



User Guide

<https://PDtrack.kyvae.org>

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Getting started

Turn Off Pop-up blocker

Before getting started, make sure the pop-up blocker on your computer is turned off.

In Microsoft Internet Explorer:

- Go to “Tools” on the menu bar, then “Pop-up Blocker,” then “Pop-up Blocker Settings.”
- In the box called “Address of Web site to allow,” type * <https://pdtrack.kyvae.org>, then click “Add.”
- Click “Close.”

Login and Set Password Reminder Question

NOTE: FIRST TIME LOGGING INTO THE SYSTEM

You will be prompted to set a Password Reminder Question and Answer. **This is NOT your new password.** This is a method of verifying your identity in the event you forget your password. Choose one of the questions in the drop-down box, then type the answer in the box below. Should you ever forget your password in the future, you can click on “Forgotten your password?” from the login screen, and use this information to reset your password and to access your account. **You must set the password reminder question and answer before PDtrack will allow you to login completely.**

1. In the **Login** box (left sidebar) type in your user name and password, then click on the “Login” button. Your username for logging in is your first initial, last name and last two digits of your social security number.
2. First time logging in, you will be asked to set your password reminder question and answer. After you do this, your name will appear in the left sidebar and a new side menu and top menu links will appear along the top.
3. To change your password. Click on “Manage Your Account” under the “Logout” button. This will take you to “Your Details.” Choose a new password (it must be 4-8 characters in length), then enter it in the box titled “Password.” Retype the same password in the box titled “Retype Password.” Scroll to the bottom and click “Save Changes.” **Remember: Your user name is your first initial, last name and last two digits of your social security number.**

TIP: If you do not have or have forgotten your PDtrack User Name and Password, please contact Toni Quire at 502.573.5114, ext. 113.

Start Page

From the PDtrack **Home** page, once you log in, you have access to all the features available to your user role. At any time, you can return to the start page by clicking the PDtrack logo (top left) or **Home** (top right).

Top Navigation Tabs



Across the top of the page are the main feature links. Click on a link to open the desired feature.

- **Catalog** — Opens the catalog of PD items where you can browse, search, filter, add items to your cart and register.
- **Calendar** — View and search the catalog by date. Note that the Calendar is a subset of the entire Catalog since it contains only those catalog items that can be meaningfully displayed in a graphic calendar format.
- **Submit Item** — Click here to submit a new item to the catalog.
- **My PD Plan** — Manage your past, current and submitted PD Plans.
- **My Wait List** — Allows you to see courses where you are on a wait list.
- **My Cart** — View the items in your cart.
- **PD History** — View list of all your current and completed PD items for which you have a registration record. The list is by fiscal year.
- **Reports** — Run reports if you have such privileges.
- **Help** — We realize you may forget how to navigate PDtrack or how to create a plan. If you need help, use the help tab for a refresher. The **User Manual** lists all of the components in PDtrack and explains how to use them. Print the manual for future use. **Flash Demos** are 5 minute demonstrations of PD planning, searching the catalog and running an audit.

Left Navigation Bar

The screenshot shows the PDtrack web application interface. On the left is a navigation bar with several sections:

- My Account**: Includes a user profile for 'Toni Test', a 'Logout' button, and links for 'Manage Your Account', 'PD Resources', and 'My PD Transcript'.
- Supervisor Console**: Shows 'Submitted PD Plans: 0' and a 'Choose from the' dropdown.
- Facilitator Console**: Shows 'Pending Registrations: 0' and links for 'Manage Items', 'Manage Rosters', and 'View Wait Lists'.
- PD Planning**: Includes links for 'My PD Plan' and 'Create New PD Plan'.
- Catalog Search**: Features a search box, a dropdown for 'In...' (currently set to 'Item Title'), and a 'Search' button.
- Cart**: Displays 'You currently have 2 item(s) in your cart.' and a 'View Cart' link.

The main content area on the right includes a 'Welcome' message, a photo of a woman, and several promotional boxes with text like 'Are you...', 'Do you n...', and 'Do you h...'. The 'PDtrack' logo is visible at the top right of the main area.

Several boxes on the left console give you another way to access PDtrack features.

- **My Account** — Once you are logged in, you can **Logout**, or
- **Manage Your Account** — Allows you to change information regarding your account.
- **PD Resources** — A quick link which will take you to [KYAE's Web site](#) with detailed information about professional development.
- **My PD Transcript** — A listing of all your past, present and current PD items for which you have a registration record.
- **Supervisor Console** — If you have supervisor privileges, click here to access your staff's PD Plans.
- **Facilitator Console** — If you have facilitator privileges, click here to access facilitator features.
- **PD Planning** — Click the links to either manage your PD Plans or create a new one.
- **Catalog Search** — Search the catalog directly from this box. Type a keyword and indicate in what field the system should look for it or you can use the drop-down menu and select other ways to search for an item.
- **Cart** — Another way to view **My Cart**, the box also tells you the number of items in your cart.



Professional development planning

The PD planning features allow registrants to build and submit PD plans to their supervisors for approval each year. Supervisors, in turn, may review and approve or reject submitted PD plans. These processes are fully integrated with the catalog and PD History to allow quick and easy plan development and assessment by both the registrant and the supervisor.

Before getting started, be sure to take time to look over what is offered in the **Catalog** and **Calendar**. This will help save you time when adding items to your newly created PD Plan.

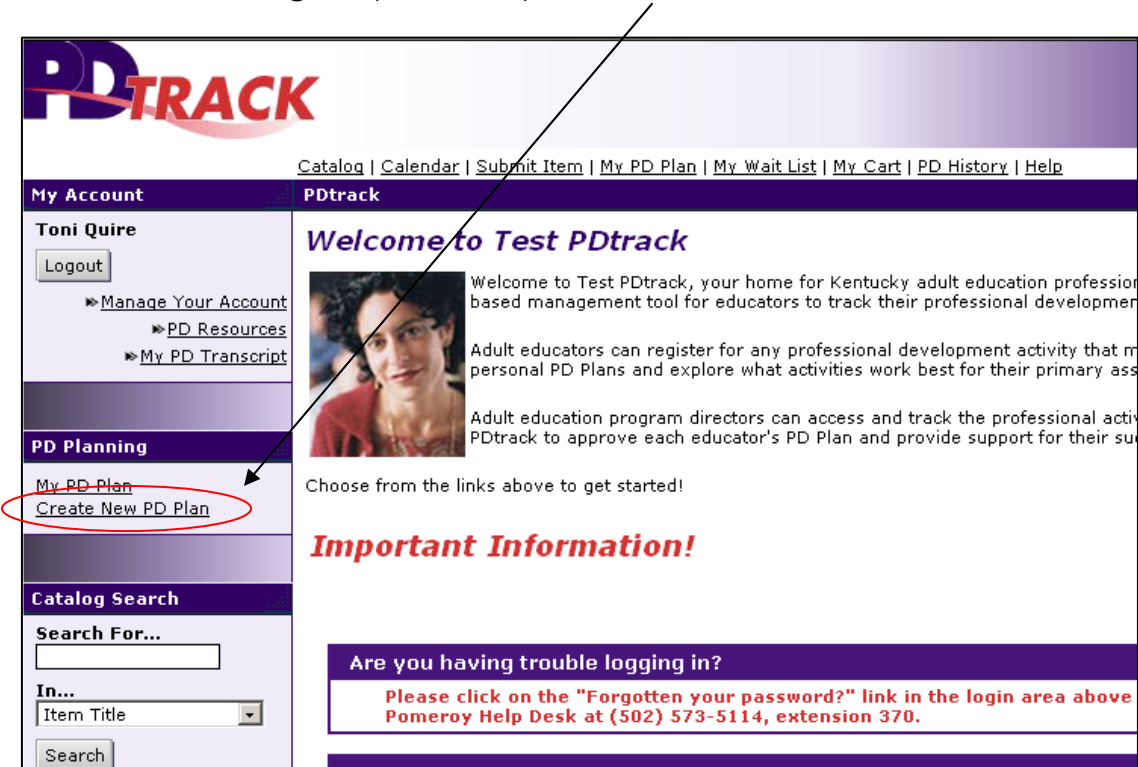
PD Plans are due October 1

Please Note: Instructors, instructor aides and program directors working fewer than 20 hours per week are not required to complete a PD plan, but they **are required to earn 2 PDUs** as determined by their supervisor.

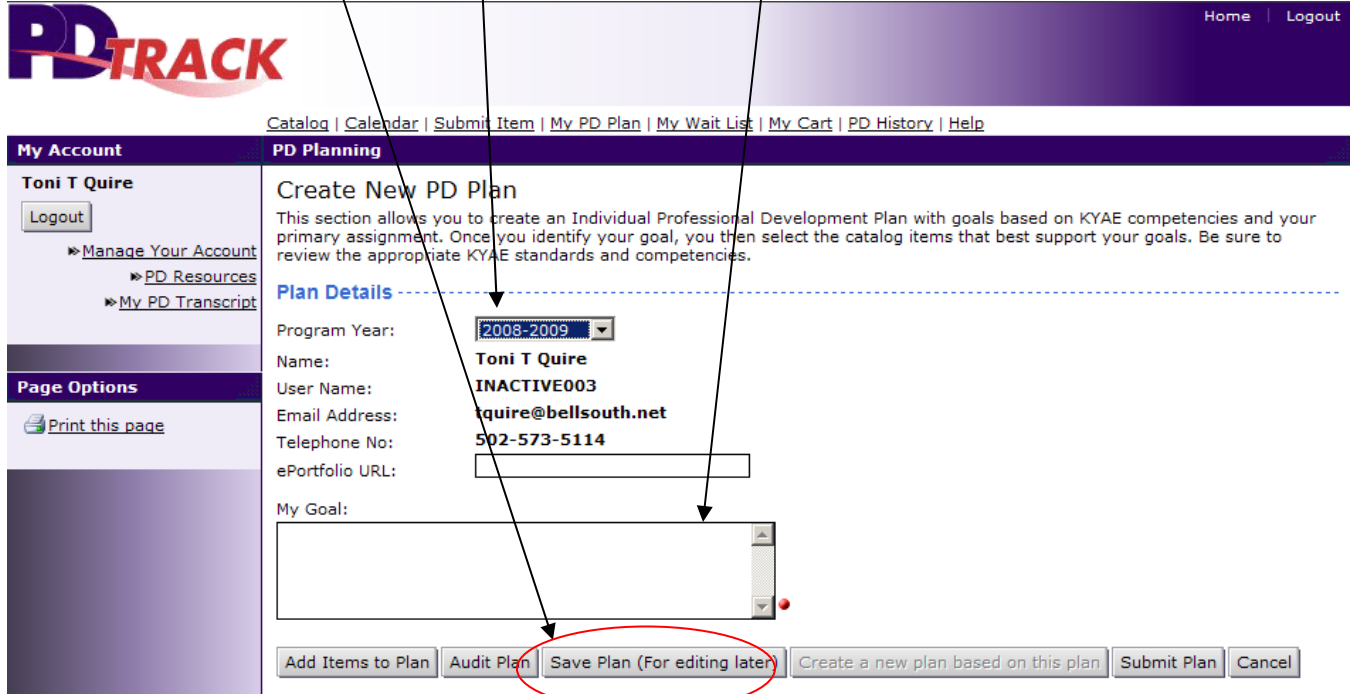
Two Methods for creating a plan – Create a PD Plan from scratch or Create a PD Plan using items in your cart

