eDoctrina

eDoctrina Help Guide

PD30: Completing Required Training

Paterson Public Schools
Learning Today, Leading Tomorrow

Navigate with Confidence

These guides will provide an overview of the form's completion process from the perspective of both the appraiser and employee. They will outline the entire workflow, from start to finish, ensuring a clear understanding of each step involved.

The guides will also feature a section offering helpful tips and key information to assist you as you fill out the form.

Note: The screenshots within this guide reflect a specific user type. While the steps and functions are similar, your form's specific contents may appear different.

Additional Tips and Information



= This symbol indicates special attention is needed.



= This symbol highlights a tip or important information.

eDoctrina

PD30: What It Is & What It Does

What It Is

PD30 is eDoctrina's specialized, district-wide professional learning & educator calibration platform built exclusively for K-12 school systems.

- ✓ **Integrated Learning Management**: An intuitive alternative to generic corporate LMS platforms partnering with Education Impact.
- ✓ **Calibration Framework**: Standardizes how administrators evaluate and score instructional practice.
- ✓ **Growth-Driven Engine**: Bridges educator evaluation findings directly to targeted professional development.

What It Does

Delivers Dynamic Courses

Houses customized learning paths with built-in screen/video recording, paced modules, file sharing, and interactive staff discussion boards.

Skill Building

Ensures staff can home in on particular modules as assigned by administrators when the staff member needs additional training.

Tracks CEU & PD Hours

Allows staff to retain certificate documentation based on module usage.

Automates District Reporting

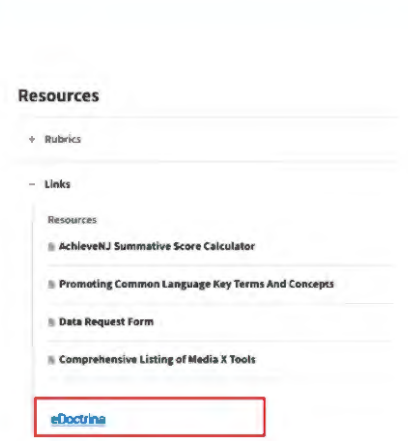
Provides dashboards to monitor completion rates, school-level participation, and generate audit-ready summary logs.

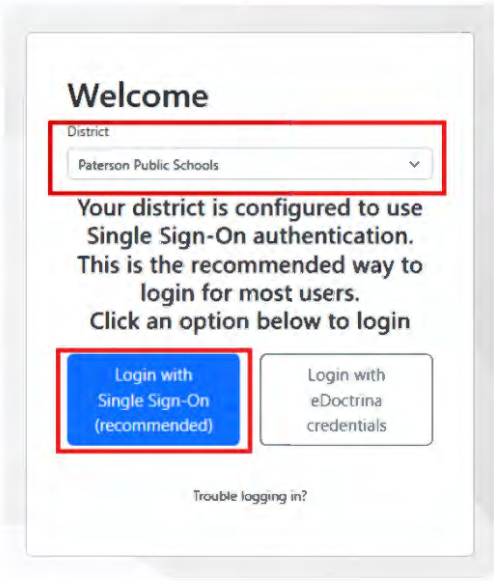
Single Sign-On Workflow | Targeted Staff Growth | Asynchronous

To access eDoctrina, please log in to your account

1. Go to the District website and choose **STAFF**, then **Accountability**
2. Under **Resources**, click the **Links** dropdown, then click **eDoctrina**.
3. District should be set to **Paterson Public Schools**, then select **Login with Single Sign On**.







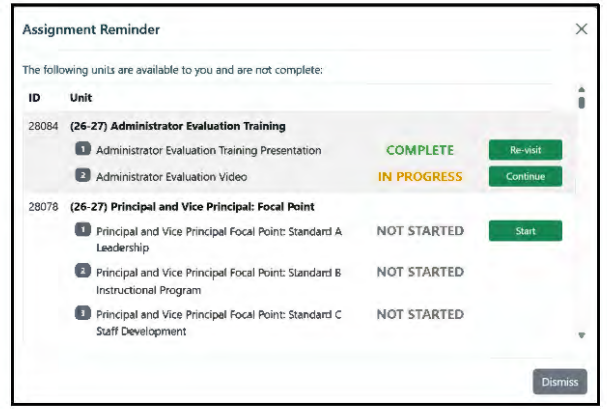
PD30 Training

Step 1: Click on PD30 Training to be directed to My PD30.



