1. What Is the PDP Toolbox?

The Professional Development Planner meets school and district needs by:
- Housing your professional development plans

- Coordinating and documenting professional learning

- Warehousing and streamlining the documentation and validation process for re-certification points

The PDP aligns with and implements Kansas Licensure Renewal Regulations (91-1-205 and 91-1-206) and Kansas Staff Development Opportunities Act Regulations (91-1-215 through 91-1-219).

As a learning professional you may add your own goals, request professional learning opportunities, and request your own professional development points. You will receive alerts to your regular e-mail account when you need to interact with the PDP Toolbox for staff development notifications.

To Begin:

You will need a computer with Internet access and a web browser such as Internet Explorer or Mozilla Firefox.

You will need to obtain a user name and password from your principal or PDC Chair.

You also will need to know the PDC process for your school district and any related policies.

See the Appendix in this program for Staff Development Consortium supporting documents.

The PDP Toolbox is divided into three sections: **Goals**, **Learning**, and **Points**.

1. **Goals**:

The 'Goals' section supports the district Multi-Year Plan for staff development and each individual School Improvement Plan. This section also allows for development of Individual Professional Development Plans (IPDPs).

2. **Learning**:

The 'Upcoming Learning Events' section organizes in-district level Staff Development

and provides the structure and accountability for out-of-district professional development.

3. **Points**:

The 'Points Request' section supports the process of requesting points for professional learning. Individual educator transcripts are generated here.

Now that you understand what each section is about, you're ready!

Sign in:
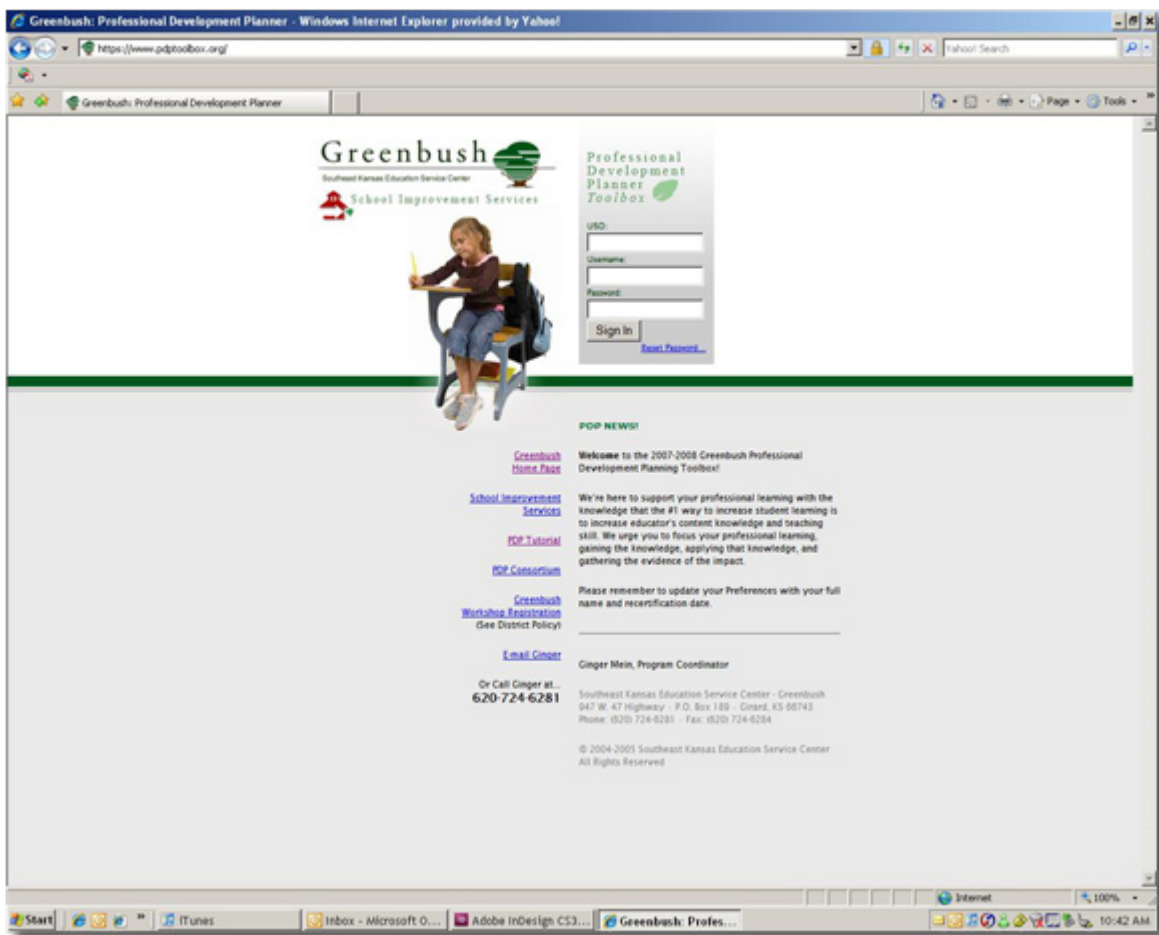
Log on to **www.pdptoolbox.org**. See figure 1.

