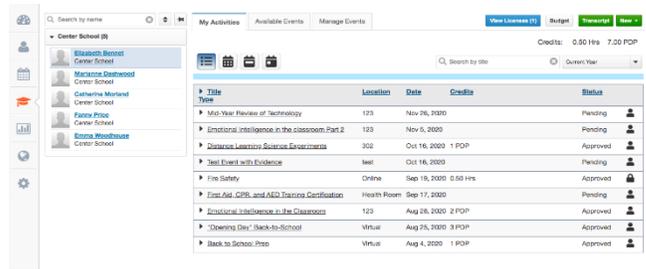


OVERVIEW OF TEACHPOINT PD TRACKER

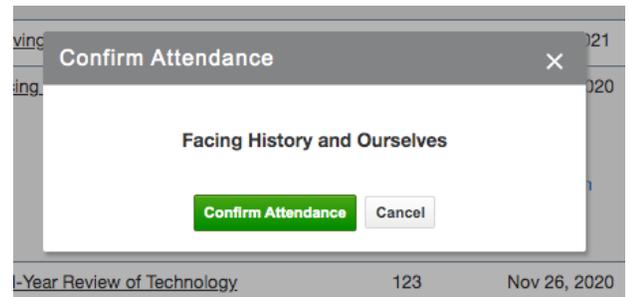
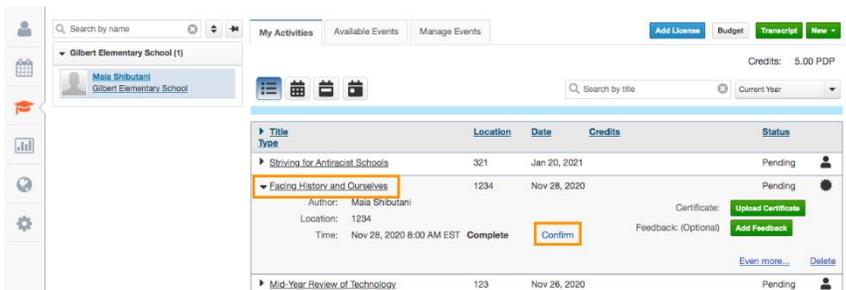
MY ACTIVITIES TAB

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

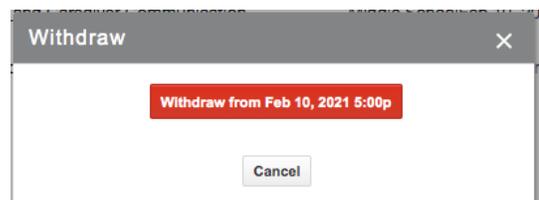
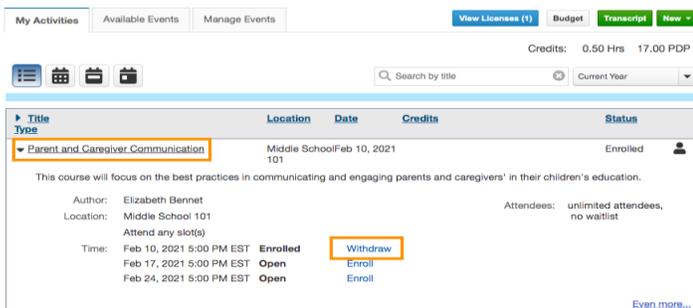
The **My Activities** page is the default page. You will see an overview of the total number of events, hours and credits for all your completed and approved activities.



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

Feedback: **Add Optional Feedback**

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.

AVAILABLE EVENTS TAB

- Click on  the **PD Tracking Icon**
- Click **Available Events** to view a list of publicly available professional development activities that anyone can sign-up 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 0	REQUESTED 0	ENROLLED 1	WAITLISTED 0	FULL 0	CLOSED 0	DECLINED 0
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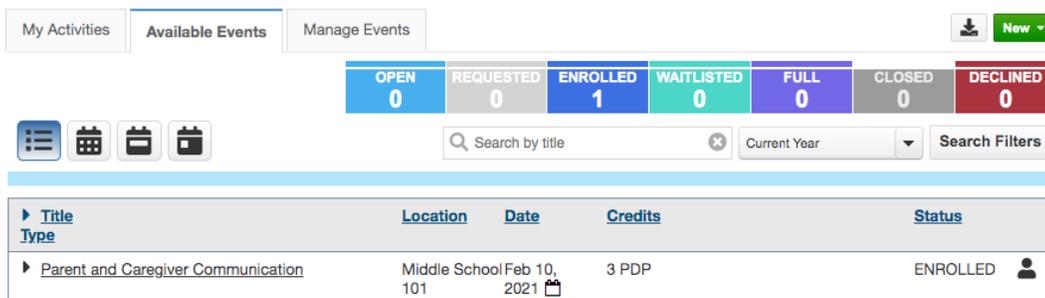
Open: The event start date is today or in the future.

Enrolled: User is registered for the event.

Waitlisted: User is added to the Wait List.

Full: The event has reached the max attendee capacity.

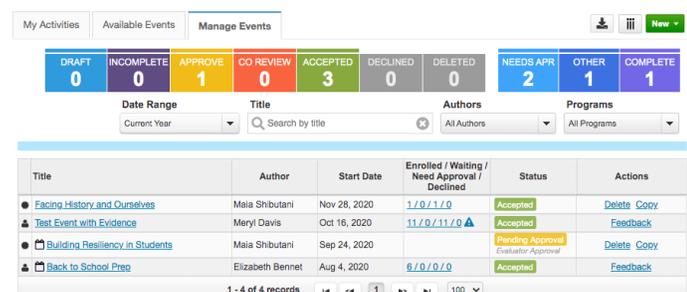
Closed: The event end date has passed.



Title Type	Location	Date	Credits	Status
Parent and Caregiver Communication	Middle School	Feb 10, 2021	3 PDP	ENROLLED

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.



Title	Author	Start Date	Enrolled / Waiting / Need Approval / Declined	Status	Actions
Facing History and Ourselves	Maia Shibutani	Nov 28, 2020	1/0/1/0	Accepted	Delete Copy
Test Event with Evidence	Meryl Davis	Oct 16, 2020	11/0/11/0	Accepted	Feedback
Building Resiliency in Students	Maia Shibutani	Sep 24, 2020		Pending Approval	Delete Copy
Back to School Prep	Elizabeth Bennet	Aug 4, 2020	6/0/0/0	Accepted	Feedback

- Click check/uncheck to specify the  columns that you want to hide vs. display.
- Click  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

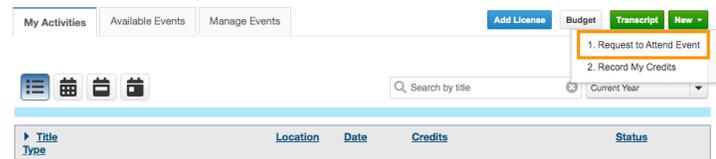
Users have the ability to **Request to Attend** out-of-district PD Events using two forms:

- 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 to attend out-of-district PD events will go through the approval process.

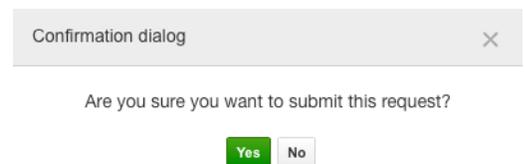
Once your request has been reviewed and approved by the Superintendent’s Office, the attendance and credits will be assigned to users automatically upon event completion.

- Click on the PD Tracking Icon
- Click the  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**

The screenshot shows the PD Tracker interface. At the top, there are tabs for 'My Activities', 'Available Events', and 'Manage Events'. To the right, there are buttons for 'Add License', 'Budget', 'Transcript', and 'New'. The 'New' button is highlighted with a green border, and a dropdown menu is open, showing two options: '1. Request to Attend Event' and '2. Record My Credits', with the second option highlighted in orange. Below the buttons, there is a search bar labeled 'Search by title' and a dropdown for 'Current Year'. At the bottom, there is a table header with columns: 'Title Type', 'Location', 'Date', 'Credits', and 'Status'.

- 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).
- Enter the number of credits and/or PDPs you have received into the Graduate Credits and/or Professional Development Points.

Credits: Professional Hours Continuing Education Units Graduate Credits Professional Development Points

- 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.

NOTE: Educators should keep their own records for backup should they be audited by the DESE.