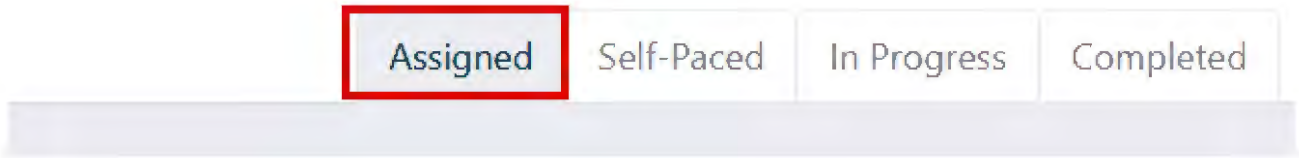
Additional Tips and Information

A pop-up will appear upon log in reminding you of an assigned trainings.



PD30 Training

Step 2: Trainings will be found under the appropriate tab. Select Assigned.

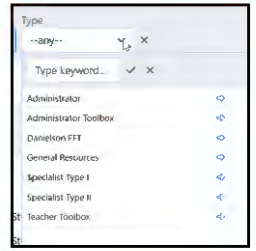


Each PD30 tab at the top of the page, represents different learning opportunities or progress.

Assigned	Courses you have been assigned and required to complete.
Self-Paced	Courses you can choose to complete.
In Progress	Courses you are currently taking.
Completed	Courses you have already taken.

Additional Tips and Information

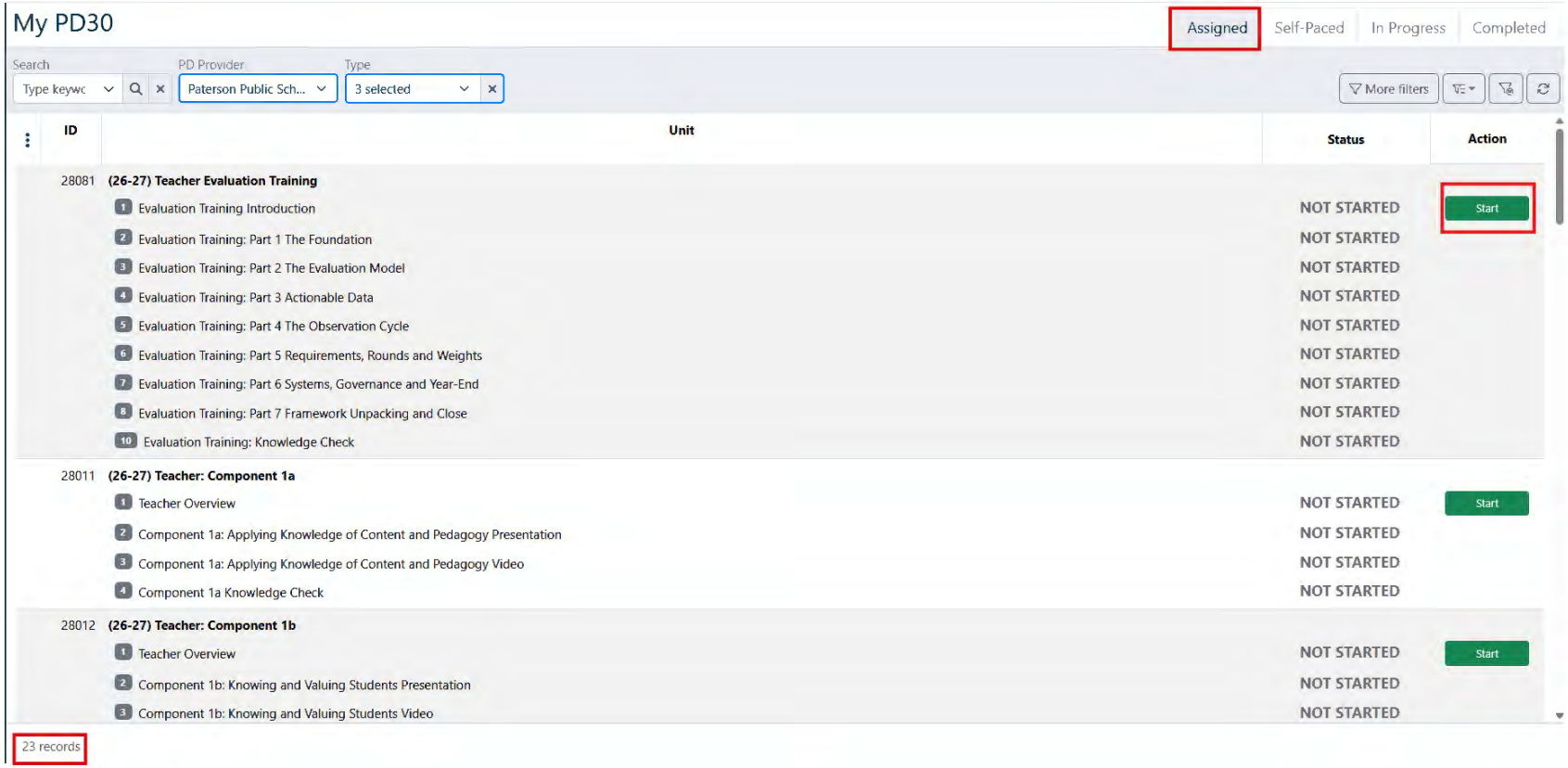
- The training will open in a new tab.
- If you have already started a training, but did not complete it, click on the “In Progress” tab. When you have successfully completed the training, it will shift to the “Completed” tab.
- This module will be accessible throughout the school year.
- Use the Type filter to find modules



