

SchoolData.net

# PROFESSIONAL DEVELOPMENT

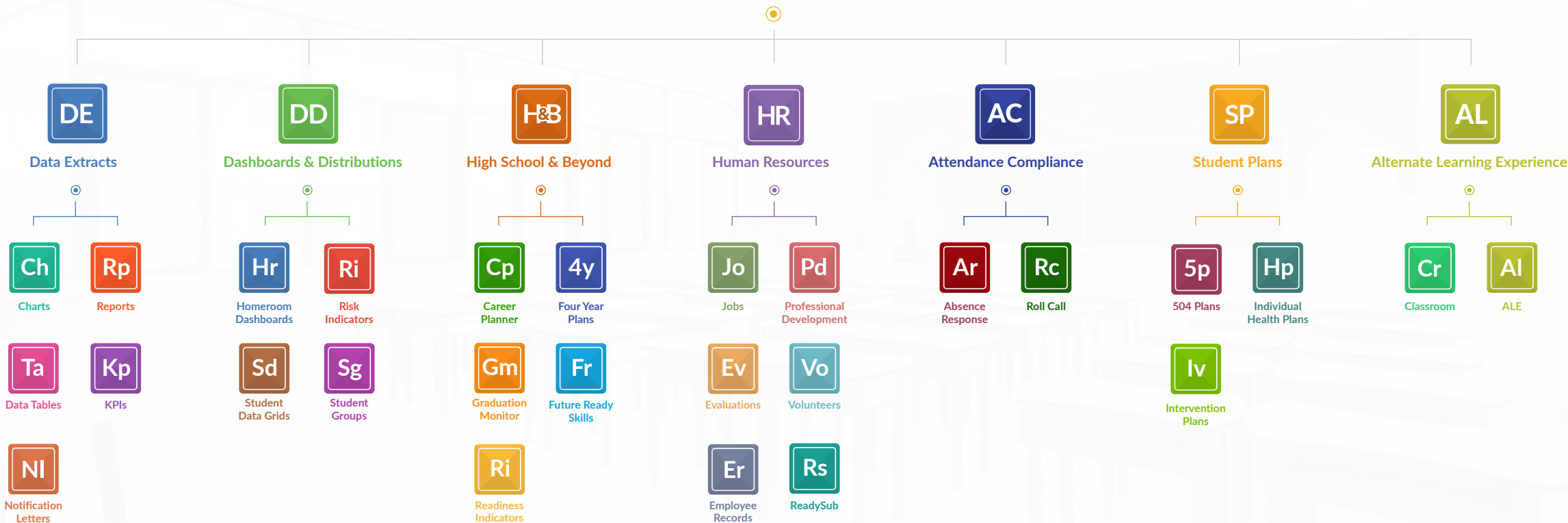
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PRESENTED BY:



**SchoolData.net**

# 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:



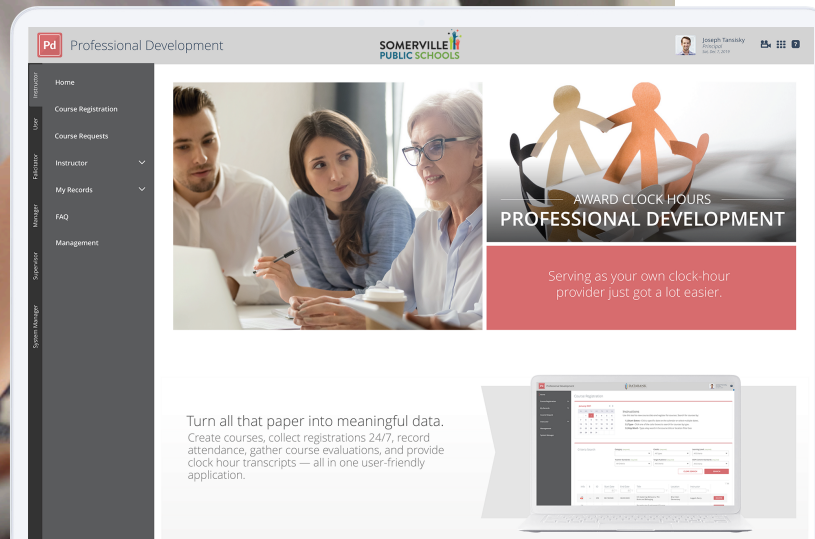
Flexible



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



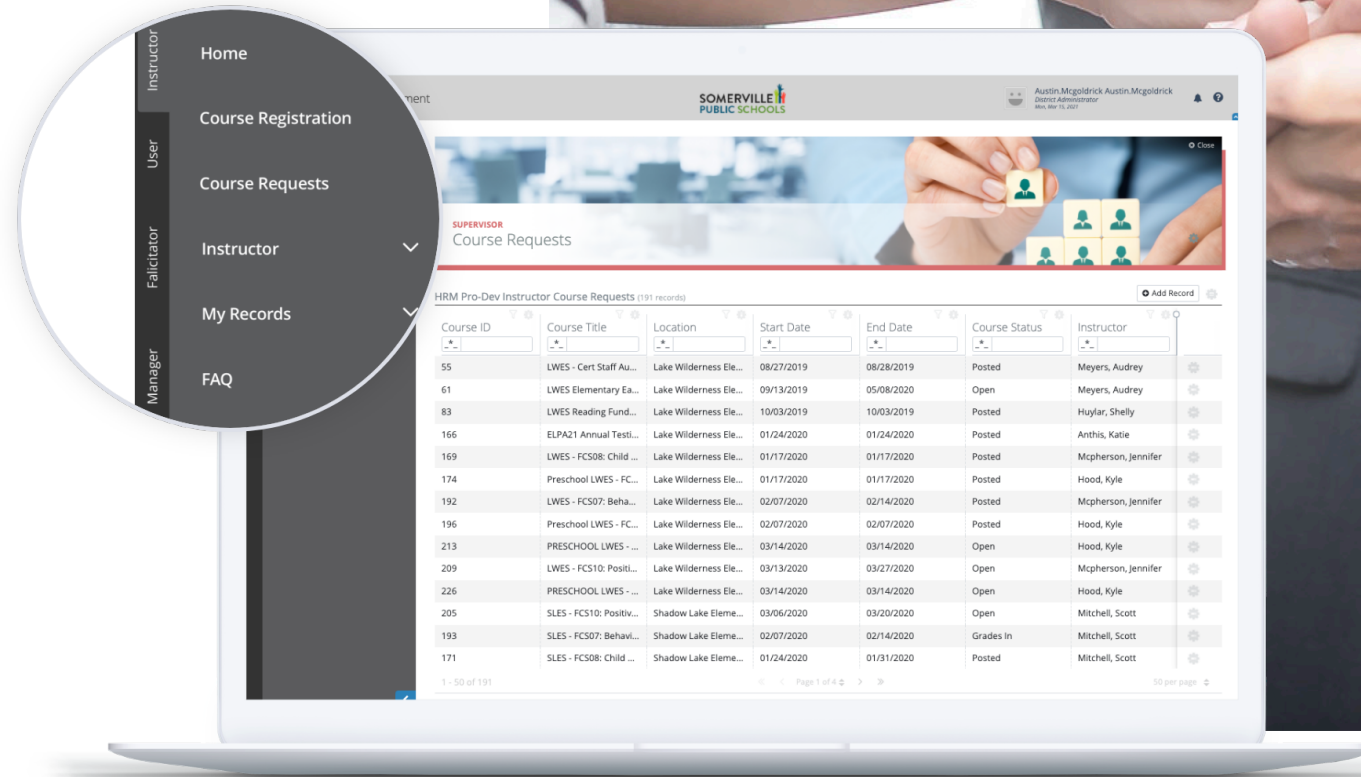
## Participant

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



## Registrar

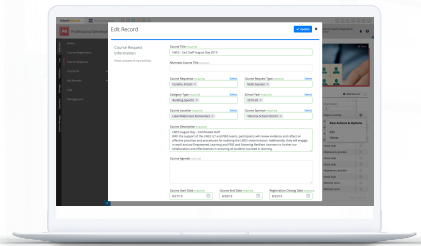
- Verifies Attendance
- Awards Credits to Participants





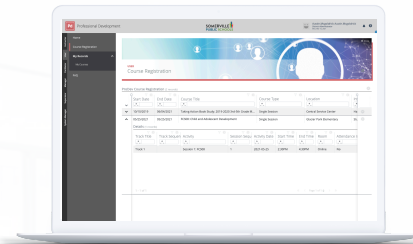


# PROFESSIONAL DEVELOPMENT PROCESS



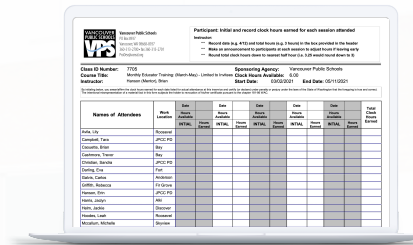
## Course Requests

Instructors can create Professional Development course opportunities.



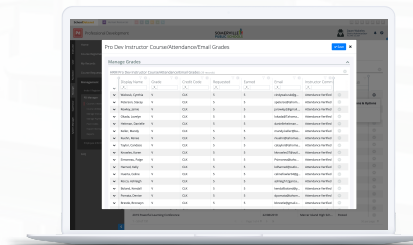
## Participants Register

Participants can view and register for these opportunities.



