Employee Kiosk

District IPDP Staff Manual

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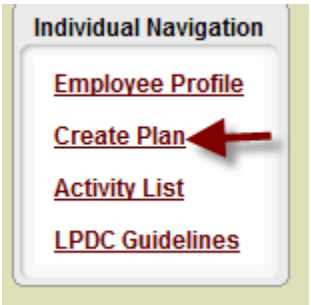
Employee Profile

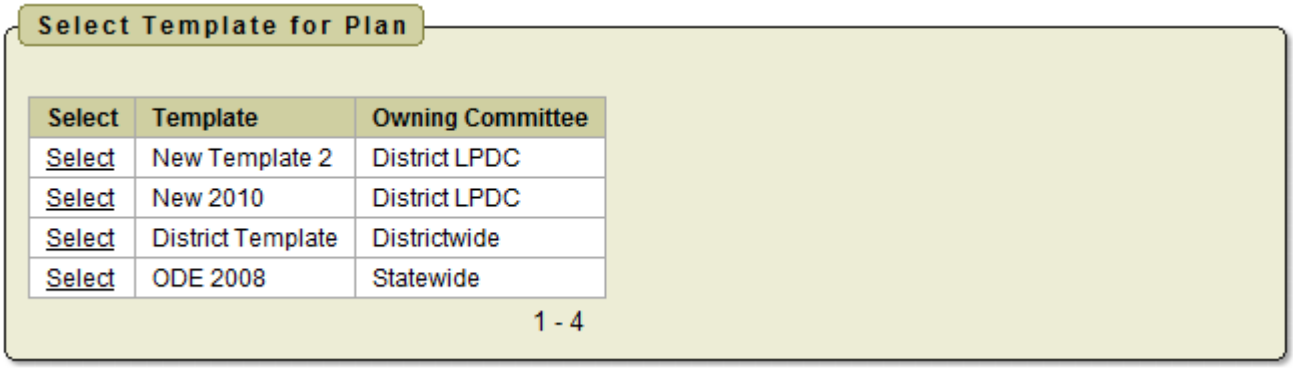
The Employee Profile information will display positions, certificates, and your active individual professional development plan. If you have not started a plan, nothing will display under the Individual Professional Development Plan

Creating A Plan

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



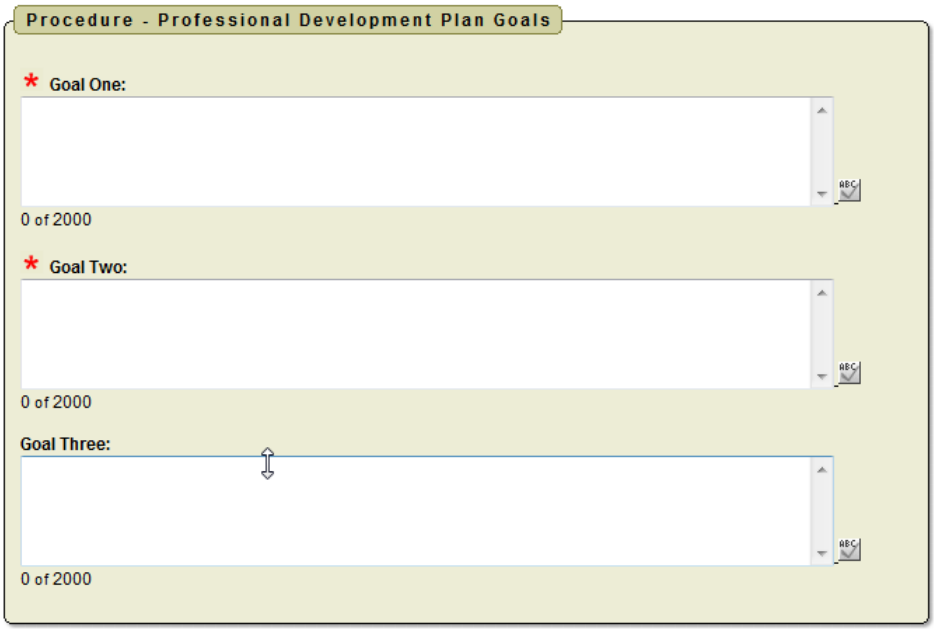
2. You will need to select a plan template. The template could be the statewide ODE template or a template that your district has created for you to use.



