PD Links

www.pdlinks.us

Manual

Revised by: *Javier Palomar*
December 2016

PALM SPRINGS UNIFIED SCHOOL DISTRICT

Table of Contents

INTRODUCTION 4

GETTING STARTED (STAFF ACCESS) 5

LOGGING INTO PD LINKS FOR THE FIRST TIME 5
SETTING UP MY SUBSCRIPTIONS 7
BLOG TAB 9

FINDING AND REGISTERING FOR A TRAINING 10

FINDING A TRAINING 10
REGISTERING FOR A TRAINING 12
UNREGISTER FROM A TRAINING 15
RATING YOUR TRAINING 17
ROOM CALENDAR 18

CREATING EVENTS, RESERVING ROOMS, REQUESTING SUBS, & OTHER SERVICES IN PD LINKS (FACILITATOR ACCESS) 20

CREATING EVENTS: MEETINGS 20
CREATING EVENTS: TRAININGS 29
REGISTRATION PERIOD 40
SPECIAL SET UP 43
ADDING AN AGENDA OR DOCUMENT TO THE MAIN PAGE OF YOUR EVENT 51
EDITING EVENT CONTENT 54
COPY TRAINING 55
SUBSTITUTE REQUEST 59
SUB. REQUESTS TAB 59
REQUESTING SUBSTITUTES FOR A DISTRICT EVENT 61
REQUESTING SUBSTITUTES FOR A SCHOOL SITE EVENT 64
MANAGING REGISTRATIONS FOR YOUR TRAINING 67
ADDING OR REGISTERING PARTICIPANTS TO YOUR TRAINING 67

CONFIRMING ATTENDANCE....70
MANAGING YOUR WAITLIST....71
BROADCAST....74
REPORTS TAB....77

FLiPD LEARNING....78

FLiPD LEARNING FOR STAFF....79
FLiPD LEARNING FOR FACILITATOR - ADDING A TASK....82
FLiPD LEARNING FOR FACILITATORS - APPROVING/DENYING A TASK....86

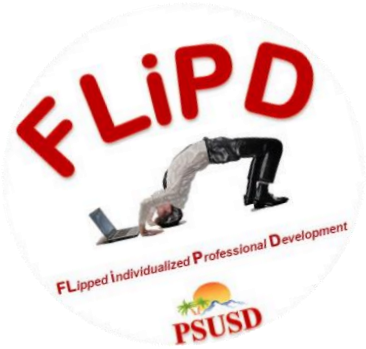
REQUESTING CATERING....90

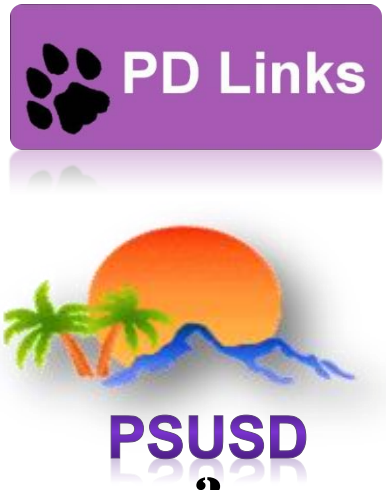
PAYROLL ATTENDANCE REPORT - TIMECARDS....91

AUDIENCE RESTRICTIONS....92

THANK YOU FOR USING PD LINKS....93

CONTACT INFORMATION....94





INTRODUCTION

[Back to TOC]

PD Links was created by ***AlpenSpruce*** ™ for PSUSD. It was conceptualized by members of the PSUSD staff. Working alongside our ETIS and Professional Development departments, ***AlpenSpruce*** ™ was able to create an online professional development management system that main streams our trainings and meetings under one easy to use online program. Going live on July 1, 2015, it continues to be accessed daily and it has over 1800 users in our district. The great thing about this program is that it's available were ever you have access to the web whether it's on your phone, tablet, laptop, or computer. If you have **Staff** access you can easily; register for trainings, consult a Room Calendar to see where a particular event is taking place, be reminded of an upcoming event you have registered for, set up *My subscriptions* to be notified of an event that might interest you, view an *Attendee Task* in our **FLiPD** learning part of **PD Links**. If you have **Facilitator** access you can; create events, request a service like room set up or catering, request subs, manage your registration list and even run reports on your sessions.

In this manual we will discuss those two access levels: ***STAFF*** & ***FACILITATOR***. Since this is a growing system, we will be able to incorporate other features as we see fit to benefit our school district. We are excited you are using this system, and we thank you for it. So with no further ado we welcome you to the future of professional development … to **PD Links**.

GETTING STARTED (STAFF ACCESS)

[Back to TOC]

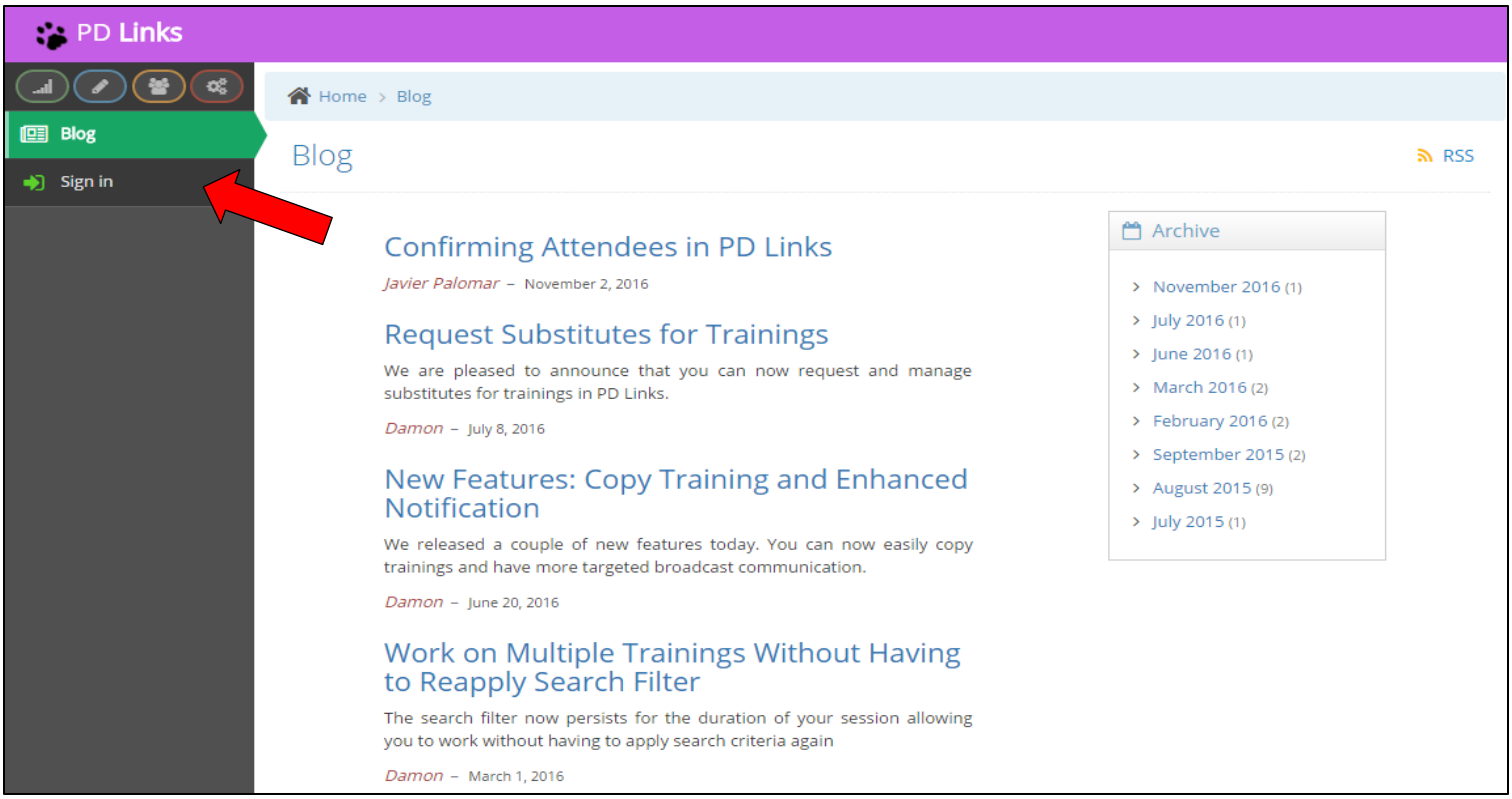
If you have never logged into PD Links before, please follow the instructions below:

LOGGING INTO PD LINKS FOR THE FIRST TIME

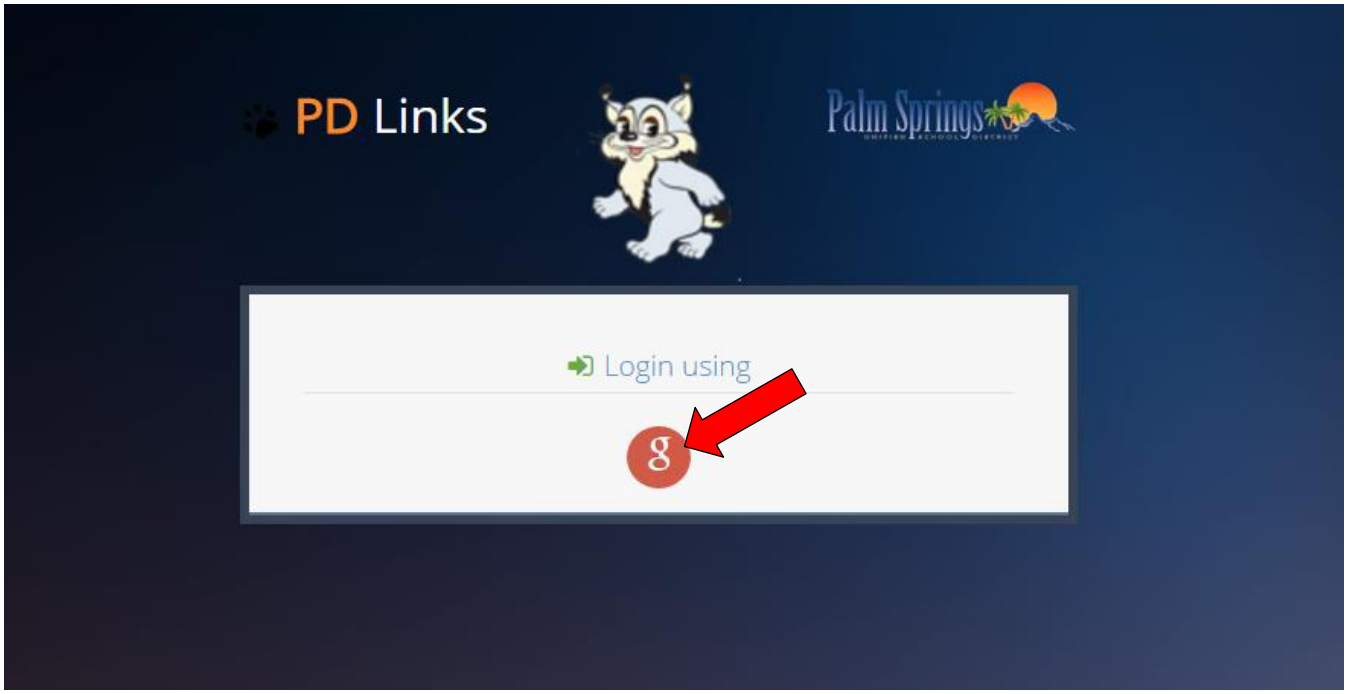
[Back to TOC]

Go to PD Links. You'll find PD Links at pdlinks.us

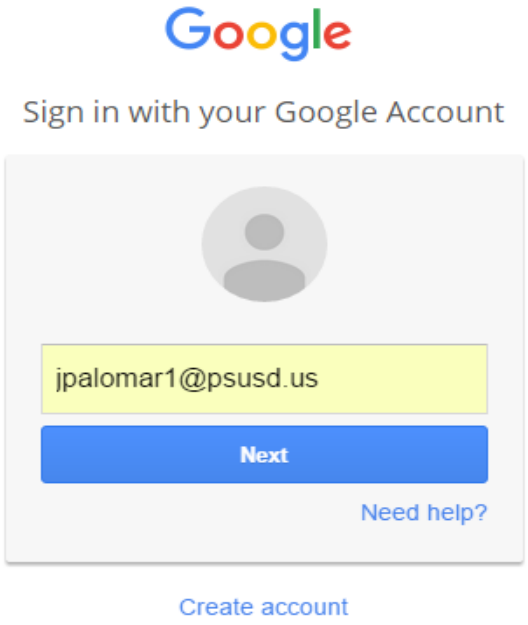
1. Click on *Sign In* tab on upper left hand corner.

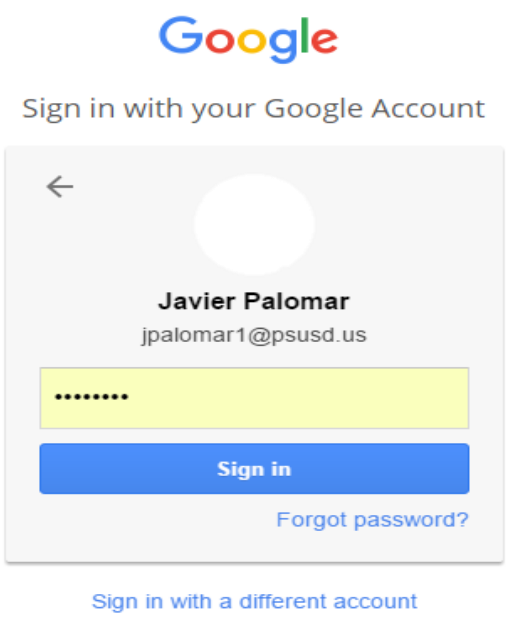


2. Click the red "**G**" Google logo



3. You will then be asked to sign into your PSUSD Google account… all permanent employees have a PSUSD Google account ☺

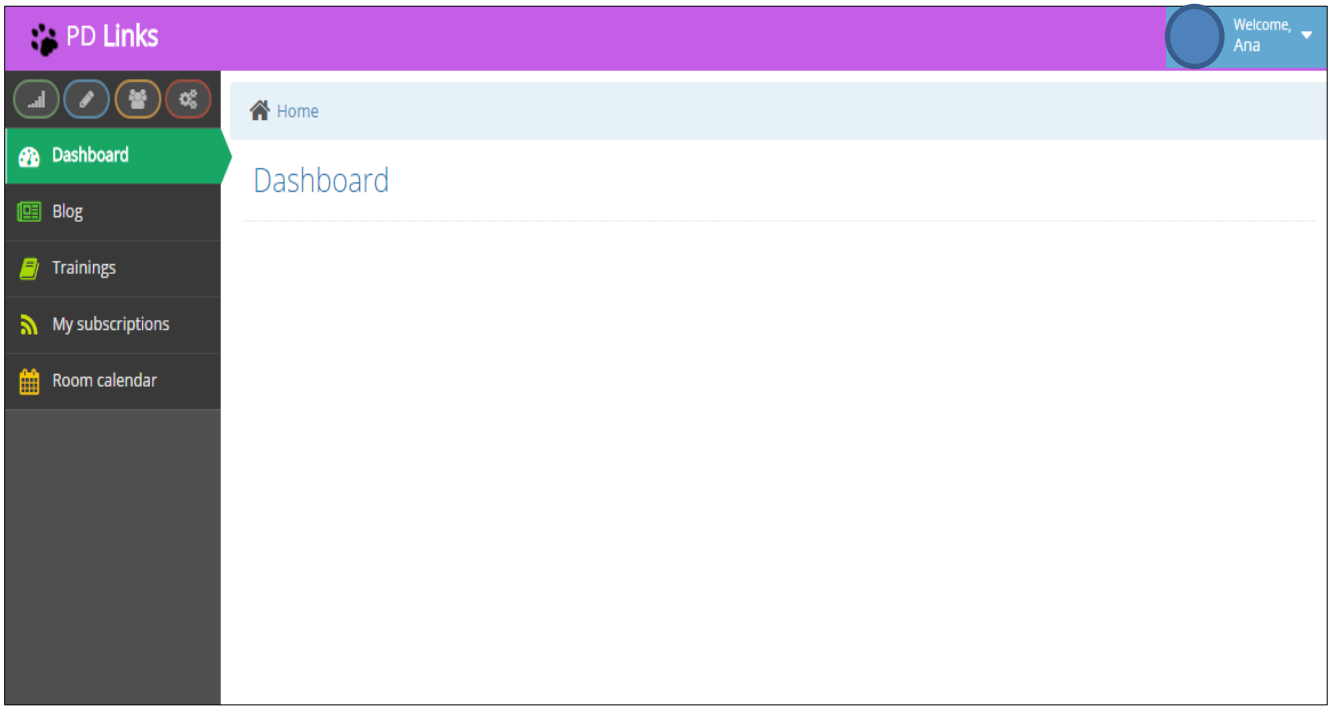




It's your email address, and if you have never utilized this account then the generic password is ***psusd123*** … you will need to change this once you are in.

If you cannot get past this Google account step please send me an email at jpalomar1@psusd.us for assistance.

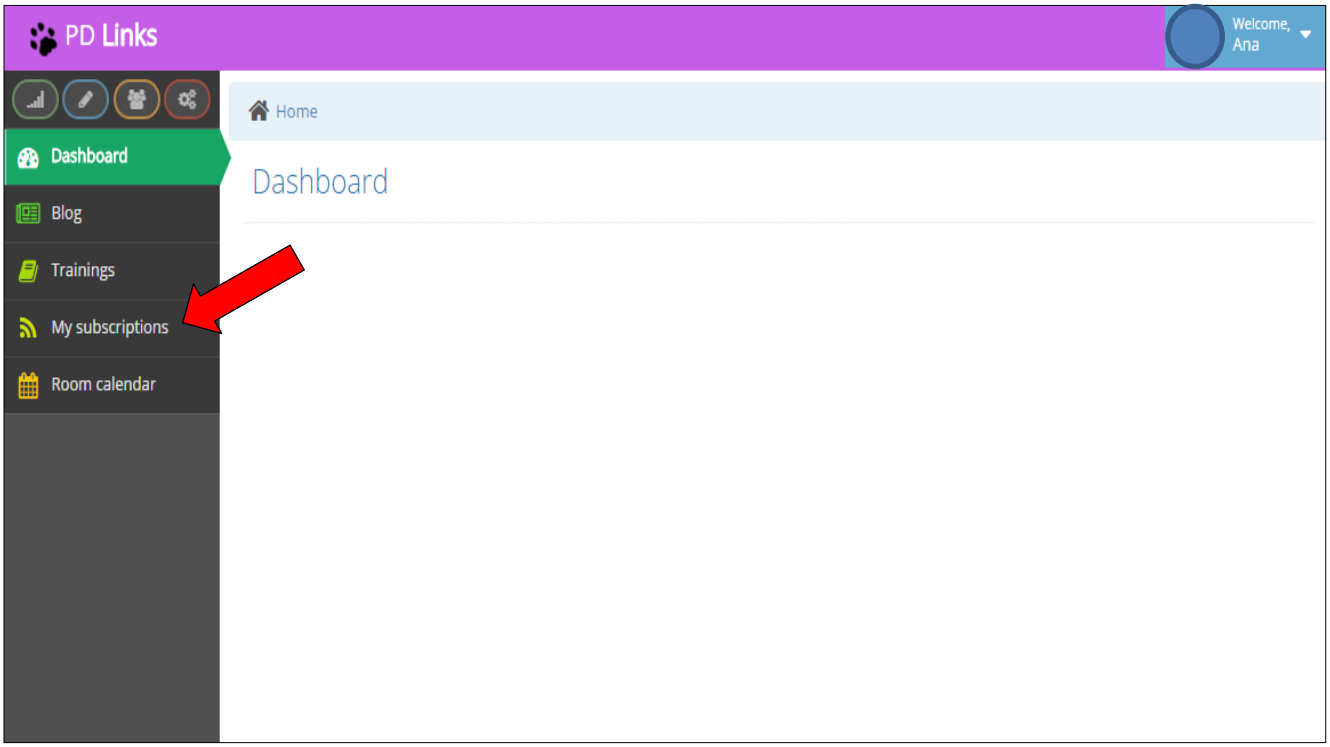
4. Voila! You are in!



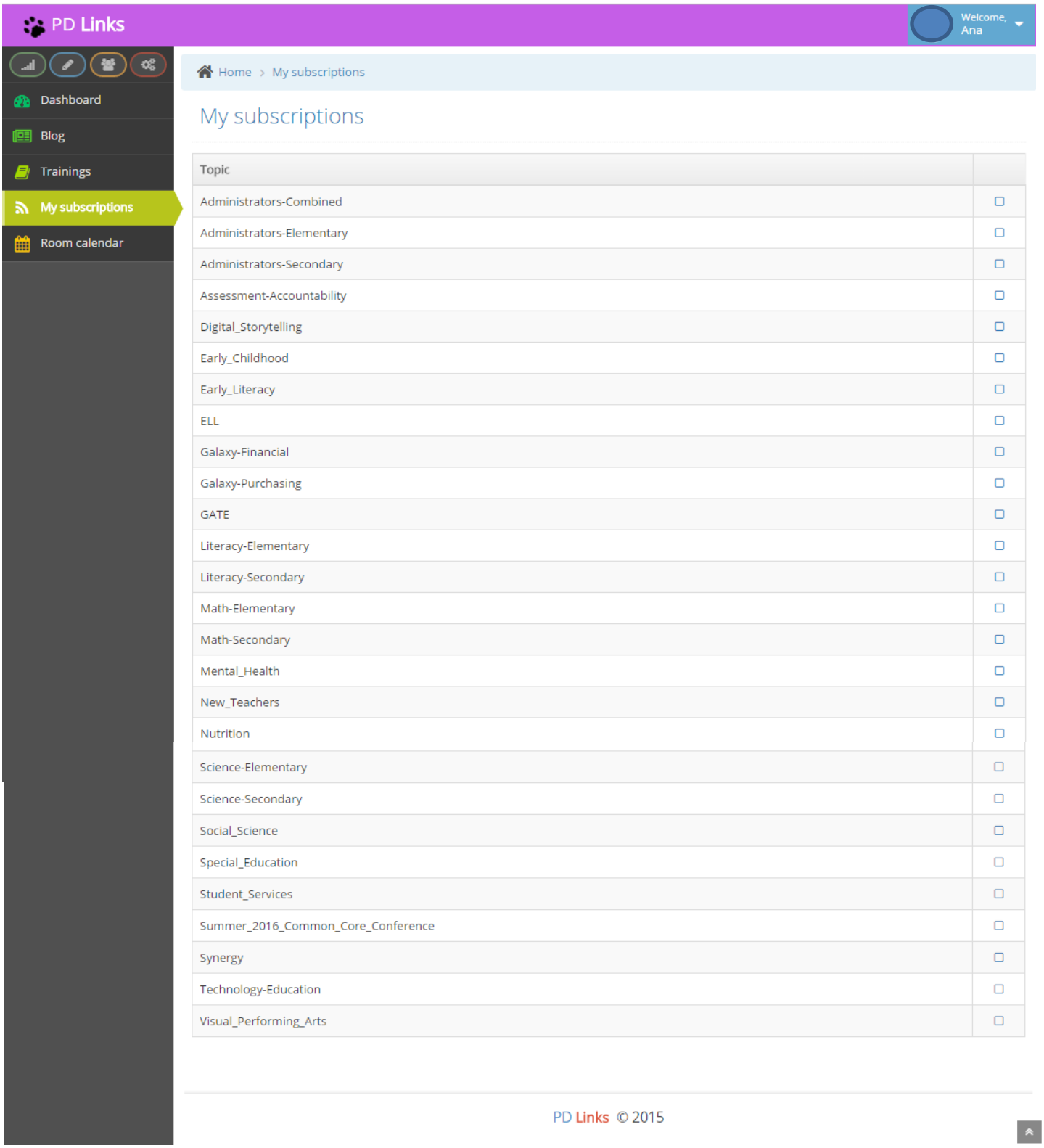
SETTING UP MY SUBSCRIPTIONS

[Back to TOC]

Once you're in, it would be advisable to set up your subscriptions. You can always go back and do it later. To set them up simply click on *My Subscription* tab:



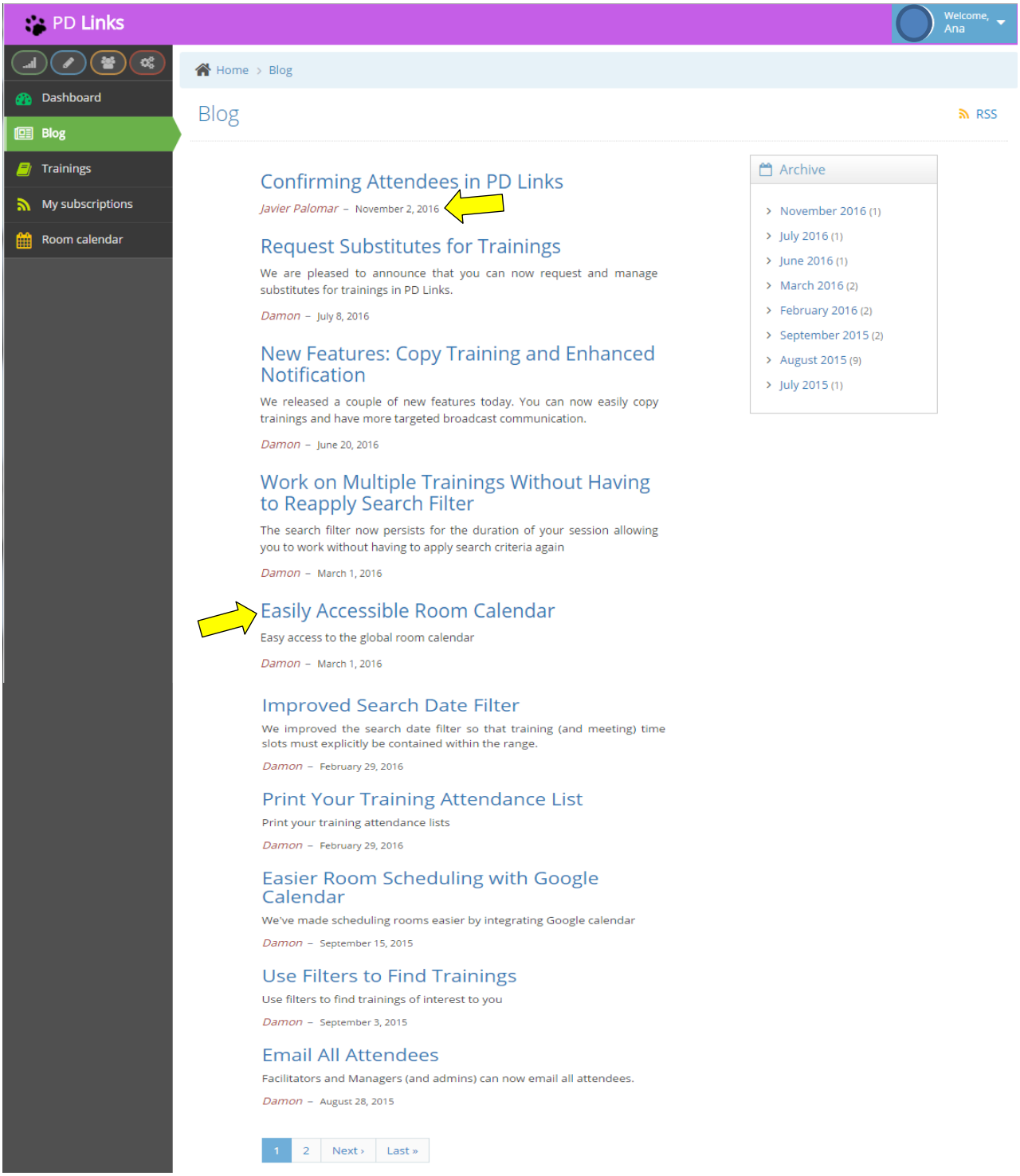
Then just click on the topics that interest you or pertain to your field so you can be notified by email when any trainings in your selected subscriptions have opened up in **PD Links**.



BLOG TAB

[Back to TOC]

This is an informational tool for the *Facilitators* of this program. In it you will find how-to videos, instructional manuals like this one and other information regarding updates on the program. The updated information will always appear first, since its date sensitive. Make sure you check out our *Blog* tab periodically.



FINDING AND REGISTERING FOR A TRAINING

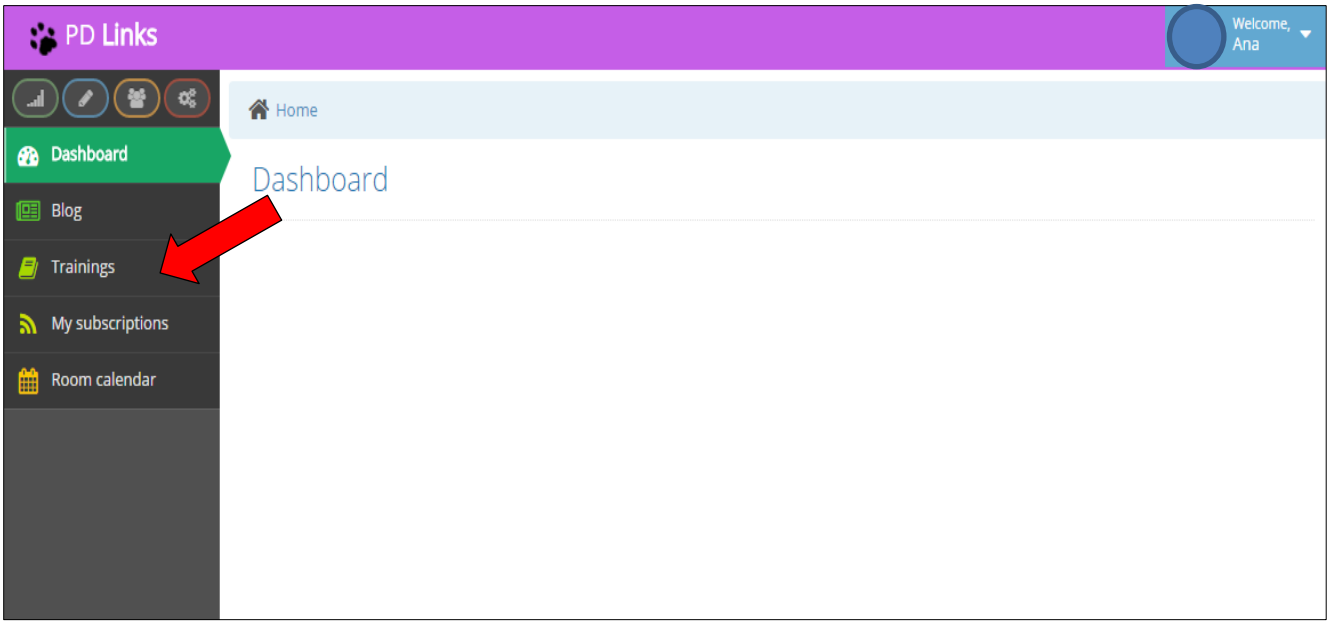
[Back to TOC]

FINDING A TRAINING

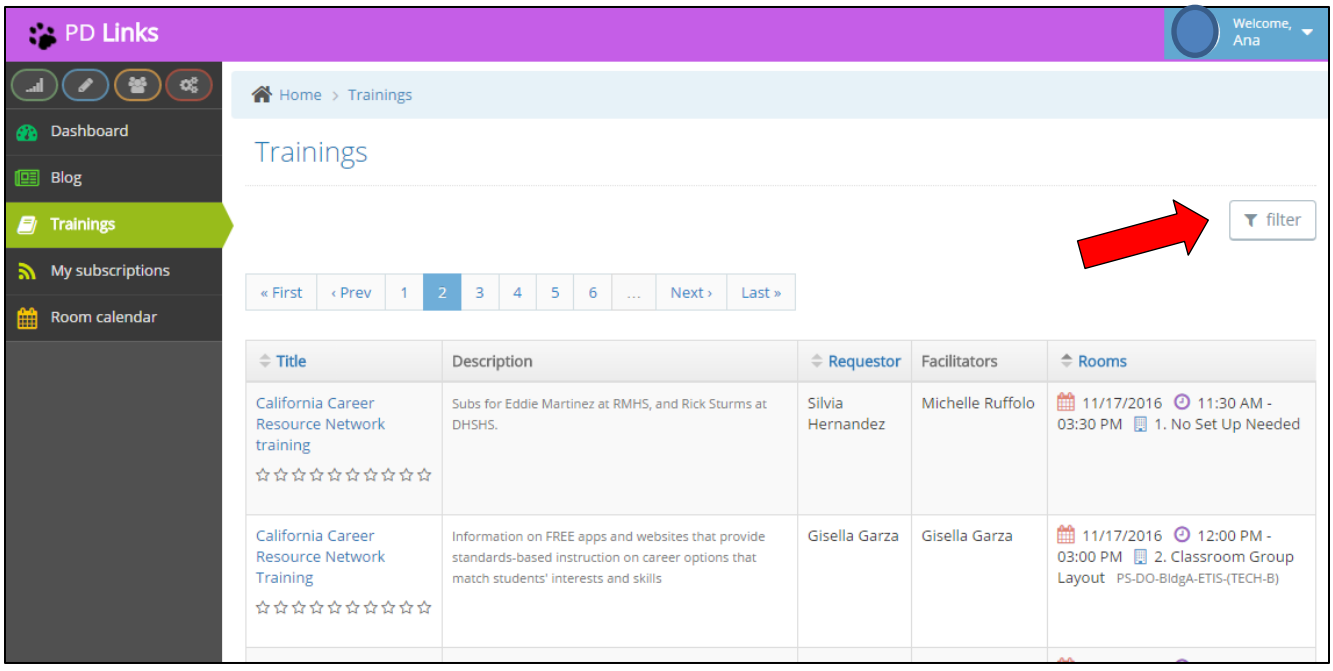
[Back to TOC]

Once you've logged in:

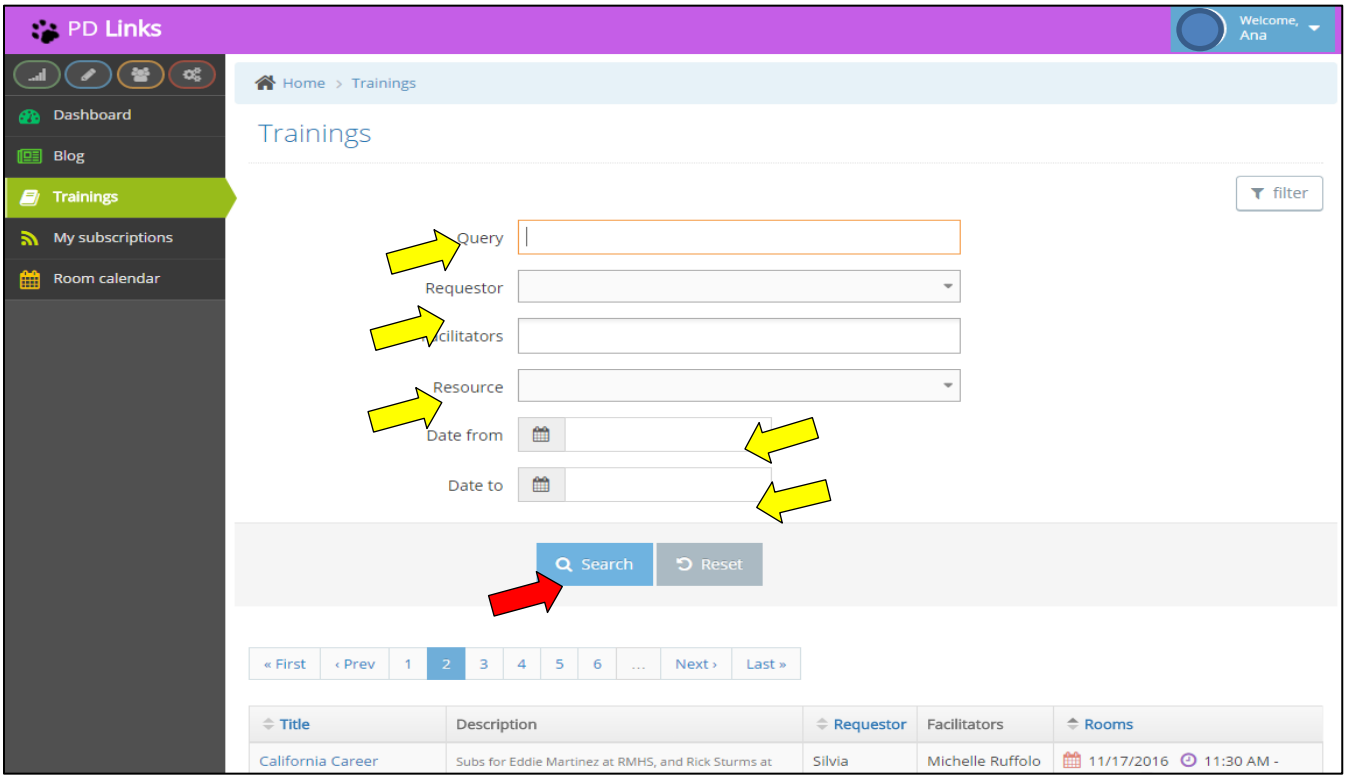
1. Click on the *Trainings* tab



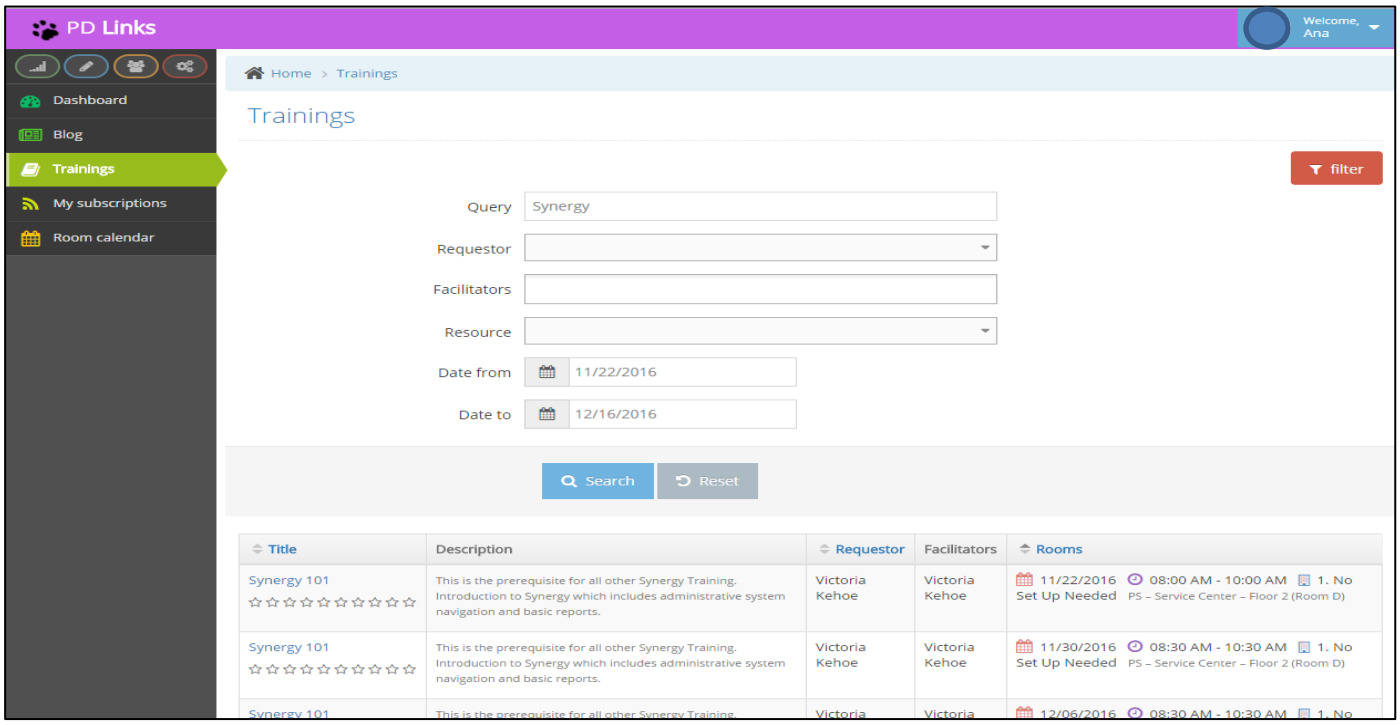
2. Click on *Filter*



3. You can look trainings up by *Query* (title), *Requestor* or *Facilitator* (person that created the event), *Resource* (training room), or *Date From* & *Date To*. You can also do a combination of any of these. Then click ***Search***



4. You will then get a list of trainings fitting your search parameters. ***If a training no longer appears in the search it's because the training is full, the registration period has lapsed, it has been removed from PD Links or its restricted to a specific audience)***

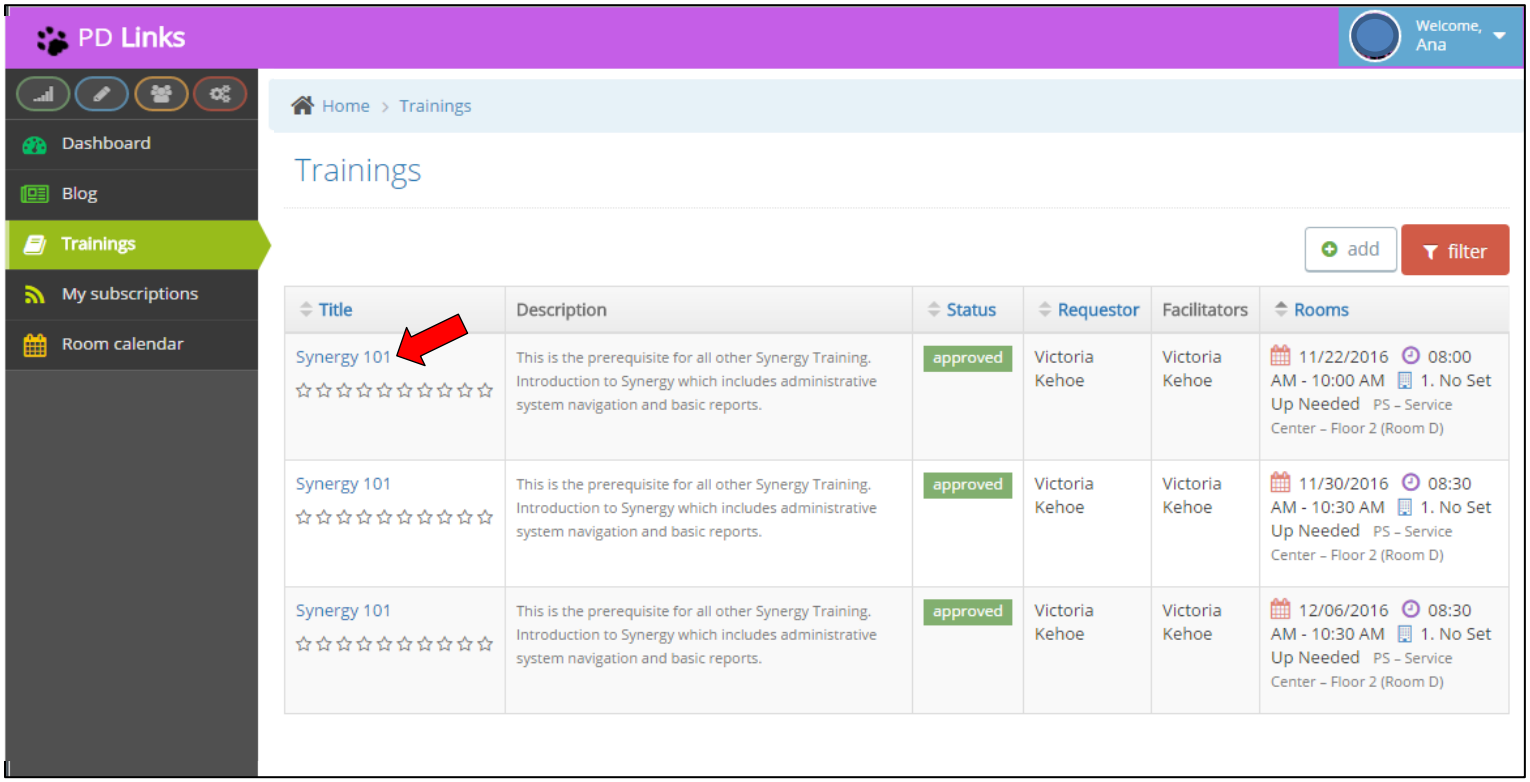


REGISTERING FOR A TRAINING

[Back to TOC]

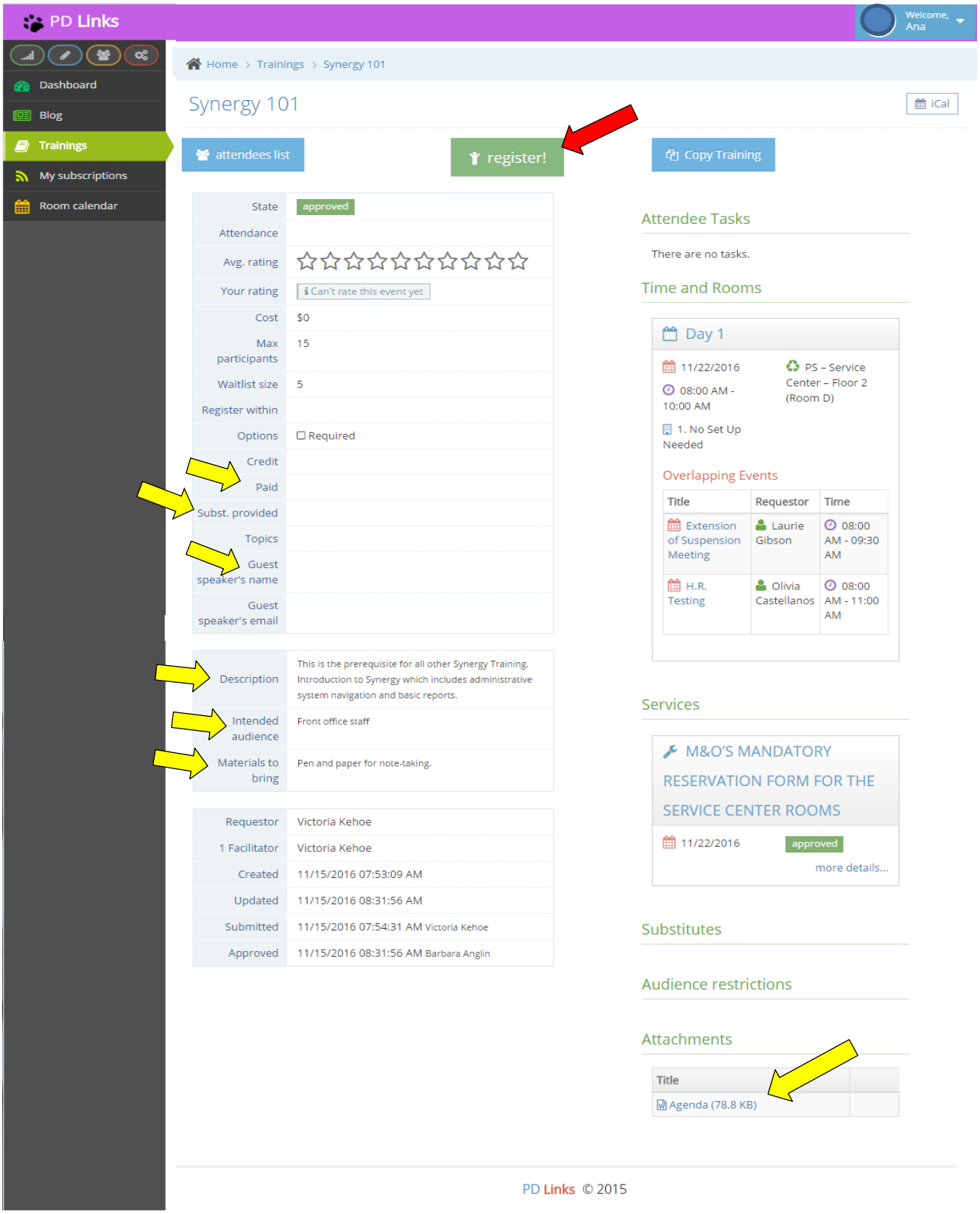
Once you find a training, to register:

1. Click on the title of the training

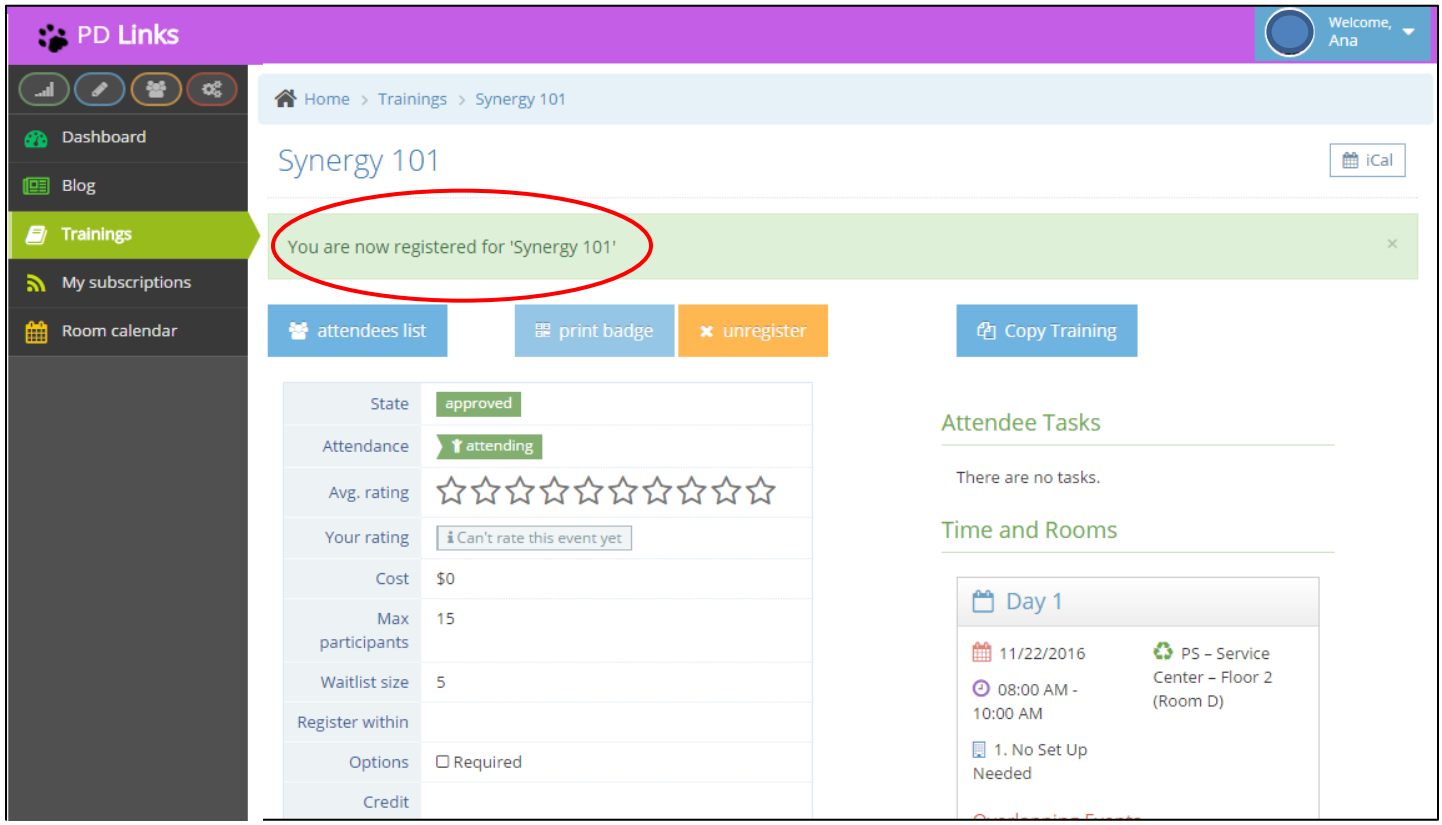


* This action will automatically take you to the main page of the training. There you'll be able to see all details on the training like; *Guest Speaker*, *Description* of the training, *Intended audience*, *Materials To Bring*, if it's a paid training, if subs will be provided, who's the person that requested or will be the facilitator of the event so you can reach if you have any questions. Also under *Attachments*, you'll even be able to download agendas or worksheets, if any, that you'll need for the training. (See picture on the next page)

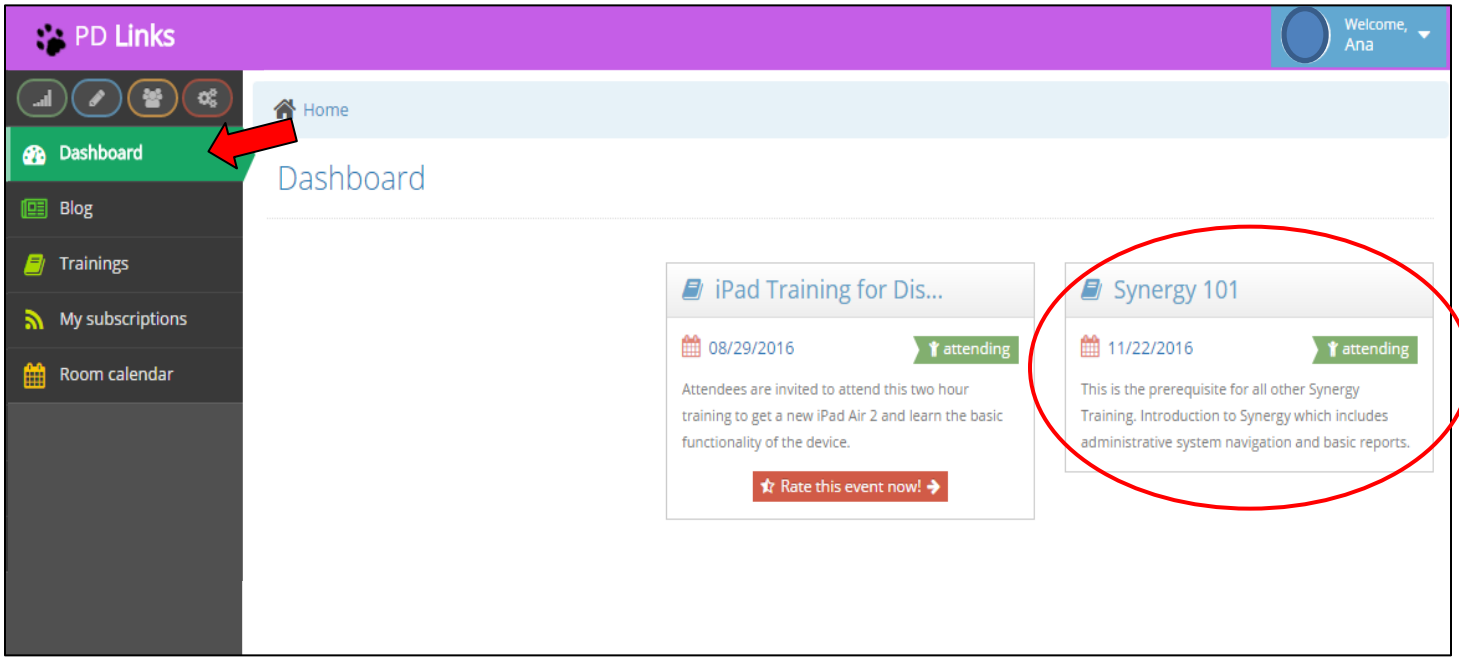
2. Click green ***Register!*** button



3. You'll then see a confirmation as the one shown here



You can also see any training you've attended or are registered to attend by clicking on the *Dashboard* tab. You will also get an automatic email before the event reminding you of your upcoming training.

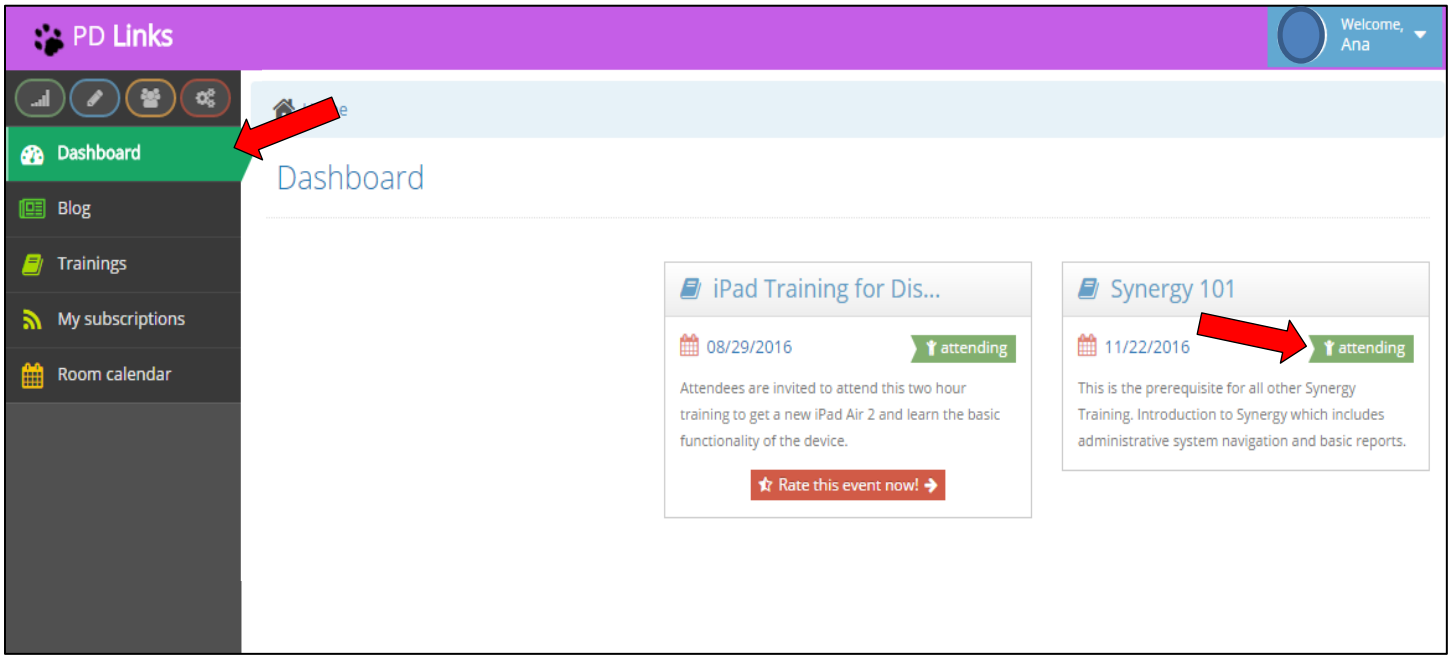


UNREGISTER FROM A TRAINING

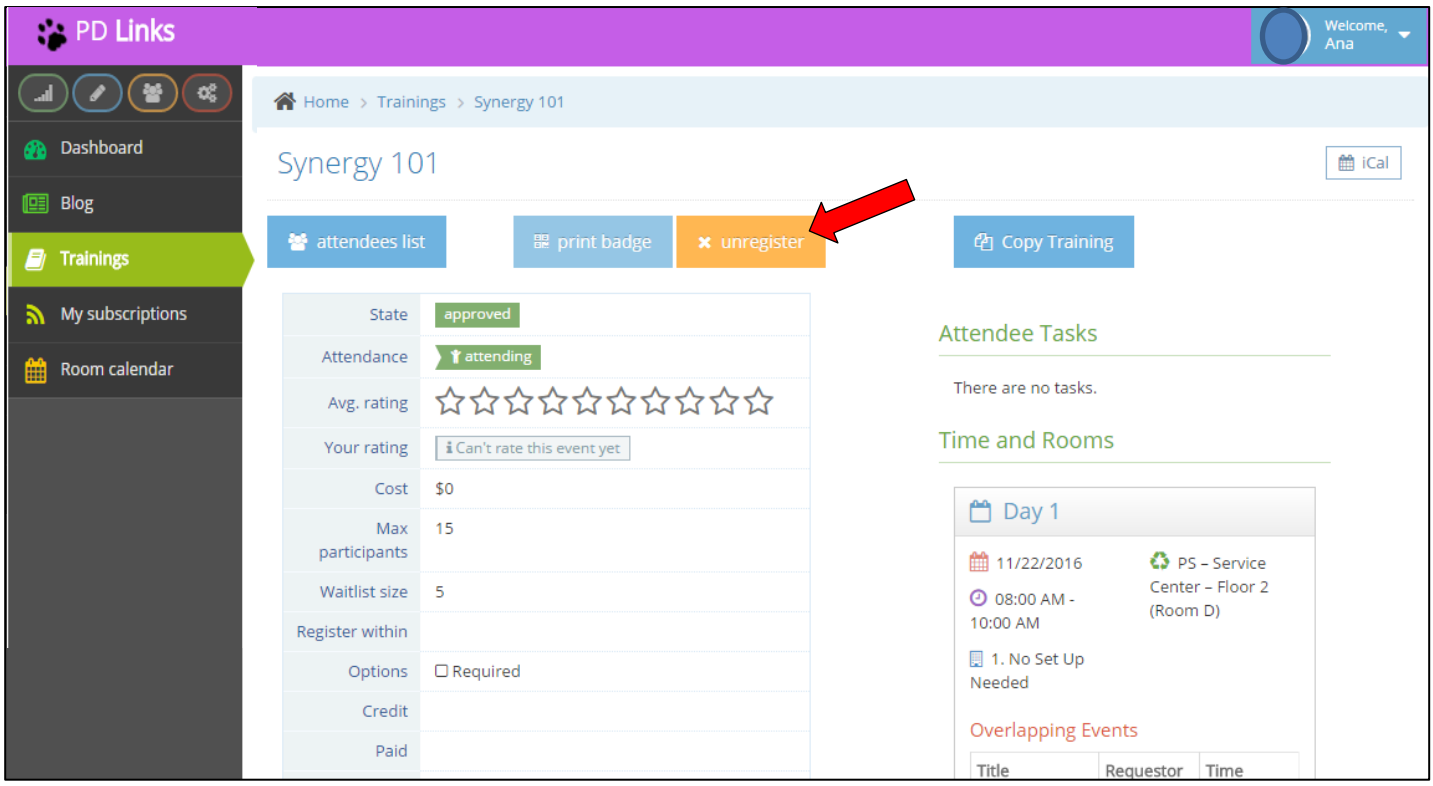
[Back to TOC]

To unregister from a training:

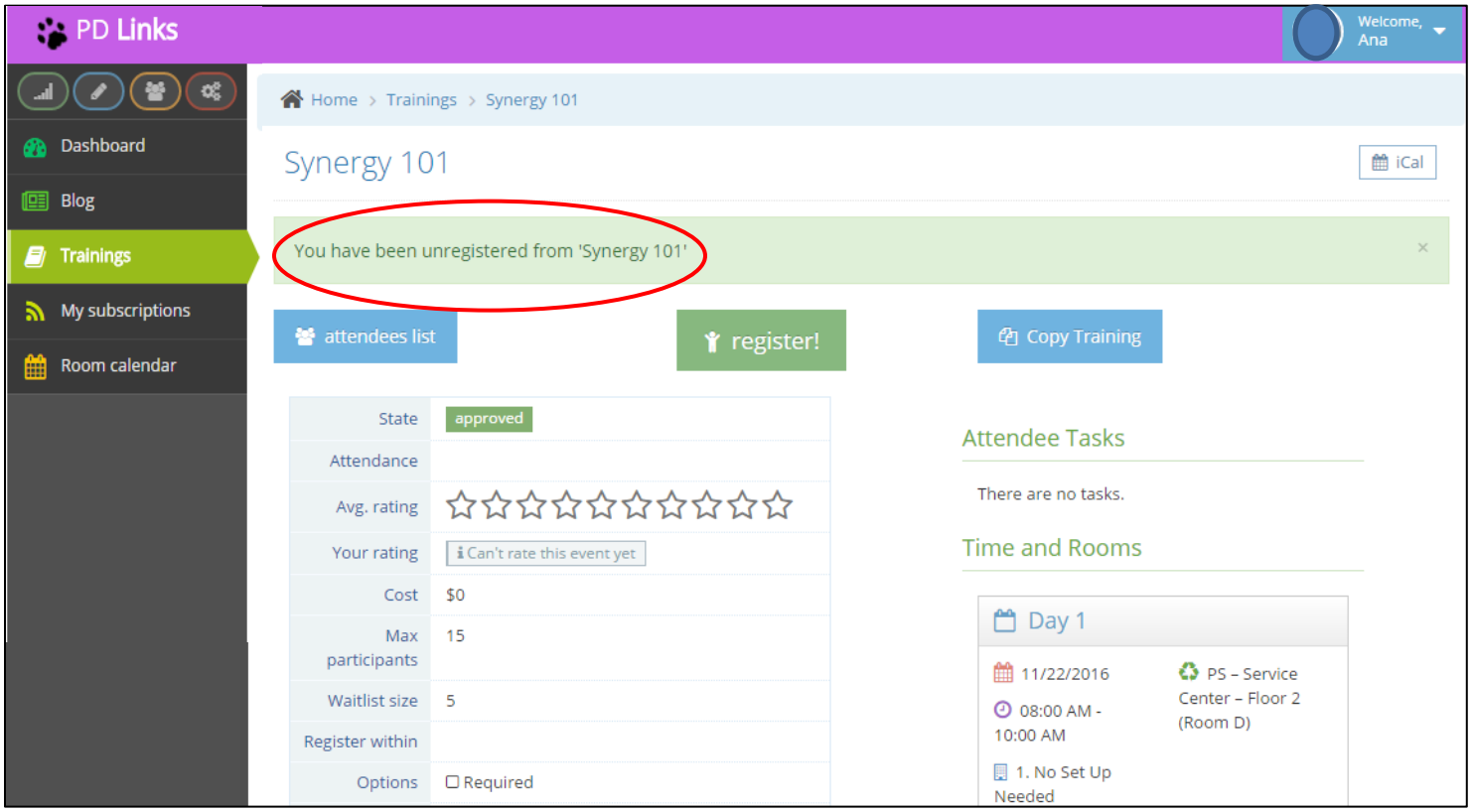
1. Simply go to your *Dashboard* tab and click on the green ***attending*** ribbon.

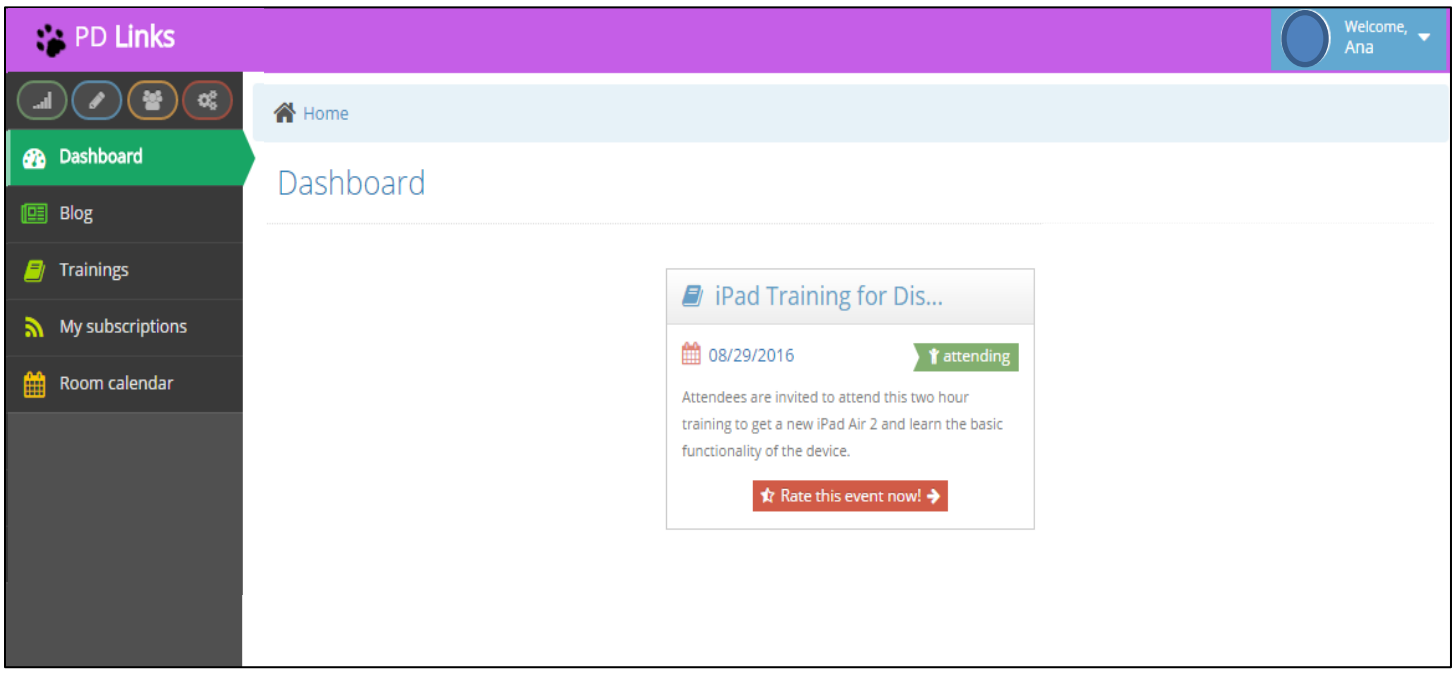


2. This will take you to the main page of the training were you will simply click the orange ***unregister*** button to unregister.



3. You'll then see a confirmation as it's shown below (you will also receive an email confirming you have unregistered). The training will also disappear from your *Dashboard*.



