

PD+ Provider User Guide

This guide will provide an overview of PD+ and the capabilities as a provider.

Account Overview

1. Landing Page (Provider Overview)
2. Professional Development Activity Calendar
3. Create Professional Development Activity Wizard
4. Search Activities
5. Notifications
6. Message Center
7. Contact Page
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The screenshot shows the PD+ Provider Overview page for Menard/Sangamon ROE. The page is titled "Provider" and "Upcoming Activities". It displays the following information:

- Name:** Menard/Sangamon ROE
- RCDS:** 5100000000000000
- Status:** Approved
- Last Audit Year:** (empty)
- Address:** 2201 South Dirksen Parkway, Springfield, IL 62703
- Contacts:**

Last Name	First Name	Title	Email	Phone	
Fehrholtz	Shannon	Assistant Regional Superintendent	sfehrholtz@roe51.org	217.535.3167	+
- Additional Information:**

Type	Value	
Activity Charge	Yes	
Activity Rate	2-12	
Approved By	Statutorily	
Statutory Reason	ROE/ISC	

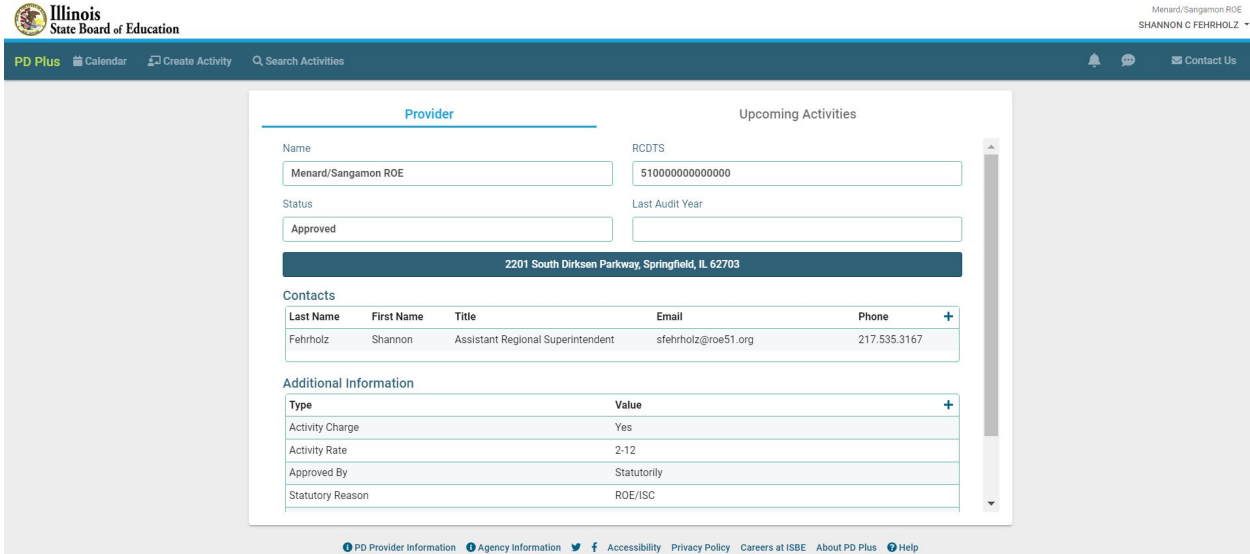
The page also includes a navigation bar with "PD Plus", "Calendar", "Create Activity", and "Search Activities" options, and a footer with links for "PD Provider Information", "Agency Information", "Accessibility", "Privacy Policy", "Careers at ISBE", "About PD Plus", and "Help".

Landing Page

The landing page is the first page a provider will view when logging into PD+. It provides the following information:

1. Provider information
 - a. Name
 - b. RCDS
 - c. Professional Development Provider Status
 - d. Last Audit Year (if applicable)
2. Address (can edit)
3. Contacts (can edit)
4. Additional Information (can edit)
5. Upcoming Activities (can edit)

- a. The upcoming activities is a separate tab of the landing page. This page will list all upcoming activities that have been entered into PD+ whether published to educators or not. From the upcoming activities tab, a provider can also send reminders to registrants.