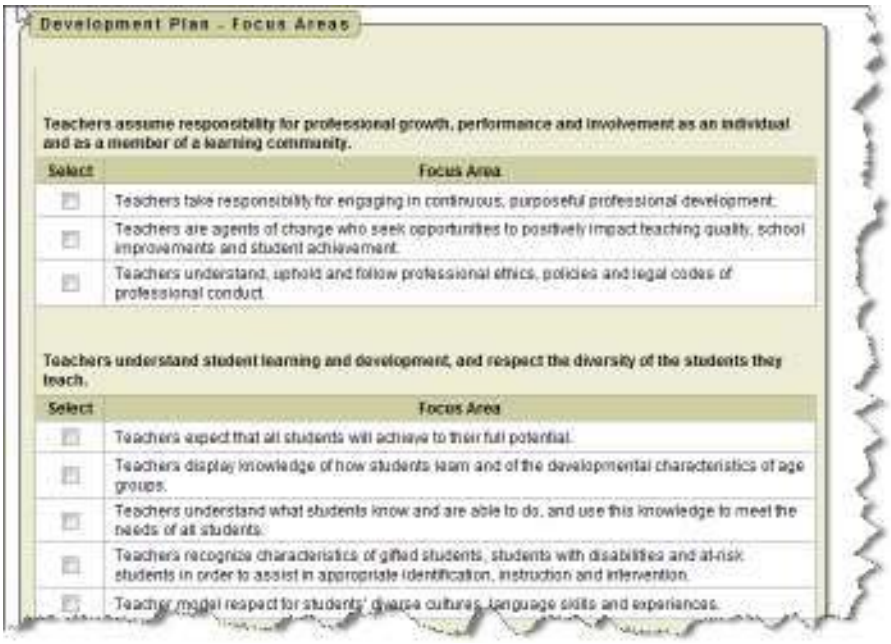
The first section to complete is the Development Plan Header.

1. The name of the plan can be whatever you want it to be.
2. Select the committee that will review your plan. The default is the committee your building is assigned to.
3. If your supervisor is supposed to approve your plan before it goes to the LPDC committee, select your supervisor's name from the drop-down menu. If none is selected it will go to the LPDC committee for approval. None is the default.
4. For Mission you need to select if your plan will be for a
    - 1 Year Renewal
    - Other
    - Renewal of a 5 Year License
    - 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 in Focus lets you type in the areas you want to focus on when seeking professional development opportunities.

7. Depending on the number of goals that your districts wants completed will determine how many goal fields that you see.



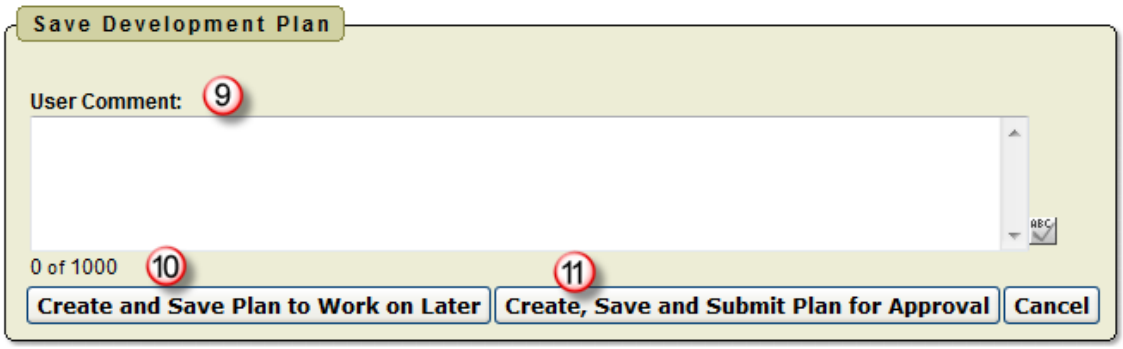
8. Based on the template your district has created for you to use you will see different Focus Area statements. You will need to select the statements that your plan will meet by clicking on the box next to the statement.



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.

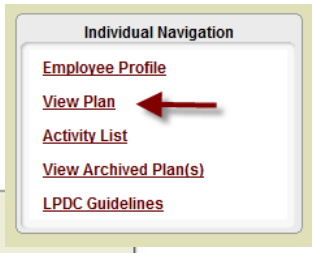
11. You can click on the Create, Save and Submit Plan for approval icon to submit your plan for approval



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

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

1. Click on View Plan.



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.

If 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.

