posted	Crockett, Shelby
166	ELPA21 Annual Test...	Lake Wilderness Ele...	01/24/2020	01/24/2020	Posted	Hamlin, Harry
169	LWES - FCS08: Child ...	Lake Wilderness Ele...	01/17/2020	01/17/2020	Posted	Campbell, Bruce
174	Preschool LWES - FC...	Lake Wilderness Ele...	01/17/2020	01/17/2020	Posted	Carson, John
192	LWES - FCS07: Beha...	Lake Wilderness Ele...	02/07/2020	02/14/2020	Posted	Campbell, Bruce
196	Preschool LWES - FC...	Lake Wilderness Ele...	02/07/2020	02/07/2020	Posted	Carson, John
213	PRESCHOOL LWES - ...	Lake Wilderness Ele...	03/14/2020	03/14/2020	Open	Carson, John
209	LWES - FCS10: Positi...	Lake Wilderness Ele...	03/13/2020	03/27/2020	Open	Campbell, Bruce
226	PRESCHOOL LWES - ...	Lake Wilderness Ele...	03/14/2020	03/14/2020	Open	Carson, John
205	SLES - FCS10: Positiv...	Shadow Lake Eleme...	03/06/2020	03/20/2020	Open	Pulley, Jenny
193	SLES - FCS07: Beha...	Shadow Lake Eleme...	02/07/2020	02/14/2020	Grades In	Pulley, Jenny
171	SLES - FCS08: Child ...	Shadow Lake Eleme...	01/24/2020	01/31/2020	Posted	Pulley, Jenny



PARTICIPANT: COURSE REGISTRATION

Once approved, the course is visible on the Course Registration tab.

After registering, participants get an email verifying their registration.



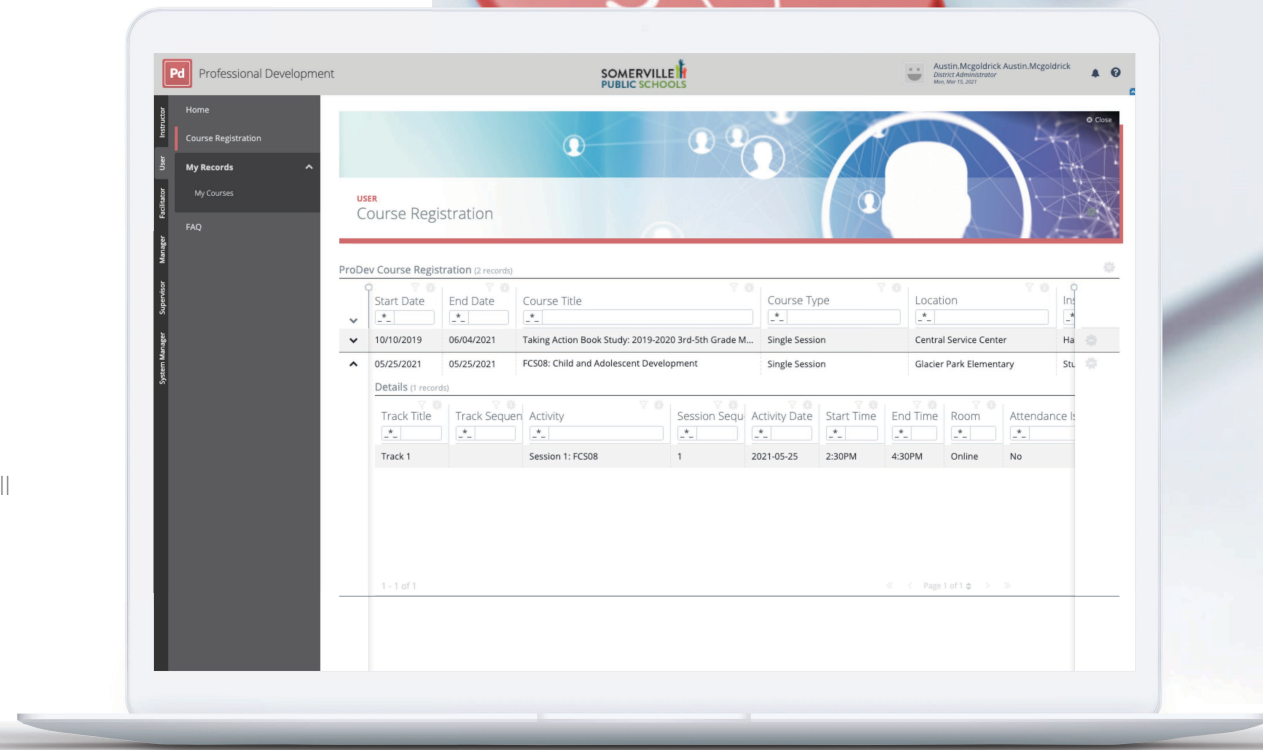
Single Session Course

Users click Register to reserve their space in the class.



