

BOURNE PUBLIC SCHOOLS

PDExpress Staff

User Manual



PDExpress Staff User Manual

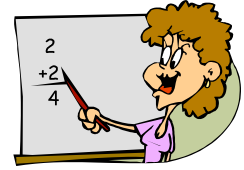
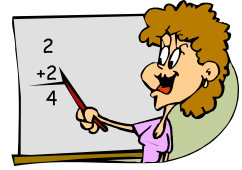


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Logging in to PDEExpress

The link to PDEExpress is available on the district website under Staff > PDEExpress > Professional. Staff should contact Central Office to obtain their username and password for initial use. The Forgot your ID or password link is always beneficial after regular business hours.

Resources and Documents

1. To access PDEExpress instructions, district documents, and professional development forms use the Resources tab. All documents are designed to type in and then print or email for submission.

View Your Profile and Credentials

1. To view your Profile:
 - a) Click "My Pages" - "Profile"
2. If your position requires a license or other credentials, you can view that information in the Credentials screen:
 - a) Click "My Pages" - "Credentials"

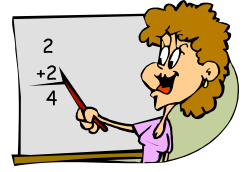
View Your Professional Development Transcript*

1. Click "My Pages"
2. Click either "Out of Workshops" OR "Activities" (both will show on the transcript)
3. Click "Transcript of all Completed P.D."

**This transcript is not meant to replace an Official Transcript from your college or university.*



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Enter an Activity Request and Check Its Status*

Choosing the Appropriate Form:

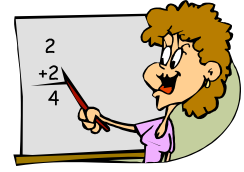
1. From the home screen, click "Propose Outside PD Approval."
2. For school year, select the second half of the school year you are currently entering for (i.e. for 2013-2014 select 2014)
3. Under "type" carefully select the correct type of professional development you are requesting.
4. The title should be something meaningful to you.
5. Click Next
6. Please read the "instructions" section at the top of the form for details about your request.

Completing the Form:

7. Complete the form with as much detail as possible. Please note:
 - a) Any field with a bullet at the end is a required field.
 - b) You can click on the information bubble: (i) for further information about some questions.
8. You can add attachments by clicking on "Attachments" at the end of the form. If you are asking the administrative office to register you for a conference, please attach registration forms electronically whenever possible. If registration is online, copy and paste the link under "Comments". If your registration form is only available on paper, please forward it to the Superintendent's office via interoffice mail after your activity request form is submitted.
9. While working on the form, you can save it and return to it at a later time. Just click save at the bottom.
10. When the form is completed and you are ready to submit it for approval, click "Submit for Review" at the bottom of the form. If your form has been submitted, you will now see a "Withdraw" button in place of the submit button. If you do not see the withdraw button, there are some fields that were required that were not filled in. Those fields will have a blue notation next to them. Complete the required fields and click "Submit for Review."



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11. The form has been automatically routed to the first level of approval. You can still “Withdraw” your request and make further changes until your request has been approved.

Returning to a saved, but not submitted form:

12. To get back to a form you saved but did not submit, click “My Pages” – “Outside PD Approval”
13. You will see a tab for each level of approval. Click on the “New” tab to open a saved but not submitted request.
14. Find the request you’d like to work on and click the title to open it.

Checking your Approval Status:

15. You will receive an email when your request is approved (or denied).
16. To check on the status of an approval, follow steps 12-13 above. You will have tabs that may say “Submitted” “Approved” or “Not Approved.” Find the form you’re looking for. Click the title to open the form view and view any approver comments.

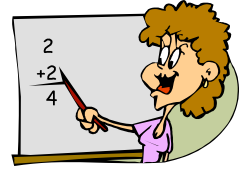
***After you have completed any approved out of district professional development activity, be sure to send your college transcript or certificate of completion to the Superintendent’s office. This will ensure that your activity will show on your PDExpress transcript.**

Register for an In-District Workshop

1. Click “In-District Workshops” – “In-District Workshops Catalog”
2. You can view the available workshops in a list or on the calendar
3. Click the title of the workshop you would like to register for
4. You will see details about the workshop on this page. If handouts are available you can print them here (under Documents).
5. Click “Register”
6. Click “Continue” to confirm registration
7. You can email yourself a confirmation of the registration



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8. To view the workshop(s) you are registered for, click “My Pages” – “In-District Workshops” and you will see tabs for enrolled workshops, completed workshops and all workshops.

Complete an In-District Workshop Evaluation Form

The evaluation form will not be available until the workshop is “completed” in the system.

1. Click “My Pages” then “In-District Workshops”
2. Click the “Completed” tab
3. Select the workshop
4. The evaluation form is a small icon at the bottom of the completed workshop.
5. Click the icon
6. Complete the form
7. Submit evaluation

Print Your Certificate of Completion for an In-District Workshop

The completion certificate is available after the workshop is “completed.” Also, most workshops require you to fill out an Evaluation Form before you can print your completion certificate.

1. Click “My Pages” – “In-District Workshops”
2. Click the “Completed” tab
3. Select the workshop
4. Fill out your In-District Evaluation Form if necessary (see above).
5. The Certificate of Completion is a small icon at the bottom of the completed workshop
6. Click the Icon
7. Click Print