District IPDP
Staff Manual

TABLE OF CONTENTS

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.

Select	Template	Owning Committee
Select	New Template 2	District LPDC
Select	New 2010	District LPDC
Select	District Template	Districtwide
Select	ODE 2008	Statewide

1 - 4

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.

Procedure - Professional Development Plan Goals

* Goal One:

0 of 2000

* Goal Two:

0 of 2000

Goal Three:

0 of 2000

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.

Development Plan - Focus Areas

Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

Select	Focus Area
☐	Teachers take responsibility for engaging in continuous, purposeful professional development.
☐	Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievement.
☐	Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Teachers understand student learning and development, and respect the diversity of the students they teach.

Select	Focus Area
☐	Teachers expect that all students will achieve to their full potential.
☐	Teachers display knowledge of how students learn and of the developmental characteristics of age groups.
☐	Teachers understand what students know and are able to do, and use this knowledge to meet the needs of all students.
☐	Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.
☐	Teachers model respect for students' diverse cultures, language skills and experiences.

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.
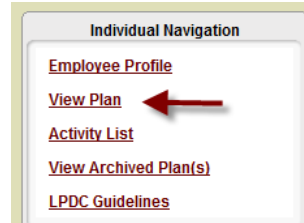
Edit Plan

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.

Individual Navigation

Employee Profile
View Plan
Activity List
View Archived Plan(s)
LPDC Guidelines

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.

Development Plan - Header

Plan Template: District Template
Plan Owner: Emily Teacher
★ Plan Name: 2010-11 Plan
Committee Name: District LPDC
Approving Supervisor: Marcia Principal ▾
★ Applies to Certificate(s): ☑ 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/201▾
★ Mission: Transition to 5 Year License ▾
Other Mission Desc:
★ Focus: I will become a leader in emerging technology
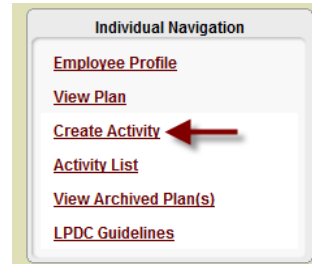
45 of 1000
Status: Approved

0 of 1000

Save Plan | Save and Submit Plan for Approval | Cancel

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.

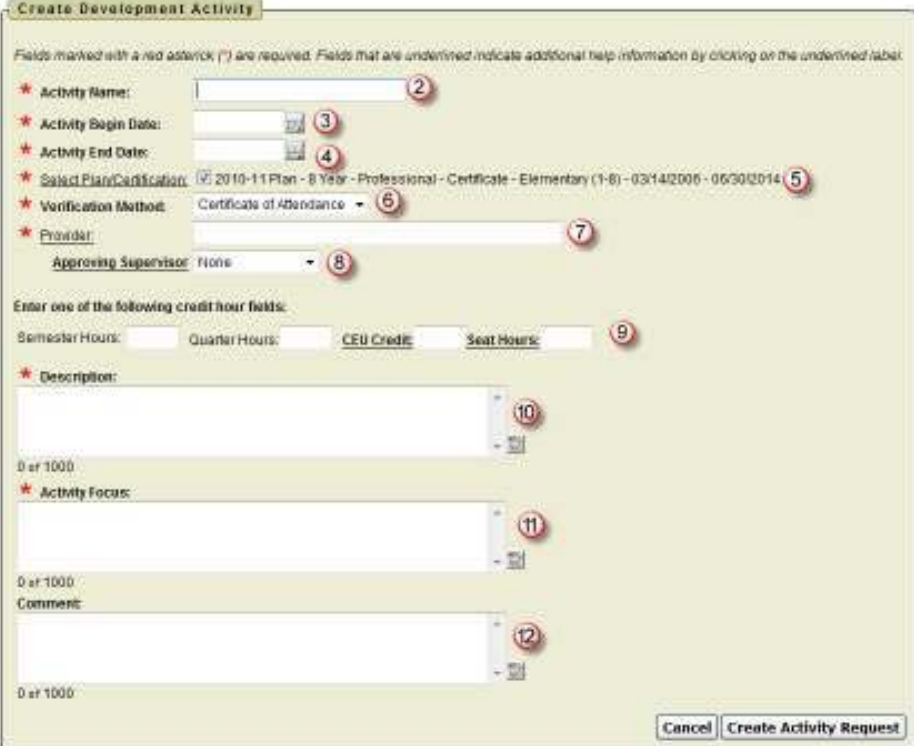4. Enter the activity end date or click on the calendar to select a date. Format is MM/DD/YYYY.

