

Employee Kiosk



IPDP Setup Manual

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Setting Up a District to Use IPDP

Initial Setup in Kiosk

All employees that wish to participate with IPDP must be enrolled in the Employee Kiosk prior to setup.

1. Turn on IPDP under district configuration.

Roles must be set in Kiosk before setup begins in IPDP.

2. Assign the IPDP District Administrator to the staff person that will create/maintain committees, create/maintain templates and upload guidelines.
3. Assign the IPDP District Chairperson to the staff person that is the chairperson of the committee.
4. Assign the IPDP District Committee Member role to each person that is on the committee.

Creating a Committee

First step for configuration is to setup committees

1. Under District Admin Navigation
2. Click on District Admin Home



3. Here you will see the button to Add Committee



4. Type in your committee name
5. Select the chairperson from the employees in the drop down menu. The only staff that will be displayed in the Chairman drop down are those staff that has been assigned the IPDP District Chairperson role in Kiosk.
6. Select the buildings to be included with this committee. To select multiple buildings hold the Ctrl key down while clicking. A building may only be assigned to one committee.

Once the committee has been created you will see the committee on the District Admin Home screen

Edit Committee	List Buildings	Committee Name	Committee Chairman	Delete	Upload Committee Guidelines	Guidelines Filename
EDIT	List Buildings	District LPDC Committee	Babe D RUTH		Upload Guidelines	-

Adding Committee Members

Before you can add committee members to the Committee you just created you need to go into Kiosk and assign the IPDP District Committee Member role to each person that is on the committee. Once you have assigned the role, those people will be displayed in the Committee Members list of staff to choose from.

1. You will need to click on the Edit icon under Edit Committee to add committee members.

2. You will see a list of staff members that have the IPDP District Committee Member role
3. Click on the person you want to add to the committee and click on the arrow pointing to the right.
4. Click submit to save this committee list.

Uploading Guidelines

1. At this point you have the option to upload guidelines that will be available for display to employees in that district. The guidelines could be a PDF file containing district requirements for completing the IPDP or ODE requirements for activity credits. Whatever the district wants to display can be done as long as the file is a PDF.
2. When you click on Upload Guidelines

Committee Guidelines Upload

Cancel **Upload Guidelines**

District Id 1005
Chairman Username melick.andy@ncocc.k12.oh.us
Description District LPDC Committee
Guidelines Content P:\Kiosk\ipdp_kiosk.pdf **Browse...** [Download](#)
Guidelines Last Updated 09/08/2009 09:39:44
Guidelines Filename NCOC-Application.pdf

3. You will browse to where the file is that you want to upload and then click on Upload Guidelines.
4. Once you have uploaded the document it will be displayed in the Guidelines Filename column.

Edit Committee	List Buildings	Committee Name	Committee Chairman	Delete	Upload Committee Guidelines	Guidelines Filename
Edit	List Buildings	District LPDC Committee	Babe D RUTH		Upload Guidelines	ipdp_kiosk.pdf

Add Committee

1 - 1

District Configuration

You will need to setup a template for the plan that your staff will use when creating their plan.

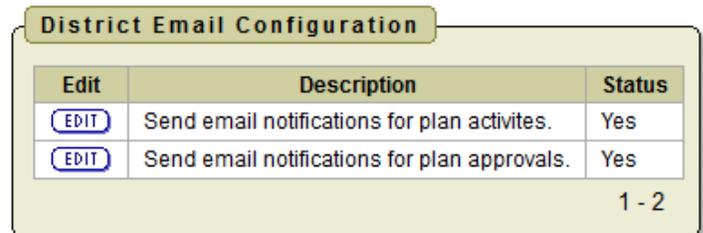
1. Under District Admin Navigation
2. Click on District Configuration



Email Configurations

You have the option to send email notifications when activities are submitted and approved.