I. Create an Individual Professional Development Plan from scratch:

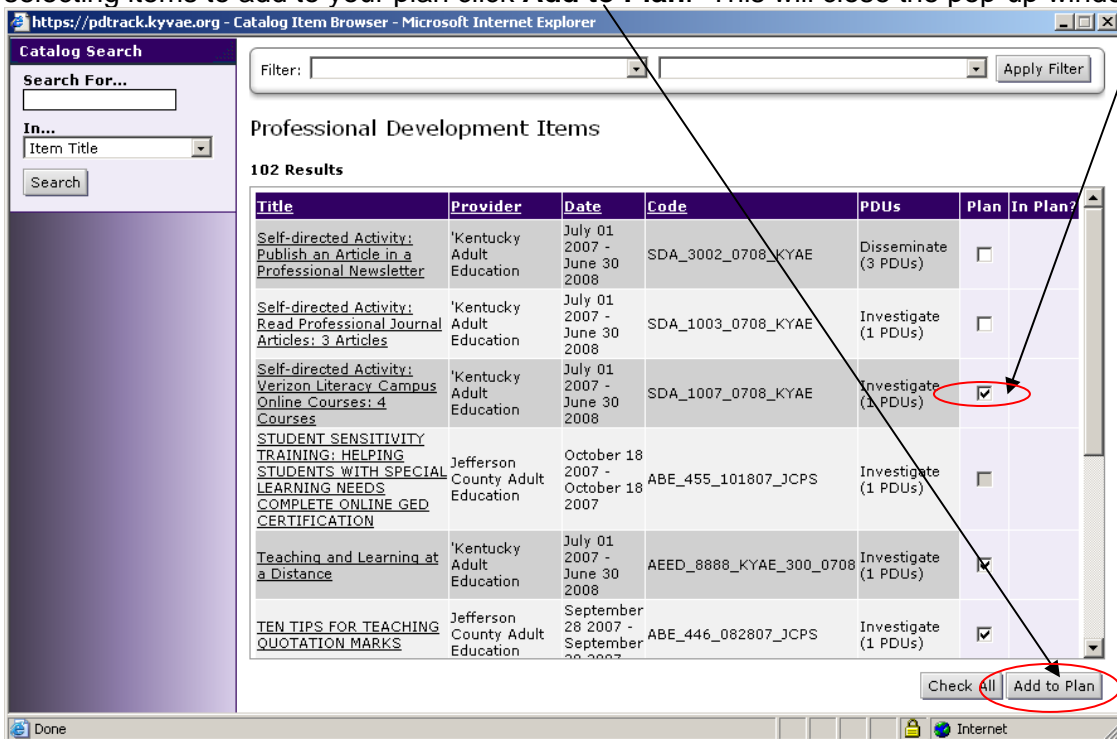
- In the **PD Planning** box (left sidebar) click **Create New PD Plan**.



- Select the appropriate **Program Year**.
- List your PD goal for the year in the text box titled **“My Goal.”**
- **Make sure to Save Plan (For editing later) after completing the empty fields. Do this as soon as you complete the My Goal field.** You will have to select **My PD Plan** after saving the plan for editing later in order to open it back up to add items to the plan.



- Add items to your plan by clicking **Add Items to Plan** and selecting items by placing a check mark in the **Plan** box from the catalog that opens in a pop-up window. When you are finished selecting items to add to your plan click **Add to Plan**. This will close the pop-up window.



For **every** item you add, you must complete the **Activity Details**. First, you must select a **Proposed Start Date** and a **Proposed End Date** using the pop-up calendars. Next, you must complete the text box titled **“How does this activity align to your program goals?”** You should explain how the selected activity helps you meet the goals outlined under **“My Goal.”**

- **Make sure to Save Plan (For editing later) after completing the empty fields.**
- Click **Submit Plan**, but **only** when you are ready for the plan to be submitted for review by your supervisor.
- After your supervisor approves your PD Plan, the system changes the plan status to “Active”. resulting in any other PD plan for the same user and fiscal year to be made “Inactive”. The system then registers the user for all items in the newly “Active” PD plan.
- You can double-check to make sure that all of the items are registered by clicking on the **PD History** button at the top of the page.

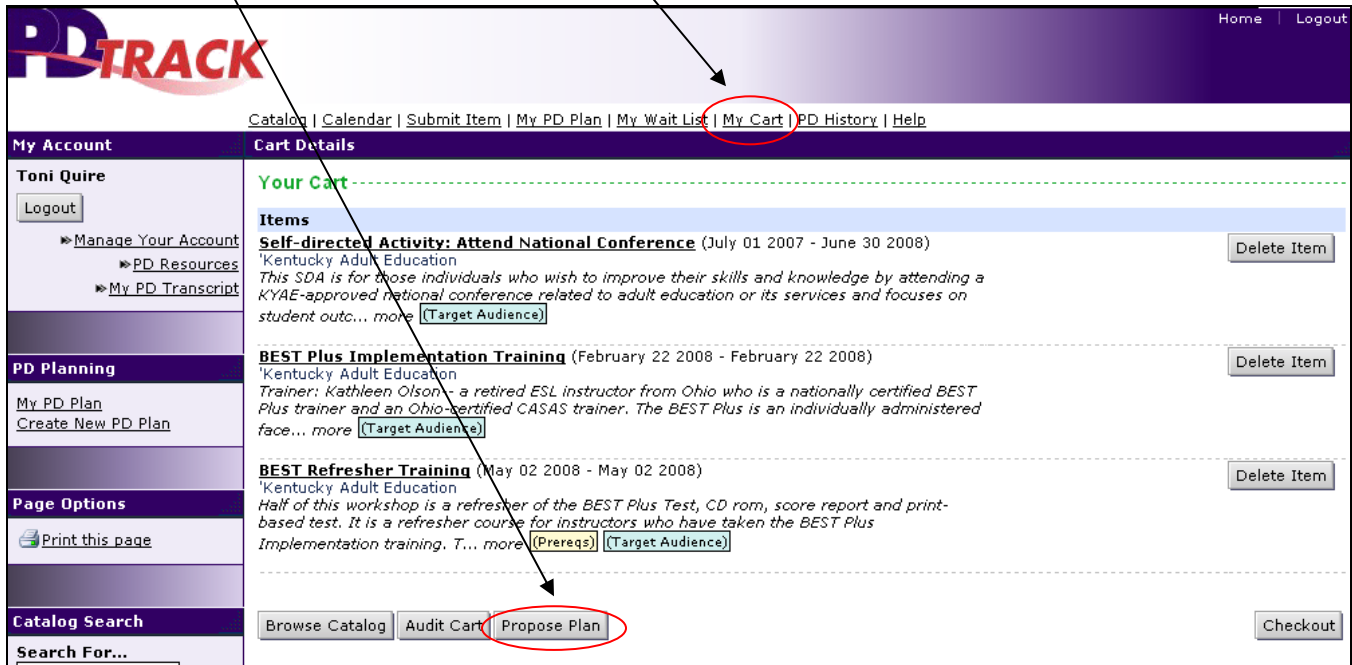
II. Create a PD plan using items added to your cart:

- Start by selecting items by placing a check mark in the **Cart** box and then adding those checked items to your cart by clicking **Update Cart**.

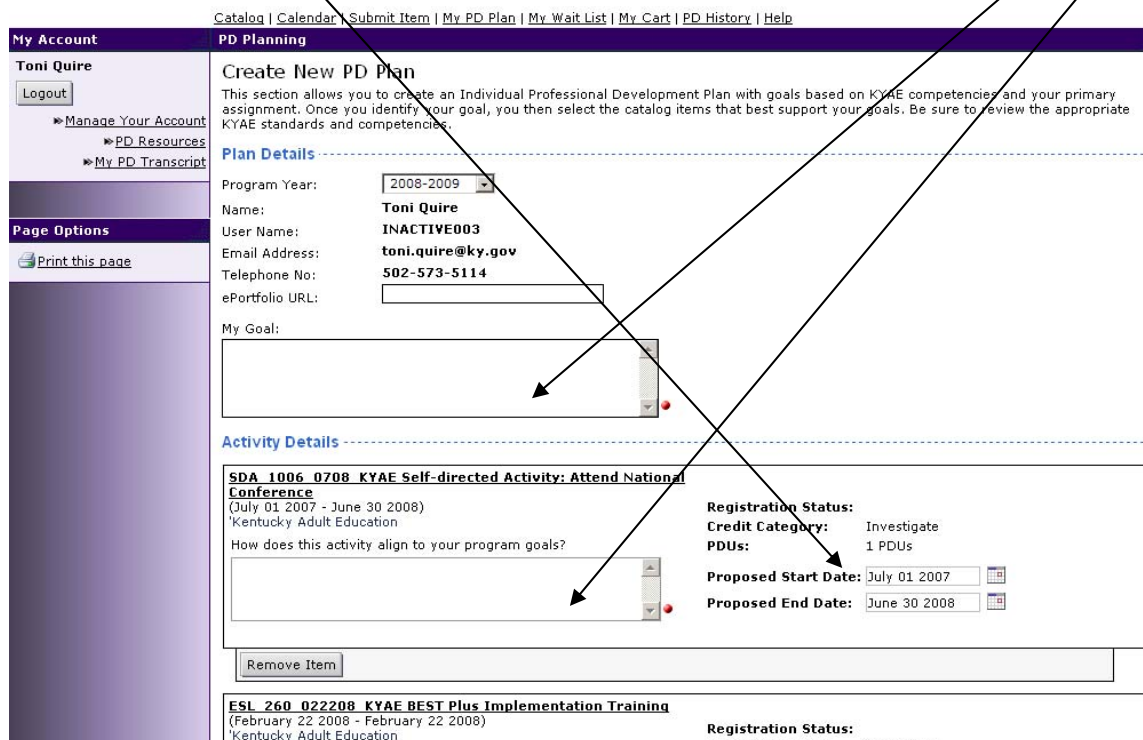
The screenshot displays the PDtrack Professional Development Catalog. The interface includes a navigation menu at the top with links like 'Catalog', 'Calendar', 'Submit Item', 'My PD Plan', 'My Wait List', 'My Cart', 'PD History', 'Reports', and 'Help'. On the left, there are sections for 'My Account' (Toni Test), 'Supervisor Console', 'Facilitator Console', 'PD Planning', and 'Catalog Search'. The main content area shows a table of 24 results for 'sda'... with columns for Title, Provider, Date, Code, PDUs, and Cart. The 'Cart' column contains checkboxes, with the first and third rows checked. A red circle highlights the 'Update Cart' button at the bottom right of the table.

Title	Provider	Date	Code	PDUs	Cart
Self-directed Activity: Study Circle	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_3007_0708_KYAE	Disseminate (3 PDUs)	<input checked="" type="checkbox"/>
Self-directed Activity: Attend a Pre-conference Session at a State Conference	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_1004_0708_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Self-directed Activity: Attend a State Conference	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_1005_0708_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Self-directed Activity: Attend National Conference	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_1006_0708_KYAE	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
Self-directed Activity: Apply and Evaluate a New Practice or Curriculum	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_5001_0708_KYAE	Apply & Evaluate (5 PDUs)	<input type="checkbox"/>
Self-directed Activity: Apply Instructional Technology	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_5000_0708_KYAE	Apply & Evaluate (5 PDUs)	<input checked="" type="checkbox"/>
Self-directed Activity: Attend a Local Workshop	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_1001_0708_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Self-directed Activity: Compare Technology Solutions	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_5004_0708_KYAE	Apply & Evaluate (5 PDUs)	<input type="checkbox"/>
Self-Directed Activity: Complete a College Course (Prereqs)	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_6000_0708_KYAE	Investigate + Apply & Evaluate (6 PDUs)	<input type="checkbox"/>
Self-directed Activity: Create Instructional Materials (Learning Objects)	'Kentucky Adult Education	July 01 2007 - June 30 2008	SDA_3001_0708_KYAE	Disseminate (3 PDUs)	<input type="checkbox"/>

- Go to the top of the screen and select **My Cart**. The **Your Cart** details screen will appear. Select **Propose Plan**.



- The **Create a New Plan** will appear with the items from the cart. Complete the empty fields in the plan and provide the starting and ending dates for any SDAs in the plan.



- **Make sure to Save Plan (For editing later) after completing the empty fields.** Print your plan and review one more time before submitting to your supervisor for review.
- Click **Submit Plan**, but only when you are ready for the plan to be submitted for review by your supervisor.

The screenshot displays the 'Activity Details' section of the PDtrack interface. It contains three activity entries, each with a 'Remove Item' button below it. The activities are:

- SDA 1006 0708 KYAE Self-directed Activity: Attend National Conference** (July 01 2007 - June 30 2008) 'Kentucky Adult Education'. Registration Status: Investigate, Credit Category: Investigate, PDUs: 1 PDU, Proposed Start Date: July 01 2007, Proposed End Date: June 30 2008.
- ESL 260 022208 KYAE BEST Plus Implementation Training** (February 22 2008 - February 22 2008) 'Kentucky Adult Education'. Registration Status: Investigate, Credit Category: Investigate, PDUs: 1 PDU, Proposed Start Date: February 22 2008, Proposed End Date: February 22 2008.
- ESL 402 050208 KYAE BEST Refresher Training** (May 02 2008 - May 02 2008) 'Kentucky Adult Education'. Registration Status: Investigate, Credit Category: Investigate, PDUs: 1 PDU, Proposed Start Date: May 02 2008, Proposed End Date: May 02 2008.

