Employee Kiosk

# IPDP Setup Manual

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# Setting Up a District to Use IPDP

## Initial Setup in Kiosk

All employees that wish to participate with IPDP must be enrolled in the Employee Kiosk prior to setup.

1. Turn on IPDP under district configuration.

Roles must be set in Kiosk before setup begins in IPDP.

2. Assign the IPDP District Administrator to the staff person that will create/maintain committees, create/maintain templates and upload guidelines.

3. Assign the IPDP District Chairperson to the staff person that is the chairperson of the committee.

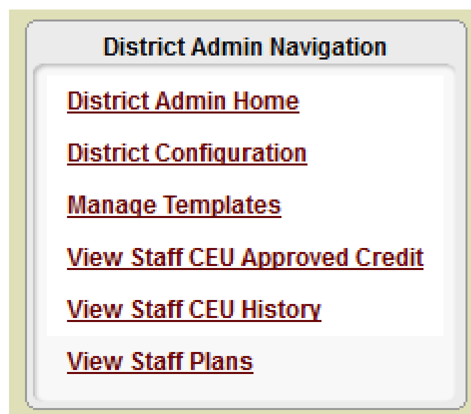
4. Assign the IPDP District Committee Member role to each person that is on the committee.

## Creating a Committee

First step for configuration is to setup committees

1. Under District Admin Navigation

2. Click on District Admin Home




3. Here you will see the button to Add Committee

4. Type in your committee name

5. Select the chairperson from the employees in the drop down menu. The only staff that will be displayed in the Chairman drop down are those staff that has been assigned the IPDP District Chairperson role in Kiosk.

6. Select the buildings to be included with this committee. To select multiple buildings hold the Ctrl key down while clicking. A building may only be assigned to one committee.


Once the committee has been created you will see the committee on the District Admin Home screen

| Edit Committee | List Buildings | Committee Name | Committee Chairman | Delete | Upload Committee Guidelines | Guidelines Filename |
|---|---|---|---|---|---|---|
| EDIT | List Buildings | District LPDC Commitee | Babe D RUTH | | Upload Guidelines | - |

## Adding Committee Members

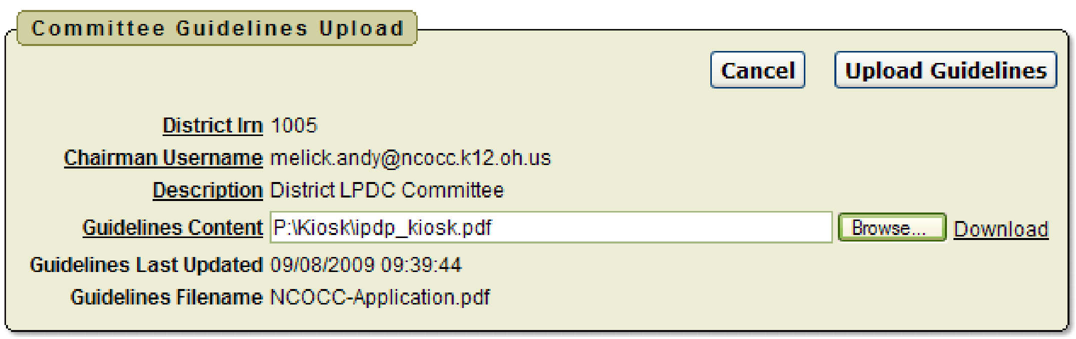
Before you can add committee members to the Committee you just created you need to go into Kiosk and assign the IPDP District Committee Member role to each person that is on the committee. Once you have assigned the role, those people will be displayed in the Committee Members list of staff to choose from.

1. You will need to click on the Edit icon under Edit Committee to add committee members.

2. You will see a list of staff members that have the IPDP District Committee Member role
3. Click on the person you want to add to the committee and click on the arrow pointing to the right.
4. Click submit to save this committee list.

## Uploading Guidelines

1. At this point you have the option to upload guidelines that will be available for display to employees in that district. The guidelines could be a PDF file containing district requirements for completing the IPDP or ODE requirements for activity credits. Whatever the district wants to display can be done as long as the file is a PDF.
2. When you click on Upload Guidelines



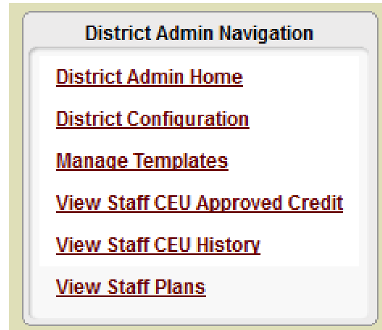

3. You will browse to where the file is that you want to upload and then click on Upload Guidelines.

4. Once you have uploaded the document it will be displayed in the Guidelines Filename column.

# District Configuration

You will need to setup a template for the plan that your staff will use when creating their plan.

