

Employee Kiosk



IPDP Staff Manual

Table of Contents

Logging In	4
Employee Profile.....	5
Creating a Plan.....	6
Making changes to a Plan that has not been submitted	9
Making changes to a Plan that has been submitted	12
Creating an Activity	13
Attaching Attendance Verification.....	16
View Activities.....	17
Archive Plan	19
View Archived Plans.....	20

Logging In

Logging into the Kiosk requires a full email address and user password.



To create a Kiosk Account, click on the First time user link at the login page and the screen on the right will display.

You will be required to enter the following:

1. Either your social security number
2. Select Allen County
3. Select Elida Local Schools
4. Enter your school email address. You may verify with payroll



A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.

Once the password is received you can access the Kiosk using the email address and password. When logging in for the first time you will be prompted to change your password. Currently the Kiosk password does not expire.



Once you are logged into the system, the IPDP tab will be at the top of your options. Click on that tab as shown below, to enter the system.



Employee Profile

The Employee Profile information will display positions, certificates, and your active individual professional development plan. If you have not started a plan, nothing will display under the Individual Professional Development Plan

A screenshot of the Employee Profile page. On the left is a vertical navigation menu with a red arrow pointing to the 'Employee Profile' link. The main content area is divided into several sections: 'User Information', 'Positions', 'Certificates', and 'Individual Professional Development Plan'.

Individual Navigation

- [Employee Profile](#)
- [Create Plan](#)
- [Activity List](#)
- [IPDC Guidelines](#)

User Information

Name: CHERYL L CROMBAUGH
Email Address: CHERYL@NCOCC-K12.ORG
State Certificate ID: CC1001406
District: NCO Test K1288

Positions

District	Employee ID	Job Title	Job Status	Supervisor Email	Building IRN
1005	288541898	NCOCC-VDEASTAFF DEVELOPMENT	Active	scbaughmar@neo.k12.or.us	004860

Certificates

Certificate #	Term	Classification	Category	Time	Issue Date	Expiration Date	Effective Year
8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2009 - 05/30/2014	8 Year	Professional	Certificate	Elementary (1-8)	03/14/2009	05/30/2014	2009

Individual Professional Development Plan

You do not have any plans in progress at this time.
Click the button below to list all of your plans.

Creating a Plan

1. To begin the process you will need to click on Create Plan



2. You will need to select a plan template. There should only be one template for you to select from at this point. Click on Select.



The first section to complete is the Development Plan Header.

Development Plan - Header

Plan Template: New 2010

* Name Of Plan: ①

* Select Committee: District LPDC ②

Approving Supervisor: None ③

* Applies to Licenses: 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/2014

* Mission: 1 Year Renewal ④

Other Mission Desc: ⑤

* Focus: ⑥

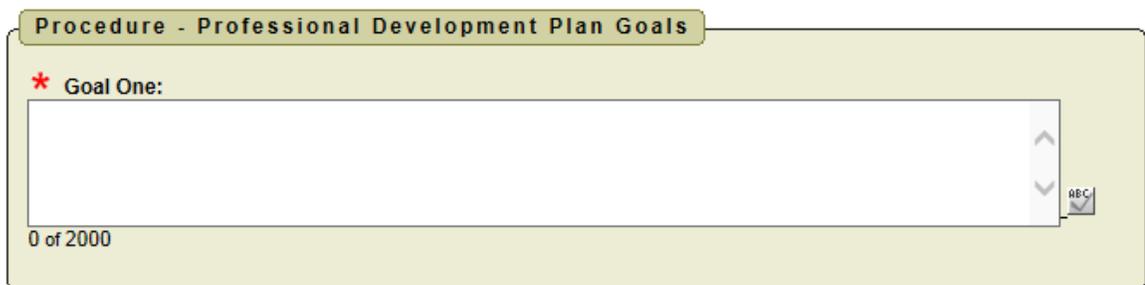
0 of 1000

1. The name of the plan should be the certificate type and year it expires. For example: **License 2014** would be for a license renew that expires in 2014.
2. Select the committee that will review your plan.
The default will be **Elida LPDC**.
3. Your supervisor does not approve your Development Plan. The default of this is **None** and you should not change this.
4. For Mission you need to select if your plan will be for a
 - i. 1 Year Renewal
 - ii. Other
 - iii. Renewal of a 5 Year License
 - iv. Transition to a 5 Year License
5. If you selected Other as the type in the Mission you can enter a description.
6. The open text box LPDC Options should have the following entered:

See Development Plan – Focus Area Below

7. There is only one Goal that is needed to be entered. The goal for all plans should be:

To support the improvement of student achievement



Procedure - Professional Development Plan Goals

* Goal One:

0 of 2000

ABC

- There are currently 20 Options listed in the Elida IPDP Guidelines. You should select the options that your plan will meeting by clicking on the box next to the statement.

Development Plan - Focus Areas

To Support the Improvement of Students Achievement

Select	Focus Area
<input checked="" type="checkbox"/>	OPTION 1 - COLLEGE (*HQT) LPDC Credit - 1 sem. hr. = 3 LPDC Credits, 3 qrt. hrs./2 sem. hrs. = 6 LPDC Credits, 2 qrt. hrs. = 4 LPDC Credits, 1 qrt. hr. = 2 LPDC Credits. Verification - Official or copies of: Transcripts or Grade Slips. Criteria - Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, or a "P" in pass/fail classes. *Coursework must be in pedagogy or in the content area directly related to the individual's teaching assignment. Must be submitted within one year of completion.
<input type="checkbox"/>	OPTION 2 - PROFESSIONAL CONFERENCE, WORKSHOP, INSTITUTE, ACADEMY, OR INSURANCE CREDIT (*HQT). LPDC Credit - 1 Clock hr. in workshops = .01 LPDC Credit. Verification - Activity documentation Voucher and Signed Certificate of Completion with Contact Hours. Criteria - Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education. *Must be connected to follow-up activities that are sustained over a period of time.
<input checked="" type="checkbox"/>	OPTION 3 - PEER OBSERVATION, OR VISITATION TO SCHOOLS. Maximum Credit - 1 LPDC Credit per license cycle. LPDC Credit - 1 clock Hr. - .01 LPDC Credit. Verification - Activity Document Voucher and Signed Certificate of Completion with Contact Hours. Criteria - Must include a statement of authorization from a supervisor along with summarization of preconference and post-conference.
<input checked="" type="checkbox"/>	OPTION 4 - PUBLICATION OF ORIGINAL WORK (*HQT). Maximum Credit - 4 LPDC Credits for a book. LPDC Credit - 6 LPDC Credits for a book. 3 LPDC Credits for an article in a professional journal or magazine. Verification - Copy of publication or document and Activity Documentation Voucher. Criteria - Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article. *Must be a research article in the content area or pedagogy that is published in a juried journal.

Save Development Plan

User Comment: 9

0 of 1000 10 11

9. You can make any comment you want on your plan. You can enter up to 1000 characters and you can use the ABC icon to spell check your comments.
10. You can save your plan to work on later by clicking on the Create and Save Plan to Work on Later icon.
11. You can click on the Create, Save and Submit Plan for approval icon to submit your plan for approval.

When you save your plan to work on later you will receive the message that your plan has been saved successfully.

