

Professional Development Manual for Teachers

1. Login to the Greenville County Schools portal.



2. Select Employee Portal.

District Portals

- The Parent Portal provides real-time access for parents to their child's grades, attendance, assignments, and more. [Parent Portal](#)
- Formerly - Student Portal - Backpack is a central site for students to access their information, to apply to Greenville County Schools special programs, and to access their apps for education. [Backpack](#)
- Access your employee information, professional development registration and recertification, curriculum, department website and more! [Employee Portal](#)

Click on the All Sites tab. Scroll down and select Professional Development.

GREENVILLE COUNTY SCHOOLS
Greenville, South Carolina

District Web Portal

May 10, 2017

General Business School Student **All Sites** Favorites

The My PD homescreen will appear.

Professional Development

My PD

A Current Credits: 0 Current Exchange Hours: 0

B Course Catalog: (Searches only courses available to you that have active or upcoming sessions)

Search for a course to take: [Search](#)

Course Type: -- SHOW ALL --

Filter By: -- SHOW ALL --

From: mm/dd/yyyy To: mm/dd/yyyy

[Show All](#)

C Add Out-Of-District In-Service Credits:

D [Download to Excel](#)

A This is a snapshot of your current professional development credits and exchange hours.

B Course Catalog: Use to search for available professional development opportunities.

How to Register for a Course/Session:

1. You can search for a course by the title of the course, course type, or the date. In addition, you can click [Search](#) to find available courses listed in alphabetical order.

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Available Courses	Title	Type	Location	Tech Prof	Audience
Math Practices in Science		Summer Academy		No	6th grade science teachers
Reading in Mathematics		Normal	Alternative Program	No	MSL
Read Alouds in Math		Normal		No	Teachers grades K-3, Instructional Coaches, ITC

- Click on the course you are interested in. The course will be highlighted in yellow and the available sessions will be below.

Available Courses

Title	Type	Location	Tech Prof	Audience
Math Practices in Science	Summer Academy		No	6th grade science teachers
Puzzles in Mathematics	Normal	Alternative Programs	No	test
Read Alouds in Math	Normal		No	Teachers grades K-3, instructional coaches, lit

Course Details:
 Description: Students love read alouds. This course will share ways to integrate math using picture books.
 Prerequisites: n/a

Upcoming Sessions

ID	Start Date	Cre	Max	Seats	Seats Left	Instructor(s)	Your Status	Topics
+ 47914	05/18/2017	3	3	25	25	Mindy Hubble		Integrating children books into mathematics
+ 47915	05/31/2017	3	3	30	30	Kristy Jennings		Children Books that correlate to state standards.

- Click on the + next to the session ID number to find out more information about the session. (This includes date, time, duration, and topics.) Click Register next to the Session you would like to attend.

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+ 47914	05/18/2017	3	3	25	25	Mindy Hubble		Integrating children books into mathematics
+ 47915	05/31/2017	3	3	30	30	Kristy Jennings		Children Books that correlate to state standards.

- The Choose Credits and/or Exchange box will appear. This is where you may choose if you want to use the points for credit or exchange day. Drag the tool bar, until it moves the small square, to make your selection. ***You will have five days after the session ends to adjust your credits/exchange hours. After five days, your selection is locked. The instructor cannot change this in the system.** Once you have made your decision, select **OK**.

Choose Credits and/or Exchange

Please choose how many credits and/or exchange days hours you would like to receive for this course (total of 3 available):

Credits: 2 Exchange Hours: 1

You will have 5 days after the session ends to adjust your credits / exchange hours.

OK Cancel

- Your courses will appear on the main My PD screen. Scroll down to the bottom of the screen to see upcoming courses. ***This is also where you can unregister for courses/sessions.**

Professional Development

My PD

From: [unreadable] To: [unreadable]

Show All

Add Out-Of-District In-Service Credits:

Upcoming Courses that I am registered to attend

Course	Session #	Meeting(s)	Instructor(s)	Credit(s)	Exchange Day	Unregister
Math Practices in Science	48904	5/17/2017 8:00:00 AM for 2.00 hours in meeting room at Human Resources	Debra Barron	2	0	Unregister
Read Alouds in Math	47914	5/18/2017 8:00:00 AM for 3.00 hours in 313 at Taylors Elementary	Mindy Hubble	2	1	Unregister
Interactive NotebooksHubble	48913	6/29/2017 8:00:00 AM for 2.00 hours in media at Dr. Phinnize J. Fisher Middle	Mindy Hubble	2	0	Unregister
Puzzles in Mathematics	48910	8/18/2017 8:00:00 AM for 2.00 hours in 101 at Alternative Programs	Mindy Hubble	2	0	Unregister