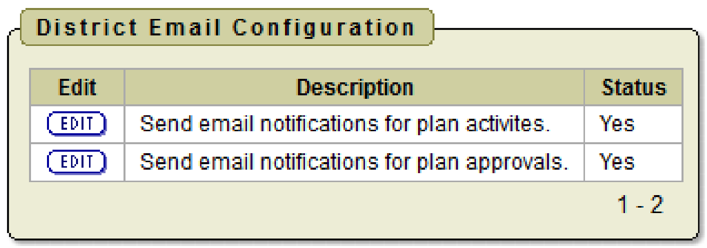
1. Under District Admin Navigation
2. Click on District Configuration

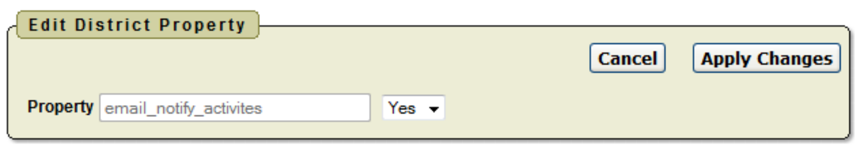



## *Email Configurations*

You have the option to send email notifications when activities are submitted and approved.

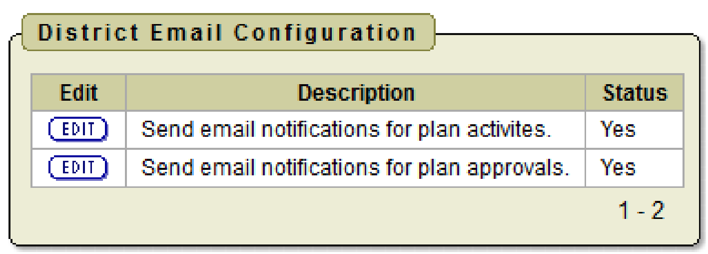
1. Click Edit next to Send email notifications for plan activities.
2. Click on the drop down arrow to select either Yes to turn notifications on or No to turn notifications off.
3. Click Apply Changes.

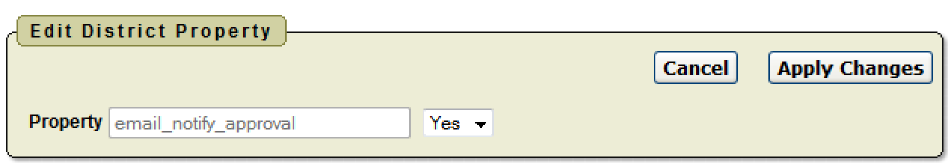



You have the option to send email notifications when plans have been approved.

1. Click Edit next to Send email notifications for plan approvals.
2. Click on the drop down arrow to select either Yes to turn notifications on or No to turn notifications off.
3. Click Apply Changes.

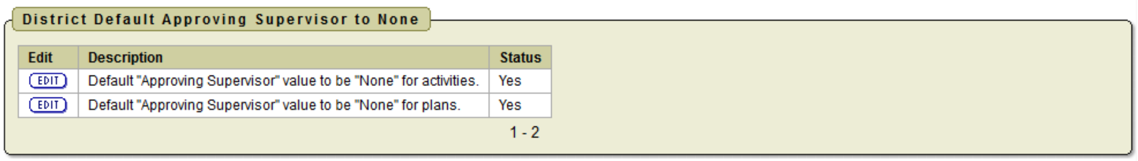


## *District Default Approving Supervisor to None*

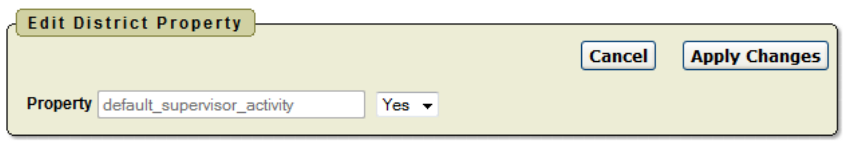
You will need to setup a template for the plan that your staff will use when creating their plan.

1. Click on Edit next to Default “approving Supervisor” value to be “None” for activities



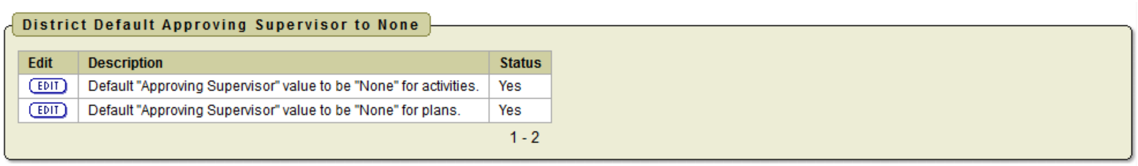

2. Click on the drop down arrow to select Yes to turn None as the default supervisor when creating an activity.

3. Click Apply Changes



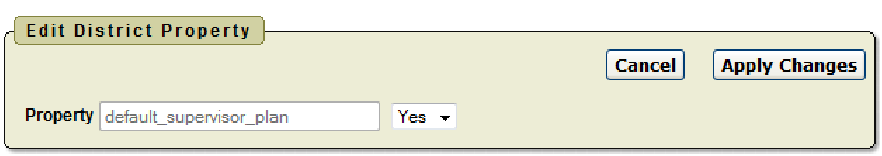

You will need to setup a template for the plan that your staff will use when creating their plan.

