SchoolData.net

PROFESSIONAL DEVELOPMENT
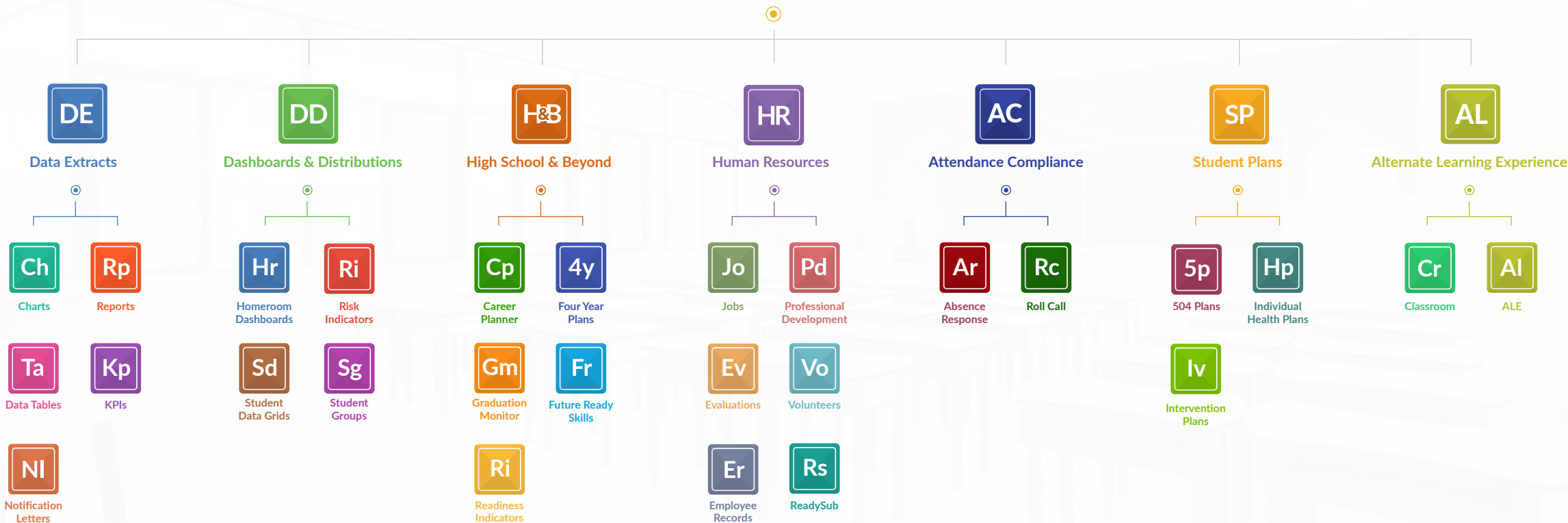
PRESENTED BY:

SchoolData.net

SCHOOLDATA.NET INTEGRATED SUITE

SchoolData.net

DE — Data Extracts
- **Ch** Charts
- **Rp** Reports
- **Ta** Data Tables
- **Kp** KPIs
- **NI** Notification Letters

DD — Dashboards & Distributions
- **Hr** Homeroom Dashboards
- **Ri** Risk Indicators
- **Sd** Student Data Grids
- **Sg** Student Groups

H&B — High School & Beyond
- **Cp** Career Planner
- **4y** Four Year Plans
- **Gm** Graduation Monitor
- **Fr** Future Ready Skills
- **Ri** Readiness Indicators

HR — Human Resources
- **Jo** Jobs
- **Pd** Professional Development
- **Ev** Evaluations
- **Vo** Volunteers
- **Er** Employee Records
- **Rs** ReadySub

AC — Attendance Compliance
- **Ar** Absence Response
- **Rc** Roll Call

SP — Student Plans
- **5p** 504 Plans
- **Hp** Individual Health Plans
- **Iv** Intervention Plans

