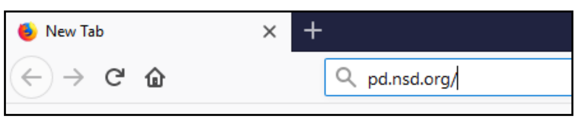
NSD PROFESSIONAL DEVELOPMENT SYSTEM

COURSE REQUESTER GUIDE

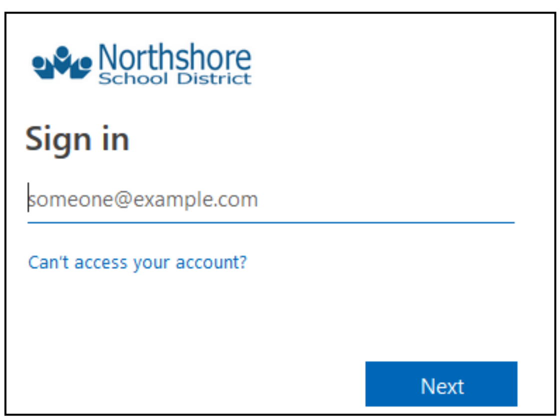
Contents

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.**



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!

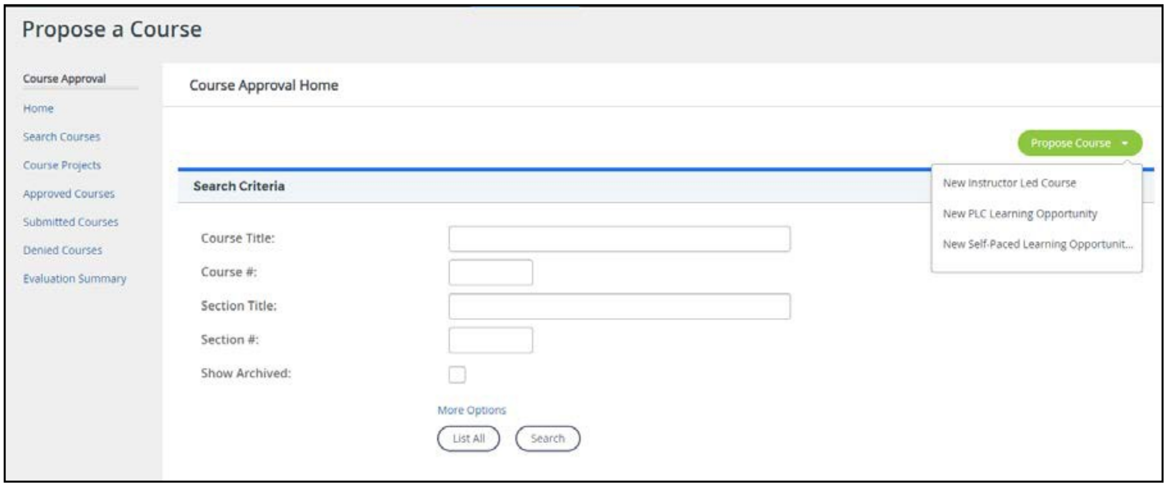
PROPOSE A COURSE

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

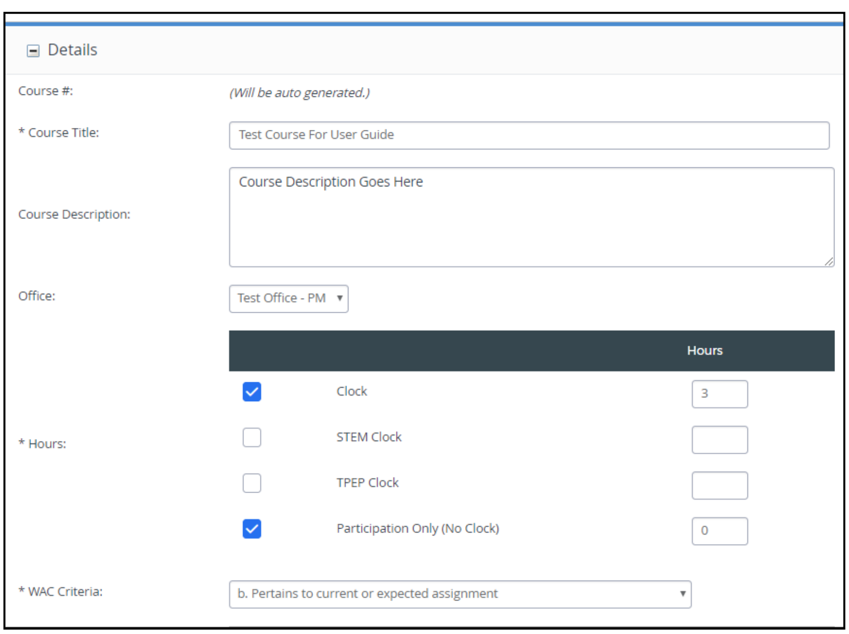
1. On the Propose A Course tab, click **Propose Course** and then **New Instructor Led Course.**



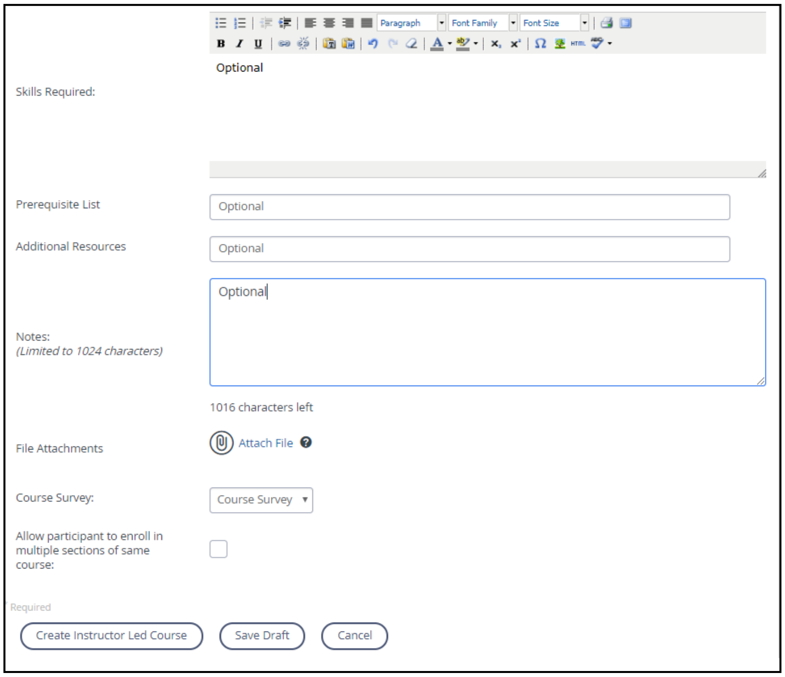