At the bottom of the page, the following summary and navigation elements are visible:

- Total Number of Planned PDUs: 3
- Total Number of Earned PDUs: 0
- Navigation buttons: Add Items to Plan, Audit Plan, **Save Plan (For editing later)**, Create a new plan based on this plan, **Submit Plan**, Cancel.

Arrows from the text above point to the 'Save Plan (For editing later)' and 'Submit Plan' buttons, which are circled in red in the image.

- After your supervisor approves your PD Plan, the system changes the plan status to “Active”, resulting in any other PD Plan for the same user and fiscal year to be made “Inactive” and registers the user for all items in the newly “Active” PD plan.
- You can double-check to make sure that all of the items are registered by clicking on your **PD History** button at the top of the page.

Registering for items not listed in an Active PD Plan

Using the Catalog or Calendar to register for items

After a PD Plan has been created, registered and made “Active” by your supervisor, you may want to register for additional workshops that are not in your original PD Plan. You can do this is by using the Catalog or the Calendar. When registering for items after a PD Plan has been made “Active”, those items will not be in your “Active” PD Plan, but they will be listed in your PD History.

REMEMBER: At the end of the year, the PD History is what is most important because it will show all of your PD activity whether it was originally in your PD Plan or not. **Don't forget to monitor your PD History to make sure your professional development activities are accurate.**

Browsing the Catalog

- To **open** the catalog of PD items, from the top menu, click **Catalog**. Each item in the catalog has a **Code, Title, Provider, Date** and **Credits**. An item is open for registration unless an **item status tag** in the **Title** field displays **Closed, Cancelled** or **Full**.
- A **Prerequisites** tag in the **Title** field indicates that the item has a prerequisite(s). To view the item's prerequisite(s), click the **(Prereqs)** tag. A list of prerequisite(s) will appear in a pop-up ScreenTip. Be sure to always read the prerequisite box because sometimes a trainer will use this box to add important information about the training; such as, bring a calculator.

Professional Development Catalog Items

The catalog lists all professional development activities to help you address your goals, your core content requirements, and KYAE initiatives. Use the Filter boxes above to display just what you are looking for. You can click on the bar titles below to sort the items in alphabetical order by code, title, provider or date.

Title	Provider	Date	Code	PDUs	Cart
Bridges to Practice -Frankfort-- Session I	'Kentucky Adult Education	March 04 2008 - March 04 2008	LD_2001_030408_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice -Madisonville-- Session I	'Kentucky Adult Education	October 02 2007 - October 02 2007	LD_2001_100207_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
BRIDGES TO PRACTICE PART ONE [Cancelled]	Jefferson County Adult Education	September 14 2007 - September 14 2007	LD_4331_081407_JCPS	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
BRIDGES TO PRACTICE PART TWO	Jefferson County Adult Education	October 19 2007 - October 19 2007	LD_4321_101907_JCPS	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Bowling Green-- Session II	'Kentucky Adult Education	November 06 2007 - November 06 2007	LD_2002_110607_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Elizabethtown-- Session II (Prereqs)	'Kentucky Adult Education	October 09 2007 - October 09 2007	LD_2002_100907_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Elizabethtown-- Session II (Prereqs)	'Kentucky Adult Education	April 19 2007 - April 19 2007	LD_300_041907_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Frankfort-- Session II (Prereqs)	'Kentucky Adult Education	April 22 2008 - April 22 2008	LD_2002_040208_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Madisonville-- Session II (Prereqs)	'Kentucky Adult Education	December 04 2007 - December 04 2007	LD_2002_120407_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Maysville-- Session II (Prereqs)	'Kentucky Adult Education	September 25 2007 - September 25 2007	LD_2002_092507_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 ...

Check All Update Cart

- To **browse** additional pages in the catalog, scroll to the bottom of the screen and click a page number (bottom left).
- To **sort** items alphabetically by code, title, provider or date (chronologically), click the corresponding title bar field.
- To **filter** catalog items:
 1. Select a filter from the **Filter Type** drop-down menu: by Provider, Location or Specialty Track.
 2. From the adjacent drop-down menu, select a specific filter. E.g. if you selected **Provider** as the filter type, you will be able to choose from a list of all providers.
 3. Click **Apply Filter**. The catalog displays all items that match your filtering criteria.

The screenshot shows the PDtrack Catalog interface. At the top, there are navigation links: Catalog | Calendar | Submit Item | My PD Plan | My Wait List | My Cart | PD History | Reports | Help. Below this is a user profile for Toni Test with a Logout button and links to Manage Your Account, PD Resources, and My PD Transcript. The main content area is titled 'PDtrack Catalog' and includes instructions: 'Select by provider, location or specialty track in the first box, then choose the specific types in the second box.' There are two filter boxes: 'Filter:' and 'Apply Filter'. A dropdown menu is open under 'Filter:', showing options: Item Provider, Item Location, and Specialty Track. Below the filters, there is a table of 106 results. The table has columns: Title, Provider, Date, Code, PDUs, and Cart. The first few rows are:

Title	Provider	Date	Code	PDUs	Cart
Bridges to Practice -Frankfort-- Session I	'Kentucky Adult Education	March 04 2008 - March 04 2008	LD_2001_030408_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice -Madisonville-- Session I	'Kentucky Adult Education	October 02 2007 - October 02 2007	LD_2001_100207_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
BRIDGES TO PRACTICE PART ONE [Cancelled]	Jefferson County Adult Education	September 14 2007 - September 14 2007	LD_4331_081407_JCPS	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
BRIDGES TO PRACTICE PART TWO	Jefferson County Adult Education	October 19 2007 - October 19 2007	LD_4321_101907_JCPS	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Bowling Green--Session II	'Kentucky Adult Education	November 06 2007 - November 06 2007	LD_2002_110607_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Elizabethtown-- Session II (Prereqs)	'Kentucky Adult Education	October 09 2007 - October 09 2007	LD_2002_100907_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Elizabethtown-- Session II (Prereqs)	'Kentucky Adult Education	April 19 2007 - April 19 2007	LD_300_041907_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Frankfort-- Session II (Prereqs)	'Kentucky Adult Education	April 22 2008 - April 22 2008	LD_2002_040208_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Madisonville-- Session II (Prereqs)	'Kentucky Adult Education	December 04 2007 - December 04 2007	LD_2002_120407_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice--Mayfield-- Session II (Prereqs)	'Kentucky Adult Education	September 25 2007 - September 25 2007	LD_2002_092507_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>

 At the bottom of the table, there are pagination links: 1 2 3 4 5 6 7 8 9 10 ... and buttons for 'Check All' and 'Update Cart'. On the left side, there is a 'Supervisor Console' with 'Submitted PD Plans: 0', a 'Facilitator Console' with 'Pending Registrations: 0' and links to Manage Items, Manage Rosters, and View Wait Lists, and a 'PD Planning' section with 'My PD Plan' and 'Create New PD Plan'. At the bottom left, there is a 'Catalog Search' section with a 'Search For...' text box, an 'In...' dropdown menu (set to 'Item Title'), and a 'Search' button. Red circles highlight the 'Filter:' dropdown, the 'Search For...' text box, and the 'Cart' column checkboxes in the table.

- To **search** the catalog by keyword:
 1. In the **Catalog Search** box (left navigation bar), type a keyword in the **Search For...** text box.
 2. From the **In...** drop-down menu, select the field in which to match your keyword. E.g. if you select **Item Title**, the system will search for your keyword in all item **titles**.
 3. Click **Search**. The catalog displays all items that match your keyword search criteria.
- To view item **details**, from the catalog, click an item **title**.
- At any time, to **reset** the catalog to display all items, from the top menu, click **Catalog**.

NOTE: If a cart box is grayed out, you have either previously signed up for it or that item is full, cancelled or closed.

Add an item to your cart.

- Select the **Cart** check box (rightmost column) for the item you want to add. Scroll to the bottom of the page and click **Update Cart**. This will add the item to your cart for checking out.
- Add as many items as you would like until you are ready to check them out and register the items.

Catalog | Calendar | Submit Item | My PD Plan | My Wait List | My Cart | PD History | Help

My Account
Toni Quire
Logout
Manage Your Account
PD Resources
My PD Transcript

PD Planning
My PD Plan
Create New PD Plan

Catalog Search
Search For...
In...
Item Title
Search

Cart
You currently have 2 item(s) in your cart.
View Cart

PDtrack Catalog
Select by provider, location or specialty track in the first box, then choose the specific types in the second box.
Filter: [] [] Apply Filter

Professional Development Catalog Items
The catalog lists all professional development activities to help you address your goals, your core content requirements, and KYAE initiatives. Use the Filter boxes above to display just what you are looking for. You can click on the bar titles below to sort the items in alphabetical order by code, title, provider or date.

104 Results

Title	Provider	Date	Code	PDUs	Cart
Administering the GED Official Practice Test (OPT)	'Kentucky Adult Education	October 08 2007 - October 08 2007	ABE_360_100807_KYAE	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
Administering the GED Official Practice Test (OPT)	'Kentucky Adult Education	January 14 2008 - January 14 2008	ABE_360_011408_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Administering the GED Official Practice Test (OPT)	'Kentucky Adult Education	September 21 2007 - September 21 2007	ABE_360_092107_KYAE	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
ADMINISTERING THE OPT TEST	Jefferson County Adult Education	September 19 2007 - September 19 2007	ABE_420_091907_JCPS	Investigate (1 PDUs)	<input type="checkbox"/>
BEST Plus Implementation Training	'Kentucky Adult Education	February 22 2008 - February 22 2008	ESL_260_022208_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
BEST Plus Implementation Training	'Kentucky Adult Education	October 05 2007 - October 05 2007	ESL_261_100507_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
BEST Refresher Training (Prereqs)	'Kentucky Adult Education	November 02 2007 - November 02 2007	ESL_0402_100507_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
BEST Refresher Training (Prereqs)	'Kentucky Adult Education	May 02 2008 - May 02 2008	ESL_402_050208_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice (Bowling Green) Session I	'Kentucky Adult Education	September 11 2007 - September 11 2007	LD_2001_091107_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Bridges to Practice -Frankfort-- Session I	'Kentucky Adult Education	February 05 2008 - February 05 2008	LD_2001_020508_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 ...

Check All Update Cart

View your Cart.

- In the **Cart** box (left navigation bar) click **View Cart**. You can do the same thing by clicking on the **My Cart** button on the top navigation bar.

https://pdtrack.kyvae.org - Cart Details - Microsoft Internet Explorer

Home | Logout

Catalog | Calendar | Submit Item | My PD Plan | My Wait List | My Cart | PD History | Reports | Help

My Account
Toni Test
Logout
Manage Your Account
PD Resources
My PD Transcript

Supervisor Console
Submitted PD Plans: 0

Facilitator Console
Pending Registrations: 0
Manage Items
Manage Rosters

Your Cart

Items

Administering the GED Official Practice Test (OPT) (October 08 2007 - October 08 2007) 'Kentucky Adult Education In this workshop you will be introduced to the various forms, policy, reports and results that make up the OPT. You will learn how to administer the OPT using both the printed and computer-based (PC)... more (Target Audience)	Delete Item
Administering the GED Official Practice Test (OPT) (January 14 2008 - January 14 2008) 'Kentucky Adult Education In this workshop you will be introduced to the various forms, policy, reports and results that make up the OPT. You will learn how to administer the OPT using both the printed and computer-based (PC)... more (Target Audience)	Delete Item

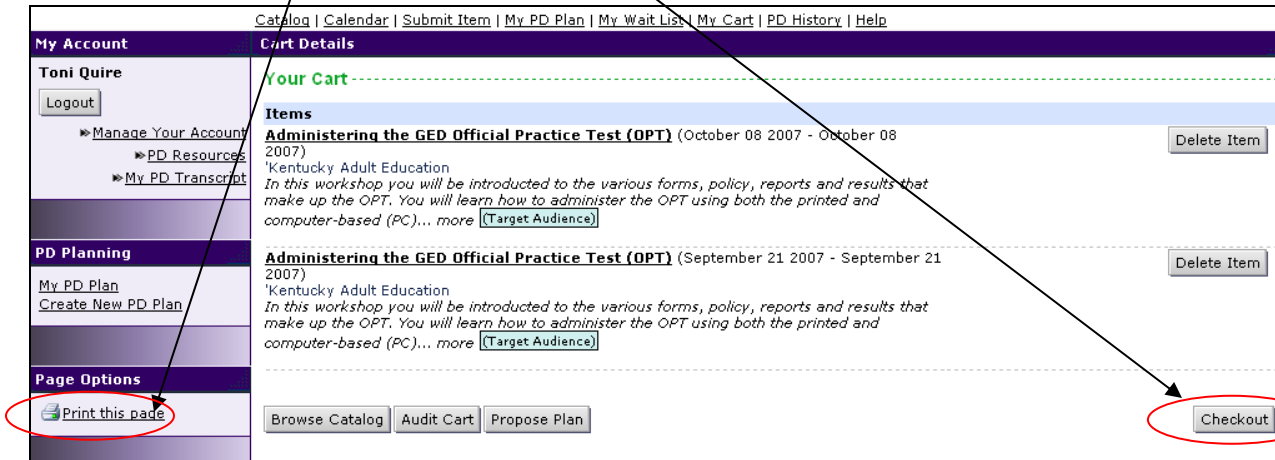
Browse Catalog Audit Cart Propose Plan Checkout

Join a Wait List.