The PDP Toolbox **Sign-in Page** will load in your browser. The **Sign In** page will appear and will look like the illustration above.

Enter your USD number, username, and password and click the "Sign In" button and the **PDP Toolbox**: **Staff** main page will appear. See figure 2.
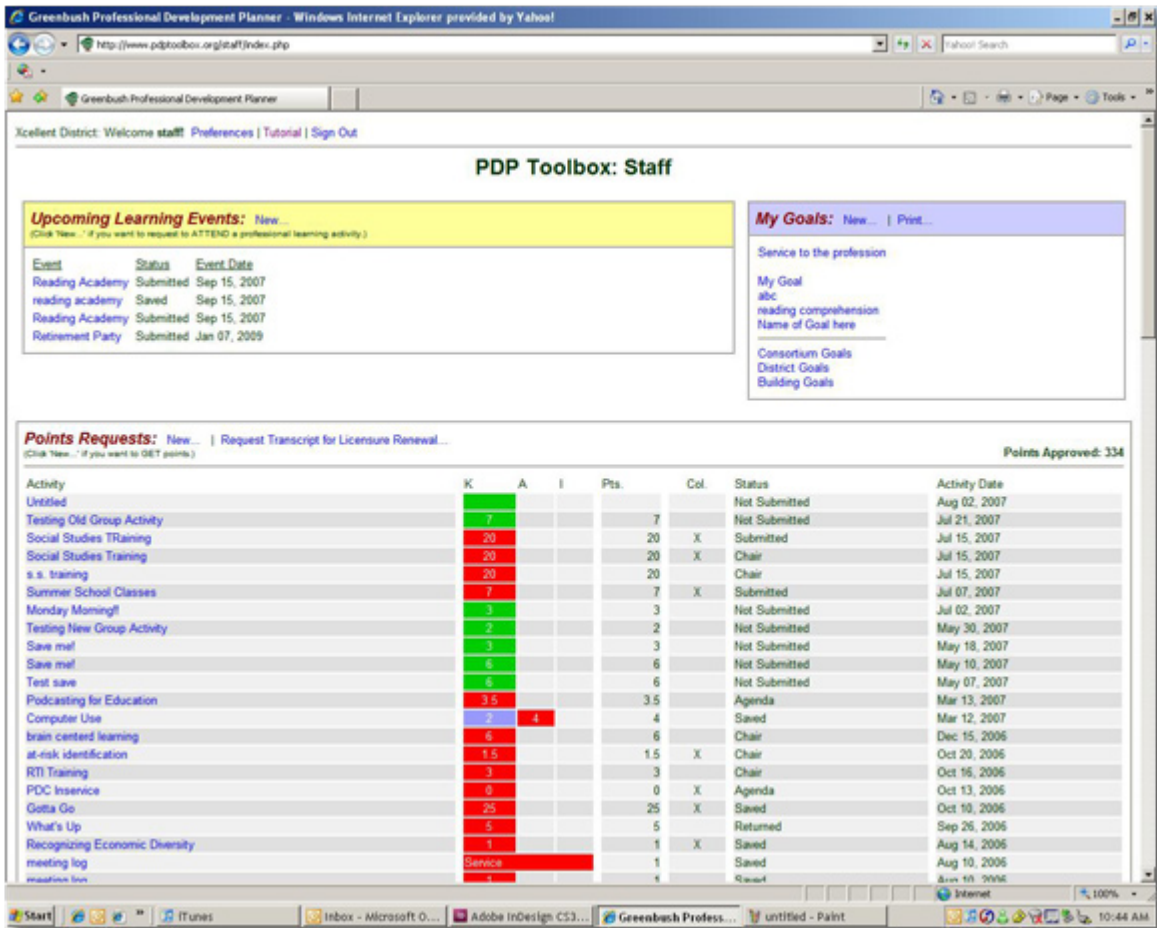
You are signed in to the PDP Toolbox. Please verify that your name and district are listed at the top of the page. Also at the top of this page is the 'Preferences' link that allows you to change your personal information, password, etc.

