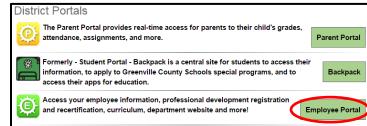
# **Professional Development Manual for Teachers**

1. Login to the Greenville County Schools portal.



2. Select Employee Portal.



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

GREENVILLE COUNTY Greenville, South Carolina	SCHOOLS	District W	eb Portal	≡~	May 10, 2017
General	Business	School	Student	All Sites	Favorites

#### The My PD homescreen will appear.

Professional Developm	ient	?	ک ب
🍎 My PD			A
Α	Current Credits: 0 Current Exchange Hours: 0		
	Course Catalog: (Searches only courses available to you that have active or upcoming sessions)		
В	Search for a course to take: Search		
	Course Type:SHOW ALL		
	Filter By:SHOW ALL		
	Show All		
С	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.

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 <u>Search</u> to find available courses listed in alphabetical order.

Professional Developm	lent				ت <u>م</u> ک
🍎 My PD					
	Current Credits: 0 Current Exchange Hours: 0				
	Course Contractions only courses evenable to your contractive or up	pcoming sessions)			
	Search for a course to take: Math Search				
	Course Type: - SHOW ALL -				
	Filter By: - SHOW ALL  From: mm/dd/yyyy  To: mm/dd/yyyy				
	Show All				
	Available Courses				0
	Title 🕈	туре	Location	Tech Prof	Audience
	Math Practices in Science	Summer Academy		No	6th grade science teachers
1	Puzzles in Mathematics	Normal	Alternative Programs	No	test
	Read Alouds in Math	Normal		No	Teachers grades K-3, instructional coaches, lit
1		re re Page	1 of 1 12 🔻		view 1 - 3 of 3

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

Title	÷		Туре	Location	Tech F	of	Audience
Math Practices in Science			ademy		No	6th grade science t	eachers
Puzzles in Mathematics		Normal	Alternativ	e Programs	No	test	
Read Alouds in Math		Normal			No	Teachers grades K-	3, instructional co
			re ke Page 1	⊷ of:1 10 ▼			Vie
Course Details: Description: Students love read alouds. 1	This course will share w	vays to integrate math usi	ing picture books.				
Description: Students love read alouds. T Prerequisites: n/a	This course will share w	vays to integrate math usi	ing picture books.				
Description: Students love read alouds. T	This course will share w	vays to integrate math usi Seats Left	ing picture books.	Your Status	То	ics	
Description: Students love read alouds. Therequisites: n/a	Cre Max Seats		Instructor(s)	Your Status	To Integrating children book		Register

 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.



4. 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	. X
Please choose how many credits and/or e to receive for this course (t	
Credits: 2	Exchange Hours: 1
You will have 5 days after the session en hours.	s to adjust your credits/exchange
	OK Cancel

