



**Professional Development Management Suite  
Educator Guide**

<http://www.ohconnect.org/hr/documentation>

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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. If you are unsure of your login information, contact the LPDC (Local Professional Development Committee).

**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. **Save often.**

Once you are logged in, the following options will appear.



**Individual Professional  
Development Plan  
Management Suite**

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## Setting up your profile

Navigate to the *Profile* link to verify your profile data. Select *Edit Personal Profile* to update information.

Personal Profile - View

Name:	Noreen Lehmann
Email Address:	Noreen.Lehmann@nccohio.org
Building:	NCC East
Title/Teaching Assignment:	Support Specialist
State Certification ID:	OS1044380
	<a href="#">Edit Personal Profile</a>

Current Certificate Data:

Name: <span style="background-color: black; color: black;">XXXXXXXXXX</span>	Status: <b>New In State</b>
Grade: <b>Permanent</b>	Issue Date : <b>10/30/2002</b>
Type: <b>High School (7-12)</b>	Effective Date: <b>7/1/2002</b>
Class:	Exp. Date: <b>1/1/2070</b>

**State Certification ID:** In order for current certificate data to appear, a valid *State Certification ID* must be entered. If the ID is not known, select the option in red which will link to the *ODE Educator Search* page.

i.e. OHXXXXXXXXX If you cannot locate this ID [click here](#).

## Creating a plan

A plan should not be created until the certificate is available.

Navigate to the *Create Plan* link to create a new plan. Depending upon how the district is set up, the following plan templates may appear. Select the appropriate plan for your position.

[ODE Standard Teacher](#)  
[ODE Legacy Standard Principal/Administrator](#)  
[ODE Legacy Standard](#)

Detailed illustrations of each of these plans are available at:  
<http://www.ohconnect.org/hr/documentation>

**Recommendation:** After completing *each section* of the plan, choose the option at the bottom of the window to *Save Plan to Work on Later*.

Save Plan to Work on Later

The screenshot shows a web form titled "Create Individual Professional Development Plan". The form contains the following fields and annotations:

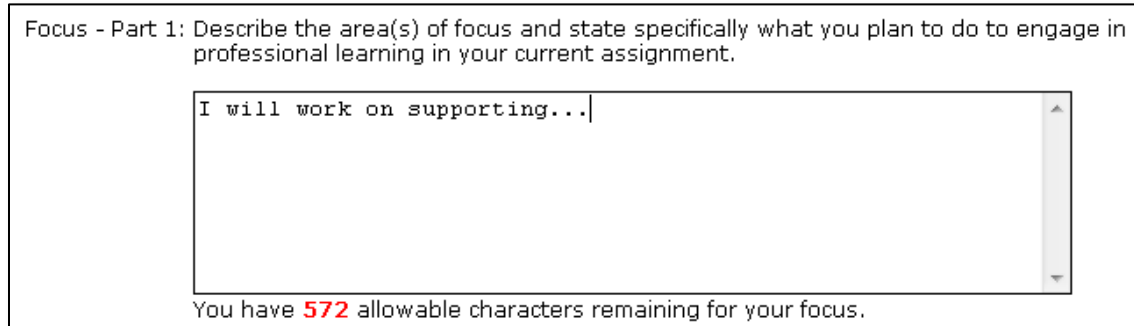
- A:** "Name of Plan:" text input field.
- B:** "Building:" text input field with "NCC East" entered.
- C:** "Teaching Assignment/Dept:" text input field with "Support Specialist" entered.
- D:** "Select Certificate(s):" list box with "High School (7-12) (050000) Expires: 1/1/2070" selected.
- E:** "Select Mission:" dropdown menu with "Transition to 5 Year License" selected, and "Other Mission:" text input field.
- F:** "Check Requirements" button.

Other form elements include "Your Name: Noreen Lehmann" and a note: "\* Example: Certificate Renewal 2010-2015".