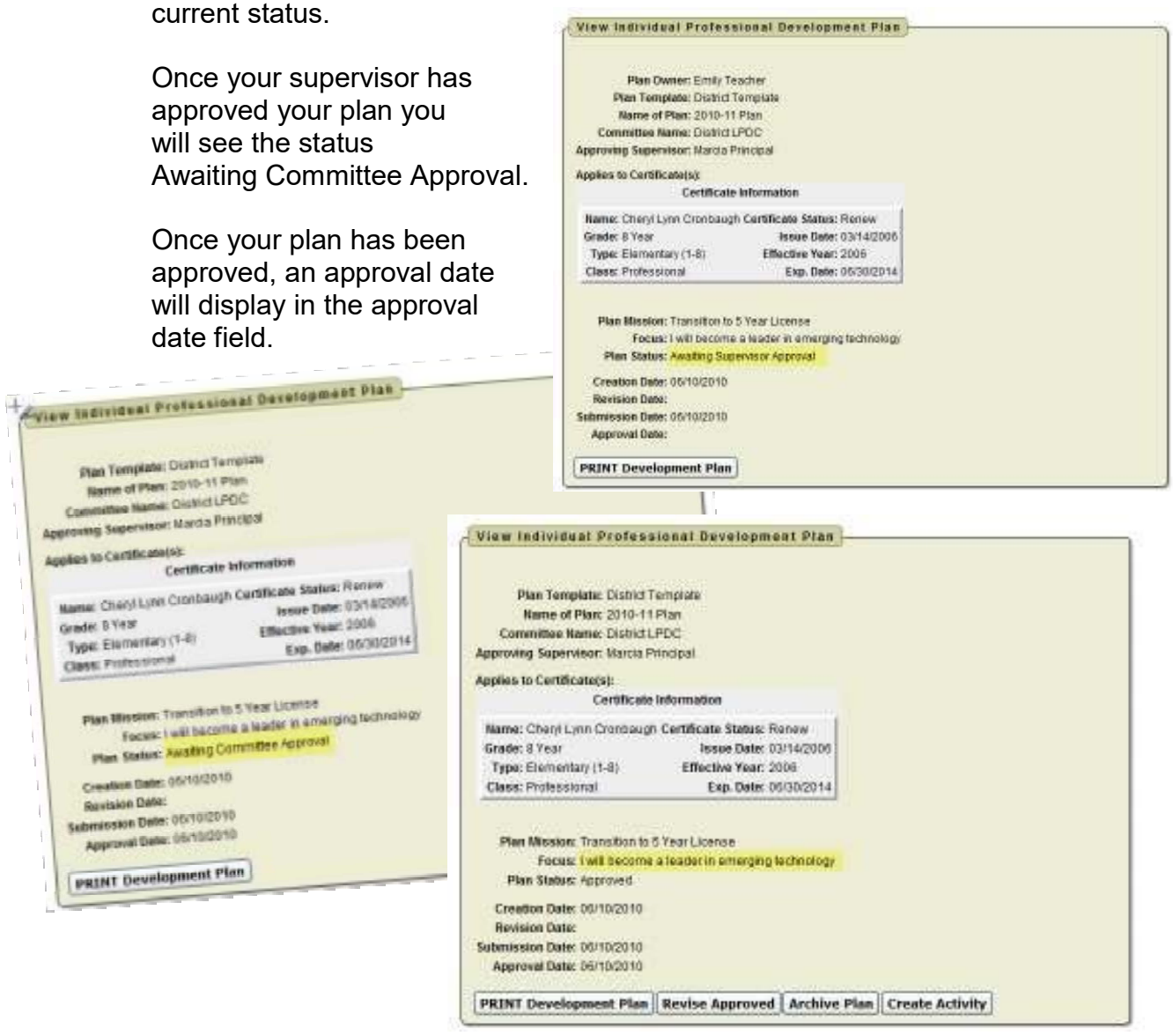
If your supervisor needs to approve your plan before it is submitted to the LPDC your supervisor will receive an email notification that they have a Professional Development Plan awaiting their approval.

Once your supervisor approves your plan you will receive an email notification that it has been approved. Your plan will then proceed to the LPDC Committee for approval.

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

Once your supervisor has approved your plan you will see the status Awaiting Committee Approval.