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.

Activity Detail

< Return to Previous Page

Activity Name: IPDP 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 IPDP software

Activity Focus: This will increase my knowledge of the IPDP 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.
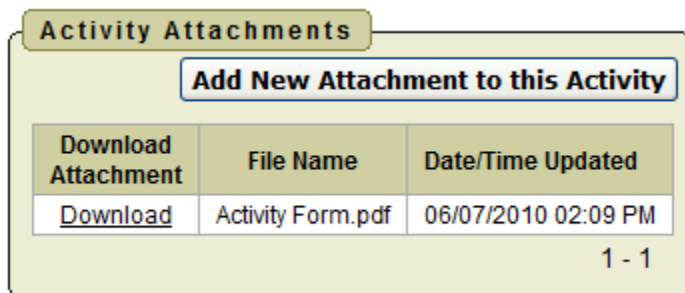
13. Click on Add New Attachment to this Activity.

Activity Attachments

> **Add New Attachment to this Activity**

no Activity Attachments found
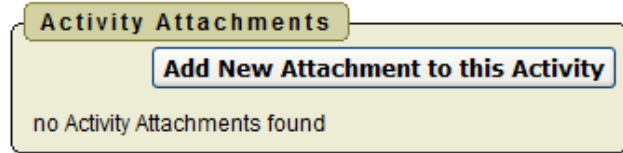
14. Click Browse to locate a copy of your CEU, Transcript, Agenda, Brochure, or Meeting Outline.

Activity Attachment Create/Edit

> **Cancel**   **Add Attachment**

* Attachment [   ] Browse...
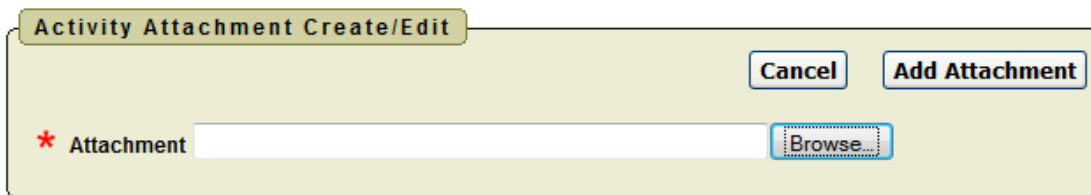
15. Once you have located the file you want to attach click Add Attachment.

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

Activity Attachments

> **Add New Attachment to this Activity**

Download Attachment	File Name	Date/Time Updated
Download	Activity Form.pdf	06/07/2010 02:09 PM

1 - 1

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

Activity Status: Not Submitted

Edit Activity   **PRINT Activity Detail**   **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.
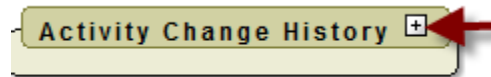
Activities Awaiting Committee Approval
This section will display any activities that you have submitted that are awaiting approval from the LPDC.
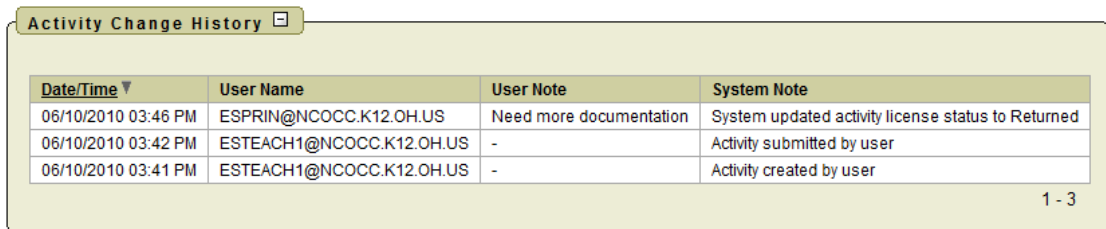
Activities Returned for Modification

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.