2. Complete the course details. All required fields are marked with an *.
   a. Course Title (Required field): Enter a clear title for the course. If adding grade level, date or location information, enter this information at the end of the title (e.g. Math Pilot K-2).
   b. Course Description: Enter 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.**

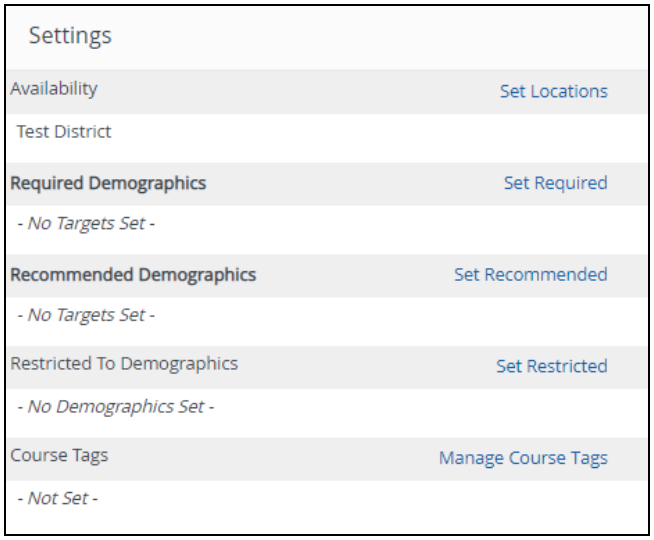
   d. WAC Criteria (Required Field): To recognize clock hours for salary placement purposes for certificated staff, it must meet one of the WAC criteria listed.