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

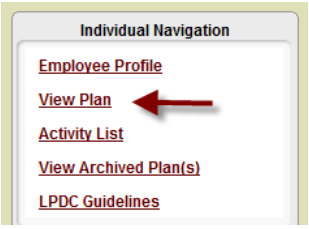


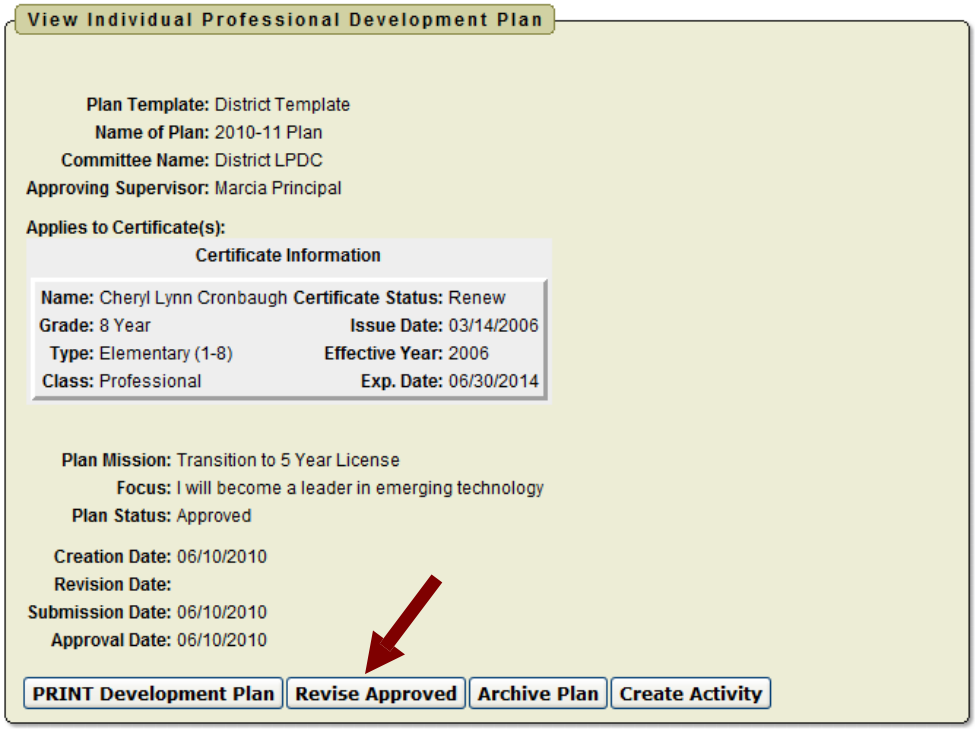
Edit Plan

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:

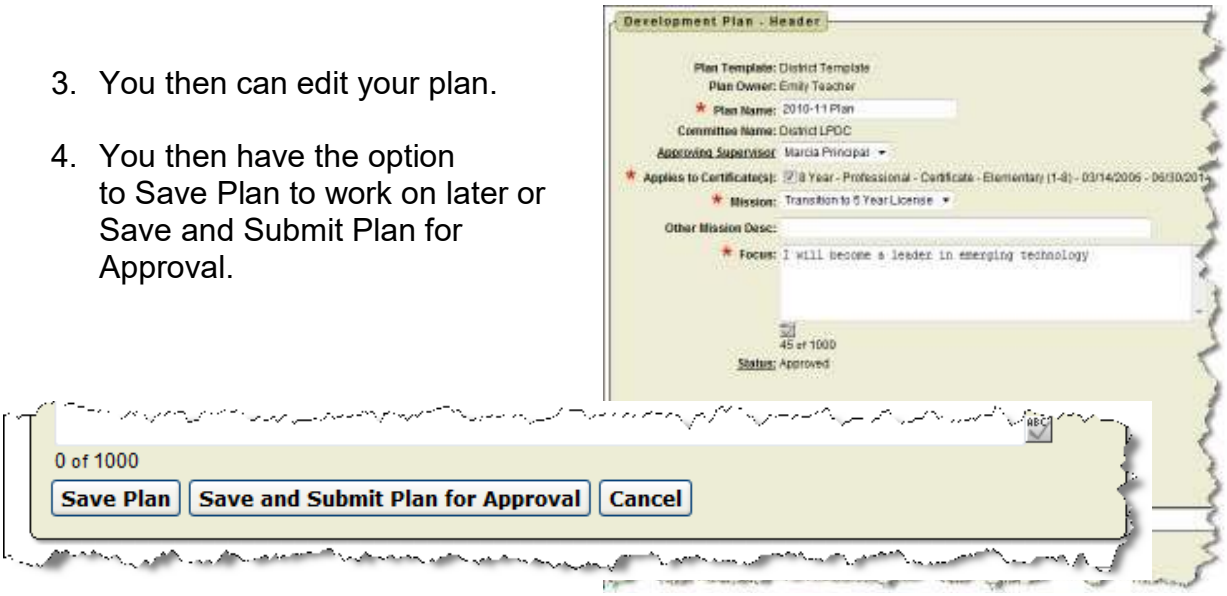
1. Click on View Plan.
2. Click on Revise Approved.





3. You then can edit your plan.

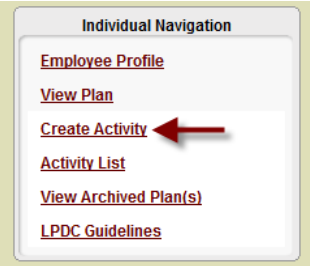
4. You then have the option to Save Plan to work on later or Save and Submit Plan for Approval.



