



Professional Development Management Suite

Local Professional Development Committee (LPDC) Guide

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Access

URL: To access the IPDP/PDMS software, navigate to: <http://ipdp.ohconnect.org>

Login information: Depending upon how the district is set up, enter either the username/password provided by Connect or your district/network username/password.

Session: Sessions remain active for approximately 45 minutes. If no activity has taken place and 45 minutes have passed, the session will time out. Depending upon local firewall settings at the district, the duration of time can be shorter. When the session times out, the page may continue to appear active when it is not. If information is entered after the session has timed out, the data will be lost.

Access Level: There are three levels of software access.

- **Administrator:** Typically assigned to the chair of the LPDC.
- **LPDC Member:** Typically assigned to members of the LPDC.
- **User:** Typically assigned to all other educators in the district. An individual must login as a *user* to create a plan and submit activities. Details are provided within the *Educator Guide* to PDMS.

Depending upon the level of access assigned to an account, individuals will see one or more of these options:

Please select one of the options below.

[Login as Administrator](#)

[Login as LPDC Member](#)

[Login as User](#)

LPDC Member Options

Individuals with LPDC member access will have these options:



Individual Professional
Development Plan
Management Suite

[[Home](#)] [[Activity Credit Requests](#)] [[Plan Approval Requests](#)] [[Reports](#)] [[Help](#)] [[Log Out](#)]

Activity Credit Requests

Once an individual submits an activity for approval, it will appear under the *Activity Credit Requests* link.

Activity Credit Requests							
Scheduled Professional Development Credit Approval Requests							
Check All	Name	Event	Status	Date of Event	Semester Hours	Quarter Hours	CEU's
<input type="checkbox"/>	Keith DeLury	November/December Tech Advisory	Not Approved	12/4/2009 1:00:00 PM	0	0	0.1
<input type="button" value="Check All"/>	<input type="button" value="Bulk Approve"/>						
Individual Professional Development Credit Approval Requests							
Name	Activity Name	Status	Date of Event	Semester Hours	Quarter Hours	CEU's	
Keith DeLury	Standards-Based Differentiated Learning	Not Reviewed	1/9/2012	0	0	3	
Keith DeLury	Supervising Student teacher	Not Reviewed	4/2/2012	0	0	5	
Noreen Lehmann	Using iPads in the Classroom	Not Reviewed	10/15/2012	0	0	0.6	

Note: In the above illustration, the section titled *Scheduled Professional Development Credit Approval Requests* will only apply if the district is utilizing the *Professional Development Events Scheduler* module.

Activity Statuses:

- **Not Reviewed:** An activity will have a status of *Not Reviewed*, if the activity has *never* been reviewed by the committee.
- **Pending:** An activity will display as *Pending* if the committee set it to pending status, but the individual has not yet resubmitted.
- **Awaiting Approval:** If an activity was set to pending status and the individual resubmits the activity, it will display as *Awaiting Approval*.

Common Issues with Activities:

- **Duplicate Activities:** Are duplicate activities for the same educator appearing on the list of activity requests and/or with the individual's plan? If so, it is likely that the individual submitted the activity, then immediately selected the browser back button, edited the activity, and submitted it again.
- **Disappearing Activities:** Did the committee approve an activity but it is not displaying with the educator's current plan? If so, it is likely that the activity was either associated with a plan that has since been archived, or the activity may not fall between the certificate issue/expiration date.
- **Attachment issues:** Attachment filenames should not include any special characters (',%#@, etc) or you may receive an error when uploading.

From the *Activity Credit Request* list, select the *Activity Name* to view the details.

Individual Activity - Review A [\[View Plan\]](#)

Name: **Noreen Lehmann**

Activity Name: **Using iPads in the Classroom**

Activity Start Date: **10/15/2012**

Activity End Date: **10/15/2012**

Activity Submission Date: **10/17/2012**

Activity Revision Date:

Verification: **Certificate of Attendance**

B Attachment: [Verification Document](#)

Credit Requesting: Semester Hours: Quarter Hours: CEU Credit: C

Vendor: **WVIZ**

Description: **This class provided information on using iPads in the classroom.**

Focus Alignment: **This will allow me to incorporate technology into my lessons and keep my students engaged.**

Activity Status: **Not Reviewed**

Update Status: Select Status: D

Reason:

E

You have **400** allowable characters remaining for your reason.