Note: It is strongly suggested that you:

- Change your password during your initial session with the Toolbox
- Change your name to your ***full legal*** name as it appears on your teaching certificate
- Enter your Current Certificate Expiration date and the period of your license. This information is found on your current license/certificate

This page is organized to view entries for the 3 components of the Toolbox – Upcoming Learning Events, Points Requests for Professional Development, and Goals. To return to this page during your session, just click the back button on your browser or close the page.

2. Working with Goals

In the Goals section, you will see a listing of your individual goals. If you have previously entered them, you will be able to access group Goals for the PDP Toolbox Consortium, your District, and your Building. To view the goals for one of these groups, click on the group name. A separate window will open listing the goals for that group. Clicking on the plus (+) sign will expand the individual goal to allow you to read specific information related to the goal. To close the group, click the minus (-) sign.

To add goals:

    1. If you would like to enter Individual Goals or add additional Individual Goals, click the New link located at the top of the 'My Goals' section on the main page. The Goal form will appear. See figure 3.

figure 3

    2. Click on 'Select Goal' to choose a Parent Goal for the new one. You are allowed to align the new Goal with existing Consortium, District, or Building Goals. Select goal and then click "Select Goal" button.

Note: The appropriate selection may be determined by your local district PDC policies.

    3. Enter information for the 'Goal Title', the 'Goal Statement and Outcome'. You may add the Action Plan, and any appropriate 'Comments', then click the Submit

4

for Approval button. You will briefly see a message that says "Saving changes – please wait..." then the PDP Toolbox: Staff main page will reappear.

Note: Your new Goal has been saved and sent to the appropriate person(s) for approval. The Save Only button may be used to save information as you are developing your goal but before you submit the goal for approval.

Guidelines for developing SMART goals are available by clicking the link at the top right on the page.

To edit or delete an existing Individual Goal-

1. Click on the title of the goal from the list in the upper portion of the 'My Goals' section.

(You will not be able to edit Goals for the Consortium, District or Building.)

2. Review the existing information and make any necessary changes.

3. Click on 'Resubmit for Approval' or 'Delete'.

Your changes will be recorded and sent to the appropriate person(s) for approval.

3. Working With Upcoming Learning Events

Learning Events are staff development activities that are eligible for PDC transcript points to be used for re-certification. Such activities would include any workshops, college coursework, district activities, etc. that are allowable under the local district PDC guidelines to receive PDC points.

When Learning Event Requests are submitted, they are reviewed by designated personnel in the district for approval then returned to the staff member.

Sign into the program as described earlier so that you are viewing the PDP Toolbox: Staff main page. The section 'Upcoming Learning Events' will be found in the upper left portion of this page. This section shows previously submitted requests, their status, and activity date. You are also able to submit new requests here.

The Status column provides a quick overview of the location for each individual Request in the approval process for your District. The terms used within the Status column:

Approved: The Event has been approved for participation

Disapproved: The Request has been denied for participation

Notified: Staff is invited to participate in a Learning Event coordinated by a Learning Coordinator.

Pending: The Learning Coordinator/s are reviewing the Request.

Resubmitted: The staff member has edited and resubmitted the Request for approval.

Saved: New Request information has been saved but not submitted by the staff member for approval.

Submitted: The Request has been sent by the Staff member, but has not been reviewed for approval.

To submit a new Learning Event request –

1. Click on the 'New' link located next to the 'Upcoming Learning Events' Heading.

2. The 'New Learning Request' form will appear. See figure 4.

3. Choose the button to show the Purpose for your request.

4. Complete the Activity Title and Description of the Learning Event if this area is not complete.

5. Complete date description and group as needed.

6. Click on 'Select Goal' to align the request to the appropriate Goal
Click on the (+) to expand the group Goal sections.

7. Fill out all of the applicable fields of the form paying particular attention to information involving registrations, substitute teachers, and vehicles.

8. Once all of the information has been entered, click the Submit for Approval button. You will briefly see a message that says "Submitting Learning Event Request for approval -- please wait..." then the PDP Toolbox main page will reappear.

Note: Your new Learning Event Request has been saved to the Event list and sent to the appropriate person(s) for approval. The 'Save Only' button at the bottom of the screen is provided so that you can return at a later time and enter or edit information prior to submitting the request.

