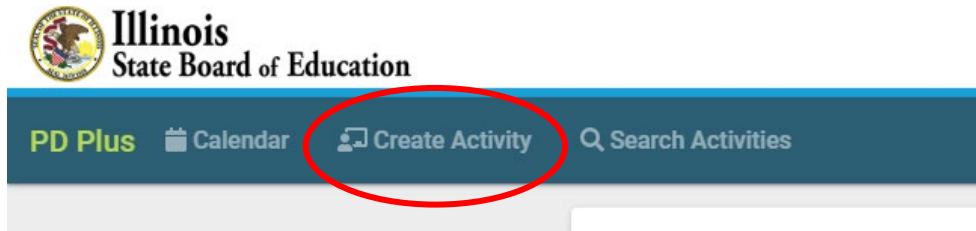


How to Create a Professional Development Activity as a Provider

This guide will provide step-by-step instructions to create a new professional development activity as a provider in PD+.

1. Login to PD+
2. Click Create Activity from the menu bar at the top of the page



3. Enter the Activity Title
4. Activity Description
 - a. May be long or short; click the three ellipses to make a longer description. Note: text may be copy/pasted into this field.
5. Select the day and time the activity begins
6. Select the day and time the activity ends
7. Select the type
 - a. In-Person
 - b. Online
 - c. In-Person or Online
8. Opening Date/Closing Date
 - a. These fields are optional. If you want your activity to open to educators on a specific date and/or close on a specific date, you may enter dates into these fields. If not, you do not need to enter any information into these fields.
9. Click next

New Activity

3. Title

4. Description 4a

Provider
Menard/Sangamon ROE

5. Start 6. End 7. Type

12/17/2021 8:00 AM 12/17/2021 9:00 AM In-Person

8. Opening Date 8. Closing Date

Opening Date Closing Date

9. Next

Delete Save & Close

- 10. If your activity is online, you must enter the URL for the educator to access your online activity. If it is not online, you can simply enter additional information regarding your activity in this field or leave it blank.
- 11. If your activity is in-person, you must fill out all the address fields. If not, you may leave blank.
- 12. Click next

Activity - Test

10. URL

11. Address Line 1

Address Line 2

City

State ZIP Code

12. Next

Previous Delete Save & Close

13. Enter the hours awarded for your activity to the nearest quarter hour
14. If you have a maximum number of attendance, you may enter this number here. If not, you may leave blank and proceed.
15. If there is a fee associated with your activity, enter the fee.
16. If you enter a fee, you must enter the registration URL. The registration URL will be where the educator goes to online to pay their fee for the activity.
17. Private activity is an option field and only needs to be checked if you want to share the activity with a select audience
18. The third-party presenter box is option and only needs to be checked if you, as the approved provider, will not be providing the PD activity
19. The name of presenter is optional, but you may complete if you would like to share who will be presenting at the activity
20. Click next to proceed

Activity - Test



13. Hours Awarded **14.** Maximum Attendance **15.** Fee

16. Registration Url

17. Private Activity Only educators with a direct link can register for this activity . **18.** 3rd Party Presenter / Sub-Contractor

19. Name of presenter

20.

21. Fill out the text based upon the statement provided.

Activity - Test



Write a statement showing the relationship between the content of the PD activity, specific relevant standard(s), and at least one of the following criteria established for PD activities:

- Engages participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being; OR
- Aligns to the licensee's performance (evaluation); OR
- Includes outcomes that relate to student growth or district improvement; OR
- Aligns to State-approved standards; OR
- Are college courses.

Previous

Delete

Save & Close

Next

22. Explain the intended impact on student learning. Indicate if it fulfills a state mandated training if applicable.

Activity - Test



Explain the intended impact on student learning or well-being.

Does this activity fulfill a state mandated training?

Previous

Delete

Save & Close

Next

23. Complete the professional development purpose statements.

Activity - Test

Professional Development Purposes: (Select Yes for at least one)

- Yes No Increases the knowledge and skills of school and district leaders who guide continuous professional development.
- Yes No Improves the learning of students.
- Yes No Organizes adults into learning communities whose goals are aligned with those of the school and district.
- Yes No Deepens educator's content knowledge.
- Yes No Provides educators with research-based instructional strategies to assist students in meeting rigorous academic standards.
- Yes No Prepares educators to appropriately use various types of classroom assessments.
- Yes No Uses learning strategies appropriate to the intended goals.
- Yes No Provides educators with the knowledge and skills to collaborate.
- Yes No Provides educators with training on inclusive practices in the classroom that examines instructional and behavioral strategies that improve academic and social-emotional growth outcomes for all students, with or without disabilities, in a general education setting.

Previous

Delete

Save & Close

Next

24. Complete the Learning Forward Standards

Activity - Test

Learning Forward Standards (Select Yes for at least one)

- Yes No Learning Communities - committed to continuous improvement, collective responsibility, and goal alignment
<https://learningforward.org/standards/learning-communities/>
- Yes No Leadership - skillful leaders who develop capacity, advocate, and create support systems for professional learning.
<https://learningforward.org/standards/leadership/>
- Yes No Resources - requires prioritizing, monitoring, and coordinating resources for educator learning.
<https://learningforward.org/standards/resources/>
- Yes No Data - uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning
<https://learningforward.org/standards/data/>
- Yes No Learning Designs - integrates theories, research, and models of human learning to achieve its intended outcomes.
<https://learningforward.org/standards/learning-designs/>
- Yes No Implementation - applies research on change and sustains support for implementation of professional learning for long-term

Previous

Delete

Save & Close

Next

25. Enter any customized registration message. The educator will receive this message after registering for your professional development activity. For example, if your activity requires a fee, you could remind the educator they are not fully registered until their fee has been submitted. You could also include any additional links or helpful information.

Activity - Test



Customized Registration Message

Include a customized message that will be presented to the educator when they register. Use this message to direct educators to your website or to notify them of additional registration processes such as fees.

Test activity|

[Previous](#) [Delete](#) [Save & Close](#) [Next](#)

26. At this step, you can publish the activity to make it available to educators, delete the activity, or save and close for later. If you save and close for later, the activity will not be available for educators until you select to publish it.

Activity - Test



Publish this activity to make it available to educators.

[Publish Activity](#)

[Preview Provider Survey](#)

[Close](#)

[Previous](#) [Delete](#) [Save & Close](#)