1. Click on Edit next to Default “approving Supervisor” value to be “None” for plans.




2. Click on the drop down arrow to select Yes to turn None as the default supervisor when creating a plan.

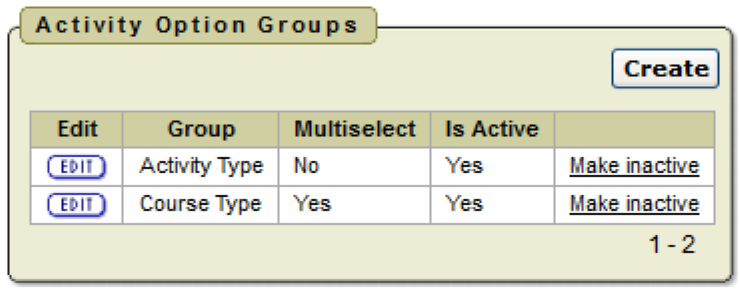
3. Click Apply Changes



## *Activity Option Groups*

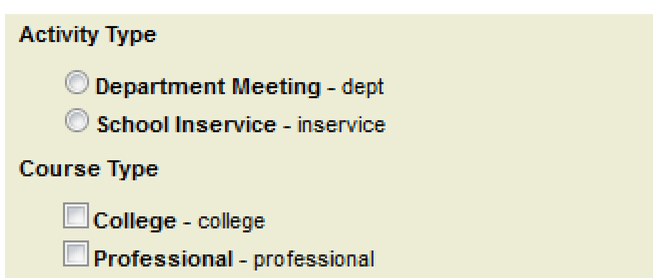
If an LPDC requires certain types of activities to be completed to be counted as credit towards a certificate renewal, Activity Option Groups can be created for staff to select when an activity is created.

1. Click Create to add a new Activity Option Group.

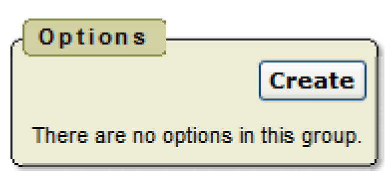



2. Type in the Group Name. For example this group may include types independent study that would be accepted by the LPDC.

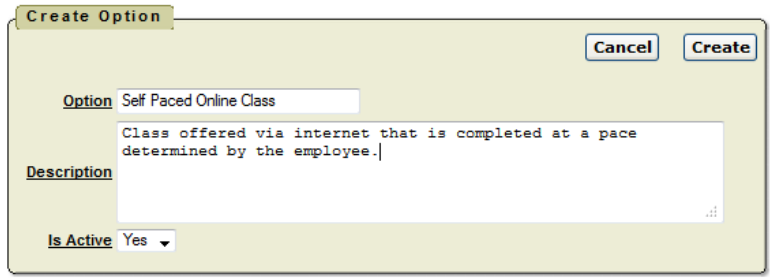
3. Select Yes or No if staff will have the ability to see more than one type activity option. If No is selected the employee will see a button to only select one option in that group. If Yes is selected the employee will be able to select multiple options in that group.

