



# PROFESSIONAL DEVELOPMENT SYSTEM

A GUIDE TO USING THE SYSTEM

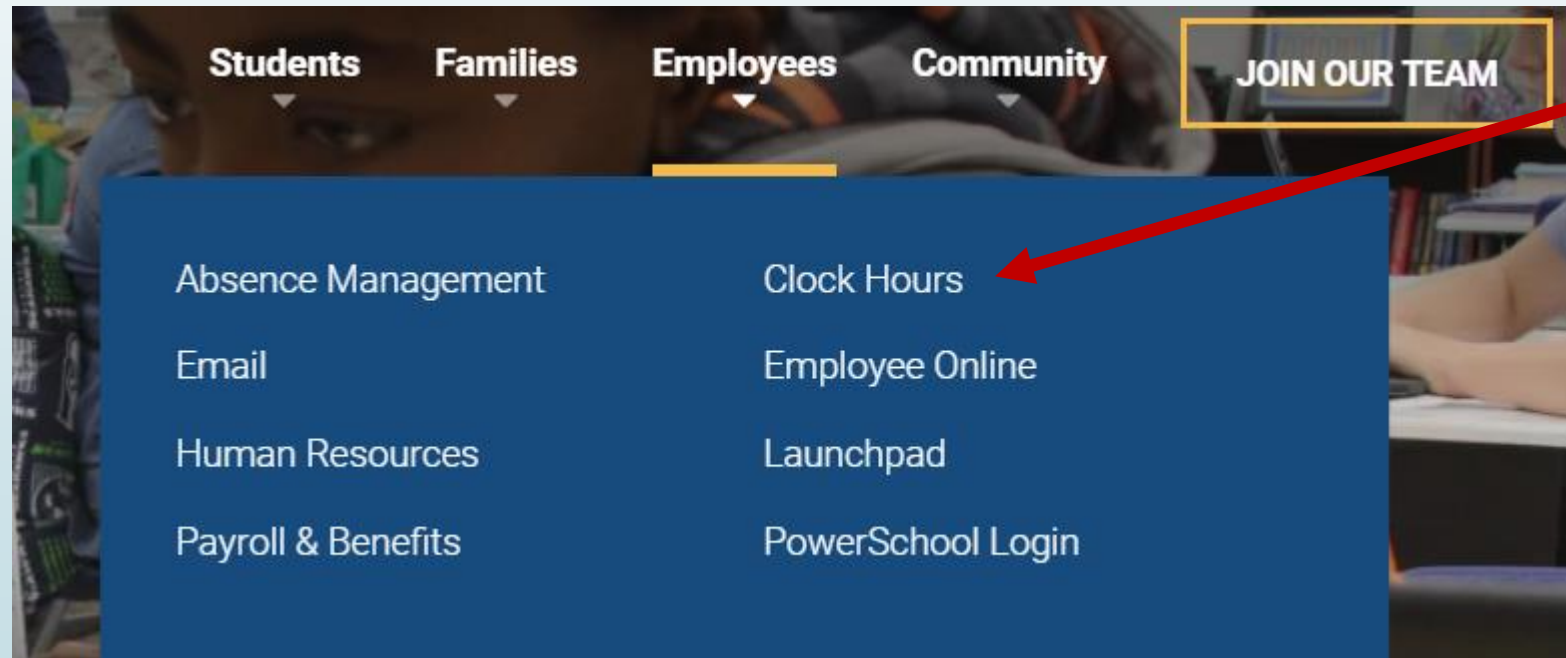


# What is the Professional Development System (PDS)?

- It is a web-based Professional Development System (PDS) where you can:
  - Look for courses
  - Register for courses
  - Complete course evaluations online
  - Print a single Transcript that displays all completed clock hours from this system (August 1, 2019 forward)
  - All with on-screen detailed instructions!

# How do I access the PDS program?

- ▶ On the District web site ([www.rsdu.edu](http://www.rsdu.edu)) – Hover over Employees and click on Clock Hours.



# LOG INTO THE SYSTEM

- ▶ If you have not yet activated your account, refer first to those instructions that were emailed out or go to the home page and find those instructions under quick links.  
**All Employees have an account in the system. Click login to begin!**
- ▶ Do not create a new account.

