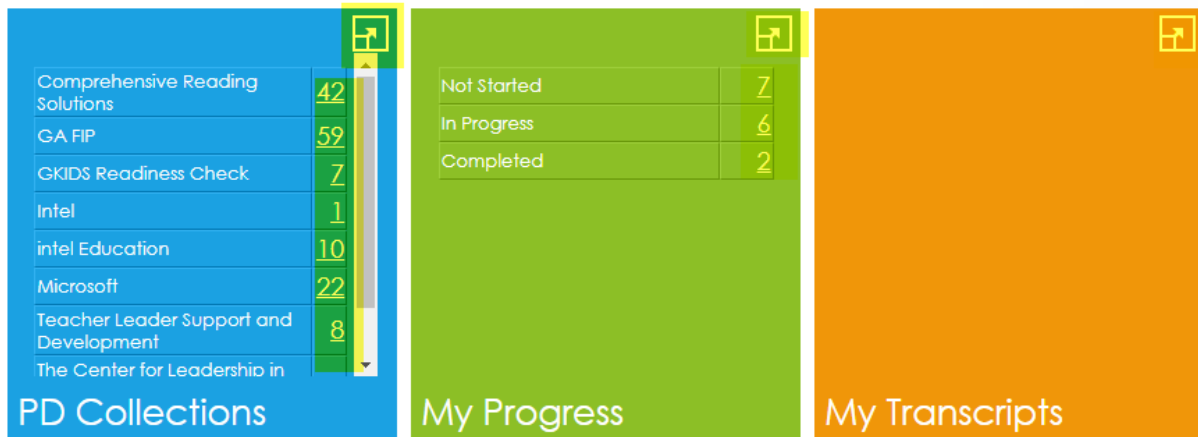


# Using SLDS PD Tab



Overview of the Tiles:



PD Collections area is to search and Self-Assign content from PD providers. Search by collection by clicking on the number to the right of the Provider name. Or you may click the Box on the top right to see all modules available.

My Progress area is designed to track one's progress on modules. Not started are items which have only been assigned. In Progress are items that the user has started and Completed are items that the user has finished. Certificates can be printed in the Completed area. Click the number to the right of the title or the box in the upper right corner to enter My Progress.

My Transcripts area is designed for the user to enter any professional development taken and keep a record of it digitally. In this area, the user will input the information to create a transcript of PD. Click the box in the top right to enter in PD information.