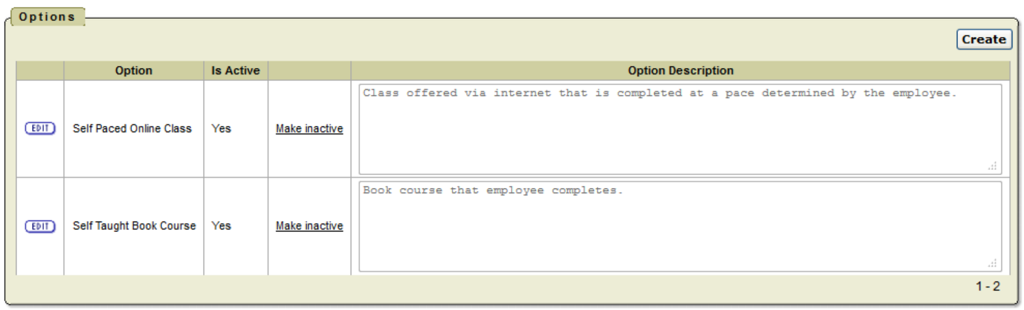

4. Select Yes or No if group is active. If group is active employees will see group displayed when creating an activity.



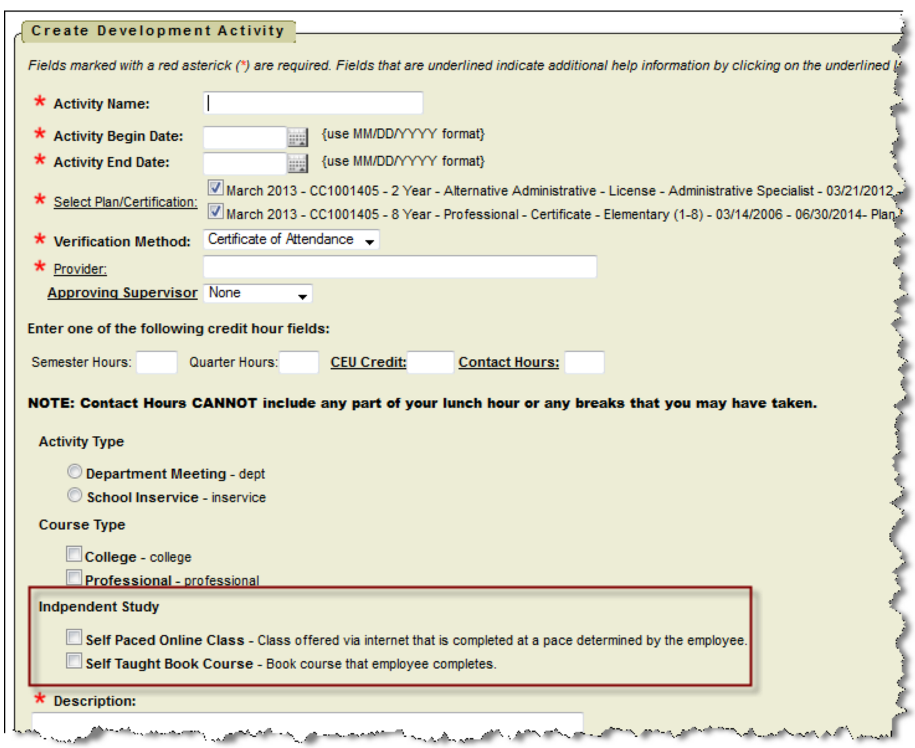
5. Click Create to enter options under the newly created group.
6. Enter the option name.
7. Enter a description.
8. Select Yes or No if option will be active.




9. As individual activity options are created they will be displayed in a list. To edit an option click on the Edit button.



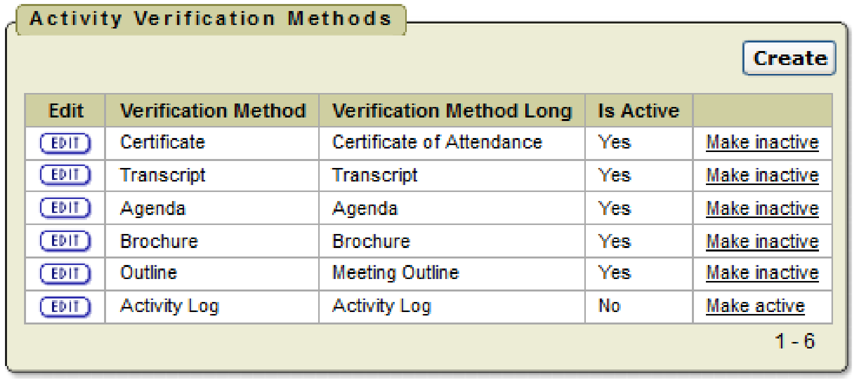

Once the Activity Option Group has been completed when the employee creates a new activity the group will display on the activity as an option.



## *Activity Verification Methods*

An LPDC can determine what verification methods they will accept for activities.

1. Click Create to add a new verification method.




| Edit | Verification Method | Verification Method Long | Is Active | |
|---|---|---|---|---|
| EDIT | Certificate | Certificate of Attendance | Yes | Make inactive |
| EDIT | Transcript | Transcript | Yes | Make inactive |
| EDIT | Agenda | Agenda | Yes | Make inactive |
| EDIT | Brochure | Brochure | Yes | Make inactive |
| EDIT | Outline | Meeting Outline | Yes | Make inactive |
| EDIT | Activity Log | Activity Log | No | Make active |

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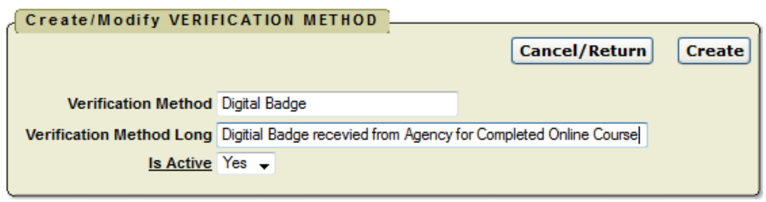
2. Type in the Verification Method Name.