Making changes to a Plan that has not been submitted

To go back and work on your plan at a later time:

1. Click on View Plan.



View Individual Professional Development Plan

Plan Template: District Template
 Name of Plan: 2010-11 Plan
 Committee Name: District LPDC
 Approving Supervisor: Narda Principal
 Applies to Certificate(s):

Certificate Information	
Name: Cheryl Lynn Cronbaugh	Certificate Status: Renew
Grade: 8 Year	Issue Date: 03/14/2006
Type: Elementary (1-8)	Effective Year: 2006
Class: Professional	Exp. Date: 06/30/2014

Plan Mission: Transition to 5 Year License
 Focus: I will become a leader in emerging technology
 Plan Status: Not Submitted

Creation Date: 06/10/2010
 Revision Date:
 Submission Date:
 Approval Date:

Comment:

Date: 2010

2 PRINT Development Plan 3 Edit Plan Submit Plan for Approval

2. Click on Edit Plan if you want to make more changes before submitting it for approval. If you do make changes you can save your plan again or submit it for approval.
3. If you are ready to submit your plan for approval without any editing click on Submit Plan for Approval.

When you submit your plan for approval you will receive a message that your plan has been saved successfully and submitted to LPDC for approval.

You will receive an email notification that your IPDP has been submitted for approval.

When your plan is in the approval process you can click on view plan to see the current status.

View Individual Professional Development Plan

[< Return to Previous Page](#)

Plan Template: Elida LPDP Plan
 Name of Plan: License - 2014
 Committee Name: Elida LPDC
 Approving Supervisor: N/A

Applies to Certificate(s):

Permit Information	
State Certificate ID: ZA1701419	Permit Status:
Name: Sharon L Lawley	Issue Date: 03/30/2009
Grade: Permanent	Effective Year: 2009
Type: Staff	Exp. Date:
Class: Professional	
Teaching Fields:	

Plan Mission: Other
 LPDC Options See Development Plan - Focus Area Below
Plan Status: Awaiting Committee Approval

Creation Date: 07/31/2013
 Revision Date:
 Submission Date: 07/31/2013
 Approval Date:
 Effective Date:

[PRINT Development Plan](#)

Once your plan has been approved, an approval date will display in the approval date field.

View Individual Professional Development Plan

[< Return to Previous Page](#)

Plan Owner: Sharon Lawley
 Plan Template: Elida LPDP Plan
 Name of Plan: plan 2018
 Committee Name: Elida LPDC
 Approving Supervisor: N/A

Applies to Certificate(s):

Permit Information	
State Certificate ID: ZA1701419	Permit Status:
Name: Sharon L Lawley	Issue Date: 03/30/2009
Grade: Permanent	Effective Year: 2009
Type: Staff	Exp. Date:
Class: Professional	
Teaching Fields:	

Plan Mission: Other
 LPDC Options See development plan focus area
 Plan Status: Archived

Creation Date: 07/30/2013
 Revision Date:
 Submission Date: 07/30/2013
Approval Date: 07/30/2013
 Archived Date: 07/30/2013
 Effective Date: 03/30/2009

[PRINT Development Plan](#)

Making changes to a Plan that has been submitted

If at some point you need to revise your plan you can make changes to your plan and re-submit the plan for approval.

To revise your plan:

1. Click on View Plan.
2. Click on Revise Approved.



View Individual Professional Development Plan

Plan Template: District Template
Name of Plan: 2010-11 Plan
Committee Name: District LPDC
Approving Supervisor: Marcia Principal

Applies to Certificate(s):

Certificate Information	
Name: Cheryl Lynn Cronbaugh	Certificate Status: Renew
Grade: 8 Year	Issue Date: 03/14/2006
Type: Elementary (1-8)	Effective Year: 2006
Class: Professional	Exp. Date: 06/30/2014

Plan Mission: Transition to 5 Year License
Focus: I will become a leader in emerging technology
Plan Status: Approved

Creation Date: 06/10/2010
Revision Date:
Submission Date: 06/10/2010
Approval Date: 06/10/2010

[PRINT Development Plan](#) [Revise Approved](#) [Archive Plan](#) [Create Activity](#)

3. You then can edit your plan.
4. You then have the option to Save Plan to work on later or Save and Submit Plan for Approval.

Creating an Activity

Your Plan must be approved before you can enter any Activities

After you have an approved plan you can then create activities.