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.



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.



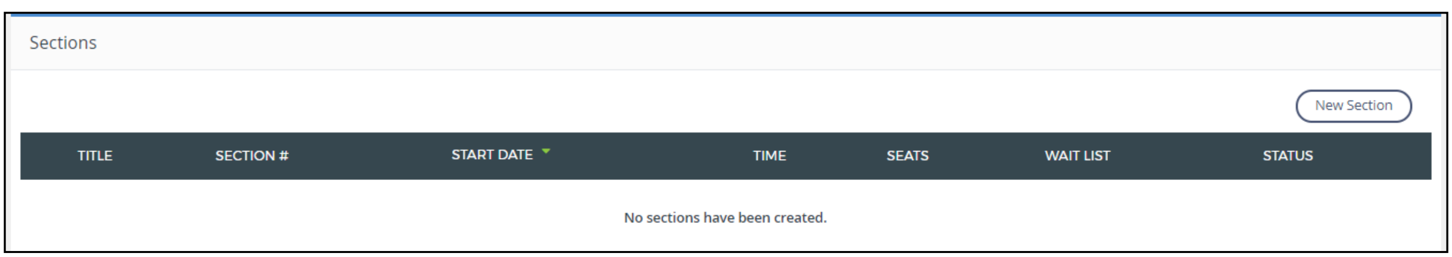
PROPOSE A SECTION

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.

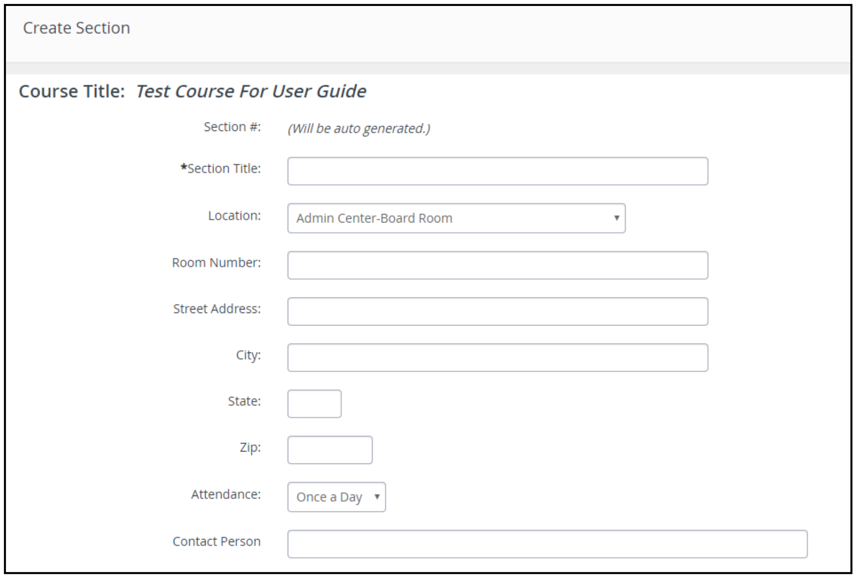
To Propose A Section:

1. Click **New Section**

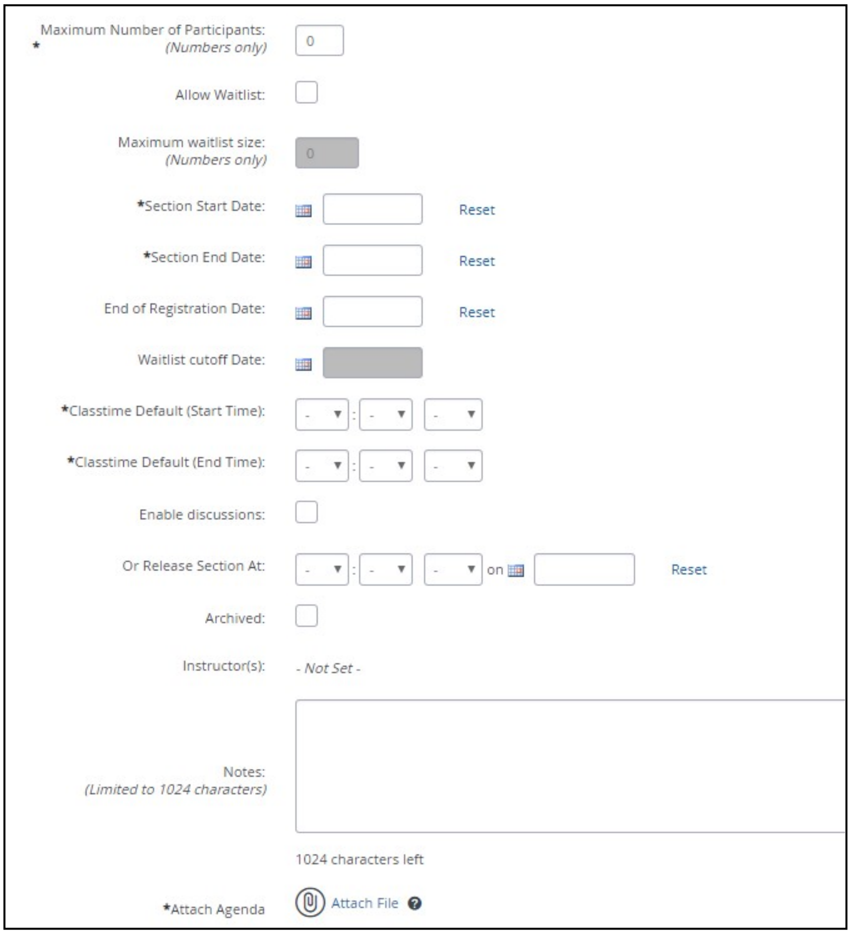


2. Complete the section details and then click **Create**. All required fields are marked with an *.
    a. Section Title: Name your course and your section with the same name if you only have one section. If you have multiple sections, each section should begin with the same name as the course title 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 Google Maps.
    e. Attendance: Select to take attendance either once a day or twice a day.

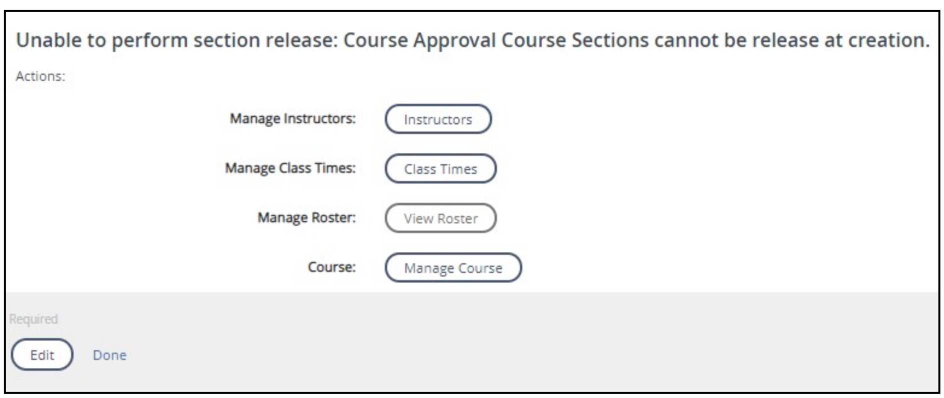
f. Contact Person: Enter the contact person participants should contact with any questions about the section.