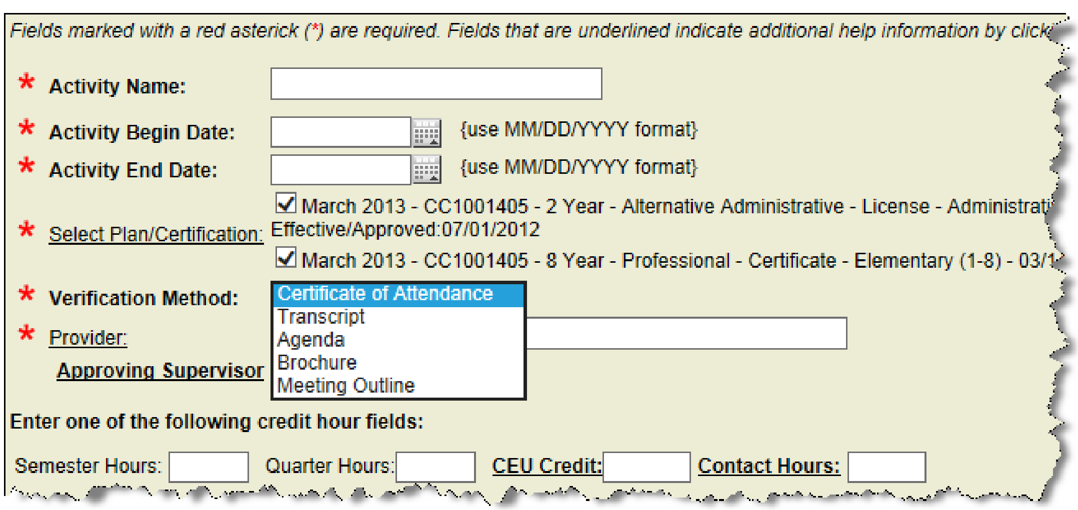
3. Type in a full description of the Verification Method.




4. Select Yes or No if option will be active.

5. Click Create.

Once the Verification Method has been completed when the employee creates a new activity the option will display under the verification method.

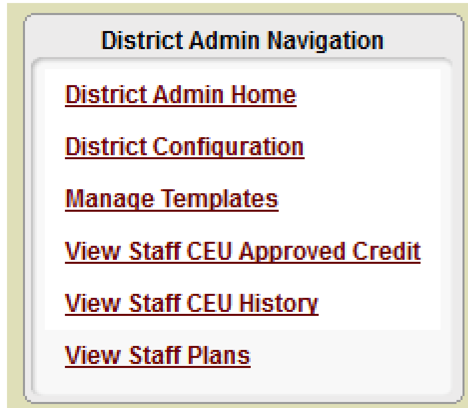


# Manage Templates

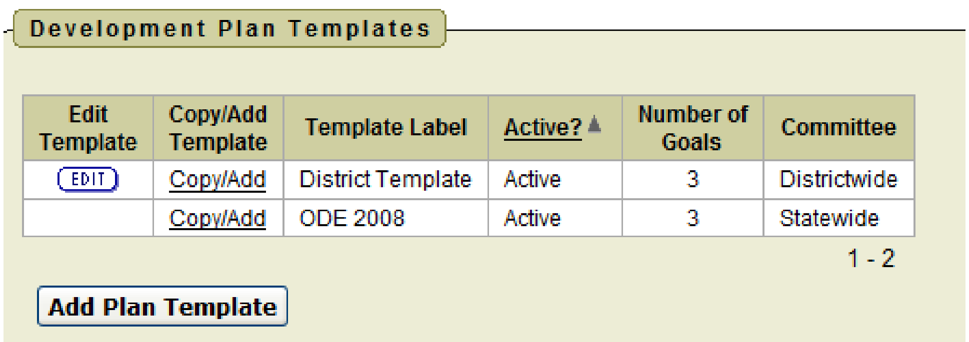
You will need to setup a template for the plan that your staff will use when creating their plan.

1. Under District Admin Navigation

2. Click on Manage Templates




2. You have the option to create a new template or copy an existing template if you want to copy the current ODE 2008 standards template to use in your district just click Copy/Add.



