

Employee Kiosk



District IPDP LPDC Manual

| |
|--------------------------|
| TABLE OF CONTENTS |
|--------------------------|

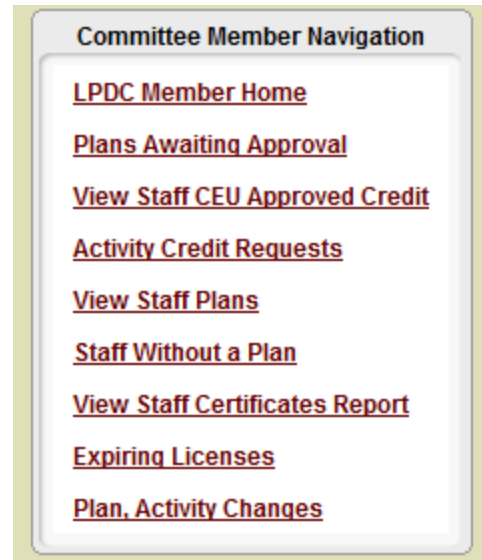
| | |
|--|----|
| TABLE OF CONTENTS..... | 1 |
| COMMITTEE MEMBER NAVIGATION..... | 2 |
| LPDC MEMBER HOME..... | 3 |
| VIEW PLANS AWAITING APPROVAL | 3 |
| VIEW CREDIT REQUESTS | 5 |
| VIEW DISTRICT STAFF PLAN INFO | 6 |
| VIEW/EMAIL STAFF MEMBERS WITHOUT PLANS | 7 |
| VIEW EXPIRING LICENSE..... | 8 |
| PLANS AWAITING APPROVAL | 9 |
| VIEW STAFF CEU APPROVED CREDIT | 9 |
| ACTIVITY CREDIT REQUESTS..... | 10 |
| VIEW STAFF PLANS..... | 10 |
| STAFF WITHOUT A PLAN..... | 13 |
| VIEW STAFF CERTIFICATES REPORT..... | 14 |
| EXPIRING LICENSE | 14 |
| PLAN, ACTIVITY CHANGES..... | 14 |
| SUPERVISOR APPROVAL FOR PLANS..... | 15 |
| SUPERVISOR APPROVAL FOR ACTIVITIES | 17 |

Committee Member Navigation

For the staff person that has been selected to be a member of the district LPDC, you will have an additional menu when you login into IPDP. A role of IPDP Committee Member has been assigned to this person within Kiosk.

You will be able to do the following:

- View Plans Awaiting Approval
- View Staff CEU Approved Credit
- View Activity Credit Requests
- View Staff Plans
- See a List of Staff Without a Plan
- View Staff Certificates Report
- View Expiring Licenses
- View a Log of Plan and Activity Changes



LPDC Member Home

From the LPDC Member Home option you can

- View Plans Awaiting Approval
- View Activity Credit Requests
- View District Staff Plan Info
- View/Email Staff Members Without Plan
- View Expiring Licenses

Development Plans Awaiting Approval

Click the following button to see a list of all development plans awaiting committee approval.

[View Plans Awaiting Approval](#)

View Activity Credit Requests

This button, and the matching link in the left navigation for LPDC members, shows a list of Professional Development Activity Credit Requests for review and/or approval.

[View Activity Credit Requests](#)

View Staff Member Plans

Use the following button to see a list of all district staff, along with information about their development plan status.

[View District Staff Plan Info](#)

Staff Members Without an Approved Plan

This report will list Staff members that do not have an Individual Professional Development Plan associated with them.

Click the button below to view and email staff members without a plan.

[View/Email Staff Members Without Plan](#)

License Expiration Audit

This report will list Staff members that have an expiring license as of the date selected.

[View Expiring Licenses](#)

View Plans Awaiting Approval

When you click on this link you will see a list of all the staff that has submitted a plan for approval. When a plan is submitted for approval the LPDC chairperson will receive an email notification about the plan awaiting approval. The LPDC chairperson or any LPDC Committee Member can approve the plan.