AL — Alternate Learning Experience
- **Cr** Classroom
- **Al** ALE

PROFESSIONAL DEVELOPMENT

Course Opportunities

Course Registration

Attendance Verification

Course Evaluations

Clock Hours

Credits

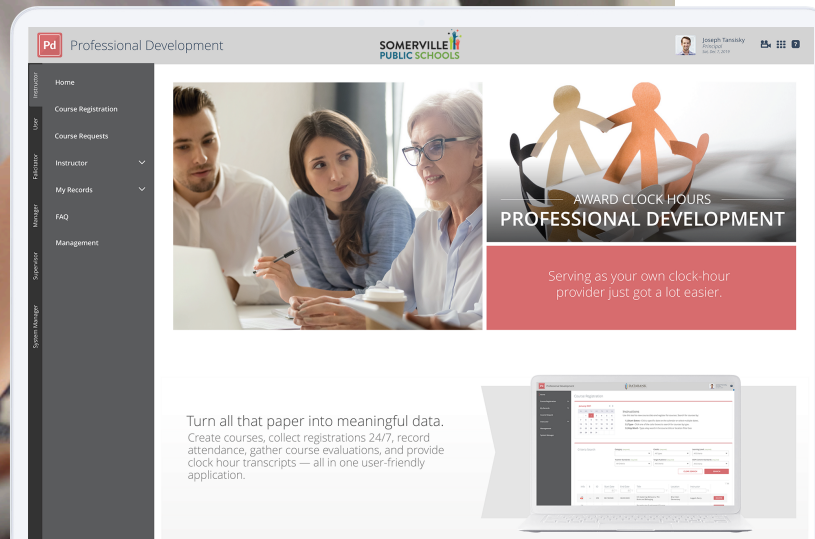Like every **SchoolData.net** application, **Professional Development** is:

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
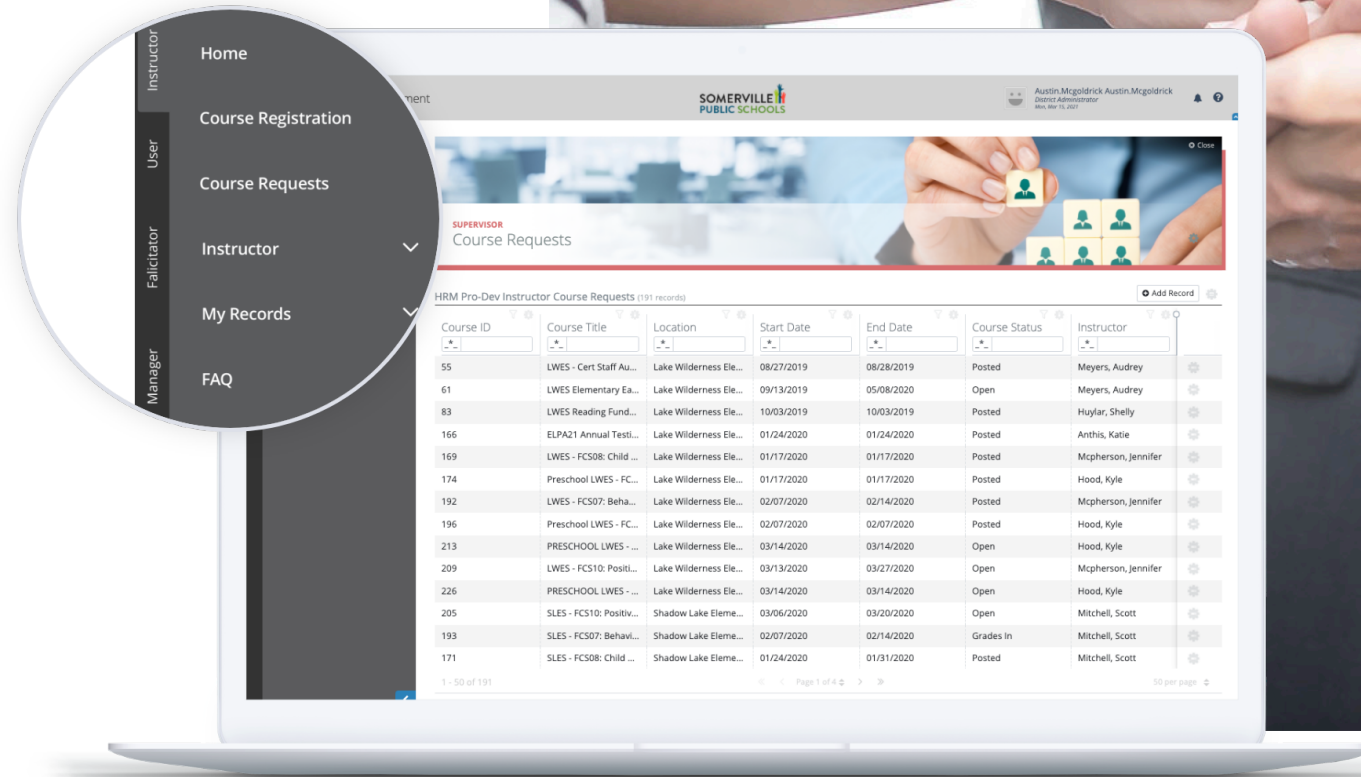
PROFESSIONAL DEVELOPMENT PROCESS
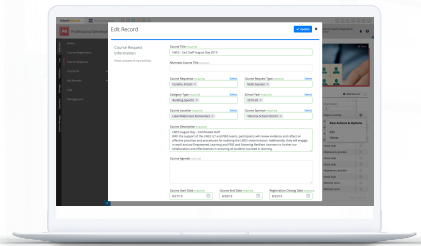
Course Requests
Instructors can create Professional Development course opportunities.
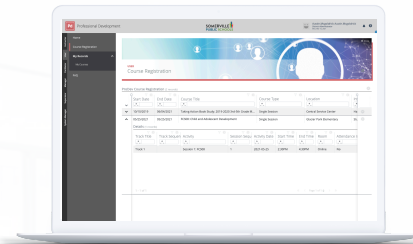
Participants Register
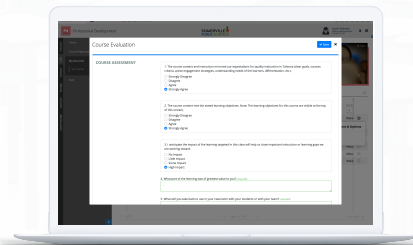Participants can view and register for these opportunities.
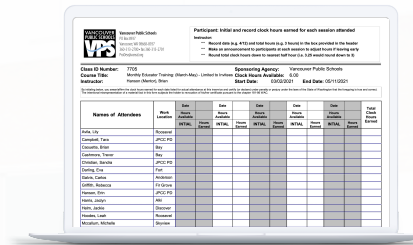
Sign-In Sheets
Instructors print sign-in sheets as needed to support attendance-taking.
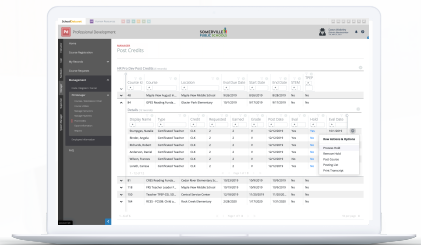
Award Credit
After completion of the evaluation of a course, PD Managers will assign clock hour credits to participants.

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. *The cour... in Course Registration up to the registration closing date.*
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 uploa...
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
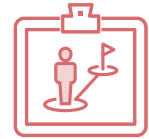
Course Objectives
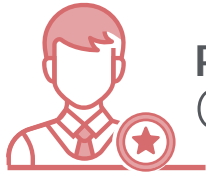
Instructor Qualifications

