



Welcom

The Professional
Development Process

Professional Development Process



Course Creation

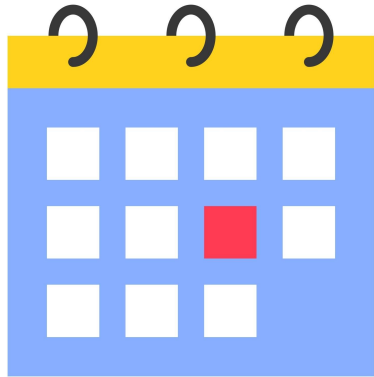


A course is first created and submitted for manager review (approval/denial). If approved, the status updates to Open.

- **Course Creation:** Status is set to **Pending**.
- **Submission:** Status updates to **Review**.
- **Manager Review:** Requester is notified via email.
 - **Approved:** Status updates to **Open**.
 - **Denied:** Status updates to **Denied**.



Registration



Once a course status is open, registration may begin.

- **Learner:** Under **Enroll in Courses** click on the course title and select the desired session.
- **Instructor:** Locate the course and select the learners.

Course Takes Place



Instructors and Facilitators track learner attendance via:

- **Attendance Rosters:** Print via the Reports menu.
- **Digital Check-in:** Learners may check-in via their “My Courses” menu up to 15 minutes prior to the start of the course .
- **Scanner:** Learners may “scan in” upon arrival to the PD session.
- **By Session:** Record learners attendance and seat time.

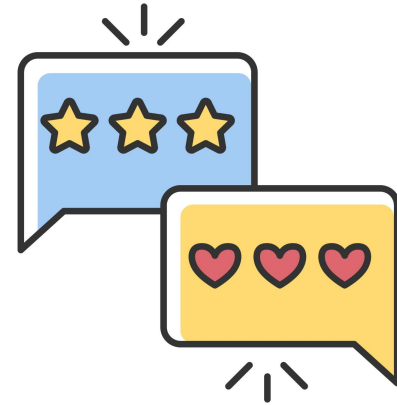


Course Evaluation



Upon course completion, learners submit an evaluation for the course content.

- Select **My Courses**, locate the course, click the **Row Action gear** to the far right and select **Evaluate**.
- An evaluation reminder with a link to the evaluation may also be sent.



Attendance Verification



An Instructor, Facilitator or Manager verifies the attendance marking learners as **Verified** and adjusting credits earned.

- Click the **Set Attendance Verified** button. An email will be sent to the learners and the course status will be updated to **Attendance Verified**.



Note: If a multi-session course, attendance can be verified for each session to create a running total of hours that will populate on the course attendance screen.

Awarding Credits



The manager updates the status of the course to **Complete**.

From the **Post Credits** menu:

- **Processes Holds** (checks data against criteria).
- Posts the **Earned Credits** to the learner's transcript.

Exporting Credits (Optional)



Exporting earned credits to an external fiscal system.

- **Download File:** Data Extracts > Data Tables > Pro Dev Clock Hour Earned Credits.
- **Import Credits:** Follow the directions for your fiscal system to import the credits.
- **Update Status:** When complete, update the course status to **Exported**. *Courses are removed from credit file.*

Course Statuses

	Course Status	Definition
1	Pending	A course has been created but not yet submitted.
2	Review	A course has been submitted for review.
3	Denied	A course has been denied.
4	Open	A course has been approved is open for registration (<i>If the registration open date has past</i>). The course can be viewed in Enroll in Courses up to the registration closing date.
5	Attendance Verified	The attendance and earned credits have been verified.
6	Complete	The course is complete and credits can be posted.
7	Exported	The credits for the course have been posted to the transcript and exported to a fiscal system (optional).
8	Cancelled	The course has been canceled.
9	Hold	The course is on hold.