Requesting Professional Development via this process DOES NOT register you for Greenbush services!

To edit saved or returned Learning Events –

1. Click on the event from those listed below Upcoming Learning Events section.
2. If applicable, review any comments made by person(s) evaluating the request.
3. Edit or add additional information to the fields as needed.
4. When finished editing, click on the appropriate button at the bottom of the screen
   a. 'Resubmit for Approval' when the request has been returned for correction or additional information.
   b. 'Submit Comment' when information has only been added to the 'Comments' box at the bottom of the form.

To delete a request from the list of Learning Events –

1. Click on the event listed under 'Event'

2. Click on the 'Delete' button located at the bottom of the form.

Note: Only the person originating a request can delete it from the program.

4. Working with Points Request

The 'Points Requests' section of the PDP Toolbox allows you to submit and track all PDC points requests for use on your official Transcript. As Points Requests are submitted, they are sent to the members of your local district Professional Development Council for review and approval.

Sign into the program as described earlier so that you are viewing the PDP Toolbox: Staff main page. The section 'Points Requests' will be found in the lower portion of this page.

This section shows previously submitted requests, current total of approved points, levels of requests submitted; i.e. Knowledge, Application, or Impact; request status, and activity date. You are also able to submit new requests here and request your official transcript when applying for re-licensure.

The Status column provides a quick overview of the location for each Request in the approval process for your District. The terms used within the Status column:

Not Submitted: Learning event that is available for points request.

Saved: Request added to account, but not submitted to PDC.

Submitted: Provided to PDC for review and action.

Resubmitted: Staff person changed request and provided update to PDC. Can only be done while request has 'Submitted', 'Returned', or 'Disapproved' status.

Pending: PDC Request Manager is reviewing request. Changes cannot be made.

Agenda: PDC Members are reviewing request. Changes cannot be made.

Chair: PDC Chairperson is reviewing request. Changes cannot be made.

Returned: PDC Request Manager has sent the request back to the staff person.

Disapproved: PDC Chairperson has declined the request.

Approved: PDC Chairperson has granted request.

Approved, Old Points: Points approved before your current licensing period.

To submit a new Points Request -

1. Click on the 'New' link located next to the 'Points Requests' section header. The 'New Knowledge Level Activity' form will appear. See figure 5.
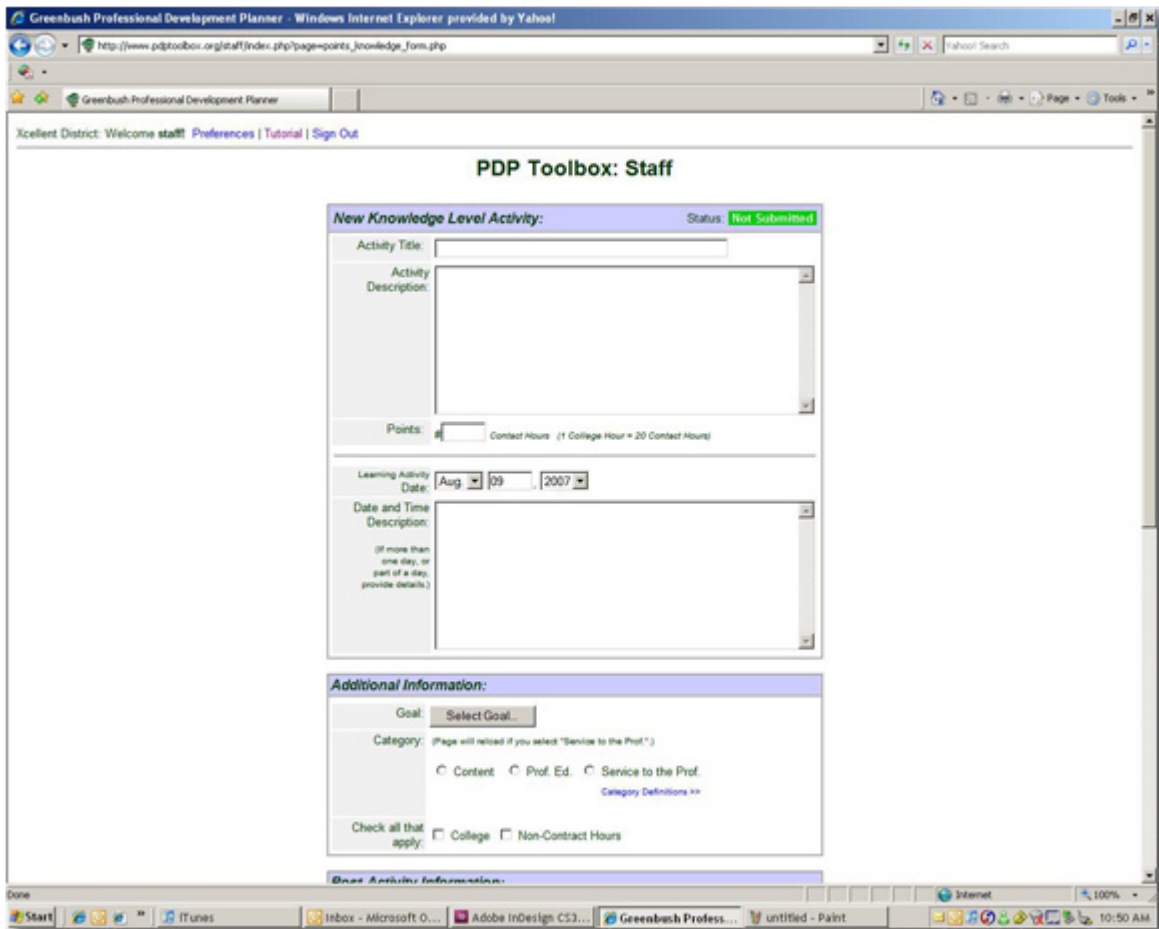
2. Enter the Activity Title, a short description of the Activity, the Number of Points requested and Date/s of the Activity.