- A. **Name of Plan:** It is recommended that the plan include the years it will represent; e.g. *Professional Development Plan 2009-2014*.
- B. **Building:** Information from the personal profile will display; edit as needed.
- C. **Teaching Assignment/Dept:** Information from the personal profile will display; edit as needed.
- D. **Select Certificates:** Current certificates will display. Select those certificates that apply to the plan. To select multiple certificates, hold down the [Ctrl] key and click each one.
- E. **Select Mission:** Choose from the options *Transition to 5 year license; Renewal of 5 year license; Other* (complete *Other Mission* field).
- F. **Check Requirements:** Depending upon the district setup, either the ODE requirements for certificate renewals will display or a document specific to the district.

## Focus and goals

- Complete the *Focus - Part 1* area. For any fields where text is entered, there is a 600-character limit (spaces and punctuation included). Depending upon the web browser (e.g. Internet Explorer, Firefox), a counter will appear that keeps track of the number of allowed characters remaining.



Focus - Part 1: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.

I will work on supporting...|

You have **572** allowable characters remaining for your focus.

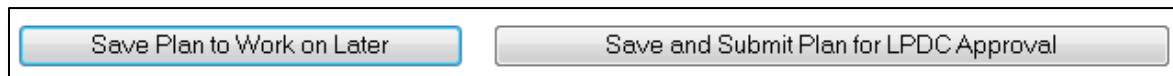
- Complete the *Focus - Part 2* area, checking off the appropriate boxes for those standards and subsets that correspond with the goals of the plan.
- Complete the *IPDP Goals* area. The number of goals required depends upon the district setup.

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## Saving and submitting a plan

Two options appear at the bottom of the plan:

- **Save Plan to Work on Later:** Save often to decrease the potential of losing data should the session time out.
- **Save and Submit Plan for LPDC Approval:** Once this option is selected, the plan will be submitted to the committee to review.



Save Plan to Work on Later      Save and Submit Plan for LPDC Approval

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## Editing a plan that has not yet been submitted

To edit a plan that was saved to work on later, navigate to the *View Plan* link from the main toolbar and choose the option to *Edit Plan*.



View Individual Professional Development Plan      [\[Edit Plan\]](#) | [Revise Approved Plan](#) | Start New Plan ]

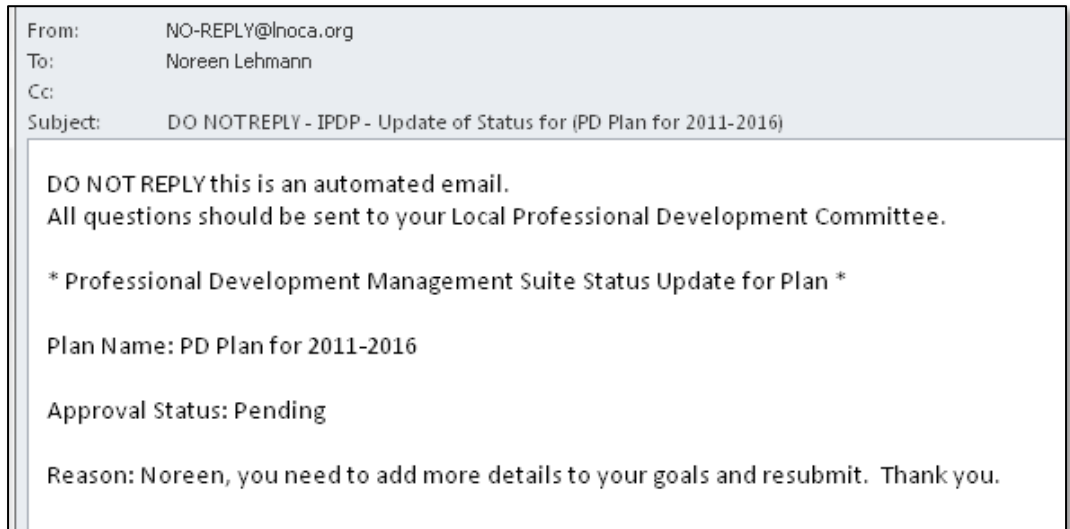
**Plan Information:**      [Click here to edit plan before submission to LPDC](#)

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## What happens after the plan has been submitted?

While the plan has a status of *Not Reviewed*, the option remains for you to be able to edit the plan. Once the committee reviews the plan, it will change the status either to *Approved* or *Pending*. A notification will be sent to the email address included in the *Personal Profile*.