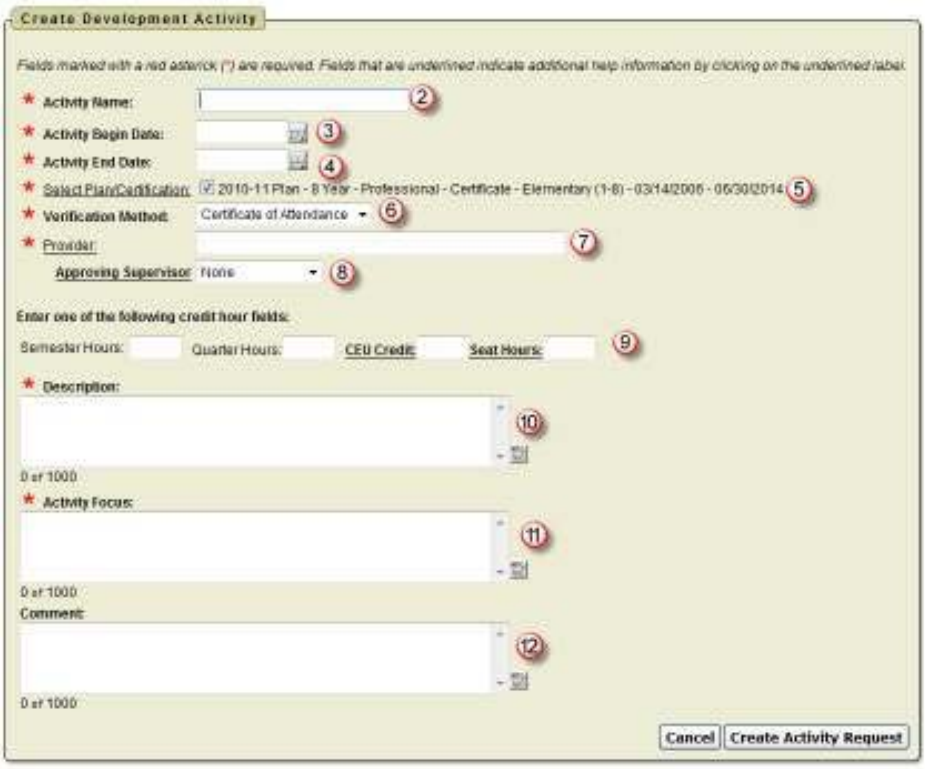
Create Activity

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

1. Click on Create Activity.



2. Enter the name of your activity.
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.
5. Make sure your certificate is selected.
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. If your supervisor needs to approve your activity before it goes to the LPDC for approval then select your supervisor's name in the drop down box. If you do not need supervisor approval then 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 seat 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. Describe how this activity fits with the focus of your plan. You can enter up to 1000 characters and you can click on the ABC icon to spell check this field.
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, etcB

Print Activity Detail
Allows you to print the information regarding this activity.

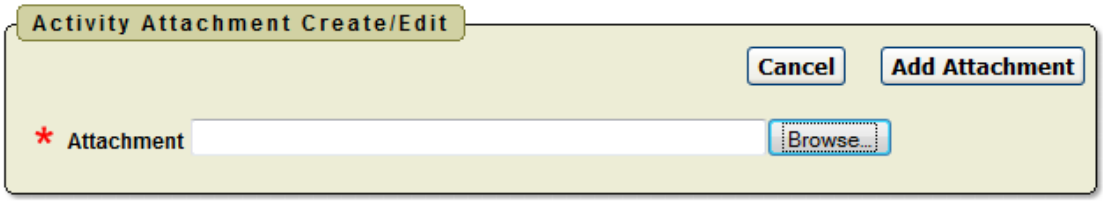
Submit Activity for Approval
Will submit the activity to go through the approval process. Once you click Submit you will then be able to attach attendance verification before the final submission of the activity.

Attaching Attendance Verification

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

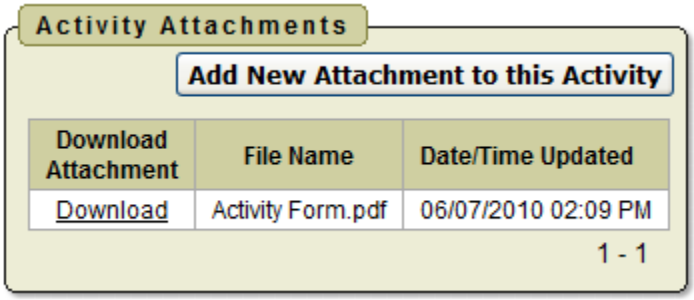
13. Click on Add New Attachment to this Activity.

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



15. Once you have located the file you want to attach click Add Attachment.

16. Once you have added the attachment you will see the attachment displayed.



17. 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.