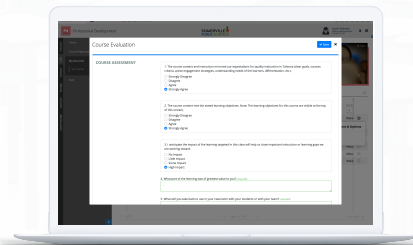
## Sign-In Sheets

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



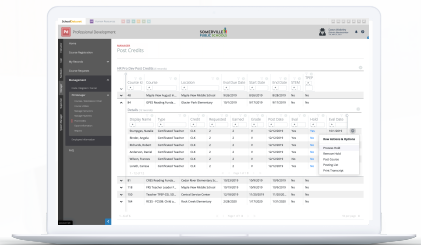
## Verify Attendance

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



## Evaluate Course

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



## Award Credit

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



## 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 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.

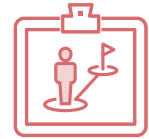
Before offering a course, the PD Manager or clock hour committee can review and approve:



Session Date(s)



Clock Hours



Course Objectives



Instructor Qualifications

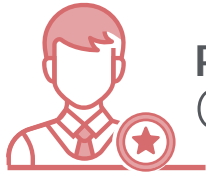


Content Standards

The screenshot shows the 'PD Manager' interface on the SchoolData.net website. The page title is 'Professional Development'. The main content area is titled 'SUPERVISOR Course Requests' and displays a table of 'HRM Pro-Dev Instructor Course Requests (191 records)'. The table has columns for Course ID, Course Title, Location, Start Date, End Date, Course Status, and Instructor. The table lists various courses, including 'LWES - Cert Staff Au...', 'LWES Elementary Ea...', 'LWES Reading Fund...', 'ELPA21 Annual Test...', 'LWES - FCS08: Child...', 'Preschool LWES - FC...', 'LWES - FCS07: Beha...', 'Preschool LWES - FC...', 'LWES - FCS10: Positi...', 'Preschool LWES - FC...', 'SLES - FCS10: Positiv...', 'SLES - FCS07: Behav...', and 'SLES - FCS08: Child...'. The table is paginated, showing 'Page 1 of 4' and '10 per page'.

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	Meyers, Audrey
61	LWES Elementary Ea...	Lake Wilderness Ele...	09/13/2019	05/08/2020	Open	Meyers, Audrey
83	LWES Reading Fund...	Lake Wilderness Ele...	10/03/2019	10/03/2019	Posted	Hoylar, Shelly
166	ELPA21 Annual Test...	Lake Wilderness Ele...	01/24/2020	01/24/2020	Posted	Arntis, Katie
169	LWES - FCS08: Child ...	Lake Wilderness Ele...	01/17/2020	01/17/2020	Posted	Mpherson, Jennifer
174	Preschool LWES - FC...	Lake Wilderness Ele...	01/17/2020	01/17/2020	Posted	Hood, Kyle
192	LWES - FCS07: Beha...	Lake Wilderness Ele...	02/07/2020	02/14/2020	Posted	Mpherson, Jennifer
196	Preschool LWES - FC...	Lake Wilderness Ele...	02/07/2020	02/07/2020	Posted	Hood, Kyle
213	PRESCHOOL LWES - ...	Lake Wilderness Ele...	03/14/2020	03/14/2020	Open	Hood, Kyle
209	LWES - FCS10: Positi...	Lake Wilderness Ele...	03/13/2020	03/27/2020	Open	Mpherson, Jennifer
226	PRESCHOOL LWES - ...	Lake Wilderness Ele...	03/14/2020	03/14/2020	Open	Hood, Kyle
205	SLES - FCS10: Positiv...	Shadow Lake Eleme...	03/06/2020	03/20/2020	Open	Mitchell, Scott
193	SLES - FCS07: Behav...	Shadow Lake Eleme...	02/07/2020	02/14/2020	Grades In	Mitchell, Scott
171	SLES - FCS08: Child ...	Shadow Lake Eleme...	01/24/2020	01/31/2020	Posted	Mitchell, Scott





## PARTICIPANT: COURSE REGISTRATION

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

After registering, participants get an email verifying their registration.