Additional Information:

3. Click on 'Select Goal' to align the request to the appropriate Goal. Click the button in front of the selected goal.

Click on the (+) to expand the group Goal sections.

4. Select the Category for your request. Click on Category Definitions if you need help. Check the box for point earned through college credit and/or non-contract hours.

Post Activity Information:

1. Fill out the applicable fields on the form paying particular attention to information involving Evidence and Reflection. Evidence will vary depending on your PDC

guidelines and the level of points requested.

Four essential questions for reflection:
- What do I know now that I didn't know before? (Knowledge)
- What am I doing now that I couldn't or didn't do before? (Application)
- What changes have occurred in school or district programs, among my colleagues, or in student performance, participation, or behavior as a result of my learning? (Impact)
- How have I served others in the profession? (Service to the Profession)

2. The Comment section allows you to leave a message for the PDC committee if desired.

3.Once all of the information has been entered, click the Submit for Approval button. You will briefly see a message that says "Submitting points request for approval --please wait..." then the PDP Toolbox: Staff main page will reappear.

Note: Your new PDC Points Request has been saved to the Activity list and sent to the appropriate person(s) for approval .

The number in the colored box for each activity indicates how many points you have requested for that activity at that level. Clicking on the Activity title will allow you to access all requests submitted for that individual activity.

The 'Save Only' button at the bottom of the screen is provided so that you can return at a later time and enter or edit information prior to submitting the request.

To edit saved or returned Points Requests –

1. Click on the Request you are choosing to edit or review from those listed in the Activity portion of the Points Requests section.

2. If applicable, review any comments made by the person(s) evaluating the request.

3. Edit or add additional information to the fields as needed.

4. When finished editing, click on the appropriate button at the bottom of the screen
    a. 'Resubmit for Approval' when the request has been returned for correction or additional information.
    b. 'Submit Comment' when information has only been added to the 'Comments' box at the bottom of the form.

To Request Application or Impact Points --

1. Click on the title of the Activity in your approved points list on your main page. Click on the link at the top right to request Application points. Impact points cannot be requested until you have an approved Application of points.

To Request a Transcript –

1. Click on the 'Transcript Request for Licensure Renewal' link in the 'Points Request' section of the PDP Toolbox main page.

2. Provide the requested information

3. Click on the 'Submit Request' link

Your request will be sent to **Ginger Mein** at the Southeast KS Education Service Center at Greenbush who will generate the transcript and have it mailed to the specified address.

5. Appendix

Click on each item to view its contents. Each item is in PDF format. If you do not have Adobe Acrobat, you can download the free reader by clicking here:

- Graphic of the standards and levels
- Professional Learning Experiences, Levels, and Categories chart
- Professional Education Standards

CONGRATULATIONS, YOU HAVE NOW COMPLETED THE PDP TOOLBOX STAFF GUIDE.