

NSD PROFESSIONAL DEVELOPMENT SYSTEM

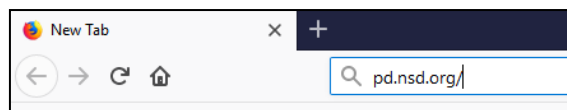
COURSE REQUESTER GUIDE

Contents

| | |
|---|----|
| HOW TO ACCESS THE SYSTEM | 1 |
| HOW TO NAVIGATE THE SYSTEM-TABS..... | 2 |
| BADGES TAB..... | 2 |
| COURSES TAB..... | 2 |
| TRANSCRIPT TAB..... | 2 |
| RESOURCES TAB..... | 2 |
| PROPOSE A COURSE | 2 |
| INSTRUCTIONS TO PROPOSE A COURSE | 3 |
| PROPOSE A SECTION | 5 |
| SUBMIT FOR APPROVAL | 9 |
| REQUIREMENTS FOR CLOCK HOURS | 10 |
| INSTRUCTIONS FOR COURSE INSTRUCTORS | 10 |
| ADDITIONAL HELP INFORMATION | 10 |

[HOW TO ACCESS THE SYSTEM](#)

Type pd.nsd.org into any browser and hit enter.



Enter your district username (e.g. jsmith@nsd.org) and click **Next**.

A screenshot of the Northshore School District sign-in page. At the top left is the Northshore School District logo. Below it is the heading 'Sign in'. There is a text input field containing the email address 'someone@example.com'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom right of the page is a blue button labeled 'Next'.

Enter your district password and click **Sign in**.

HOW TO NAVIGATE THE SYSTEM-TABS

HOME TAB

The Home tab includes a welcome message, information on downloading and using the mobile app, and trainings that have either been marked as recommended or required for you. For any courses that are listed, you may still need to register for them unless the instructor already registered you for them.

BADGES TAB

Northshore is not currently using this function. If badges are created in the future, you will receive information about this tab at that time.

COURSES TAB

The Courses tab allows you to search for courses, find courses using tags, see/manage the courses you are registered for, and complete course surveys.

TRANSCRIPT TAB

The Transcript Tab is where you will find a list of all clock hours you have earned and a printable clock hour transcript.

RESOURCES TAB

The Resources tab provides helpful resources such as documentation and videos, information on clock hour eligibility, sample agendas, and more!

PROPOSE A COURSE

The Propose A Course Tab is where you will propose a course and section for approval. More information below on proposing a course.

INSTRUCTIONS TO PROPOSE A COURSE

Propose a course

1. On the Propose A Course tab, click **Propose Course** and then **New Instructor Led Course**.

The screenshot shows the 'Propose a Course' interface. On the left is a sidebar with navigation links: Course Approval, Home, Search Courses, Course Projects, Approved Courses, Submitted Courses, Denied Courses, and Evaluation Summary. The main content area is titled 'Course Approval Home' and features a 'Propose Course' button in the top right. Below this is a 'Search Criteria' section with input fields for Course Title, Course #, Section Title, and Section #, and a checkbox for Show Archived. There are 'List All' and 'Search' buttons at the bottom. A dropdown menu is open from the 'Propose Course' button, showing options: 'New Instructor Led Course', 'New PLC Learning Opportunity', and 'New Self-Paced Learning Opportunit...'.

2. Complete the course details. All required fields are marked with an *.
 - a. Course Title (Required field): Enter a clear title for the course. If adding grade level, date or location information, enter this information at the end of the title (e.g. Math Pilot K-2).
 - b. Course Description: Enter a brief description of what the course is about. This information will be displayed in the course catalog in the summary view of the course.
 - c. Hours (Required Field): Check the box next to the type of hours that are being offered for the course and the number of hours that the course participant will receive upon completing the course. **If you are entering clock hours, STEM clock, or TPEP Clock, also check the box next to Participation Only (No Clock) and enter 0 in the Hours box. This allows participants to receive participation hours if they do not qualify for the total clock hours offered.**
 - d. WAC Criteria (Required Field): To recognize clock hours for salary placement purposes for certificated staff, it must meet one of the WAC criteria listed.