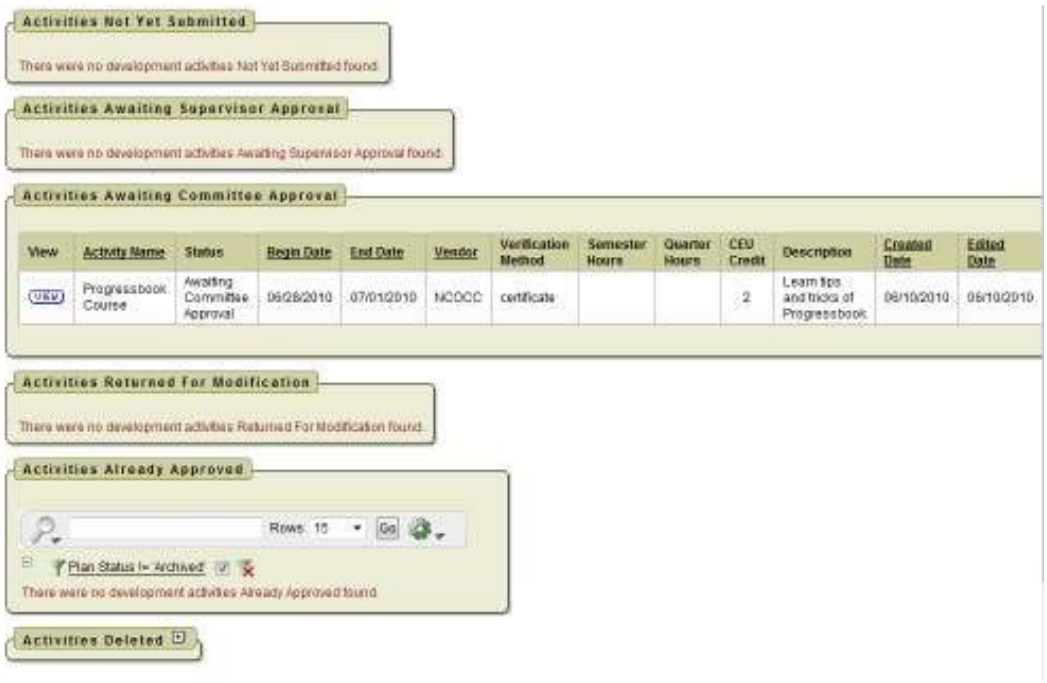
View Activities

Click on Activity List to review your activities.

You will see

- Activities Not Yet Submitted
- Activities Awaiting Supervisor Approval
- 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.



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.

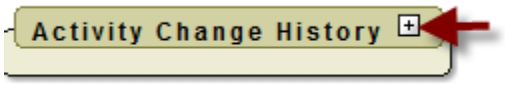
Activities Awaiting Committee Approval

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

Activities Returned for Modification

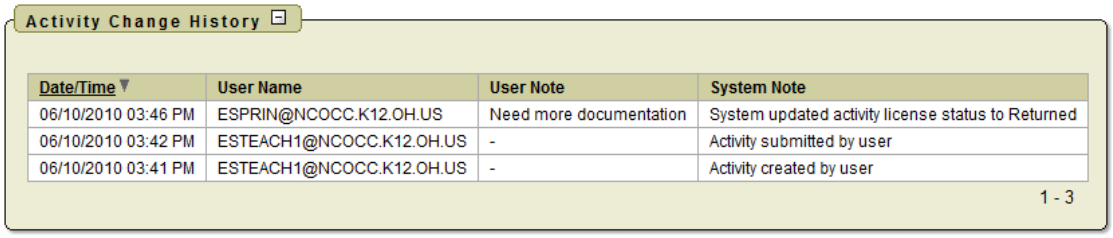
Any activities that the LPDC have returned for additional information will display in this section.

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.



Activities Deleted

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

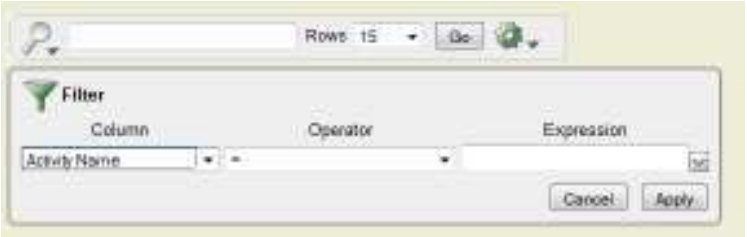
Activities Already Approved

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.

You also have the option to run interactive reports

Filter

Filter will allow you to take the display that you see in the activities approved section and narrow your results.



Under column you choose what you want to filter on, such as activity name, vendor,

verification method, start date, etc.