1. Choose PD from the menu bar



2. From the tiles, determine which area you need to visit.

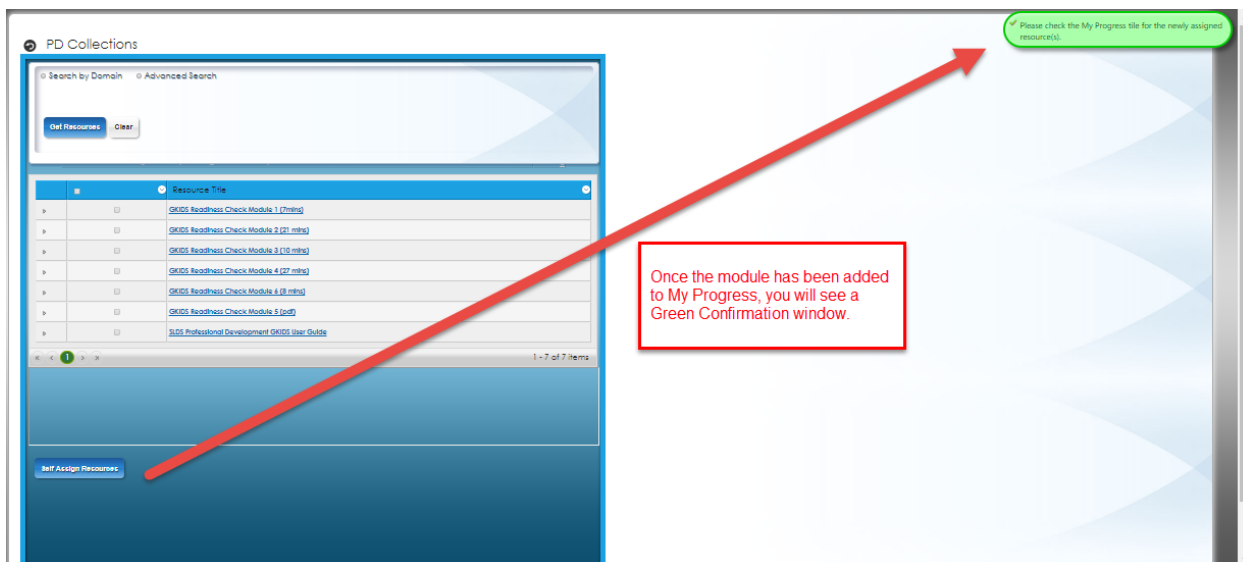
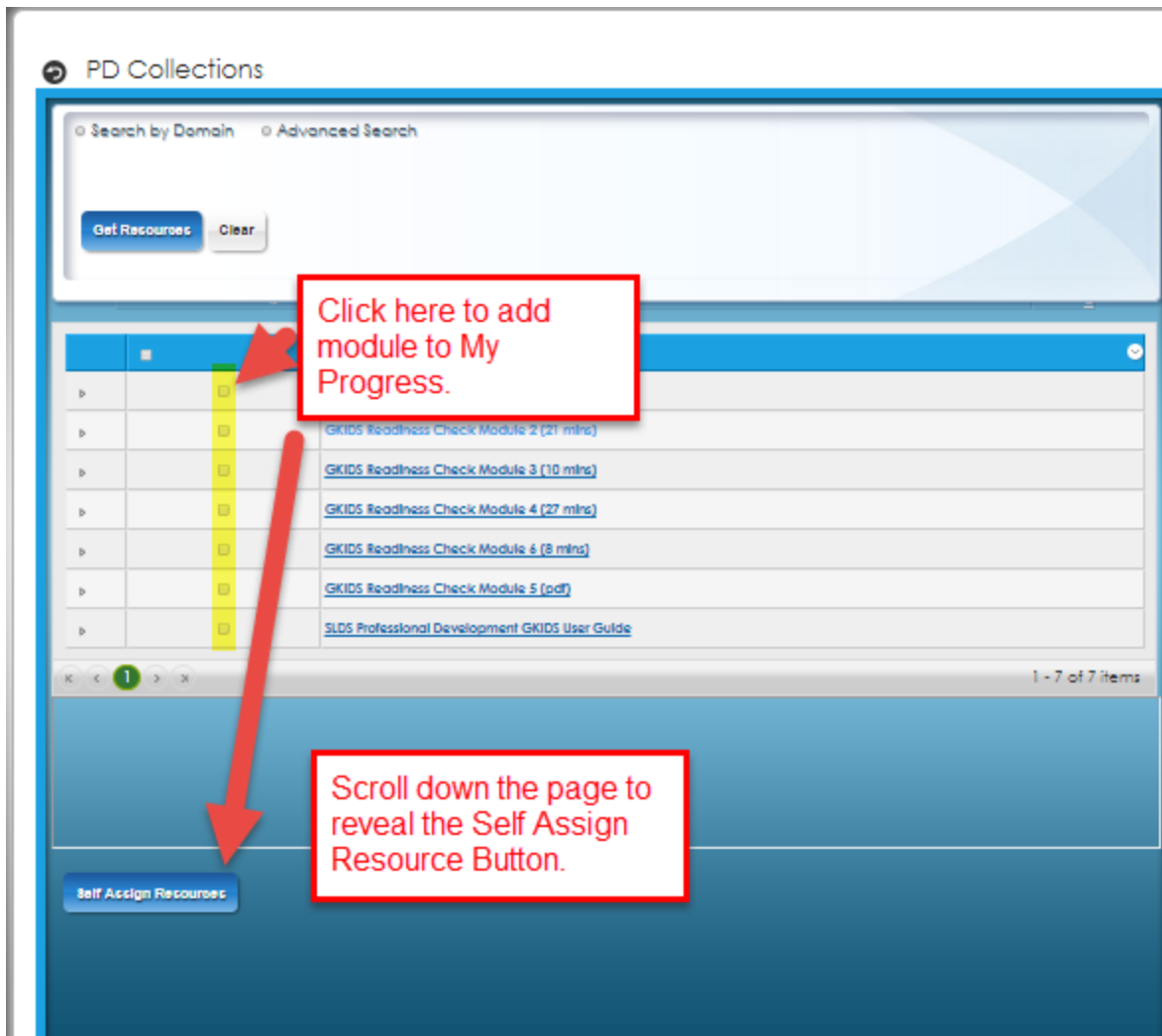
- PD Collections-adding new modules to your My Progress
- My Progress-taking modules you have already assigned to yourself.
- My Transcripts-Adding PD you have taken.
  - If this is your First visit to PD, begin with PD collections.