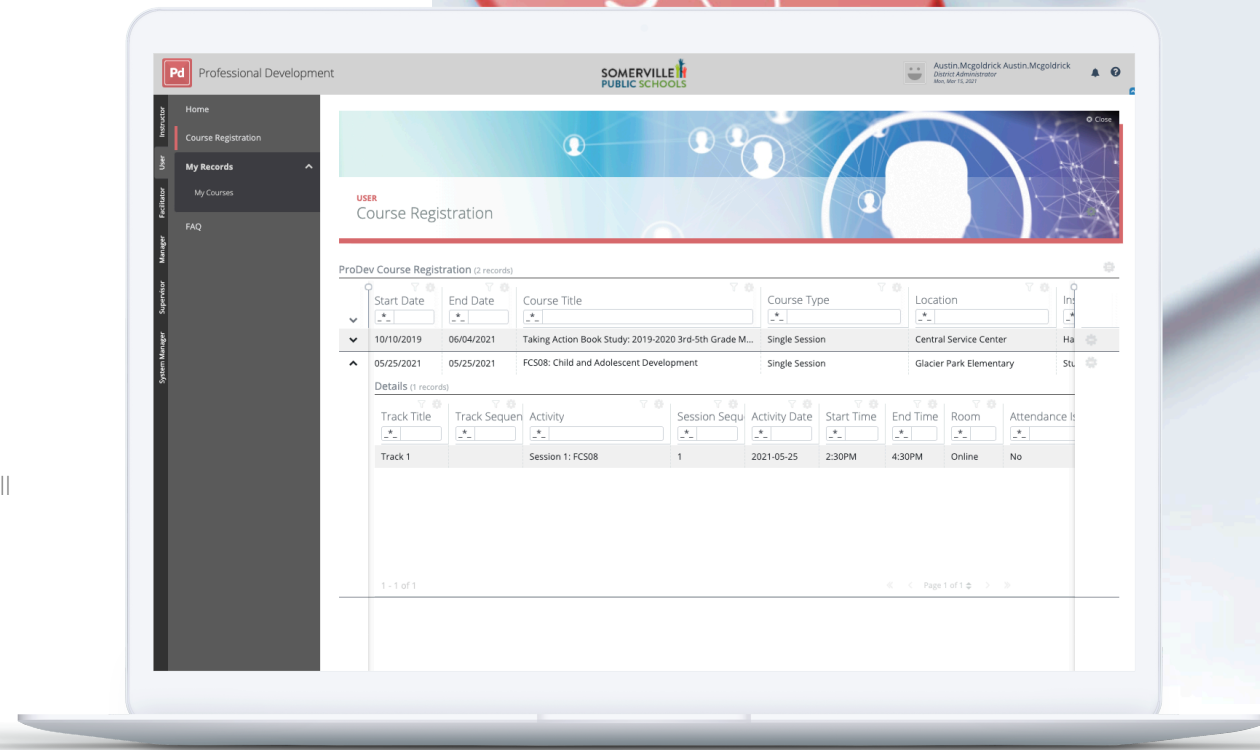
### Single Session Course

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.





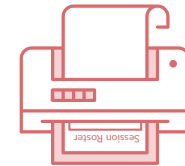
## INSTRUCTOR: VERIFY ATTENDANCE

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

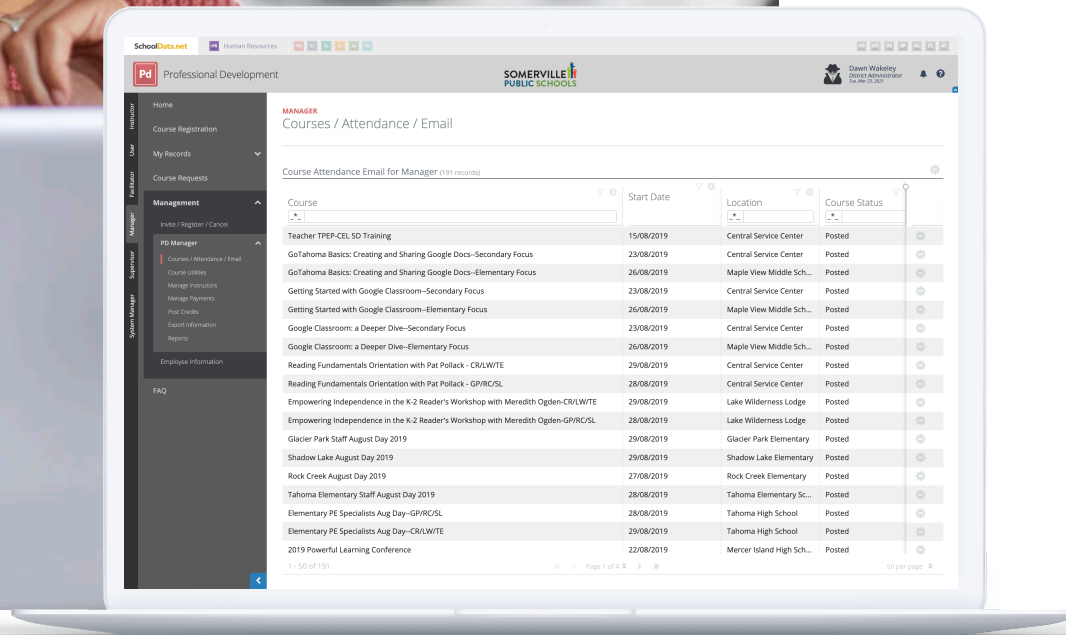
**Multi-session courses offer instructors two options:**