1. Click on Review Plan to see the staff person's plan.

District Info

District: 926
District Name: NCOCC Test Kiosk

Plans Awaiting Committee Approval

| Review | District Name | Employee Name | Plan Name | Date Submitted |
|-----------------------------|------------------|----------------|-------------------|---------------------|
| Review Plan | NCOCC Test Kiosk | Hammer Teacher | Renew Certificate | 06/14/2010 02:39 PM |

row(s) 1 - 1 of 1

2. After you have reviewed the plan you can:

- Enter a comment. This is optional unless you are returning the plan for modification. You should make a comment to let the staff person know why their plan is being returned.
- Print Development Plan
- Approve Plan
- Return Plan for Modification

In the Review Plan section under Plan Change History you have the option to see the history of the plan. You can see the date, time, old status, new status and any user notes on this plan.

| Plan Change History | | | | | | |
|------------------------|--------------------------|---------------|-----------------------------|-----------|--------------------------------------|--|
| Date/Time | User Name | Old Status | New Status | User Note | System Note | |
| 06/14/2010 02:39:07 PM | esteach2@ncocc.k12.oh.us | Not Submitted | Awaiting Committee Approval | - | Plan submitted for approval by owner | |
| 06/14/2010 02:39:07 PM | esteach2@ncocc.k12.oh.us | - | Not Submitted | - | Plan Created | |

row(s) 1 - 2 of 2

When you approve the plan the staff person will receive an email notification of the approval.

View Credit Requests

When you click on this link you will see all staff that has submitted an activity for approval. When an activity is submitted for approval the LPDC chairperson will receive an email notification about the activity awaiting approval. The LPDC chairperson or any LPDC Committee Member can approve the activity.

1. Click on View to see the staff person's activity.

District Info

District Name: NCOCC Test Kiosk

Activity Credit Requests

| Review Activity | District Name | Individual | Activity Name | Begin Date | End Date | Semester Hours | Quarter Hours | CEU Credits |
|----------------------|------------------|---------------|----------------------|------------|------------|----------------|---------------|-------------|
| VIEW | NCOCC Test Kiosk | Emily Teacher | Classroom Management | 06/23/2010 | 06/23/2010 | - | - | .4 |

1 - 1

Activity Credit Requests Requiring Supervisory Approval

There are no activities to review at this time.

2. You will see the information on the activity.
3. To see the attachment that has been added to the activity click on the Download link next to the activity file name.

Review Activity

Activity Name: Classroom Management
Verification Method: certificate
Vendor: ODE
Activity Description: Skills in Classroom Management
Focus Alignment: I will improve my classroom management skills.
Employee Comments:
Semester Hours: **Quarter Hours:** **CEU Credit:** .4

Activity Begin Date: 06/23/2010
Activity End Date: 06/23/2010
Activity Creation Date: 06/17/2010
Activity Edited Date: 06/17/2010
Activity Submitted Date: 06/17/2010
Activity Approved Date:
Activity Deleted Date:
Approving Supervisor:

Activity Attachments

| View Attachment | File Name ▲ | Date/Time Updated |
|--------------------------|-----------------------|-------------------|
| Download | Yearly Staff Form.pdf | 06/17/2010 |

1 - 1

Add Attachment

To take action on the activity you can:

4. Click the Approve radio button to approve the activity.
5. You can click Not Applicable Reject/Return if you need to reject the activity or return the activity for modification.
6. The comment field is optional but if you are rejecting or returning the request you should enter a comment.

Applicable Certifications

| Approve | Not Applicable Reject/Return | Certificate/License |
|----------------------------------|---------------------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/> | 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/2014 |
| | | 1 - 1 |

Activity Response Comment

0 of 2000

In the Review Activity section under Activity Change History you have the option to see the history of the activity. You can see the change date, time, changed by and user notes.

View District Staff Plan Info

When you click on this link you will see staff and the status of their plan. If the plan has been edited you will see the edit date and the approval date.