Pending Out-Of-District In-Service Credits

Date Submitted	Course	Date	Location	Instructor	Credits	Option Number
05/10/2017	YouTube	05/03/2017	Library	M. Hubble	2	10



Click on the v to add Out of District professional developmental credits. Fill in the Title, Date, Location, Instructor, and Credits. Then select an Option.

Title:

Date:

Location:

Instructor:

Credits:

Options:

- 4. Publications(Maximum 60 renewal credits) Option 4
- 5. Instruction(Maximum 60 renewal credits) Option 5
- 6. Professional Training(NOT Athletic Coaching Training Conf. Maximum 120 renewal credits) Option 6
- 6A. Professional Training(Athletic Coaching Training Conf.)(Maximum 30 renewal credits) Option 6
- 7. Professional Assessor/Evaluator(Maximum 60 renewal credits) Option 7
- 8. Mentorship, Supervision, or Instructional Coaching(Maximum 60 renewal credits) Option 8
- 9. Educational Project, Collaboration, Grant, or Research(Maximum 60 renewal credits) Option 9
- 10. Professional Development Activity(Maximum 60 renewal credits) Option 10
- 11. Professional Development Activity - IACET CEU Credit(Maximum 120 renewal credits) Option 11

Click on [Download Out-Of-District Credits form.](#)

1. **Download Out-Of-District Credits form**

2. Print form, complete, have your principal sign, scan, and save to your harddrive

3. Upload a scanned copy of completed form (and any other additional files):

Drop files here to attach them
or

Uploaded files:

Exchange Day hours cannot be submitted using this Out-Of-District In-Service option. Out-Of-District credits need to be submitted to your administrator for exchange day hours.

- Print the Professional Development Activity form.
 - Complete the form and then have your supervisor/administrator sign the bottom.
 - Scan the form and save to your hard drive.
- *Close the screen with the form to return to the Out of District PD screen

OPTION 10: Professional Development Activity
[e.g., conferences, workshops, task forces – 4 hours or longer]

Complete and print this form, attach documentation, have principal/supervisor sign Section II, and send to Recertification Specialist.

Last Name	First Name	Middle/Maiden
District ID Number	SC Certificate Number	Area(s) of Certification
School or District Location	Position	

Section I: Descriptive Information (To be completed by the educator)

Type of Professional Development Activity:

Site:

Dates of Participation:

Number of Renewal Credits Sought:
Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate
Accrual Rate: One hour of direct participation = 1 renewal credit

Activity Description or Objectives:

Is this activity tied to your area of certification and/or the goals of the employing educational entity? Yes No

How does this activity relate to your professional growth and development plan?

Section II: Verification and Approval

Verification (Required)
 Official documentation from the sponsor verifying the educator's participation and the session date(s) and time(s).

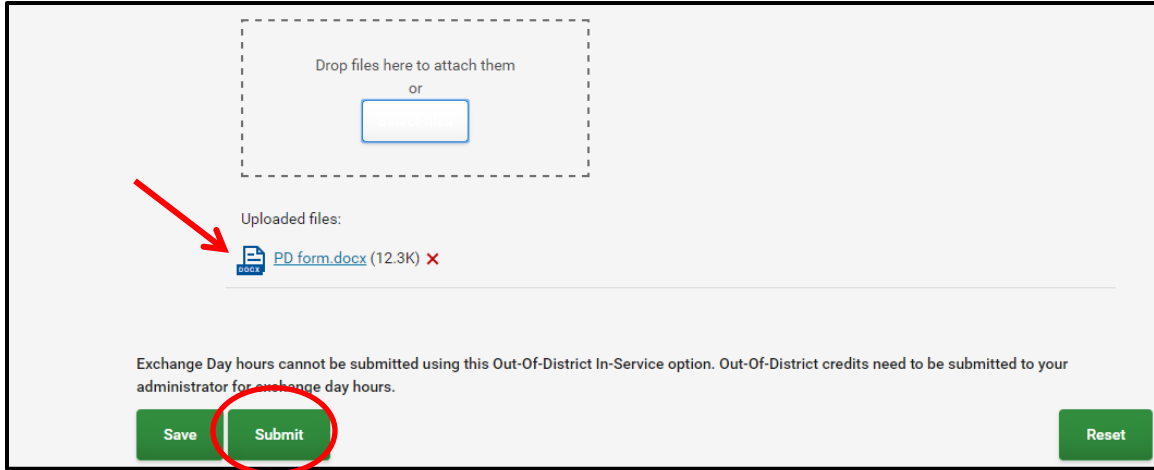
Approval (Required)
 Yes. The educator is eligible to receive ____ renewal credits.
 No. Explanation:

Signature of Principal or Supervisor _____ Title _____

Click Select Files and attach the Professional Development Activity form (signed by your supervisor/administrator) and any other documents from your PD activity.

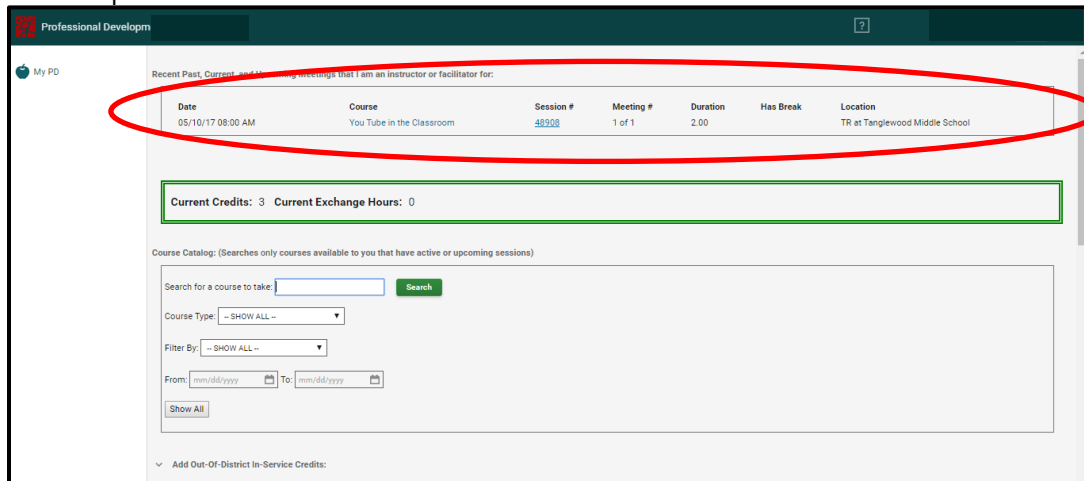
Drop files here to attach them
or

The attached files will show up under Uploaded files. Then click on **Submit**.



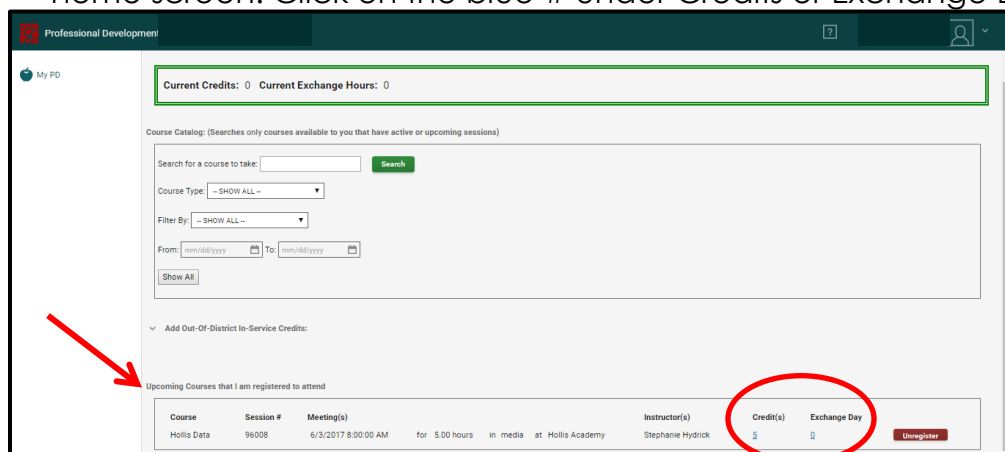
D This will create an Excel Spreadsheet of your current earned professional development credits and exchange day credits.

*If you are an instructor or a facilitator of a course/session, it will appear on the top of your professional development home screen.