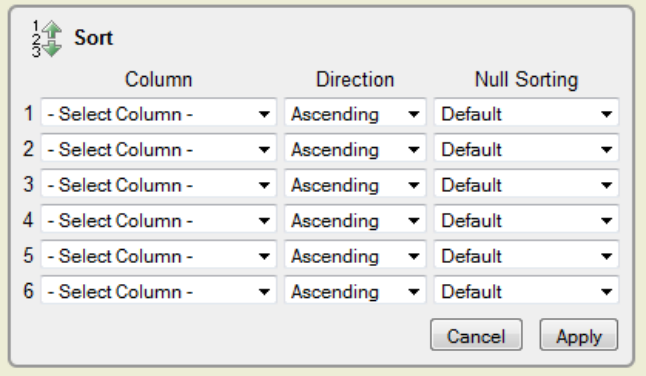
Based on the column filter you use you then will be prompted to select an operator like =, >, < , etc…

You can have multiple filters. In the example below the filter was used to display just requests for sick leave that were greater than 1 day. To remove a filter you can click on the red X.

Sort

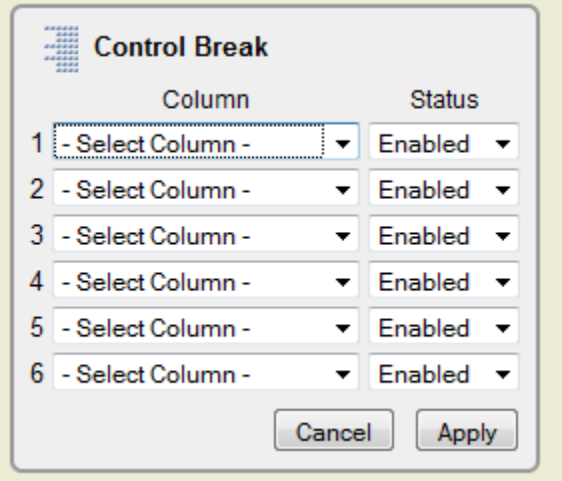
Sort will allow you to take the display that you see in the activities approved section and sort your results.

You can have multiple sorts on the information.



Control Break

Control Break will allow you to take the display that you see in the activities approved section and create breaks in the data. For example if you do a control break on Vendor, each leave will have a heading and all requests for the leave type will be displayed under that heading. You can have multiple control breaks on the information.



Highlight

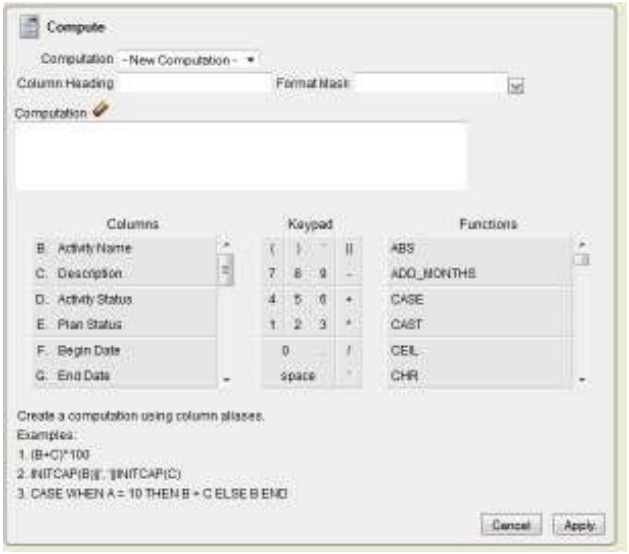
Highlight will allow you to take the display that you see in the activities approved section and highlight the specific data. You can select the background and text color and whether or not you want a row or cell highlighted. For example if you want to highlight all the CEU Credit you would select the column of CEU Credit and use the operator of = and the

expression of CEU Credit. All the sick leave would be highlighted with the colors you chose.

You can have multiple highlights. To remove a highlight you can click on the red X.

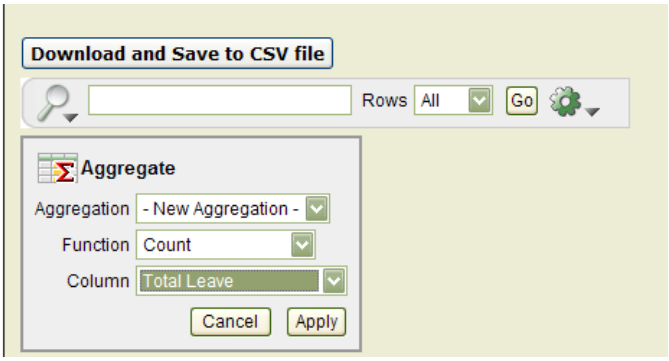
Compute

Compute will allow you to take the display that you see in the activities approved section and computed columns to your report.