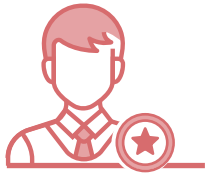


Print a New Sign-in Sheet  
for Each Session



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

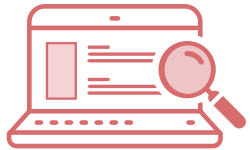




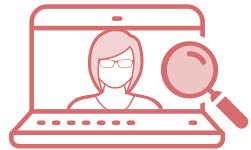
## PARTICIPANT: ELECTRONIC COURSE EVALUATION

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

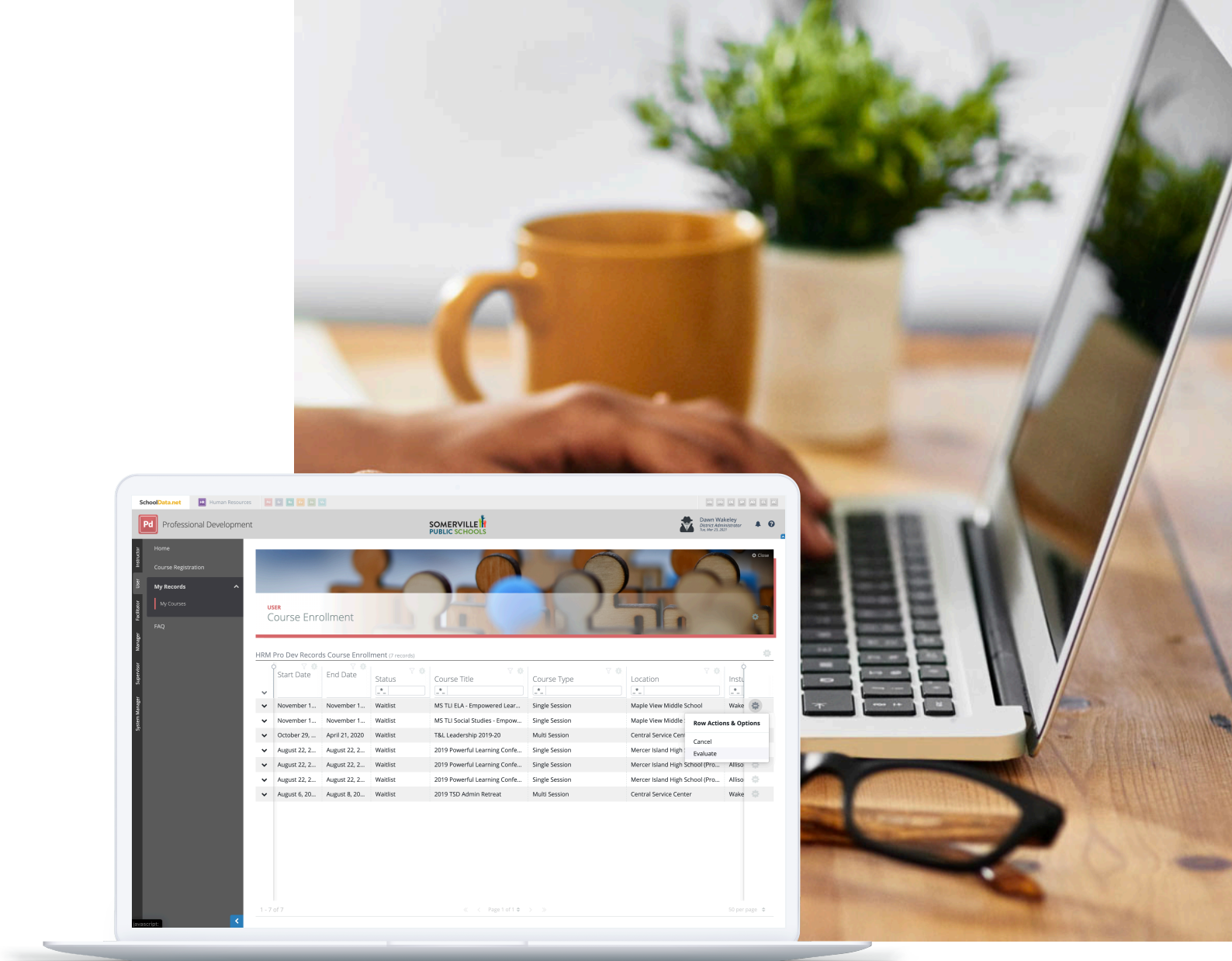
Evaluations are easily accessed under the user's record of My Courses.