1. Click on Create Activity.

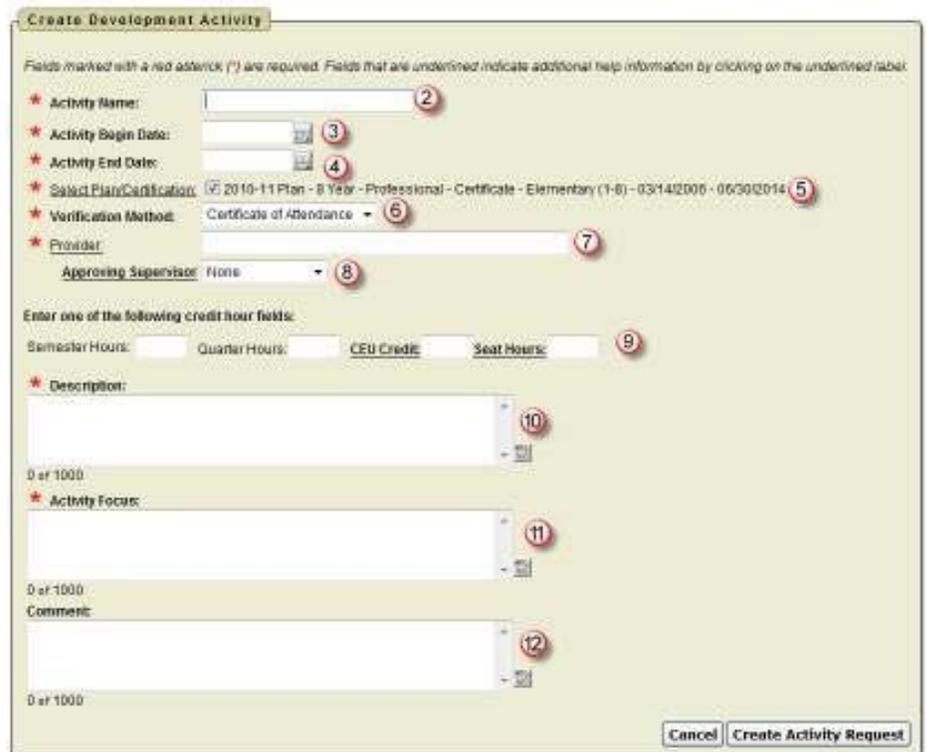


2. Enter the name as follows:
**OPTION #-
ACTIVITY
NAME-
YOUR
LASTNAME.**

Example:

Option 1 –
Bluffton
College -
Lawley

3. Enter the activity start date or click on the calendar to select a date. Format is MM/DD/YYYY.
4. Enter the activity end date or click on the calendar to select a date. Format is MM/DD/YYYY.

A screenshot of the "Create Development Activity" form. The form has a title bar "Create Development Activity" and a note: "Fields marked with a red asterisk (*) are required. Fields that are underlined indicate additional help information by clicking on the underlined label." The form contains the following fields:

- Activity Name: (2)
- Activity Begin Date: (3)
- Activity End Date: (4)
- Select Plan/Certification: (5) (Value: 2010-11 Plan - 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2000 - 06/30/2014)
- Verification Method: (6) (Value: Certificate of Attendance)
- Provider: (7)
- Approving Supervisor: (8) (Value: None)
- Enter one of the following credit hour fields: (9) (Fields: Semester Hours, Quarter Hours, CEU Credit, Seat Hours)
- Description: (10)
- Activity Focus: (11)
- Comment: (12)

At the bottom right, there are "Cancel" and "Create Activity Request" buttons.