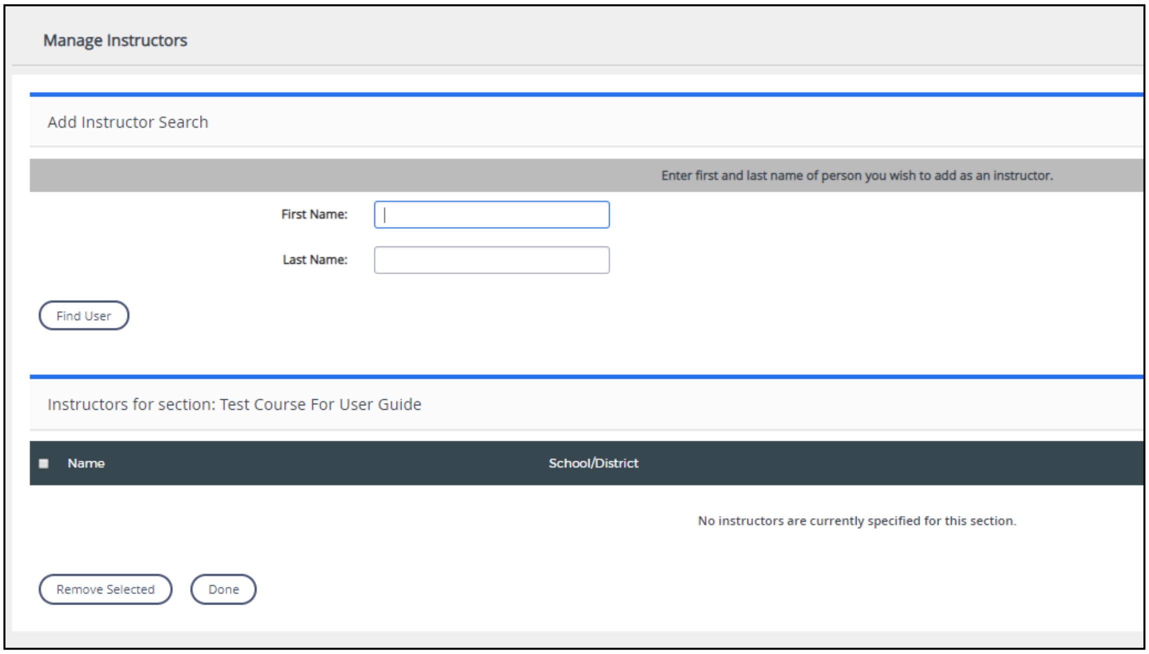
g. Maximum Number of Participants: Enter the number of participants that can register for the course.
h. Allow Waitlist: Check if you would like to allow a waitlist.
i. Maximum waitlist size: If you are allowing a waitlist, you must enter a number of participants that can be added to the waitlist
j. 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.



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



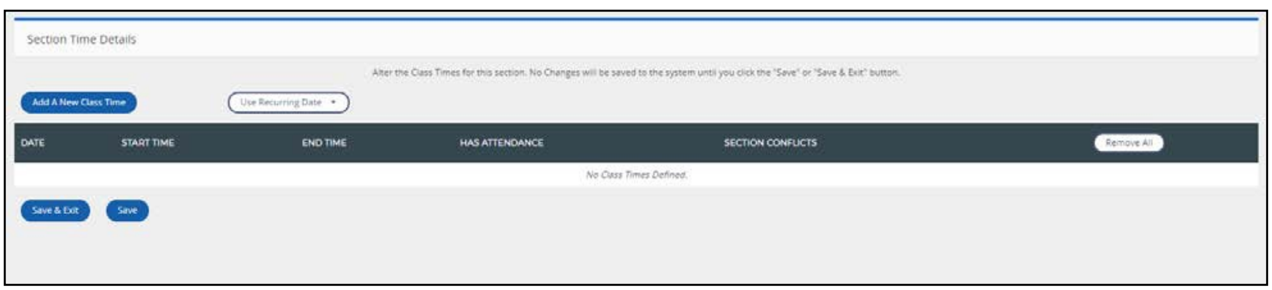
   a. Click **Instructors.**
   b. Search for the name of the instructor you would like to add and click **Find User.**



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.