Review Course Content



Review Facilitator or Instructor



The screenshot shows the 'Professional Development' section of the SchoolData.net website. The user is logged in as Dawn Wakelley, District Administrator. The main content area is titled 'Course Enrollment' and displays a table of 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 29...	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





## 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
Stumpges, Natalie	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	10/1/2019
Binder, Angela	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	
Richards, Robert	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	
Anderson, Daniel	Certificated Teacher	CLK	2	2	V	12/12/2019	Yes	No	
Wilson, Frances	Certificated Teacher	CLK	2	2	V	12/12/2019	No	No	
Loreth, Carissa	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:



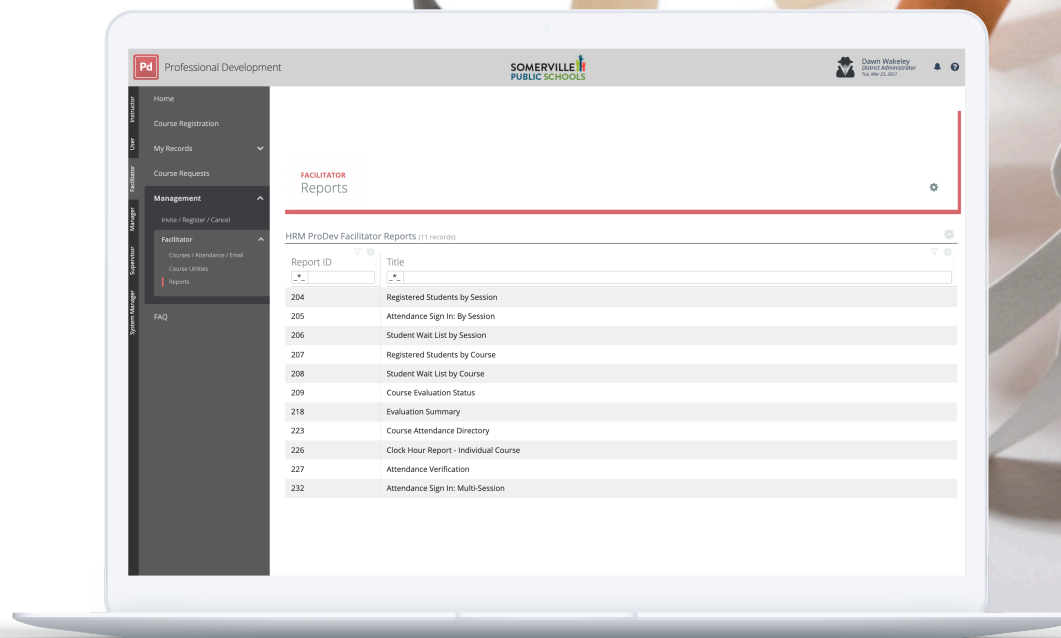
Bulk-Print  
Transcripts



Print Transcripts  
within a Date Range

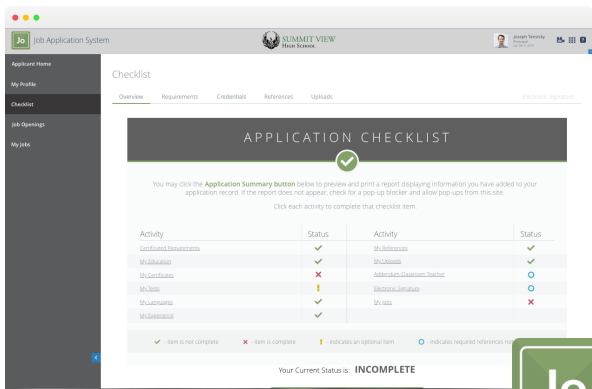


Document Completed  
Clock Hours

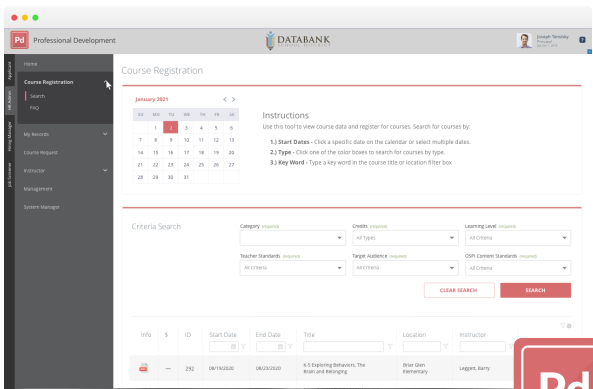


# INTEGRATED SOLUTIONS FOR HUMAN RESOURCES

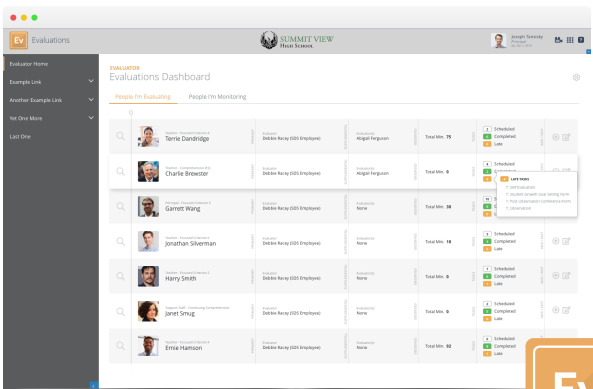
The bundle’s six applications together create a seamless Human Resources experience for employees, managers, and administrators.