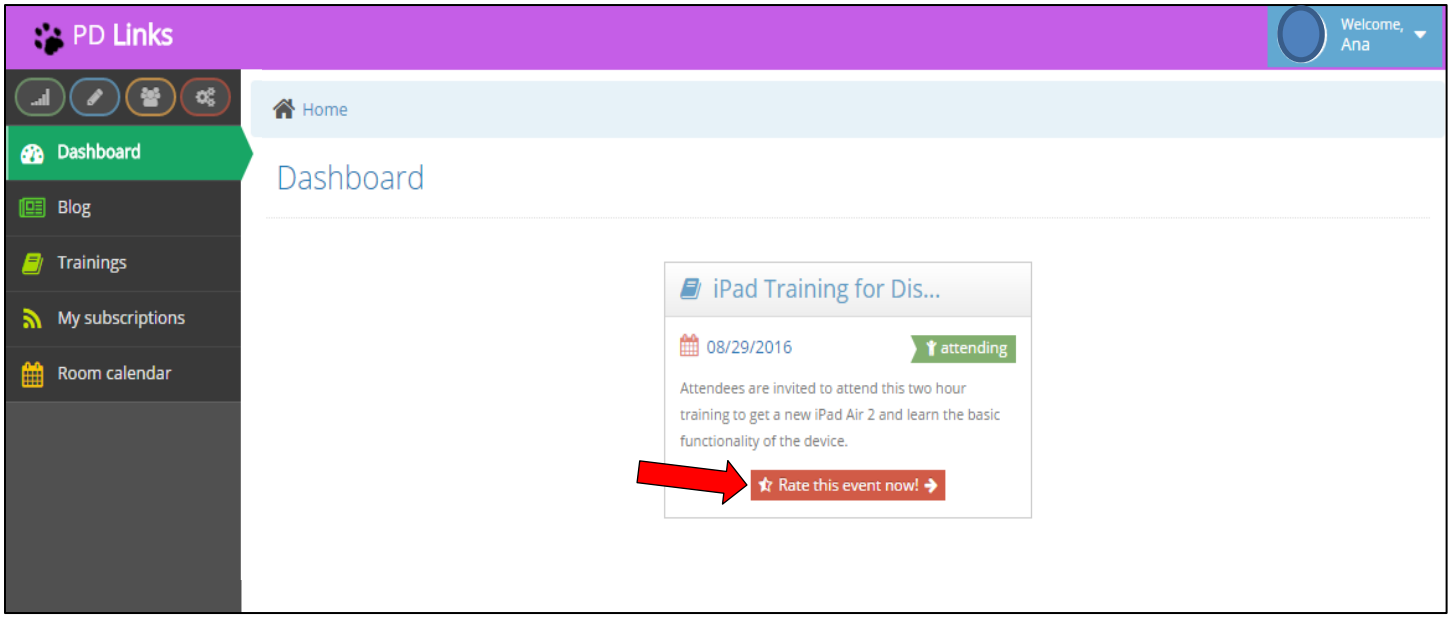


RATING YOUR TRAINING

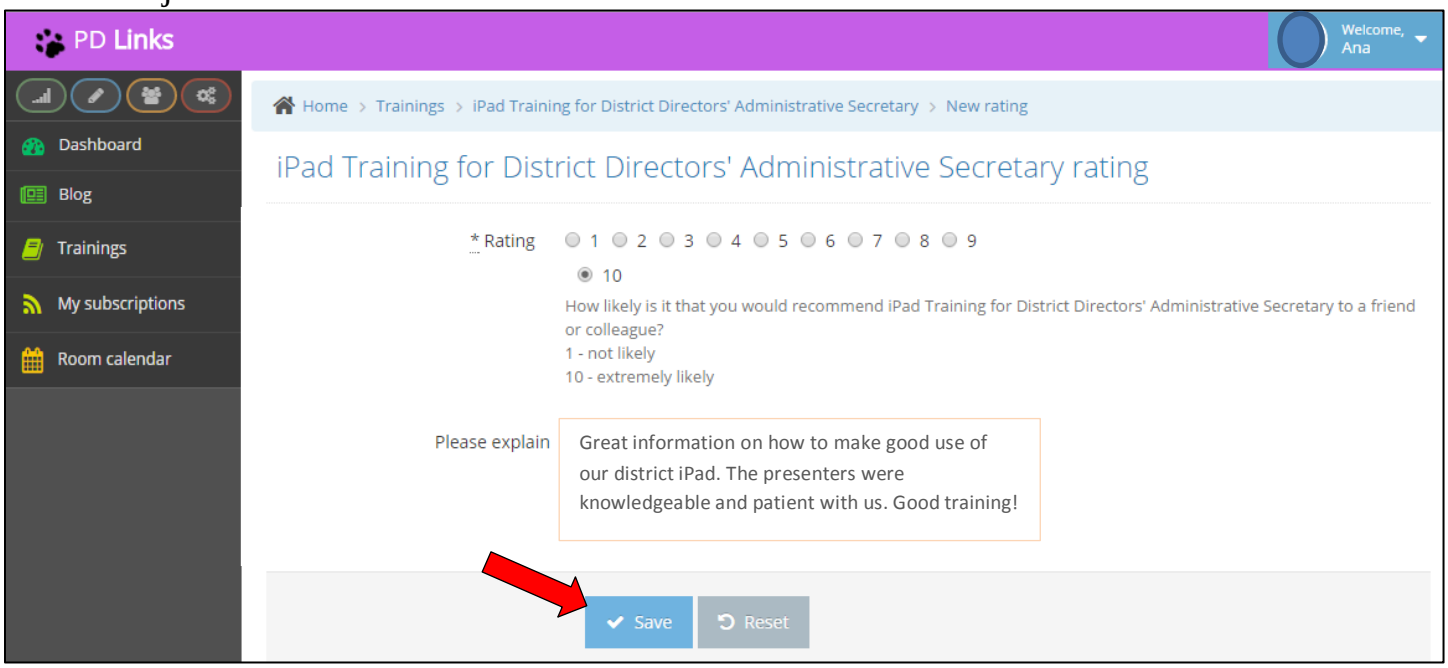
[Back to TOC]

It is important to rate all trainings you attend. This will help our presenters, facilitators and our Professional Development Department better serve your needs. Rating of a specific training is available after set training has been held. So please don't forget to go to your Dashboard tab and follow these simple steps:

1. Go to your *Dashboard* tab and click on the red ***Rate this event now!*** button.



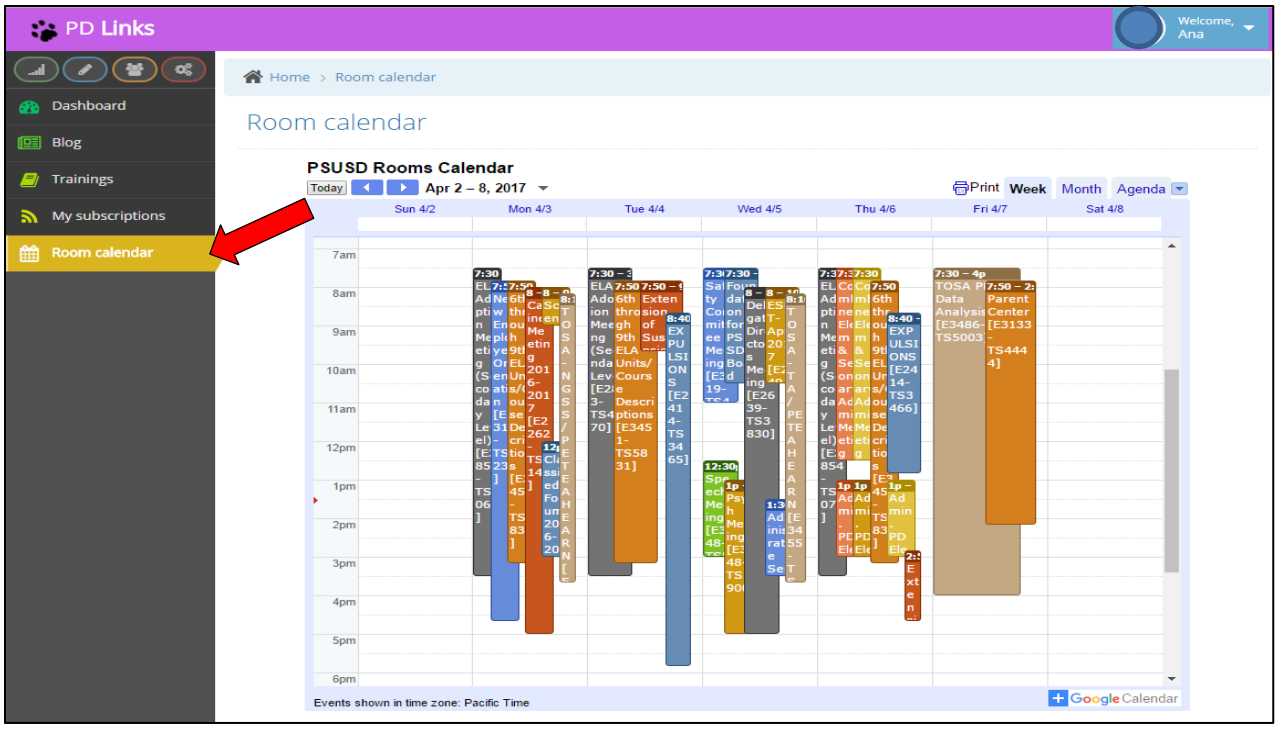
2. Then rate it by choosing a 1 through 10 and adding an explanation if you would like, after that just click the ***Save*** button



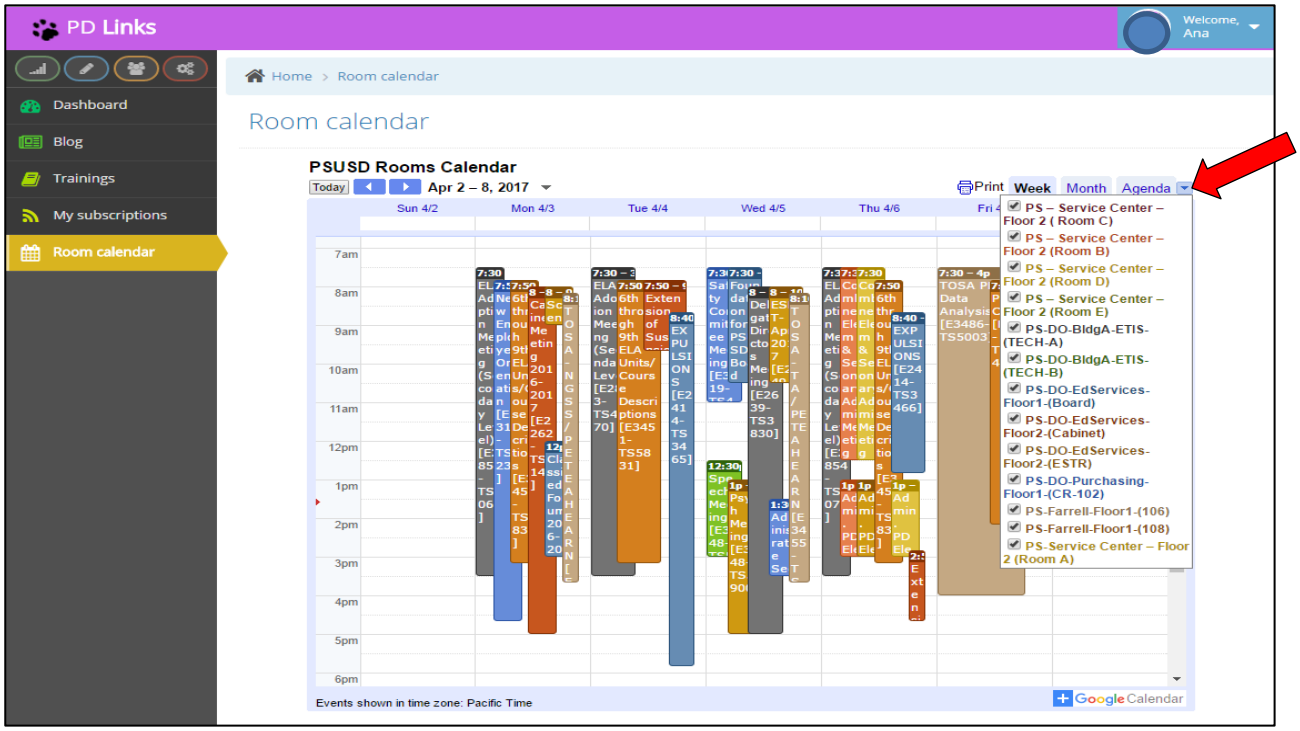
ROOM CALENDAR

[Back to TOC]

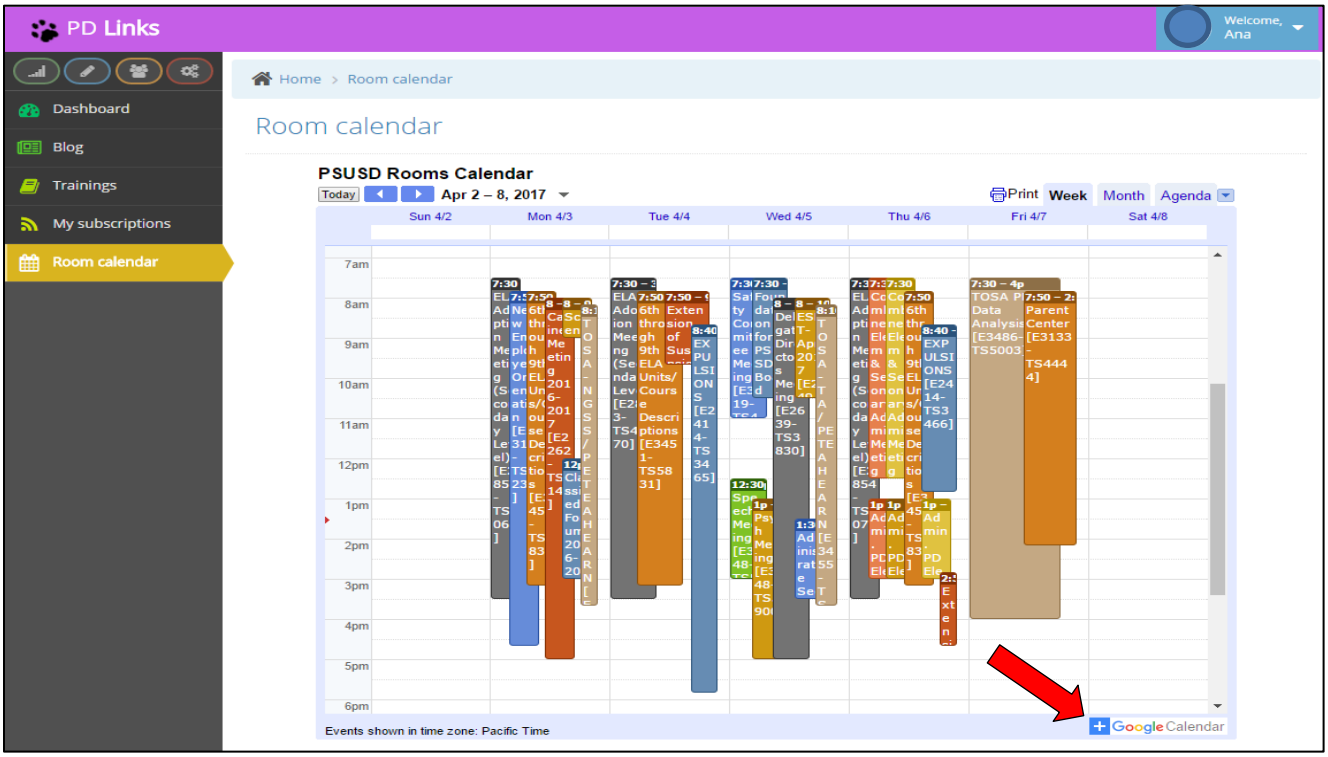
You can see all the events booked in PD Links at any given week or month simply by clicking the *Room Calendar* tab



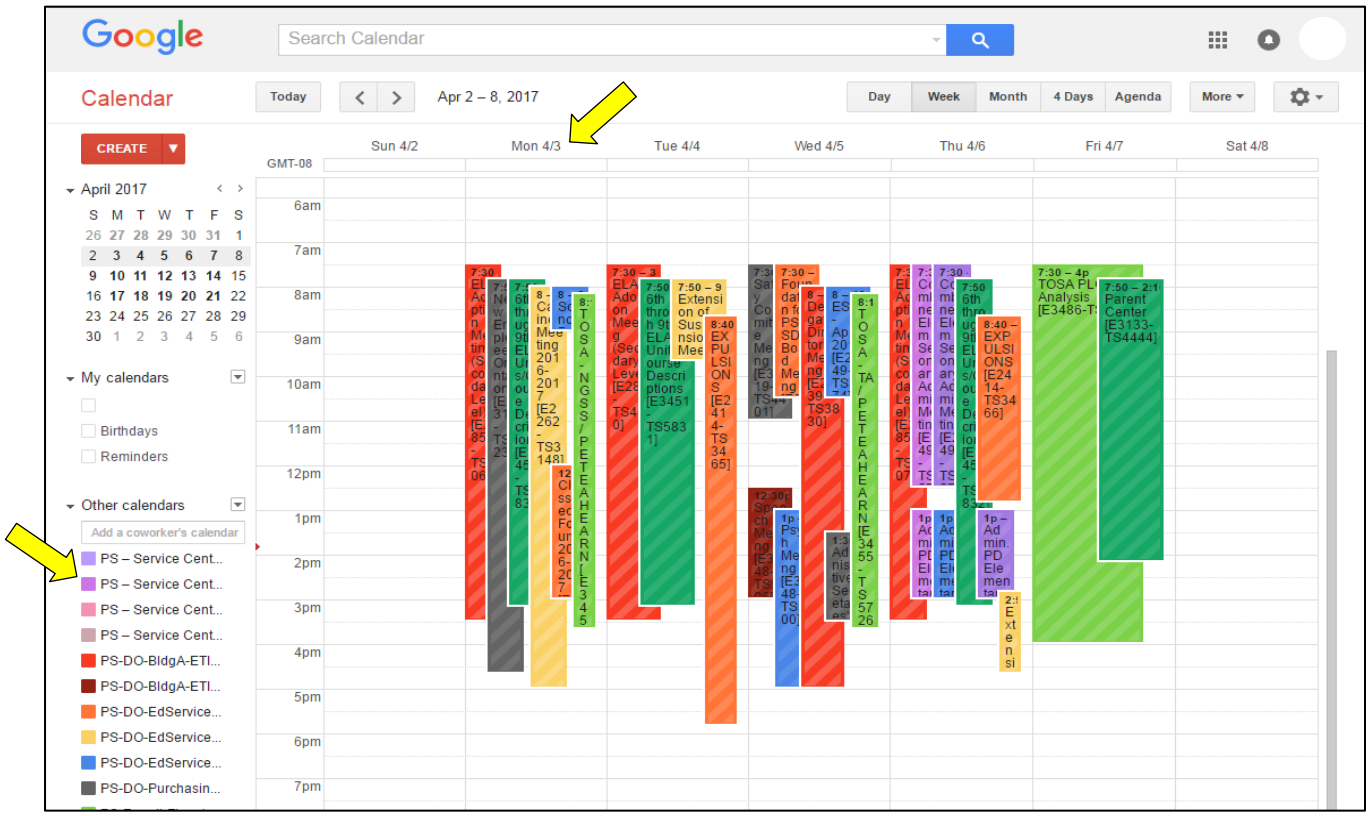
To know what each color represents, just click on agenda (*this is only an informational tool, no registration or room booking can be done on this tab*).



To have a larger view of this calendar simply click the *+Google Calendar* button on the bottom right hand corner to link this calendar to your Google Calendar.



This will allow you to have a day by day look by clicking on the day and change the colors of the rooms for your own reference.



CREATING EVENTS, RESERVING ROOMS, REQUESTING SUBS, & OTHER SERVICES IN PD LINKS (FACILITATOR ACCESS)

[Back to TOC]

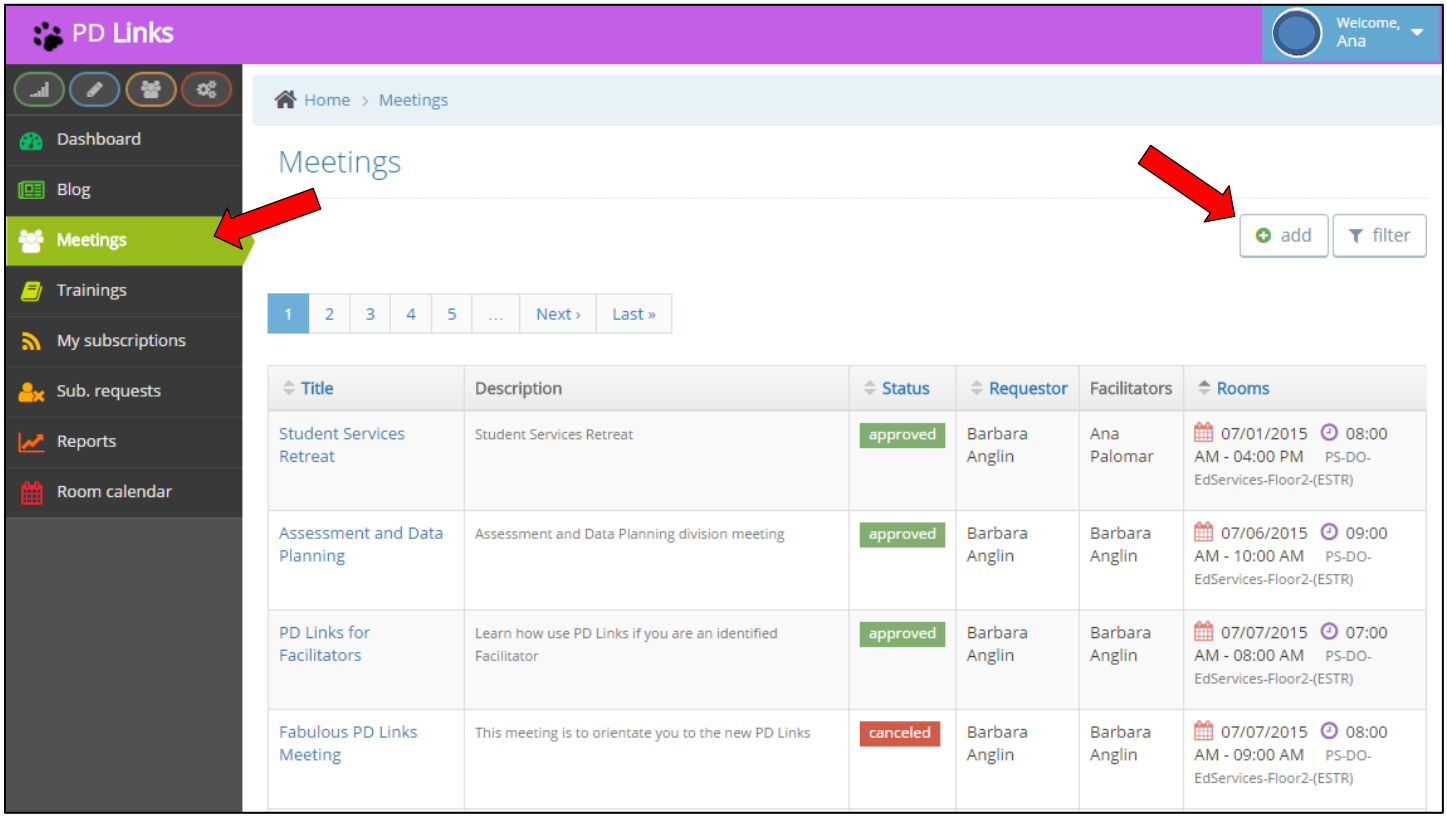
PD Links was conceptualized to mainstream our Professional Development events under a one stop shop. As we continue to expand, more services will be added.
We will now review our step by step process on how to use this program and its features to its full potential.

CREATING EVENTS: MEETINGS

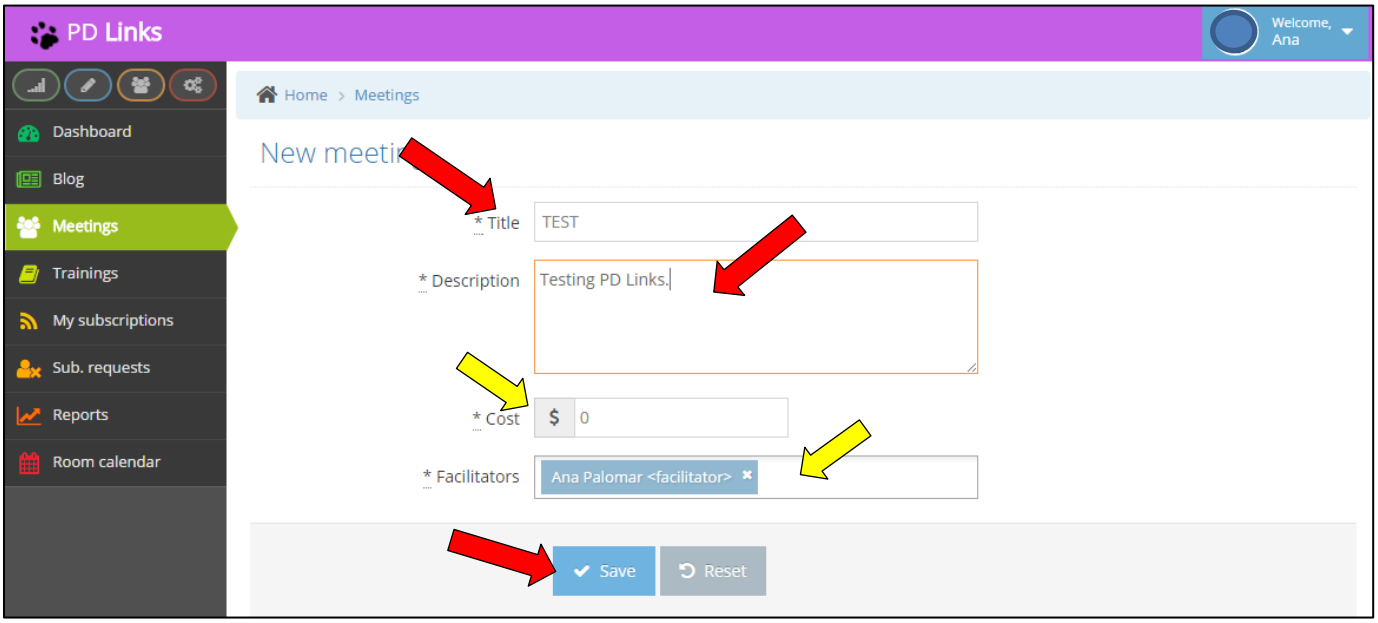
[Back to TOC]

The *Meetings* tab has the purpose of reserving a location to meet. It's also used when you need to reserve subs for an event taking place at a school site (see page 64 for instructions on *School Site Sub Request*). We will now go through step by step on how to use this tab:

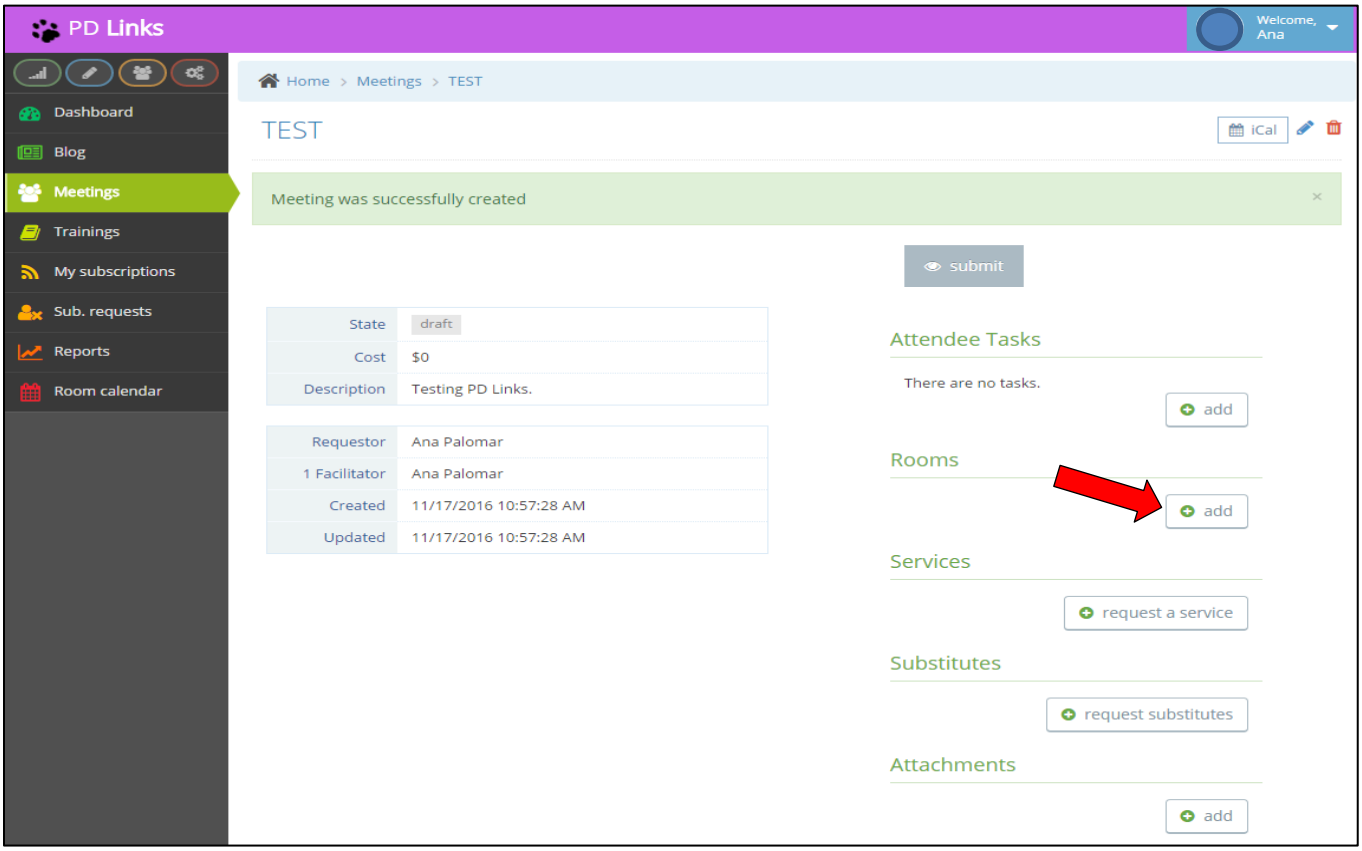
1. Click the *Meetings* tab then click the *Add* button



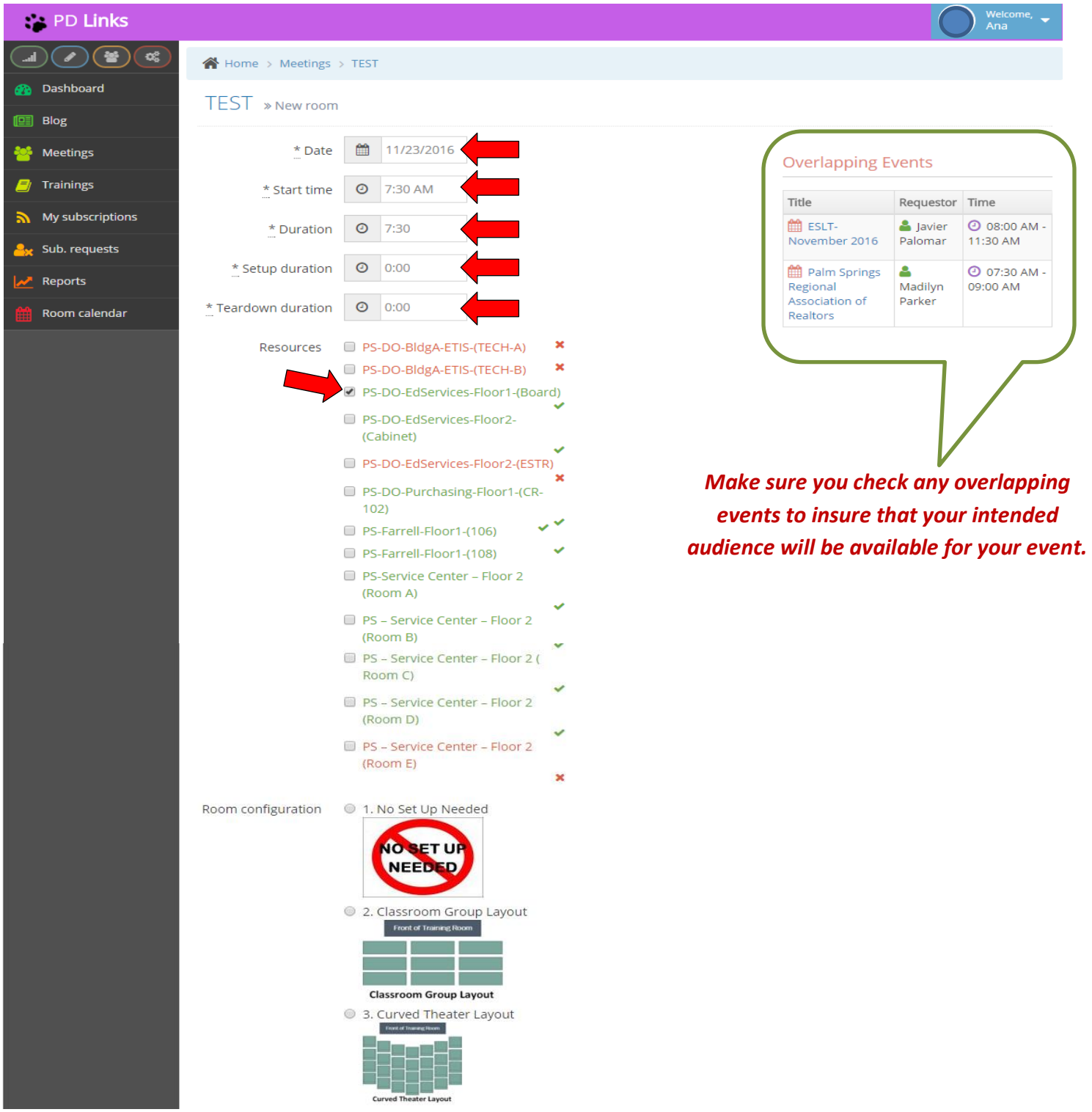
2. Fill out the required fields then click the ***Save*** button.
   Cost can help you keep track of cost to your department if any; this field is optional. Additional Facilitators can be added to the meeting, facilitators have access to edit description and add services at any time prior to the event taking place.

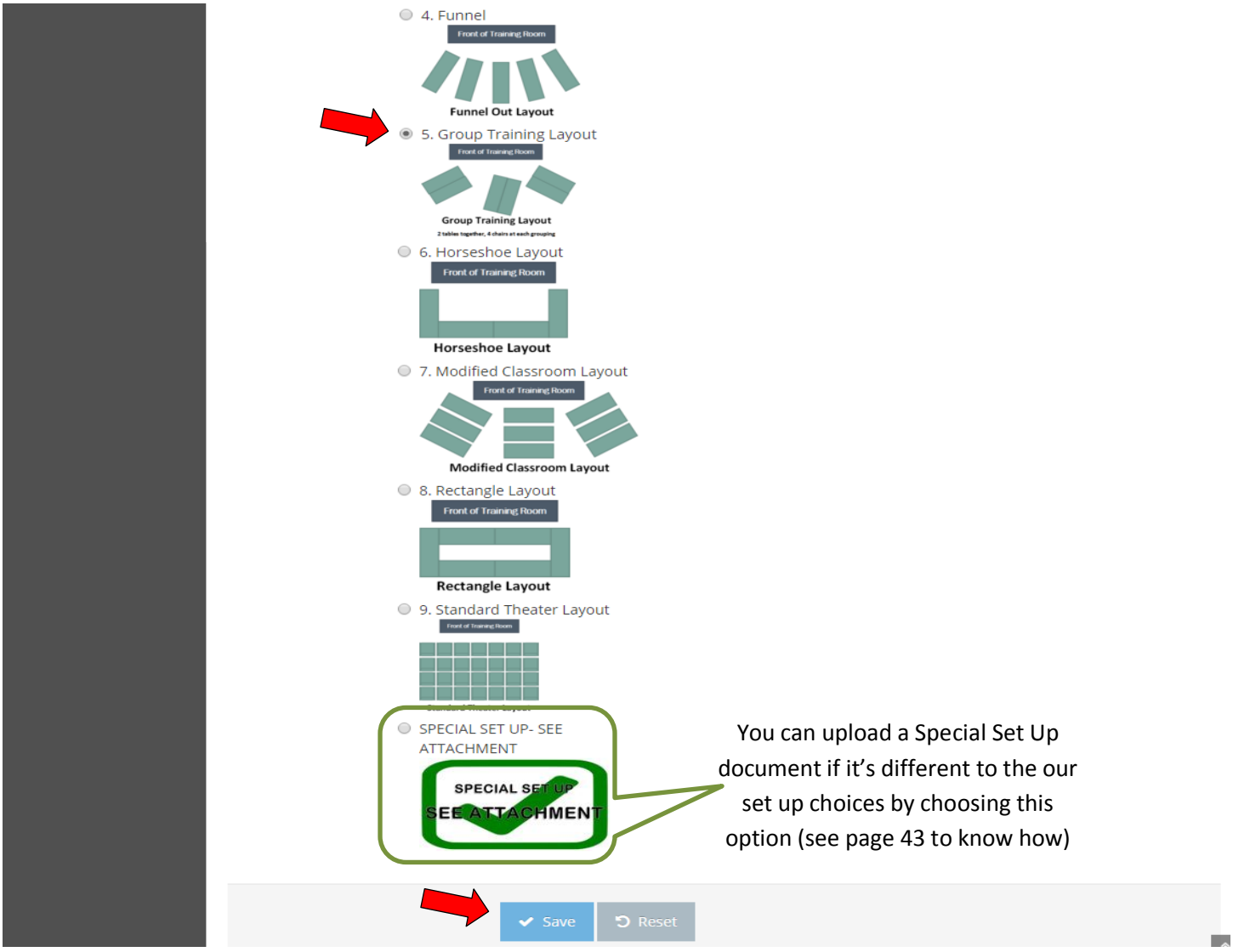


3. Under *Rooms*, click *add* button



4. You will now fill out all required fields,
   Date, Start time, Duration, Set up & Teardown Duration are all required. Set up & Teardown are to reserve the room before or after your start and end time. If you don't need extra time, enter 0:00 in those fields. Available rooms will be in green; rooms not available will be in red.