1. Click Edit next to Send email notifications for plan activities.
2. Click on the drop down arrow to select either Yes to turn notifications on or No to turn notifications off.



A screenshot of the 'District Email Configuration' table. It has three columns: 'Edit', 'Description', and 'Status'. There are two rows of data. The first row has an 'EDIT' button, the description 'Send email notifications for plan activites.', and the status 'Yes'. The second row has an 'EDIT' button, the description 'Send email notifications for plan approvals.', and the status 'Yes'. At the bottom right of the table, it says '1 - 2'.

Edit	Description	Status
EDIT	Send email notifications for plan activites.	Yes
EDIT	Send email notifications for plan approvals.	Yes

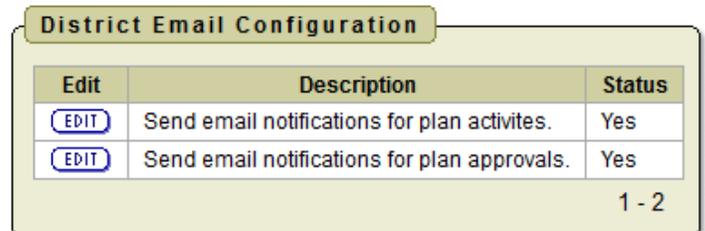
3. Click Apply Changes.



A screenshot of the 'Edit District Property' dialog box. It has a title bar 'Edit District Property' and two buttons: 'Cancel' and 'Apply Changes'. Below the buttons, there is a 'Property' label, a text input field containing 'email_notify_activites', and a dropdown menu set to 'Yes'.

You have the option to send email notifications when plans have been approved.

1. Click Edit next to Send email notifications for plan approvals.
2. Click on the drop down arrow to select either Yes to turn notifications on or No to turn notifications off.



A screenshot of the 'District Email Configuration' table. It has three columns: 'Edit', 'Description', and 'Status'. There are two rows of data. The first row has an 'EDIT' button, the description 'Send email notifications for plan activites.', and the status 'Yes'. The second row has an 'EDIT' button, the description 'Send email notifications for plan approvals.', and the status 'Yes'. At the bottom right of the table, it says '1 - 2'.

Edit	Description	Status
EDIT	Send email notifications for plan activites.	Yes
EDIT	Send email notifications for plan approvals.	Yes

3. Click Apply Changes.



A screenshot of the 'Edit District Property' dialog box. It has a title bar 'Edit District Property' and two buttons: 'Cancel' and 'Apply Changes'. Below the buttons, there is a 'Property' label, a text input field containing 'email_notify_approval', and a dropdown menu set to 'Yes'.

District Default Approving Supervisor to None

You will need to setup a template for the plan that your staff will use when creating their plan.

1. Click on Edit next to Default “approving Supervisor” value to be “None” for activities

District Default Approving Supervisor to None		
Edit	Description	Status
EDIT	Default “Approving Supervisor” value to be “None” for activities.	Yes
EDIT	Default “Approving Supervisor” value to be “None” for plans.	Yes

1 - 2

2. Click on the drop down arrow to select Yes to turn None as the default supervisor when creating an activity.

3. Click Apply Changes

Edit District Property	
Property	default_supervisor_activity Yes ▾

[Cancel](#) [Apply Changes](#)

You will need to setup a template for the plan that your staff will use when creating their plan.

1. Click on Edit next to Default “approving Supervisor” value to be “None” for plans.

District Default Approving Supervisor to None		
Edit	Description	Status
EDIT	Default “Approving Supervisor” value to be “None” for activities.	Yes
EDIT	Default “Approving Supervisor” value to be “None” for plans.	Yes

1 - 2

2. Click on the drop down arrow to select Yes to turn None as the default supervisor when creating a plan.

3. Click Apply Changes

Edit District Property	
Property	default_supervisor_plan Yes ▾

[Cancel](#) [Apply Changes](#)

Activity Option Groups

If an LPDC requires certain types of activities to be completed to be counted as credit towards a certificate renewal, Activity Option Groups can be created for staff to select when an activity is created.