1. You can click on the email link to email that staff person
2. You can click on the plan name to view their plan.



| District Staff Plan Info | | | | | | |
|--------------------------|------------------|--|-----------------------------------|-----------------------------|-------------|---------------|
| Name ^A | District Name | User Name - Click to Email | Plan Name - Click to View | Plan Status | Edited Date | Approved Date |
| Emily ES Teacher | NCOCC Test Kiosk | esteach12ncocc.k12.oh.us | 2010-11 Plan | Approved | | 06/10/2010 |
| Hammer ES Teacher | NCOCC Test Kiosk | ESTEACH2@NCOCC.K12.OH.US | Renew Certificate | Awaiting Committee Approval | | |

1 - 2

View/Email Staff Members Without Plans

When you click on this link you will see all the staff in your district that do not have an approved plan. The status could be:

- Not Submitted – Means they have started a plan but has not submitted it yet.
- Awaiting Approval – Means they have completed it and have submitted it for approval.
- Returned – Means they have submitted it and either the supervisor or LPDC has returned the plan for modification.

| Staff Members Without an Approved Plan | | | | | | |
|---|--------------|-----------------------|--------------------------|---------------|-------------------|----------|
| Send Email | District IRN | Name | User Name | Not Submitted | Awaiting Approval | Returned |
|  | 926 | Adam K Superintendent | supt@NCOCC.K12.OH.US | 0 | 0 | 0 |
|  | 926 | Hammer ES Teacher | ESTEACH2@NCOCC.K12.OH.US | 0 | 1 | 0 |

row(s) 1 - 2 of 2

1. You can click on the envelope to email that staff person.
2. When you click on the envelope you will see a message box appear. The from, to and subject will be completed for you and a reminder message will be started for you in the email body. You can leave the message as is or enter your own message.
3. Click Send Email to send the message.

Send Email for Staff Members Without a Plan

Add any COMMENTS to the Email Body and click the "Send Email" button to send the notification to the identified User.

From: ESPRIN@NCOCC.K12.OH.US

To: supt@NCOCC.K12.OH.US

Subject: Regarding your Individual Performance Development Plan.

You do not have an APPROVED Individual Professional Development Plan associated with your Username.

Email Body:

3/9/2008


[Send Email to supt@NCOCC.K12.OH.US](#) [Return to Staff Members Without a Plan](#)

View Expiring Licenses

When you click on this link you will be prompted to enter a date in MM/DD/YYYY or you can click on the calendar to select a date.

Select Expiration Date

Please enter a date (MM/DD/YYYY) or click calendar pop-up to select a date.

* License Expiration Date: 

Submit License Query

1. If you want to see all the certificates that will expire before 6/30/2014 enter that date and the following report will display.

Expiring Licenses

| Email ^A | Name | License | Issue Date | Expiration Date |
|--|-----------------------|--|------------|-----------------|
| supt@NCOCC.K12.OH.US | Adam K Superintendent | 5 Year - Professional - License - School Counselor - 01/02/2008 - 06/30/2013 | 01/02/2008 | 06/30/2013 |

1 - 1

You can see the email address, name, license, issue date and expiration date.

2. When you click on the email address a message box will appear and you can send that staff person an email message.

Send Email for Expiring Certifications

Add any COMMENTS to the Email Body and click the "Send Email..." button to send the notification to the identified User.

From:

To:

Subject:

Email Body:

0 of 2000

Send Email to supt@NCOCC.K12.OH.US **Return to Expiring Certifications**

Plans Awaiting Approval

When you click on this link you will see a list of all the staff that has submitted a plan for approval. ***This is the same as the section under LPDC Member Home – View Plans Awaiting Approval (See page 3 of this manual for instructions)***

View Staff CEU Approved Credit

This report gives you a quick summary of a staff person's total credit hours.

1. You can enter the name of a specific staff person and click go.
2. You can click on View to view the approved staff person's plan.