2. To locate PD you would like to take, enter the PD collections Blue Tile. You have two choices for finding PD.

- a. Each collection of PD is separated for easy access by clicking on the Number on the right of the name of the PD collections.

- b. Or browse all collections by clicking on .

3. Choose the modules in this area you wish to take by clicking on the box to the Left of the Title and then scrolling to the bottom of the page and clicking on Self Assign Resources.

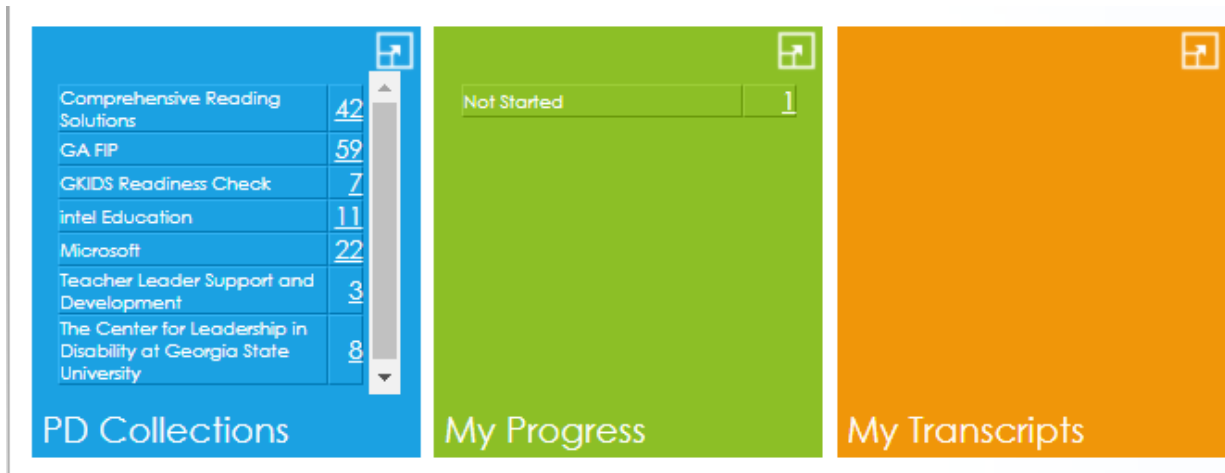


You have successfully added these modules to your My Progress Tile.

4. Click on the Return to Main Screen arrow to the Left of PD Collections Title.



5. You are now back to the Main Screen for PD.

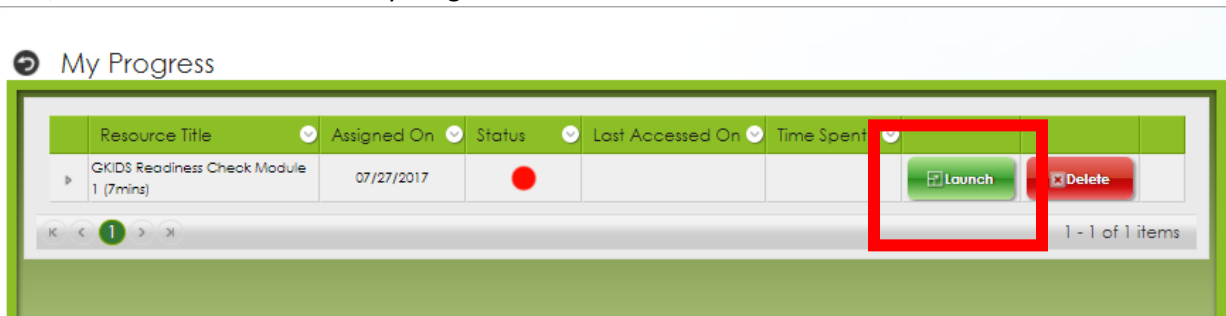


6. Now you want to Take the modules for completion. You will need to Enter the Green My Progress Tile.
  - a. Not Started-Items you have only self assigned.
  - b. In Progress-Items that you have started but not completed.
  - c. Completed-items that have been completed or marked completed in My Progress.

You have two ways to enter: Click on the Number to the right of the category (IE: Not Started). Or

Click on .

