PDP TOOLBOX

"How to Get Points for a District Activity"

1) Log In to your account
2) Click "Your Account" tab
3) Choose and click on the activity you would to get points for.
    a) It will have a GREEN tab and show Not Submitted under Status
4) Complete the bottom section of the form
    a) Goal
        i)   Pull down the selection and click the one that applies
    b) Category
        i)   Click the one that applies
    c) Evidence
        i)   For district professional development type "See Attendance Roster"
    d) Reflection
        i)   Type in a brief description of what you learned
5) Click "Submit for Approval" Tab
6) The request for final approval will be sent to PD Committee & Chair

The color will change to Red showing that it was submitted. Once it is approved then it will change to Blue and will be reflected on your transcript.