Multiple Session Course

Clicking Register displays the sessions. Participants can choose to register for some or all of the sessions.





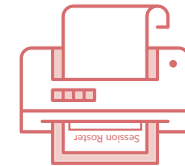
INSTRUCTOR: VERIFY ATTENDANCE

The instructor or facilitator can print an attendance roster and bring it to the course for participants to sign.

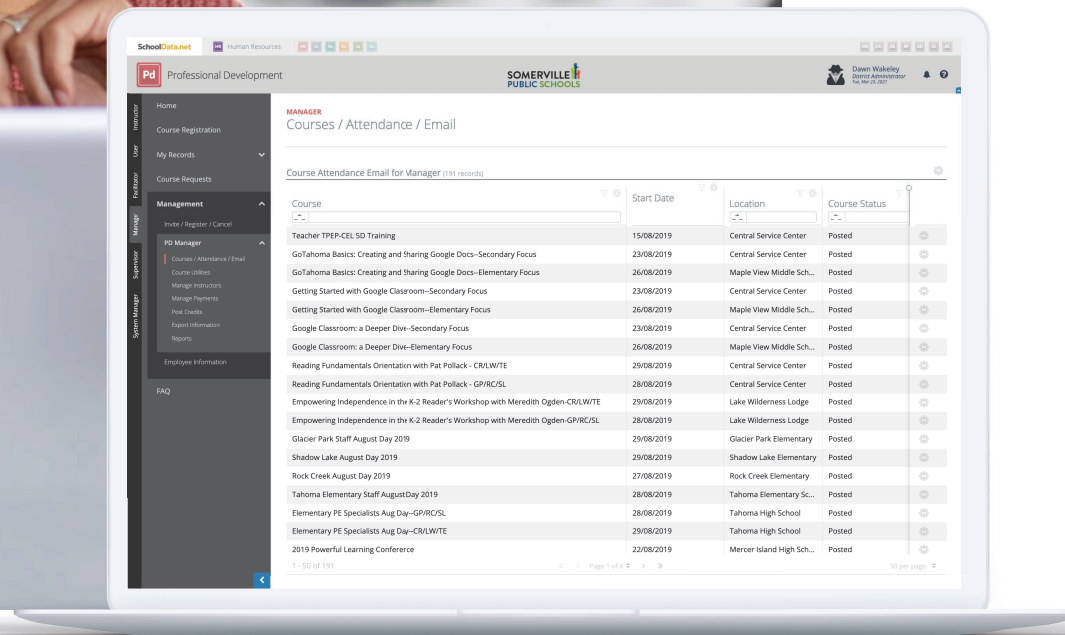
Multi-session courses offer instructors two options:



Print a New Sign-in Sheet
for Each Session



Print a Multi-Session Roster for
Participants to Initial Each Session

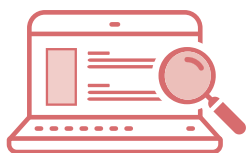




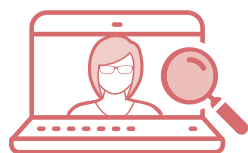
PARTICIPANT: ELECTRONIC COURSE EVALUATION

On the last day of the course, the electronic evaluation is made available to participants.

Evaluations are easily accessed under the user's record of My Courses.



Review Course Content



Review Facilitator or Instructor

SchoolData.net Professional Development

SOMERVILLE PUBLIC SCHOOLS

USER Course Enrollment

HRM Pro Dev Records Course Enrollment (7 records)

Start Date	End Date	Status	Course Title	Course Type	Location	Institution
November 1...	November 1...	Waitlist	MS TU ELA - Empowered Lear...	Single Session	Maple View Middle School	Wake
November 1...	November 1...	Waitlist	MS TU Social Studies - Empow...	Single Session	Maple View Middle	Wake
October 25...	April 21, 2020	Waitlist	T&L Leadership 2019-20	Multi Session	Central Service Cent	Wake
August 22, 2...	August 22, 2...	Waitlist	2019 Powerful Learning Confe...	Single Session	Mercer Island High	Alliso
August 22, 2...	August 22, 2...	Waitlist	2019 Powerful Learning Confe...	Single Session	Mercer Island High School (Pro...	Alliso
August 22, 2...	August 22, 2...	Waitlist	2019 Powerful Learning Confe...	Single Session	Mercer Island High School (Pro...	Alliso
August 6, 20...	August 8, 20...	Waitlist	2019 TSD Admin Retreat	Multi Session	Central Service Center	Wake

1 - 7 of 7

Page 1 of 1

50 per page



REGISTRAR: POSTING CREDITS

Instructors have the chance to review the attendance record against the sign-in sheet and if needed, add any participants who failed to register themselves electronically.