PATERSON PUBLIC SCHOOLS
Learning Today, Leading Tomorrow

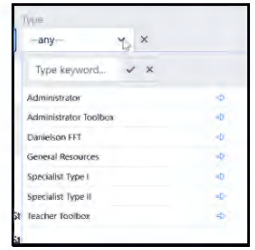
PD30 Training

Step 3: Your assigned modules will populate under the Assigned tab. The total number of modules will be listed in the bottom left corner. Click Start to begin a module.



Additional Tips and Information

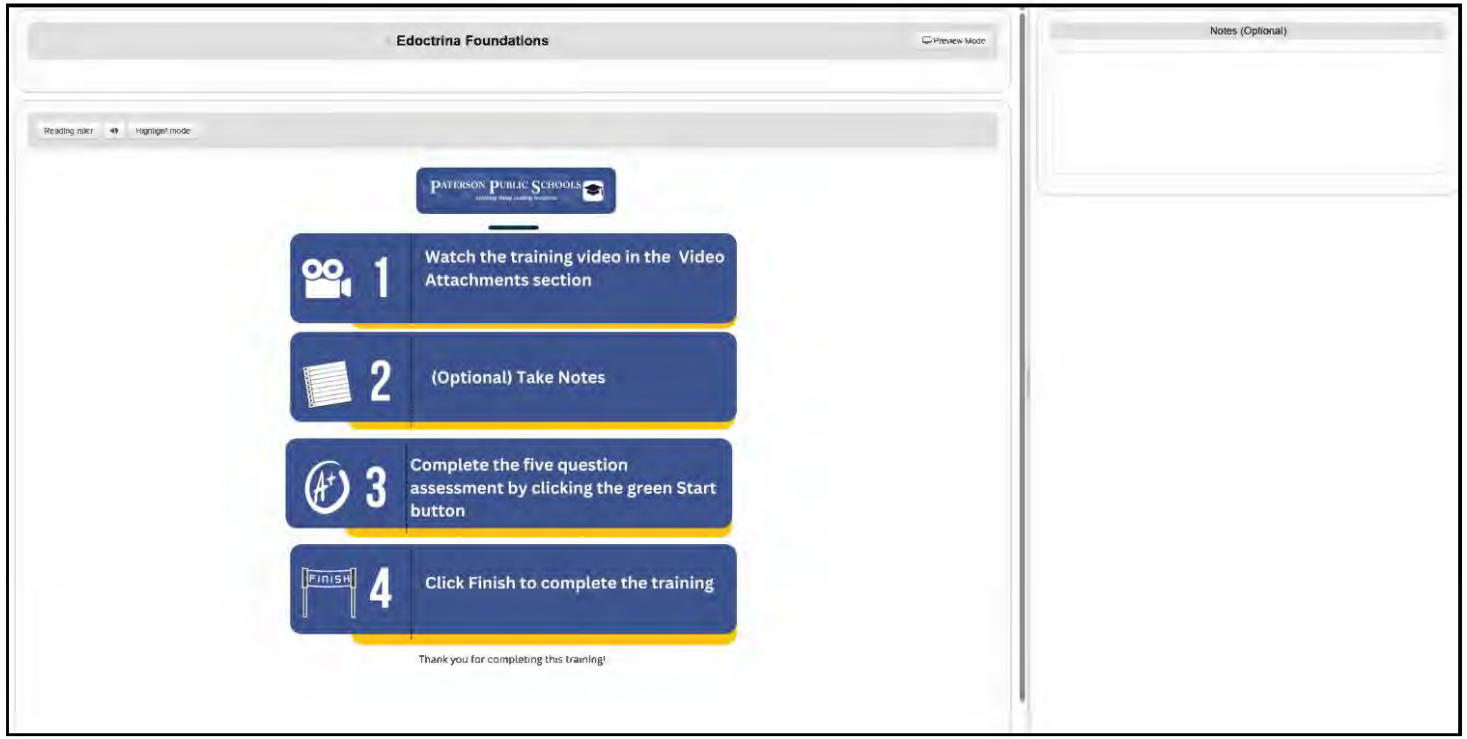
- The training will open in a new tab.
- If you have already started a training, but did not complete it, click on the “In Progress” tab. When you have successfully completed the training, it will shift to the “Completed” tab.
- This module will be accessible throughout the school year.
- Use the Type filter to find modules