Development Plan Templates

| Edit Template | Copy/Add Template | Template Label | Active? | Number of Goals | Committee |
|---|---|---|---|---|---|
| EDIT | Copy/Add | District Template | Active | 3 | Districtwide |
| | Copy/Add | ODE 2008 | Active | 3 | Statewide |

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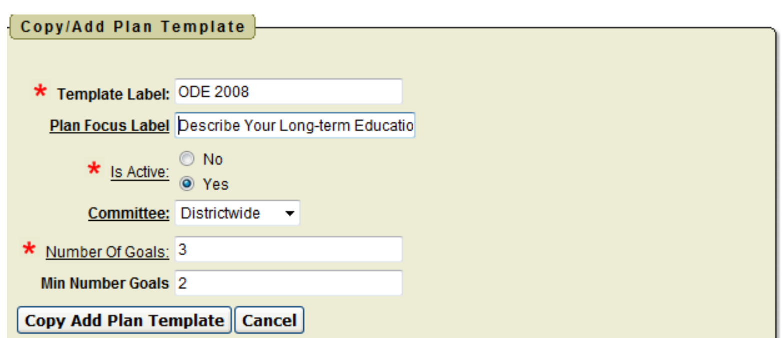
Add Plan Template

## *Copy an Existing Template*




1. Type the name of your template in the Template Label. This could be as simple as District Template.

2. For the Plan Focus Label you can use the default which is Focus or you can create something else for example *describe your long-term educational goals*. This is what is displayed on the Developmental Plan section of the template.

3. Click on Yes or No to make the template active for your staff to see.

4. If template is to be used for the entire district then Districtwide is selected under Committee. If you want this template assigned to a specific committee select that committee. Districtwide is the default.

5. Select the number of goals that you want to display on your template.

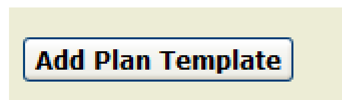
6. Select the minimum number of goals that you want your staff to complete.

7. Click Add Plan Template.

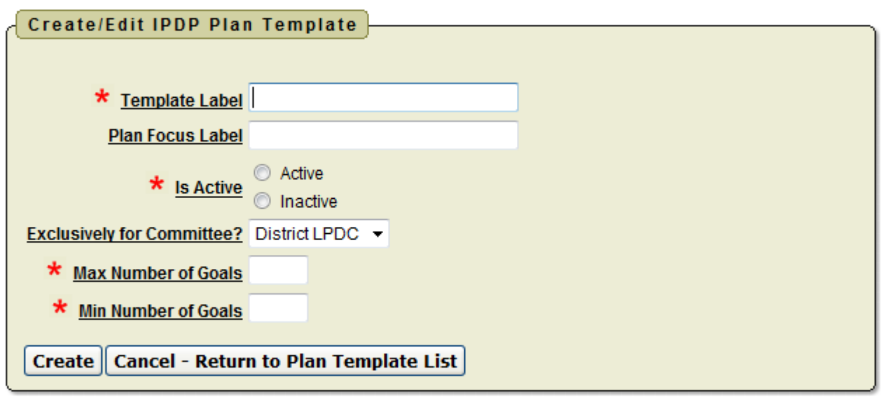
The template will then be an option for your staff to use when creating their plan.

### *Create a New Template*

1. When you create a new template you will click on Add Plan Template.




2. Type the name of your template in the Template Label. This could be as simple as District Template.




3. For the Plan Focus Label you can use the default which is Focus or you can create something else for example *describe your long-term educational goals*. This is what is displayed on the Developmental Plan section of the template.

4. Click on Yes or No to make the template active for your staff to see.

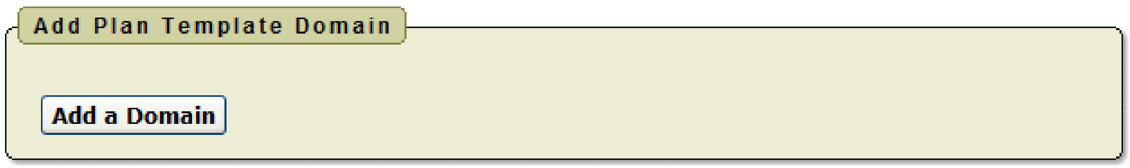
5. If template is to be used for the entire district then Districtwide is selected under Committee. If you want this template assigned to a specific committee select that committee. Districtwide is the default.

6. Select the number of goals that you want to display on your template.

7. Select the minimum number of goals that you want your staff to complete.

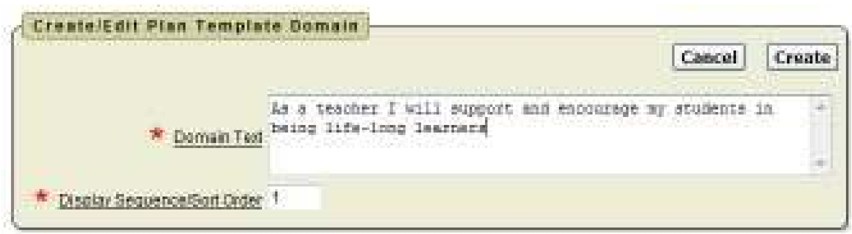
8. Click Create

9. You then have the option to add domains to your template. To add a domain, click on Add a Domain. A domain is a focus area like Classroom Management, Content Acquisition, and Technology Integration.




10. Type in your text.

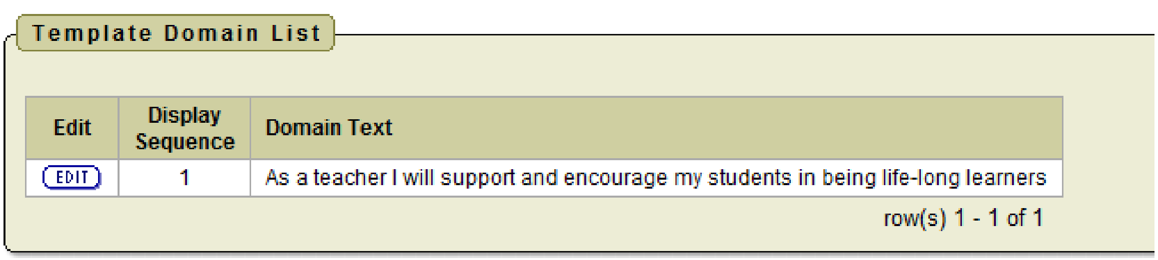
11. Enter a display sequence/sort order. This basically says what order you want your domains to display to your staff.




12. Click create.

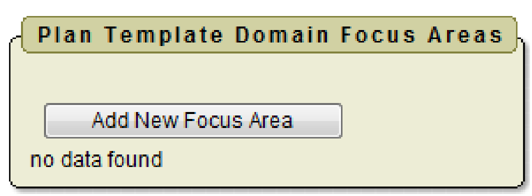
13. Once you add the Domain you will need to add focus statements for the domain.