The registrar is then notified to:



Review Sign-in Sheet
from Instructor



Award Credits
for Participants

Course ID	Course	Location	Eval Due Date	Start Date	End Date	STEM	TPEP
48	Maple View August In...	Maple View Middle School	9/26/2019	8/26/2019	8/28/2019	No	No
84	GPES Reading Funda...	Glacier Park Elementary	10/1/2019	9/17/2019	9/17/2019	No	No

Display Name	Type	Credit	Requested	Earned	Grade	Post Date	Eval	Hold	Eval Date
Stumpes, Natalie	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	10/1/2019
Rustler, Robert	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	
Harmon, Mark	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	
Poster, Meg	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	
Spencer, Sharon	Certificated Teacher	CLK	2	2	V	12/12/2019	No	No	
Boatwick, Barry	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	

Course ID	Course	Location	Eval Due Date	Start Date	End Date	STEM	TPEP
81	CRES Reading Funda...	Cedar River Elementary Sc...	10/23/2019	10/9/2019	10/9/2019	No	No
118	FRS Teacher Leader F...	Maple View Middle School	10/19/2019	10/9/2019	10/9/2019	No	No
150	Teacher TPEP-CEL SD...	Central Service Center	12/18/2019	11/20/2019	11/20/20...	No	No
164	RCES - FC508: Child a...	Rock Creek Elementary	2/28/2020	1/17/2020	1/31/2020	No	No



PD MANAGER: DATA EXPORTS

For state audit purposes, HR is responsible for maintaining documentation of completed clock hours in the employee's personnel file.

The PD Manager has the option to:



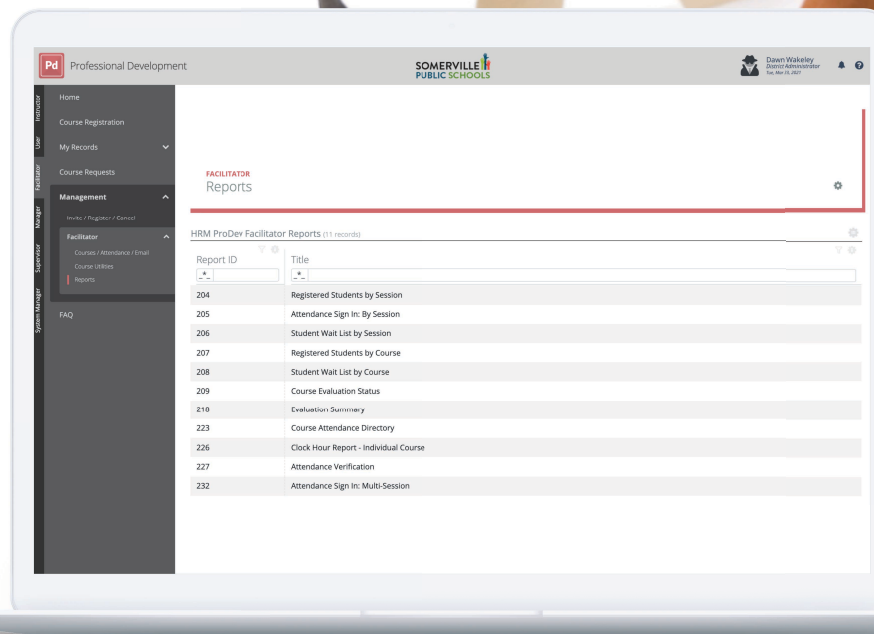
Bulk-Print
Transcripts



Print Transcripts
within a Date Range

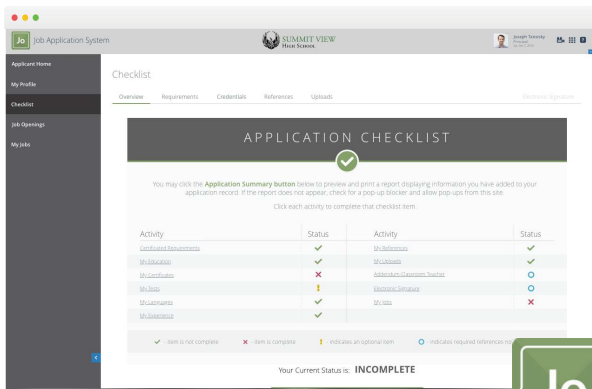


Document Completed
Clock Hours

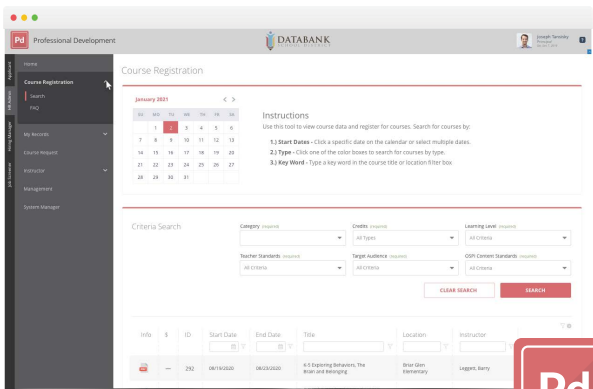


INTEGRATED SOLUTIONS FOR HUMAN RESOURCES

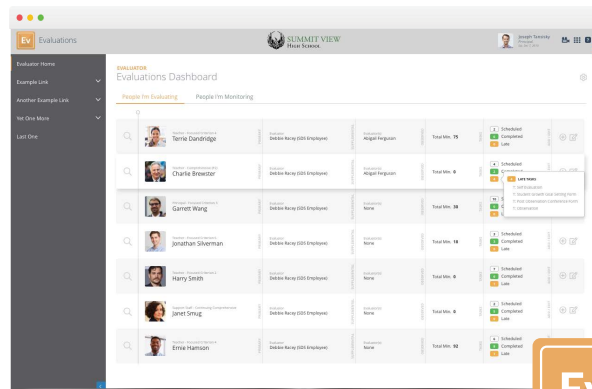
The bundle’s six applications together create a seamless Human Resources experience for employees, managers, and administrators.