1. Click Create to add a new Activity Option Group.

Edit	Group	Multiselect	Is Active	
EDIT	Activity Type	No	Yes	Make inactive
EDIT	Course Type	Yes	Yes	Make inactive

2. Type in the Group Name. For example this group may include types independent study that would be accepted by the LPDC.
3. Select Yes or No if staff will have the ability to see more than one type activity option. If No is selected the employee will see a button to only select one option in that group. If Yes is selected the employee will be able to select multiple options in that group.

4. Select Yes or No if group is active. If group is active employees will see group displayed when creating an activity.

5. Click Create to enter options under the newly created group.
6. Enter the option name.
7. Enter a description.
8. Select Yes or No if option will be active.

9. As individual activity options are created they will be displayed in a list. To edit an option click on the Edit button.

Option	Is Active	Option Description
EDIT Self Paced Online Class	Yes	Class offered via internet that is completed at a pace determined by the employee.
EDIT Self Taught Book Course	Yes	Book course that employee completes.

Once the Activity Option Group has been completed when the employee creates a new activity the group will display on the activity as an option.

Create Development Activity

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

* Activity Name:

* Activity Begin Date: (use MM/DD/YYYY format)

* Activity End Date: (use MM/DD/YYYY format)

* Select Plan/Certification: March 2013 - CC1001405 - 2 Year - Alternative Administrative - License - Administrative Specialist - 03/21/2012
 March 2013 - CC1001405 - 8 Year - Professional - Certificate - Elementary (1-8) - 03/14/2006 - 06/30/2014 - Plan

* Verification Method: Certificate of Attendance

* Provider:

Approving Supervisor: None

Enter one of the following credit hour fields:
 Semester Hours: Quarter Hours: **CEU Credit:** **Contact Hours:**

NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.

Activity Type
 Department Meeting - dept
 School Inservice - inservice

Course Type
 College - college
 Professional - professional

Independent Study

Self Paced Online Class - Class offered via internet that is completed at a pace determined by the employee.

Self Taught Book Course - Book course that employee completes.

* Description:

Activity Verification Methods

An LPDC can determine what verification methods they will accept for activities.

1. Click Create to add a new verification method.

Activity Verification Methods				
Edit	Verification Method	Verification Method Long	Is Active	
EDIT	Certificate	Certificate of Attendance	Yes	Make inactive
EDIT	Transcript	Transcript	Yes	Make inactive
EDIT	Agenda	Agenda	Yes	Make inactive
EDIT	Brochure	Brochure	Yes	Make inactive
EDIT	Outline	Meeting Outline	Yes	Make inactive
EDIT	Activity Log	Activity Log	No	Make active

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2. Type in the Verification Method Name.
3. Type in a full description of the Verification Method.
4. Select Yes or No if option will be active.
5. Click Create.

Create/Modify VERIFICATION METHOD	
Verification Method	<input type="text" value="Digital Badge"/>
Verification Method Long	<input type="text" value="Digital Badge received from Agency for Completed Online Course"/>
Is Active	Yes <input type="button" value="v"/>
<input type="button" value="Cancel/Return"/> <input type="button" value="Create"/>	

Once the Verification Method has been completed when the employee creates a new activity the option will display under the verification method.

Fields marked with a red asterisk () are required. Fields that are underlined indicate additional help information by clicking.*

* Activity Name:

* Activity Begin Date: {use MM/DD/YYYY format}

* Activity End Date: {use MM/DD/YYYY format}

* Select Plan/Certification: March 2013 - CC1001405 - 2 Year - Alternative Administrative - License - Administrative Effective/Approved: 07/01/2012
 March 2013 - CC1001405 - 8 Year - Professional - Certificate - Elementary (1-8) - 03/1

* Verification Method: Certificate of Attendance
 Transcript
 Agenda
 Brochure
 Meeting Outline

* Provider:

* Approving Supervisor:

Enter one of the following credit hour fields:
 Semester Hours: Quarter Hours: CEU Credit: Contact Hours:

Manage Templates

You will need to setup a template for the plan that your staff will use when creating their plan.