Home Course Registration FAQ

Friday, June 28, 2019 Login

**Quick Links**

- [Admin-Instructors Activate Account Instructions](#)
- [Job Application System](#)
- [OSPI Certification](#)
- [OSPI E Certification](#)

**WELCOME!**

**NEW USERS**

**EXISTING USERS**

If you need additional assistance, please contact Email: [prodev@rsd.edu](mailto:prodev@rsd.edu).

**CONTACT US: Richland School District**  
615 Snow Avenue  
Richland, WA 99352  
Phone: [509-967-6075](tel:509-967-6075)

# Enter Your Email and Password

1. Enter your Email Address.
  2. Enter your Password.
  3. Click LOGIN
- **Password.** If you know your email address but not your password, then enter your email address and click the SEND PASSWORD button. It will be sent to your email address.

Enter Your Email Address

Enter Your Password

Remember Login

**Login**

**Send Password**

# COURSE REGISTRATION

- Click on Course Registration on the main menu.
- You will see a list of available courses.
- Instructions are on the screen to filter by date or other search criteria.
- Click the REGISTER button to register for a course. If it is a single session you will be directed to the next page. If it is a multiple session course you will see the available sessions where you can click Register ALL or select sessions.

Use this tool to view course data and REGISTER for courses. Search for courses by

- 1-Start Dates. Click a specific date on the CALENDAR or select multiple dates.
- 2-Type. Click one of the color boxes to search for courses by type.
- 3-Key Word. Type a key word in the course title or location filter box.

Click the icon for more details.

**Criteria Search**

Category:

Target Audience:  Content Focus:  Grade Level:


Building Specific:

Key Search	Info	ID	Start Date	End Date	Title	Location	Instructor
<input type="button" value="Register"/>		<input type="text" value="1"/>	<input type="text" value="9/18/2019"/>	<input type="text" value="9/18/2019"/>	<input type="text" value="Professional Development System Training ONLINE with Erika M Doyle"/>	<input type="text" value="Teaching and Learning Center-TLC"/>	<input type="text" value="Doyle, Erika"/>

# COURSE REGISTRATION - CONFIRM

- After you click REGISTER you will see a screen to confirm the course information. Review this information.
- If a WAIT LIST exists, it is shown You can still register as the system has an automated tool. If a person cancels and you are next on the wait list you will then be enrolled and receive an email confirmation.
- Click Submit Registration to finish.

## Course Confirmation

You have chosen to register for the following course and/or sessions. If you have made an error, click CANCEL at the bottom left of the screen. 

**Course ID:** 1      **Location:** Teaching and Learning Center-TLC

**Course Title:** Professional Development System Training

If the number of seats available is blank there is no Wait List for this course. If the number is negative, a Wait List exists. You may still register for this course. As persons cancel or the seat count is increased, the system will automatically register the next person on the Wait List. If you do not wish to continue with the registration, click CANCEL at the bottom left of the screen.

Wait	Seats	Title	Date	Starting	Ending	Room
	184	Session 1	9/18/2019			ONLINE

The grid below displays the types of credits offered for this course. Click into the Requested box and enter the number of credits you are registering for. Repeat this for each credit type you desire.

Select Credit Type(s)

Credit Type	Available	Requested	Provider
Clock	1.50	<input type="text" value="1.50"/>	Richland School District

When you complete your registration an ics file will automatically download. You can open that file and add this course to your personal calendar.

 CANCEL REGISTRATION

 SUBMIT REGISTRATION 

# MY RECORDS

## Richland School District

Home

Course Registration

My Records

- ▶ When you click My Records from the main menu, tabs will appear with menu options:

Tab	
My Courses	This will display a list of courses for which you have registered.
Personal Info	This displays your personal info. To update contact HR.
Contact Info	This displays your contact info. To update contact HR.
Instructor Info	Only visible for authorized instructors who have received specific instructions.
Reports	Where you can select from multiple reports available in the system, including access to credit and experience records for certificated staff, and an official transcript of your completed clock hours from this system.



# Course Registration - Complete

- ▶ Once you click Submit Registration the next screen will confirm your registration and provides buttons for you to continue in the system or log out.
- ▶ It is recommended that you go to My Records, My Courses to view a list of courses for which you have registered.