F

Status Reason: **N/A**

[Return to Previous Screen](#)

- A. **View Plan:** Note the link in the upper right to view the plan.
- B. **Verification Document:** Select the verification document to view the attachment.
- C. **Credit Requesting:** If the individual made an error calculating the amount of credit, the committee can edit the amount.
- D. **Update Status:** Select from the following statuses:
 - a. **Approved:** Once an activity is *approved*, the individual can no longer edit the information. Once approved, it will display at the bottom of the plan.
 - b. **Pending:** Set an activity to *pending* if modification is required.
 - c. **Denied:** Once an activity is *denied*, the individual can still attempt to edit the activity by accessing it from the *Activity Status* link on the main toolbar. If the denied activity is edited and resubmitted, it will **not** appear under the LPDC list of activity credit requests.
- E. **Reason:** (Optional) Enter a reason/comment up to 400 characters. The individual will receive the comment within the email notification. If an activity is resubmitted, the original comment will display.

At the point when an activity is *approved* or *denied*, the current comment will be retained. (The system will not retain a 'history' of all comments.)

- F. **Update Status:** After reviewing the activity information, selecting a status, and entering a reason (optional), select *Update Status*.

Plan Approval Requests

Once an individual submits a plan for approval, it will appear under the *Plan Approval Requests* link.

Plan Approval Requests			
Name▲▼	Plan Name▲▼	Date Submitted▲▼	Approval Status▲▼
Noreen Lehmann	Professional Development Plan 2011-2016	10/18/2012	Not Reviewed

Plan approval statuses:

- **Not Reviewed:** A plan will have a status of *Not Reviewed* if it has never been reviewed or if it has been modified and resubmitted for approval.
- **Pending:** A plan will have a status of *Pending* if it has been returned for modification but has not yet been resubmitted by the individual.

Select the *Plan Name* to view the details. After reviewing the plan, select the *Update Status* link.

View Individual Professional Development Plan		[Update Status] [Return to Previous Page]
Plan Information:		
Name: Noreen Lehmann	Plan Creation Date: 10/18/2012	
Name of Plan: Professional Development Plan 2011-2016	Plan Revision Date:	
Building: NCC East	Plan Submission Date: 10/18/2012	
Teaching Assignment/Dept: Support Specialist	Plan Approval Date:	
Plan Approval Status: Not Reviewed	Plan Mission: Transition to 5 Year License	
Status Reason:		

Change the status either to *Approved* or *Pending* and provide a *Reason* (optional) up to 400 characters. The individual will receive the comment within the email notification. If the plan is resubmitted, the original comment will display. At the point when the plan is approved or denied, the current comment will be retained. (The system will not retain a 'history' of all comments.)

Update Plan Approval Status	
Current Status: Not Reviewed	
Update Status:	Approved ▼
Reason:	Approved Pending
<div style="border: 1px solid gray; height: 80px;"></div>	
You have 400 allowable characters remaining for your reason.	
<input type="button" value="Update Status"/>	
Return to Previous Page	

Reports

The following options are available from the *Reports* link:

Reports

Reports for Staff with Plans

- A** [View Member's Current Plan](#)
- B** [Certificate Expiration Date Audit](#)
- C** [View Member's Archived Plans](#)

Reports for Staff without Plans

- D** • [Members Without Plan](#)

- A. **View Member's Current Plan:** This option provides a drop down menu where a staff member's name can be selected in order to view his/her current plan, including activities that have been approved and a credit total.

Reports - Select Staff Member

Select Staff Member:

- B. **Certificate Expiration Date Audit:** Enter a date in the *Expires Before* field to view individuals whose certificates are expiring between the *current* date and a *selected* (inclusive) date; e.g. if 06/30/2013 is entered, the report will include certificates that expire *on or before* 06/30/2013. It is important to note that in order for an individual to display on this report:
- ✓ The individual must have a username in the database associated with the district IRN.
 - ✓ The ODE file of certificates received by Connect each Monday must include a record for that individual.
 - ✓ The state certificate ID in the ODE file must match the ID entered in the individual's PDMS account.

Report - Certificate Expiration Date Audit [Return to Previous Screen](#)

Select date below to find certificates that are about to expire.

Expires Before:

October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

To generate a report, either enter a date in *MM/DD/YYYY* format, or utilize the *Select Date* button to access the calendar. Select *Run Report* to generate the list.

- C. **View Member's Archived Plans:** This option provides a drop down menu where a staff member's name can be selected in order to view his/her archived plan(s), including activities that have been approved (*see note**) and a credit total.