The screenshot shows the 'Details' form for proposing a course. It includes the following fields and options:

- Course #: (Will be auto generated,)
- * Course Title: Text input field containing 'Test Course For User Guide'.
- Course Description: Text area containing 'Course Description Goes Here'.
- Office: Dropdown menu showing 'Test Office - PM'.
- Hours section with a table:

| Hours | | |
|-------------------------------------|-------------------------------|---|
| <input checked="" type="checkbox"/> | Clock | 3 |
| <input type="checkbox"/> | STEM Clock | |
| <input type="checkbox"/> | TPEP Clock | |
| <input checked="" type="checkbox"/> | Participation Only (No Clock) | 0 |

- * WAC Criteria: Dropdown menu showing 'b. Pertains to current or expected assignment'.

- e. Skills Required: Enter any skills the participant needs to possess prior to the course.
- f. Prerequisite List: Enter any courses the participant needs to take prior to this course.
- g. Additional Resources: List any additional resources the participant needs to bring.
- h. Notes: Enter any other information you would like the participant to know about this course.
- i. File Attachment: Any attachments you would like all participants to have access to.
- j. Allow participants to enroll in sections of the same course: The default is not to allow participants to enroll in multiple sections and get credit multiple times. Check this box if you would like to allow participants to enroll in multiple sections.

The screenshot shows a web-based form for creating a course. At the top, there is a rich text editor toolbar with options for Paragraph, Font Family, and Font Size. Below the toolbar, the form is organized into several sections:

- Skills Required:** A text input field with the placeholder text "Optional".
- Prerequisite List:** A text input field with the placeholder text "Optional".
- Additional Resources:** A text input field with the placeholder text "Optional".
- Notes:** A larger text area with the placeholder text "Optional". Below the text area, it indicates "1016 characters left".
- File Attachments:** A section with an "Attach File" button.
- Course Survey:** A dropdown menu currently set to "Course Survey".
- Allow participant to enroll in multiple sections of same course:** A checkbox that is currently unchecked.

At the bottom of the form, there are three buttons: "Create Instructor Led Course", "Save Draft", and "Cancel".

3. Click **Create Instructor Led Course**. Note: you have 60 minutes from the time you access this page until you save before this page refreshes and your information is lost. If you need more than 60 minutes, enter content in all required fields and click **Save Draft**.
4. Once your course has been created, you have the ability to select settings. These are all optional settings and not required. When you have selected all settings that you would like to use, click **Done**.
 - a. Availability: Click **Set Locations** to change the location of the users that can see the course. Note: if you set it to a specific building, those who work at multiple sites may not be able to view your course if that is not their primary location.
 - b. Required Demographics: Click **Set Required** and then either set a demographic group or a user group (for user groups please contact a PD Approver or HR to set up). If set, the users set in this group will see the course listed on their Home Tab under Required Courses. This does not register users for the course.
 - c. Recommended Demographics: Click **Set Recommended** and then either set a demographic group or a user group (for user groups please contact a PD Approver or HR to set up). If set, the users set in this group will see the course listed on their Home Tab under Recommended Courses. This does not register users for the course.
 - d. Restricted To Demographics: Click **Set Restricted** and then either set a demographic group or a user group (for user groups please contact a PD Approver or HR to set up). If set, the users set in this group will be the only ones who see the course in the course catalog.
 - e. Course Tags: Click **Manage Course Tags** to select any course tags you would like to attach to your course to increase the ease in which users find your course.

| Settings | |
|----------------------------|------------------------------------|
| Availability | Set Locations |
| Test District | |
| Required Demographics | Set Required |
| - No Targets Set - | |
| Recommended Demographics | Set Recommended |
| - No Targets Set - | |
| Restricted To Demographics | Set Restricted |
| - No Demographics Set - | |
| Course Tags | Manage Course Tags |
| - Not Set - | |

PROPOSE A SECTION

All courses must include at least one section.

Add one section if it is only one class being offered or if it is a multi-session offering where all participants are expected to attend all dates to receive the total hours entered for the course. If multiple classes are being offered with different participants expected for each class with the same number of hours earned for each class, create multiple sections. E.g. HR New Hire Training is offered on multiple dates and new hires select one date to attend so this would be set up with multiple sections.

To Propose A Section:

1. Click **New Section**

| Sections | | | | | | |
|--------------------------------|-----------|------------|------|-------|-----------|--------|
| TITLE | SECTION # | START DATE | TIME | SEATS | WAIT LIST | STATUS |
| No sections have been created. | | | | | | |

2. Complete the section details and then click **Create**. All required fields are marked with an *.
 - a. Section Title: Name your course and your section with the same name if you only have one section. If you have multiple sections, each section should begin with the same name as the course title and then include any additional identifying information (ie. dates, locations, grade levels).
 - b. Location: Select the location where your section will be held from the dropdown menu.
 - c. Room Number: Enter Room Number if known and not included in Location field.
 - d. Address: Enter address where the section will be held. This allows users to utilize GoogleMaps.
 - e. Attendance: Select to take attendance either once a day or twice a day.

- f. **Contact Person:** Enter the contact person participants should contact with any questions about the section.

Create Section

Course Title: *Test Course For User Guide*

Section #: *(Will be auto generated.)*

*Section Title:

Location:

Room Number:

Street Address:

City:

State:

Zip:

Attendance:

Contact Person:

- g. **Maximum Number of Participants:** Enter the number of participants that can register for the course.
- h. **Allow Waitlist:** Check if you would like to allow a waitlist.
- i. **Maximum waitlist size:** If you are allowing a waitlist, you must enter a number of participants that can be added to the waitlist
- j. **Section Start/End Dates:** Enter the dates of your section. If your section will be over multiple dates, enter the first and last date. You will set specific class times and dates in the next step.
- k. **End of Registration Date:** Enter if you want to add a specific date that users can no longer register for the class.
- l. **Waitlist cutoff Date:** Enter if you want to add a specific date that users can no longer be added to the waitlist.
- m. **Class Time Default (Start/End Time):** Enter the default times of your section. If your section will be at various times, enter the first class start/end time. You will set specific class times and dates in the next step.
- n. **Enable Discussion:** Check if you would like to allow a discussion board for this section.
- o. **Or Release Section At:** Enter a date you would like the section released to the catalog. If no date is entered, it will be released immediately after approved.
- p. **Instructors:** Will be set at the next step.
- q. **Notes:** Add any additional notes you would like participants to see about the section.
- r. **Attach Agenda:** Attach a copy of the section agenda(s). This is required for approval and will also be seen by participants when viewing the section. For more information about the agenda, visit the Resources Tab for requirements and samples.

* Maximum Number of Participants: (Numbers only)

Allow Waitlist:

Maximum waitlist size: (Numbers only)

*Section Start Date: Reset

*Section End Date: Reset

End of Registration Date: Reset

Waitlist cutoff Date:

*Classtime Default (Start Time): : :

*Classtime Default (End Time): : :

Enable discussions:



Or Release Section At: : : on Reset

Archived:

Instructor(s): - Not Set -

Notes:
(Limited to 1024 characters)

1024 characters left

*Attach Agenda  Attach File 

3. An error message will appear letting you know the course cannot yet be submitted because you must enter instructors and class times.

Unable to perform section release: Course Approval Course Sections cannot be release at creation.

Actions:

Manage Instructors:

Manage Class Times:

Manage Roster:

Course:

Required

Done

- a. Click **Instructors**.
- b. Search for the name of the instructor you would like to add and click **Find User**.

- c. Check the box next to the instructor you would like to add and click **Add User**.
- d. To add additional instructors, follow the same process. Note: In order to manage the roster utilizing the Courses I am Teaching Tab, you must add yourself as an instructor. Once you have all users added, click **Done**.
- e. Click **Class Times**. Note: you have to do this even if you are using the dates and times entered on the previous screen.

- f. Click **Add A New Class Time** and enter the class dates and time for all classes. To add additional dates and times, continue to click **Add A New Class Time**. Once you have added all dates and times, click **Save & Exit**.
4. Click **Done**.

SUBMIT FOR APPROVAL

All courses/sections need to be submitted for approval. This is done automatically through the system routed to your designated approver.

1. When you are ready to submit, click **Submit for Review** and then click **OK**.

The screenshot shows the 'Manage Course' interface. It includes a 'Status Key' legend with five items: Incomplete (grey X), Denied (red X), Submitted (blue circle), Project (orange circle), and Approved (green checkmark). The course details section shows 'Course Title: Test Course For User Guide', 'Date Created: November 05, 2018', and 'Course Description: Course Description Goes Here'. There are 'Edit Course' and 'Delete Course' buttons. The 'Course Details' section shows 'Sections: 1' with an 'Edit' button and a 'Submit For Review' button. A 'Done' button is located at the bottom left.

2. Click **OK** to return to the main Propose A Course page.

The screenshot shows a 'Course Submission Confirmation' dialog box. It contains the text 'Your course project has been submitted for approval.' and an 'Ok' button.

Your courses will be listed under Submitted Courses. Once approved, it will be listed under Approved Courses. If denied by the approver, it will be listed under Denied Courses and you will get a description of why it has been denied. If approved and you selected yourself as an instructor, you will then see your course listed on the Courses I am Teaching Tab where you can manage your roster. If you are also the instructor for the course, see the instructor user guide for more information on managing the roster.

REQUIREMENTS FOR CLOCK HOURS

Only “professional development” activities can be awarded Clock Hours. The regulations specifically prohibit awarding Clock Hours for:

- Routine staff meetings to discuss operational or administrative policies and procedures.
- Social hours or actual meal times (unless this time is spent in professional development activities, such as listening to a presenter).

Offerings (must relate to one or more of the following):

- Opportunities to collect and analyze evidence related to student learning
- Professional certification standards
- School and district improvement efforts
- K—12 standards and curriculum alignment
- Current or anticipated research based instructional strategies and assessment practices
- Building a collaborative learning community
- Advocacy for students, leadership, supervision, mentoring/coaching

A minimum of three hours of instructional time is required before Clock Hours can be awarded. Clock hours will be rounded down to the nearest half hour of credits actually completed—i.e., .50, and .00

An agenda must be developed that includes:

- A statement of the intended outcomes of the course and specifies the topics to be covered
- The dates and times for each session, with start and end times, breaks, and meal times shown.
- Short description of qualifications of each instructor. e.g. degrees and current professional position

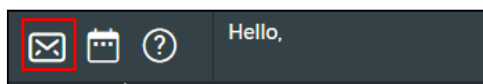
Example agendas are available on the Resources Tab in Performance Matters.

INSTRUCTIONS FOR COURSE INSTRUCTORS

All instructors you set up for a course should review the Instructors Guide before the course begins as steps have also changed for that role. For instance, instructors are required to electronically record attendance for their course. Once you add an instructor to a course and the course is approved, the instructor will automatically be granted that role in the system and will have access to the Instructor Resources section on the Resources tab.

ADDITIONAL HELP INFORMATION

For more documentation and videos on navigating the system, visit the Performance Matters Online Help Center by clicking the question mark icon on the top right of the screen.



For additional questions not answered by this guide or the resources in the professional development system, contact Human Resources at staffdev@nsd.org