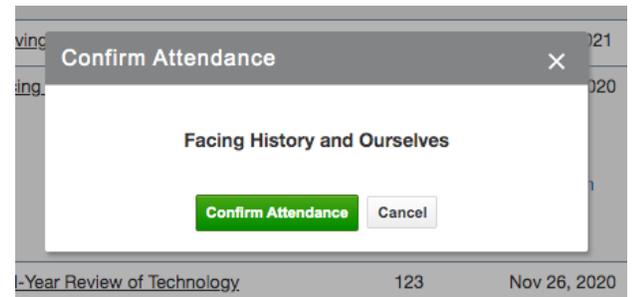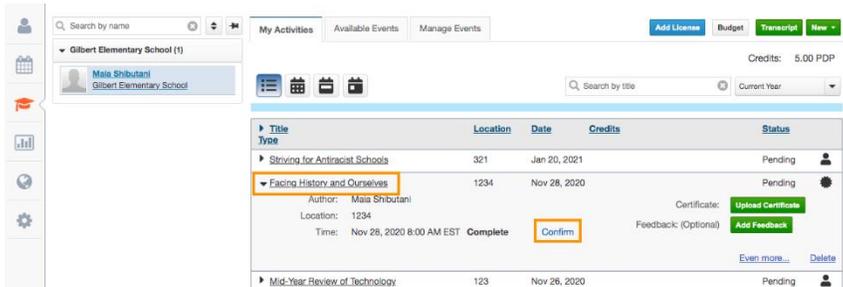**My Activities** tab stores all of your previous, current and upcoming PD Activities. To access this page, click the **Professional Development** Icon.
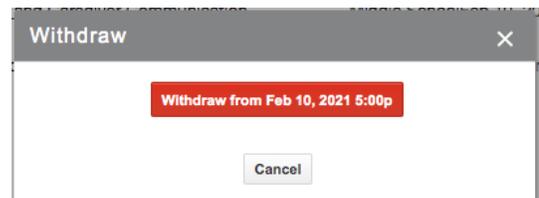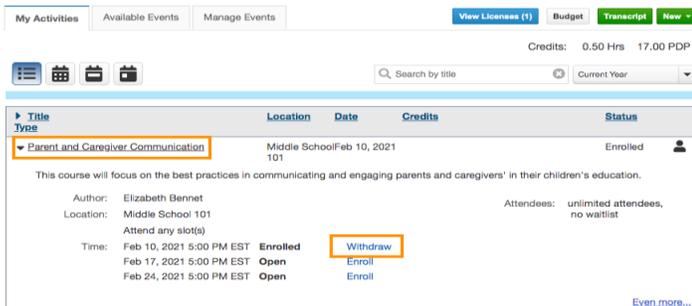

The **My Activities** page is the default page. You will see an overview of the total number of events, hours and credits for all your completed and approved activities.

Confirming Attendance: To confirm your attendance to an Event, you would click on the Pending event to expand it, and click the **Confirm** link.

Withdrawing from and event: If you would like to withdraw from activities that you no longer plan on attending or being a waitlisted attendee you have the ability to withdraw from those events. Click on the event to expand it. Click on the **Withdraw** link.

Uploading a Certificate:

- Click on the **Upload Certificate button** if you would like to upload a certificate to your Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate.
- Upon clicking View Certificate, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.

NOTE: Click [Current Year] toggle to change the filtering of the year you are viewing. The **My Activities** page displays **Current Year by default**.

- Click on the **PD Tracking** Icon
- Click **Available Events** to view a list of publicly available professional development activities that anyone can signup to attend in your district.
- Click on the **Enroll** link to register for an activity.
- Click the [Current Year ▾] toggle to change the filtering of the year you are viewing a list events to sign up for. The **Available Events** page displays **Current Year Events by default**.
- In the **Available Events** page, the waitlist link will appear instead of the signup link if the attendee limit is reached.
- Users can click on the status bar to turn off/on for filtering what **Available Events** you are viewing.
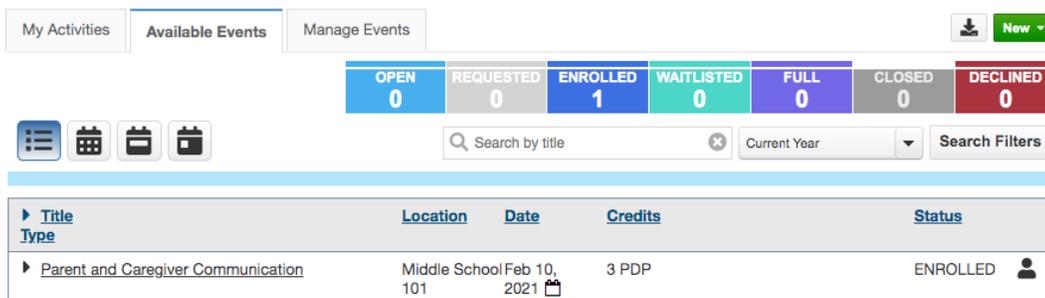