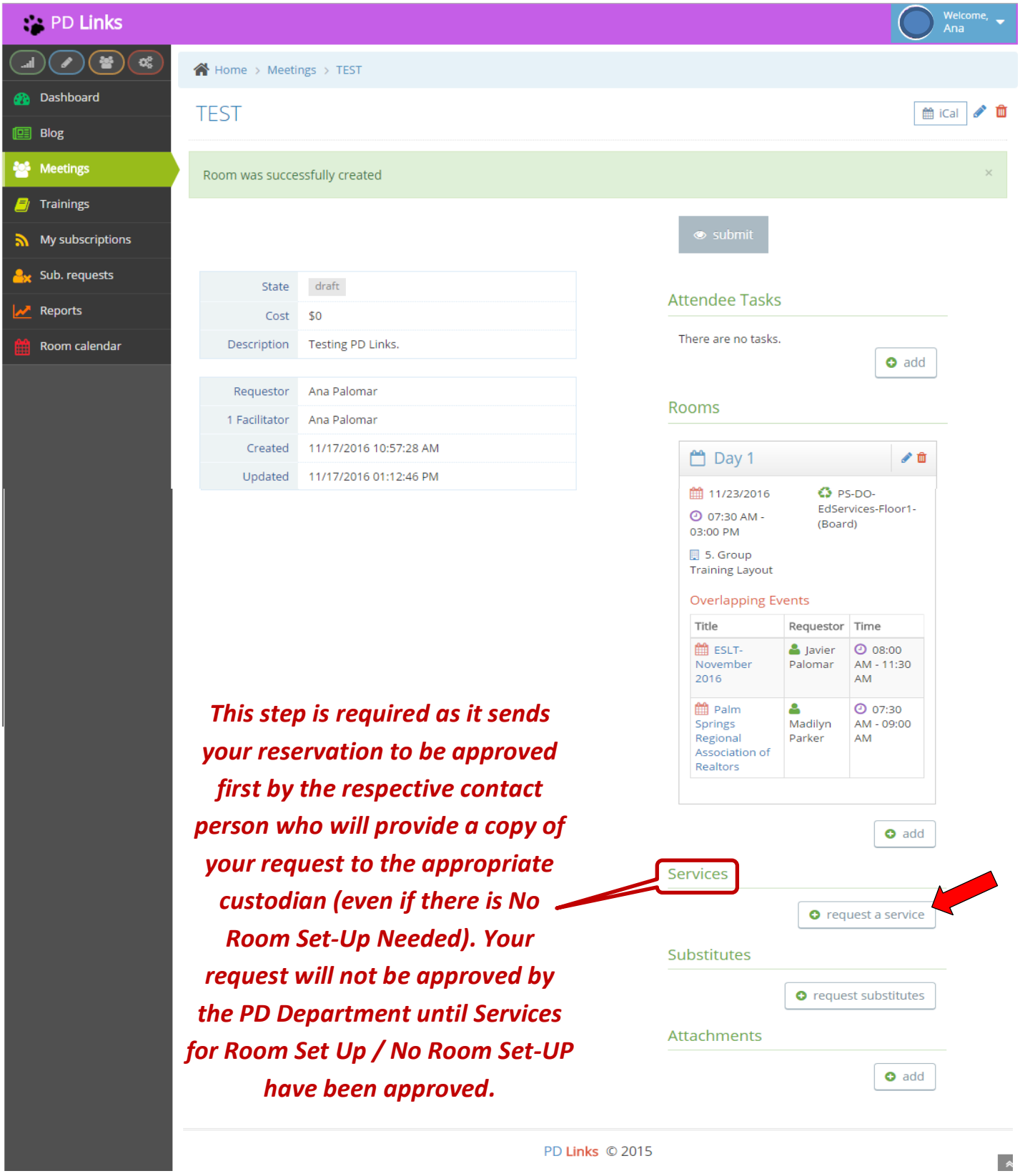




5. Choose the set up or *Room Configuration* you desire (if you don't require a set up, please chose option *1. No Set Up Needed*) then click the ***Save*** button.

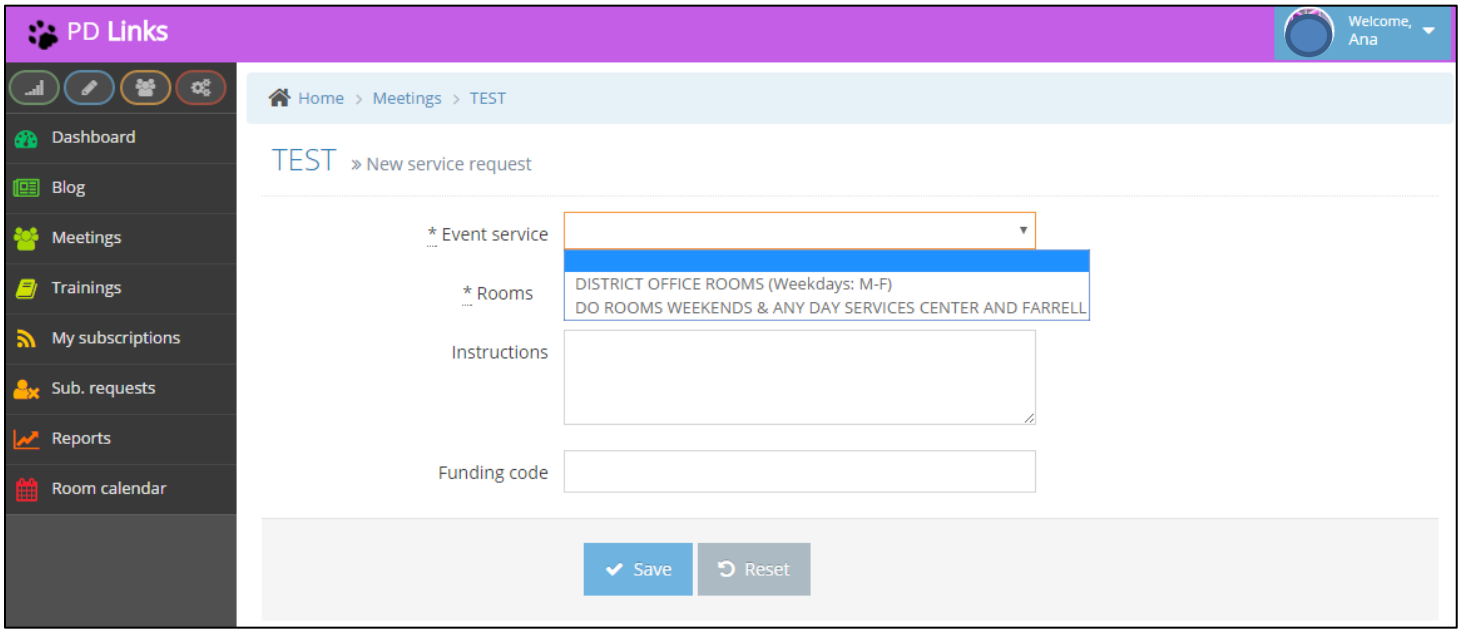
* ***If your Meeting will have multiple days, repeat steps 3-5 for each day or create separate events for each day in which case participants would have to register for each day separately.***

6. Under *Services*, click *Request A Service*

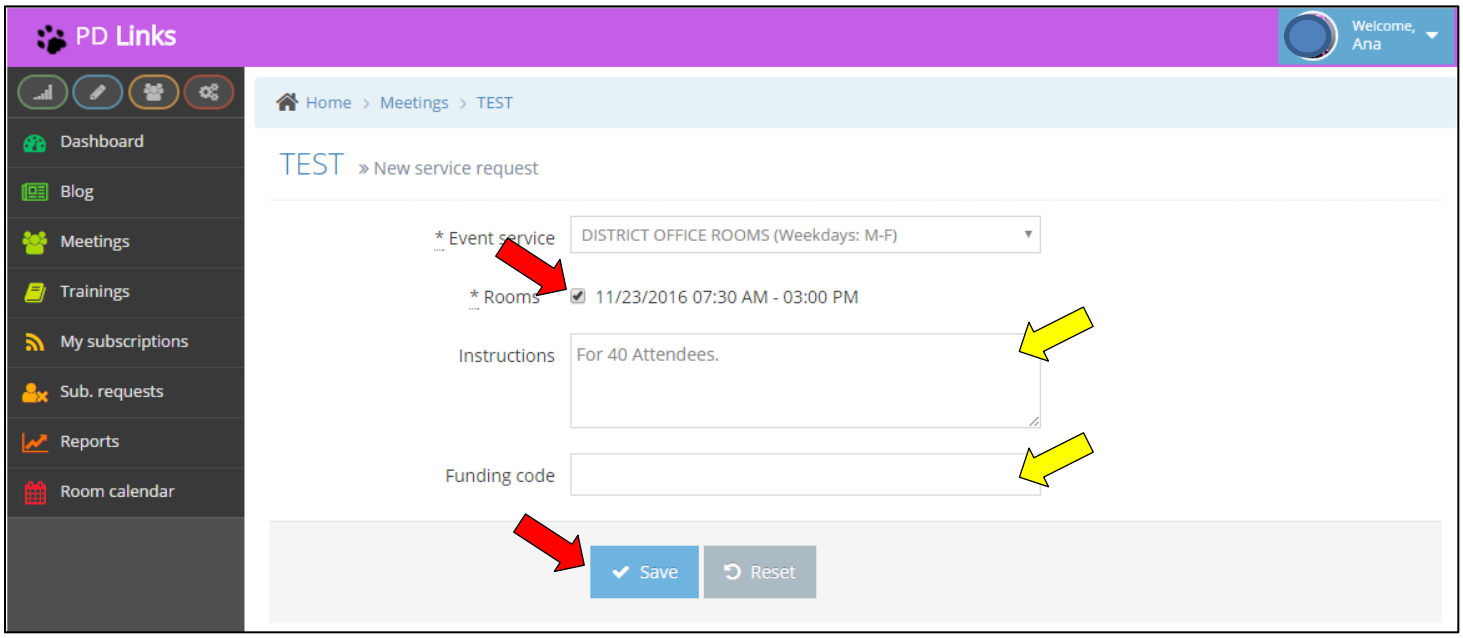


This step is required as it sends your reservation to be approved first by the respective contact person who will provide a copy of your request to the appropriate custodian (even if there is No Room Set-Up Needed). Your request will not be approved by the PD Department until Services for Room Set Up / No Room Set-UP have been approved.

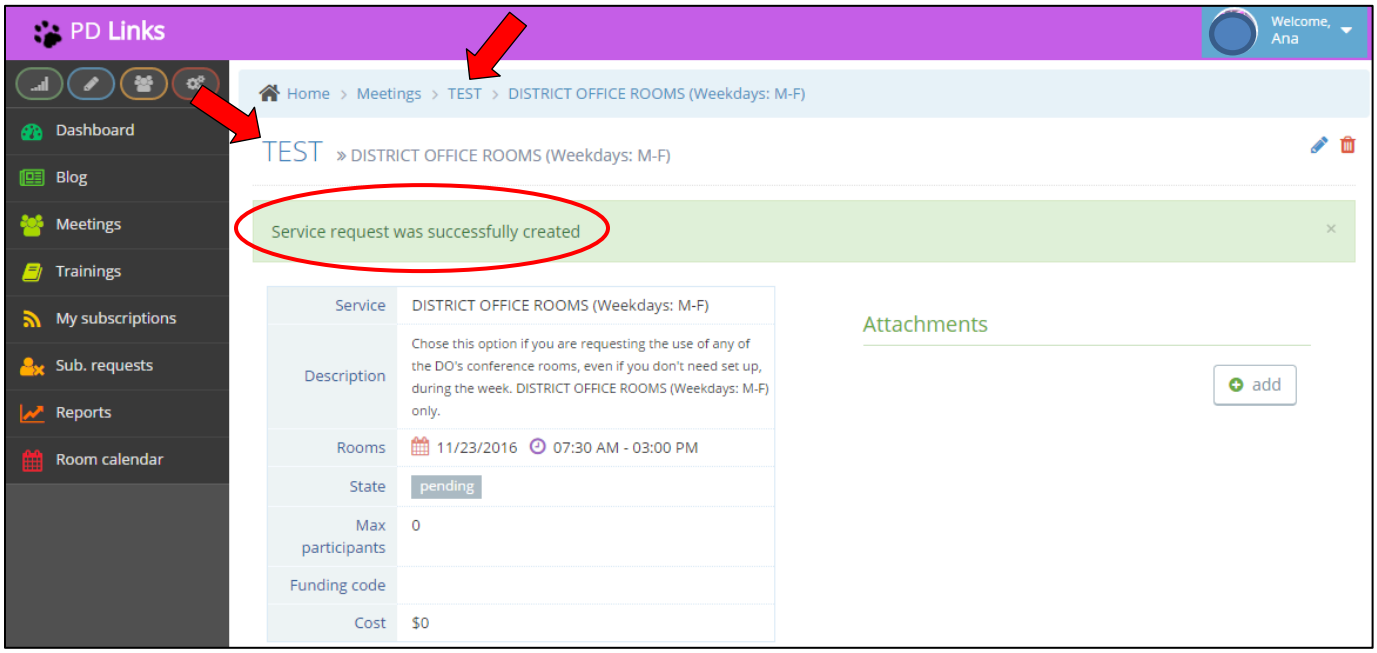
7. Choose an *Event Service*
   - ***Choose DISTRICT OFFICE ROOMS (Weekdays: M-F) if you are requesting the use of any of the DO's conference rooms during the week, <u>even if you don't need set up</u>.***
   - ***Choose DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL if you are requesting the use of any of the Service Center and Farrell conference rooms or any of the DO's conference rooms on the weekend, <u>even if you don't need set up</u>.***



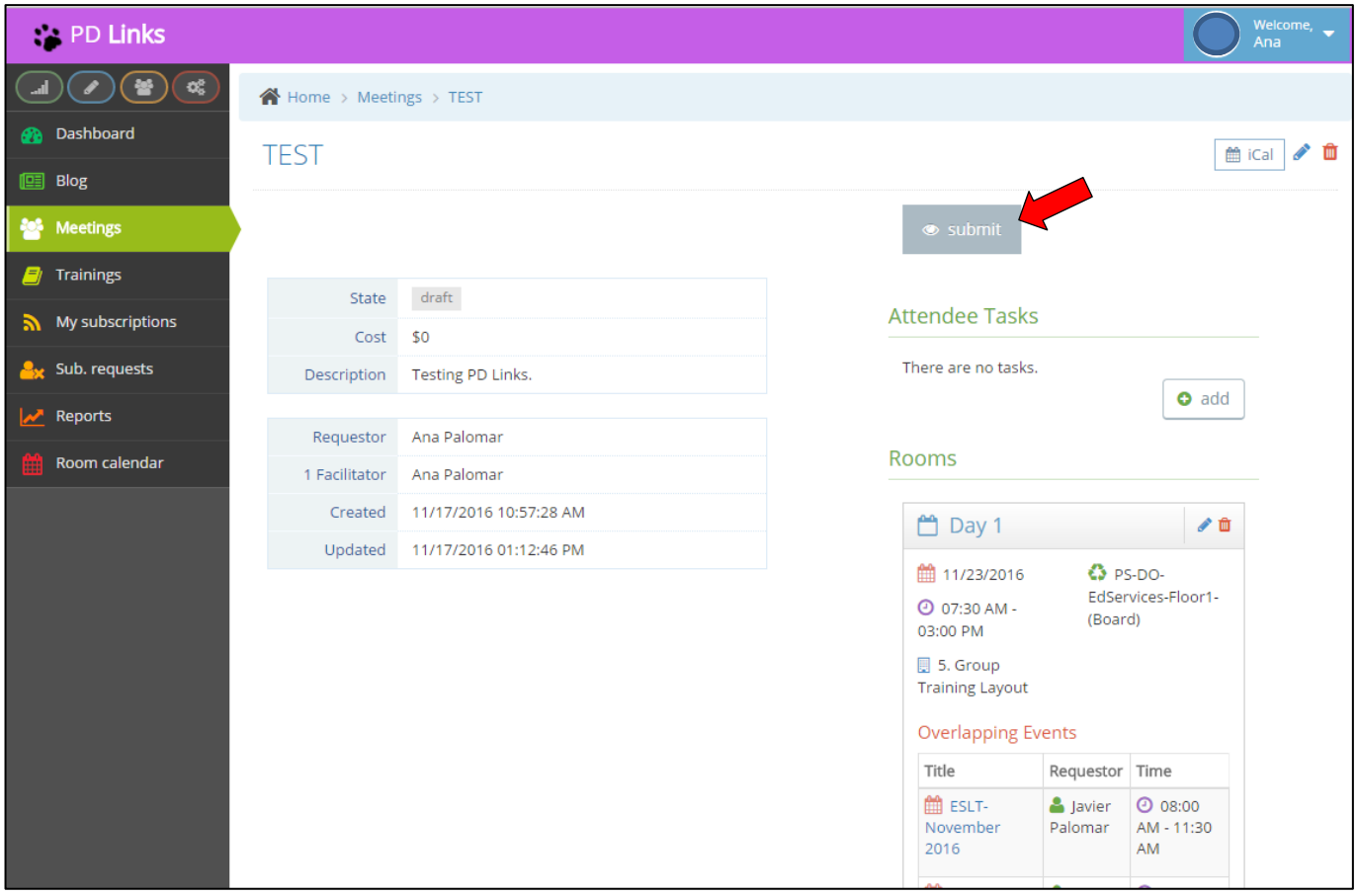
8. Choose the *Rooms* (date and times) this set up is for. In *Instructions* include any other pertinent information for this set up. Then click the ***Save*** button. (*Instructions* and *Funding Code* are not required fields)



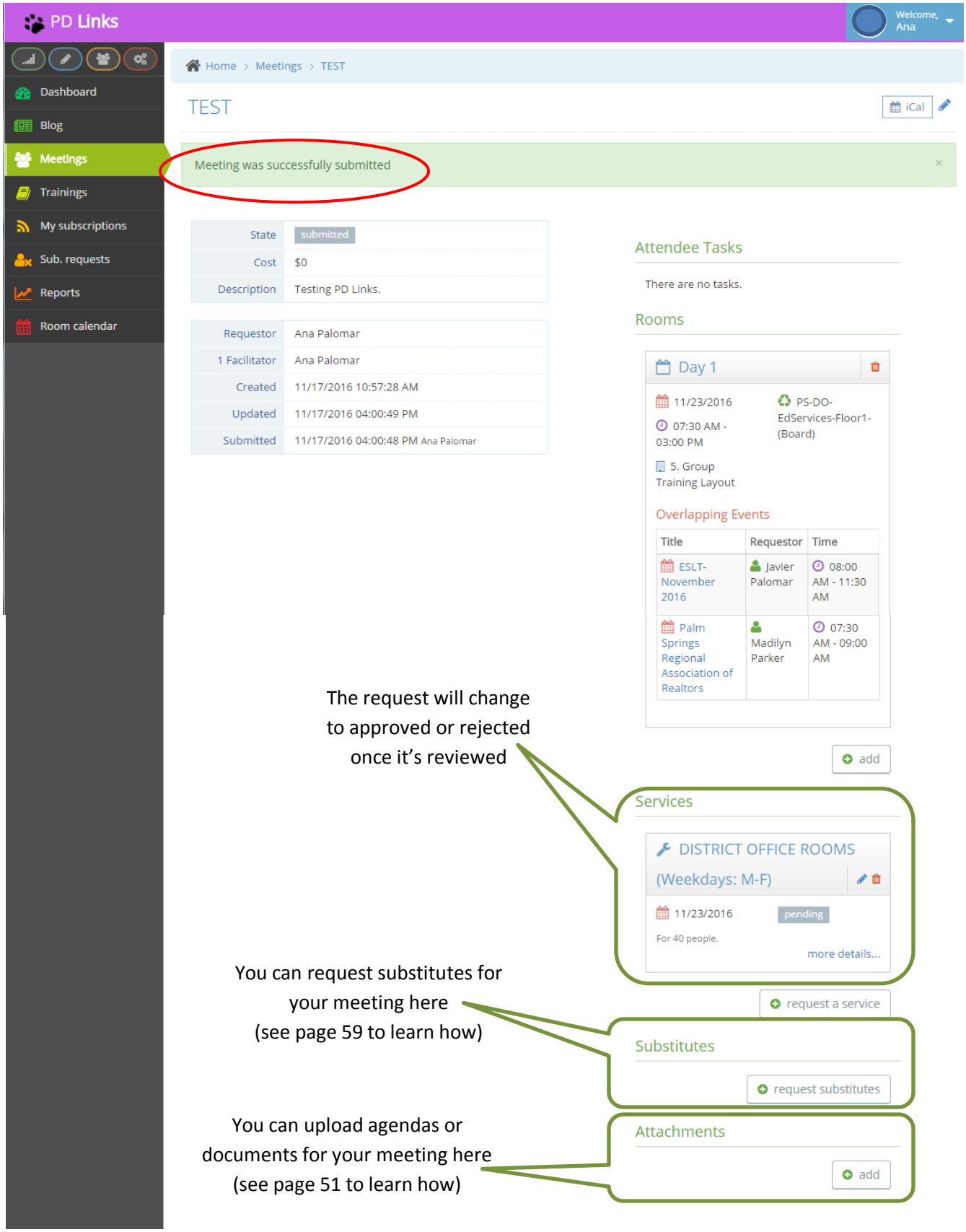
9. You'll then get a confirmation of your request like the one shown below. To go back to the main page of your event, click on the title of your meeting (on either place).



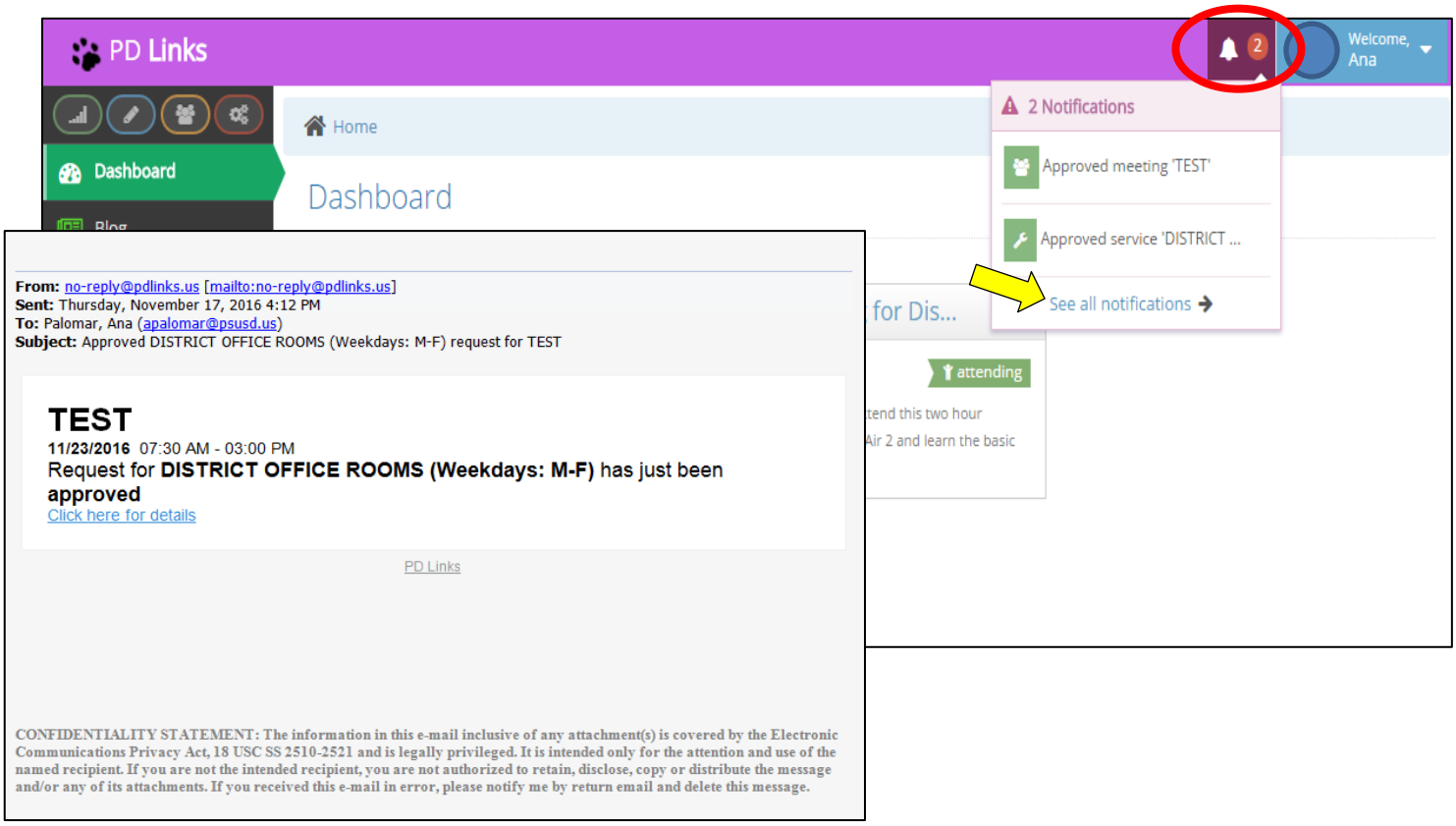
10. Click the *Submit* button. Your request will not begin the approval process until you *Submit.*

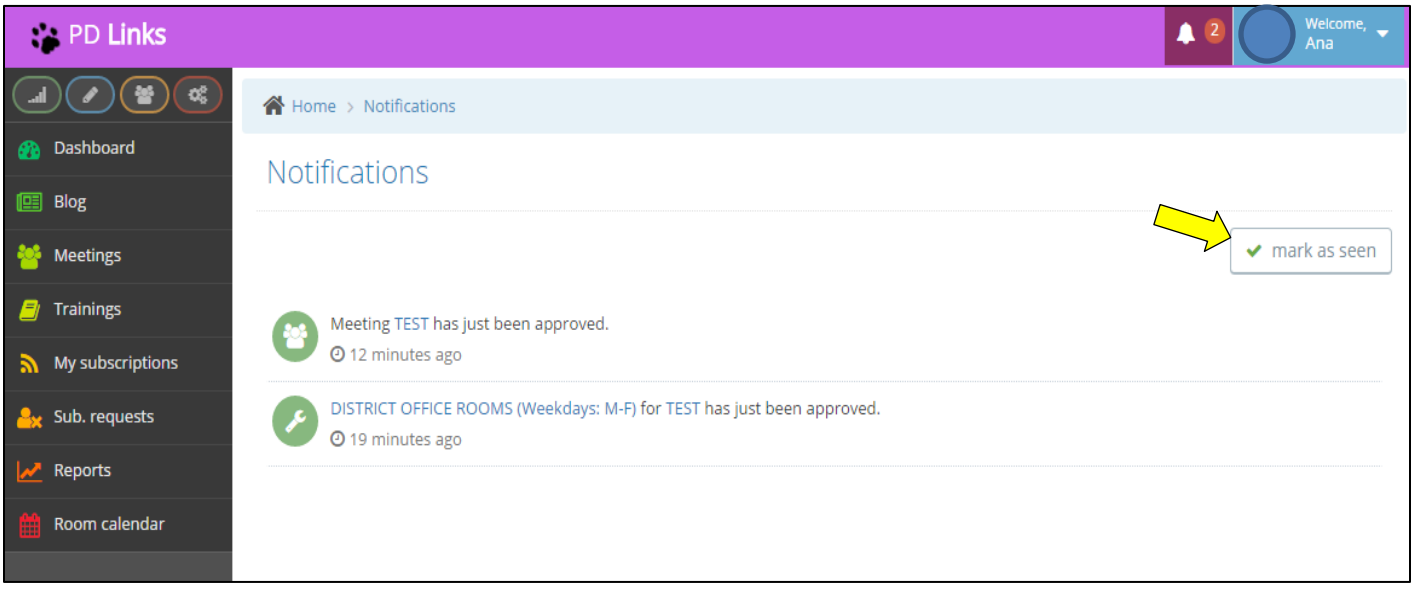


11. Confirmation of submission



12. You'll get notified by email and in your **PD Links** account when your Meeting has been through the approval process.





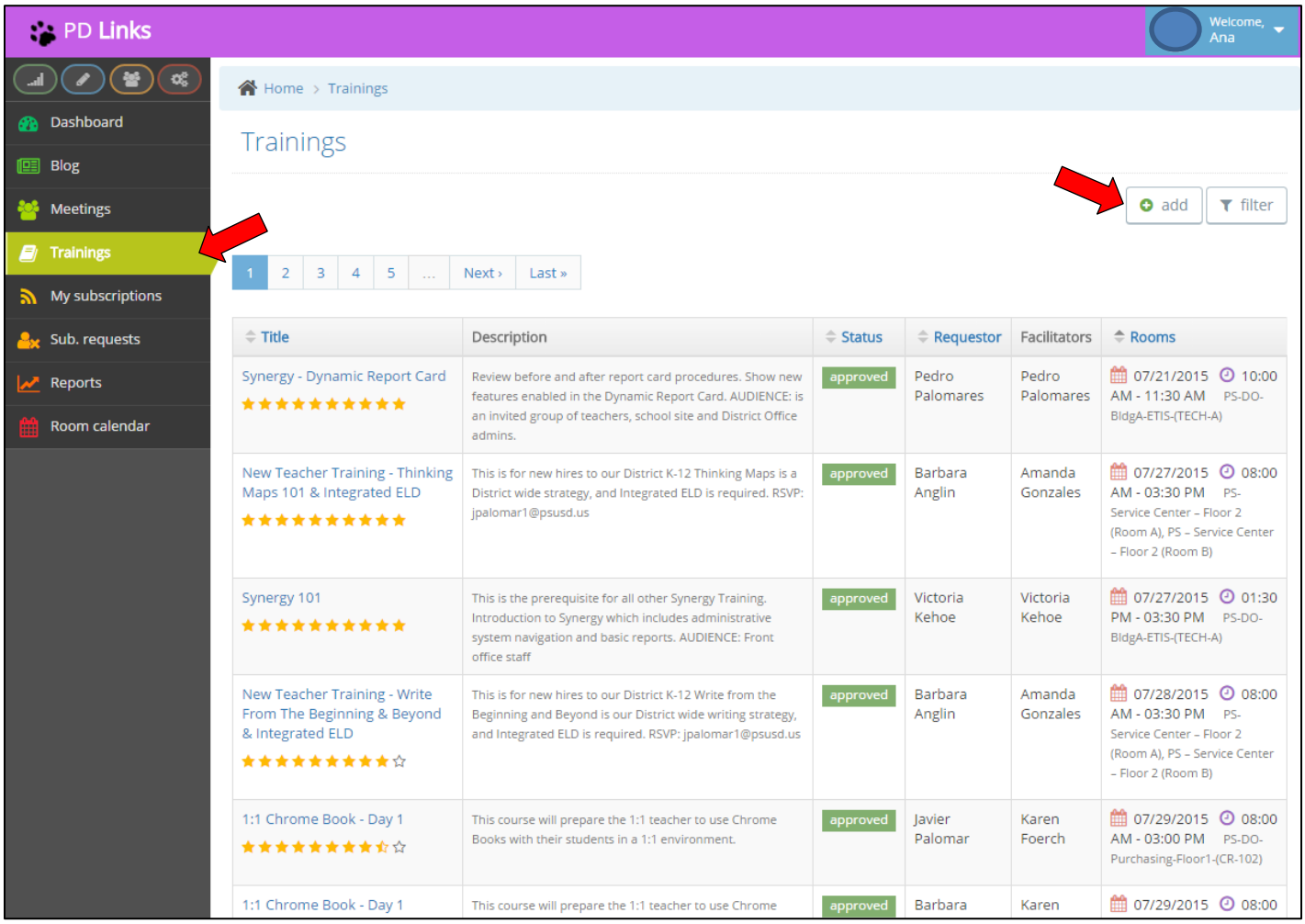
* Click on ***See All Notifications*** to *mark as seen*

CREATING EVENTS: TRAININGS

[Back to TOC]

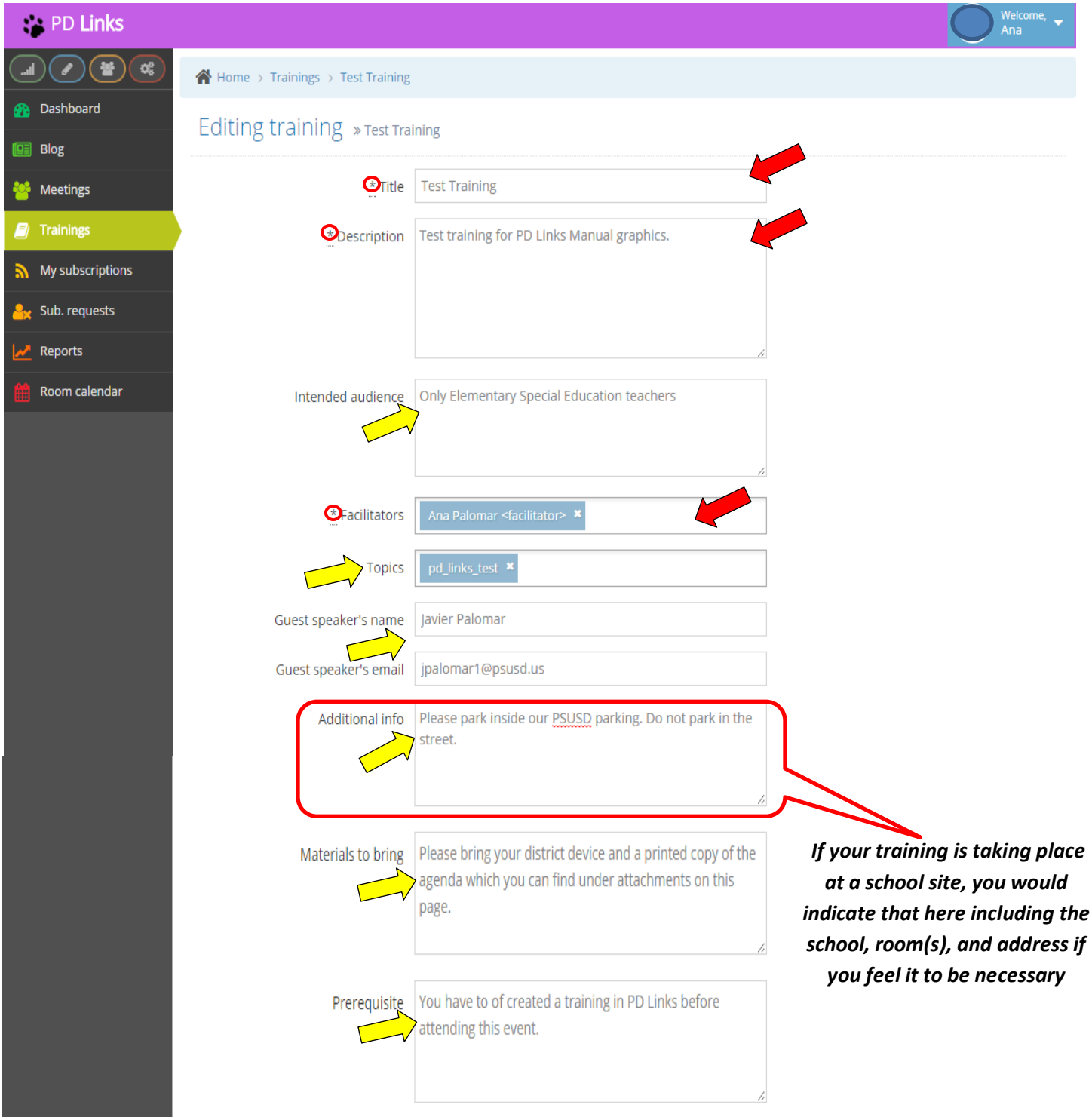
The *Trainings* tab has the purpose of reserving a location for your training, request set up and/or catering, keeping track of registration and attendees, reserving subs, giving information and instruction to your intended participants and much more. We will now go through step by step on how to use this tab:

1. Click the *Trainings* tab then click the *Add* button

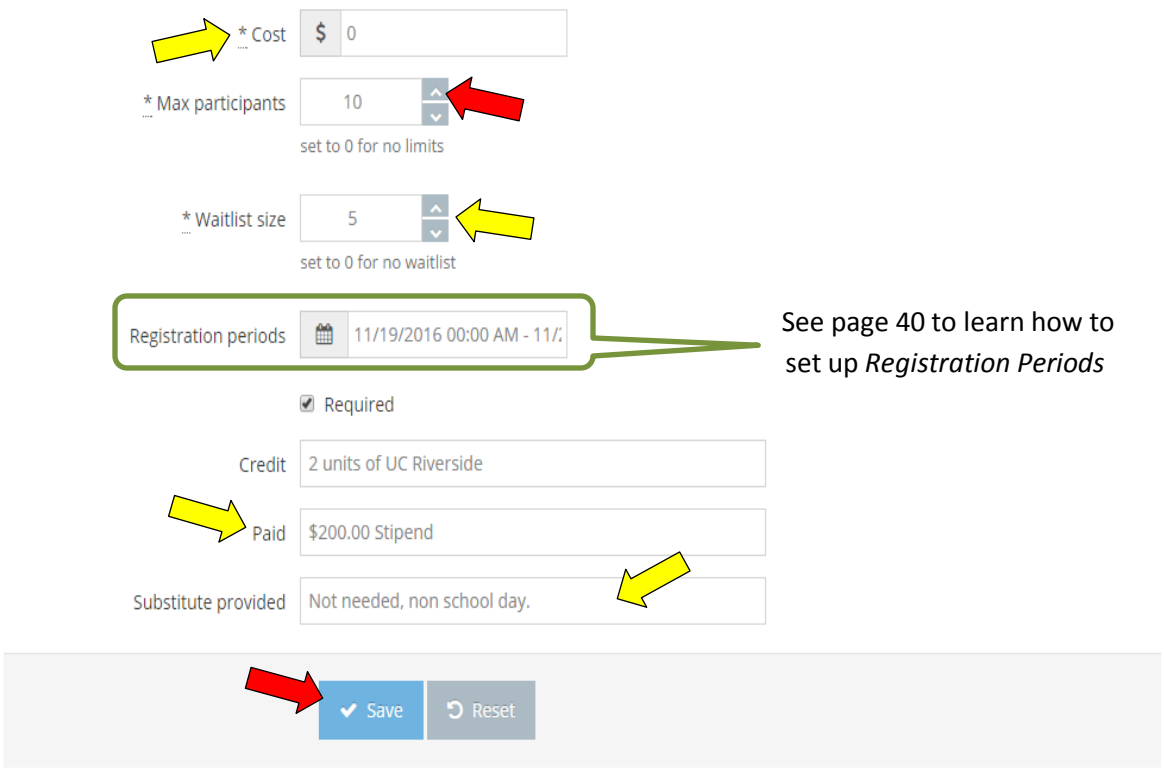


2. Fill out the required fields then click the ***Save*** button.

Anything with a * is a required field. All other fields are not required but we suggest filling in as much pertinent information. This way anyone who visits your training's main page will be well informed. Additional Facilitators can be added to the training; facilitators have access to edit description and add services at any time prior to the event taking place.



