

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
8. Help

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

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)

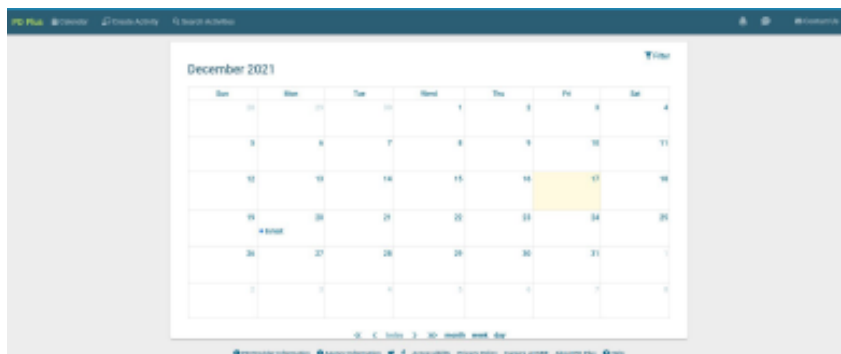
1. Address (can edit)
2. Contacts (can edit)
3. Additional Information (can edit)
4. Upcoming Activities (can edit)
 - a. The upcoming activities is a separate tab of the landing page. This page will list all upcoming activities that have been entered into PD+ whether published to educators or not. From the upcoming activities tab, a provider can also send reminders to registrants.
 - i. If an activity is not published, you will notice the activity is highlighted in red on the upcoming activities tab.

The screenshot shows the PD Plus interface for a provider. The header includes the Illinois State Board of Education logo and navigation links like 'Calendar', 'Create Activity', and 'Search Activities'. The user is logged in as 'Menard/Sangamon ROE' with the name 'SHANNON C FEHRHOLZ'. The main content area is titled 'Provider' and 'Upcoming Activities'. It contains several sections: 'Name' (Menard/Sangamon ROE), 'RCDTS' (5100000000000000), 'Status' (Approved), and 'Last Audit Year'. Below this is the address: '2201 South Dirksen Parkway, Springfield, IL 62703'. There is a 'Contacts' table with one entry for Shannon Fehrholz, Assistant Regional Superintendent. An 'Additional Information' table lists details like 'Activity Charge' (Yes), 'Activity Rate' (2-12), 'Approved By' (Statutorily), and 'Statutory Reason' (ROE/ISC). A footer contains various links like 'PD Provider Information', 'Agency Information', and 'Help'.

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. Edit the Evaluation Survey
5. Mark the Activity as Complete
6. Cancel the Activity



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 the helpful how-to video (discussed later in this document) and the “i” listed in the wizard for more information. Professional development activities entered in PD+ automate the professional development process.

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'. The main content area features a progress bar with eight steps, the first of which is active. Below the progress bar, the form includes the following fields:

- Title:** An empty text input field.
- Description:** A text input field with a three-dot menu icon on the right.
- Provider:** A text input field containing the text '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

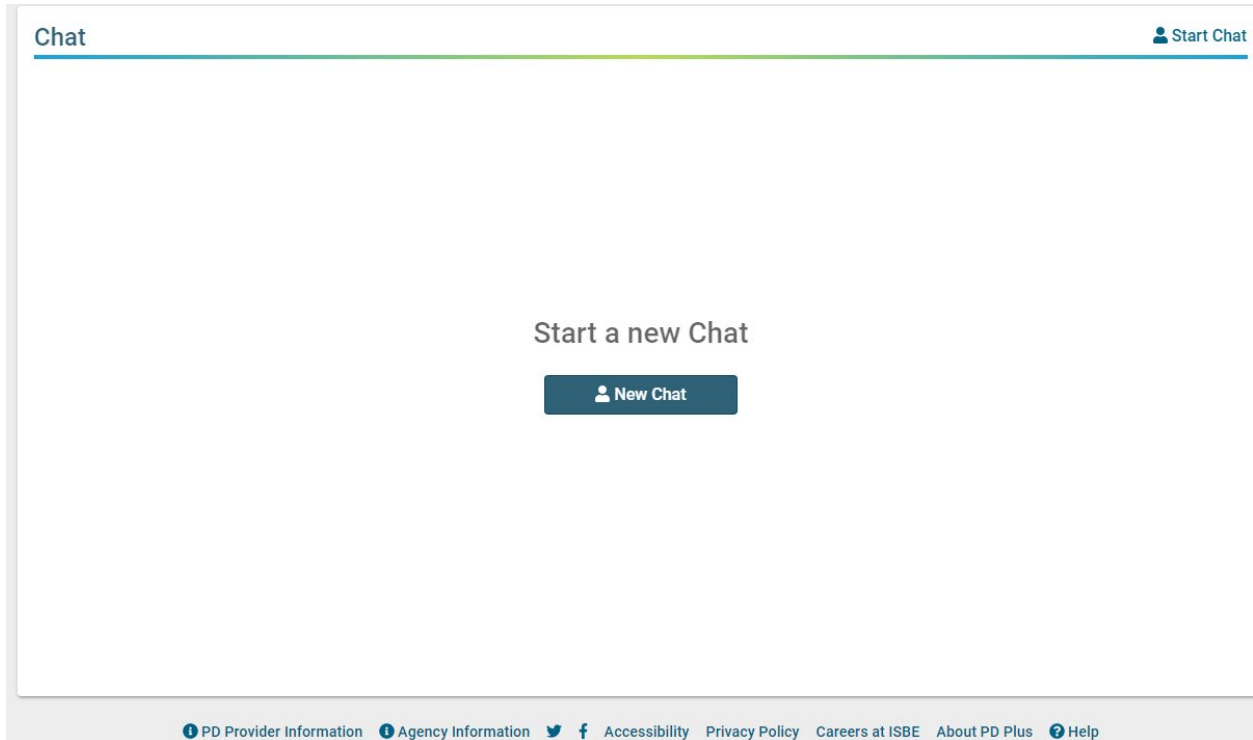
Registration - test IEIN

Educator: Collins, Ronald
Registered for:
 test 12/20/2021 8:00 AM - 12/20/2021 9:00 AM Menard/Sangamon ROE

10 per page

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 provides helpful how-to videos.

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