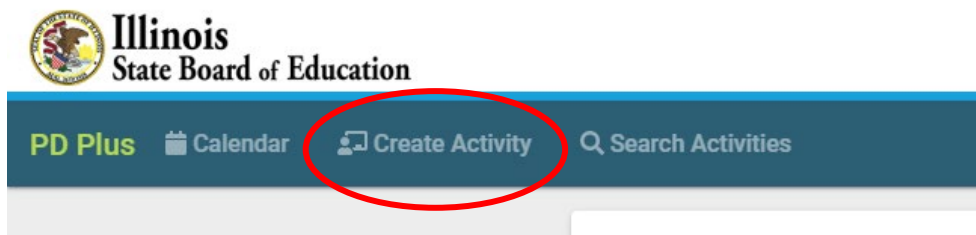


# How to Create a Professional Development Activity as a Provider



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 copied/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. Delete Save & Close Next

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. Previous Delete Save & Close Next

13. Enter the hours awarded for your activity to the nearest quarter hour
14. If you have a maximum number of attendees, 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 optional 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 optional 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](#)

[PD Provider Information](#) [Agency Information](#) [Twitter](#) [Facebook](#) [Accessibility](#) [Privacy Policy](#) [Careers at ISBE](#) [About PD Plus](#) [Help](#)

25. Enter any customized registration message. The educator will receive this message after registering for your professional development activity. For example, you can include additional links or helpful information into this text field.

- a. If your activity has a fee associated, you will notice the “include registration link” box is checked. This reminds educators when registering for your activity to follow the appropriate link to pay the fee and complete their registration. You can also preview the message by clicking the green, “Preview Message” button. **Note, activities that do not have a fee associated will not have the option to include the fee payment link in the customized registration message.**

**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.

Please visit our website for more information at [www.isbe.net/pdplus](http://www.isbe.net/pdplus).

Include Registration Link Preview Message

### Preview Message for an Activity with a Fee

**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.

Please visit our website for more information at [www.isbe.net/pdplus](http://www.isbe.net/pdplus).

Thank you for registering.  
Please visit our website for more information at [www.isbe.net/pdplus](http://www.isbe.net/pdplus).  
Complete registration by clicking on the link below:  
[www.isbe.net/pdplus](http://www.isbe.net/pdplus)

Registration Link Preview Message

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.

The screenshot shows a web interface titled "Activity - Test". At the top, there is a horizontal progress bar with nine circular markers; the first eight are light green, and the ninth is dark green. Below the progress bar, the text "Publish this activity to make it available to educators." is centered. Underneath this text are three buttons: "Publish Activity" (dark blue), "Preview Provider Survey" (light green), and "Close" (white with a thin border). At the bottom of the main content area, there are three buttons: "Previous" (white with a thin border), "Delete" (dark blue), and "Save & Close" (dark blue). The footer contains a row of links: "PD Provider Information", "Agency Information", "Accessibility", "Privacy Policy", "Careers at ISBE", "About PD Plus", and "Help".

You have successfully created a new professional development activity in PD+. To see the activity, please visit your activity calendar or upcoming activities page.