Provider | Upcoming Activities

Name: Menard/Sangamon ROE | RCDTS: 51000000000000

Status: Approved | Last Audit Year:

2201 South Dirksen Parkway, Springfield, IL 62703

Last Name	First Name	Title	Email	Phone	
Fehrholz	Shannon	Assistant Regional Superintendent	sfehrholz@roe51.org	217.535.3167	+

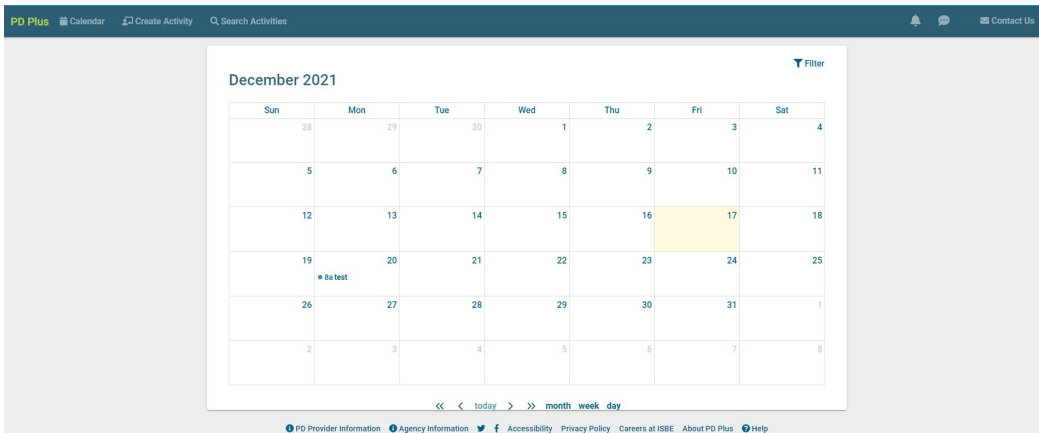
Type	Value	
Activity Charge	Yes	+
Activity Rate	2-12	
Approved By	Statutorily	
Statutory Reason	ROE/ISC	

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Professional Development Activity Calendar

The activity calendar will show all activities a provider has created and published through PD+. Providers have the ability to view their calendar by day, week, or month. From the activity calendar, a provider can:

1. Read an Activity Overview
2. Edit an Existing Activity
3. View a List of Registrants
4. Mark the Activity as Complete
5. Cancel the Activity



December 2021 | Filter

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

<< < today > >> | month week day

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Create Professional Development Activity Wizard

The create activity wizard is for a provider to create a new professional development activity that will be stored and published within PD+. Activities created in PD+ will allow educators to register for the activity in the system. Providers will need to follow the steps in the wizard to publish the activity. Please refer to helpful how-to video (discussed later in this document) and the “i” listed in the wizard for more information.

The screenshot displays the 'New Activity' wizard interface. At the top, there is a navigation bar with 'PD Plus', 'Calendar', 'Create Activity', and 'Search Activities'. Below this is a progress bar with eight steps, the first of which is highlighted in green. The main form area contains the following fields:

- Title:** A text input field.
- Description:** A text input field with a three-dot menu icon on the right.
- Provider:** A text input field containing 'Menard/Sangamon ROE'.
- Start:** A date and time input field showing '12/17/2021 8:00 AM' with a three-dot menu icon.
- End:** A date and time input field showing '12/17/2021 9:00 AM' with a three-dot menu icon.
- Type:** A dropdown menu currently set to 'In-Person'.
- Opening Date:** A text input field with a three-dot menu icon.
- Closing Date:** A text input field with a three-dot menu icon.

At the bottom of the form, there are three buttons: 'Delete', 'Save & Close', and 'Next'.

Search Activities

The search activities page allows a provider to search through their own professional development activities entered within the system. Providers can filter their search by:

1. Keyword
2. Title
3. Description
4. Presenter
5. City
6. Hours
7. Minimum Fee
8. Maximum Fee
9. Type (Online, In-Person, In-Person/Online)
10. Date Starting
11. Date Ending

Activity Search

Keyword keyword	Title title	Description description
Presenter presenter name	Provider Menard/Sangamon ROE	City city
Hours any	Minimum Fee \$0.00	Maximum Fee \$0.00
Type Any	Starting After starting after	Ending Before ending before