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.
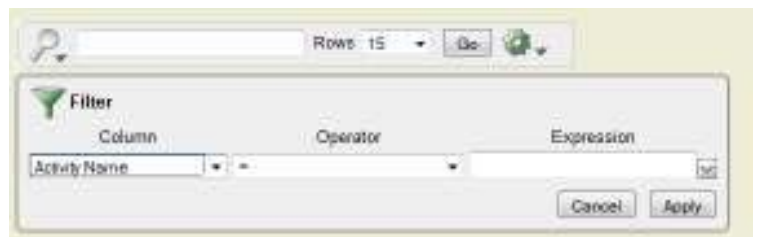

You also have the option to run interactive reports

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
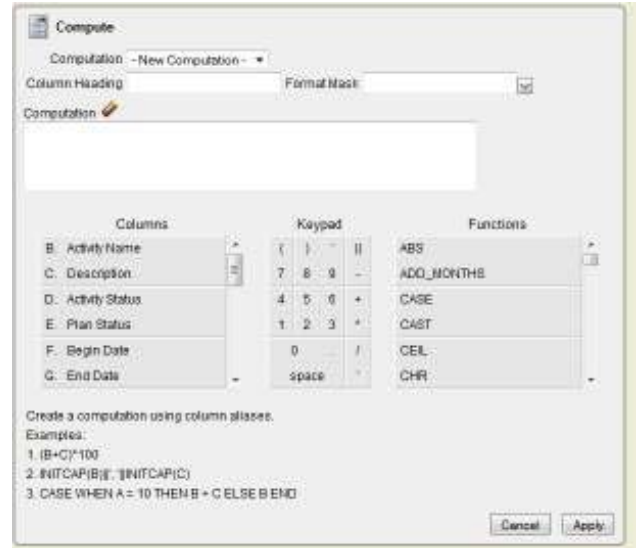

14

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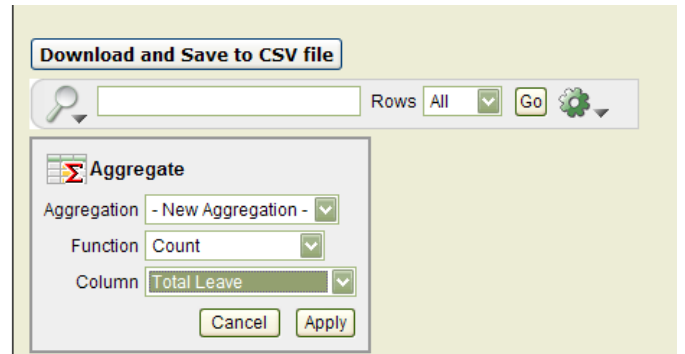
Compute
Compute will allow you to take the display that you see in the activities approved section and computed columns to your report.

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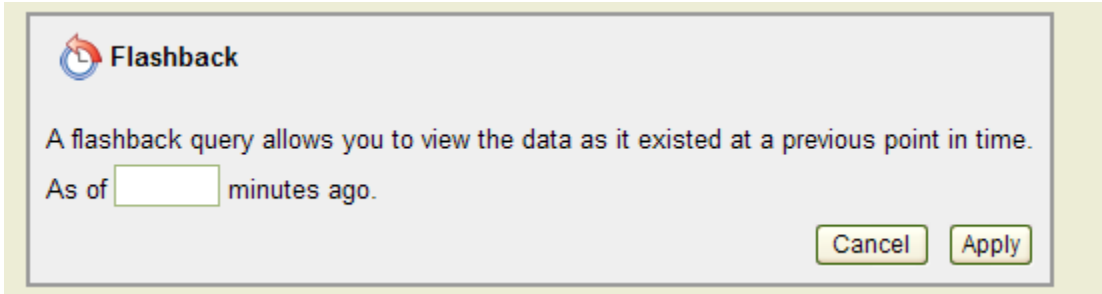
Chart
Chart will allow you to take the display that you see in the activities approved section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.
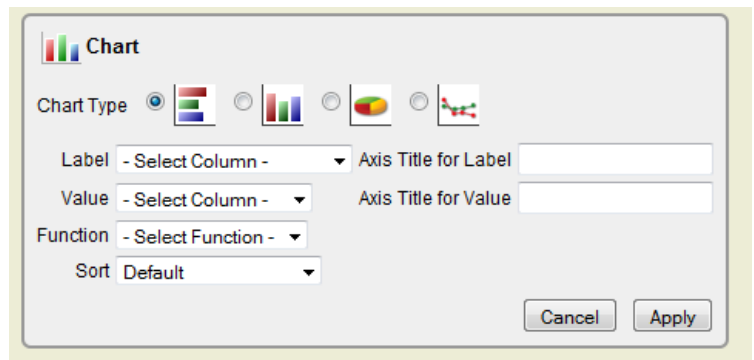
Flashback