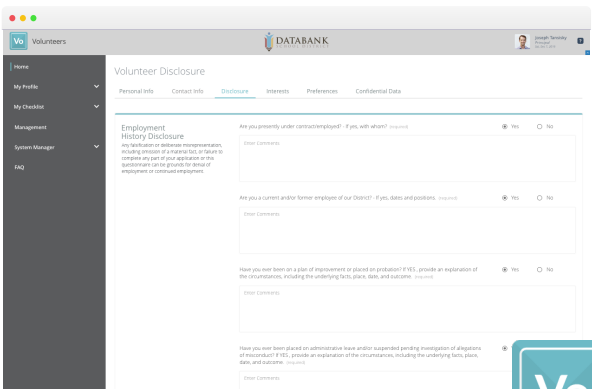
Job Application System



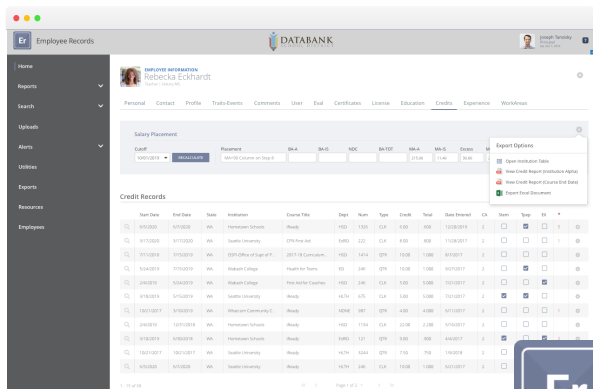
Professional Development



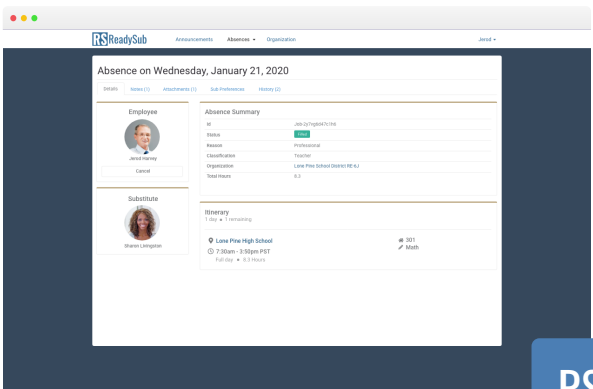
Evaluations



Volunteers



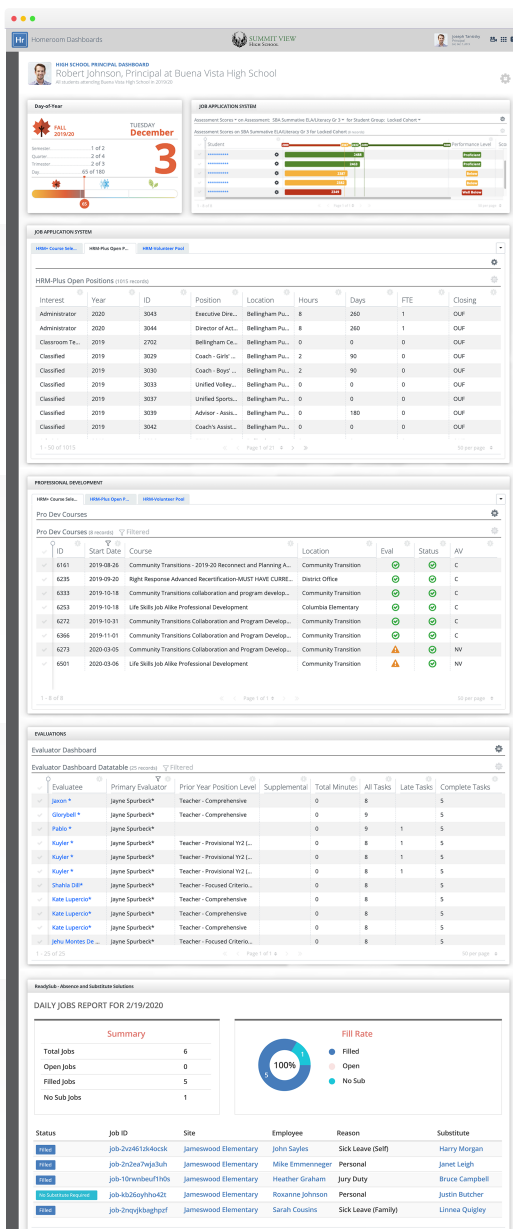
Employee Records



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.

# SchoolData.net and ReadySub **WORKING** TOGETHER

**Working together to create a seamless, end-to-end management experience.**

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.