## Course Complete

**Course ID: 1 Course Title: Professional Development System Training**

Your course registration has been completed. Click one of the buttons below to continue or log out.

Return to Course Registration

Return to My Records

Logoff Prodev System

Print Course Information

Your course registration has been completed. Click one of the buttons above to continue or logout.

# MY COURSES

- This menu displays all of the courses for which you have registered, where you can view a course detail report, complete the course evaluation, email the instructor and view information about the course.
- Click the icons for that action.
- Up until the start date of a course you can click CANCEL to cancel a registration.

**My Courses** | Personal Info | Contact Info | Instructor Info | Reports

Use this information to identify the icons shown on this page.

Course Information Email Instructor Complete Evaluation Evaluation Due Date Missed Eval Completed Cancel Course

AV is the last column = Attendance Verification: NV=Not Verified, V=Verified, NS=No Show

Click to view session enrollment details	Enrolled You are enrolled and expected to attend	Canceled You have canceled your registration	Wait List Do not attend unless you are notified a seat becomes available and you are enrolled.	Combo Sessions are a combo of enrolled, cancelled, &/or Wait List.
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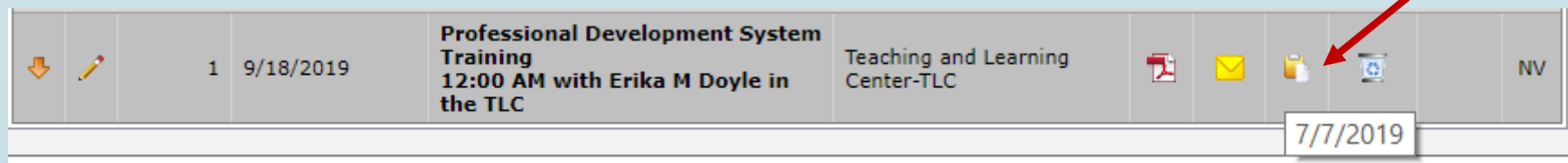
When multiple pages of courses display, click the ... at the end to display all courses.

If you have filtered, click to return to the full view.








	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Status	AV
	1	9/18/2019	Professional Development System Training 12:00 AM with Erika M Doyle in the TLC	Teaching and Learning Center-TLC						NV

# MY COURSES - EVALUATION

- ▶ By Washington State WAC & OSPI Rules, a participant cannot receive clock hours for a course unless the evaluation has been completed.
- ▶ You will have ten (10) days from the last date of the course to complete your evaluation.
- ▶ The evaluation is done on line in My Records, My Courses.
- ▶ Click the icon in the EVAL column to open, complete and submit the evaluation.
- ▶ The icon will not appear until the last date of the course.
- ▶ If you hover over the icon it will display the due date.
- ▶ **If you miss the due date, you are not eligible for clock hours for that course.**



The screenshot shows a table with course information. The course is 'Professional Development System Training 12:00 AM with Erika M Doyle in the TLC' at the 'Teaching and Learning Center-TLC'. The evaluation icon is highlighted with a red arrow, and a tooltip shows the due date '7/7/2019'.

		1	9/18/2019	<b>Professional Development System Training</b> 12:00 AM with Erika M Doyle in the TLC	Teaching and Learning Center-TLC						NV
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7/7/2019

# REPORTS

- ▶ Click into the drop down box and select the desired report.
- ▶ Click Preview to view the report. Watch for a pop-up blocker the first time you view a report.

My Courses	Personal Info	Contact Info	Instructor Info	Reports
<p>Click into the drop down box to select the desired report. Click the pdf output option. For some reports you will also select the course. If the course you wish to print a certificate for does not appear in that drop down box, click on the My Courses tab. The instructor must have verified your attendance and you must complete the evaluation before you can print an attendance certificate for a course.</p>				
<p>Select Report: <input type="text" value="Richland Official Clock Hour Transcript"/></p>				
<p><input type="checkbox"/> Search Criteria</p>				
<p>Course Year <input type="text"/></p>				
<p><input type="button" value="Preview"/></p>				


- Richland Official Clock Hour Transcript
- Certificated Credit Report
- Certificated Work Experience Report
- Individual Course Clock Hour Report
- Richland Official Clock Hour Transcript



# Need Help?



Contact us?



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