Notifications

From the notifications page, providers will be able to review any notification received. Notifications will remain unread until the provider marks them as read. A provider will receive a notification when:

1. An educator has registered for their activity
2. An educator withdraws from their activity
3. An activity has reached maximum attendance

Notifications

12/17/2021 11:58 AM

Registration - test IEIN 1318842

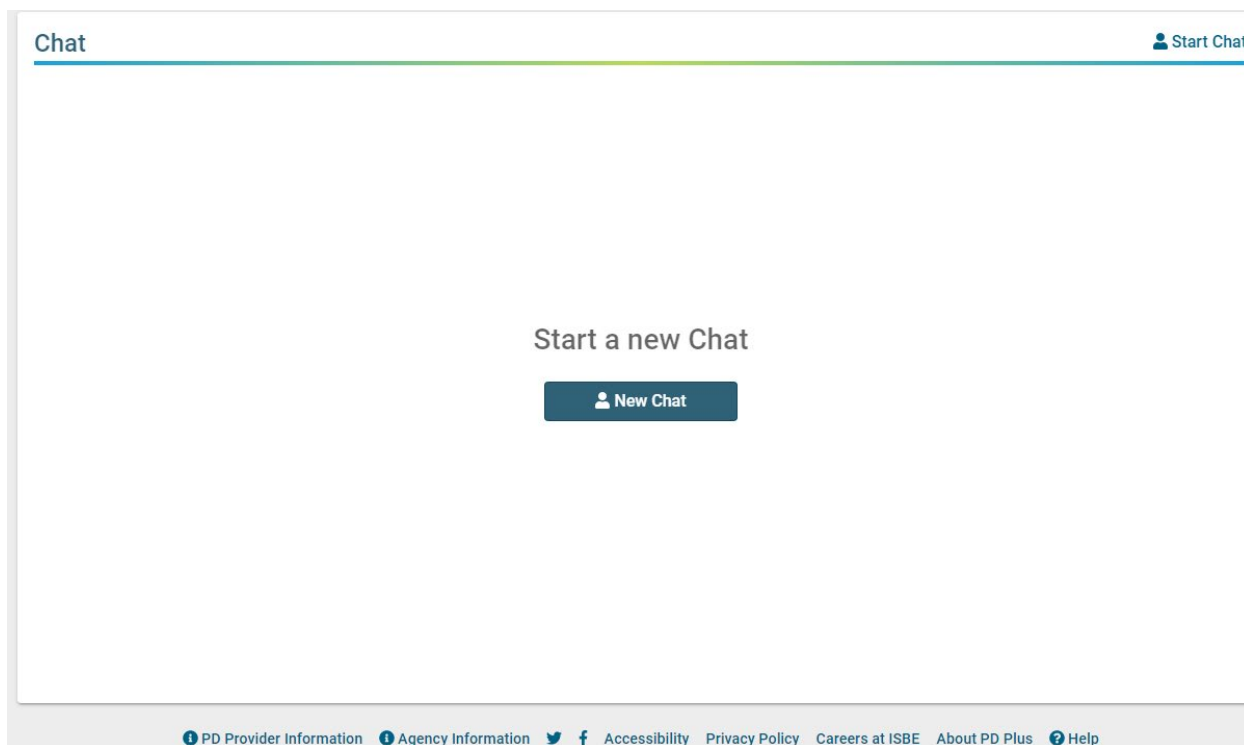
Educator: Collins, Ronald IEIN 1318842

Registered for:

test 12/20/2021 8:00 AM - 12/20/2021 9:00 AM Menard/Sangamon ROE

Message Center

Providers will receive messages from educators they have initiated a conversation with. Educators do not have the ability to initiate a conversation with a provider, but if the provider initiates the conversation, an educator can respond. Providers can use the message center to communicate with educators regarding professional development activities and PD+.



Contact Us

If a provider has questions, they may click the Contact Us button. Clicking this button will prompt the provider to select the best application, click the email platform (Outlook, Gmail, etc.). This will open an email directed to pdplus@isbe.net. An ISBE staff member will monitor this inbox and respond to your question as soon as possible.

PD+ Help

If a provider needs assistance navigating their PD+ account, they may click the “help” button at the bottom of their screen on any page. The help page will provide helpful how-to videos.

**This document is subject to change as the development of PD+ continues.*