Content Standards

PARTICIPANT:
COURSE REGISTRATION

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

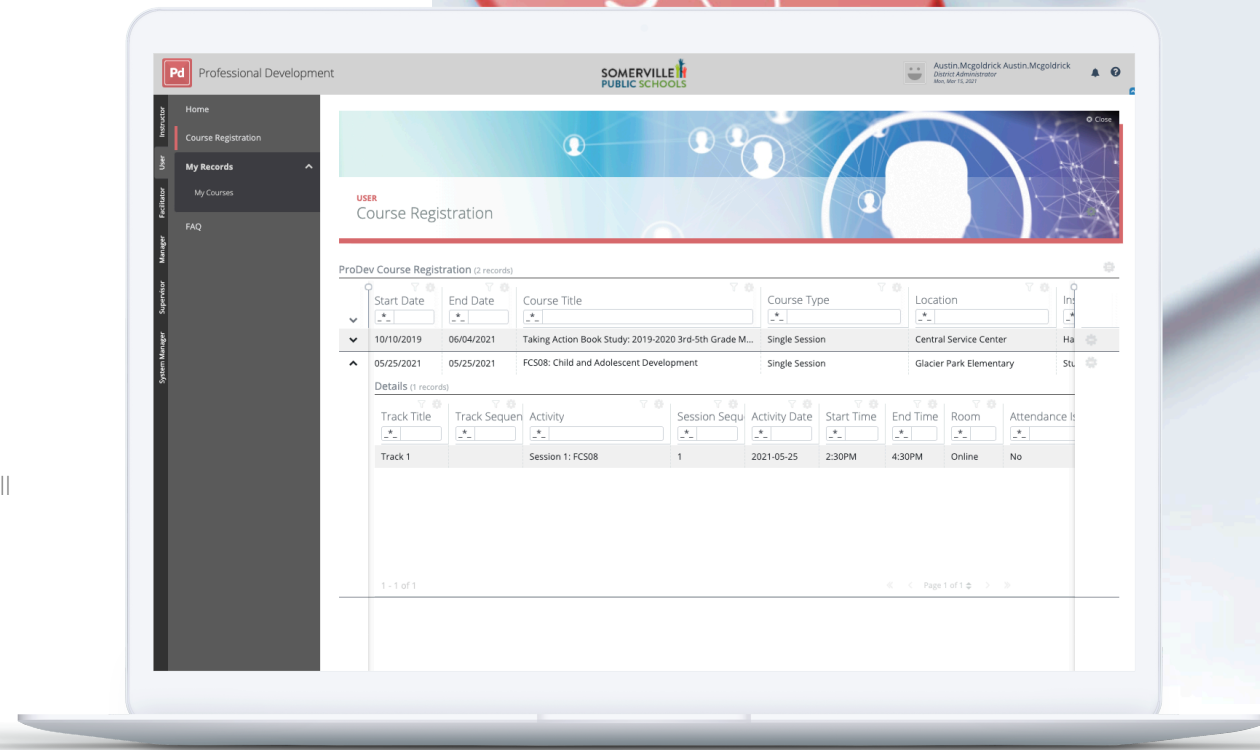After registering, participants get an email verifying their registration.

Single Session Course
Users click Register to reserve their space in the class.

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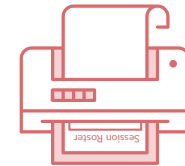Clicking Register displays the sessions. Participants can choose to register for some or all of the sessions.

INSTRUCTOR:
VERIFY ATTENDANCE

The instructor or facilitator can print an attendance roster and bring it to the course for participants to sign.
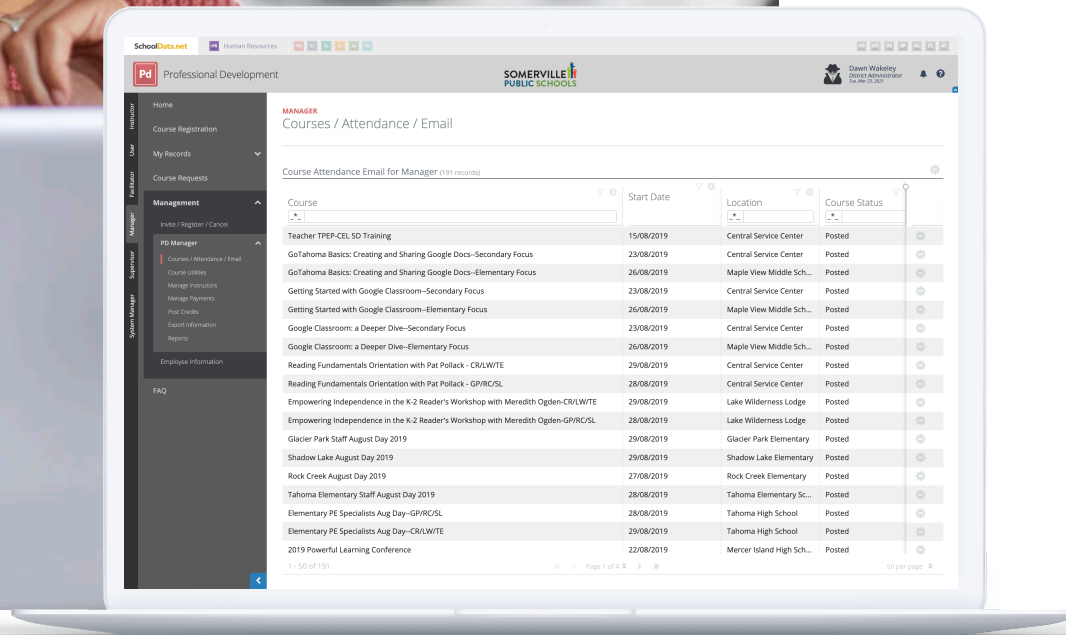
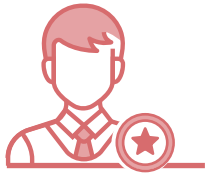**Multi-session courses offer instructors two options:**