5. Make sure you select the certificate or certificates that apply to this activity.
6. Select your attendance verification method. You can choose form certificate of Attendance (CEU), Transcript, Agenda, Brochure or Meeting Outline.
7. Enter the sponsor of the meeting.
8. Do not select any supervisor, leave the default of None in the box.
9. Enter the Semester Hours, Quarter Hours or CEU Credit earned for this activity. **If you struggle figuring what the CEU credit will be for an activity, enter the number of contact hours for the activity and it will be converted to CEU Credit when you click Create Activity Request.**
10. Enter the description of the activity. You can enter up to 1000 characters and can you click on the ABC icon to spell check this field.
11. List the options for this activity.
12. Enter any comments for this activity. You can enter up to 1000 characters and you can click on the ABC icon to spell check this field. This field is optional.

When you click on Create Activity Request you will receive the following message.

Your activity has been saved but is NOT YET SUBMITTED for approval. You can attach documents by going to the edit screen before submitting the activity for approval.

At this point you can

- Edit Activity
- Print Activity Detail
- Submit Activity for Approval

Edit Activity

Will take you back to the screen where you can change the name, date, description, etc.

Print Activity Detail

Allows you to print the information regarding this activity.

Submit Activity for Approval

Will submit the activity to go through the approval process. Once you click Submit you will then be able to attach attendance verification before the final submission of the activity.

Activity Detail

[< Return to Previous Page](#)

Activity Name: IPDF Webinar
Begin Date: 06/11/2010
End Date: 06/11/2010

Applies to Certificates:

Permit Information		
Plan Name: 2010-11 Plan	Plan Status: Approved	Committee Name: Central Region
Name: Susan C Baughman	Permit Status:	
Grade: Permanent	Issue Date: 09/08/1997	
Type: Staff	Effective Year: 1997	
Class: Professional	Exp. Date:	

Verification Method: Certificate of Attendance
Vendor: NCDCC
Approving Supervisor: N/A
CEU Credit: 15

Description: Learn the new ITC IPDF software

Activity Focus: This will increase my knowledge of the IPDF software.

Comment:

Creation Date: 06/07/2010
Last Edited Date: 06/07/2010
Submitted Date:
Approved Date:
Deleted Date:
Activity Status: Not Submitted

[Edit Activity](#) [PRINT Activity Detail](#) [Submit Activity For Approval](#)

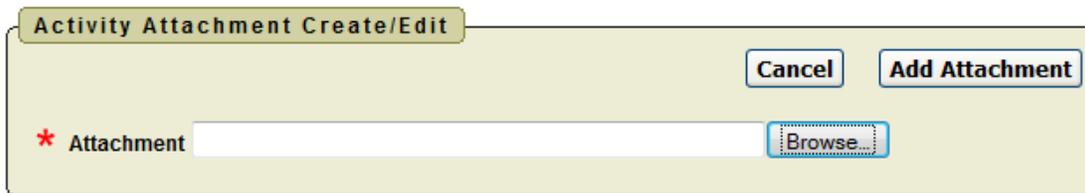
Attaching Attendance Verification

Before you submit your activity for approval you can attach your attendance verification to the activity.

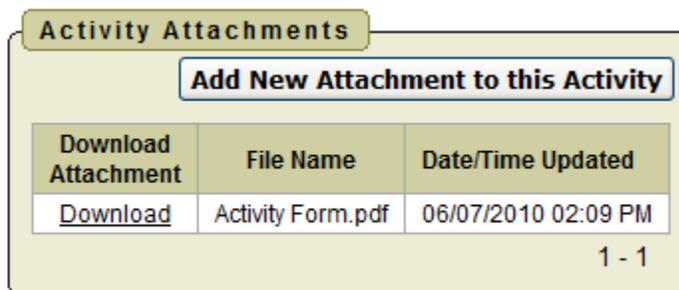
1. Click on Add New Attachment to this Activity.



2. Click Browse to locate a copy of your CEU, Transcript, Agenda, Brochure, or Meeting Outline.



3. Once you have located the file you want to attach click Add Attachment.
4. Once you have added the attachment you will see the attachment displayed.



1. Once you are ready to submit the activity for approval click on Submit Activity for Approval.



You will receive the message that your activity has been saved and submitted for approval.