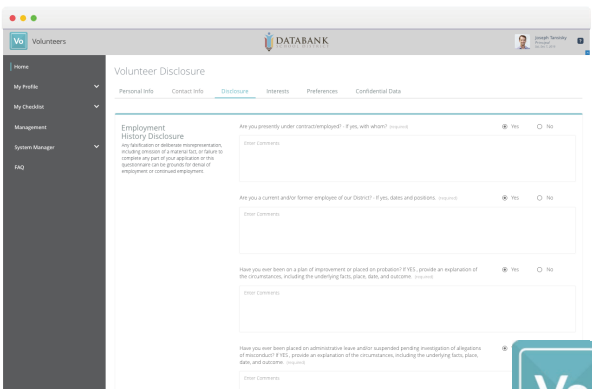
Job Application System



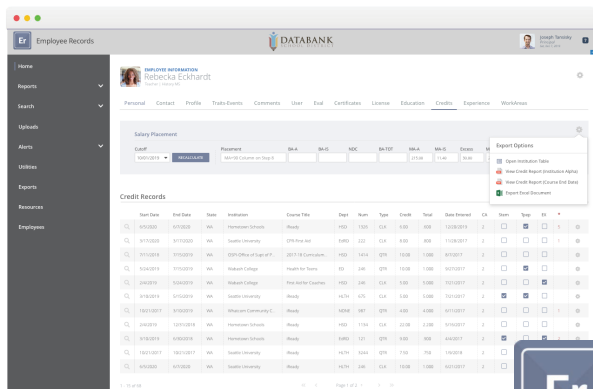
Professional Development



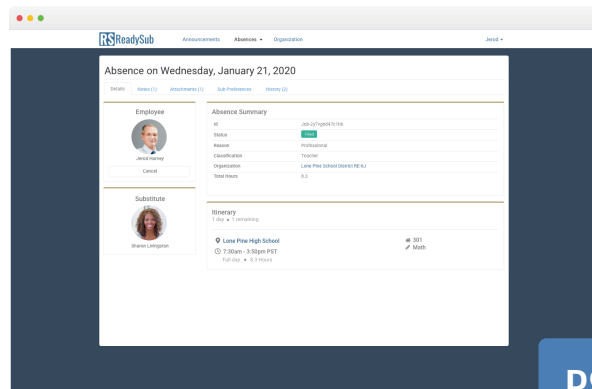
Evaluations



Volunteers

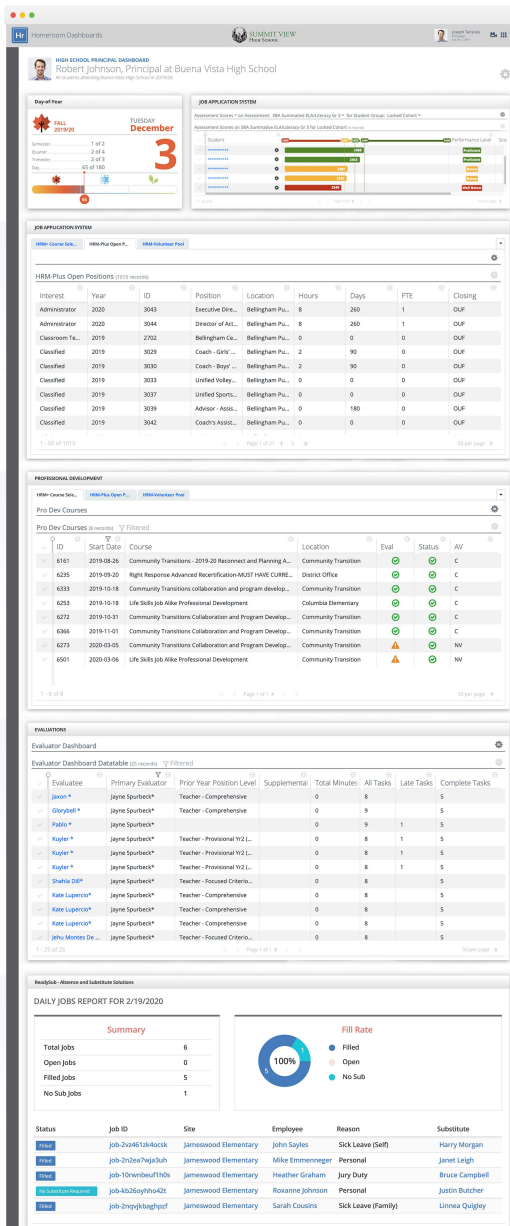


Employee Records



ReadySub





DATA INTEGRATIONS VIA DASHBOARDS

When you integrate Homeroom Dashboards with your other School Data Solutions applications, you get powerful perspectives into what's helping your schools or holding them back.



Job Application System

View job openings from your dashboard, beside all of your personalized, critical data. Monitor the status of your current job applications. Enjoy one-click access to the Jobs application.



Professional Development

View all upcoming professional development opportunities. Enjoy one-click access to sign up for classes. And monitor for completed classes that require an evaluation to receive clock hours.



Evaluations

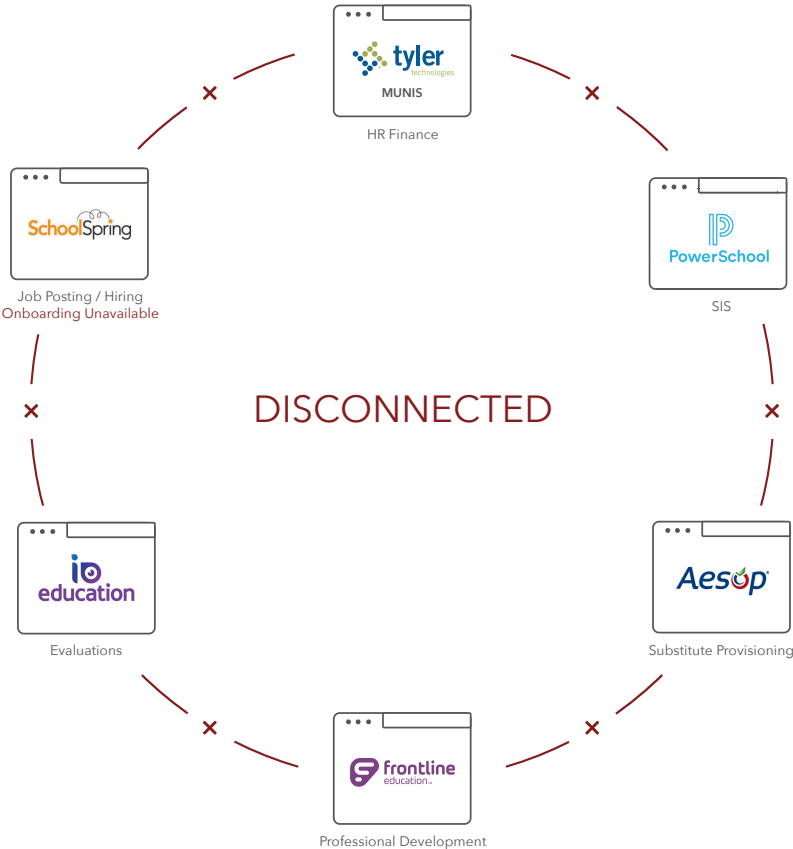
Monitor evaluation tasks directly from your dashboard, including results of in-class observations, reminders to schedule upcoming observations, full contents of self-evaluations, and indicators of current, completed, or late tasks.