5. 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

My PD											
-	From: mm/dd/yyyy 🛅 To: mm/d	dimm 🛱									
~	Add Out-Of-District In-Service Credits	E									
Up	coming Courses that I am registered to a	attend	1								
	Course	Session #	Meeting(s)				Instructor(s)	Credit(s)	Exchange Day		
	Math Practices in Science	48904	5/17/2017 8:00:00 AM	for 2.00 hours in	meeting room at Huma	n Resources	Debra Barron	2	<u>0</u>	Unregister	
	Read Alouds in Math	47914	5/18/2017 8:00:00 AM	for 3.00 hours	in 313 at Taylors El	ementary	Mindy Hubble	2	1	Unregister	
	Interactive NotebooksHubble	48913	6/29/2017 8:00:00 AM	for 2.00 hours in n	edia at Dr. Phinnize J. Fi	sher 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	٥	Unregister	
Per	nding Out-Of-District In-Service Credits										
	Date Submitted	Course	Date		Location	Instructor	Cre	dits	Option Number		
	05/10/2017	You Tube		017	Library	M. Hubble	2		10		
	up L	Add Out-Of-District In-Service Credit  Upcoming Courses that I am registered to  Course Math Practices in Science Read Acods In Math Interactive NotebooksHubble Puzzles in Mathematics  Pending Dut-Of-District In-Service Credita  Date Submitted	Add Out-Of-District In-Service Credits: Upcoming Courses that I am registered to attend     Course that I am registered to attend     Math Practices in Science 49904     Read Acoust In Math     Metric Mathematics 49913     Puzzles in Mathematics 49910  Pending Out-Of-District In-Service Credits     Date Submitted Course	Add Out-Of-District In-Service Credits:  Upcoming Courses that I am registered to attend  Course Read Adouts In Math 45914 5018/2017 8 000 00 AM Read Adouts In Math 47914 5018/2017 8 000 00 AM Interactive Nonbookshubbe 48913 6029/2017 8 000 00 AM Puzzies In Mathematics 48910 8018/2017 8 000 AM Puzzies In Mathematics 8018/2018/2017 8 000 AM Puzzies In Mathematics 8018/2018/2017 8 000 AM Puzzies In Mathematics 8018/2018/2017 8 000 AM Puzzies In Mathematics 8018/2018/2018/2018/2018/2018/2018/2018/	Add Opt OF District In Service Credits:  Upcoming Courses that I am registered to attend  Course     Session # Meeting(s) Math Practices in Science 48904 5/17/2017 8:00:00 AM for 2:00 hours in 1 Read Alouds In Math     47914 5/18/2017 8:00:00 AM for 2:00 hours in 1 Puzzies in Mathematics     48910 8/16/2017 8:00:00 AM for 2:00 hours in 1 Puzzies in Mathematics     48910 8/16/2017 8:00:00 AM for 2:00 hours  Punding Out-Of-District In-Service Credits  Date Submitted     Course Date	Add Out-Of-District In-Service Credits:	Add Out Of District In Service Credits:       Upcoming Courses that I am registered to atternal       Course     Reside # Meeting(s)       Math Practices in Science     49904       Silf 2017 80:00 0.AM     for 3.00 hours in meeting room at Human Resources       Read Alouds in Math     47914       Silf 2017 80:00 0.AM     for 3.00 hours in meeting room at Human Resources       Read Alouds in Math     47914       Silf 2017 80:00 0.AM     for 3.00 hours in meeting at Dir Human Resources       Pression Hotebookshubble     49913       Ultraces in Mathematics     49910       Vall 8/2017 80:00 0.AM     for 2.00 hours in meeting at Dir Human Resources       Pressing Out Of District In Service Dredits     Date       Date Submitted     Course     Date	Add Out-Of-District In-Service Credits:  Upcoming Courses that I am registered to attend      Course flast I am registered to attend      Math Practices in Science 48904 5/17/2017 8:00:00 AM for 2:00 hours in meeting room at Human Resources. Debra Barron Read Alonds in Math. 47914 5/18/2017 8:00:00 AM for 2:00 hours in meeting room at Human Resources. Debra Barron Read Alonds in Math. 47914 5/18/2017 8:00:00 AM for 2:00 hours in meeting room at Human Resources. Debra Barron Read Alonds in Math. 47914 5/18/2017 8:00:00 AM for 2:00 hours in meeting room at Human Resources. Debra Barron Read Alonds in Math. 47914 5/18/2017 8:00:00 AM for 2:00 hours in meeting room at Human Resources. Mindry Hubble Practiles in Mathematics 48910 8/18/2017 8:00:00 AM for 2:00 hours in 101 at Attenative Programs Mindry Hubble Preding Out-Of-District In-Service Credits  Date Budemitted Course Date Location Instructor Credits	Add Out-OP District In-Service Dividits:  Uppoming Courses that I am registered to attend      Course that I am registered to attend      Course that I am registered to attend      Course State I am registered to attend      Course I am re	Add Oor Of Of Strict In Service Credits:         Upcoming Courses that I am registered to attend         Course       Session /         Math Practices in Science       49904         5/17/2017 8:00 00 AM       for 320 hours in meeting room at Human Resources.         Read Alouds in Math       47914         5/18/2017 8:00 00 AM       for 320 hours in meeting room at Human Resources.         Detros Barron       2         Read Alouds in Math       47914         4913       6/29/2017 8:00 00 AM.         for 320 hours in meeting to meeting.       Nindry Hubble         Publics in Mathematics       49919         8/18/2017 8:00 00 AM.       for 2.00 hours in meeting to meeting.         Publics in Mathematics       49910         8/18/2017 8:00 00 AM.       for 2.00 hours in meeting to meeting.         Publics on Mathematics       49910         8/18/2017 8:00 00 AM.       for 2.00 hours in 101 at Altemative Programs         Mendy Hubble       2         Publics Unt-Service Credits       Extended to the Service Credits	Add Out of D Bistrict In-Service Credits:

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:	Instructional Technology in the Classroom
Date:	Wed May 10 2017 🛗
Location:	Greenville Tech
Instructor:	Mr. Marvin Brown
Credits:	5
Options:	<ul> <li>4. Publications(Maximum 60 renewal credits) Option 4</li> <li>5. Instruction(Maximum 60 renewal credits) Option 5</li> <li>6. Professional Training(NOT Athletic Coaching Training Conf. Maximum 120 renewal credits) Option 6</li> <li>6. Professional Training(Athletic Coaching Training Conf.)(Maximum 30 renewal credits) Option 6</li> <li>7. Professional Assessor/Evaluator(Maximum 60 renewal credits) Option 7</li> <li>8. Mentorship, Supervision, or Instructional Coaching(Maximum 60 renewal credits) Option 8</li> <li>9. Educational Project, Collaboration, Grant, or Research(Maximum 60 renewal credits) Option 9</li> <li>10. Professional Development Activity(Maximum 60 renewal credits) Option 10</li> <li>11. Professional Development Activity - IACET CEU Credit(Maximum 120 renewal credits) Option 11</li> </ul>

## Click on Download Out-Of-District Credits form.

1 Download Out-Of-District Credits form 2 Print form complementary 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 Select files Uploaded files:		
Exchange Day hours cannot be submitted using this Out-Of-District In-Service option. Out-Of-District credits need to be administrator for exchange day hours.	submitted to your	

- 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

School or District Location     Position       Section I: Descriptive Information (To be completed by the educator)     Type of Professional Development Activity:       Site:     Dates of Participation:       Dates of Participation:     Number of Renewal Credits Sought:       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 emeducational entity?       Yes     No       How does this activity relate to your professional growth and development plan?       Section II: Verification and Approval       Verification (Required)       Qrificat documentation from the sponsor verifying the educator's participation session date(s) and time(s).		s form, attach documentation, I on II, and send to Recertificatio	
School or District Location       Position         Section I: Descriptive Information (To be completed by the educator)       Type of Preficiesional 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 emeducational entity?         Is this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)         Quencity and time(s).         Approval (Required)	Last Name	First Name	Middle/Maiden
Section I: Descriptive Information (To be completed by the educator)         Type of Professional Development Activity:         Dates of Participation:         Dates of Participation:         Number of Renewal Credits Sought:         Maximum: Up to 60 or envolve credits during the 5-year validity period of the certificate         Accual 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 emeducational entity?         Yes       No         How does this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)	District ID Number	SC Certificate Number	Area(s) of Certification
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         Accural 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 emeducational entity?         Pess       No         How does this activity relate to your professional growth and development plan?         Verification (Required)         Qerification (Required)         Approval (Required)         Approval (Required)	School or District Location	n	Position
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 emeducational entity?         Yes       No         How does this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)        Original documentation from the sponsor verifying the educator's participation session date(s) and time(s).        Approval (Required)			educator)
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 emeducational 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 session date(s) and time(s).        Approval (Required)		elopment Activity:	
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 em educational entity?       Yes         How does this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)			
Maximum: Up to 60 reneval credits during the 5-year validity period of the certificate         Accrual Rate: One hour of direct participation = 1 reneval credit         Activity Description or Objectives:         Is this activity tied to your area of certification and/or the goals of the emeducational entity?         educational entity?         Yes         No         How does this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)		a Coucht	
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 emeducational entity?         Yes       No         How does this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)			i of the certificate
Activity Description or Objectives:         Is this activity tied to your area of certification and/or the goals of the emeducational 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 session date(s) and time(s).			of the certificate
Is this activity tied to your area of certification and/or the goals of the emeducational entity?       Yes       No         How does this activity relate to your professional growth and development plan?         Section II: Verification and Approval         Verification (Required)		ct participation = 1 renewal credit	
Verification (Required)  Official documentation from the sponsor verifying the educator's participation session date(s) and time(s).  Approval (Required)			
Verification (Required)  Official documentation from the sponsor verifying the educator's participation session date(s) and time(s).  Approval (Required)	Activity Description or Ob Is this activity tied to y educational entity?	jectives: our area of certification and es □No	
Official documentation from the sponsor verifying the educator's participation session date(s) and time(s). Approval (Required)	Activity Description or Ob Is this activity tied to y educational entity?	jectives: our area of certification and es □No	
session date(s) and time(s). Approval (Required)	Activity Description or Ob Is this activity tied to y educational entity? How does this activity rela	jectives: our area of certification and esNo ate to your professional growth	
Approval (Required)	Activity Description or Ob Is this activity tied to y educational entity? Y How does this activity rela Section II: Verification and	jectives: our area of certification and esNo ate to your professional growth	
	Activity Description or Ob Is this activity tied to y educational entity? \ Y How does this activity rela Section II: Verification and Verification (Required)	jectives: our area of certification and es No ate to your professional growth I Approval	and development plan?
	Activity Description or Ob Is this activity tied to y educational entity? \ Y How does this activity rela Section II: Verification and Verification (Required) Official document session date(s) and	jectives: our area of certification and es No No to to your professional growth Approval	and development plan?
Yes. The educator is eligible to receive renewal credits.	Activity Description or Ob Is this activity tied to y educational entity?  How does this activity rela Section II: Verification and Verification (Required) Approval (Required)	jectives: our area of certification and es No te to your professional growth <i>I Approval</i> lation from the sponsor verifying time(s).	and development plan?
No. Explanation:     Signature of Principal or Supervisor     Title	Activity Description or Ob Is this activity tied to y educational entity? Y How does this activity rela Section II: Verification and Verification (Required) Official document session date(s) and Approval (Required) Yes. The educate	jectives: our area of certification and seNo ate to your professional growth <i>I Approval</i> lation from the sponsor verifying to time(s). r is eligible to receive ren	and development plan?