PATERSON PUBLIC SCHOOLS
Learning Today, Leading Tomorrow

PD30 Training

Step 4: Follow the directions within the module.



Additional Tips and Information

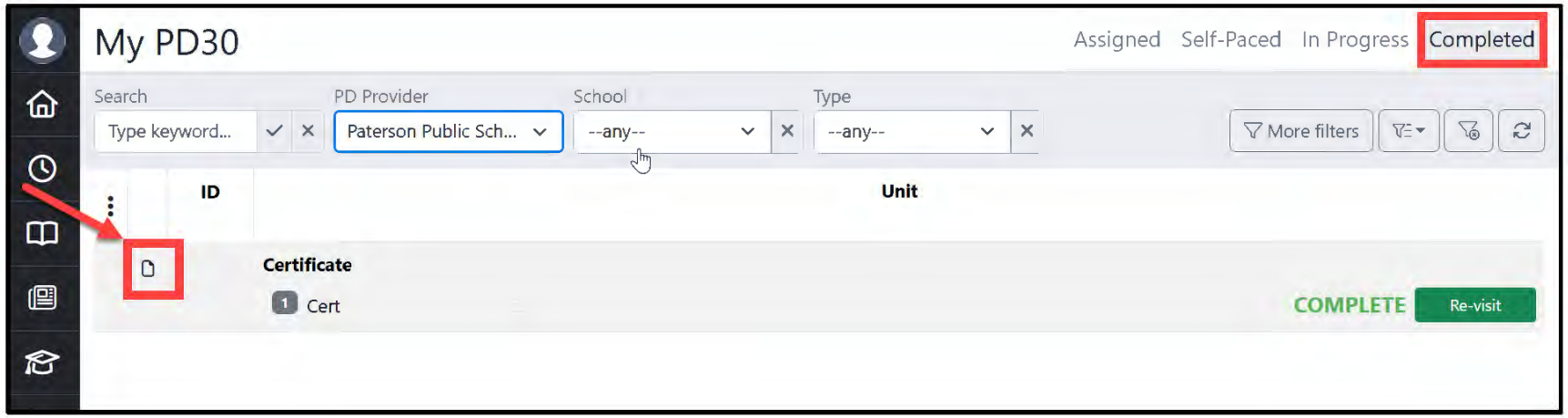
Click "**Finish**" to ensure the training is marked as Complete.



Paterson Public Schools
Learning Today, Leading Tomorrow

PD30 Training

Step 5: Download your certificate by visiting the **Completed** tab and clicking the certificate icon.



Additional Tips and Information

The certificate will open in a new tab. Please download and save for your records.



PATERSON PUBLIC SCHOOLS
Learning Today, Leading Tomorrow

PATERSON PUBLIC SCHOOLS

Learning Today, Leading Tomorrow

Department of Accountability

Contact Us

accountability@paterson.k12.nj.us

973-321-0630

eDoctrina

Thank you for sharing time and space with us today. We appreciate your diligence We appreciate your attention to preparation We appreciate your unrelenting support toward student achievement!