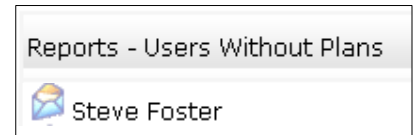


Reports - Select Staff Member

Select Staff Member: Keith DeLury [v] View Archived Plans

Note: For plans archived prior to August 2011, activities may or may not display, depending upon whether the plan was archived **prior to the certificate expiry date (activities **will** display) or **after** the certificate expiry date (activities **will not** display).*

- D. **Users without Plans:** This option provides a list of every individual in the database who has **no plan** (active or archived) or who has no *active* plans.



Reports - Users Without Plans

Steve Foster

Connect has the ability to generate custom reports/extracts from the database. If you have a special request, please do not hesitate to contact us.

Administrator Access

Individuals with administrator access will have these options:



Individual Professional Development Plan Management Suite

[Home] [Plan Setup] [Impersonate User] [Manage Users] [SCN Checkup] [Log Out]

Plan Setup

The following options will display under the *Plan Setup* link:



Plan Setup [Plan Attachment] [Setup Plan Types] [Setup Goals]

Welcome to the Plan Customization Center

- **Plan Attachment:** By default, when an individual creates a new plan, the following document will display if the *Check Requirements* link is selected:
<https://ipdp.ohconnect.org/individual/pdf/profgrowthoptions.pdf>. If the district would prefer a different document, please do *not* use the *Plan Attachment* link. Rather, provide a copy to Connect and we will upload that document for the district.
- **Setup Plan Types:** The following options appear under *Setup Plan Types*. *Enabled* plan types will appear when individuals create a new plan; *disabled* plan types will not. Illustrations of each plan type are available at: <http://www.ohconnect.org/hr/documentation>.

Plan Setup - Manage Plan Types	
Plan Type : ODE Standard Teacher	Enabled
Plan Type : ODE Standard Principal	Enabled
Plan Type : ODE Legacy Standard	Disabled

* Click on status to change value (enabled / disabled)

- **Setup Goals:**
 - Select the *Edit* option next to a goal to customize the text as appropriate for the district. (For example, change *Goal One* to *District-Related Goal* and *Goal Two* to *Individual Goal*.) There is a 50-character limit to the goal name.
 - Select the option to *click here* to modify the number of goals that appear when a new plan is created. If the number of goals is decreased *after* plans have been approved, existing goals will remain in the system but will not display with the plan.

Plan Setup - Manage Goals		[Return to Previous Screen]
Goal Name: Goal One	[Edit]	
Goal Name: Goal Two	[Edit]	
Goal Name: Goal Three	[Edit]	
Goal Name: Goal Four	[Edit]	
Goal Name: Goal Five	[Edit]	
Goal Name: Goal Six	[Edit]	
Goal Name: Goal Seven	[Edit]	
Goal Name: Goal Eight	[Edit]	
Goal Name: Goal Nine	[Edit]	
Goal Name: Goal Ten	[Edit]	

You currently have **(4)** goals enabled for the plan. If you wish to change this number please [click here](#).

Impersonate User

Connect does not recommend utilizing the option to *Impersonate User*. While it will let the administrator login and view the selected individual’s plan, the other ‘user’ options may not function as expected.

Impersonate User

Select user you wish to impersonate:

Manage Users

From the *Manage Users* link, administrators have the ability to *Modify User Accounts*.

Manage Users

- [Modify User Accounts](#)

Enter a last name or leave the search field blank to return a list of all users.

User Management - Search for User [Return to Previous Screen](#)

*** Enter nothing and click find user to return all users!**

User's last name:

Select to *Edit* or *Delete* an account.

Name: Joe Kay	[Edit Delete]
Name: Noreen Lehmann	[Edit Delete]
Name: Linda Manoni	[Edit Delete]

- **Edit:** The *Edit* option allows the administrator to edit the following fields on the user account:
 - First name
 - Last name
 - Username: For schools utilizing DASL as their student software system, the username must match the district active directory/network username. **Take care if modifying the username as there is nothing to prevent a *duplicate* username from being entered.**
 - Email address: When the LPDC updates the status of a plan or activity, a notification will be sent to the email address entered in the individual's PDMS account.
 - Building
 - Title/Teaching Assignment
 - State Certification ID
 - Access level (select from *Staff Member*, *LPDC Member*, or *Administrator*)
- **Delete:** If the *Delete* option is selected, an additional prompt will display, requesting confirmation.

SCN (State Certification Number) Checkup

The *SCN Checkup* link will provide a list of every PDMS account associated with the district's IRN where that account does not have a 9-digit state certification ID entered. The system does not verify whether the certificate ID is *valid*, only that it exists.

Users without State Certification IDs entered

Name: **Steve Foster** [[Edit](#) | [Delete](#)]

Name: **John Mitchell** [[Edit](#) | [Delete](#)]