Print a New Sign-in Sheet
for Each Session

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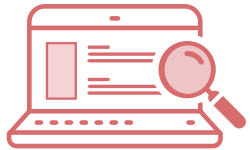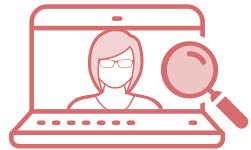Participants to Initial Each Session

PARTICIPANT:
ELECTRONIC COURSE EVALUATION

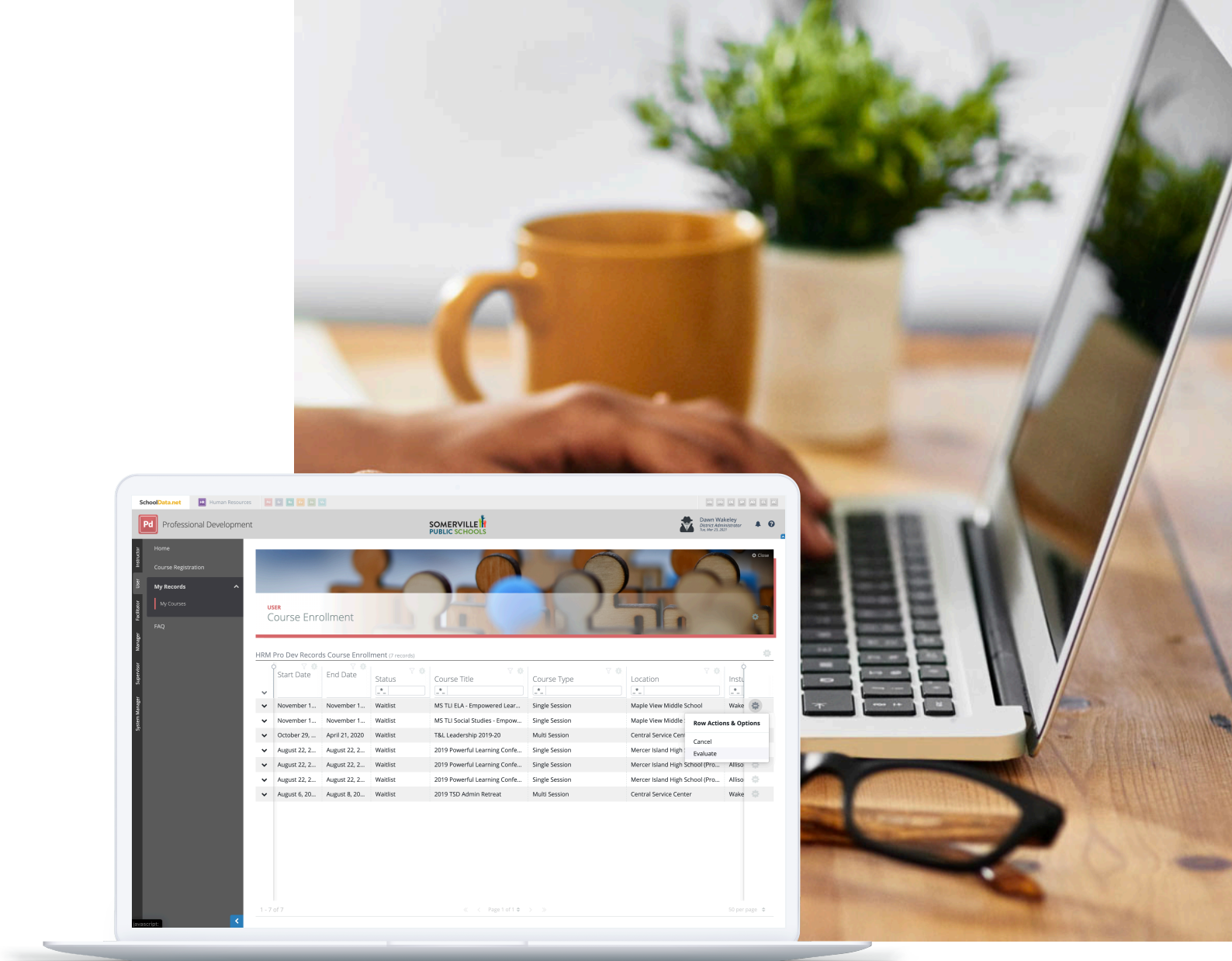On the last day of the course, the electronic evaluation is made available to participants.