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.
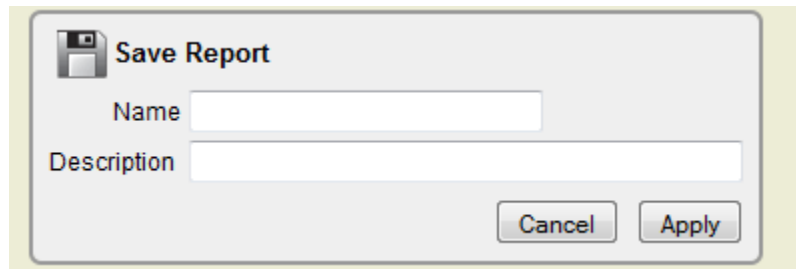

Save Report

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.
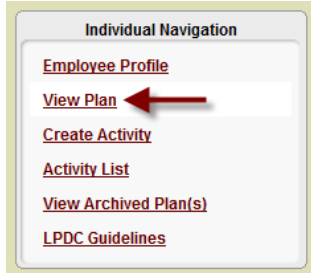

Reset

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.

Individual Navigation

Employee Profile

View Plan ⬅

Create Activity

Activity List

View Archived Plan(s)

LPDC Guidelines

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

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 need to click Ok to archive your plan.

The page at https://cia.d3a2.euu.t12.oh.us says:

❓ Are you sure you want to ARCHIVE this plan?

OK   Cancel
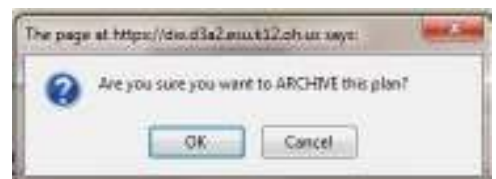
View Archived Plans

To view past year's plans:

1. Click on View Archived Plans

Individual Navigation

Employee Profile

View Plan

Create Activity

Activity List

View Archived Plan(s) ⬅

LPDC Guidelines
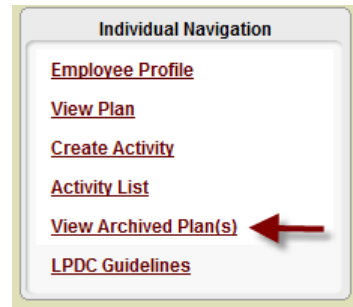
A list of archived plans will be displayed.

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.

View Individual Professional Development Plan

< Return to Previous Page

Plan Owner: Emily Teacher
Plan Template: District Template
Name of Plan: My Plan
Committee Name: District LPDC
Approving Supervisor: Marcia Principal

Applies to Certificate(s):

Plan Mission: Renewal of 5 Year License
Focus: focus
Plan Status: Archived

Creation Date: 02/14/2010
Revision Date: 02/14/2010
Submission Date: 02/14/2010
Approval Date: 02/14/2010
Archived Date: 02/14/2010

PRINT Development Plan

Plan Focus

Focus - Part 1: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in

My professional development activities will focus mainly on the following areas:

Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

☑ Teachers involve learners in self-assessment and goal setting to address gaps between performance and potential.