1. Under District Admin Navigation
2. Click on Manage Templates



2. You have the option to create a new template or copy an existing template if you want to copy the current ODE 2008 standards template to use in your district just click Copy/Add.

Development Plan Templates

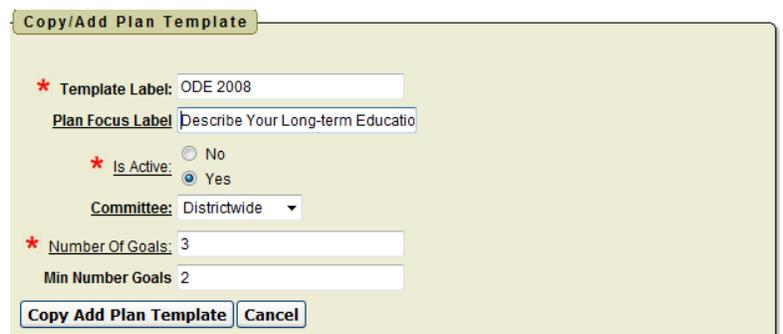
Edit Template	Copy/Add Template	Template Label	Active? ▲	Number of Goals	Committee
EDIT	Copy/Add	District Template	Active	3	Districtwide
	Copy/Add	ODE 2008	Active	3	Statewide

1 - 2

[Add Plan Template](#)

Copy an Existing Template

1. Type the name of your template in the Template Label. This could be as simple as District Template.
2. For the Plan Focus Label you can use the default which is Focus or you can create something else for example *describe your long-term educational goals*. This is what is displayed on the Developmental Plan section of the template.

A screenshot of a web form titled "Copy/Add Plan Template". The form contains the following fields:

- * Template Label: ODE 2008
- Plan Focus Label: Describe Your Long-term Educatio
- * Is Active: No, Yes
- Committee: Districtwide (dropdown menu)
- * Number Of Goals: 3
- Min Number Goals: 2

At the bottom are two buttons: "Copy Add Plan Template" and "Cancel".

3. Click on Yes or No to make the template active for your staff to see.
4. If template is to be used for the entire district then Districtwide is selected under Committee. If you want this template assigned to a specific committee select that committee. Districtwide is the default.
5. Select the number of goals that you want to display on your template.
6. Select the minimum number of goals that you want your staff to complete.
7. Click Add Plan Template.

The template will then be an option for your staff to use when creating their plan.

Create a New Template

1. When you create a new template you will click on Add Plan Template.

Add Plan Template

2. Type the name of your template in the Template Label. This could be as simple as District Template.

Create/Edit IPDP Plan Template

* Template Label

Plan Focus Label

* Is Active Active Inactive

Exclusively for Committee? District LPDC ▾

* Max Number of Goals

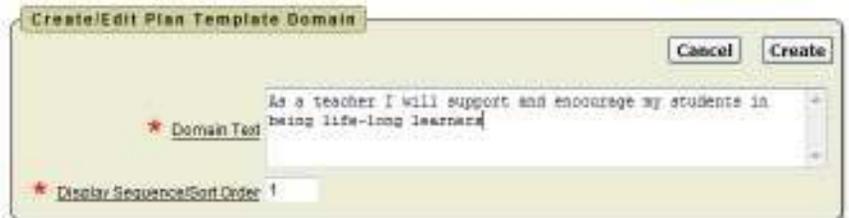
* Min Number of Goals

3. For the Plan Focus Label you can use the default which is Focus or you can create something else for example *describe your long-term educational goals*. This is what is displayed on the Developmental Plan section of the template.
4. Click on Yes or No to make the template active for your staff to see.
5. If template is to be used for the entire district then Districtwide is selected under Committee. If you want this template assigned to a specific committee select that committee. Districtwide is the default.
6. Select the number of goals that you want to display on your template.