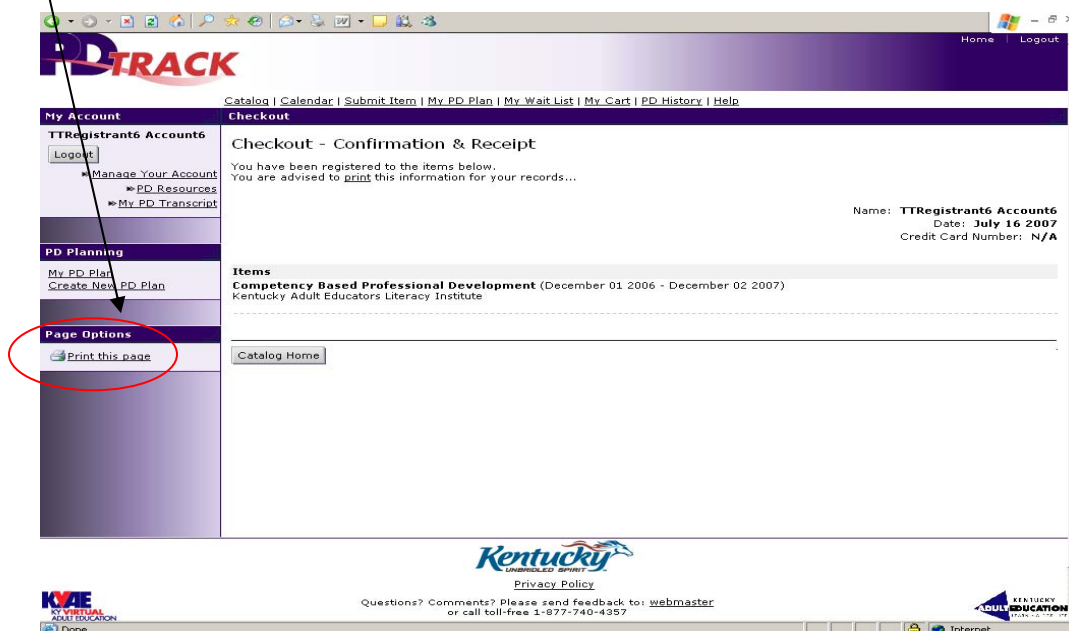
- If you select an item that is **Full**, you will be given an option to join the **Wait List**. You may view wait lists that you have been added to by clicking **My Wait List** at the top of the page.

Checkout your Cart.

- Scroll to bottom and click "**Checkout.**" This will take you to "Confirmation & Receipt" which is the final step in the checkout process. The checkout process has been simplified. One click, and you have checked out.
- Be sure to **Print this page.**



- This "receipt" lists all items in which you have enrolled in through the Calendar or Catalog and can be printed for your records. This is your receipt that assures you of items for which you are registered. You can double-check to make sure that all of the items are registered by clicking on your **PD History** button at the top of the page.



Using the Calendar to register for items

In addition to browsing, filtering and searching the catalog, you can also find items by date using the **Calendar**.

NOTE: Not all items in the general catalog are posted in the calendar such as SDAs. If an SDA is not listed in your “Active” PD Plan, you must use the Catalog to register for them.

- To **open** the calendar, from the top menu click **Calendar**.
- By default, the calendar view displays all items scheduled for the current month.

The screenshot shows the PDtrack interface with the calendar view selected. The top navigation bar includes links for Catalog, Calendar, Submit Item, My PD Plan, My Wait List, My Cart, PD History, and Help. The left sidebar contains sections for My Account (Toni Quire, Logout, Manage Your Account, PD Resources, My PD Transcript), PD Planning (My PD Plan, Create New PD Plan), Catalog Search (Search For..., In..., Item Title, Search), and Cart (Your cart is currently empty).

The main content area is titled "PDtrack Calendar" and includes a message: "For a complete list of PD opportunities, please consult the full Catalog." Below this is a "Click for large calendar view" link. The calendar itself shows August 2007, with the 3rd of August highlighted. Navigation buttons for previous and next months are visible. A "View a different month:" section has dropdown menus for "August" and "2007". Below the calendar is a "Filter:" input field and an "Apply Filter" button.

Below the calendar, a section titled "All Professional Development Items for August 2007" shows "7 results" in a table:

Title	Provider	Date	Code	PDUs	Cart
Curriculum Changes and Strategies for Teaching Multilevel Classes in the Transition Program (Prereqs)	Jefferson County Adult Education	August 03 2007 - August 02 2007	ABE_500_080307_JCPS	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
What's on the Menu? Maximizing Opportunities for Family Education Program Integration	Jefferson County Adult Education	August 02 2007 - August 02 2007	FAM_426_080207_JCPS	Investigate (1 PDUs)	<input type="checkbox"/>
WIN for Instructors	Kentucky Adult Education	August 02 2007 - August 02 2007	ABE_220_080207_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
Family Education: Our Future in B.R.I.T.E.	Jefferson County Adult Education	August 02 2007 - August 02 2007	FAM_420_080207_JCPS	Investigate (1 PDUs)	<input checked="" type="checkbox"/>
KYAE Second Annual ESL Conference, Aug 6-7, 2007, Louisville Marriott East	Kentucky Adult Education	August 06 2007 - August 07 2007	ESL_410_080708_KYAE	Investigate (1 PDUs)	<input type="checkbox"/>
JCPS 2007 INFLEXIBLE PROFESSIONAL DEVELOPMENT SESSION ONE	Jefferson County Adult Education	August 10 2007 - August 10 2007	ABE_428_0810072_JCPS	Investigate (1 PDUs)	<input type="checkbox"/>
JCPS 2007 INFLEXIBLE PROFESSIONAL DEVELOPMENT	Jefferson County Adult Education	August 10 2007 - August 10 2007	ABE_427_0810071_JCPS	Investigate (1 PDUs)	<input type="checkbox"/>

- To view items for a **future** month select a month (and year if necessary) from the drop-down menu. Or to browse months consecutively click the forward > or back < buttons on the calendar itself.
- To view items for a specific **day** click **View Items for Today** or click a date on the calendar.
- If there are items scheduled for the month or date you selected, they will be displayed below, in the same format as the regular catalog. From here you can filter items, view item details and add items to your cart, just as you would in the non-calendar catalog.
- To view items for the selected month in a large calendar view, click **Large calendar view** at the top. The items scheduled for that month appear on their respective dates. Click on an item title to view its details. Click **Small calendar view** to return to the regular calendar.
- Select the **Cart** check box (rightmost column) for the item you want to add. Scroll to the bottom of the page and click **Update Cart**. This will add the item to your cart for checking out.
- Add as many items as you would like until you are ready to check them out and register the items.
- Follow the same procedure for checking your cart out as described above.



Appendix: How to find and view your existing PD Plan

Click on **My PD Plan** in the **PD Planning** box (left sidebar) and open any existing plan. If your supervisor rejected your plan, you can copy the plan as a new plan so you can edit the plan and make the necessary changes recommended by your supervisor. Click **Save as New Plan** before making any desired changes and submitting the plan a second time.

Program Year	Date Created	ePortfolio Url	Total PDUs	Status	Delete?
2006	March 07 2006 10:50:00 AM		3	Unfinished	Delete
2006	February 24 2006 12:06:00 PM		1	Submitted	
2006	February 24 2006 12:09:00 PM		5	Submitted	
2008	March 02 2006 12:12:00 PM		12	Inactive	Delete
2008	June 23 2006 11:20:00 AM		1	Inactive	Delete
2008	June 23 2006 11:20:00 AM		1	Submitted	
2008	June 23 2006 11:20:00 AM		1	Submitted	
2008	June 23 2006 11:20:00 AM		1	Submitted	
2008	June 23 2006 11:20:00 AM		1	Submitted	
2008	July 06 2007 03:48:00 PM		10	Active	

Status of a PD plan descriptions:

Unfinished — A PD plan is shown as “Unfinished” when you save the plan for editing at a later time. You can make changes to a plan that is “Unfinished.” (This allows you to work on your plan several times before you submit the final version to your supervisor.)

Submitted — A PD plan is shown as “Submitted” once you click “Submit” in your plan. You cannot make changes to a plan once you click “Submit.”

Rejected — A PD plan is shown as “Rejected” if your supervisor rejects it.

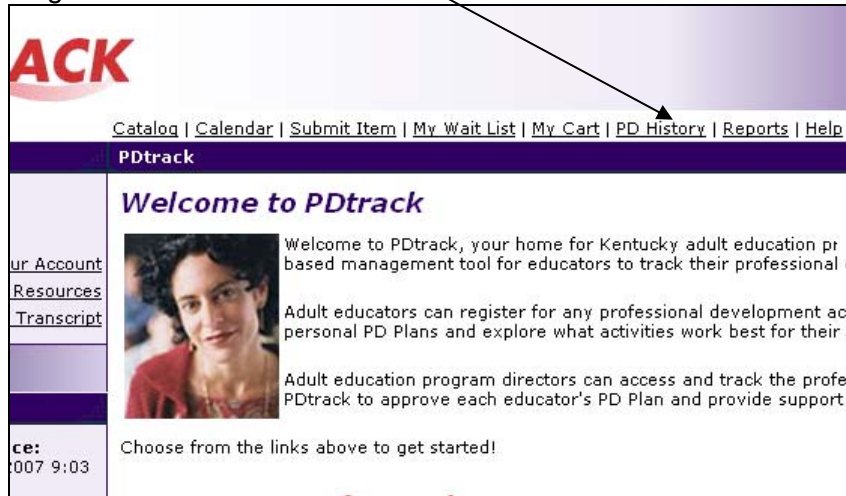
Active — A PD plan is shown as “Active” once your supervisor approves a submitted plan. You can have only one active plan; this is the plan that is “in force” for that fiscal year.

Inactive — A PD plan is shown as “Inactive” when a new plan has been approved by your supervisor.

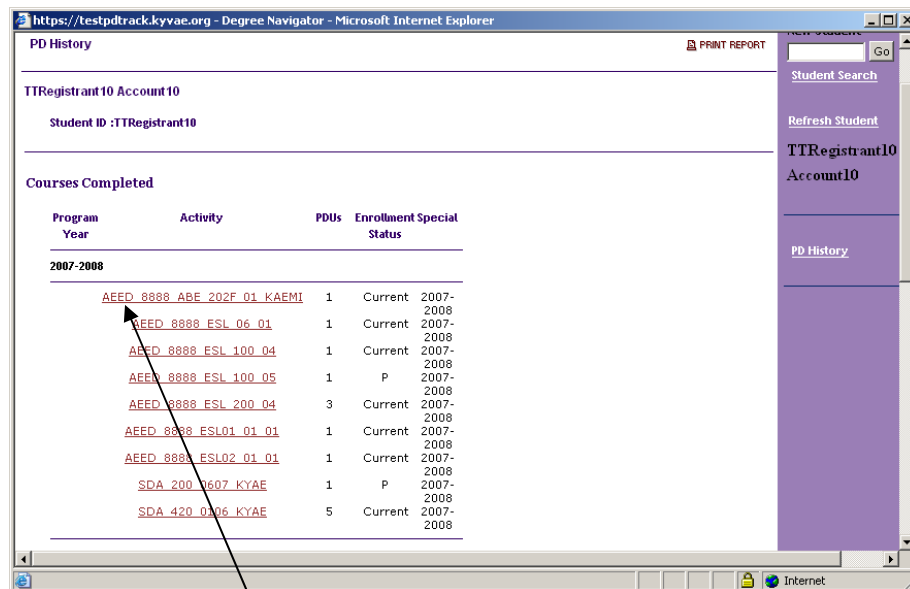


Appendix: How to view your PD History

To access your PD History, click on the **PD History** tab on the top navigation bar and then click on **PD History** on the right console.



PD History gives you a list of all PD activities by each fiscal year. You will want to monitor this screen several times each year for accuracy.



Clicking on the **course code** will give you a **description of the workshop**.

Course Code	AEED_8888_ABE_202F_01_KAEMI
PDU's	1
Version	*,*

Orientation to Teaching Math

AEED_8888_ABE_202F_01_KAEMI
 Orientation to Teaching Math
 A course that will present mathematics teaching strategies, provide familiarity with available written and



Appendix: How to view My PD Transcript

You can view your PD transcript, listing current and historical items for all enrollment records regardless of the status. This link is available to the user in the **My Account** console area by clicking on **My PD Transcript**.

The screenshot shows the PDTRACK interface. The left sidebar contains the 'My Account' section for user Toni Quire, with a red circle around the 'My PD Transcript' link. The main content area displays a table of PD items.

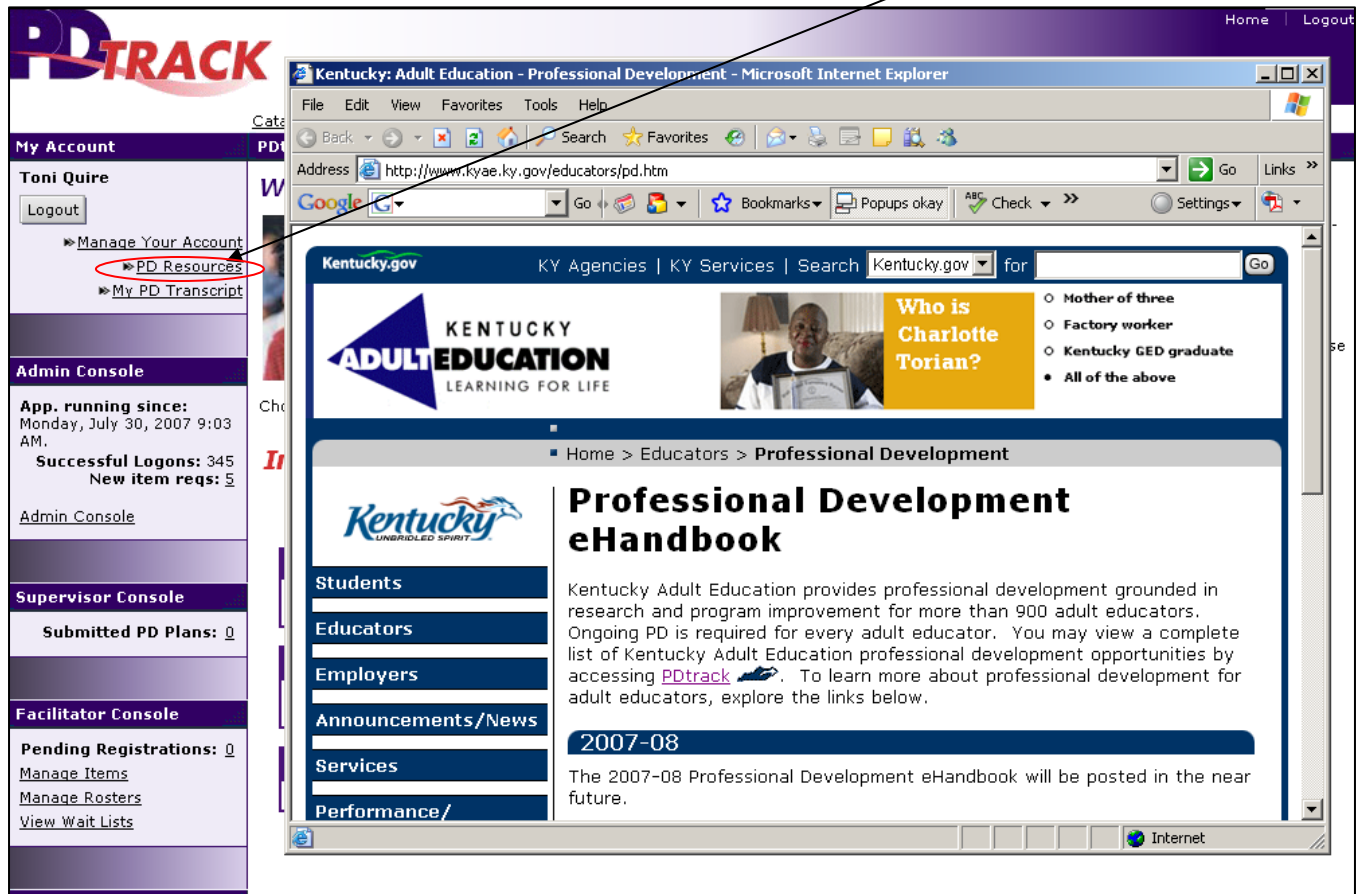
Program Year	Code	Title	PDUs	Enrollment Status
2006	ABE_200_100607_KYAE	Application of Plato 1 for 2006-2007	1	Enrolled
2006	ABE_200_100607_KYAE	Application of Plato 1 for 2006-2007	1	Enrolled
2006	AEED_8888_FAM_300_0206	Foundations in Family Literacy for Kentucky Programs - ONLINE	1	Enrolled
2006	AEED_8888_KYAE_200_02	Orientation to Adult Education	1	Denied
2006	AEED_8888_KYAE_200_02	Orientation to Adult Education	1	Denied
2006	AEED_8888_KYAE_200_06	Orientation to Adult Education 2006-07	1	Cancelled by enrollee
2006	AEED_8888_WF_300_01	WES Curriculum	0	Pending Instructor Approval
2006	FAM_300_101306_KIFL	Instructional Strategies for ESL - Engaging Family Literacy Volunteers, Tutors and Learners	1	Cancelled by provider
2006	KYAE_200_073106_KYAE	KYAE Regional Technology Blitz: Day 1- Madisonville	1	Cancelled by enrollee
2006	KYAE_200_080206_KYAE	KYAE Regional Technology Blitz: Day 1- Elizabethtown	1	Cancelled by enrollee
2006	KYAE_200_080306_KYAE	KYAE Regional Technology Blitz: Day 2-Elizabethtown	1	Cancelled by enrollee
2006	KYAE_200_080906_KYAE	KYAE Regional Technology Blitz: Day 1-Somerset	1	Cancelled by enrollee
2006	KYAE_200_080906_KYAE	KYAE Regional Technology Blitz: Day 1-Somerset	1	Cancelled by enrollee
2006	SDA_1004_0607_KYAE	Self-directed Activity: Attend a pre-conference session	1	Enrolled
2007	FAM_300_011807_KIFL	Foundations in Family Literacy for Kentucky Programs - Face-to-Face	1	Cancelled by provider
2007	SDA_1002_0708_KYAE	Self-directed Activity: NRS Online Courses: 3 Modules	1	Enrolled
2007	SDA_1002_0708_KYAE	Self-directed Activity: NRS Online Courses: 3 Modules	1	Enrolled



Appendix: PD Resources

PD Resources link is located on the left-hand console to enable the user quick access to all professional development policy and resources listed on KYAE's Web site (www.kyae.ky.gov).

This link is available to the user in **My Account** console area by clicking on **PD Resources**. When accessing this link, a new window opens up so users are not taken out of their PDtrack session.





Appendix: Goal setting

What makes a good goal?

Goal-setting wisdom has taught us a good goal must be written down and be **SMART**:

- **Specific**
- **Measurable**
- **Attainable**
- **Results-oriented**
- **Time-bound**

Example of a SMART Goal:

“As a result of using small group instruction, the percentage of learners in my class will persist long enough to improve their reading scores by two levels this year.”

- **Specific** — an increase in the number of learners who will continue coming to class long enough so they will improve their reading skills by two levels;
- **Measurable** — improve reading skills by two levels;
- **Attainable** — presumably possible to achieve;
- **Results-oriented** — specific results are stated;
- **Time-bound** — by this year's separation date of June 30.

Example of SMART Goal:

“By May 15, 2009, I will successfully complete the online course requirements for a new instructor and attend at least two face-to-face workshops in my track.”



Appendix: Self-Directed Activities

In addition to items offered through workshops, the PDtrack Catalog includes **Self-Directed Activities** (SDAs). SDAs allow you to select activities to meet your personal needs which you can do in your classroom without having to attend a workshop.

SDAs are learning activities that take place at the learner's initiative. The individual has primary responsibility for planning, implementing and even evaluating the activities.

You can add these generic items to your cart but must customize them in your PD Plan. Follow this link <http://www.kyae.ky.gov/NR/ronlyres/6EDAF872-20D8-4EEA-AF57-AC9EDEA3A62C/0/SDAdescriptionsanddocumentation.pdf> for a complete listing of SDAs.



Appendix: How to get to your online courses

The following online courses are accessed through Angel:

- **AEED_8888_FAM_200F_0809 - Foundations in Family Literacy for Kentucky (Fall)**
- **AEED_8888_FAM_200S_0809 - Foundations in Family Literacy for Kentucky (Spring)**
- **AEED_8888_KYAE_200_0809 - Orientation to Adult Education 2008-09**
- **AEED_8888_AEM_200_0809 - The Program Director as Instructional Leader**
- **AEED_8888_ESL_200_04 - PBS ESL CivicsLink**
- **AEED_8888_KYAE_350_0809- KYVAE Resource Group**

Once you have registered for an online course through PDtrack, you will get an e-mail from kyvu@kyvu.org indicating that an eRMA account (Angel) has been created for you giving you your username and password so you can begin taking your online courses.

When you are ready to take your course, please go to the following Web site: <http://kyvae.ky.gov>. You will see the login area in the upper right hand corner of the page. The first time you log into the system, you will be prompted to change your password. After you successfully login, your course(s) will show up on the left hand side of that page under "Courses".

If for some reason, your courses do not show up under "Courses" after you have logged into the system, please contact Toni Quire at 502.573.5114, ext. 113, or e-mail her at toni.quire@ky.gov.

Please note: If you have signed up for online courses in the past, you will not get this automated e-mail. If you can not remember your username and password of your eRMA account (Angel), please contact Toni Quire at 502.573.5114, ext. 113, or e-mail her at toni.quire@ky.gov.

What about the NRS online basic courses (3 modules)?

In order to take the three NRS online basic courses (3 modules) -- SDA_101_0809_KYAE, you must go to the following Web site: <http://www.nrsweb.org/trainings/online.aspx>. Follow the directions after clicking on "What is NRS?"

Please note: The course is a self-directed activity (SDA). Your director will mark the SDA as complete when you provide him/her with the three course certificates of completion you can print out at the end of each course. Keep the certificates as part of your PD documentation in your staff folder.

What about the Verizon Literacy Campus online courses (four courses)?

In order to take the four Verizon Literacy Campus Online Courses (four courses) -- SDA_103_0809_KYAE, you must go to the following Web site: <http://literacynetwork.verizon.org/Free-Online-Courses.21.0.html>. Scroll to the bottom of the page to see the menu of modules.

Please note: The course is a self-directed activity (SDA). Your director will mark the SDA as complete when you provide him/her with the four course certificates of completion you can print out at the end of each course. Keep the certificates as part of your PD documentation in your staff folder.

What about the ProLiteracy online course (three courses)?

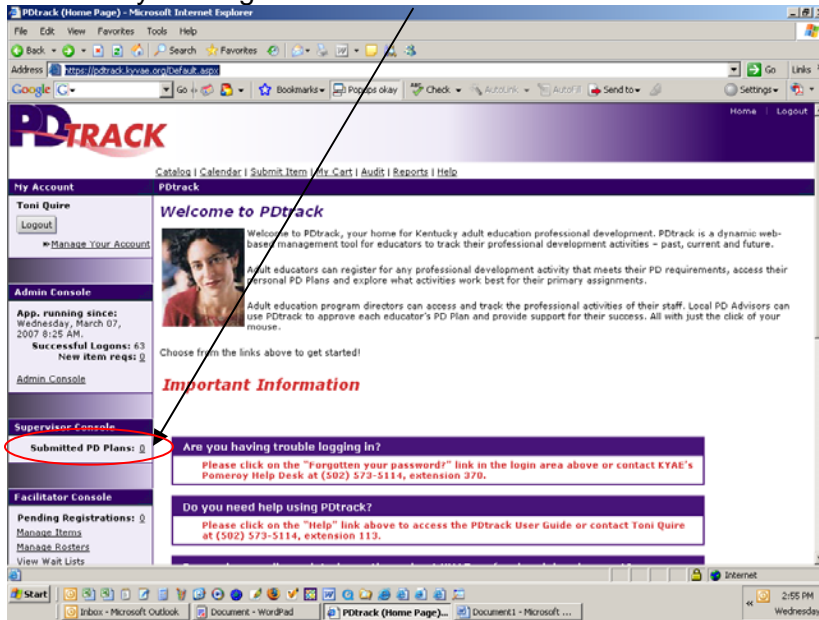
In order to take the four ProLiteracy online course (three courses)-- SDA_104_0809_KYAE - Self-directed Activity, you must go to the following Web site: www.proliteracy.org.

Please note: There is a small charge (\$24.95) for taking these courses. You may use PD funds to pay the registration fee. The course is a self-directed activity (SDA). Your director will mark the SDA as complete when you provide him/her with the two course certificates of completion you can print out at the end of each course. Keep the certificate as part of your PD documentation in your staff folder.

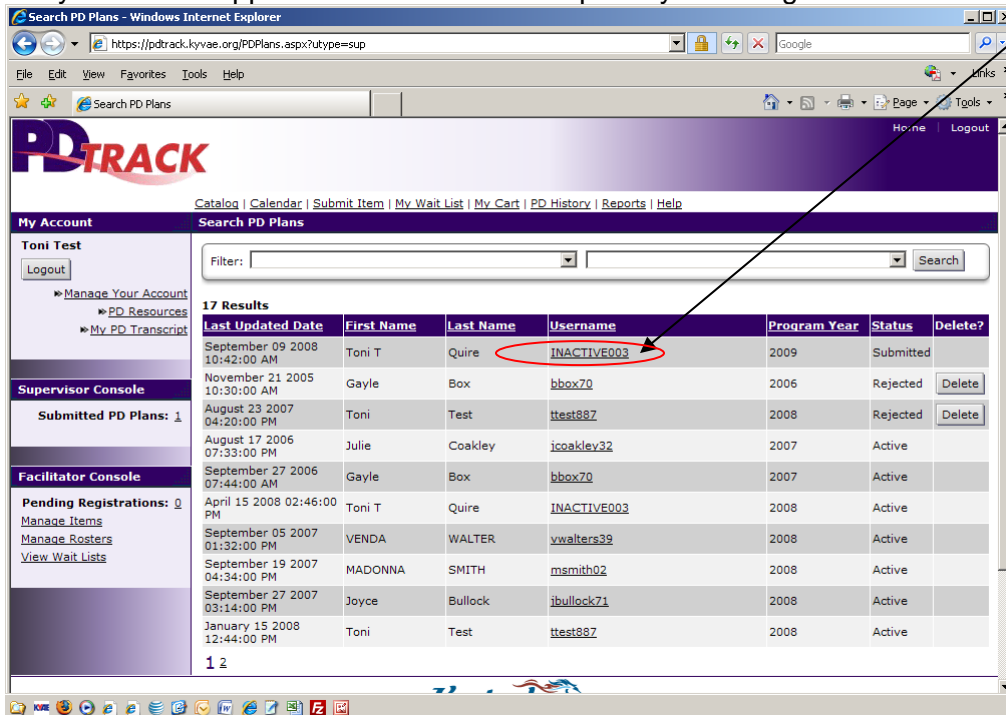


Supervisor Appendix: How supervisors approve a staff member's submitted PD Plan

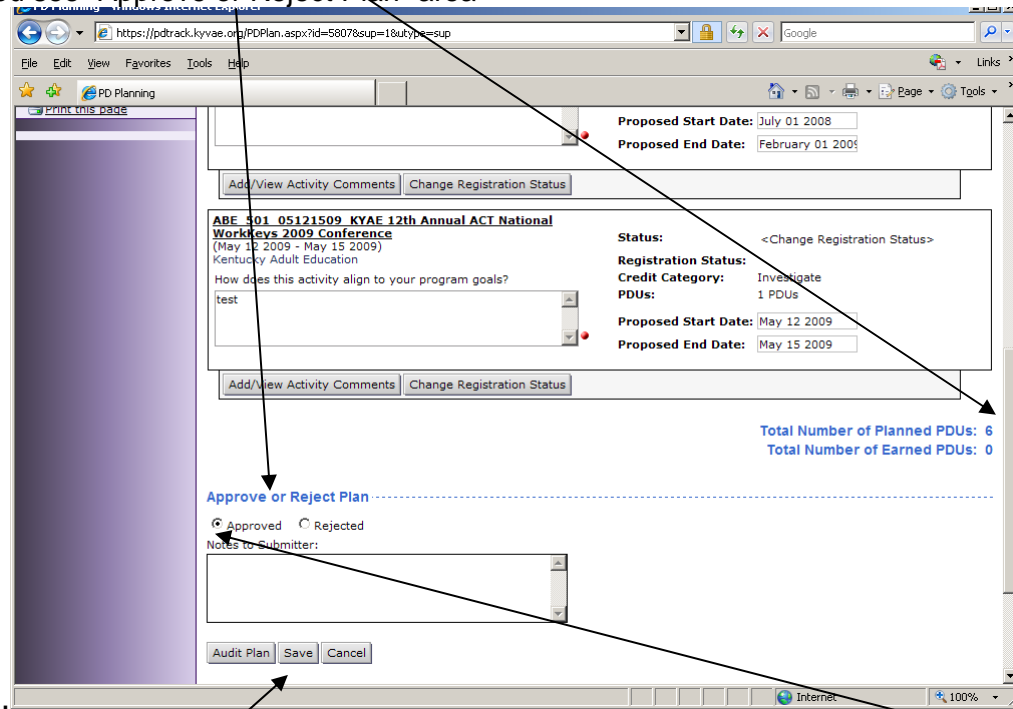
Login at <https://pdtrack.kyvae.org/>. On the left hand side of your screen you will see a Supervisor Console. Select the Supervisor Console by clicking on the underlined number.



Select the person you want to approve their submitted PD plan by selecting their underlined Username.



Open the PD Plan. Use the side slide bar to pull the submitted PD plan all the way to the bottom of the page until you see “Approve or Reject Plan” area

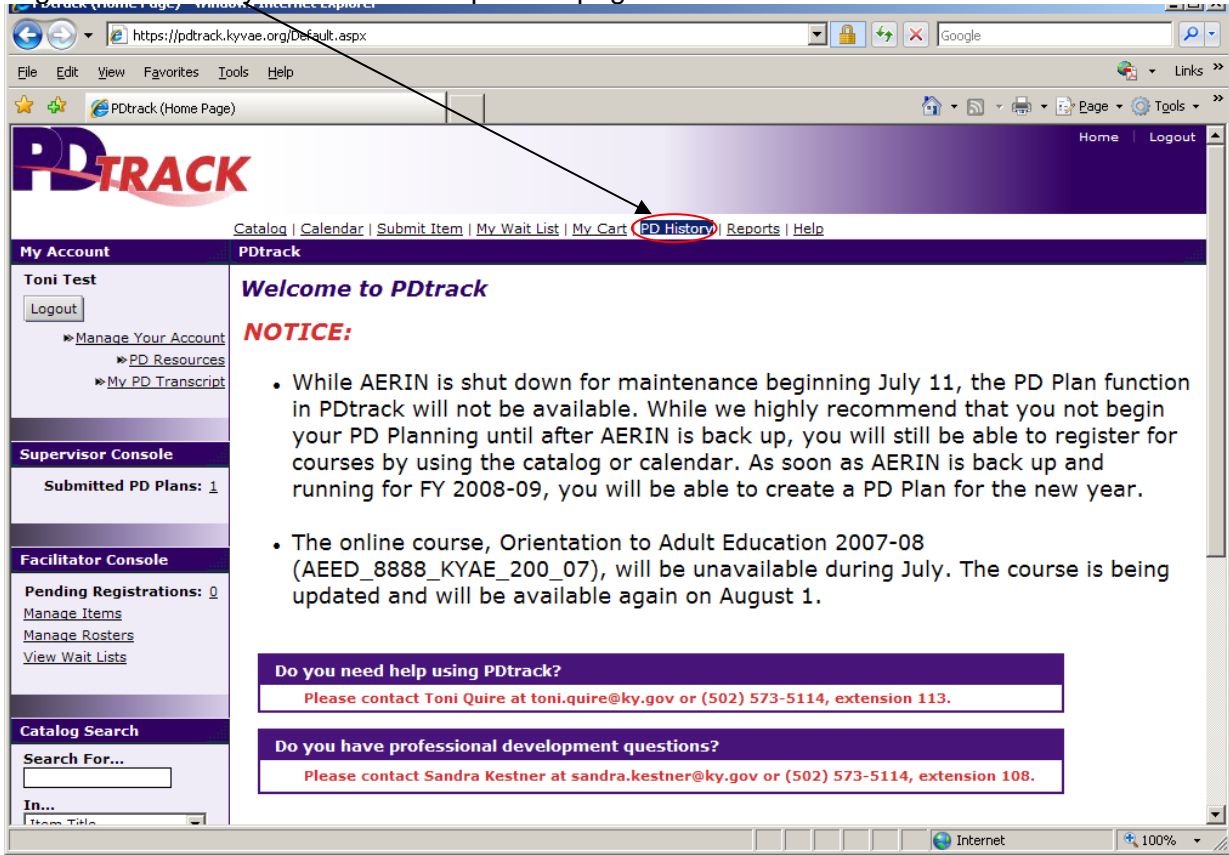


After reading over the submitted PD Plan and you are ready to approve it, select the “Approved” button and then hit “Save”. After you hit the “Save” button, all of the items in the PD Plan will be registered and they will show up in that user’s PD History.

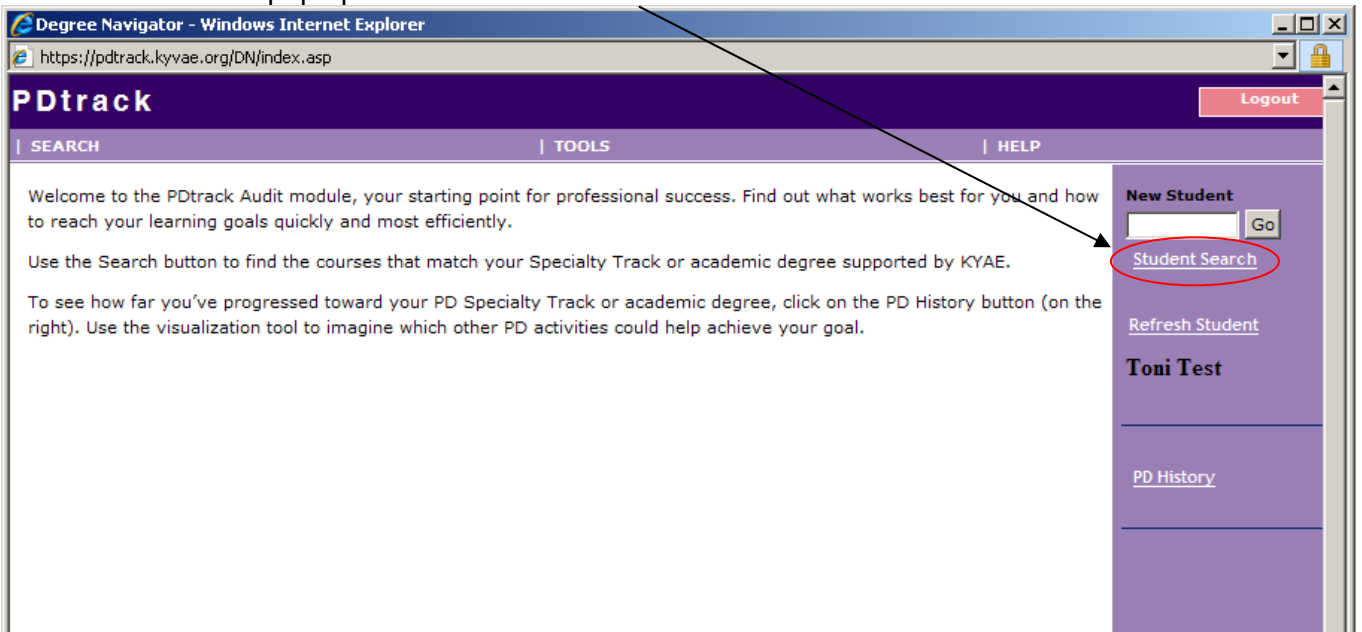


Supervisor Appendix: How supervisors view a staff member's PD History

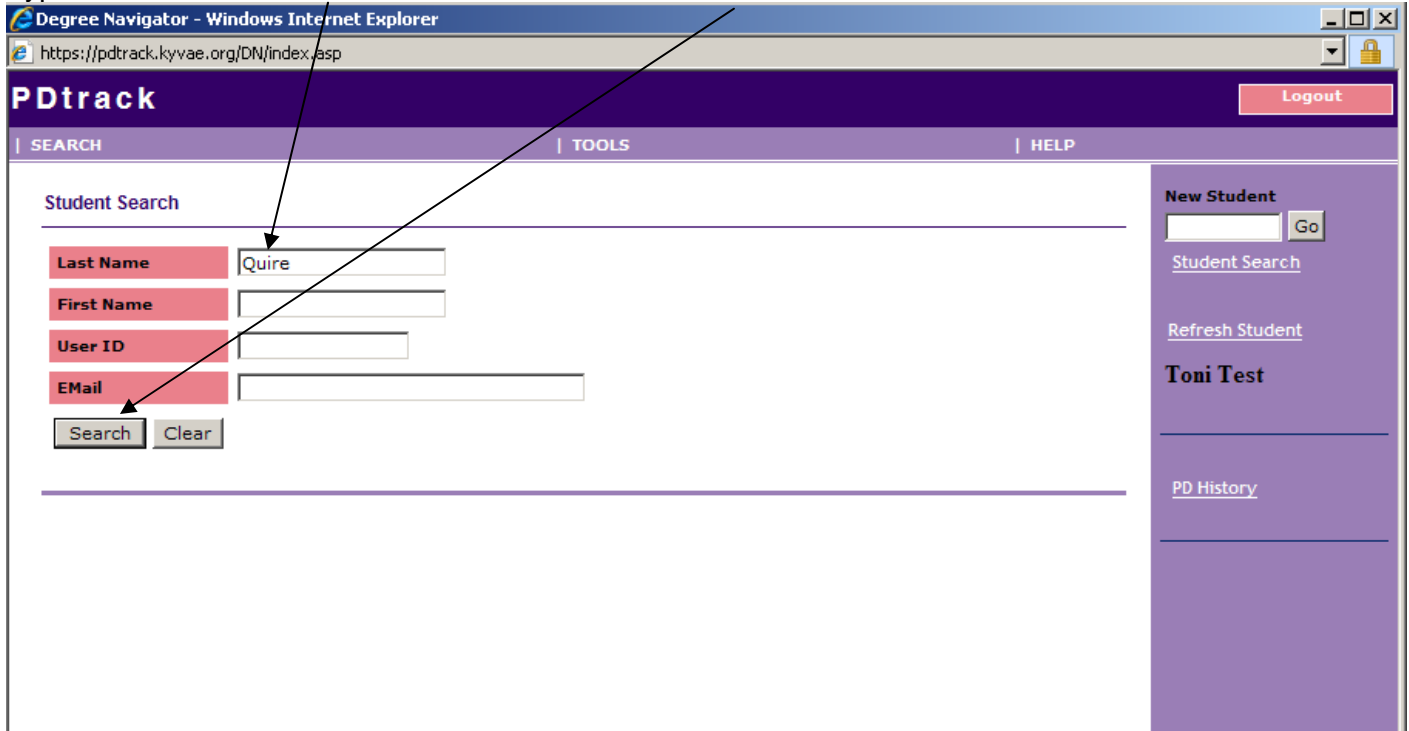
After logging into <https://pdtrack.kyvae.org/>, you can double check a staff member's PD History by selecting the "PD History" button at the top of the page.



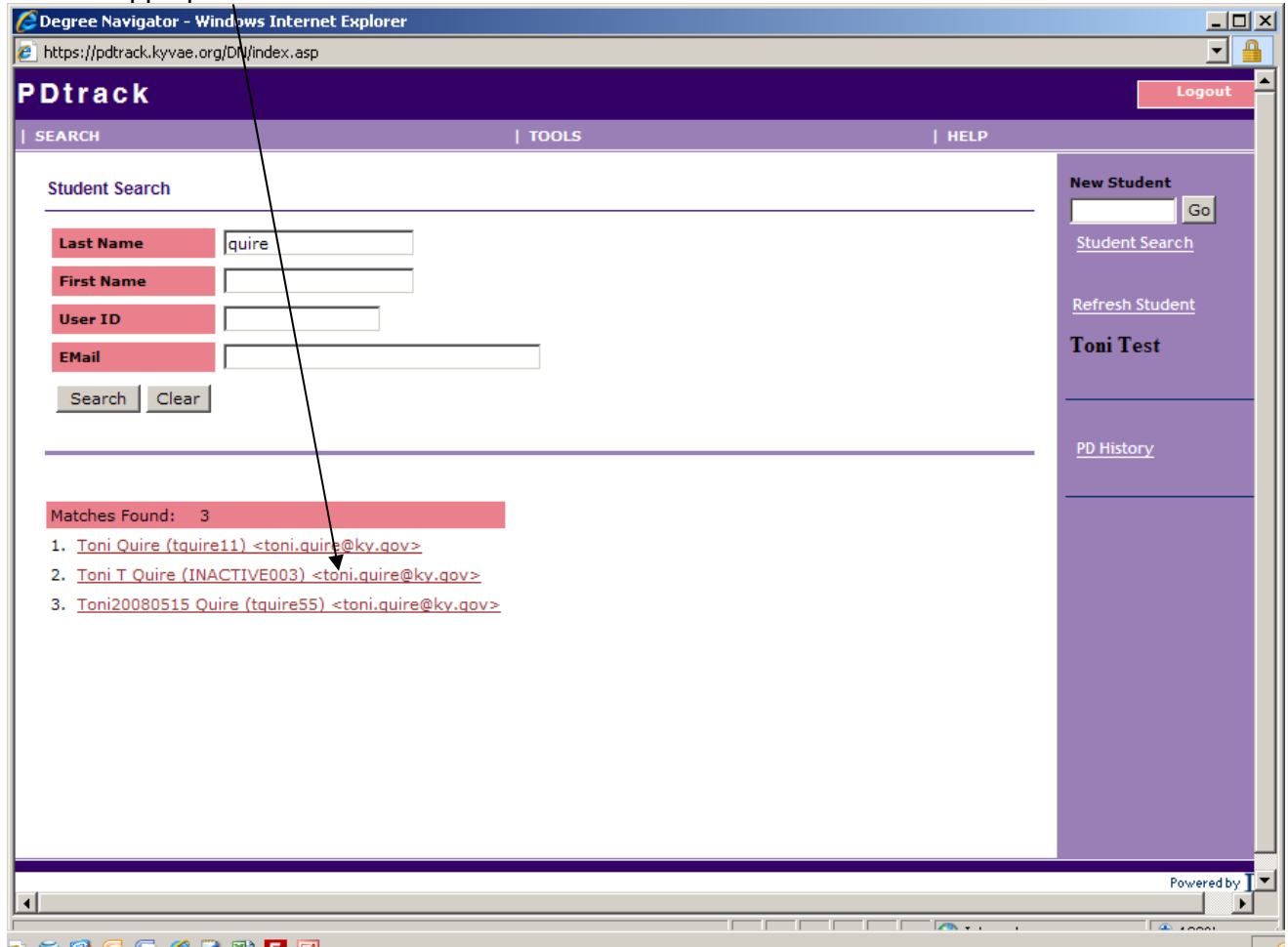
Another window will pop up. Select the "Student Search" button.



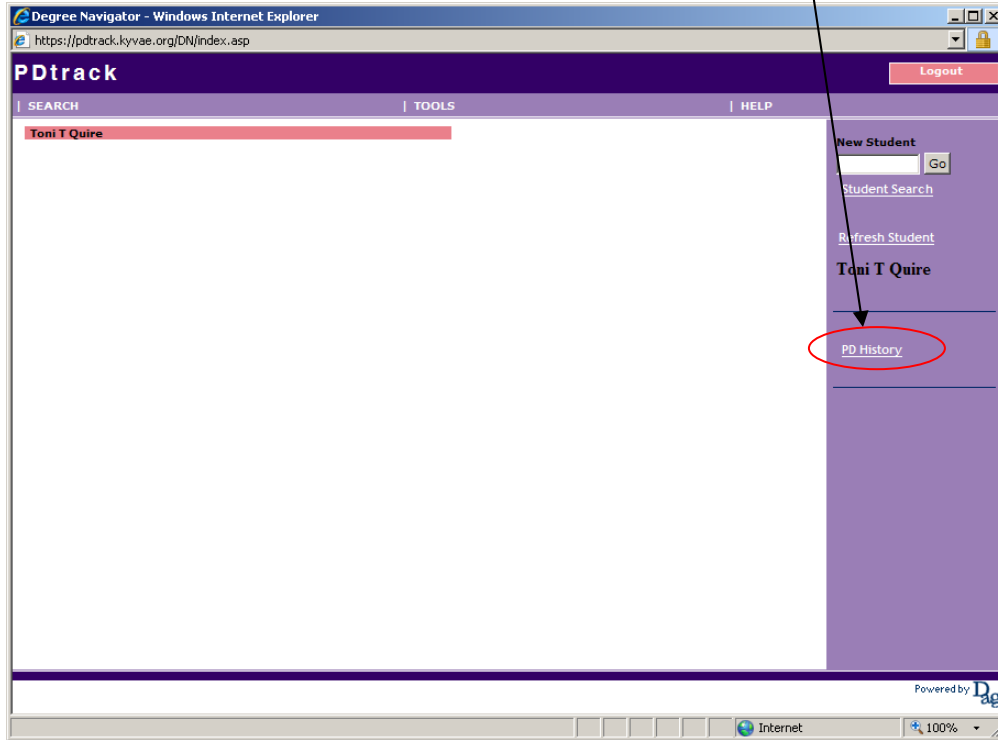
Type in the staff member's name and then select the "Search" button.



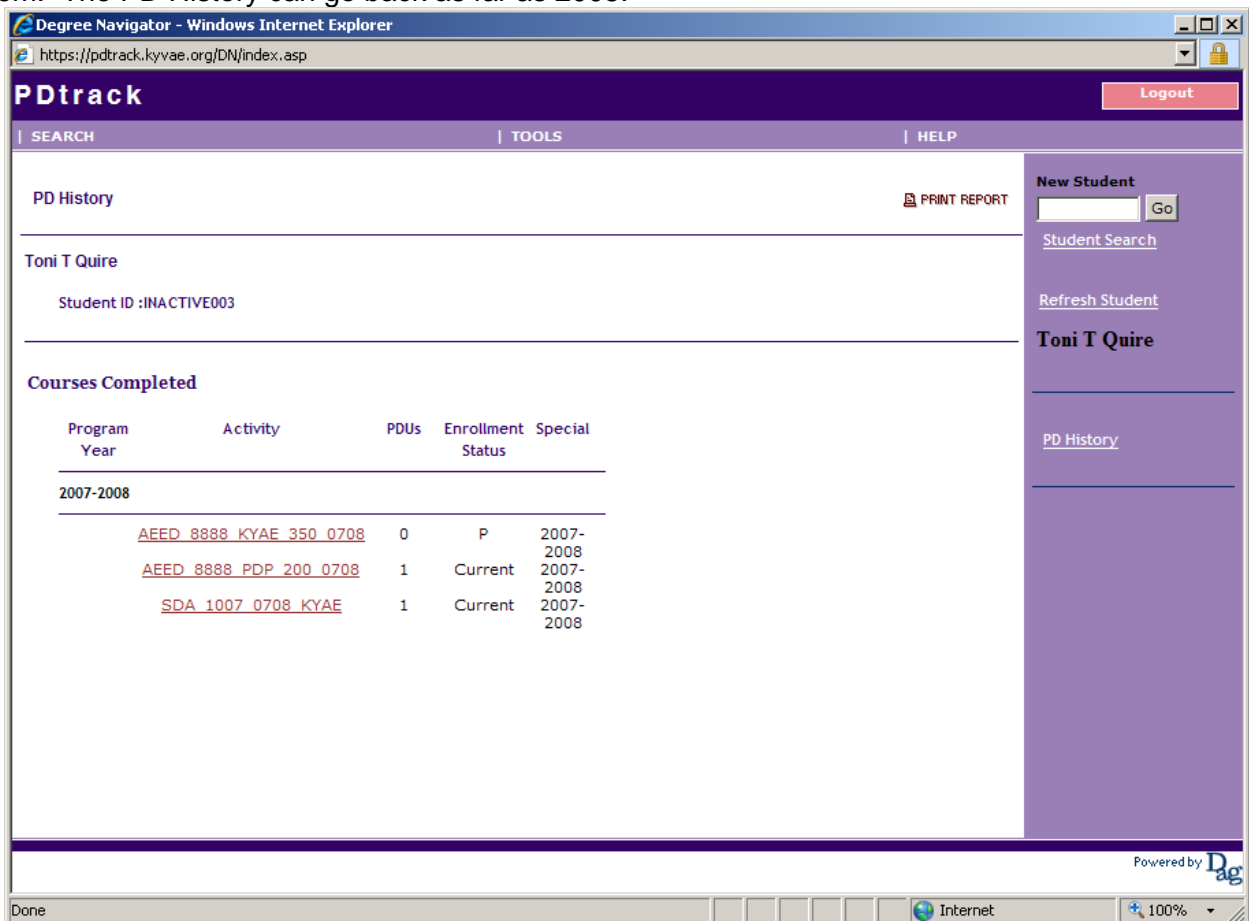
Select the appropriate staff member's name.



This will bring up the staff member's PD History screen. Select the "PD History" button under the staff member's name.



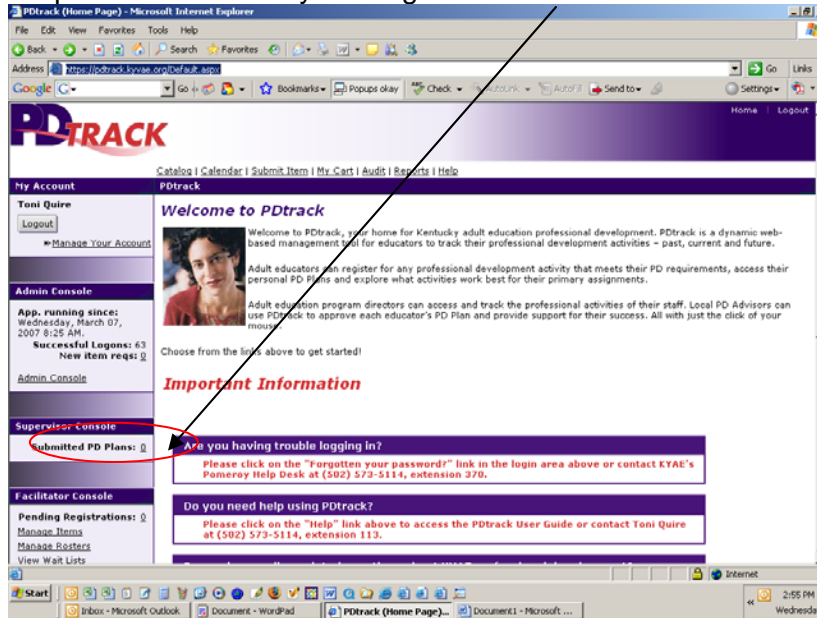
This will bring up their PD History. It will show all of their PD History for as long as they have been in the system. The PD History can go back as far as 2005.



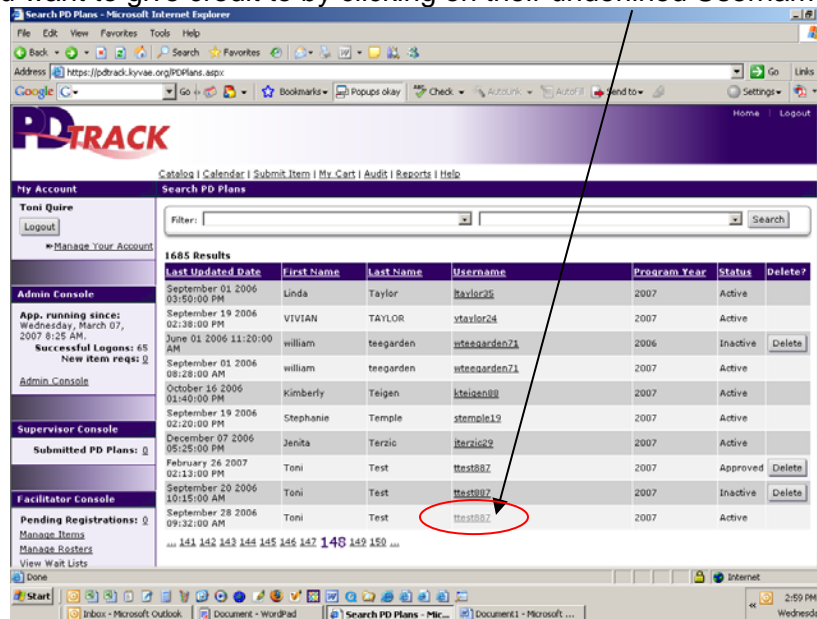


Supervisor Appendix: How supervisors give credit to their staff for completion of a self-directed activity (SDA)

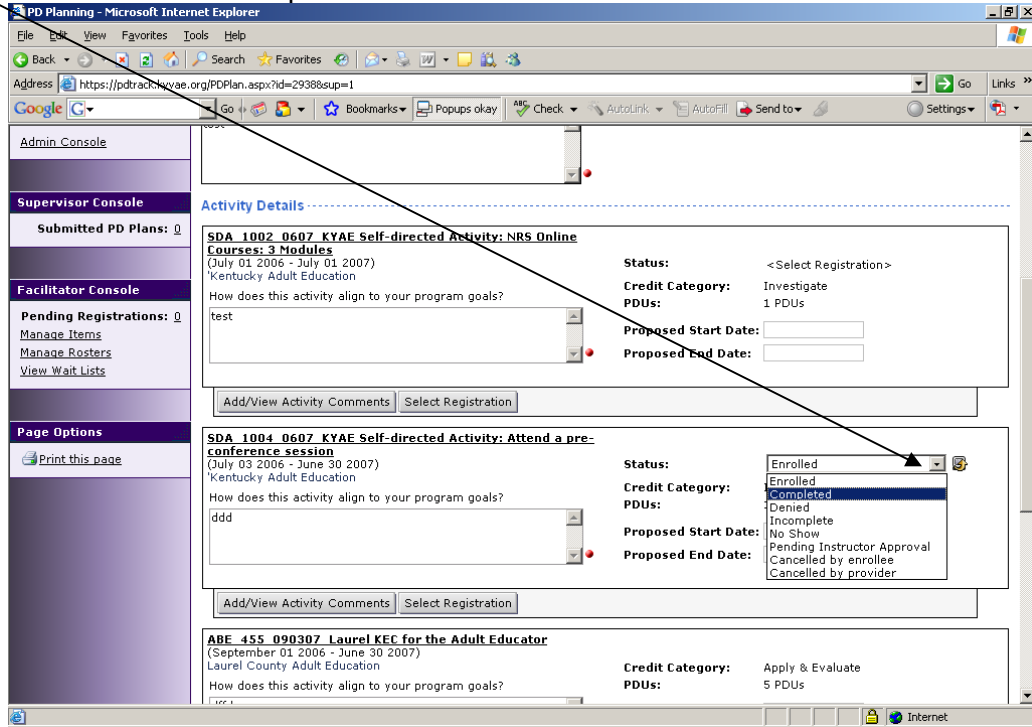
Login to <https://pdtrack.kyvae.org/>. On the left hand side of your screen you will see a Supervisor Console. Select the Supervisor Console by clicking on the underlined number.



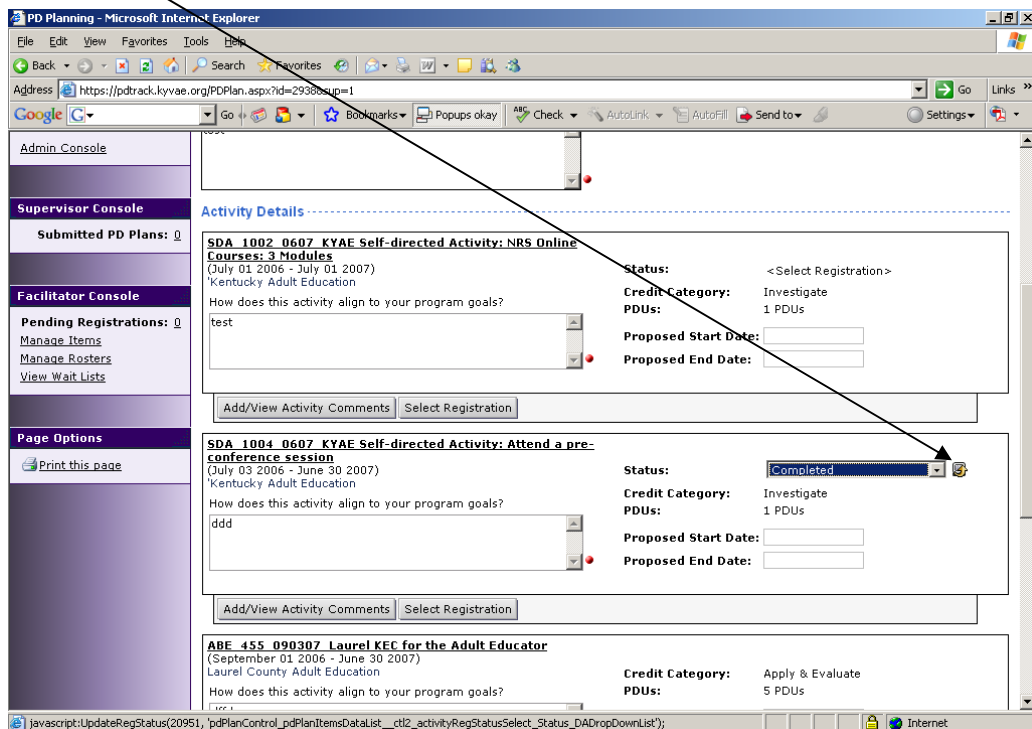
Select the person you want to give credit to by clicking on their underlined Username.



Hit the down arrow and select Completed.



Then hit the yellow up arrow and this will give them credit for their SDA.



Note how the credit shows up in the "Total Number of Earned PDUs" area.

PD Planning - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://pdtrack.kyvae.org/PDPlan.aspx?id=2938&sup=1

Proposed End Date:

Add/View Activity Comments Select Registration

SDA 1004 0607 KYAE Self-directed Activity: Attend a pre-conference session
(July 03 2006 - June 30 2007)
Kentucky Adult Education

Status:

Credit Category: Investigate
PDUs: 1 PDUs

Proposed Start Date:
Proposed End Date:

Add/View Activity Comments Select Registration

ABE 455 090307 Laurel KEC for the Adult Educator
(September 01 2006 - June 30 2007)
Laurel County Adult Education

Credit Category: Apply & Evaluate
PDUs: 5 PDUs

Proposed Start Date:
Proposed End Date:

Add/View Activity Comments

Total Number of Planned PDUs: 7
Total Number of Earned PDUs: 1

This plan has been Approved