View Activities

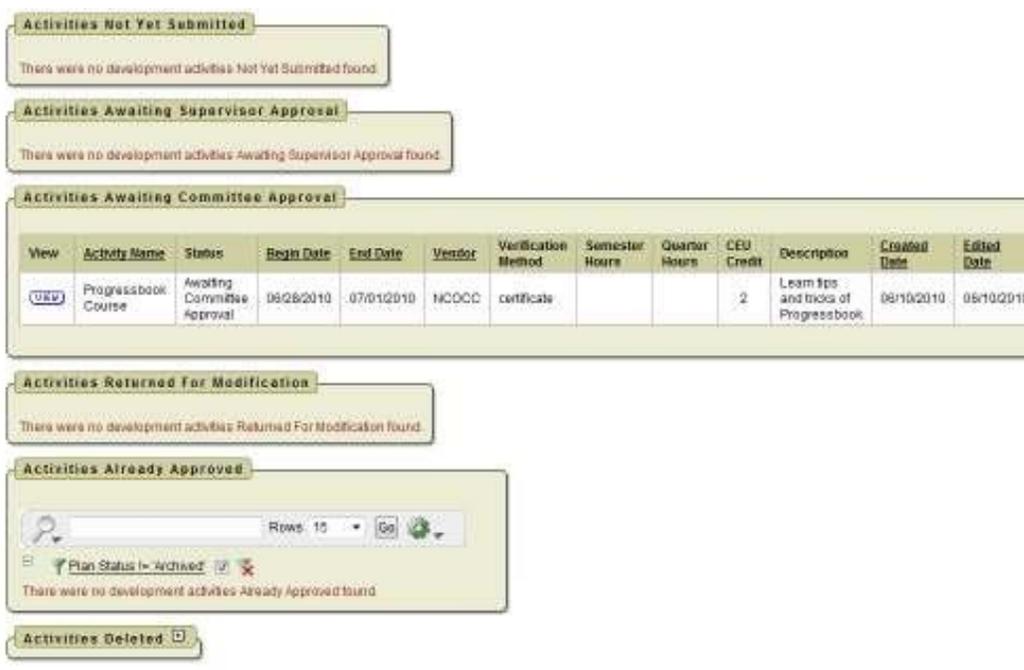
Click on Activity List to review your activities. You will

see

- Activities Not Yet Submitted
- Activities Awaiting Committee Approval
- Activities Returned for Modifications
- Activities Already Approved
- Activities Denied



Any activities in these sections can be viewed by clicking on the View icon.

A screenshot of a web application interface for viewing activities. It features several sections with headers and messages:

- Activities Not Yet Submitted:** "There were no development activities Not Yet Submitted found."
- Activities Awaiting Supervisor Approval:** "There were no development activities Awaiting Supervisor Approval found."
- Activities Awaiting Committee Approval:** A table with columns: View, Activity Name, Status, Begin Date, End Date, Vendor, Verification Method, Semester Hours, Quarter Hours, CEU Credit, Description, Created Date, Edited Date. One row is visible: "Progressbook Course" with status "Awaiting Committee Approval", dates "06/28/2010" to "07/01/2010", vendor "NCOCC", method "certificate", 2 CEU credit, and description "Learn tips and tricks of Progressbook".
- Activities Returned for Modification:** "There were no development activities Returned For Modification found."
- Activities Already Approved:** Includes a search bar, "Rows: 15", and a "Go" button. Below it, "Plan Status" is set to "Archived". Message: "There were no development activities Already Approved found."
- Activities Deleted:** A section header with a dropdown arrow.

Activities Not Yet Submitted

When you are creating an activity before you submit the activity for approval you can save the activity to allow you to edit the activity later. Any activities that have been saved and not submitted will be displayed in this section.

Activities Awaiting Supervisor Approval

This section will display any activities that you have submitted for approval that needed your supervisor's approval first before going to the LPDC.

Activities Awaiting Committee Approval

This section will display any activities that you have submitted that are awaiting approval from the LPDC.