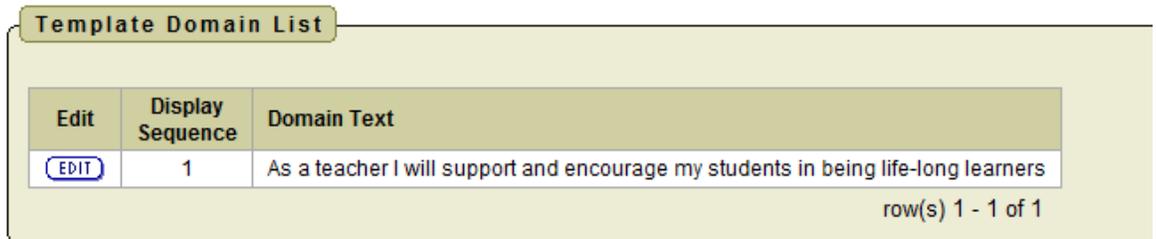
7. Select the minimum number of goals that you want your staff to complete.
8. Click Create
9. You then have the option to add domains to your template. To add a domain, click on Add a Domain. A domain is a focus area like Classroom Management, Content Acquisition, and Technology Integration.



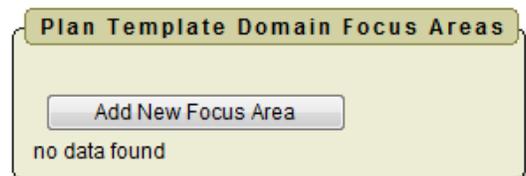
10. Type in your text.
11. Enter a display sequence/sort order. This basically says what order you want your domains to display to your staff.



12. Click create.
13. Once you add the Domain you will need to add focus statements for the domain.
14. Click Edit next to your domain text.



15. Click Add New Focus Area
16. You will see the name of your template, the text you typed in for your domain information and they you can type in the text for your focus.



17. Make sure that you enter a display sequence/sort order. This basically says what order you want your focus to display to your staff.

Plan Template Information

Plan Template Label: Our Template

Plan Template Domain Info

Plan Template Domain Text: As a teacher I will support and encourage my students in being life-long learners

Create/Edit Focus Area

Cancel Delete Apply Changes

* Display Sequence:

I help students with locating information on their own.

* Focus Area Text:

18. Once you have added your focus text and supplied a sequence order you can edit them at any time just by clicking on edit.

Create/Edit Plan Template Domain

Cancel Delete Apply Changes

* Domain Text

As a teacher I will support and encourage my students in being life-long learners

* Display Sequence/Sort Order

Plan Template Domain Focus Areas

Add New Focus Area

Edit	Focus Area Text	Display Sequence
EDIT	I help students with locating information on their own.	1
EDIT	I encourage self-taught activities	2

1 - 2

Your staff will actually see the domains and focus you have written when they complete their plan using your template. The focus will be a box they can click on.

The image shows two screenshots of a software interface. The top screenshot is titled "Procedure - Professional Development Plan Goals" and contains three text input fields. The first two are labeled "Goal One:" and "Goal Two:", each with a red star icon and a "0 of 2000" character count. The third is labeled "Goal Three:" with a "0 of 2000" character count. The bottom screenshot is titled "Development Plan - Focus Areas" and shows a red arrow pointing to a text area containing the sentence: "As a teacher I will support and encourage my students in being life-long learners." Below this text is a table with two columns: "Select" and "Focus Area".

Select	Focus Area
<input type="checkbox"/>	I help students with locating information on their own.
<input type="checkbox"/>	I encourage self-taught activities.

Once you have completed all the above steps you are now ready for your staff to begin using IPDP.