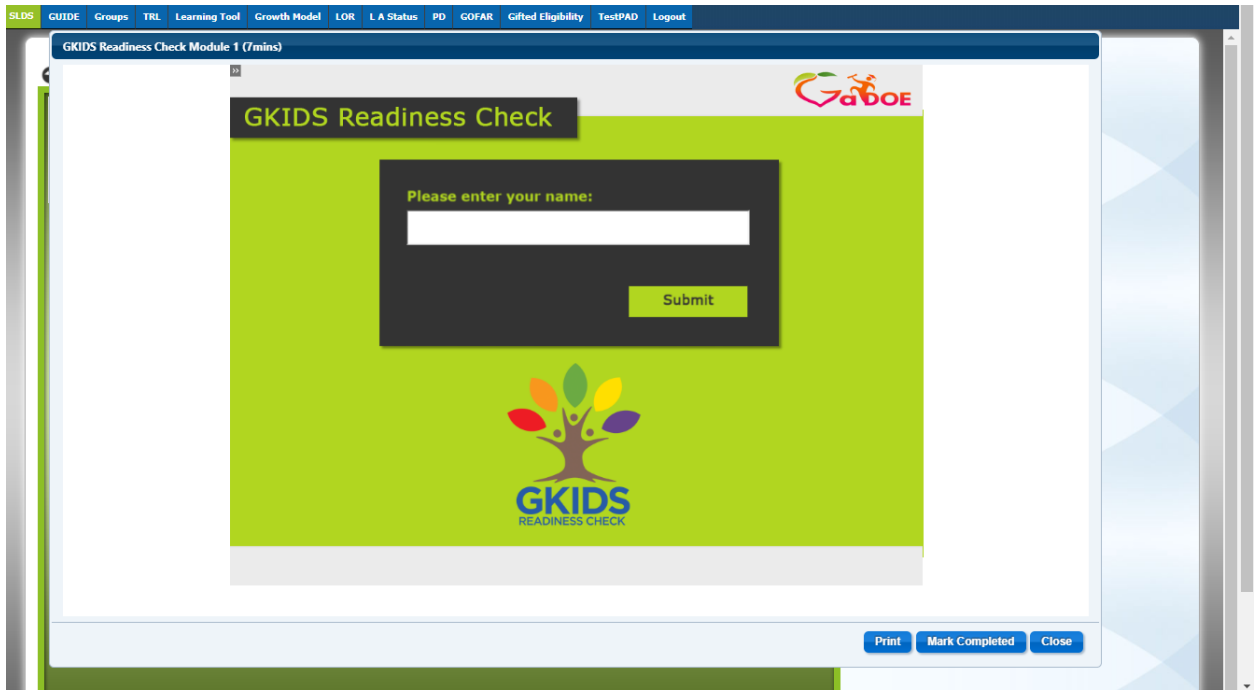
7. Now, click on Launch from the My Progress Menu.



Menu Columns:

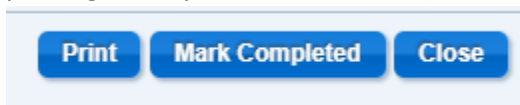
- Resource Title: Name of Module
- Assigned on: Date originally added to My Progress
- Status: Red→not started, Yellow→In Progress, Green→Completed
- Last Accessed: Date last launched
- Time Spent: Time you spent on module.

- The module will now launch in a Pop-Up window. Please make sure to allow pop-ups or turn Pop-up blocker off.

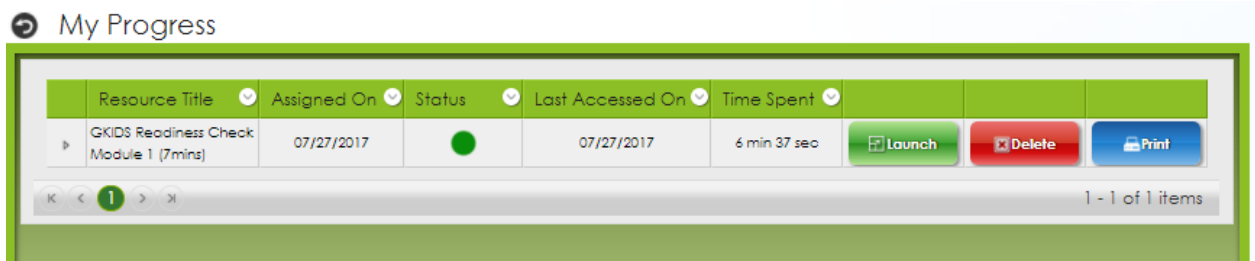


Please note there are TWO scroll bars. You may enlarge or shrink window by dragging the corners of the module window.