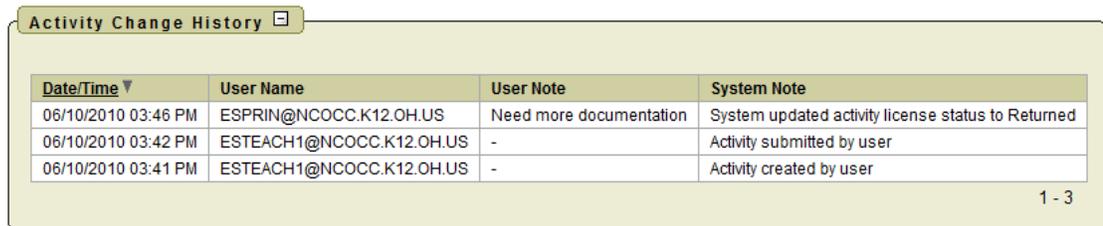
Activities Returned for Modification

Any activities that the LPDC have returned for additional information will display in this section.

1. Click on View next to the activity
2. Click on the + in the Activity Change History section



3. The reason why the activity was returned will be displayed under the User Note. You can then edit the activity and re-submit the activity for approval.



Date/Time	User Name	User Note	System Note
06/10/2010 03:46 PM	ESPRIN@NCOCC.K12.OH.US	Need more documentation	System updated activity license status to Returned
06/10/2010 03:42 PM	ESTEACH1@NCOCC.K12.OH.US	-	Activity submitted by user
06/10/2010 03:41 PM	ESTEACH1@NCOCC.K12.OH.US	-	Activity created by user

1 - 3

Activities Deleted

Any activities that you have deleted will display in this section.

Activities Already Approved

Any activities that the LPDC have approved will display in this section. In this section you can run interactive reports by clicking on the down arrow by the gear.



Activity Name	Description	Activity Status	Plan Status	Begin Date	End Date	Semester Hours	Quarter Hours	CEU Credit	CCR Equivalent	Vendor	Verification Method	Created Date	Edited Date	Submitted Date	Approved Date
LPDC Users Council	Users Council Meeting	Approved	Approved	06/16/2010	06/16/2010			35	35	LPDC	certificate	06/17/2010	06/17/2010	06/17/2010	06/17/2010

Sum: 35

Archive Plan

When you need to start a new plan:

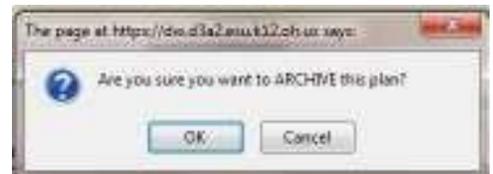
1. Click on View Plan.



2. When your plan is displayed click on Archive Plan.



3. You then need to click Ok to archive your plan.



View Archived Plans

To view past year's plans:

1. Click on View Archived Plans



A list of archived plans will be displayed.

Plans Archived									
View	Plan Name	Creation Date	Submitted Date	Approved Date	Archived Date	Committee Name	Chairman Name	Chairman Username	Supervisor Name
VIEW	My Plan	02/14/2010 03:16 PM	02/14/2010 03:16 PM	02/14/2010 03:18 PM	02/14/2010 03:22 PM	District LPDC	Marcia Principal	esprin@ncocc.k12.oh.us	Marcia Principal
VIEW	Plan 2	02/14/2010 03:27 PM	02/14/2010 03:29 PM	02/14/2010 03:29 PM	02/14/2010 03:30 PM	District LPDC	Marcia Principal	esprin@ncocc.k12.oh.us	
VIEW	Plan	02/14/2010 03:23 PM	02/14/2010 03:24 PM	02/14/2010 03:25 PM	02/14/2010 03:26 PM	District LPDC	Marcia Principal	esprin@ncocc.k12.oh.us	

1 - 3

2. Click on View to display the plan.