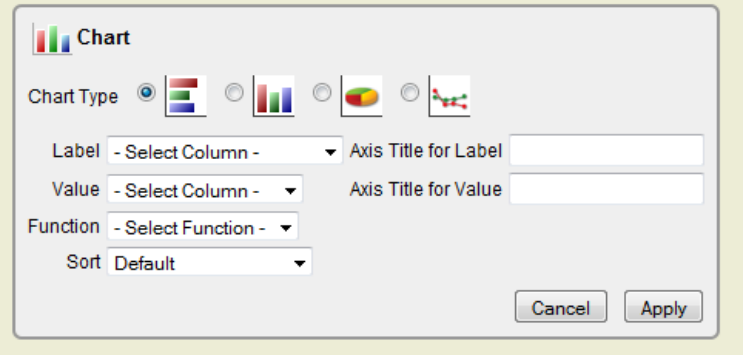
Aggregate

Aggregate will allow you to take the display that you see in the activities approve section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function your information will be displayed on the last line.



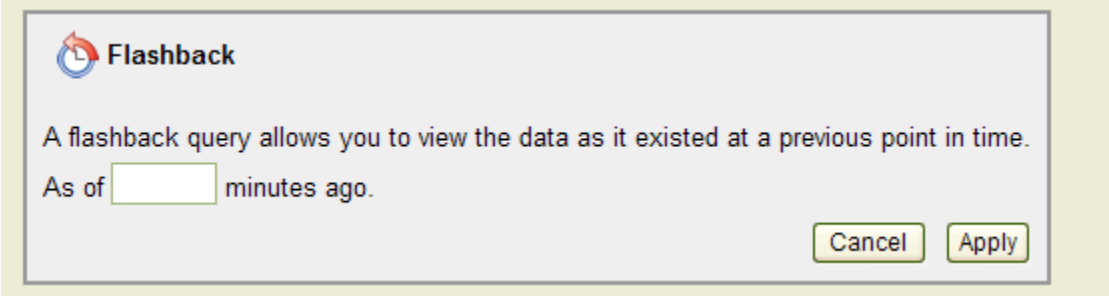
Chart

Chart will allow you to take the display that you see in the activities approved section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.



Flashback

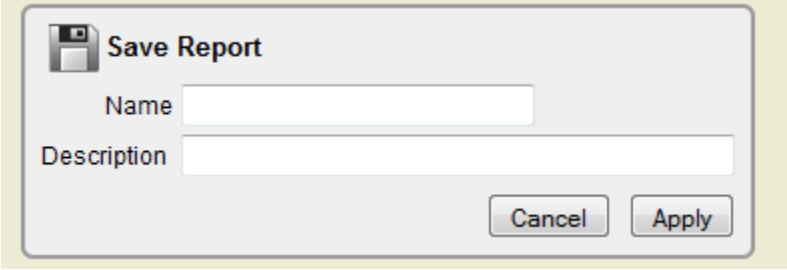
Flashback will allow you to view data as it existed at a previous point in time. Enter the time in minutes and you will see the data as it appeared at that point.



Save Report

Once you have generated a report with the results you want, you have the option to save the report for future use. Once you click on the save report you will be prompted to enter a report name and description.

The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.



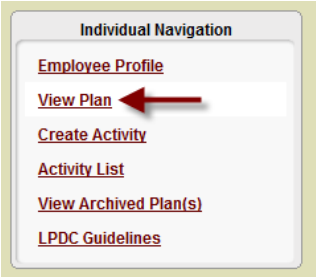
Reset

Reset will reset the report to its default settings incase you just need to start over.

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.

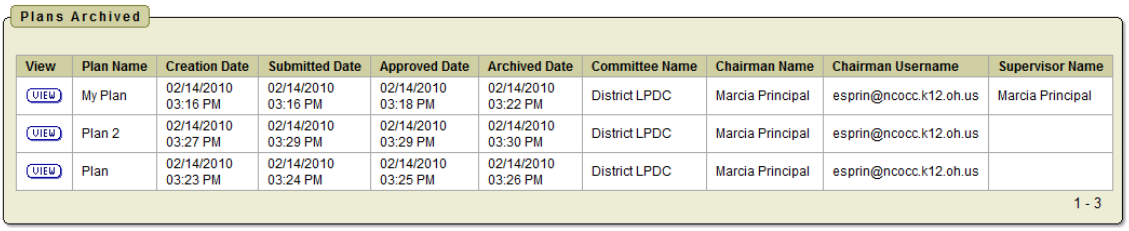
3. You then need to click Ok to archive your plan.

View Archived Plans

To view past year's plans:

1. Click on View Archived Plans

A list of archived plans will be displayed.



2. Click on View to display the plan.