Staff CEU Approved Credits

Search Employee Name: _____ Display: 100 Go Reset

| View Plan | District Name | Employee Name | Name Of Plan | Mission | Approved Date | Semester Hours | Quarter Hours | CEU Credits | Total CEUs |
|----------------------|-----------------|---------------|--------------|------------------------------|---------------|----------------|---------------|-------------|------------|
| View | NCOCC Test Hosk | Emily Teacher | 2010-11 Plan | Transition to 5 Year License | 05/10/2010 | 0 | 0 | 0 | 0 |

CRV

1-1

3. When you click on View, you will see the staff person's plan. When you scroll down you will see a summary of the activities attached to that plan.

Professional Development Credits

Collection of activities for your Staff Permit

Name: Susan C. Baughman Permit Status:
 Grade: Permanent Issue Date: 05/08/1997
 Type: Staff Effective Year: 1997
 Class: Professional Exp. Date:

Total Credit Accumulated as of 05/05/2010 10:38:29 AM for this Permit is listed below:

| Click to View Activity Details | Name | Begin Date | End Date | Semester Hours | Quarter Hours | CEUs |
|-----------------------------------|---------------------------|------------|------------|----------------|---------------|------|
| View | Hosk ITC Advisory Meeting | 05/28/2010 | 05/28/2010 | - | - | .4 |
| Total Credit Accumulated | | | | 0 | 0 | .4 |
| Total Credit Accumulated for Plan | | | | 0 | 0 | .4 |

4. You can click on View to see the specific details of that activity.

Activity Credit Requests

When you click on this link you will see all staff that has submitted an activity for approval. **This is the same as the section under LPDC Member Home – View Credit Requests (See Page 5 of this manual for instructions)**

View Staff Plans

When you click on this link you will see a list of staff broken down by the status of their plan. You can see the plan name, focus, creation date, edited date, approved date, submitted date and much more.

1. You can click on View to view that staff person's plan.

The screenshot shows the 'LPDC Professional Development Plans' interface. It features a search bar, a 'Rows: 100' dropdown, and a 'Go' button. Below the search bar, there are three sections of data, each with a 'Status_Label' filter and a table of plan details. The columns in the tables are: User Name (with a 'Click to Email' link), District Name, Plan Name, Objective, Other Objective, Focus, Creation Date, and Edited Date.

| Status_Label | User Name | District Name | Plan Name | Objective | Other Objective | Focus | Creation Date | Edited Date |
|-----------------------------|---|------------------|-------------------|-----------|-----------------|---|---------------|-------------|
| Approved | View esteach12noccc.k12.oh.us | NCDDC Test Kiosk | 2010-11 Plan | T | - | I will become a leader in emerging technology | 06/10/2010 | - |
| Archived | View esteach12noccc.k12.oh.us | NCDDC Test Kiosk | My Plan | R | - | Focus | 02/14/2010 | 02/14/2010 |
| Archived | View esteach12noccc.k12.oh.us | NCDDC Test Kiosk | Plan | R | - | Focus | 03/14/2010 | 02/14/2010 |
| Archived | View esteach12noccc.k12.oh.us | NCDDC Test Kiosk | Plan 2 | - | - | Focus | 02/14/2010 | - |
| Awaiting Committee Approval | View ESTEACH12@NCDDC.K12.OH.US | NCDDC Test Kiosk | Renew Certificate | T | - | Integrate Technology | 06/14/2010 | - |

2. You can click on the email link to email that staff person. A message box will be displayed. Type your message in the email body and click send.

The screenshot shows the 'Send Email for Admin Staff Plan List' form. It includes a header with instructions: 'Add any COMMENTS to the Email Body and click the "Send Email..." button to send the notification to the identified User.' The form has the following fields:

- From: ESPRIN@NCDDC.K12.OH.US
- To: esteach12noccc.k12.oh.us
- Subject: Regarding your Individual Performance Development Plan.
- Email Body: A large text area for entering the message content.