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

Review Course Content

Review Facilitator or Instructor

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

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

Pd Professional Development

SOMERVILLE PUBLIC SCHOOLS

Dawn Wakeley
District Administrator
Tue, Mar 23, 2021

Home
Course Registration
My Records
Course Requests
Management
  Invite / Register / Cancel
  Facilitator
    Courses / Attendance / Email
    Course Utilities
    Reports
FAQ

FACILITATOR
Reports

HRM ProDev Facilitator Reports (11 records)

Report ID	Title
204	Registered Students by Session
205	Attendance Sign In: By Session
206	Student Wait List by Session
207	Registered Students by Course
208	Student Wait List by Course
209	Course Evaluation Status
218	Evaluation Summary
223	Course Attendance Directory
226	Clock Hour Report - Individual Course
227	Attendance Verification
232	Attendance Sign In: Multi-Session

INTEGRATED **SOLUTIONS** FOR HUMAN RESOURCES

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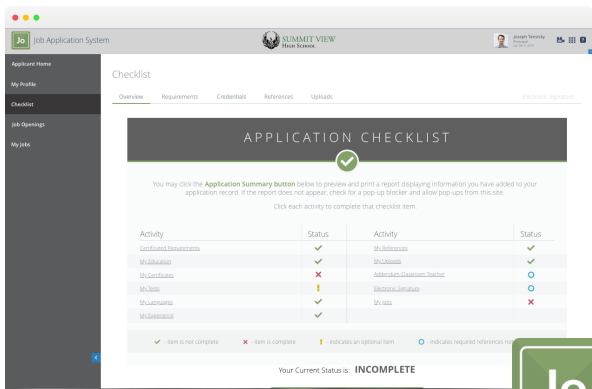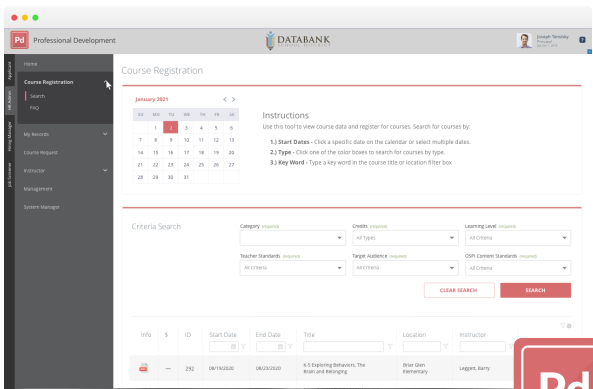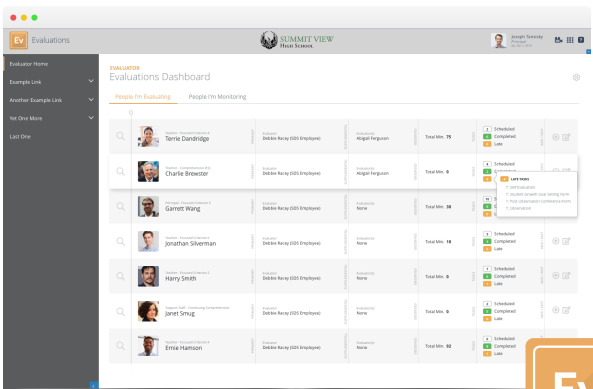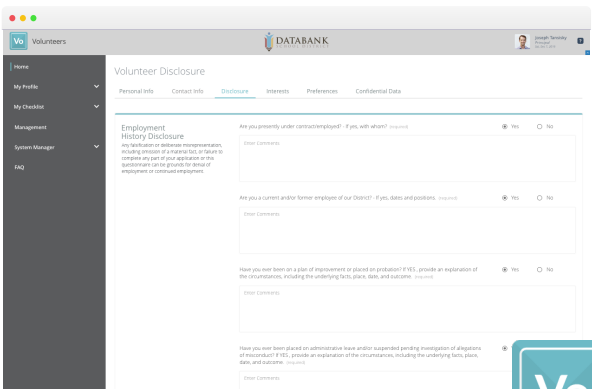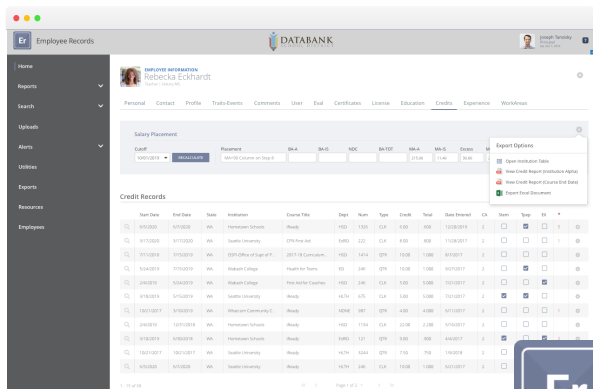