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

1
Drop files here to attach them
or Select files

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

Drop files here to attach them or
Uploaded files:
hours cannot be submitted using this Out-Of-District In-Service option. Out-Of-District credits need to be submitted to your for ownbegge day hours.

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.

Professional Develop	m						?	
🍎 My PD	Recent Past, Current, and Hanning on	ectings that I am an instructor or facilitator for:						
<	Date 05/10/17 08:00 AM	Course You Tube in the Classroom	Session # <u>48908</u>	Meeting # 1 of 1	Duration 2.00	Has Break	Location TR at Tanglewood Middle Sc	hool
	Current Credits: 3 Curren	nt Exchange Hours: 0						
	Course Catalog: (Searches only course	s available to you that have active or upcoming	sessions)					
	Search for a course to take:	Search						
	Filter By: SHOW ALL	•						
	From: mm/dd/yyyy 🛅 To: m	m/dd/yyyy 📋						
	<ul> <li>Add Out-Of-District In-Service Cre</li> </ul>	edīts:						

# 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.

Professional Developm	en	?	<u>ର</u> ~
🍎 My PD	Current Credits: 0 Current Exchange Hours: 0		
	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:		
	From: mm/dd/yyyy 🗂 To: mm/dd/yyyy 🗂		
	Show As		
	<ul> <li>Add Our-Of-District In-Service Credits:</li> </ul>		
	Upcoming Courses that I am registered to attend		
		Exchange Day Q Unregiste	

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.

Choose Credits and/or Exchan	nge 🗙
Please choose how many credits and/o to receive for this cours	
Credits: 5	Exchange Hours: 0
You will have 5 days after the session	ends to adjust your credits/exchange
hou	
	OK Cancel

\*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.

Professional Develop	nent	?	ک ۲
My PD	Current Credits: 0 Current Exchange Hours: 0		-
	Course Catalog: (Searches only courses available to you that have active or upcoming sessions)		
	Search for a course to take:		
	Course Type: - SHOW ALL -		
	Filter By: - SHOW ALL V		
	From: mm/dd/yyyy 🗂 To: mm/dd/yyyy 🗂		
	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)           Hollis Data         96008         6/3/2017 8:00:00 AM         for 5:00 hours         in media at Hollis Academy         Stephanie Hydrick         3	Exchange Day	gister

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

1. Click on the course session number.

My PD	Recent Past, Current, and Upcoming N	feetings that I am an instructor or facilitator fo	0#1					
	Date 05/10/17 08:00 AM	Course You Tube in the Classroom	Session #	Meeting # 1 of 1	Duration 2.00	Has Break	Location TR at Tanglewood Middle School	

2. Click on Roster.

Professional Developme							?		ک `
🗘 Dashboard	Courses								
		Title 🗢	Status	Туре	Location	Tech	Audience	Sessions	Admin
Courses/Sessions	Instructional technolo	gy in the classroom	Active	Normal	M.T.Anderson Supp	oort Ctr. Yes	6th-8th classro	#47907: starts 05/17/2017	Patricia Fox
Employee	Add New Course	14 KA Page 1	of 1 -> -> 1	•		View 1 - 1 of	1		
Reports	•								÷
🗇 My PD	Edit								
	Title:	nstructional technology in	the classroom						
	Status:	Active							
	Description:	ntegration of technology i	n science/socia	studies for grade	s 6-8				
	Prerequisites:	n/a							
	All Sessions								
	All Sessions ID Status	Start Date ≑	Credits	Max Exchange	Seats Seats Left	Instru	ctor(s)	Topics	$\sim$

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

Attendee	Credits	Exchange Day Hours	Waitlist	Award Credit	Add/Droj
Harris, Karen (MENTORNS at Professional Growth and Leader) [Cert# 240019]	3	<u>0</u>			٢
Martin, Juanita (MENTORNS at Professional Growth and Leader) [Cert 113049]	# <u>3</u>	Q			۲
Wingert, Kelly (MENTORNS at Professional Growth and Leader) [Cert# 215645]	3	Q		•	۲
				V	
	d Attendee	Copy Email Add			Close