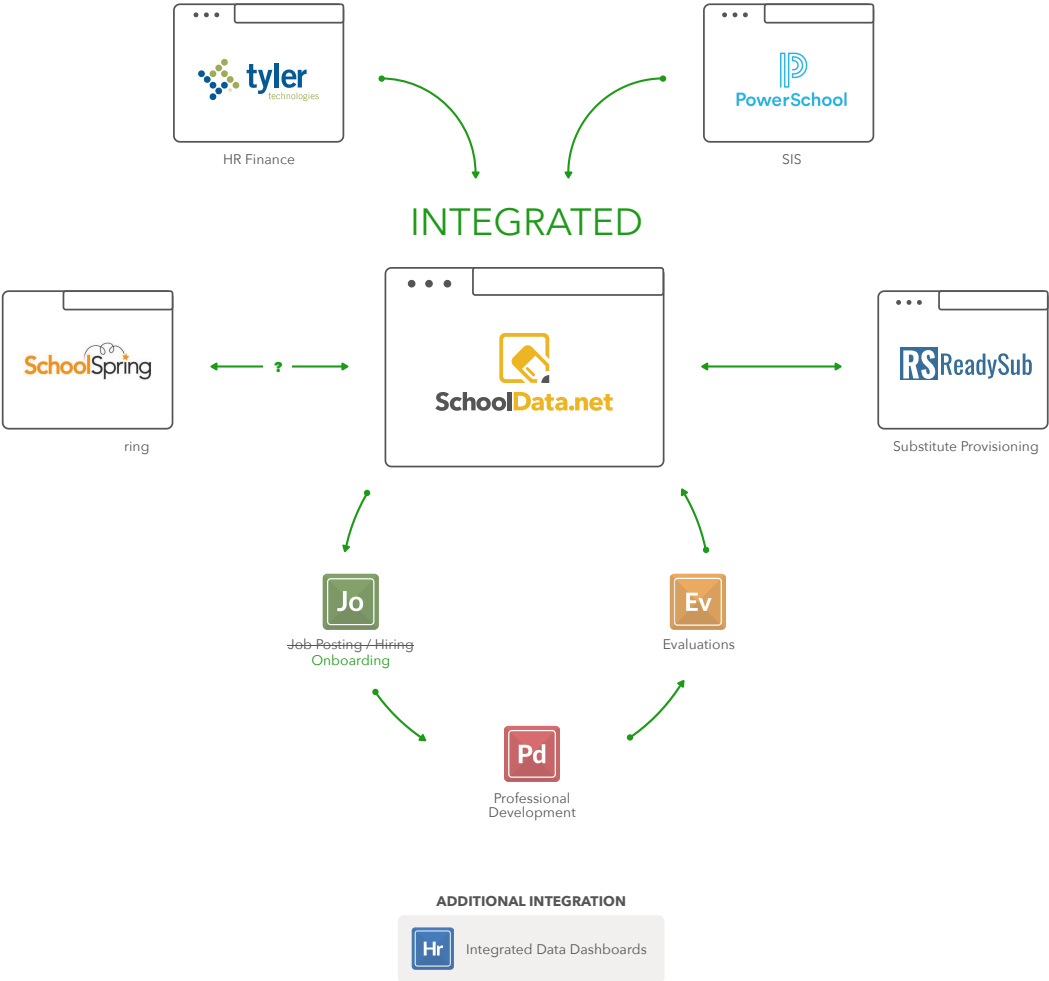
ReadySub

The seamless integration between SDS and RS synchronizes data across the various systems and streamlines HR processes like PD management, applicant tracking and hiring, and absence and substitute management.

What you have today



Integrated Systems with **SchoolData.net**



THANK YOU!

PRESENTED BY:



March 24, 2021