- In this window you may print your certificate of completion, mark the item complete, or close the window to return later. It is suggested to print your certificate from the previous menu rather than printing directly from the module. (Issues have arisen with various browsers).



- Once the window is closed or marked completed, return to the My Progress Menu.

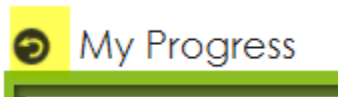


You will notice a change in Status, Time Spent, and the addition of a Print Option.

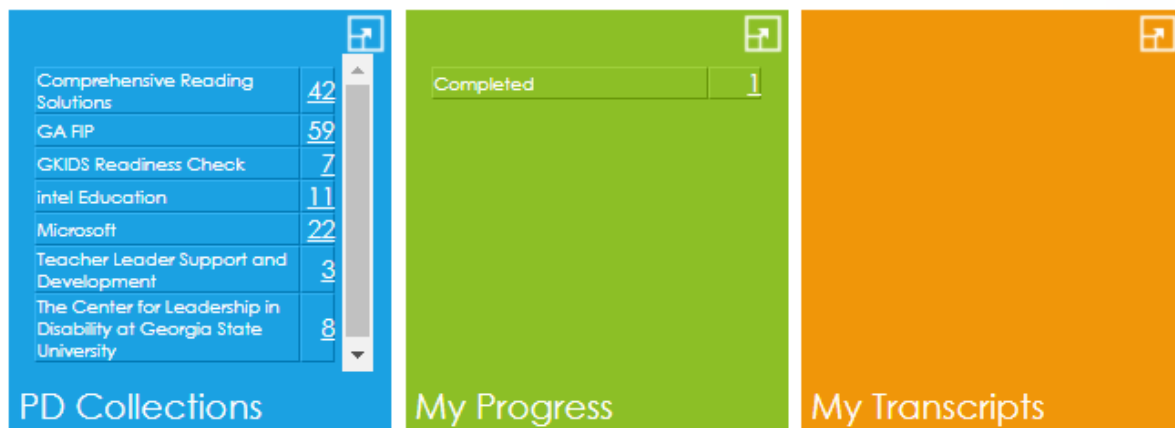
Printing here will provide you with a certificate.



- Once you have printed or saved your certificate, you may return to the My Progress menu by clicking the return arrow located on the left side of the My Progress Title.

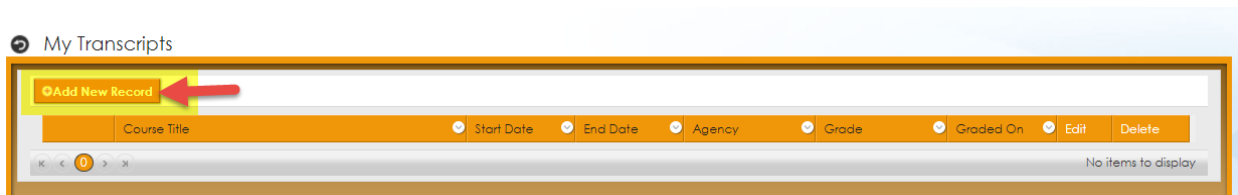


- This will return you to the main Tile Menu. Upon completion or starting a module, you will see different titles in the My Progress Tile. You may return to print or review module here until you



- To store PD information on modules or other professional development, you may enter and upload certificated in the My Transcripts Tile.

- Enter the My Transcripts Tile by clicking on .
- Now click on Add New Record.



16. Follow the directions on this page to enter Course Module information.

- Fields with a \* are required.
- You can add your certificate of completion by choose file, then uploading the certificate here.
- Be sure to click ADD when finished.

17. Once entered, you may edit or delete the record at any time.

My Transcripts

Course Title	Start Date	End Date	Agency	Grade	Graded On	Edit	Delete
GKids Readiness Check	7/27/2017	7/28/2017	GaDOE	Course Complete	07/28/2017	Edit	Delete

18. To return to the Main Tile Menu, click the return arrow on the upper left side by the My Transcripts

Title. My Transcripts

Comprehensive Reading Solutions	42
GA FIP	59
GKIDS Readiness Check	7
intel Education	11
Microsoft	22
Teacher Leader Support and Development	3
The Center for Leadership in Disability at Georgia State University	8

PD Collections

Completed	1
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My Progress

Course Complete	1
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My Transcripts