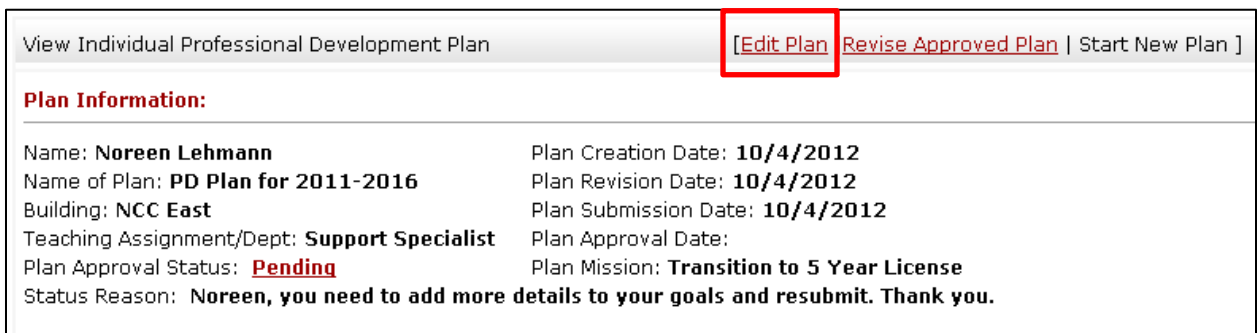
*Email Example*



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**Editing a plan that has been returned for modification**

If the plan was set to a status of *pending*, navigate to the *View Plan* link from the main toolbar, choose the option to *Edit Plan*, and then resubmit once complete.



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**Revising an Approved Plan**

If a plan has been approved, but needs to be modified at a later time, navigate to the *View Plan* link from the main toolbar and choose the option to *Revise Approved Plan*.

## Submitting Activities

Activities can only be submitted while a plan has a status of *Approved*. In order for activities to display with the plan, the activity start and end date **must** fall between the certificate issue and expiration date.

Submit Individual Activity

**A** Activity Name:  You have **22** allowable characters remaining.

**B** Activity Start Date:   \*mm/dd/yyyy date format

Activity End Date:   \*mm/dd/yyyy date format

**C** Verification Method:

**D** Attachment:

**E**

**F** Credit Requesting: Semester Hours:  Quarter Hours:  CEU Credit:

**G** Vendor:  i.e. Ashland University  
You have **46** allowable characters remaining.

**H** Description:   
You have **532** allowable characters remaining for your description.

**I** Focus Alignment : How will/does this class/activity benefit student achievement and relate to your focus?  
  
You have **539** allowable characters remaining for your focus alignment.

**J**

- A. Activity Name:** Enter the name of the workshop/class.
- B. Dates:** To bring up a calendar, choose the *Select Date* button; or, manually enter the date in *mm/dd/yyyy* format.
  - a. Activity Start Date:** Enter the date the activity began.
  - b. Activity End Date:** Enter the date the activity ended.
- C. Verification Method:** Select either *Certificate of Attendance* or *Transcript*.
- D. Attachment:** Select the *Browse* button and navigate to the location of the document to upload. There is an attachment size limit of 5 MB. Attachment filenames should not include any special characters (*,%#@*, etc) or you may receive an error when uploading.
- E. Calculate Seat Hours:** This option allows you to enter the number of contact hours and have the *CEU Credit* field automatically populated with the appropriate amount of CEUs (e.g. *10 hours=1.0 CEUs*).
- F. Credit Requesting:** Enter the credit amount in numeric format (e.g. 1.25, 0.8 etc.).

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
21	22	23	24	25	26	27
28	29	30	31	1	2	3

- G. **Vendor:** Enter the name of the individual and/or organization that provided the workshop/class.
- H. **Description:** Enter a description of the activity.
- I. **Focus Alignment:** Explain how the activity relates to the focus/goals of the plan.
- J. **Submit Activity:** Once the activity has been submitted, an individual can choose to edit the activity information by navigating to the *Activity Status* page and selecting the option to *Edit Activity for LPDC Approval*. Directly after submitting an activity, an individual should **not** select the browser back button and attempt to edit and resubmit as a *duplicate* activity will be created.