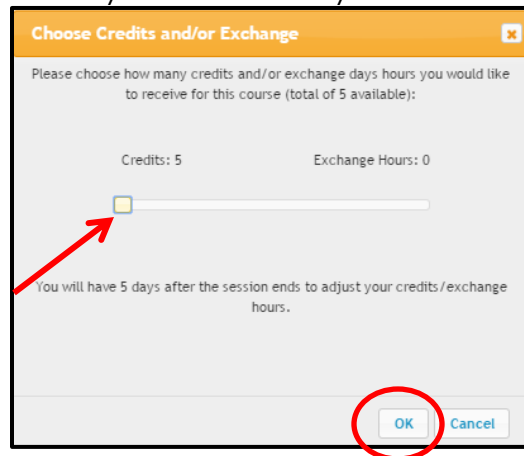


How to adjust credits/exchange points if you were pre-registered for a course/session:

1. Your courses will be under Upcoming courses that I am registered to attend on the My PD home screen. Click on the blue # under Credits or Exchange Day.



2. The Choose Credits and/or Exchange box will appear as a pop-up. The points will all appear as credits. You can use the scroll bar to adjust the amount of credits and the amount of exchange hour points you would like. (Remember: You can only receive exchange hour credits for professional development after normal school hours.) Click OK once the scroll bar shows how you would like your credit.



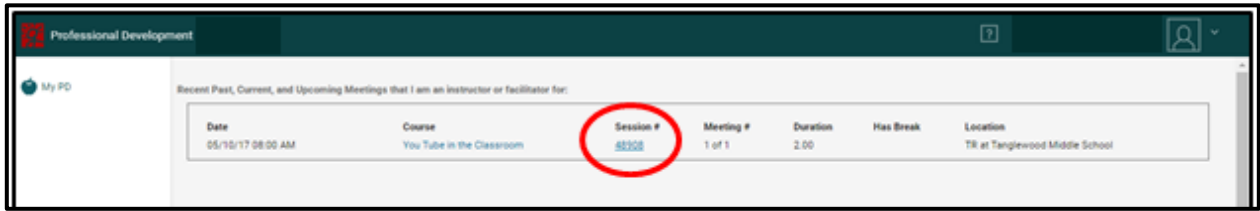
***You will have 5 days after the session ends to adjust your credits/exchange hours.**

3. The updated information will show up under Upcoming Courses that I am registered to attend on the My PD home screen.

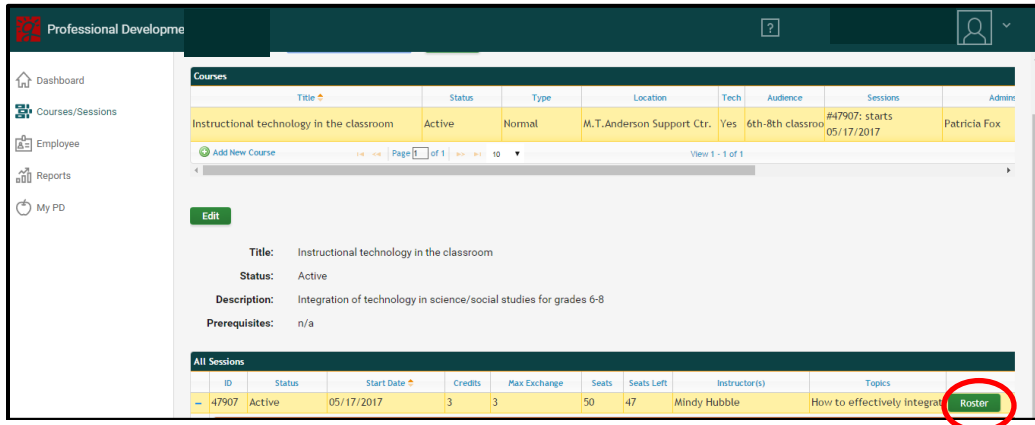
Course	Session #	Meeting(s)		Instructor(s)	Credit(s)	Exchange Day	
Hollis Data	96008	6/3/2017 8:00:00 AM	for 5.00 hours in media at Hollis Academy	Stephanie Hydrick	3	2	Unregister

How to record attendance and award credit if you are the instructor:

1. Click on the course session number.



2. Click on Roster.



3. Click Award Credit next to each teacher in attendance and then click close.