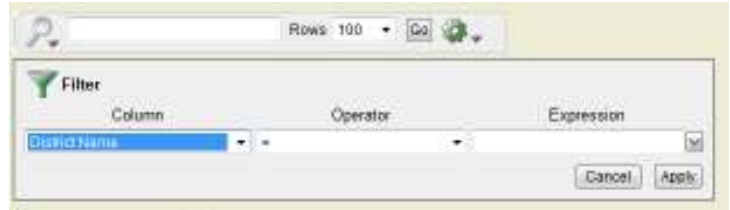
At the bottom of the form, there are two buttons: 'Send Email to esteach12noccc.k12.oh.us' and 'Return to Admin Staff Plan List'.

You also have the option to run interactive reports.

Filter

Filter will allow you to take the display that you see in the activities approved section and narrow your results.

Under column you choose what you want to filter on, such as activity name, vendor, verification method, start date, etc.



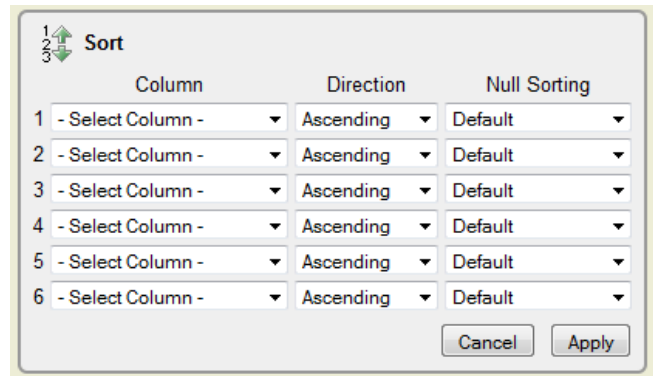
Based on the column filter you use you then will be prompted to select an operator like =, >, <, etc..

You can have multiple filters. In the example below the filter was used to display just requests for sick leave that were greater than 1 day. To remove a filter you can click on the red X.

Sort

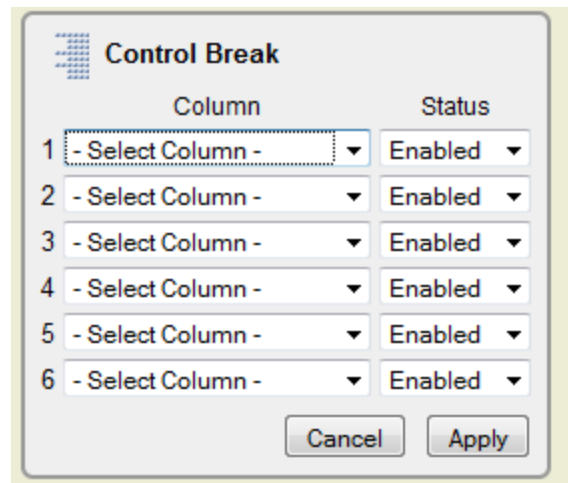
Sort will allow you to take the display that you see in the activities approved section and sort your results.

You can have multiple sorts on the information.



Control Break

Control Break will allow you to take the display that you see in the activities approved section and create breaks in the data. For example if you do a control break on Vendor, each leave will have a heading and all requests for the leave type will be displayed under that heading. You can have multiple control breaks on the information.



Highlight

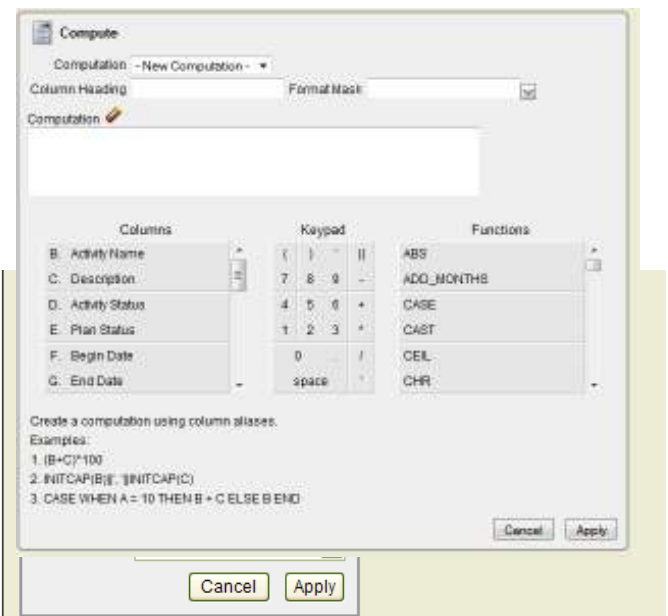
Highlight will allow you to take the display that you see in the activities approved section and highlight the specific data. You can select the background and text color and whether or not you want a row or cell highlighted. For example if you want to highlight all the CEU Credit you would select the column of CEU Credit and use the operator of = and the expression of CEU Credit. All the sick leave would be highlighted with the colors you chose.