If the activity submission was successful, the *Activity Status* page will display and the activity will appear under the section for *Credit Awaiting Approval*. If you are instead directed to a screen for entering activity information, that indicates a problem with the submission, most likely due to the formatting in one of the fields (e.g. a date entered in the incorrect format).

Activity Status

**\*Activities I am currently scheduled to attend**

Event	Date of Event	Semester Hours	Quarter Hours	CEU's
You do not have any scheduled professional development activities you are currently registered for...				
<i>*Activities above do not factor into the total calculations below!</i>				

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**Scheduled Professional Development Credit Awaiting Approval**

Event	Date of Event	Semester Hours	Quarter Hours	CEU's
You do not have any scheduled professional development activities awaiting approval.				

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**Collection of Individual Professional Development Credit Awaiting Approval**

Activity Name	Status	Date of Event	Semester Hours	Quarter Hours	CEU's
<b>Using iPads in the Classroom</b>	Not Reviewed	10/1/2012	0	0	0.4

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**Total Credit Awaiting Approval as of 10/4/2012 4:04:13 PM**

Semester Hours	Quarter Hours	CEU's
0.00	0.00	0.40

**Note:** In the above illustration, the sections titled *Activities I am currently scheduled to attend* and *Scheduled Professional Development Awaiting Approval* will only apply if the district is utilizing the *Professional Development Events Scheduler* module.

**What happens after the activity has been submitted?**

Once the committee reviews the activity, it will change the status either to *approved*, *denied*, or *pending*. A notification will be sent to the email address included in the *Personal Profile*.

*Email Example*

From:	NO-REPLY@lnoca.org
To:	Noreen Lehmann
Cc:	
Subject:	DO NOTREPLY - IPDP - Update of Status for (Using iPads in the Classroom)

DO NOT REPLY this is an automated email.  
 All questions should be sent to your Local Professional Development Committee.

**\* Professional Development Management Suite- Status Update \***

Activity Name: Using iPads in the Classroom

Approval Status: Pending

Reason: You need to provide additional information about how this applies to your plan.

## Editing an activity that has been returned for modification

If the activity was set to a status of *Pending*, navigate to the *Activity Status* link from the main toolbar, select the *Activity Name*, and choose the option to *Edit Activity for LPDC Approval*.

Collection of Individual Professional Development Credit	
Activity Name	Status
<a href="#">Using iPads in the Classroom</a>	Pending

Credit Requesting: Semester Hours:(0) Quarter Hours:(0) CEU Credit:(0.4)  
Vendor: **WWIZ**  
Description: **This workshop showed interesting ways to use iPads in the classroom.**  
Focus Alignment: **This will allow me to incorporate technology into my lessons.**  
Activity Status: **Pending**  
Status Reason: **You need to provide additional information about how this applies to your plan.**  
[Edit Activity for LPDC Approval](#)

**Attachment:** When revising an activity, there is an option to replace the original verification document that was uploaded.

Attachment: [Verification Document](#)  
\*If you wish to replace your current verification document with another document [click here](#)

**Resubmit:** When the edits are complete, *resubmit* the activity. Once the committee reviews the activity, an email notification will be sent. If the activity is approved, it will now display towards the bottom of the plan (navigate to *View Plan*).

Collection of activities for your High School (7-12) certificate				
Collection of Individual Professional Development Credit				
Activity Name	Date of Event	Semester Hours	Quarter Hours	CEU's
<a href="#">Using iPads in the Classroom</a>	10/1/2012	0	0	0.4
Collection of Scheduled Professional Development Credit				
Event	Date of Event	Semester Hours	Quarter Hours	CEU's

Total Credit Accumulated as of 10/4/2012 4:46:33 PM for the following certificate:

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



## Archiving a plan

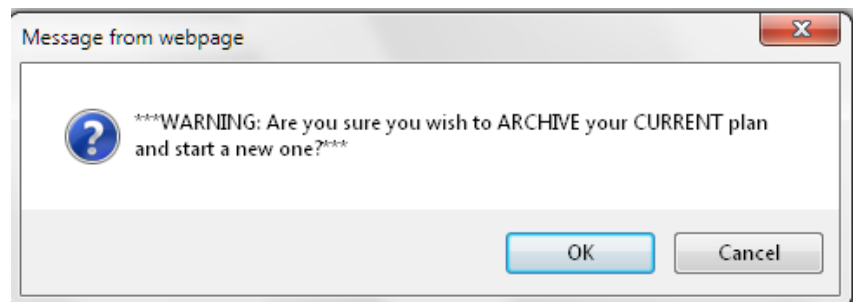
When a certificate cycle has ended and a new certificate is issued, the plan associated with the former should be archived. Do **not** revise the current plan, change the plan name to reflect the next certificate cycle, and resubmit. Before archiving a plan, be sure to confirm the following:

- Navigate to the *View Plan* link and verify that the current plan has a status of *Approved*. If the status is *Pending*, contact the LPDC before archiving.
- Navigate to the *Activity Status* link from the main toolbar and verify that there are **no** activities with a status of *Not Reviewed*, *Pending*, or *Awaiting Approval*. If there are activities with a status **other than** *Approved* or *Denied*, contact the LPDC before archiving.

To archive a current plan, navigate to the *View Plan* link from the main toolbar and select the option *Start New Plan*.



The following message will display; select *OK* to archive the plan.



**Viewing Archived Plans:** Any archived plans can be viewed from the *Archived Plans* link from the main toolbar.

## Dos and Don'ts

### Dos:

- Wait until a certificate is issued to create a new plan.
- Take care to attach **all** appropriate certificates to a new plan.
- Save often when creating a new plan.
- If problems occur when submitting plans or activities:
  - Create a separate MS Word document with the text details and copy/paste the text into PDMS. However, the text must have no special formatting (e.g. bullets).
  - Within MS Word, you may also navigate to the *Review* ribbon and select the *Word Count* option to count the number of characters with spaces. This will allow you to determine whether the text exceeds the number of allowed characters in a field.
- Only submit activities that fall within the issue and expiration date of the certificate.
- Pay careful attention to the character limits and formatting requirements for fields.

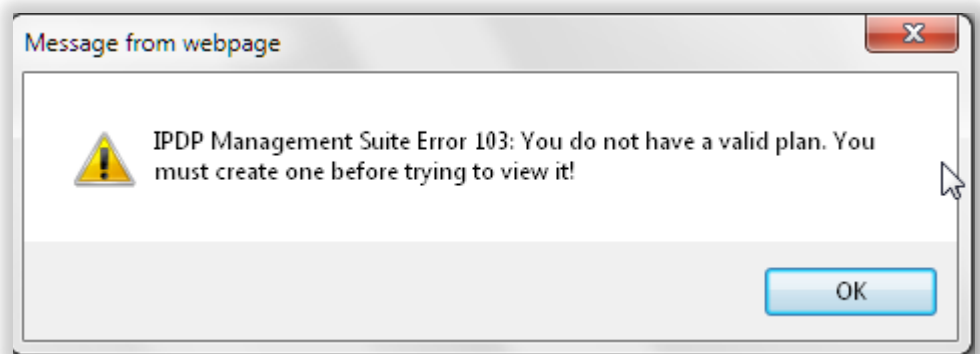


## Don'ts:

- If you login to the software and then leave the session inactive for 60 minutes, do not enter any additional data. Log out and log back in to ensure that you are working in an active session.
- Do not start a new plan unless the current plan has been approved and all activities have a status of either approved or denied.
- If you are ready to start a new plan for the next certificate cycle, do **not** choose the option to *Revise Approved Plan* and modify your existing plan. Rather, a new plan should be created.
- After submitting an activity, do not click the back button in an attempt to edit and resubmit. That will create a *duplicate* activity in the system.
- Do not modify a *denied* activity, even though it is possible to do so from the *Activity Status* link. If a *denied* activity is edited and resubmitted, it will **not** be sent to the LPDC for review.

## Error messages

If you do not have a current plan and you attempt to view that plan, this error message will display:



If you do not have a current plan and you attempt to Submit Activities, this error message will display:



If you attempt to edit an approved plan instead of revise it, the following error message will display:

