

PDExpress

How to sign on to PDExpress

1. Double click on the “MyPDC” icon on your desktop **OR** go to the following website:
<http://bb.hamiltoncityschools.com/home.aspx>
 - a. You create an icon on your desktop by going to the file menu and selecting SEND TO choose desktop.
2. You will see the screen “Hamilton City School District Local Professional Develop Login”. Type in your Username (firstname_lastname, ie. tricia_smith). Your password is the last four digits of your social security number.
3. Click Log in.

UPDATE PROFILE

1. Select My Pages
2. Choose Profile
3. Update needed information. (Please check that your email is correct. Updates will be sent automatically when anything changes in your account. For example, an in-district workshop status changes from enrolled to completed, IPDP was approved, etc)
4. SAVE

SET PREFERENCES

1. Select My Pages
2. Select Preferences
3. Enter START date. This is the issue date on your current license.
4. Enter END DATE. This is the expiration date of your current license.
5. SAVE

To Create an Individual Professional Development Plan

How to Access the LPDC Manual

You can access the LPDC Manual from the Hamilton City Schools website (hamiltoncityschools.com).

- Click on Policies/Manuals/Forms on the left side of the screen.
- You will find the manual under the Staff documents.

****You may need to use the manual as a reference when completing your IPDP on PDExpress.

You can also find the manual under “RESOURCES” on PDExpress.

Click on “Documents and Forms.”

Click on “LPDC Manual.”

How to Create an IPDP on PDExpress

- **When you write your plan, make sure that you save after each HEADING or after about 20 minutes.**

1. Point to “My pages” tab at the top. You will have a list of options, one of which is “plans”. Click on it to create a new plan or view a plan that you have already created. To view a plan that has been created click on the year of the plan.
2. When the screen pops up, click on “Start a new plan”.
3. Choose the current year in the drop down menu. Click on “Hamilton City School IPDP (10002)”. Click Next. The form should appear on your screen.

HINT: Click on  for more help.

4. There are two sections for the IPDP. The first section is to identify your goal.
 1. Click on GOALS.
 2. Click on the arrow in the OVERAL GOALS box to show the drop down menu of approved goals.
 3. Please choose from the drop down window a goal that applies to you. These goals are also listed in the LPDC manual. (to access see above)
 - a. There are two questions you must answer. Each answer can hold up to 200 characters. Your anticipated results must relate to student achievement. Click **SAVE** on the screen in the upper right hand corner.
5. The second section is where you will identify the activity options. You must choose options that you will or may do to complete your professional development. You may choose up to five options.
 1. Click on PROPOSED STRATEGIES OR ACTIVITIES.
 - a. Click in the ACTIVITY 1 box and choose from the options that are provided in the drop down menu.
***Remember that you can only acquire up to 12 CEUS for Workshops and conferences.*
 - b. Click on ACTIVITY 1 CREDIT and choose how many credit hours or CEUs you plan to get from activity 1. (You should refer to the LPDC manual for maximum amount of hours for each activity.)
 - c. Click on ACTIVITY 1 VERIFICATION. Choose the documentation from the drop down menu that will be used to verify activity 1.
 - d. You can choose up to 5 activities. Follow the steps above to choose more activities.
6. Once you have created a plan, you need to change the status from “new” to “submitted”.
 - Go to the top of the plan click on PLAN STATUS and change NEW to “SUBMITTED.”
 - Click SAVE.
7. The LPDC will review your plan. Sign back in to PDExpress to check the status of your plan.

To Enroll in an In-District Workshop

1. You may register for courses using the course catalog. You may access the course catalog by clicking the COURSES tab at the top of the page. Choose COURSE CATALOG.
2. To view a course in more detail, click on the course title.
3. If you would like to enroll in the course, scroll down to the bottom and click “REGISTER for this course” at the top of the screen.
- **YOU MUST PRE-REGISTER FOR ALL IN-DISTRICT WORKSHOPS AND STAFF DEVELOPMENT. FAILURE TO DO SO MAY RESULT IN YOUR NOT RECEIVING CREDIT FOR ATTENDANCE AT THE STAFF DEVELOPMENT ACTIVITY. MAKE SURE THAT WHEN YOU ATTEND ANY STAFF DEVELOPMENT ACTIVITY YOU SIGN IN!**

TO VIEW COURSES

1. Choose “MY PAGES from the menu.
2. Click on COURSES.
3. You can have several options. You may choose from the tabs to view courses in which you are REQUESTED, WAITLISTED, ENROLLED, COMPLETED, Completed between determined dates, or ALL

TO DELETE AN IPDP OR COURSE



1. Click on the  to delete the document.

TO VIEW AND PRINT A CEU TRANSCRIPT

1. Login to PDExpress
2. Click on My pages
3. Choose COURSES
4. Choose the tab that is marked COMPLETED from a specified state to another specified date. (These dates should reflect your issue date to the expiration date of your current license. See set preferences)
5. Choose TRANSCRIPT OF P.D. COMPLETED
6. Print

TO OBTAIN PRE-APPROVAL FOR AN ACTIVITY

1. Choose “MY PAGES” from the menu.
2. Click on ACTIVITIES.
3. You can get pre-approval for an activity by clicking on PROPOSE AN ACTIVITY.
4. Choose from the OPTION in the drop down window. Click “Next.” Remember not all activities need pre-approval. (Refer to the LPDC manual.)
5. It will now ask you to write a description of what you will do.
6. Type in the number of CEUs you are requesting.
7. Type in the amount of hours you will spend on the activity.
8. Click on SAVE in the upper right hand corner on the screen.
9. You can log back into PDExpress periodically to review the status of your pre-approval.
 - a. There are tabs that can tell you the status of activities. Click on the tab to view.

To Propose an Activity for CEU credit **(Use for Pre-approvals and other out of district Activities)**

1. Sign in to PDExpress
2. Click on My pages
3. Choose activities
4. Propose an activity
5. Select Year
6. Select Activity Type
7. Click Next
8. Type in a description of the professional development
9. Identify how many CEUs you are requesting
10. Put in total number of hours you plan to put into the activity.
11. Click SAVE.
12. Submit verification documentation to the LPDC through inter-department mail.
***Your request has been sent to the LPDC for review.*

To Suggest a Course/Workshop within District
Use for those sponsoring workshops within the District

1. Sign in to PDExpress
2. Click on Courses
3. Click on Suggest a course
4. Give the Course title
5. Click NEXT
6. Complete the following information;
 - Pull-down menu for topic
 - Pull-down menu to identify experience level
 - Total number of hours for the course/workshop
 - Provide description of course/workshop (include place where workshop is held, date and time, who is this course offered to, provide capacity, register by date)
7. Click NEXT
8. Click FINISH

Participants will need to be registered for the course before a sign in sheet can be printed.

***Your request has been submitted. You may be contacted for more information.*