You can have multiple highlights. To remove a highlight you can click on the red X.

Compute

Compute will allow you to take the display that you see in the activities approved section and computed columns to your report.

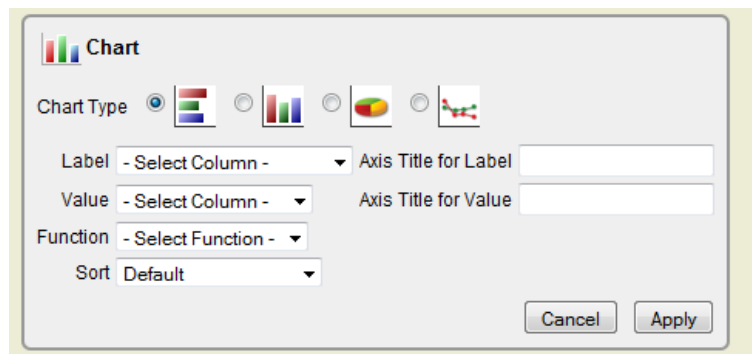


Aggregate

Aggregate will allow you to take the display that you see in the activities approve section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function your information will be displayed on the last line.

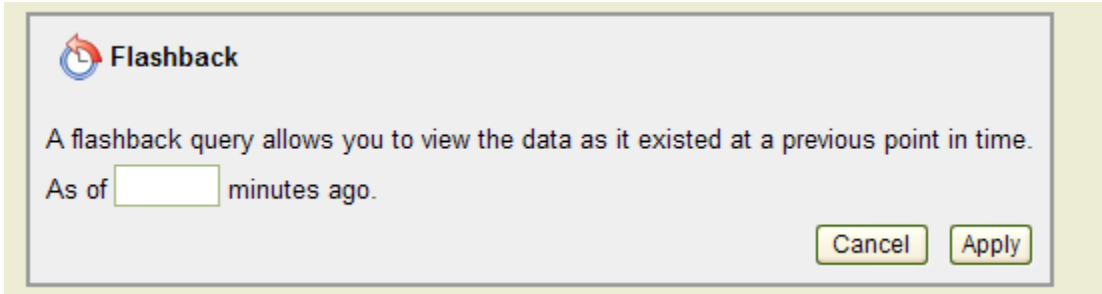
Chart

Chart will allow you to take the display that you see in the activities approved section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.



Flashback

Flashback will allow you to view data as it existed at a previous point in time. Enter the time in minutes and you will see the data as it appeared at that point.

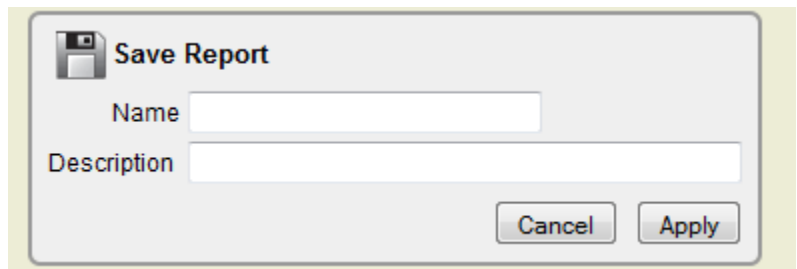


The image shows a dialog box titled "Flashback" with a circular arrow icon. The text inside reads: "A flashback query allows you to view the data as it existed at a previous point in time. As of minutes ago." At the bottom right, there are two buttons: "Cancel" and "Apply".

Save Report

Once you have generated a report with the results you want, you have the option to save the report for future use. Once you click on the save report you will be prompted to enter a report name and description.

The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.



The image shows a dialog box titled "Save Report" with a floppy disk icon. It contains two input fields: "Name" and "Description". At the bottom right, there are two buttons: "Cancel" and "Apply".

Reset

Reset will reset the report to its default settings incase you just need to start over.

Staff Without a Plan

When you click on this link you will see all the staff in your district that do not have an approved plan. ***This is the same as the section under LPDC Member Home – View/Email Staff Members Without Plans (See Page 7 of this manual for instructions)***

View Staff Certificates Report

When you click on this link you will see a quick summary of certificated staff and their license information. You can sort the report by clicking on the column header.

District Licenses

Download and Save to CSV file

Rows: 00 Go

Credential Term = 3 Year

| Name | MName | LName | State ID | Pro. Classification | Credential Category | Credential Type Name | Credential Term | Rec. Rate | Issue Date | Licensure Date | Effective Year |
|-----------|--------|-------|-----------|---------------------|---------------------|----------------------|-----------------|------------|------------|----------------|----------------|
| Crenbaugh | Cheryl | Lynn | CC1001405 | Professional | Certificate | Elementary (1-6) | 3 Year | 09/21/2000 | 03/14/2006 | 06/25/2014 | 2006 |
| Crenbaugh | Cheryl | Lynn | CC1001405 | Professional | Certificate | Elementary (1-6) | 3 Year | 04/26/2000 | 03/14/2006 | 06/25/2014 | 2006 |

Download and Save to CSV file

1. When you click on the paper icon next to the staff person's name you will see the certificate information for that staff person.
2. You also have the option to run interactive reports. See page 12 of this manual for more details on interactive reports.

Expiring License

When you click on this link you will be prompted to enter a date in MM/DD/YYYY or you can click on the calendar to select a date. ***This is the same as the section under LPDC Member Home – View Expiring License (See Page 8 of this manual for instructions)***

Plan, Activity Changes

This gives you a history of what changes have been done on plans and activities. A committee could enter a date range and use this as meeting notes or summary of the items that have been approved or changed since they met last.

Search

Search: [] Filter: []

Begin Date: 06/17/2013 01:25:00 AM

End Date: 06/17/2013 03:25:00 AM

Plan Changes

No matching plan changes found in the given date range for your district.

Activity Changes

| Change Date | Committee Name | Plan Name | Activity Name | Change Date | Date Made | System/Date |
|------------------------|----------------|--------------|----------------------|------------------------|-----------|--------------------------|
| 06/17/2013 03:25:00 AM | District LPDC | 2010-11 Plan | Classroom Management | 06/17/2013 03:25:00 AM | | Activity created by user |
| 06/17/2013 03:25:00 AM | District LPDC | 2010-11 Plan | Classroom Management | 06/17/2013 03:25:00 AM | | Activity updated by user |

1/2

Supervisor Approval for Plans

For the professional development plan the supervisor will need to approve the plan before it goes to LPDC for approval.


When the staff person creates the plan and they select their supervisors name in the Approving Supervisor drop down menu and click submit, the supervisor will receive an email message that they have a plan to approve.

Development Plan - Header

Plan Template: District Template

* Name Of Plan: 2010-11 Renewal

* Select Committee: District LPDC

Approving Supervisor: Adam Superintendent 

* Applies to Licenses

* Mission: Other

Other Mission Desc:

* Focus: Improve my skills

17 of 1000


When the supervisor logs into IPDP they will have an additional link when a plan is waiting for their approval.