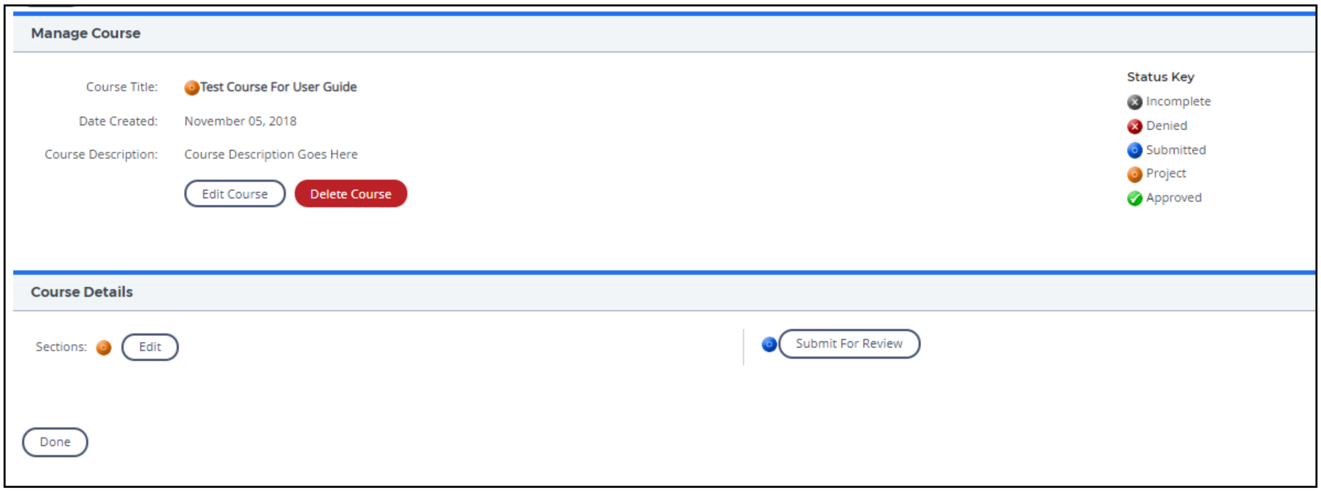
f. Click **Add A New Class Time** and enter the class dates and time for all classes. To add additional dates and times, continue to click **Add A New Class Time.** Once you have added all dates and times, click **Save & Exit.**

4. Click **Done.**

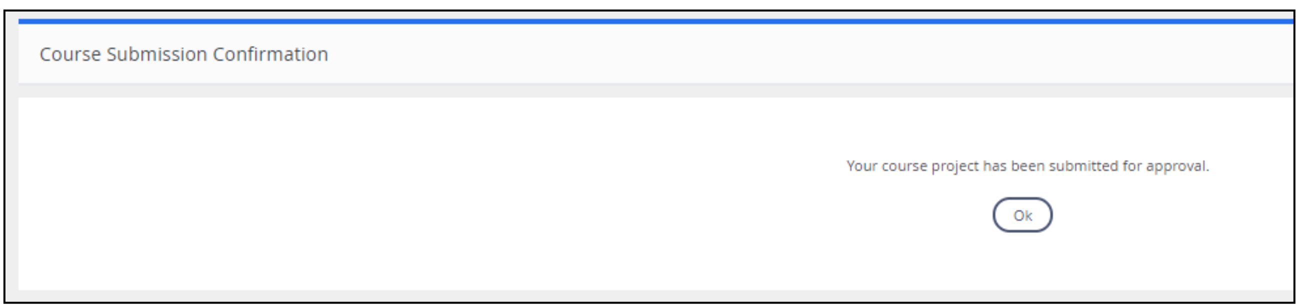
SUBMIT FOR APPROVAL

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.**



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



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

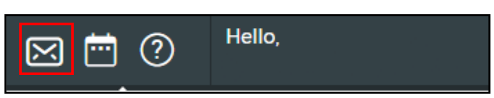
Example agendas are available on the Resources Tab in Performance Matters.

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