Open: The event start date is today or in the future.
Enrolled: User is registered for the event.
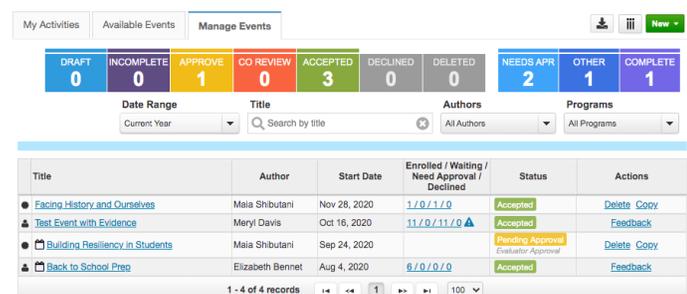**Waitlisted:** User is added to the Wait List.
Full: The event has reached the max attendee capacity.
Closed: The event end date has passed.

MANAGE EVENTS TAB

- The **Manage Events** tab allows you to view/manage the progress of the requests that you have submitted or saved as drafts
- Click on the event title under event column to view the details of your activities.
- Click on the **Delete** link under **Actions** column to delete any requests and drafts you would like to delete.
- The **Activity Status** tabs at top display the total number of activities that are in following stages: Draft, Incomplete, Evaluator Approval, Central Office Review, Accepted, Declined, and Deleted. **Please note that Deleted and Declined status tabs are not selected by default so to view the activities under those statuses, click on them to turn them on.**

- You have the ability to enter keywords to search activities by event name.

- Click check/uncheck to specify the 𝟙𝟙𝟙 columns that you want to hide vs. display.
- Click Current Year ▾ to change and view Upcoming, Last year, Next Year, All years PD Activities.

Un-deleting Events
Click the Deleted status to turn it on.

- Events shown in red are Events you have deleted
- Click un-delete link in the Actions column to recover the request as a draft and then modify it further to re-submit.

REQUEST TO ATTEND OUT-OF-DISTRICT PD EVENT

Users have the ability to **Request to Attend** out-of-district PD Events using two forms:

- Request for Attending at Educational Conference form (e.g. LSDO, BICO and DESE related events).
- Request for Course Reimbursement form (e.g. College related courses)

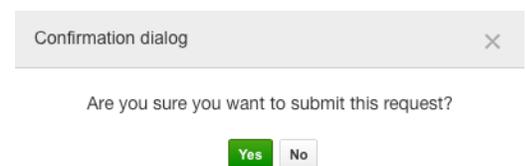**Please note: Requests will go through the following approval process**.

Once your request has been reviewed and approved by the Superintendent's Office**, t**he attendance and credits will be assigned to users automatically upon event completion.

- Click on the PD Tracking Icon
- Click the New ▾ button
- Select **Request to Attend Event**.
- All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s).
- Select your Evaluator for approval.
- Save as Draft or Submit to send the request to your Evaluator for review.
- Confirm that you want to submit the request by clicking the green Yes button.

If a request was declined, or returned back to you, check your email, as Superintendent's Office may have chosen to provide further information as to why the event was not accepted.

Uploading Certificate

- Click on the **Upload Certificate button** if you would like to upload a certificate to your Request to Attend Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate
- Upon clicking View Certificate, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.

Certificate: **View Certificate** **Delete Certificate**

Feedback: **Add Optional Feedback**

RECORD MY CREDITS

Users have the ability to **Record My Credits** for out-of-district PD events that **are NOT already** in Teachpoint PD Tracker. You may use this form if you **have not requested for reimbursement or approval** so that you may track **all other** PD activities that you attended. Please use the attachment link to upload your certificates etc.,

Click on the PD Tracking Icon

- Click the **New ▾** button
- Select **Record My Credits**

- All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s). You may attach your files (i.e. certificates) or web link to this form to track your PD events.

    Uploading your certificate:

- Click on the **Upload Certificate button** if you would like to upload a certificate to your Record My Credits Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate
- Upon clicking View Certificate, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.