Automatically move new substitute hire data from the Job Application System to ReadySub



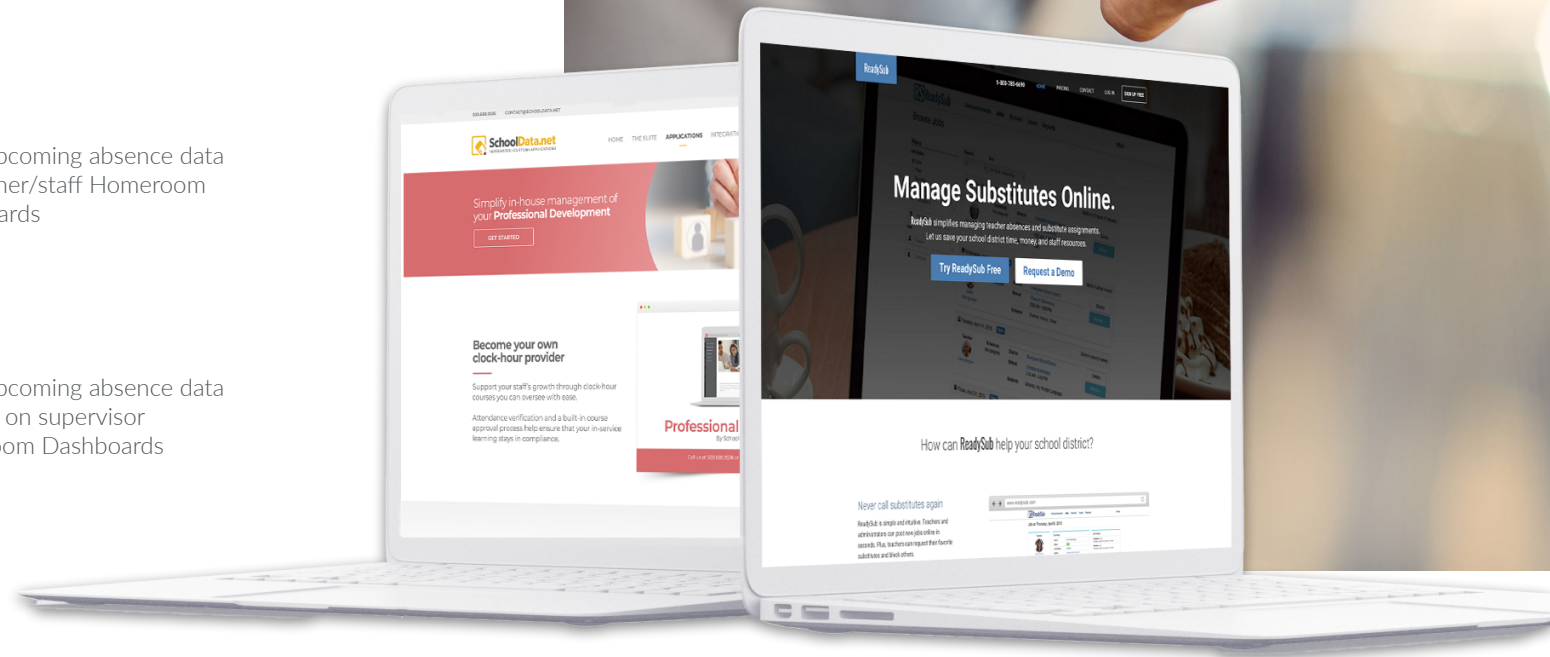
Show upcoming absence data on teacher/staff Homeroom Dashboards



Integrate professional development reasons and automatically generate absences in ReadySub



Show upcoming absence data for staff on supervisor Homeroom Dashboards



# THANK YOU!

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PRESENTED BY:



**SchoolData.net**