14. Click Edit next to your domain text.

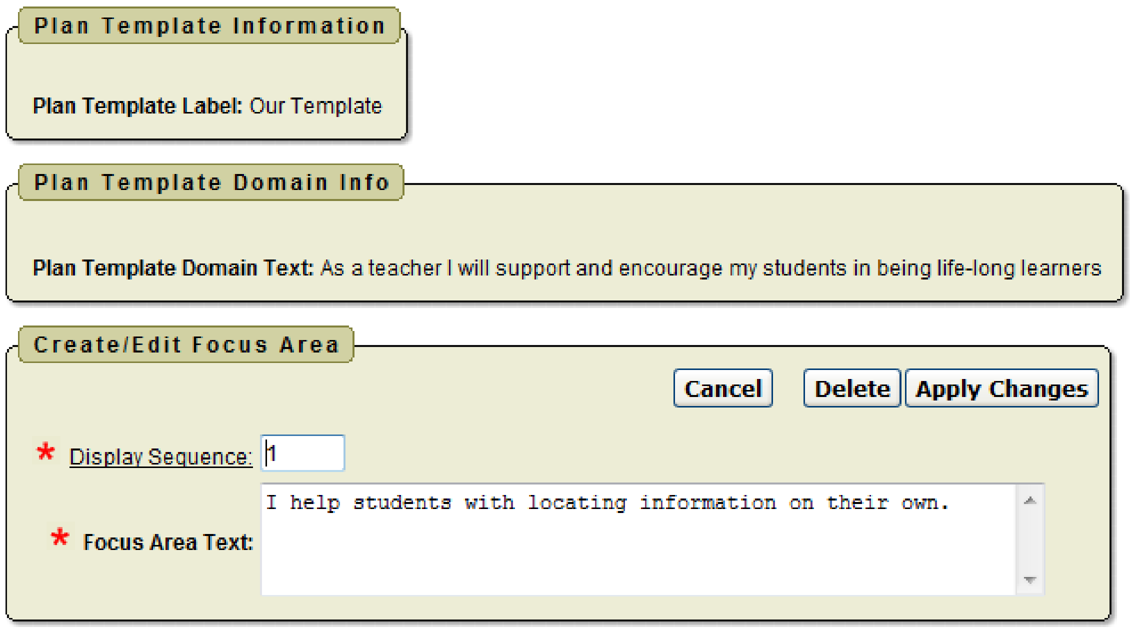



15. Click Add New Focus Area

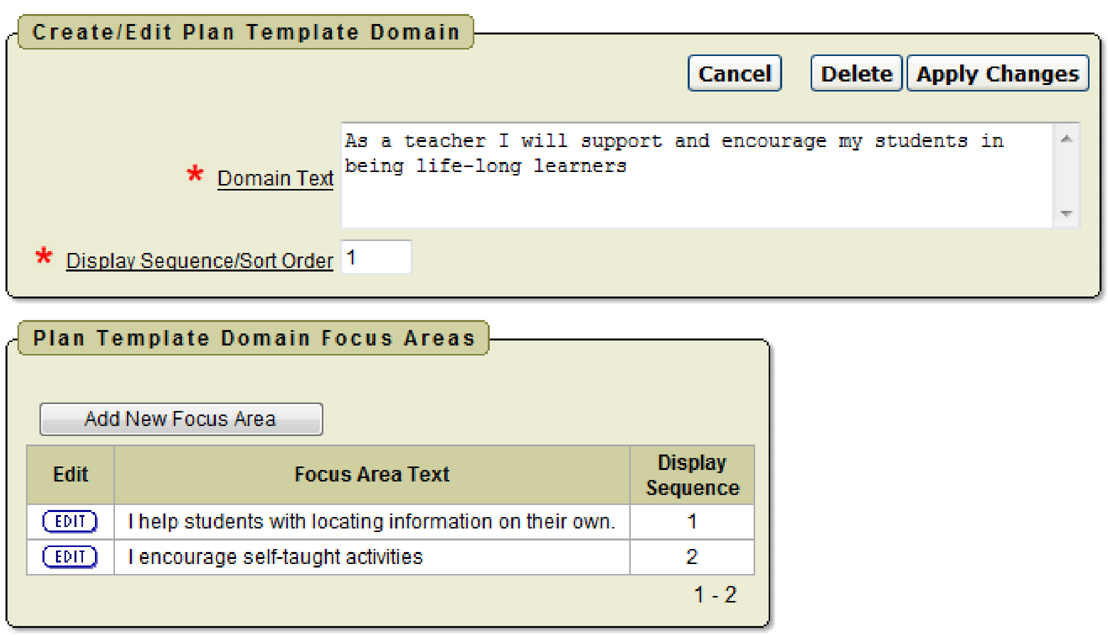
16. You will see the name of your template, the text you typed in for your domain information and they you can type in the text for your focus.



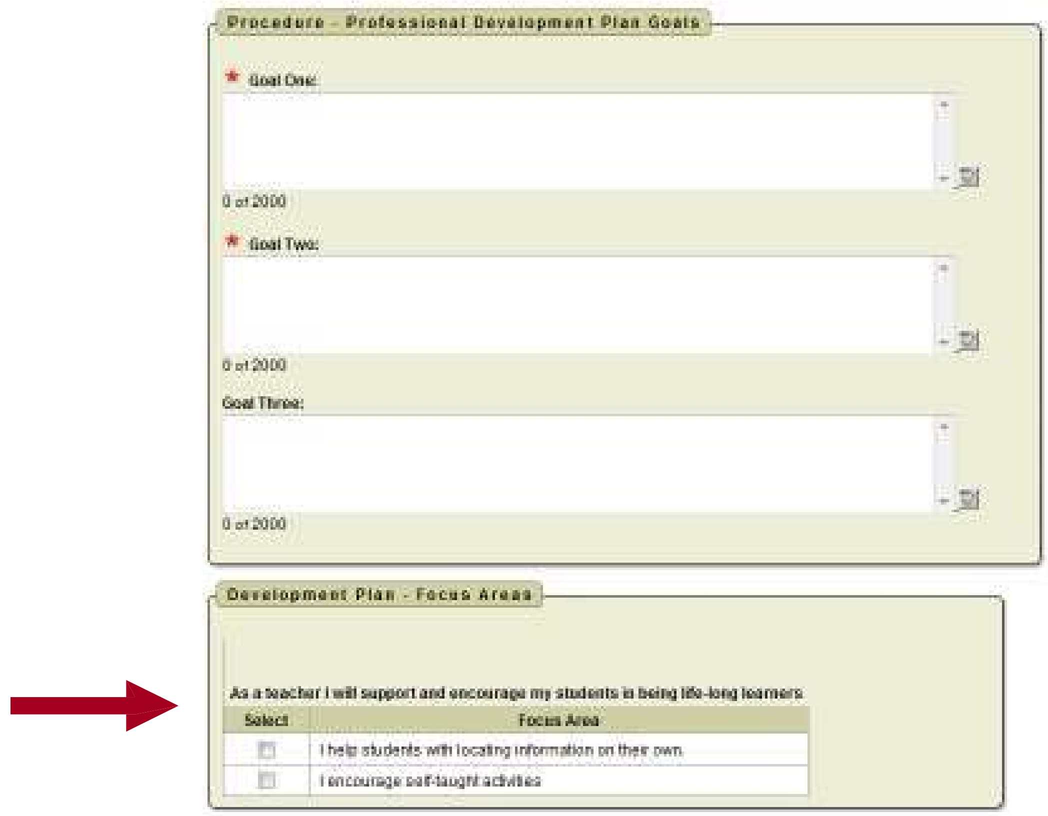
17. Make sure that you enter a display sequence/sort order.  This basically says what order you want your focus to display to your staff.




18. Once you have added your focus text and supplied a sequence order you can edit them at any time just by clicking on edit.



Your staff will actually see the domains and focus you have written when they complete their plan using your template. The focus will be a box they can click on.




Once you have completed all the above steps you are now ready for your staff to begin using IPDP.