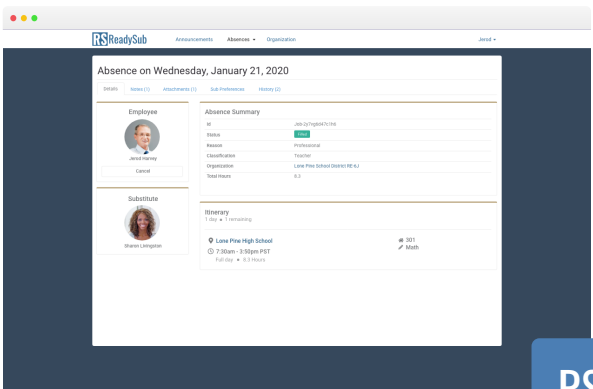**Job Application System**

Professional Development

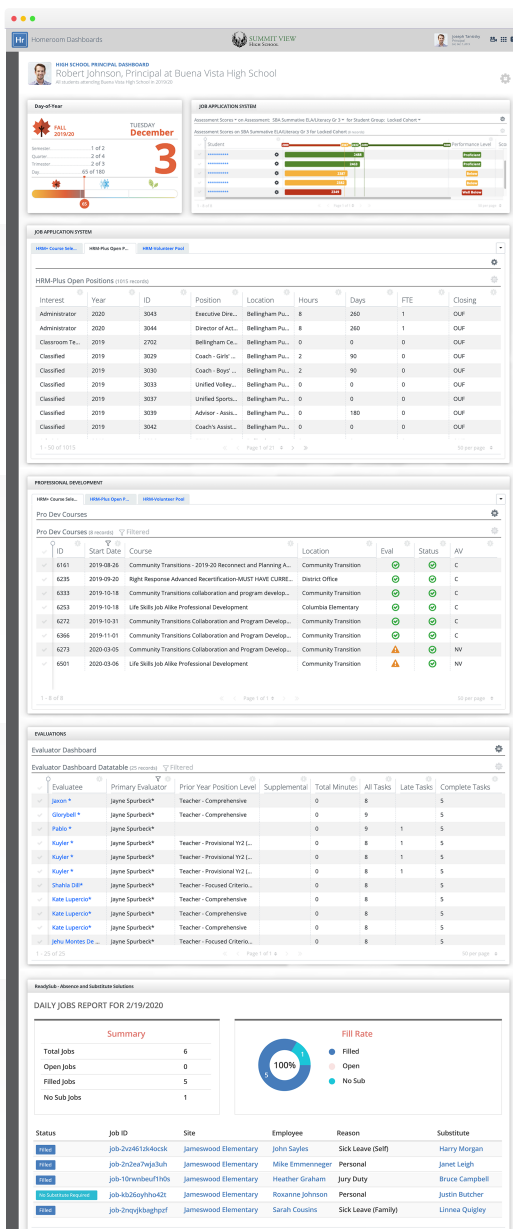**Evaluations**

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
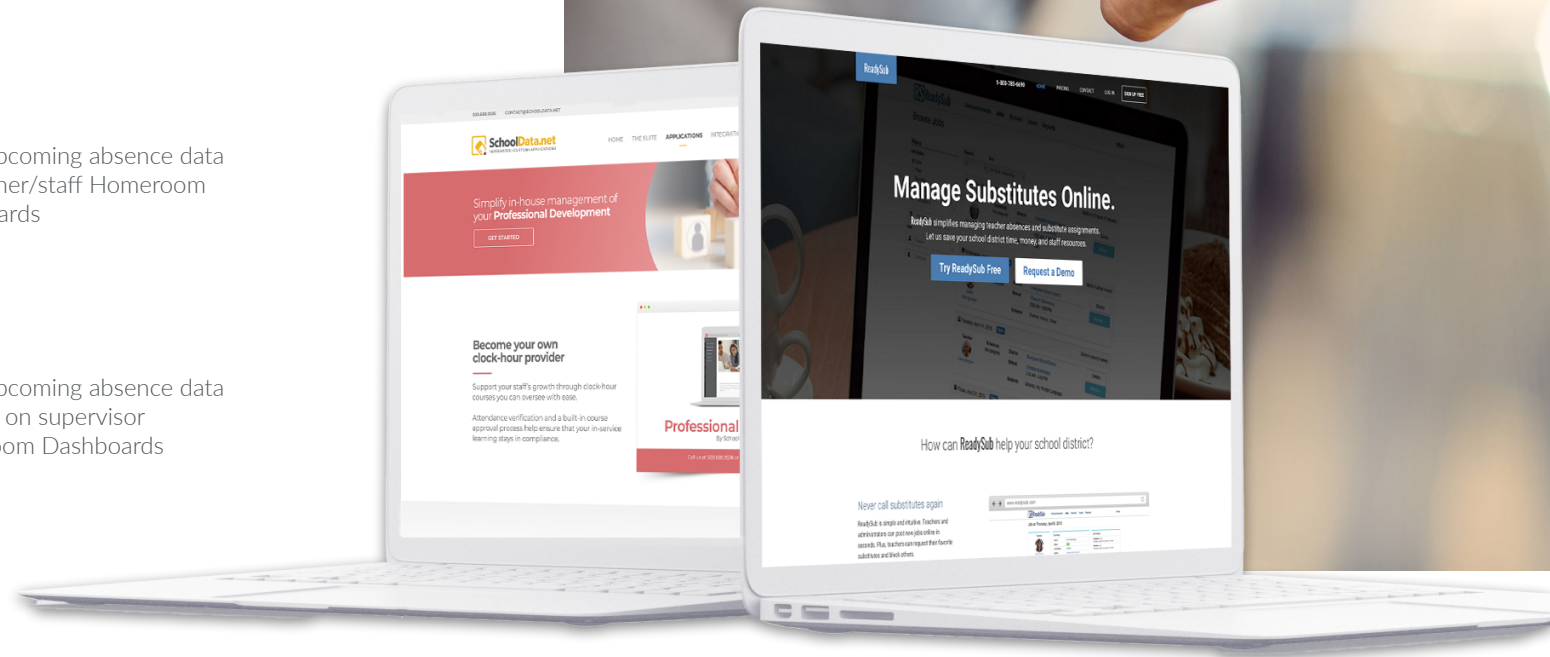
Show upcoming absence data on teacher/staff Homeroom Dashboards

Integrate professional development reasons and automatically generate absences in ReadySub

Show upcoming absence data for staff on supervisor Homeroom Dashboards

THANK YOU!

PRESENTED BY:
SchoolData.net