1. The supervisor can click on the link and a list of plans waiting for their approval will be displayed.
2. To approve the plan click on Review Plan

District Info

District: 926
District Name: NCOCC Test Kiosk

Individual Navigation

- [Employee Profile](#)
- [Create Plan](#)
- [Activity List](#)
- [Plans Requiring Your Approval](#) 
- [LPDC Guidelines](#)

Plans Awaiting Supervisor Approval

| Review | Employee Name | Plan Name | Date Submitted |
|-----------------------------|----------------|-----------------|---------------------|
| Review Plan | Hammer Teacher | 2010-11 Renewal | 06/17/2010 03:27 PM |

row(s) 1 - 1 of 1

3. After the supervisor has reviewed the plan they can:

- Enter a comment. This is optional unless they are returning the plan for modification. They should make a comment to let the staff person know why their plan is being returned.
- Print Development Plan
- Approve Plan
- Return Plan for Modification

View Individual Professional Development Plan

Plan Owner: Hammer Teacher
Plan Template: District Template
Name of Plan: 2010-11 Renewal
Committee Name: District LPDC
Approving Supervisor: Marcia Principal

Applies to Certificate(s):

| Certificate Information | |
|-----------------------------|---------------------------|
| Name: Cheryl Lynn Cronbaugh | Certificate Status: Renew |
| Grade: 8 Year | Issue Date: 03/14/2006 |
| Type: Elementary (1-8) | Effective Year: 2006 |
| Class: Professional | Exp. Date: 06/30/2014 |

Plan Mission: Transition to 5 Year License
Focus: Integrate technology into the classroom
Plan Status: Awaiting Supervisor Approval

Creation Date: 05/17/2010
Revision Date:
Submission Date: 05/17/2010
Approval Date:

Comment:

0 of 2000

[PRINT Development Plan](#) [Approve Plan](#) [Return Plan for Modification](#)

When they approve the plan the staff person will receive an email notification of the approval.

Supervisor Approval for Activities

For some activities the supervisor may need to approve the activity before it goes to LPDC for approval.

When the staff person creates the activity and they select their supervisor's name in the Approving Supervisor drop down menu and click submit, the supervisor will receive an email message that they have an activity to approve.

Create Development Activity

Fields marked with a red asterick (*) are required. Fields that are underlined indicate additional help information by clicking on the underline.

* Activity Name: Management Class

* Activity Begin Date: 07/15/2010

* Activity End Date: 07/15/2010

* Select Plan/Certification: 2010-11 Plan - 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/2014

* Verification Method: Certificate of Attendance

* Provider: ODE

Approving Supervisor: Marcia Principal

When the supervisor logs into IPDP they will have an additional link when an activity is waiting for their approval.

1. The supervisor can click on the link and a list of activities waiting for their approval will be displayed.
2. To approve the activity click on View.

Individual Navigation

- [Employee Profile](#)
- [Create Plan](#)
- [Activity List](#)
- [Activities Requiring Your Approval](#)
- [LPDC Guidelines](#)

District Info

District Name: NCOCC Test Kiosk

Activities Requiring Supervisor Approval

| Review Activity | Individual | Activity Name | Begin Date | End Date | Semester Hours | Quarter Hours | CEU Credits |
|----------------------|---------------|------------------|------------|------------|----------------|---------------|-------------|
| View | Emily Teacher | Management Class | 07/15/2010 | 07/15/2010 | - | - | .05 |

1 - 1

After the supervisor has reviewed the activity they can:

3. Click the Approve radio button to approve the activity.
4. Can click Not Applicable Reject/Return if they need to reject the activity or return the activity for modification.

| Approve | Not Applicable Reject/Return | Certificate/License |
|----------------------------------|------------------------------|--|
| <input checked="" type="radio"/> | <input type="radio"/> | 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/2014 |
| <input checked="" type="radio"/> | <input type="radio"/> | 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/2014 |

1 - 2

Activity Response Comment

0 of 2000

Cancel Submit Approvals/Rejections

5. The comment field is optional but if they are rejecting or returning the request they should enter a comment.

When they approve the activity the staff person will receive an email notification of the approval.