If your training is taking place at a school site, you would indicate that here including the school, room(s), and address if you feel it to be necessary



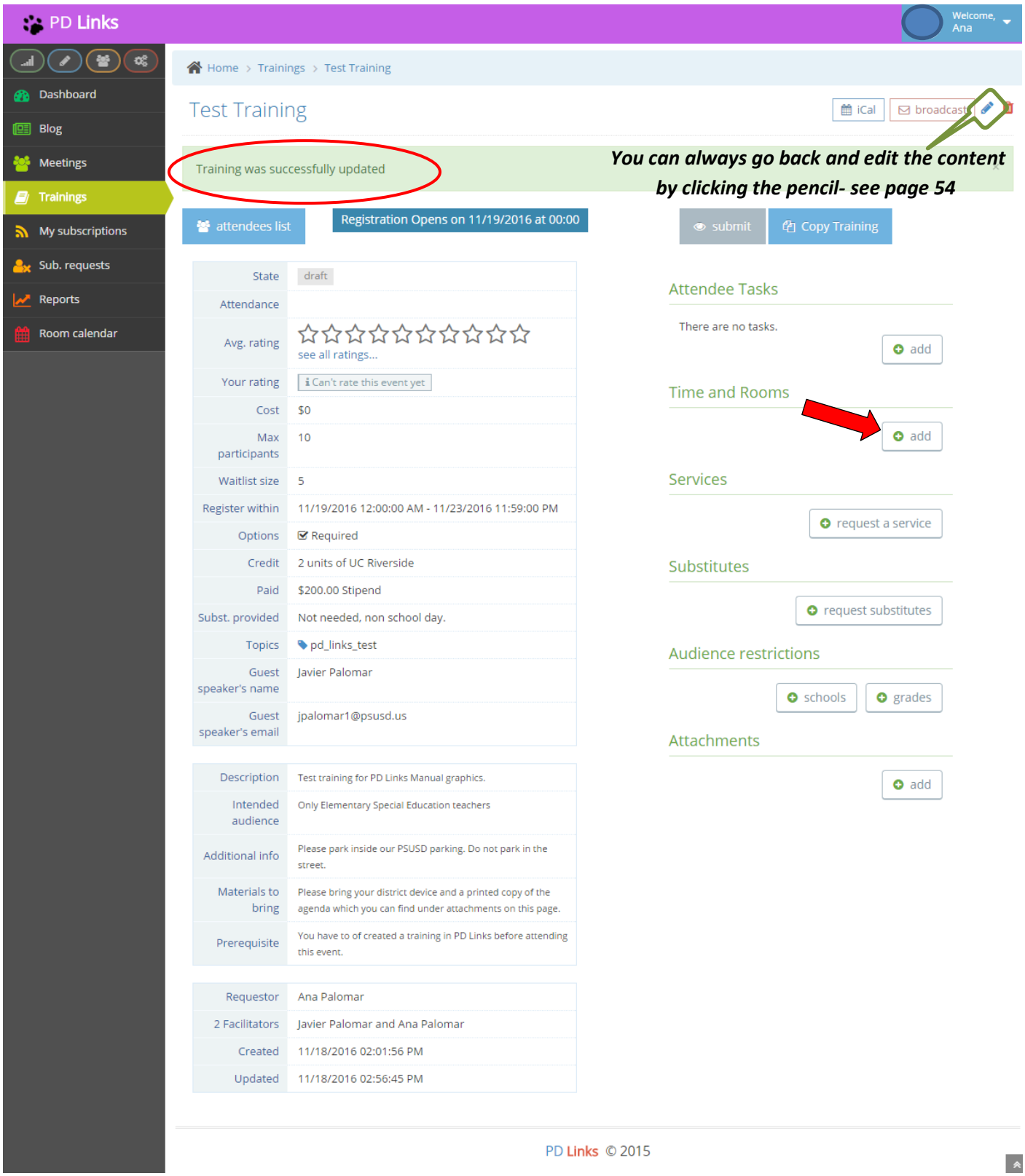
See page 40 to learn how to set up *Registration Periods*

- *Cost* is an optional field. *Max Participants* should be filled.
- *Waitlist* is optional.
- *Registration Periods* will define the time span for participants to register. *Required* and *Credit* are also optional, they will only be checked/ filled if the **Facilitator** see it necessary.
- *Paid* will only apply if the training is taking place outside of work ours and if the participants will be compensated for their time.
- *Substituted Provided* will be filled to indicate if set service will be requested.

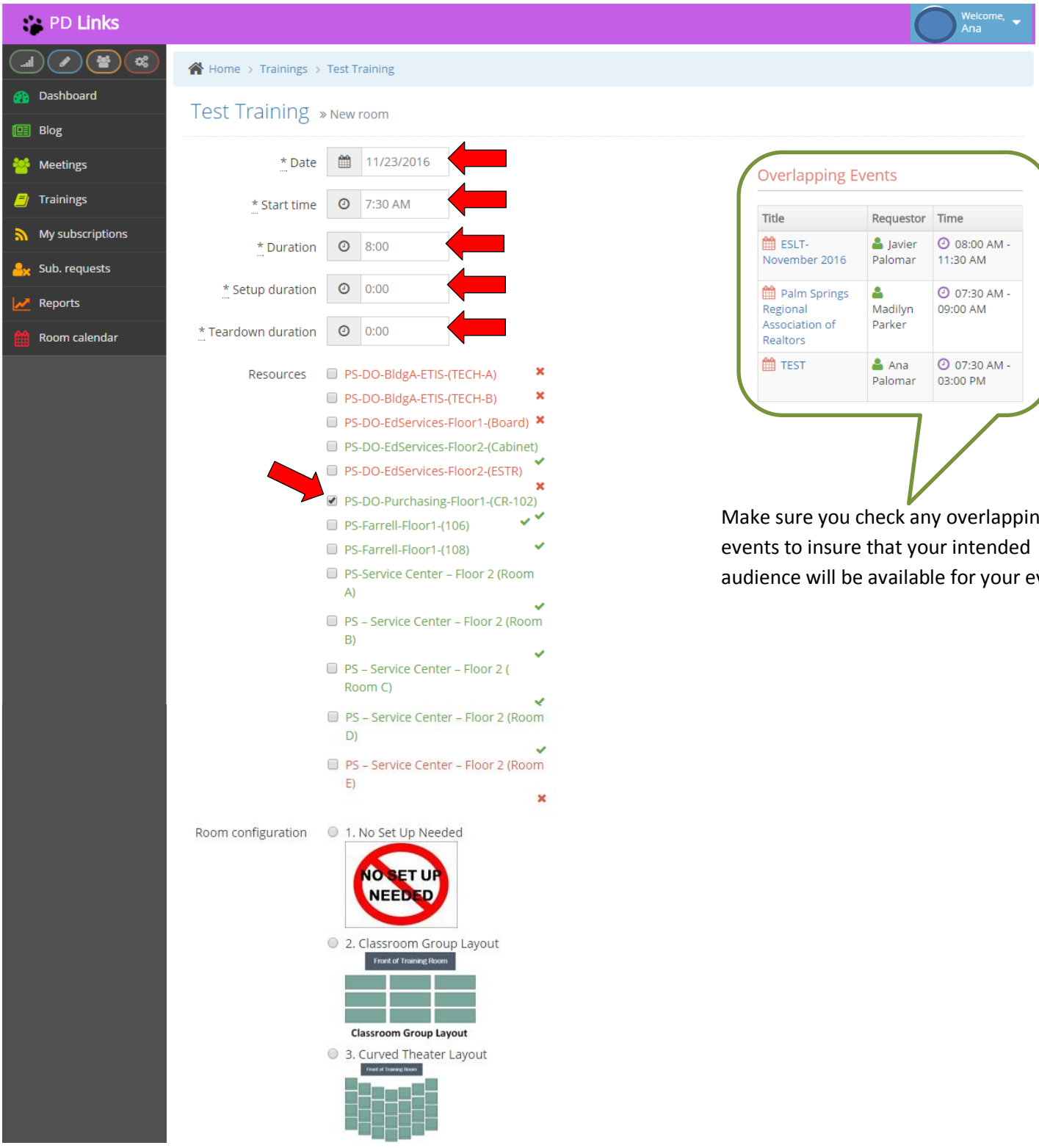
After clicking the ***Save*** button, the system will take you to the main page of your training where you'll see a confirmation of your training update.

**** If your training is taking place at your school site or another location and not in one of our district conference rooms, skip to STEP 10. Make sure you indicate the location in the Additional Info box provided (see page 30).****

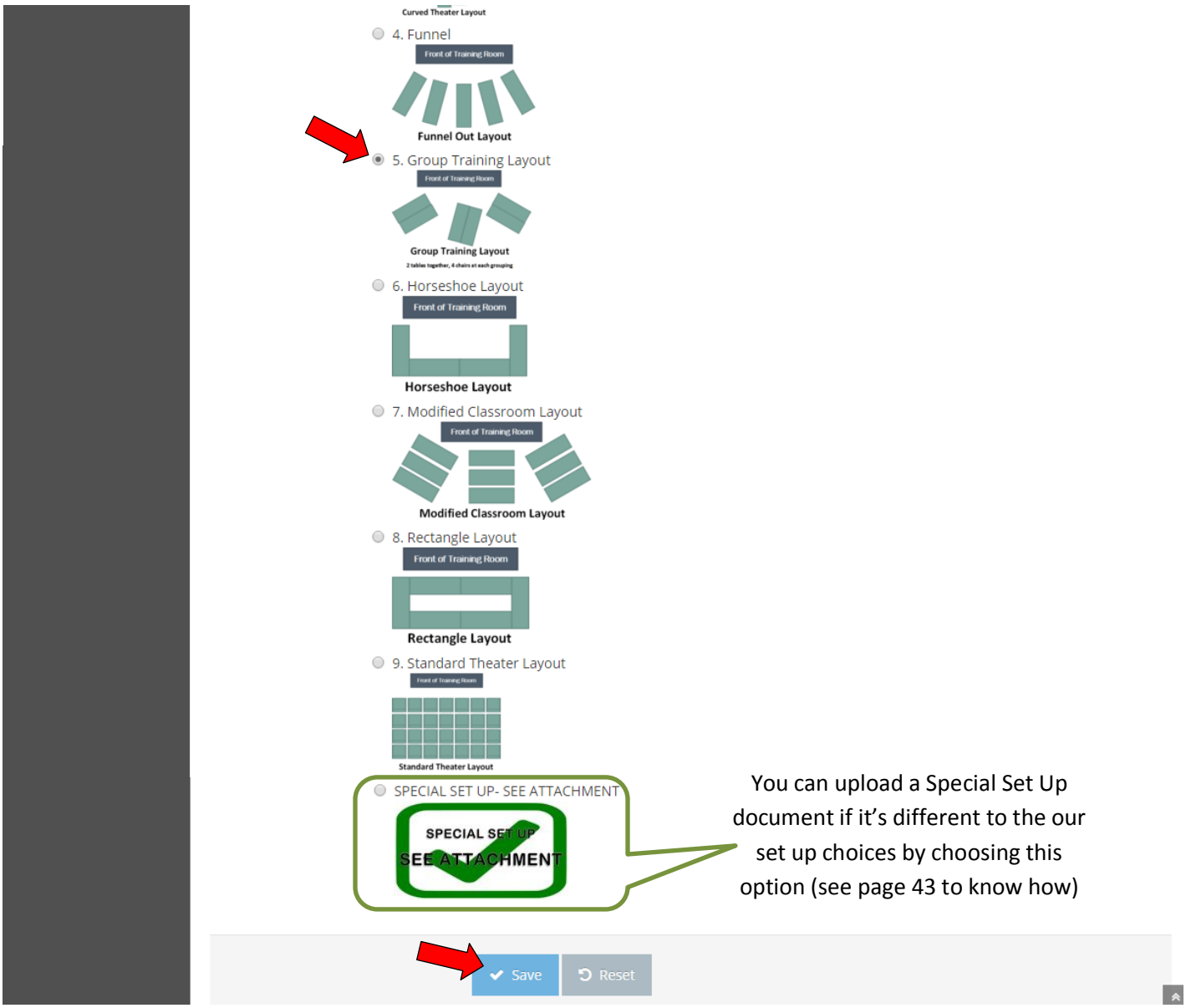
3. Under *Time And Rooms*, click *add* button



4. You will now fill out all required fields
   Date, Start time, Duration, Set up & Teardown Duration are all required. Set up & Teardown are to reserve the room before or after your start and end time. If you don't need extra time, enter 0:00 in those fields. Available rooms will be in green; rooms not available will be in red.)



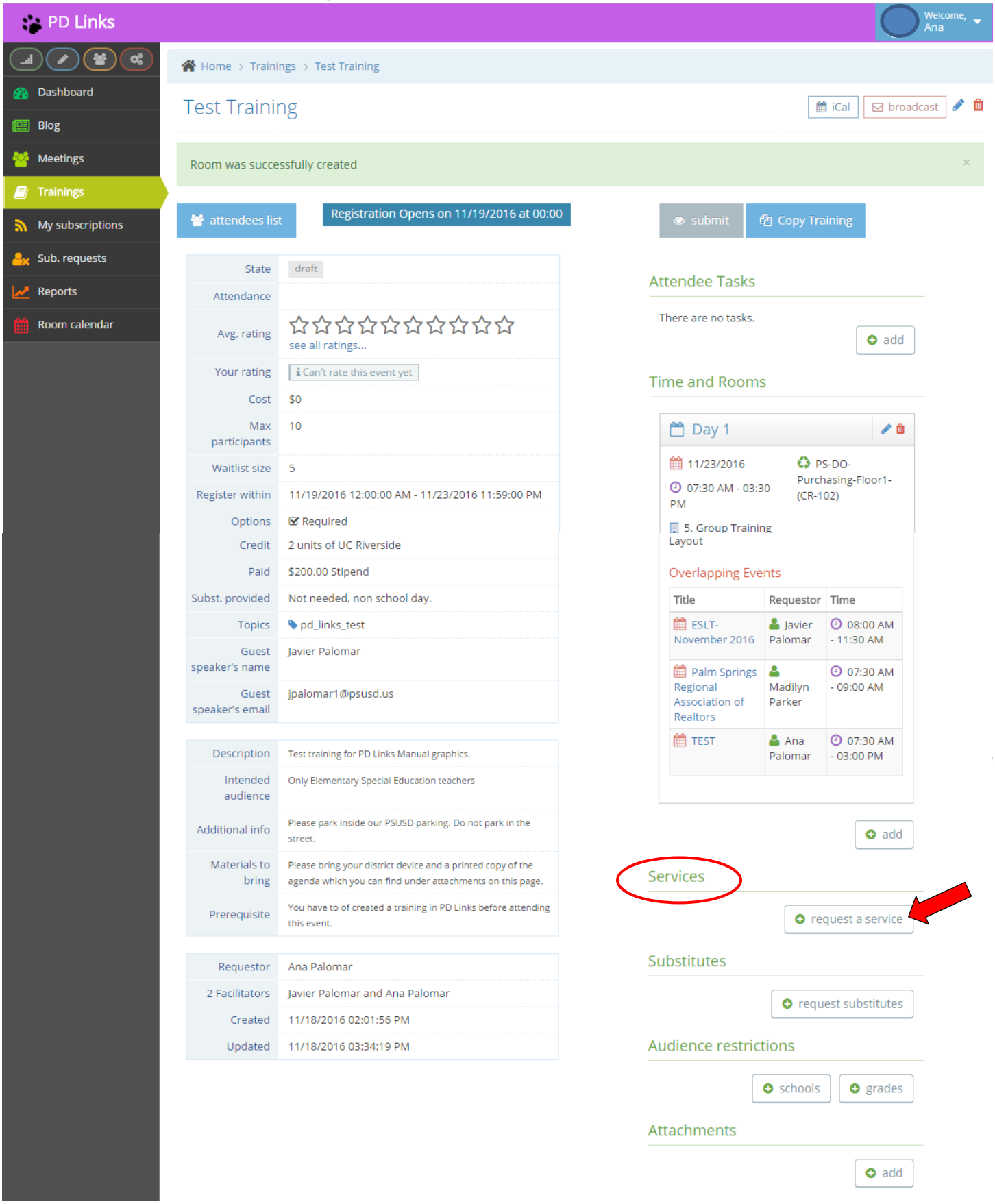
Make sure you check any overlapping events to insure that your intended audience will be available for your event.



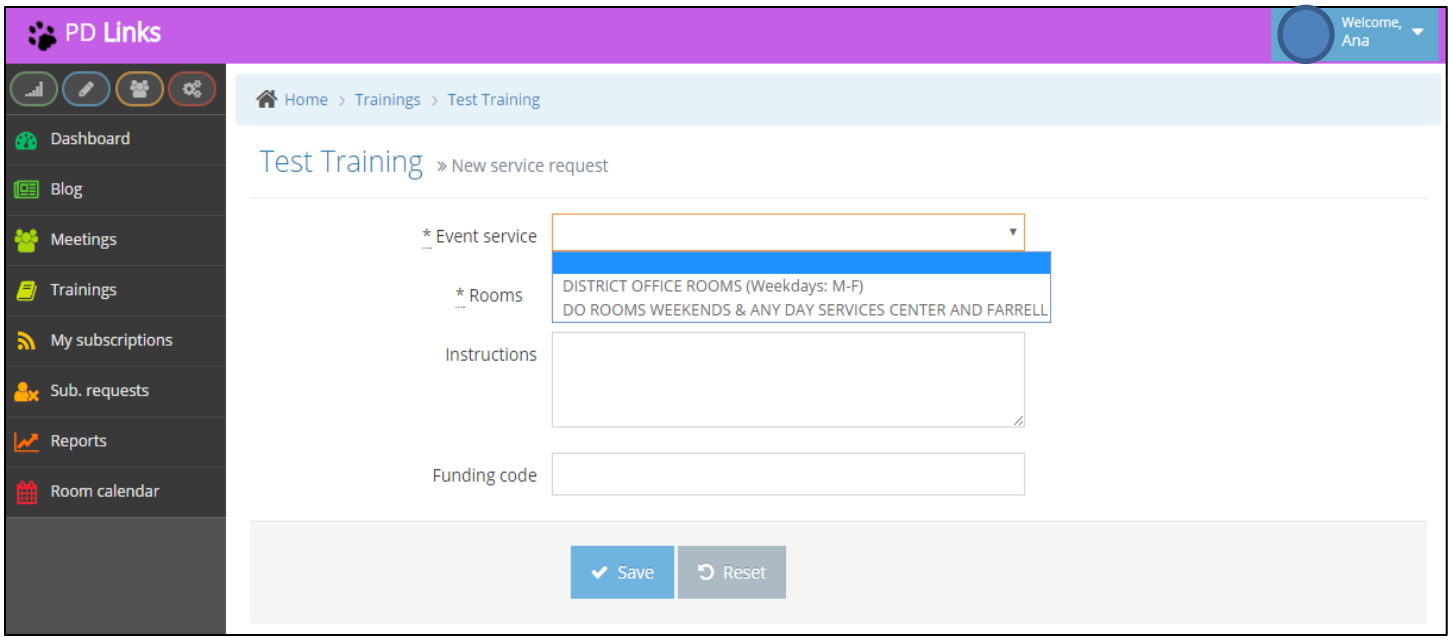
5. Chose the set up or *Room Configuration* you desire (if you don't require a set up, please chose option *1. No Set Up Needed*) then click the ***Save*** button.

* ***If your Training will have multiple days, repeat steps 3-5 for each day or create separate events for each day in which case participants would have to register for each day separately.***

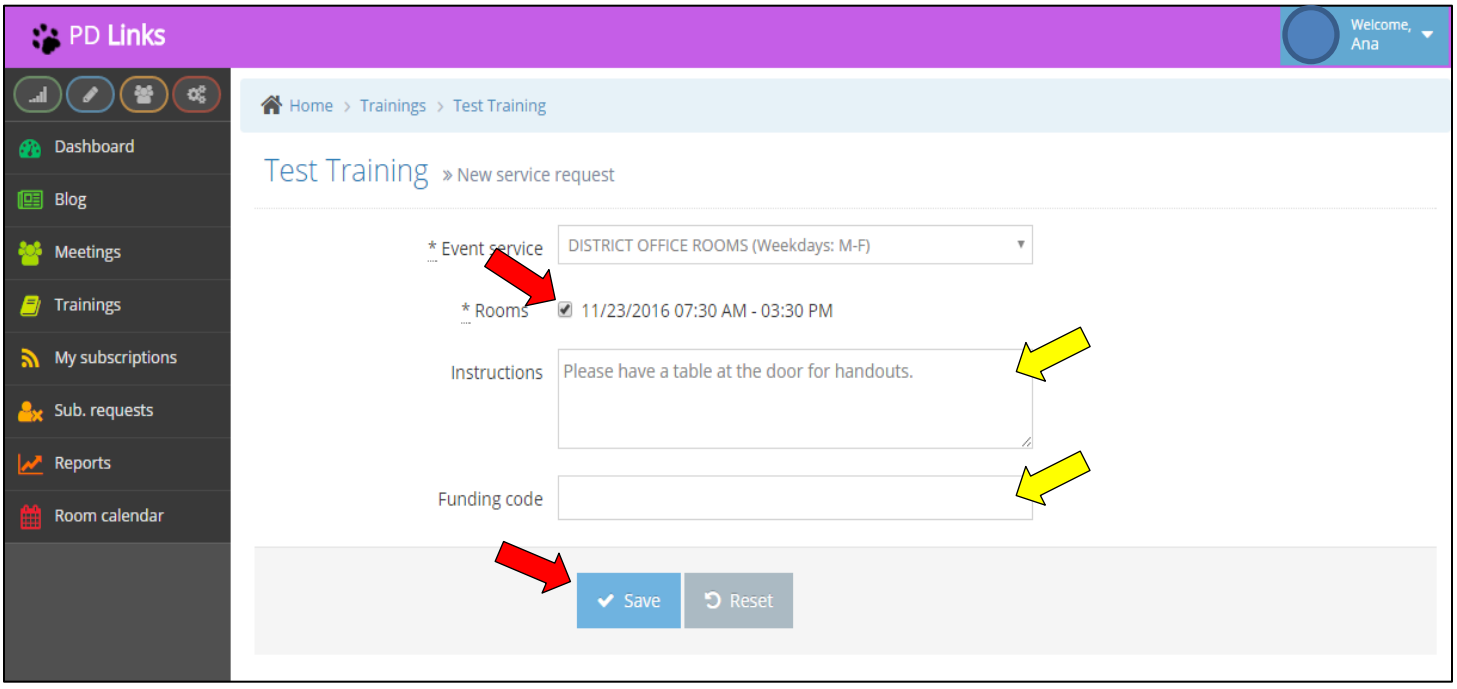
6. Under *Services*, click *Request A Service*



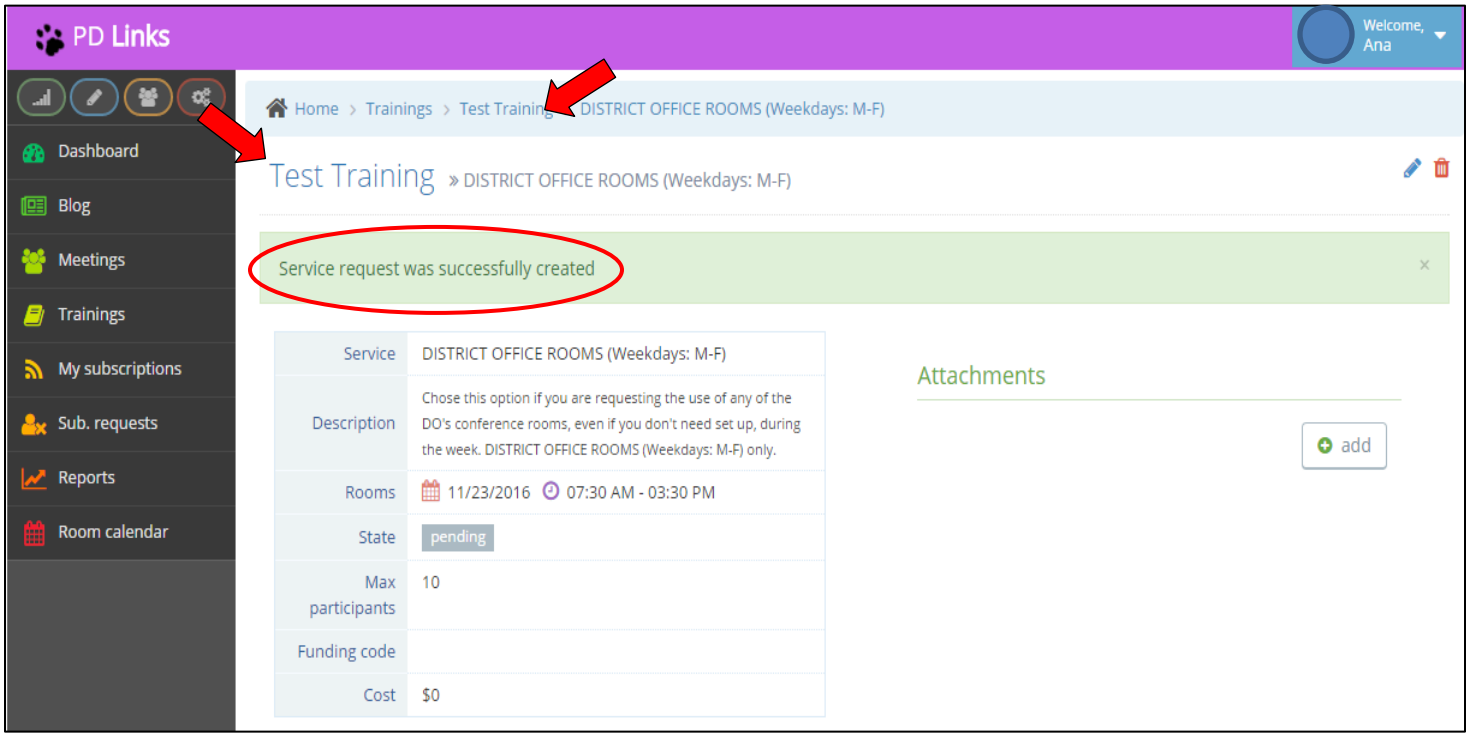
7. Choose an *Event Service*
   - ***Choose DISTRICT OFFICE ROOMS (Weekdays: M-F) if you are requesting the use of any of the DO's conference rooms during the week, even if you don't need set up.***
   - ***Choose DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL if you are requesting the use of any of the Service Center and Farrell conference rooms or any of the DO's conference rooms on the weekend, even if you don't need set up.***



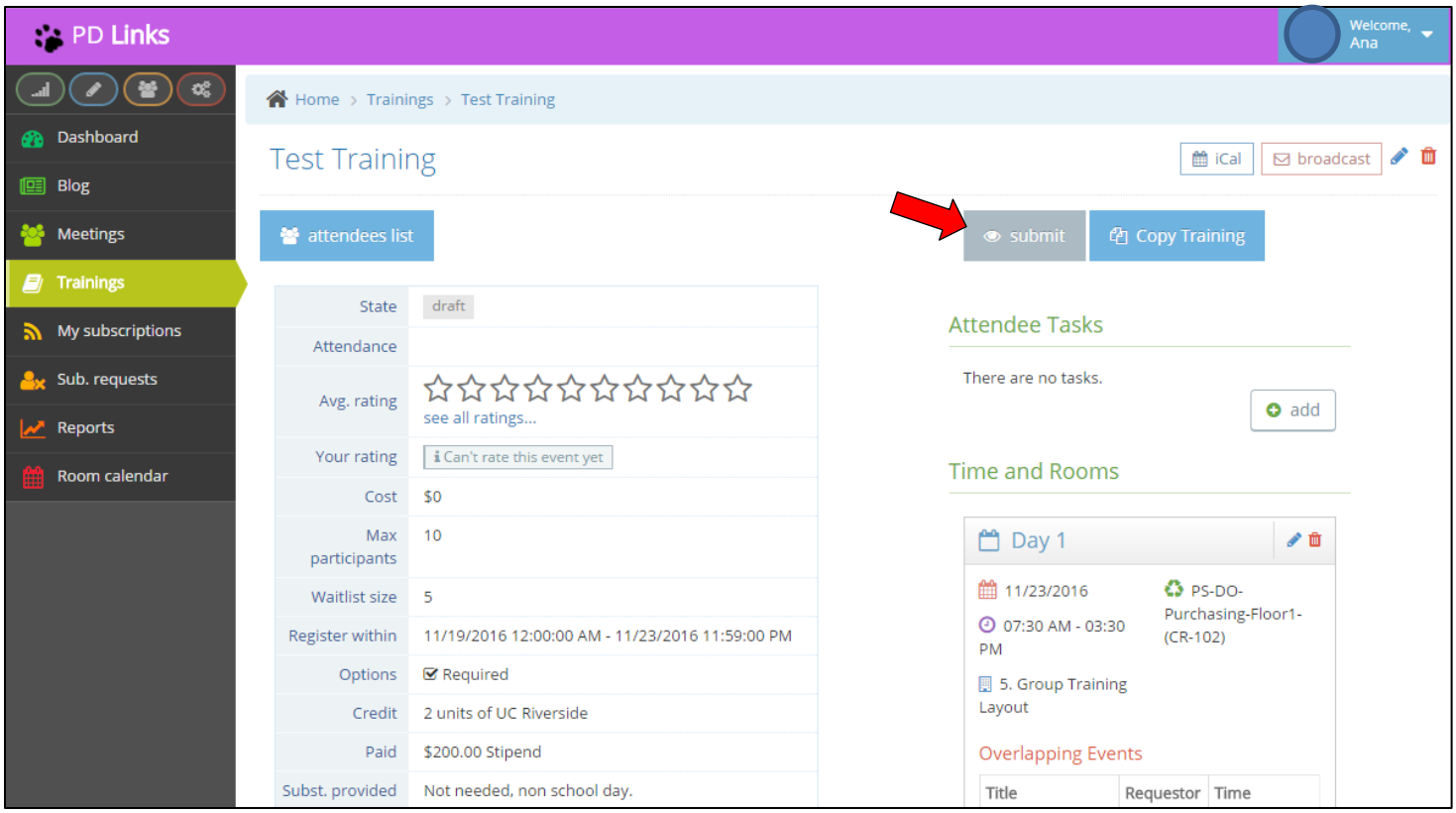
8. Choose the *Rooms* (date and times) this set up is for. In *Instructions* include any other pertinent information for this set up. Then click the ***Save*** button. (*Instructions* and *Funding Code* are not required fields)



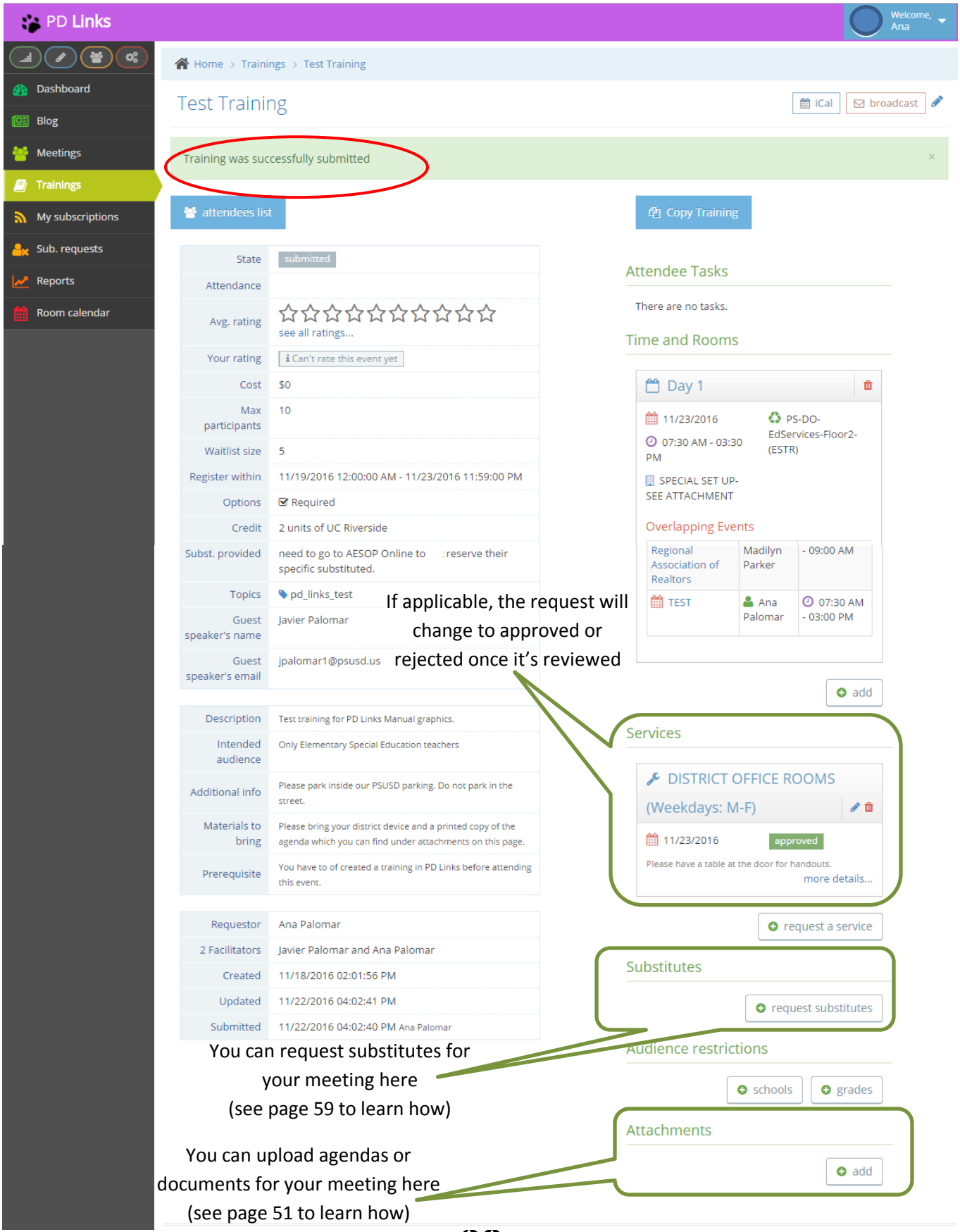
9. You'll then get a confirmation of your request like the one shown below. To go back to the main page of your event, click on the title of your meeting (on either place).



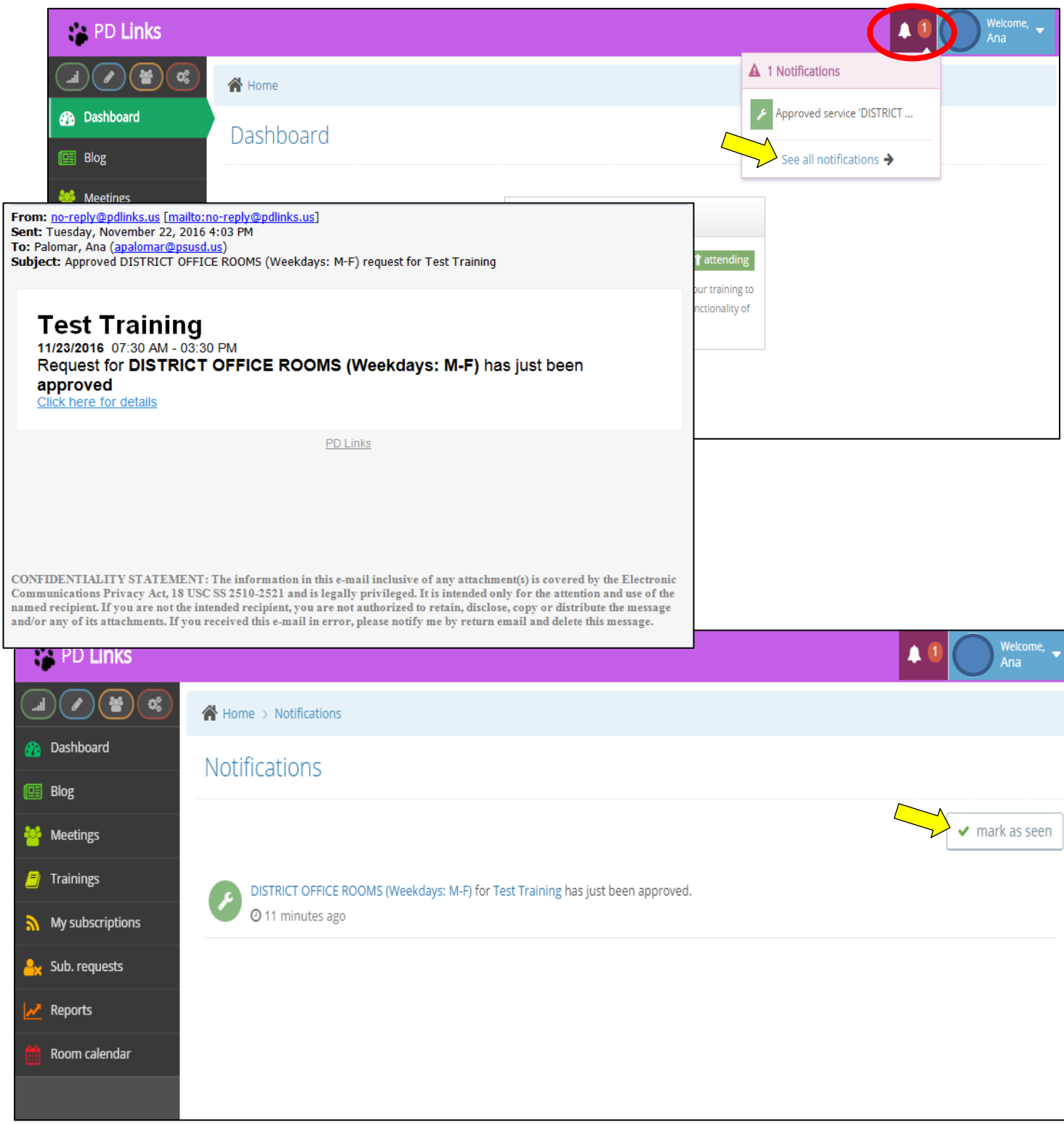
10. If you don't wish to make any other request, you're done at this point. Click *Submit* button. Your request will not begin the approval process until you *Submit*.



11. Confirmation of submission



12. You'll get notified by email and in your PD Links account when your *Training* has been through the approval process.



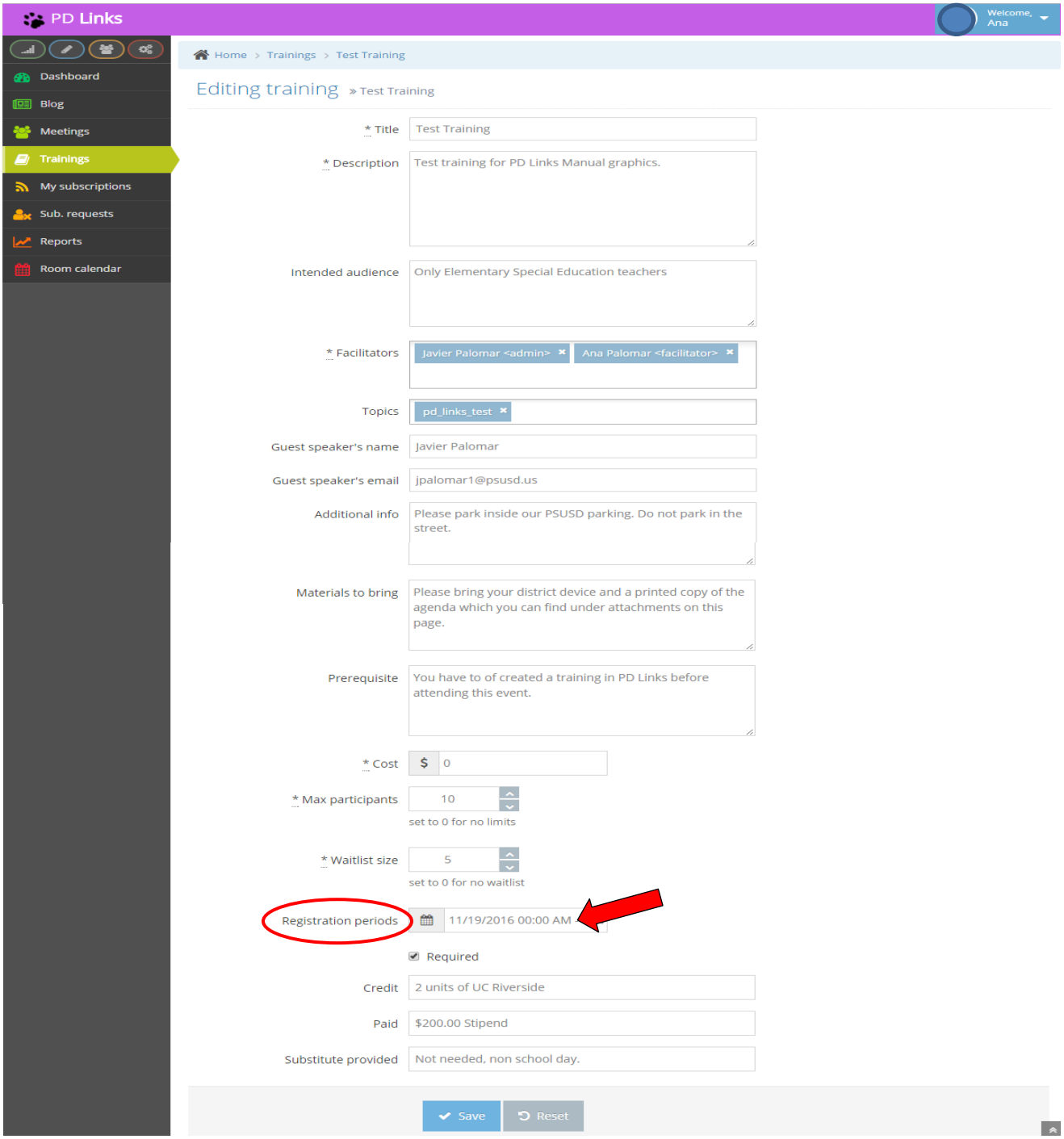
* Click on ***See All Notifications*** to *mark as seen*

REGISTRATION PERIOD

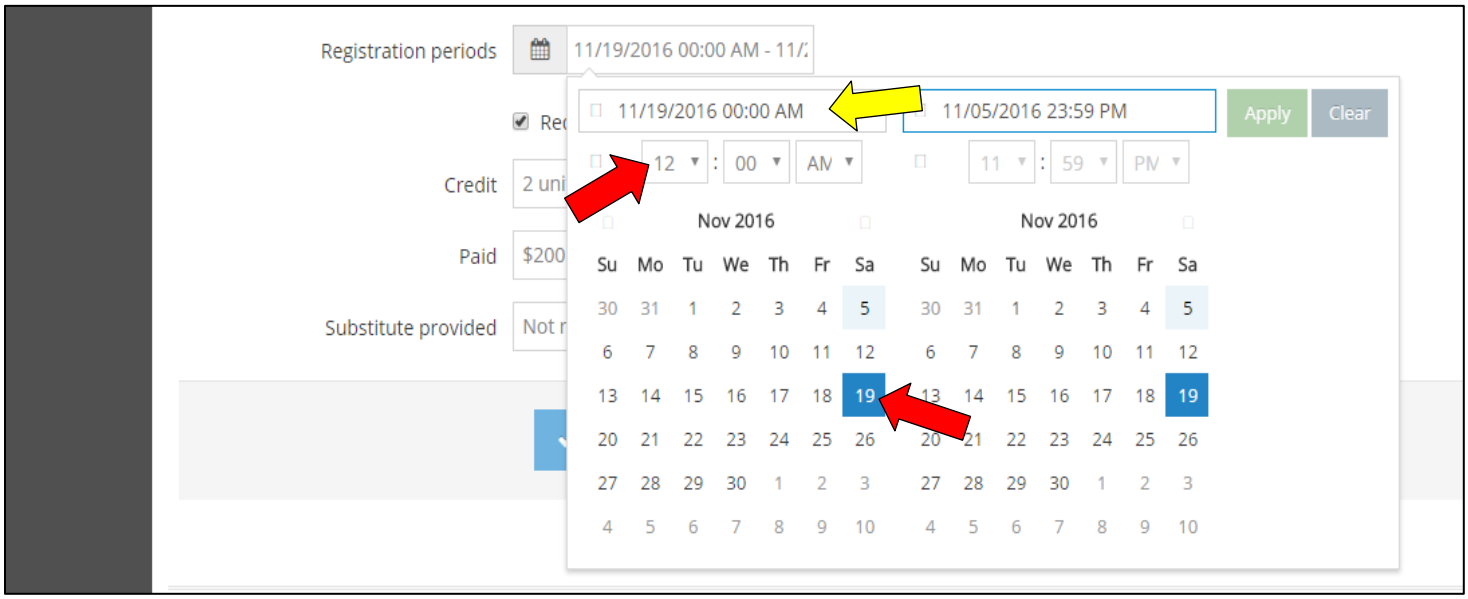
[Back to TOC]

You can also define the time available for potential participants to register. By using this option you can input your request and have it go live on a particular date and time. This can benefit you in preparing for your training; how many handouts to have, how much supplies to take and so on. Here's how you set a *Registration Period*:

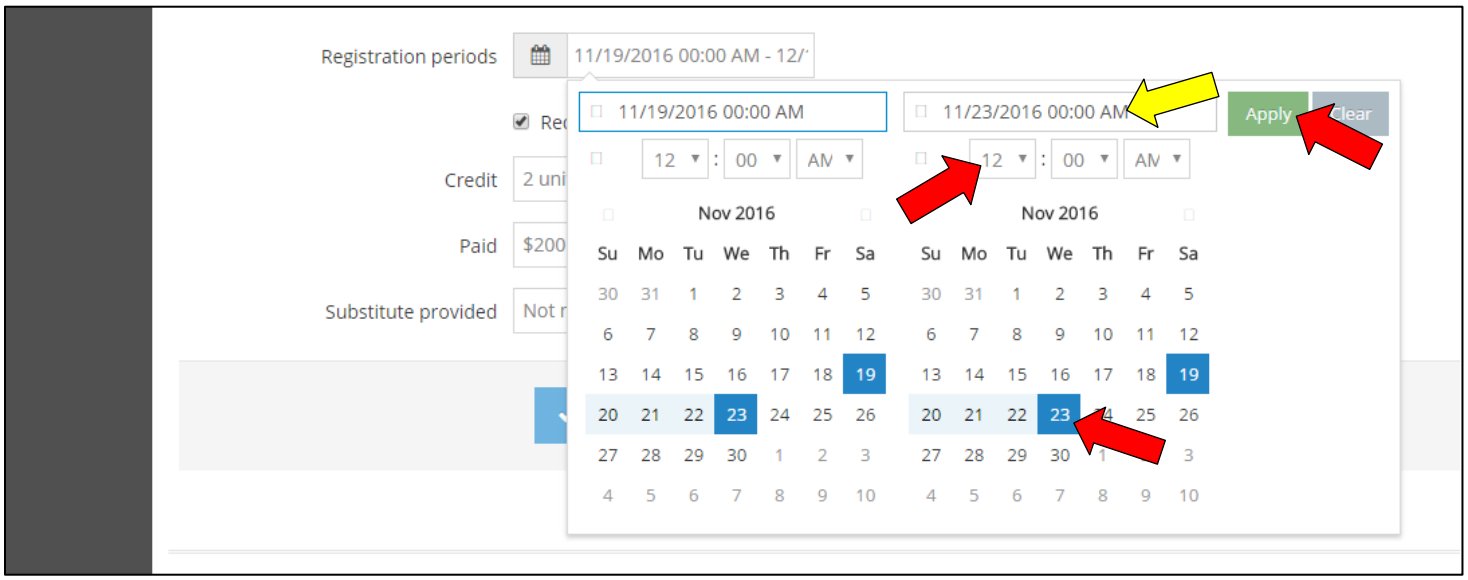
1. As you're editing the information for your training, click on *Registration Period*



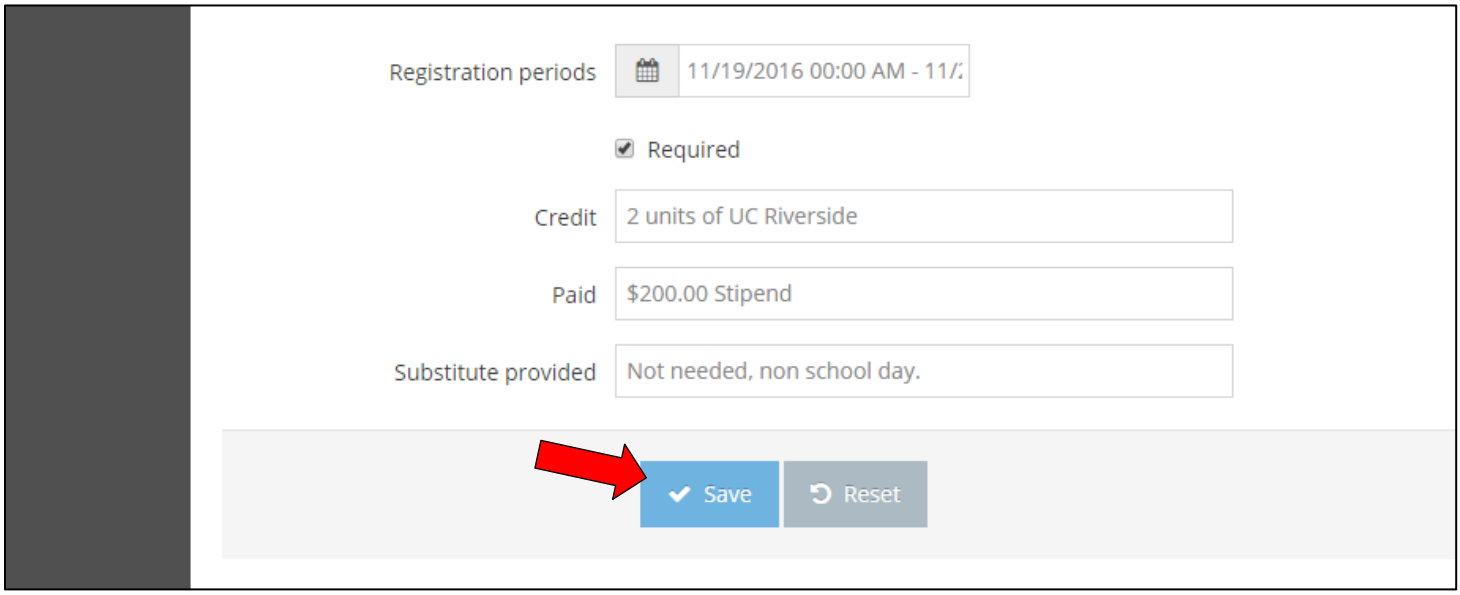
2. Click on the first date & time (you can also type in a specific date and time) to specify when registration opens.



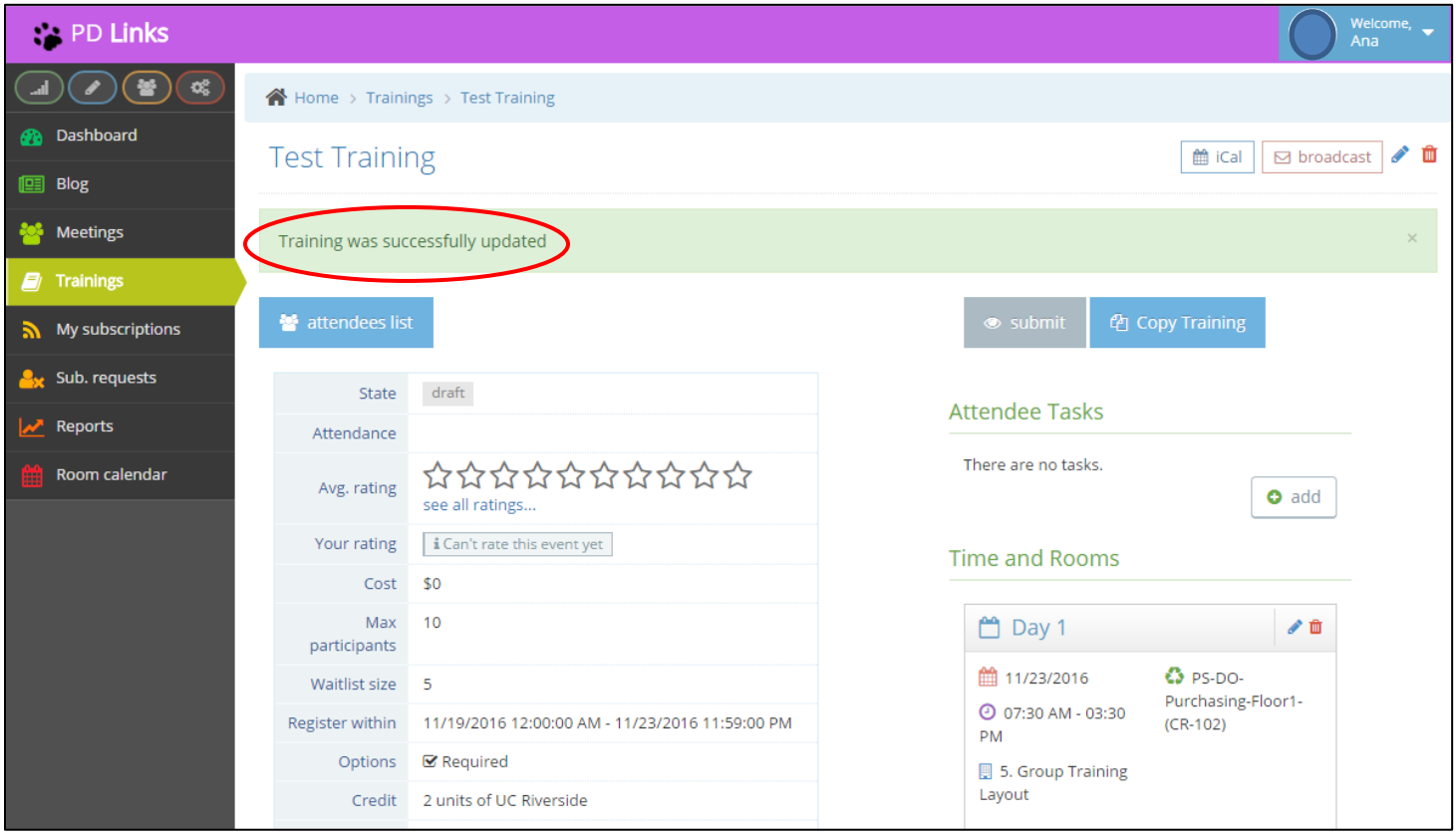
3. Choose a date & time on the second month to specify when registration closes (you can also type in a specific date and time) then simply click ***Apply***



4. *Save* your changes



5. You'll get a confirmation that you succeeded in updating you training.

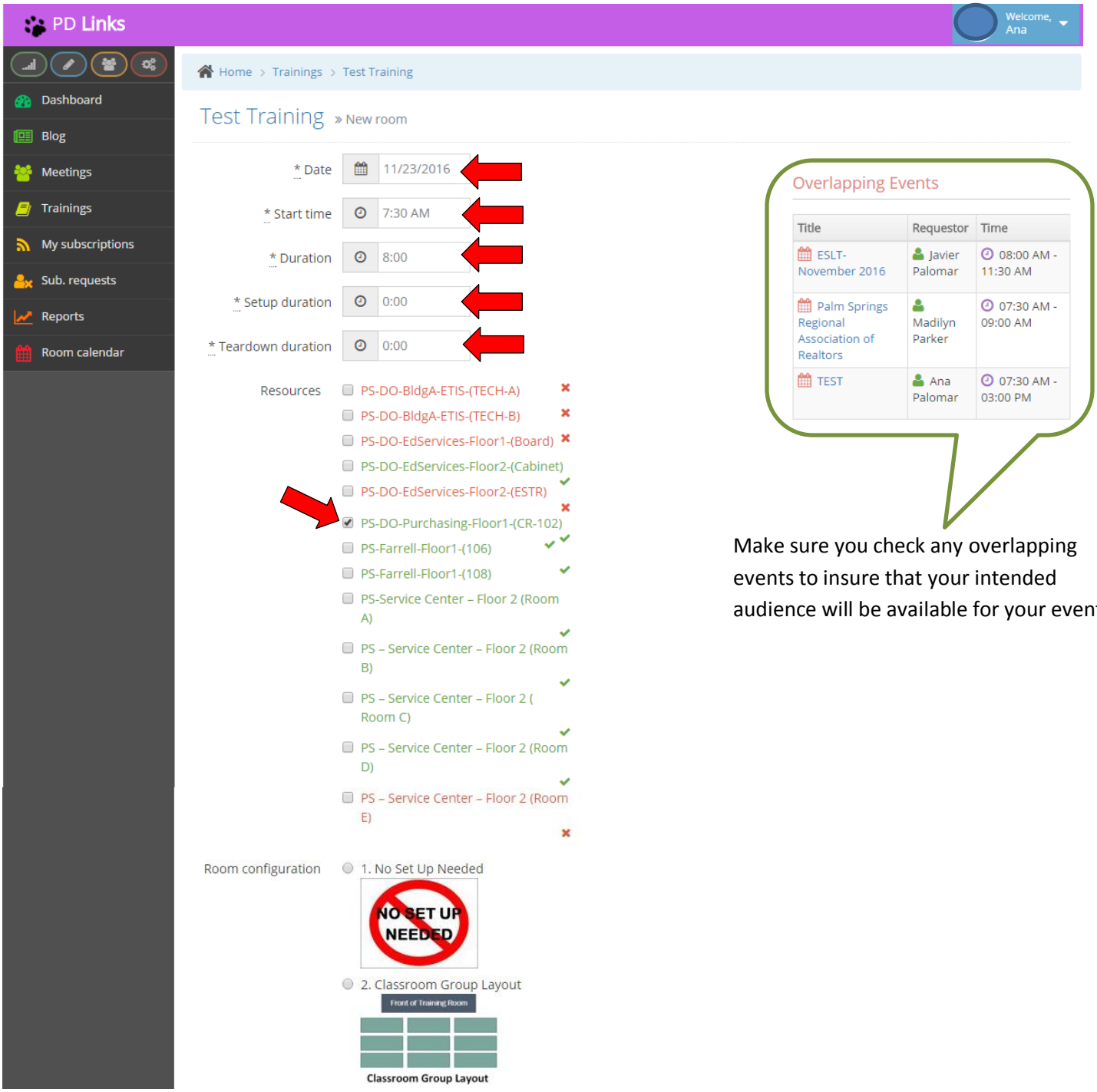


SPECIAL SET UP

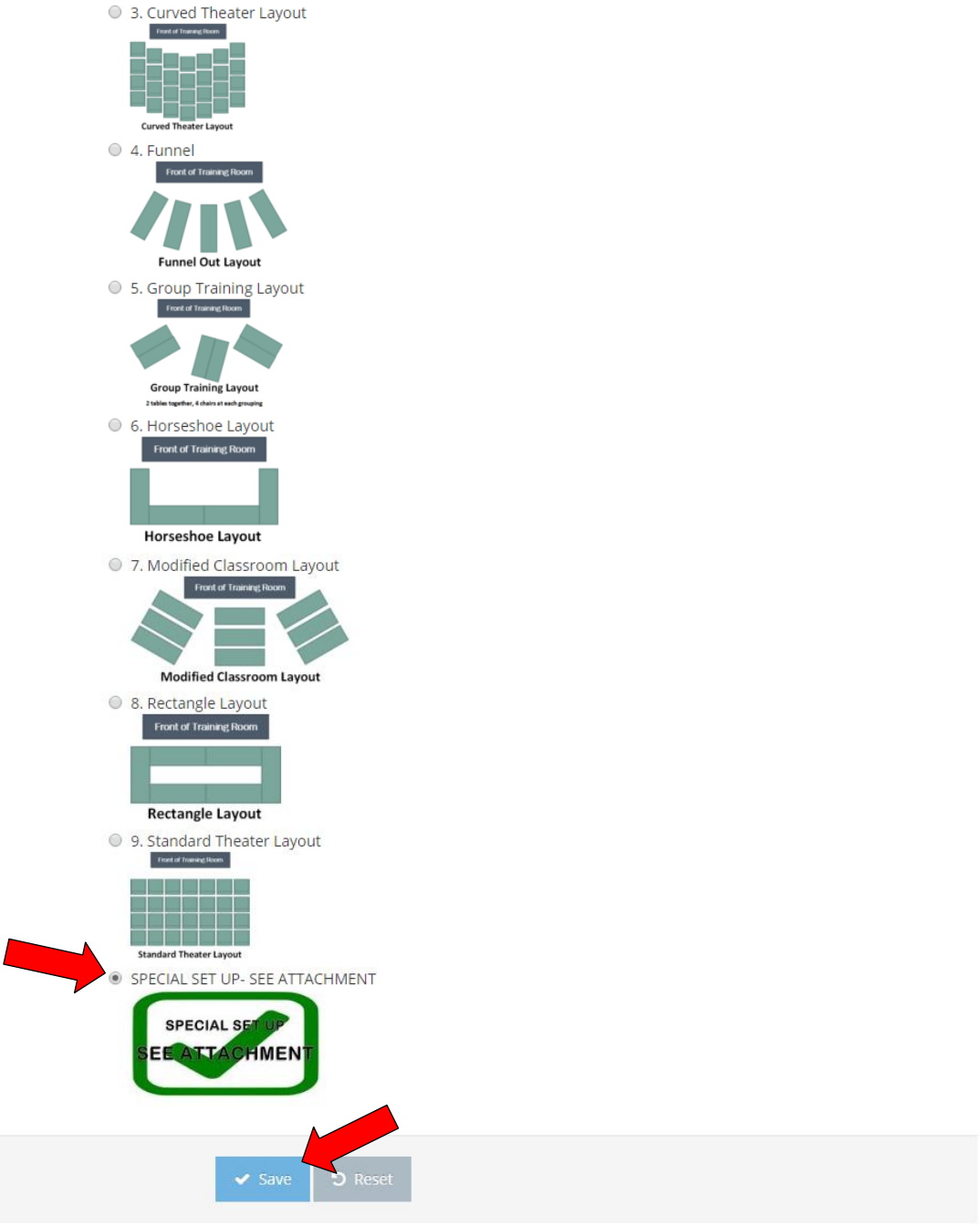
[Back to TOC]

If you wish to request a different set up to the ones that are available in **PD Links**, you may do so by choosing the *Special Set Up* option and attaching a diagram of your set up under *Services - Request A Service*. Here's how you do it:

1. As you chose your *Time and Rooms*, scroll down and chose *Special Set Up*

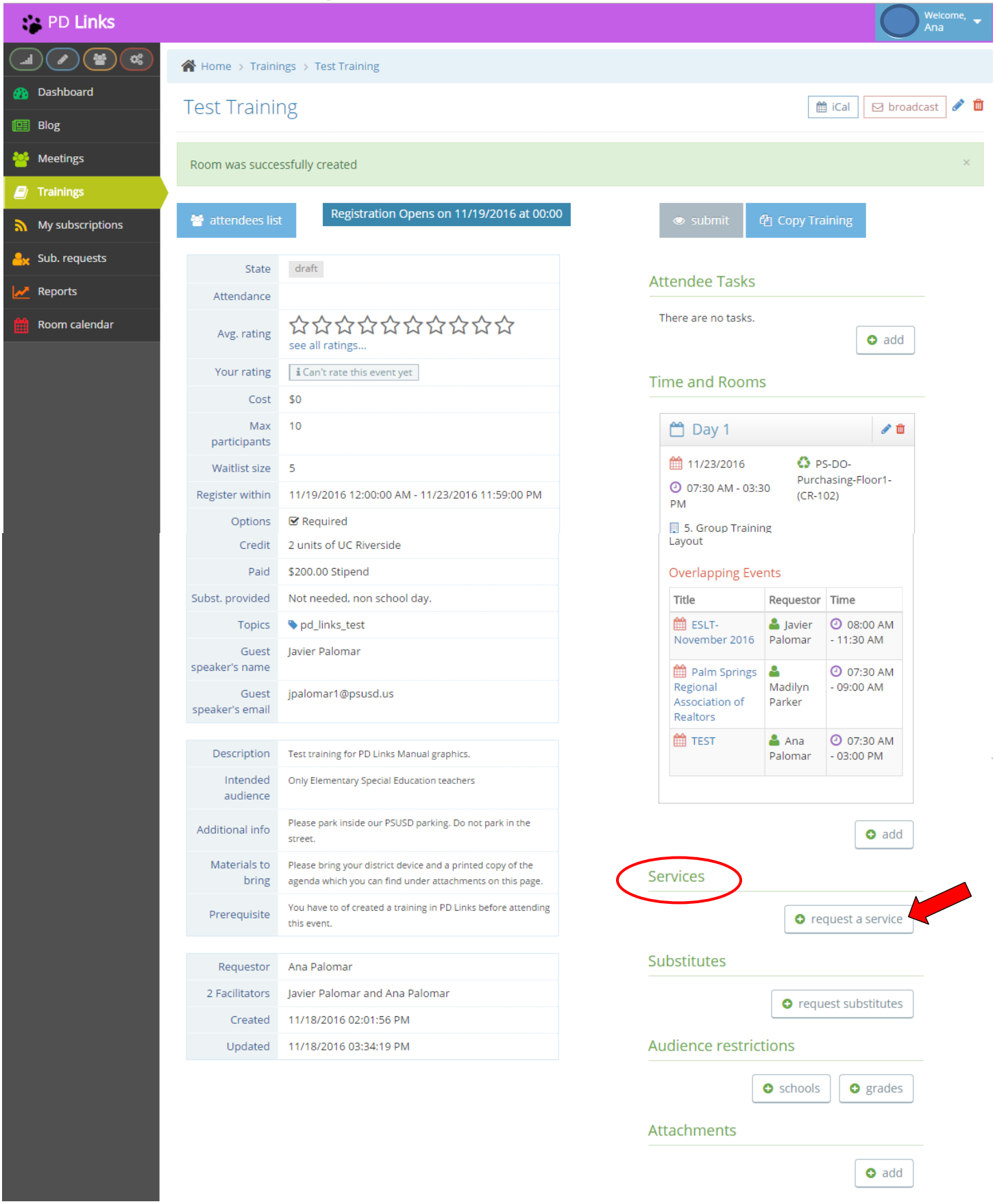


Make sure you check any overlapping events to insure that your intended audience will be available for your event.

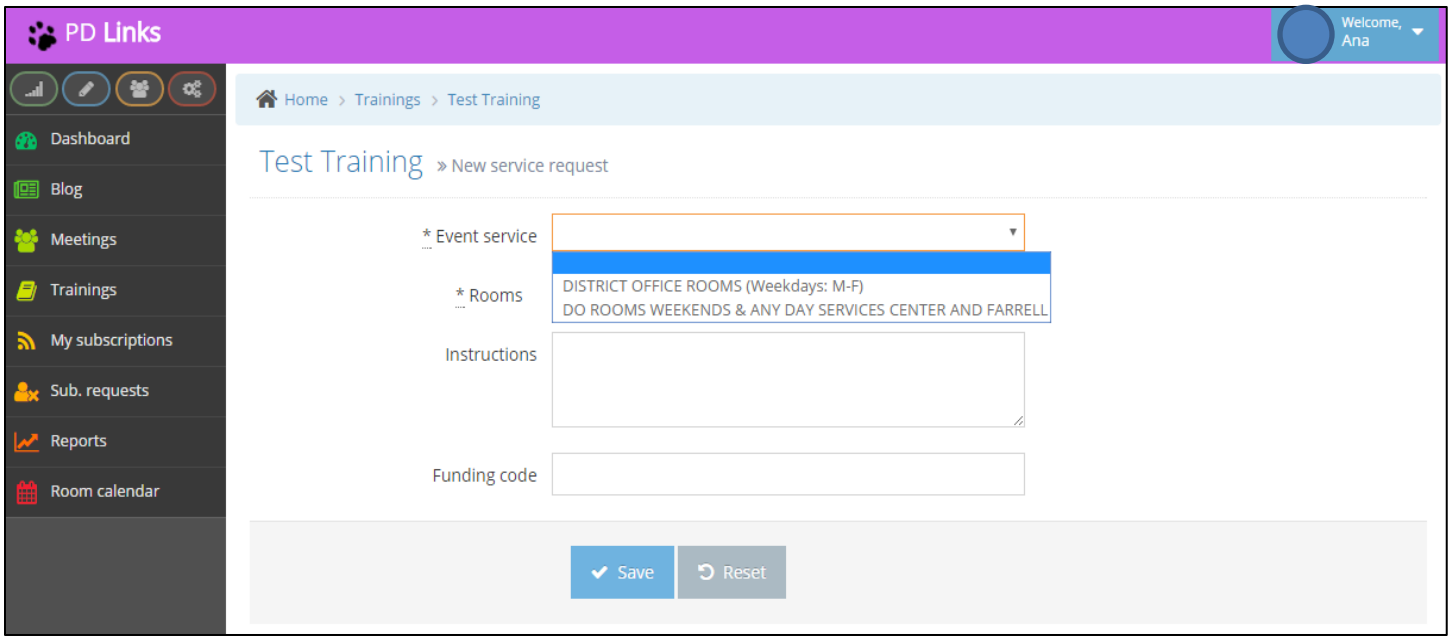


2. Then click *Save* ***(you'll have to have a diagram in a PDF file ready to attach in step 8)***

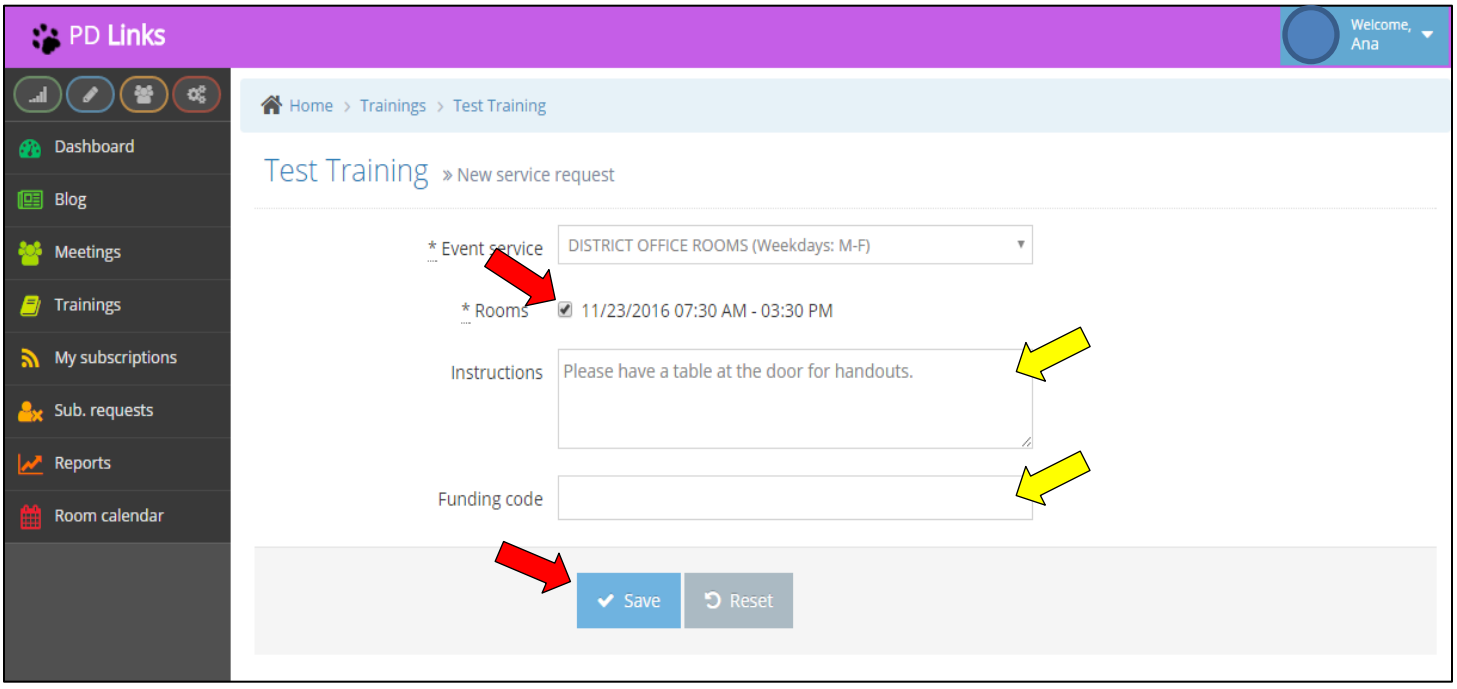
3. Under *Services*, click *Request A Service*



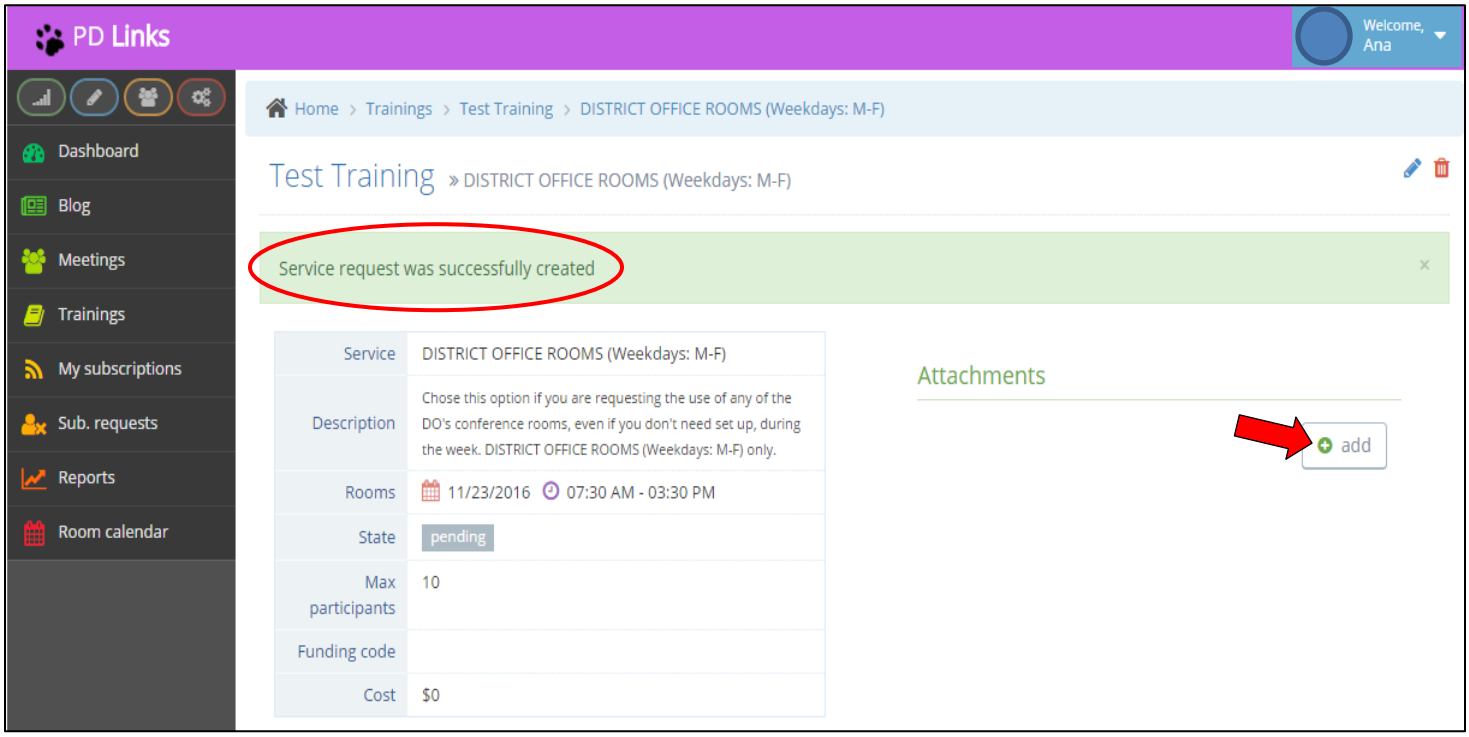
4. Choose an *Event Service*
   - ***Choose DISTRICT OFFICE ROOMS (Weekdays: M-F) if you are requesting the use of any of the DO's conference rooms during the week, even if you don't need set up.***
   - ***Choose DO ROOMS WEEKENDS & ANY DAY SERVICES CENTER AND FARRELL if you are requesting the use of any of the Service Center and Farrell conference rooms or any of the DO's conference rooms in the weekend, even if you don't need set up.***



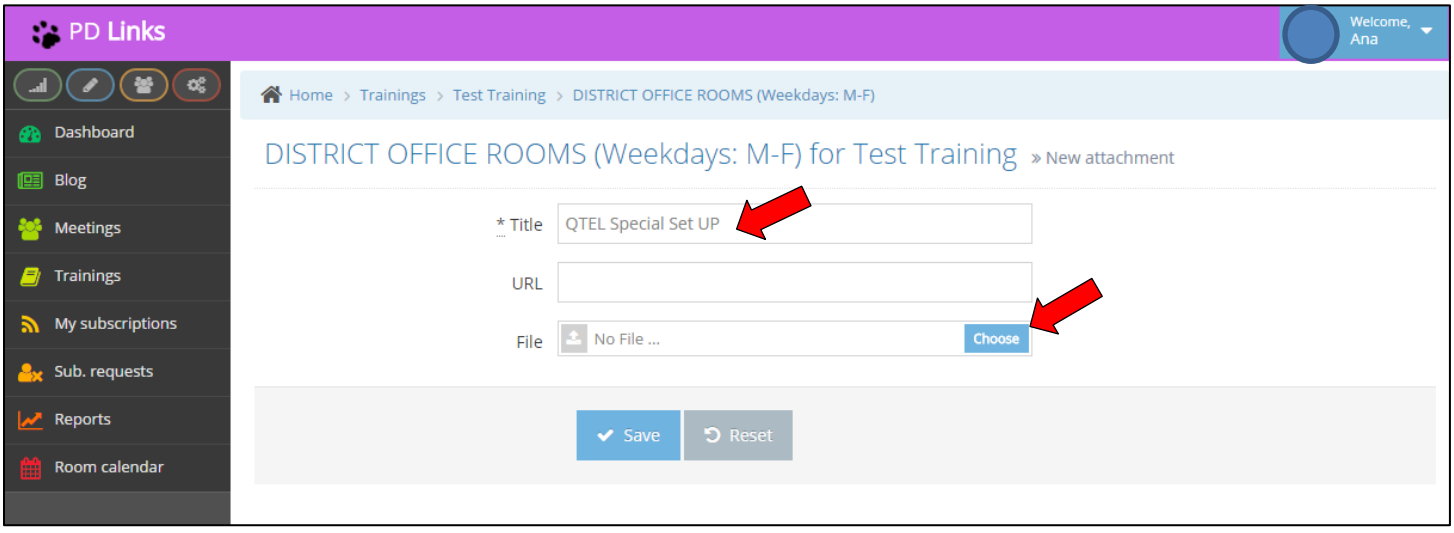
5. Choose the *Rooms* (date and times) this set up is for. In *Instructions* include any other pertinent information for this set up. Then click the ***Save*** button. (*Instructions* and *Funding Code* are not required fields)



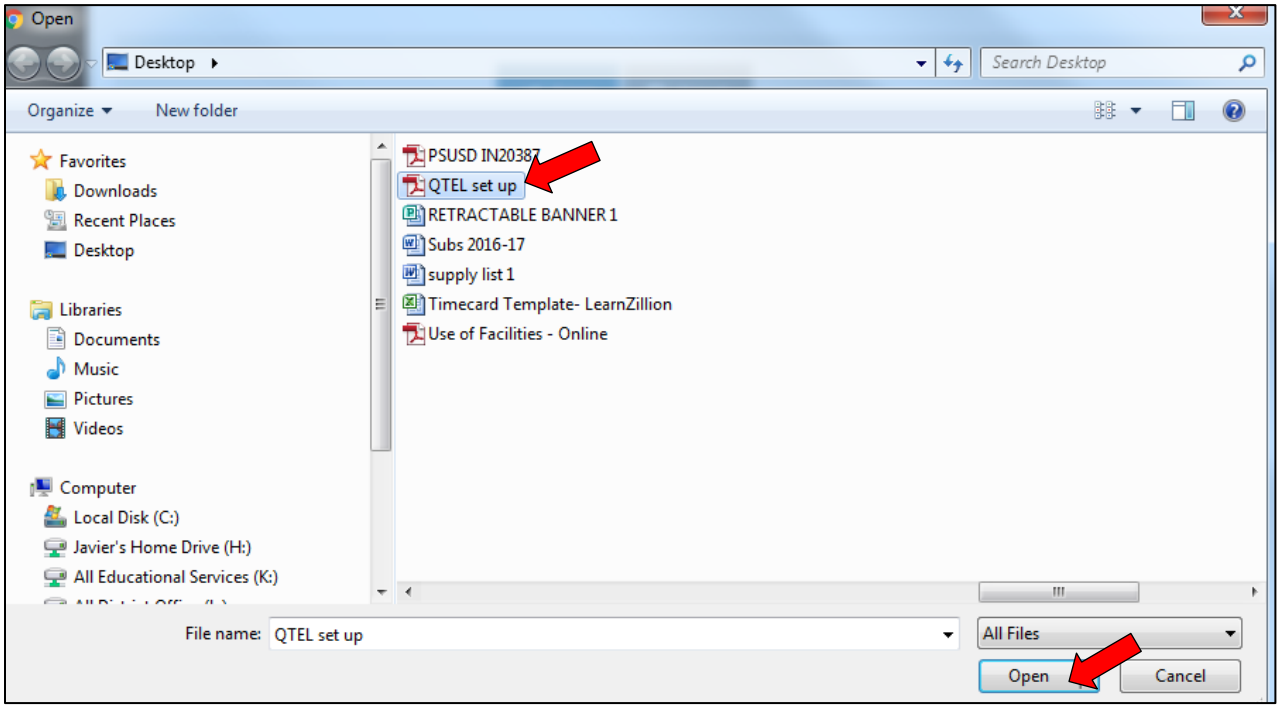
6. You'll then get a confirmation of your request like the one shown below. Now click on *Add* to attach your diagram.



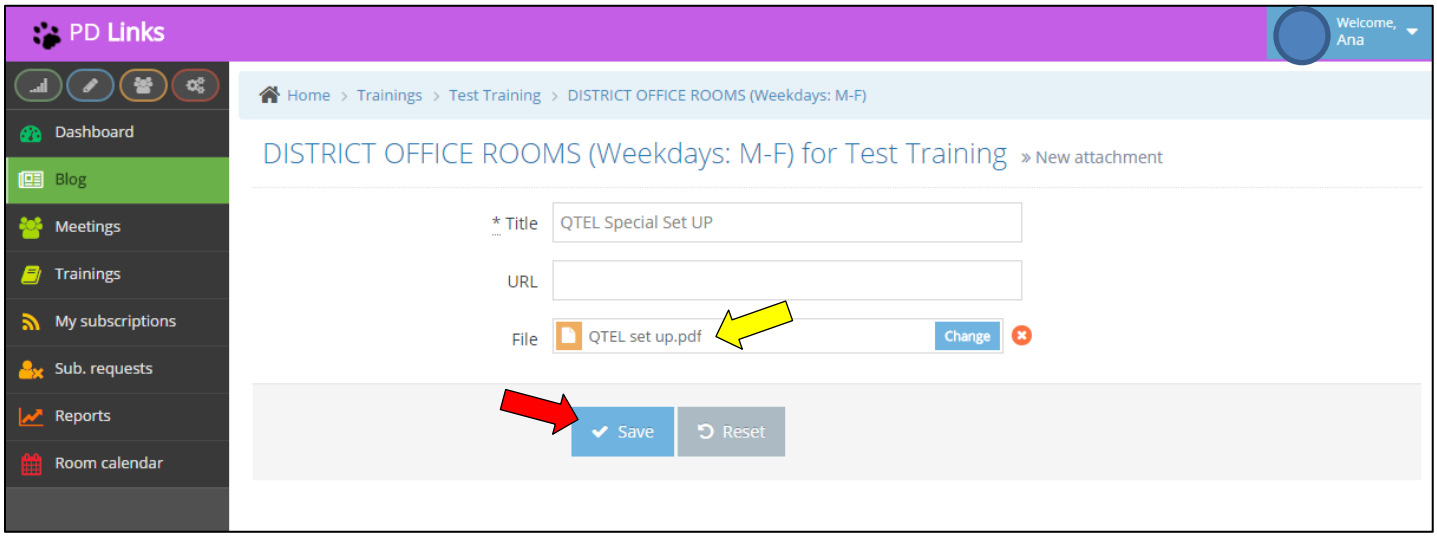
7. Type in a *Title* and then click *Choose*



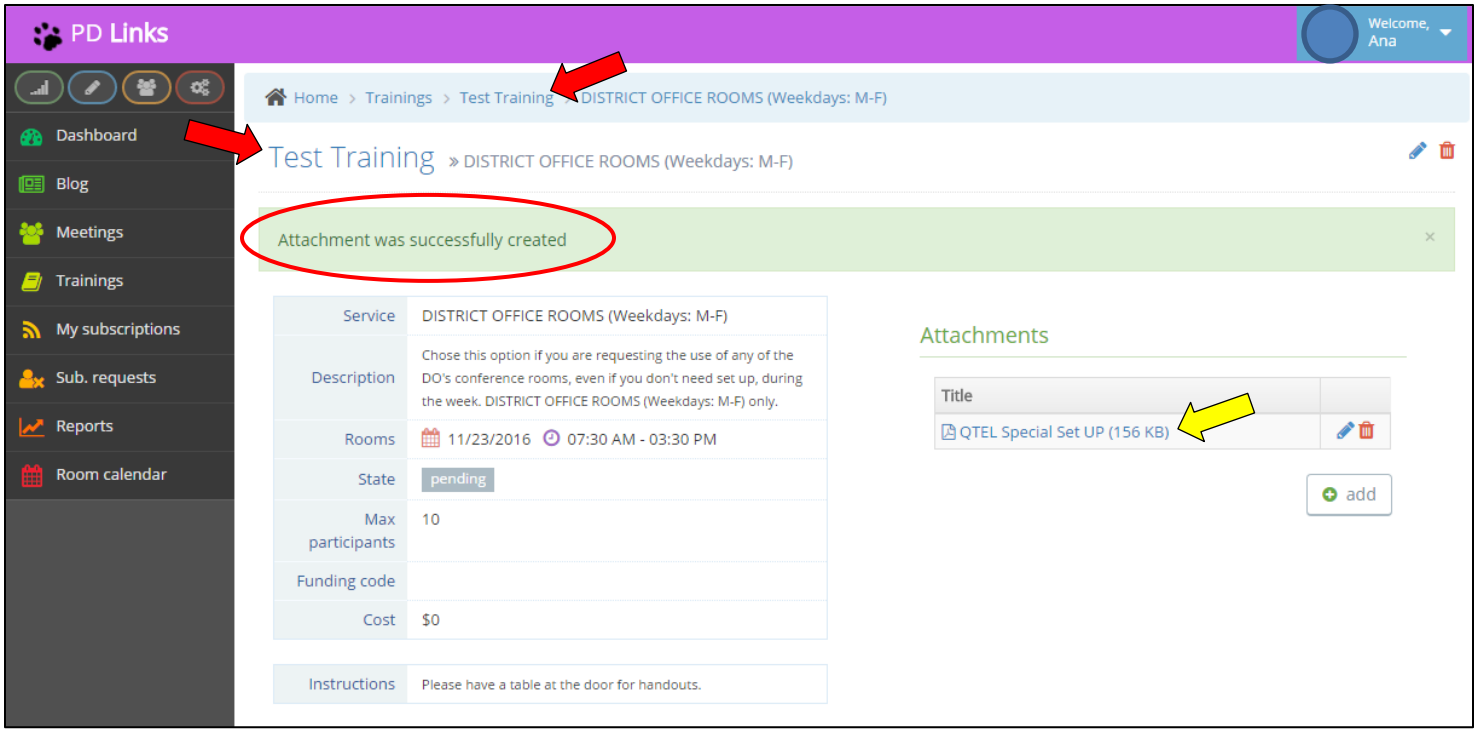
8. Choose the appropriate file from your computer, then click Open or Save to attach file



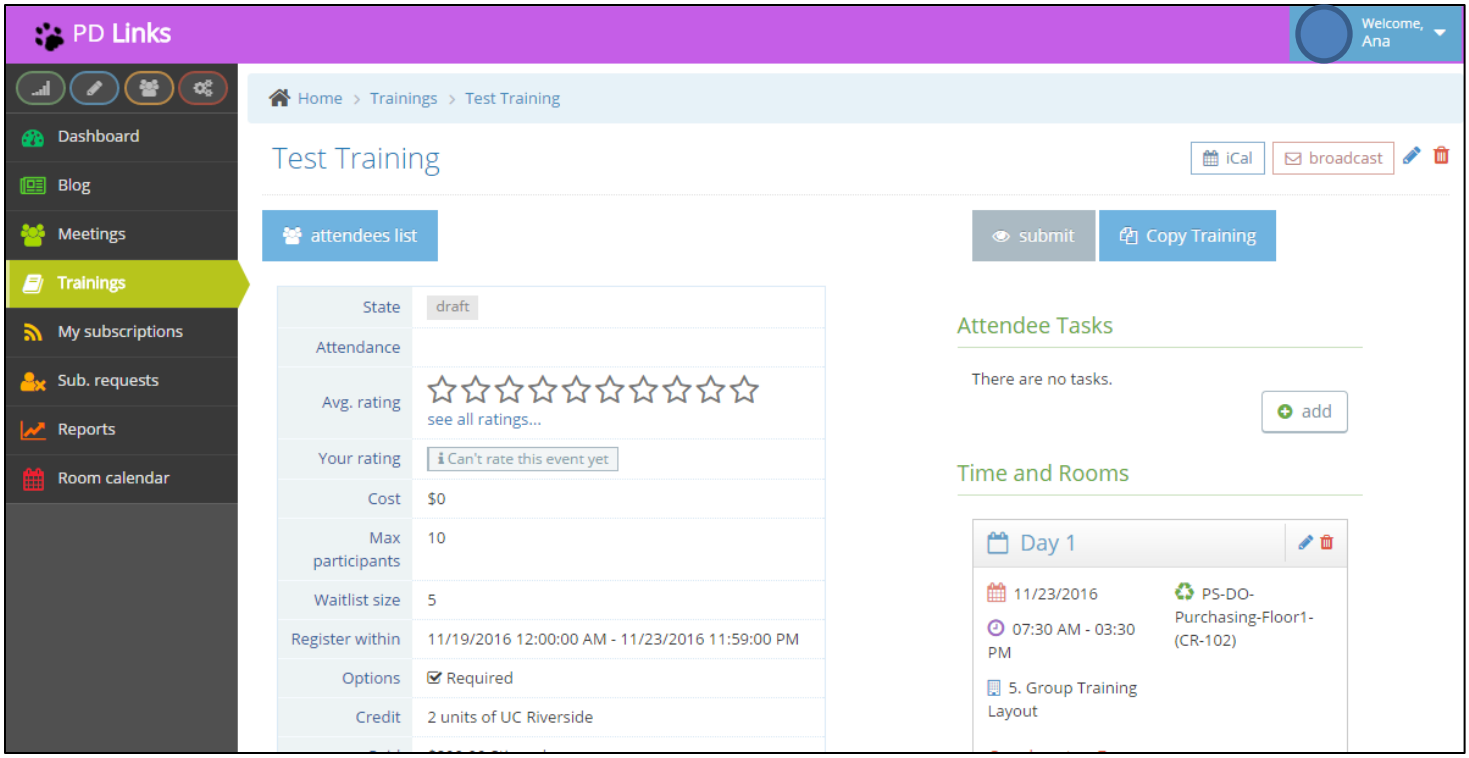
9. The file will appear in PD Links, click ***Save*** after that



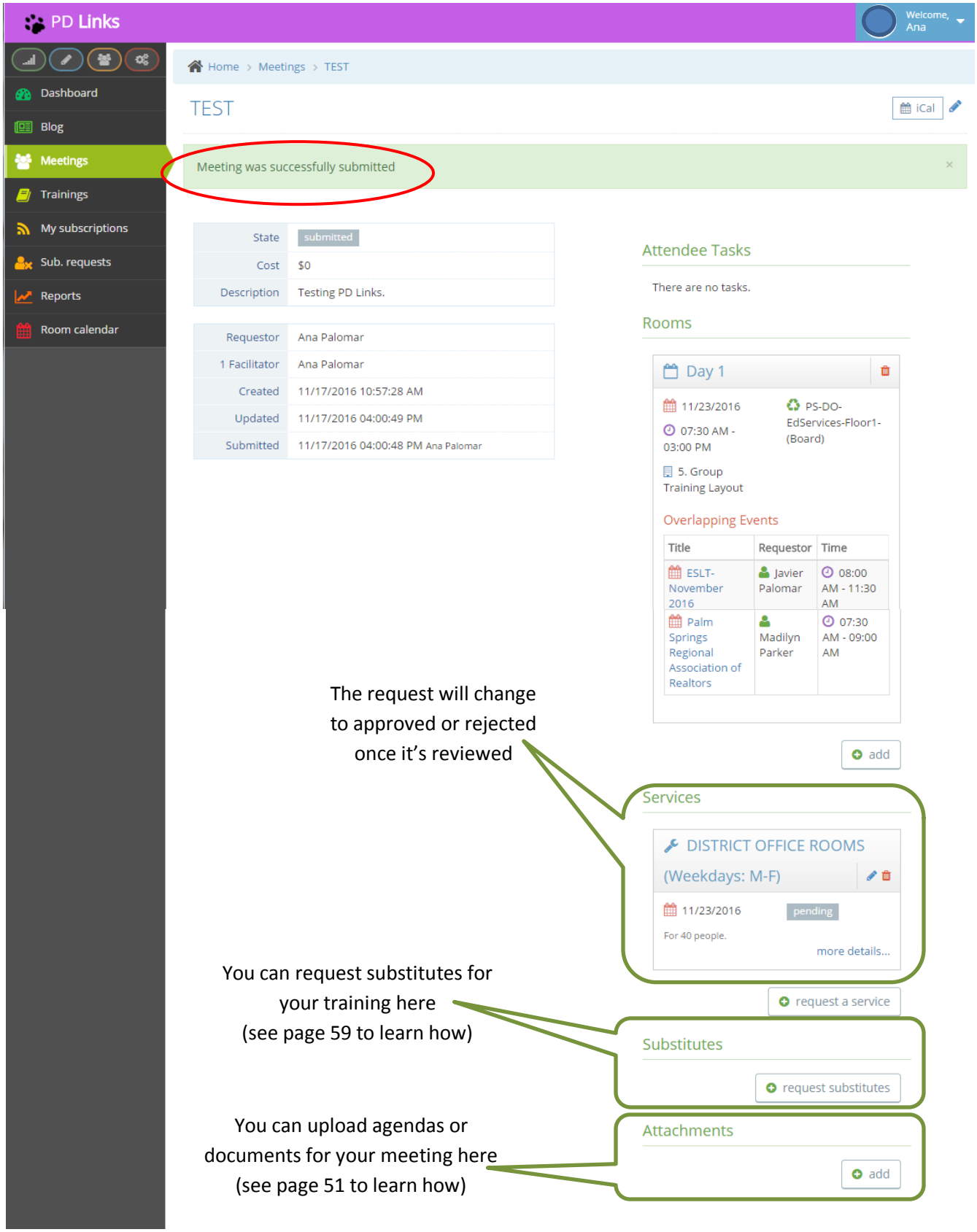
10. Your attachment will now appear in you set up page so it can be printed by M&O or Reception accordingly. You'll then get a confirmation of your request like the one shown below. To go back to the main page of your event, click on the title of your meeting (on either place).



11. If you don't wish to make any other request, you're done at this point. Click *Submit* button. Your request will not begin the approval process until you Submit.



12. Confirmation of submission

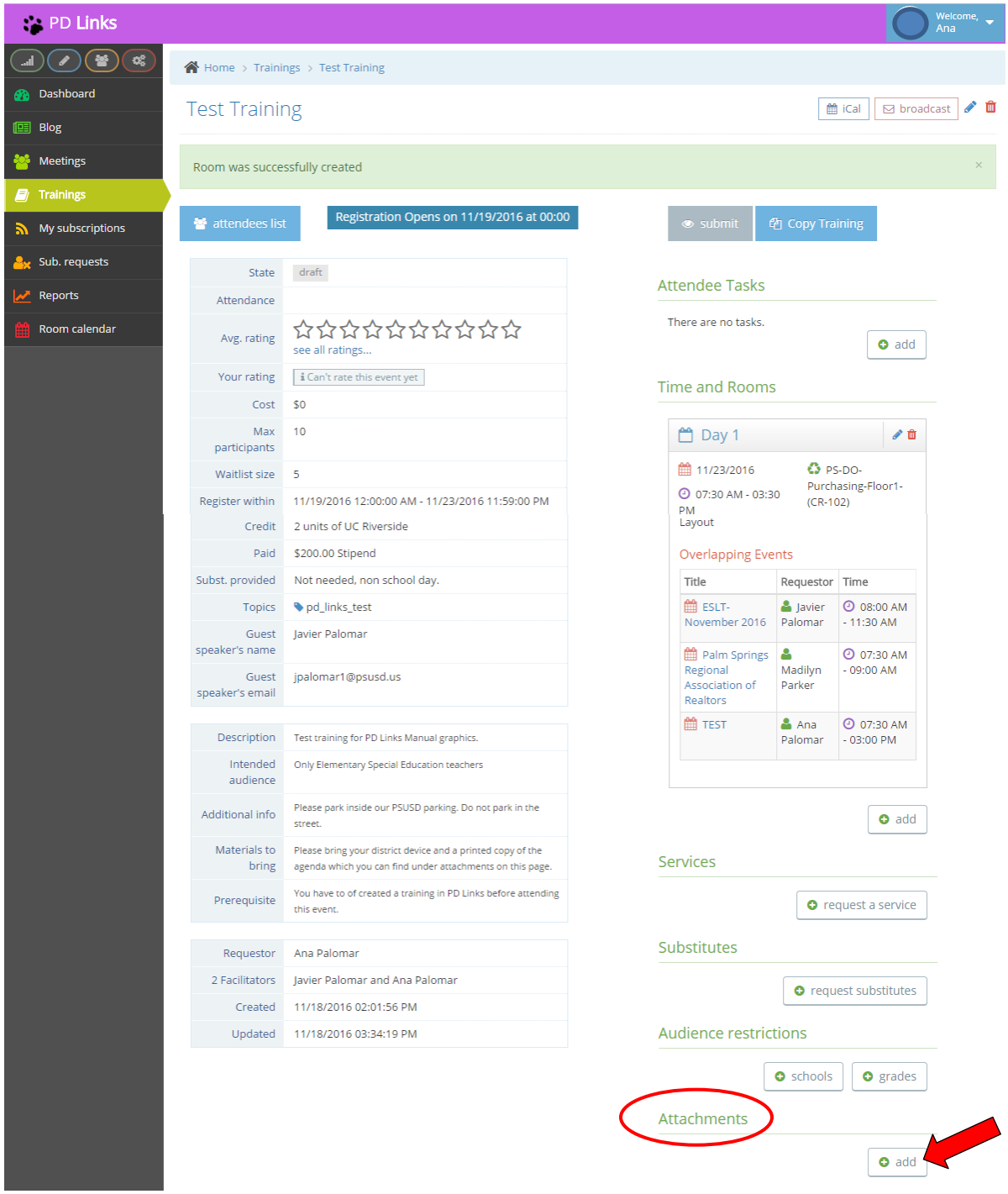


ADDING AN AGENDA OR DOCUMENT TO THE MAIN PAGE OF YOUR EVENT

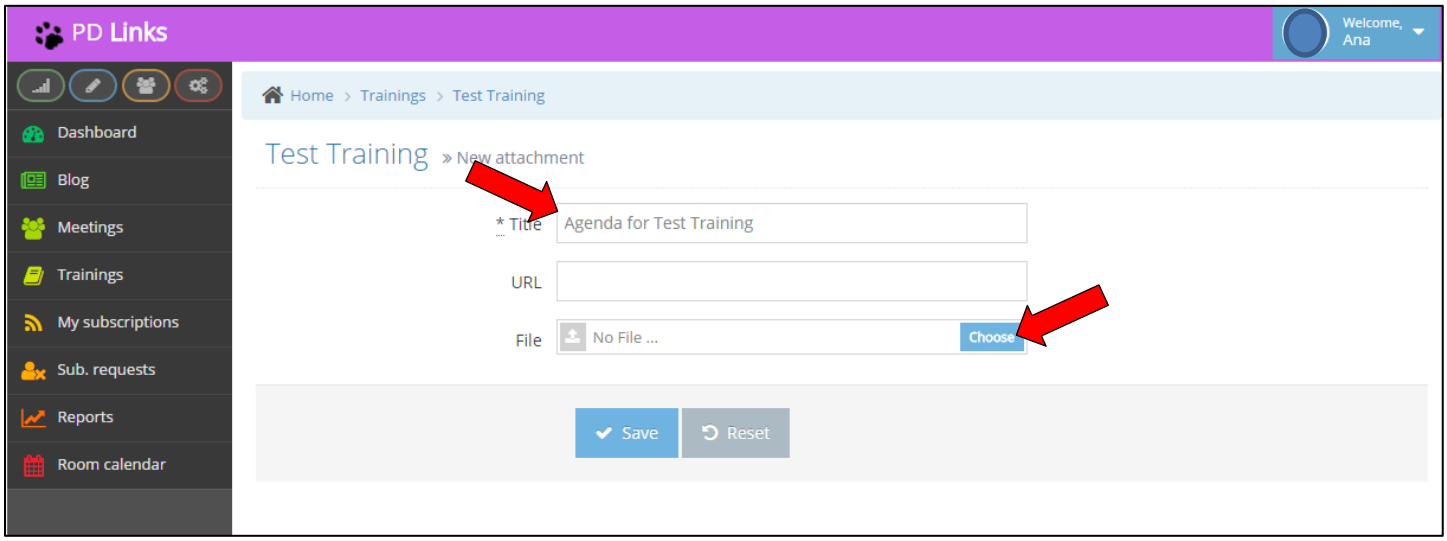
[Back to TOC]

You can also add an agenda or document for your attendees to print or download before, during or after your event. Here's how you do it:

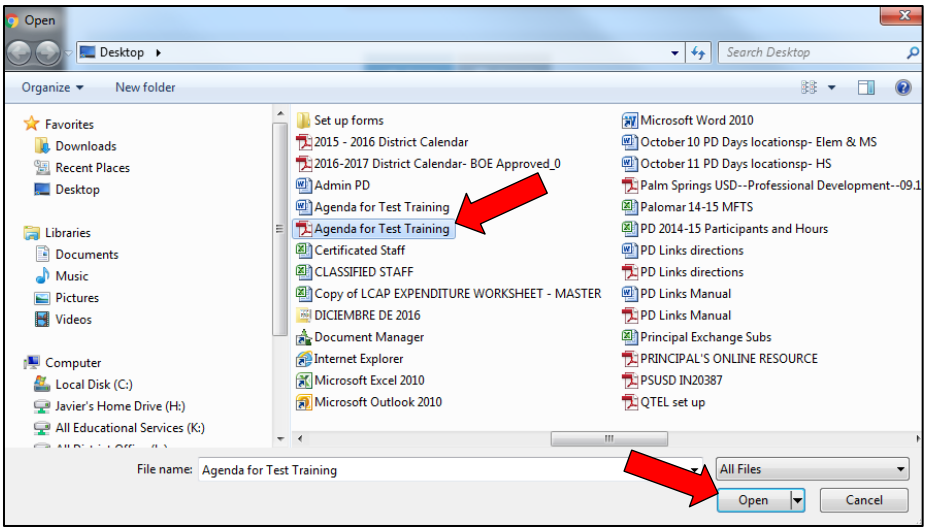
1. On the main page of your event, under *Attachments*, click *Add*



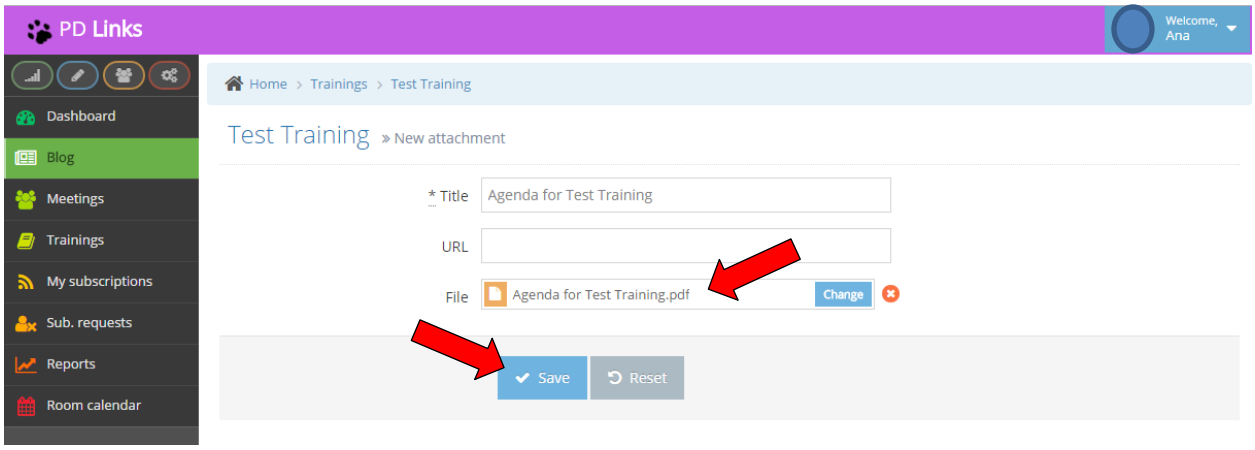
2. Type in a *Title* and then click *Choose* (you'll have to have a PDF file ready to attach in step 3)



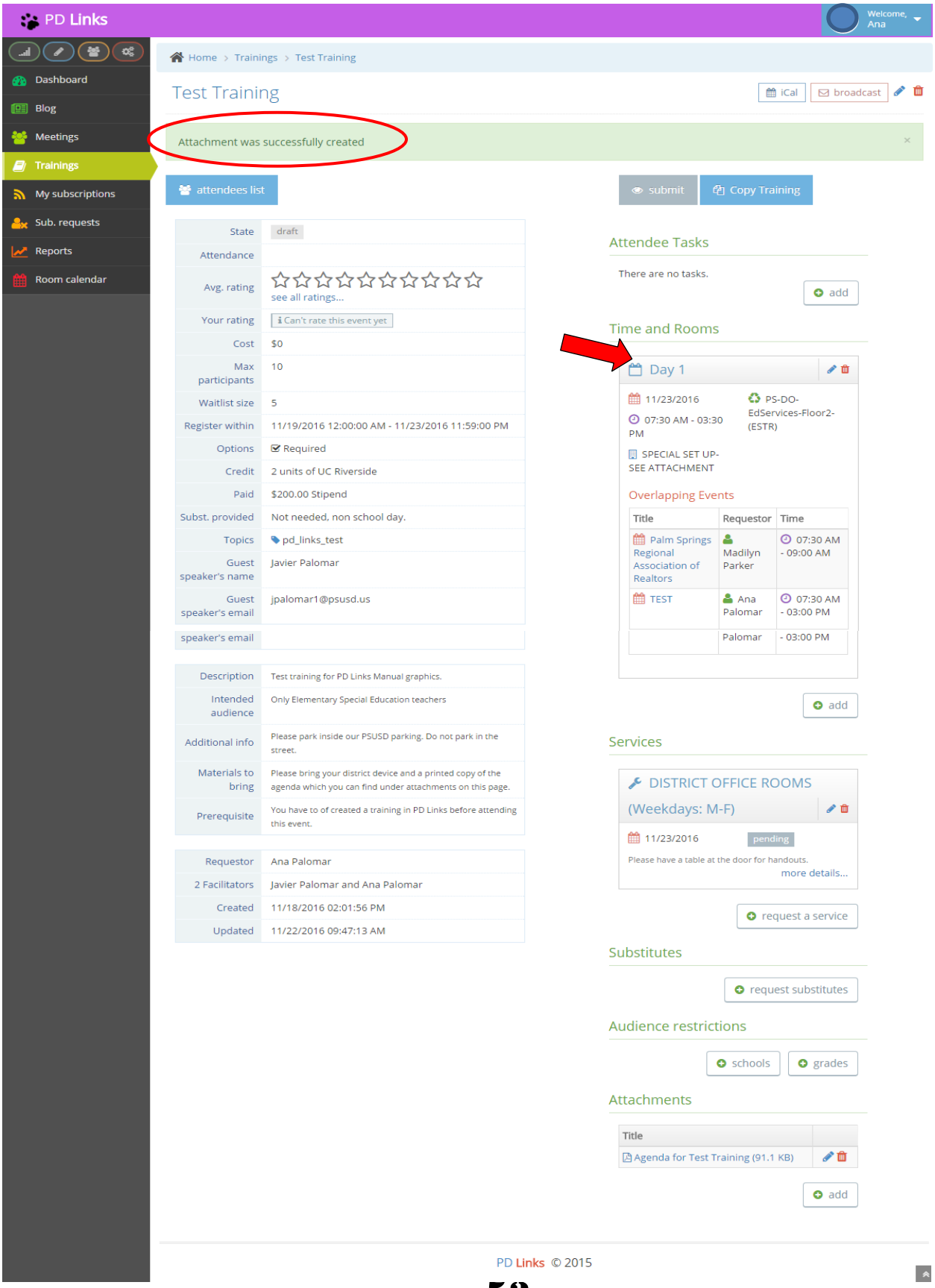
3. Choose the appropriate file from your computer then click open or save to attach file



4. The file will appear in **PD Links**, click ***Save*** after that



5. You'll get a confirmation of your attachment been added, and it will now appear for attendees to download.

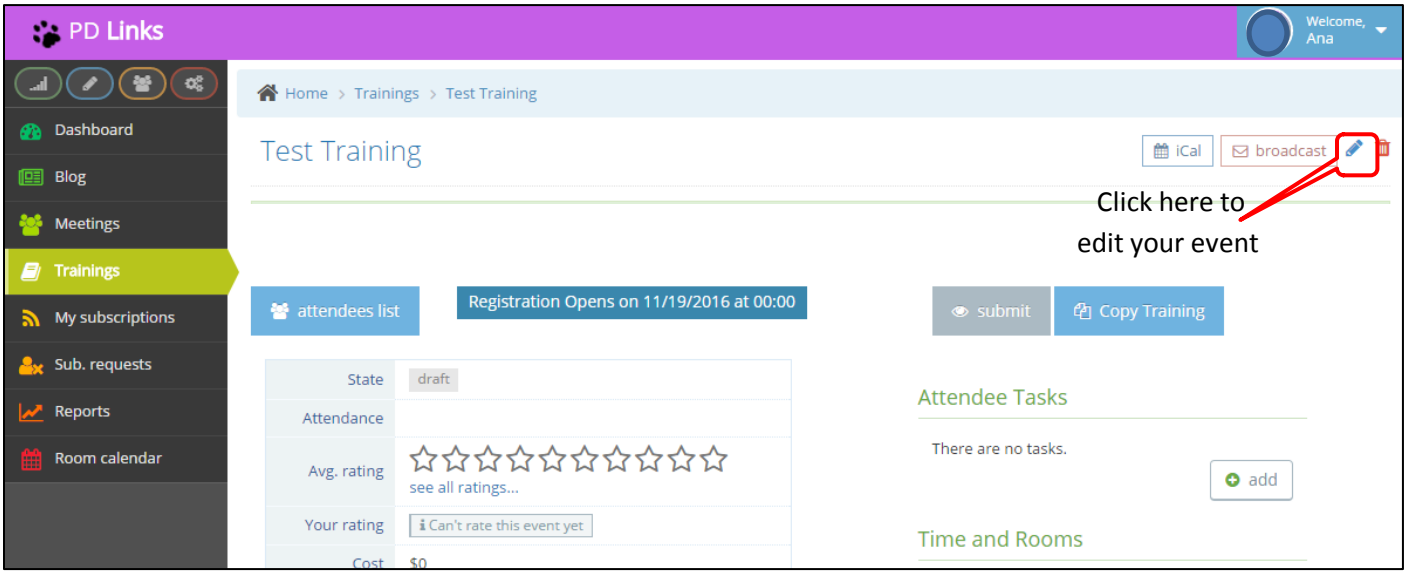


EDITING EVENT CONTENT

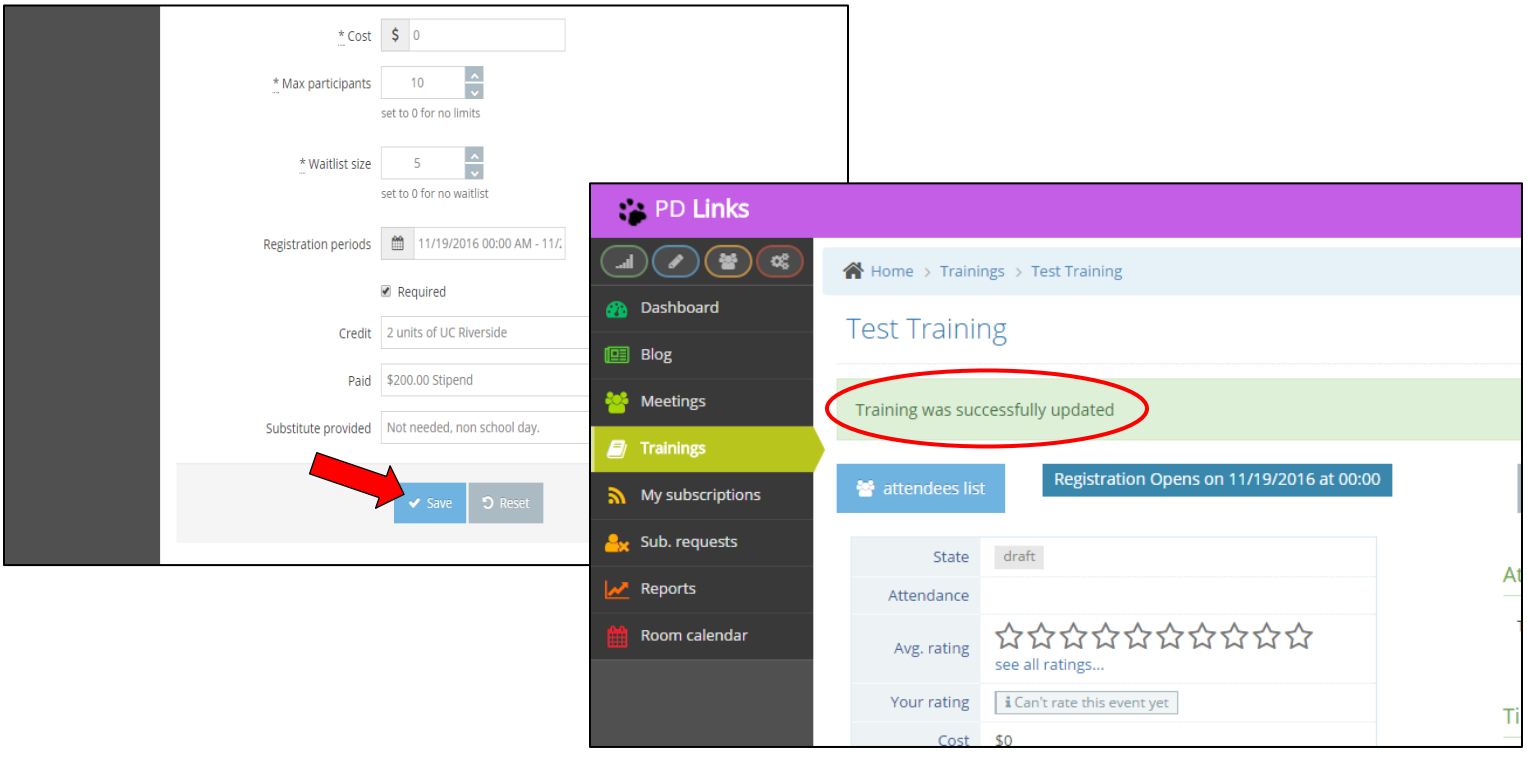
[Back to TOC]

You can always go back and edit your event content before it takes place, whether it's submitted or not, by simply clicking the pencil on the upper right hand corner.

After submitting your event, any changes to the time or location can only be done by contacting one of the program's administrators. – see page 94 for contact information.



After making all the desired changes, don't forget to click ***Save***. You'll then get a confirmation as shown below.

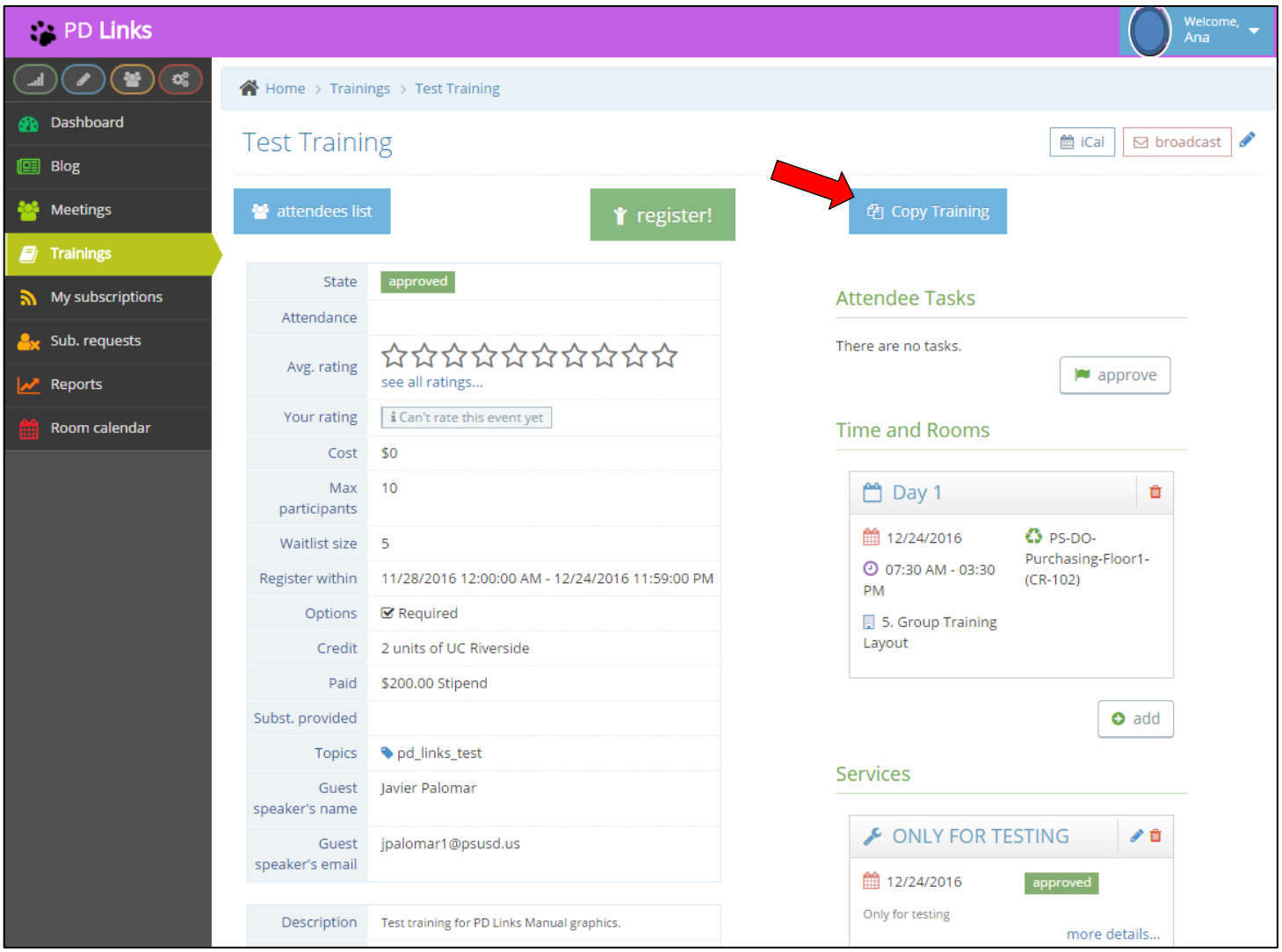


COPY TRAINING

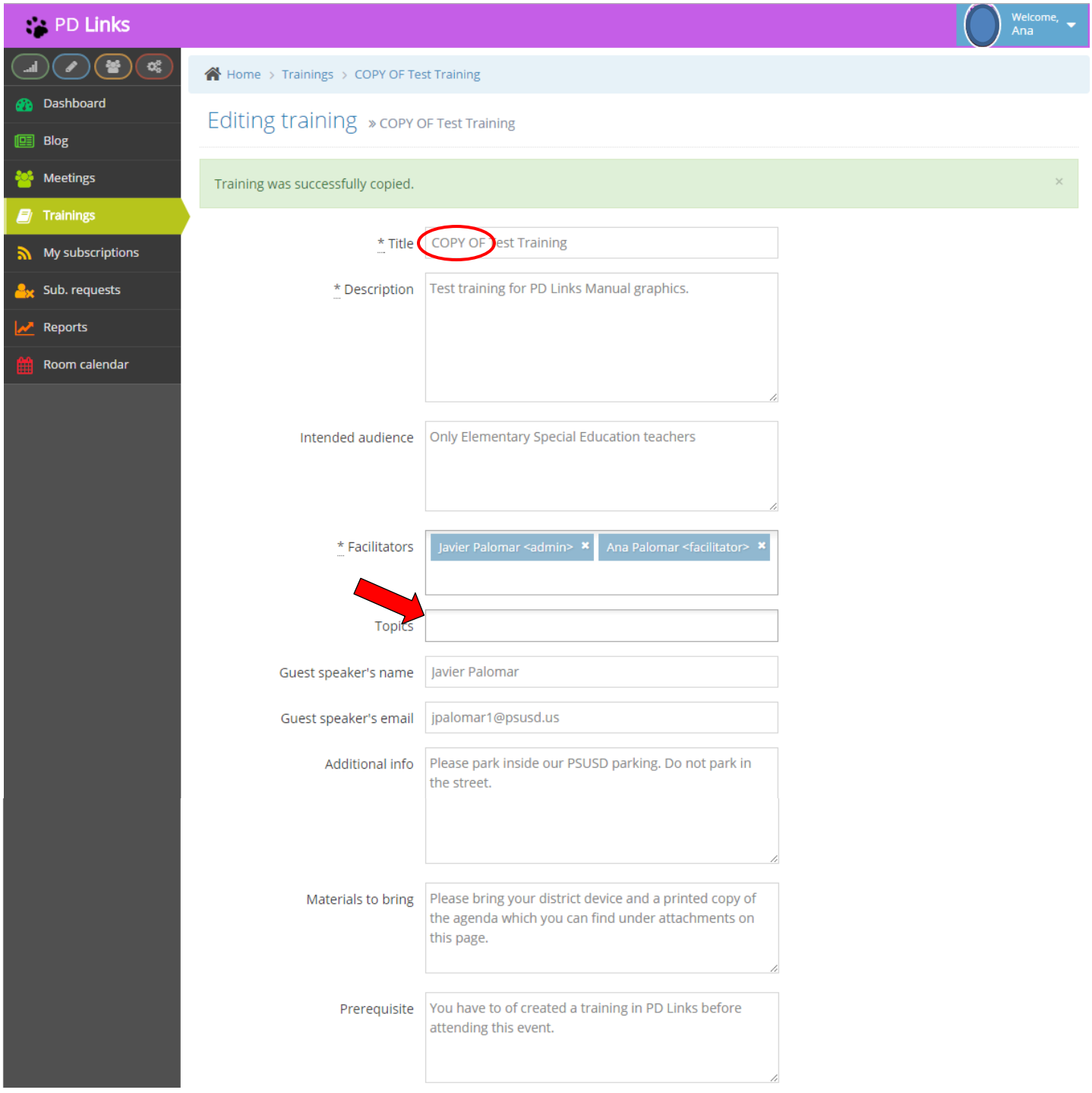
[Back to TOC]

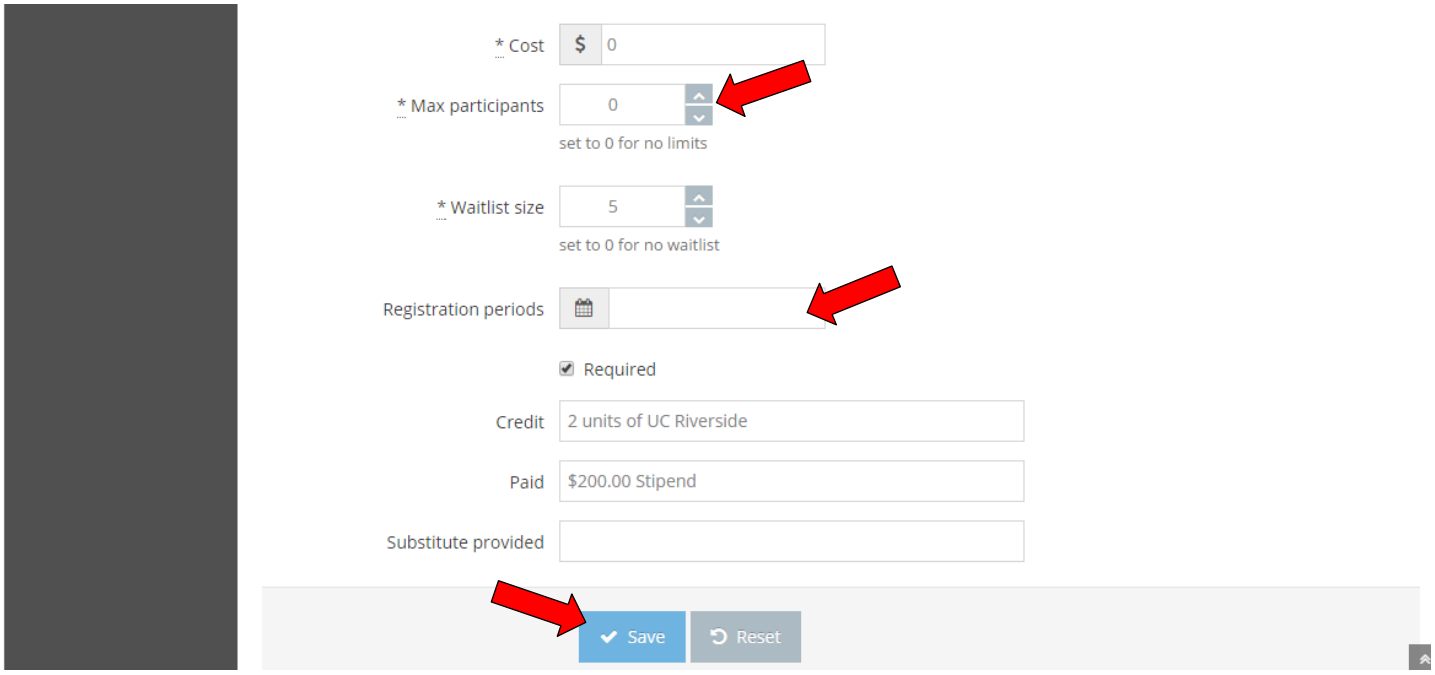
This feature will allow you to copy an event's information without having to start all over. This comes in handy when you are programing a series of trainings that are very similar to each other. The ***Copy Training*** button will make a copy of the main page content of your training that you will be able to edit. Here's how it's done:

1. On the main page of your training you'll find the ***Copy Training*** button, click it.

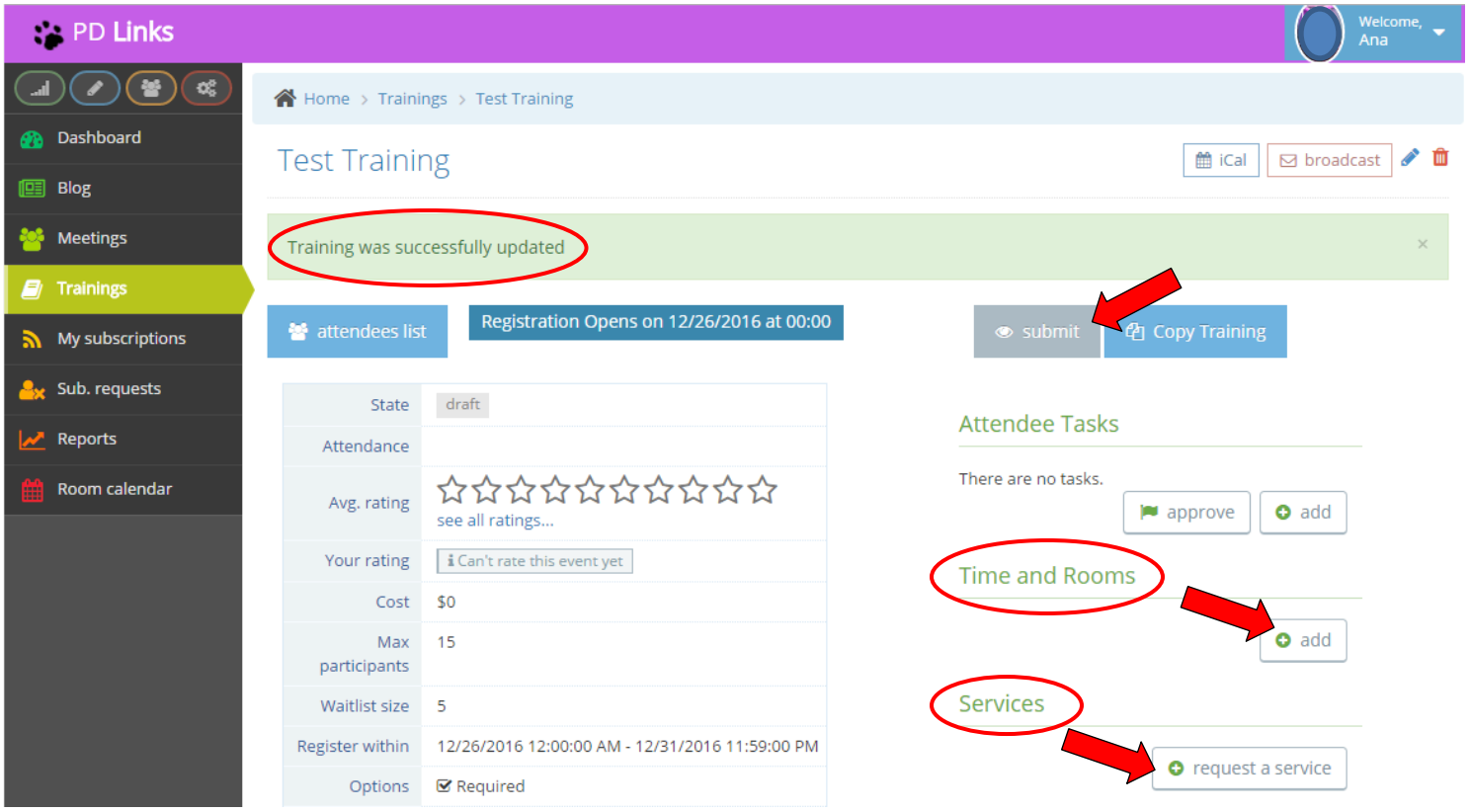


2. It will make a copy of the training's content that you'll be able to edit (make sure you edit the title or else it will read: **COPY OF**… followed by the original title). Some of the information that does not transfer are *Topics*, *Max Participants*, and *Registration Periods*. Once you're satisfied with the changes, click ***Save***





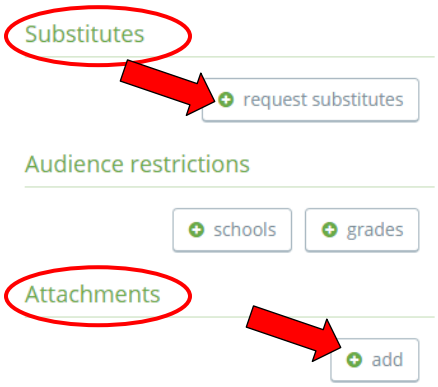
3. A confirmation will be generated like the one shown below. You'll then have a chance to choose a *Time and Rooms*, *Services*, *Substitutes*, add *Attachments*, etc. After you're satisfied with your choices, simply click the *Submit* button and your training will be sent forth for the appropriate approvals.



Credit	2 units of UC Riverside
Paid	$200.00 Stipend
Subst. provided	
Topics	
Guest speaker's name	Javier Palomar
Guest speaker's email	jpalomar1@psusd.us

Description	Test training for PD Links Manual graphics.
Intended audience	Only Elementary Special Education teachers
Additional info	Please park inside our PSUSD parking. Do not park in the street.
Materials to bring	Please bring your district device and a printed copy of the agenda which you can find under attachments on this page.
Prerequisite	You have to of created a training in PD Links before attending this event.

Requestor	Ana Palomar
2 Facilitators	Javier Palomar and Ana Palomar
Created	11/30/2016 03:29:09 PM
Updated	11/30/2016 03:40:48 PM



PD Links © 2015

SUBSTITUTE REQUEST

[Back to TOC]

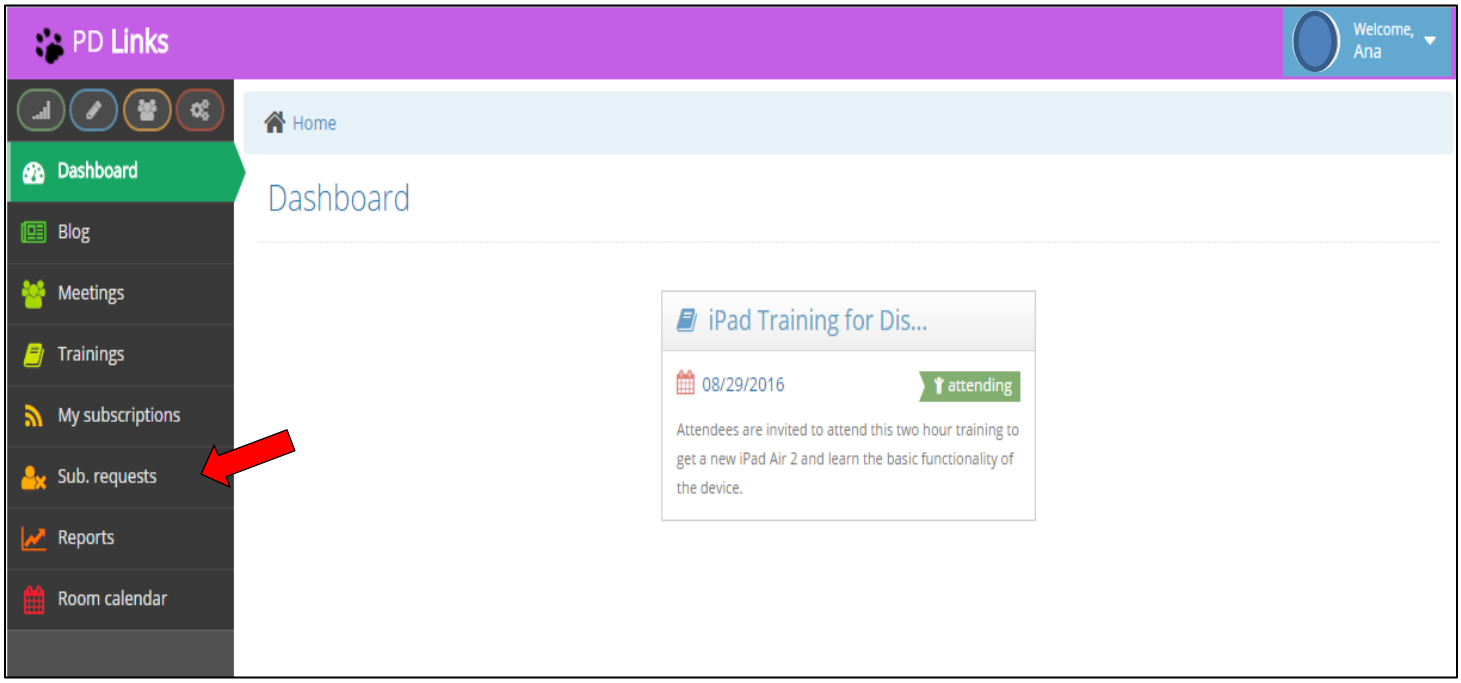
PD Links will also allow you to request a specific number of substituted for your event. The individual assignments still need to go through **AESOP Online** (www.aesoponline.com), but through **PD Links** you'll be able to set aside the needed number of substitutes for your event. You can also see how many subs are available or if a particular request has been approved by clicking on the *Sub. Request* tab. (*For contact information on approver, see page 94*)

SUB. REQUESTS TAB

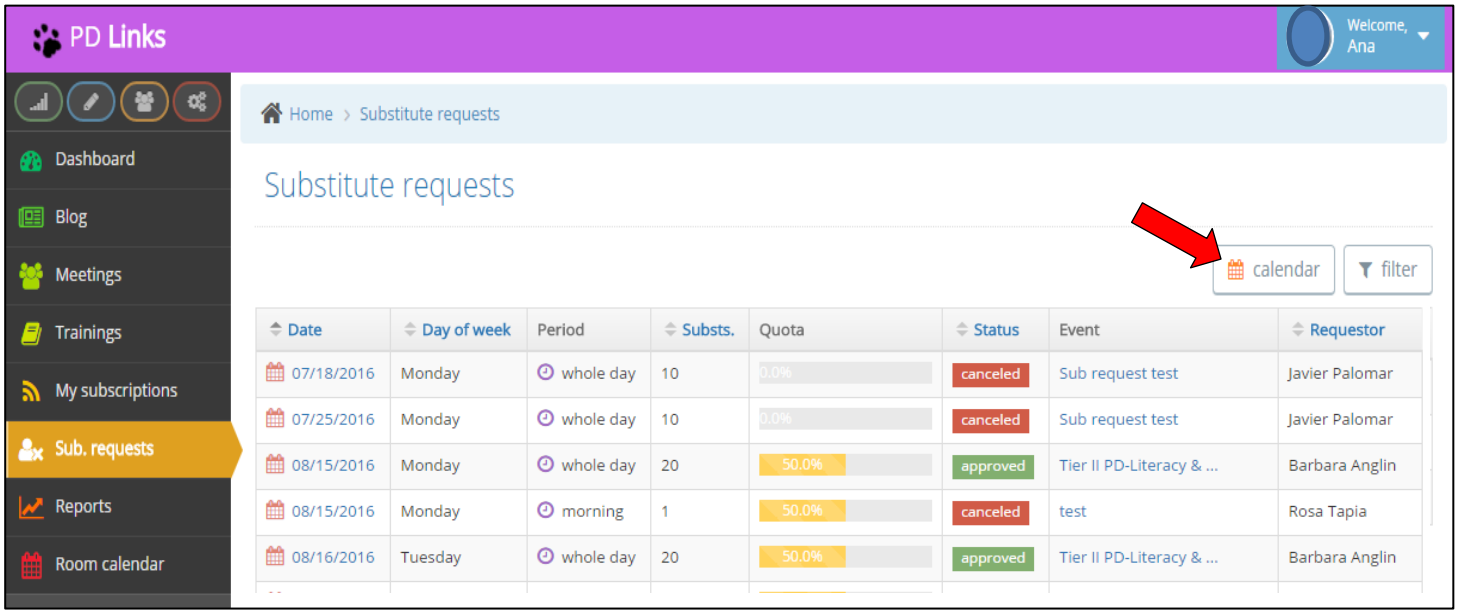
[Back to TOC]

This is an informational tab where you can check on how many subs are available for school business at any given day or the status of a particular request. Here's how:

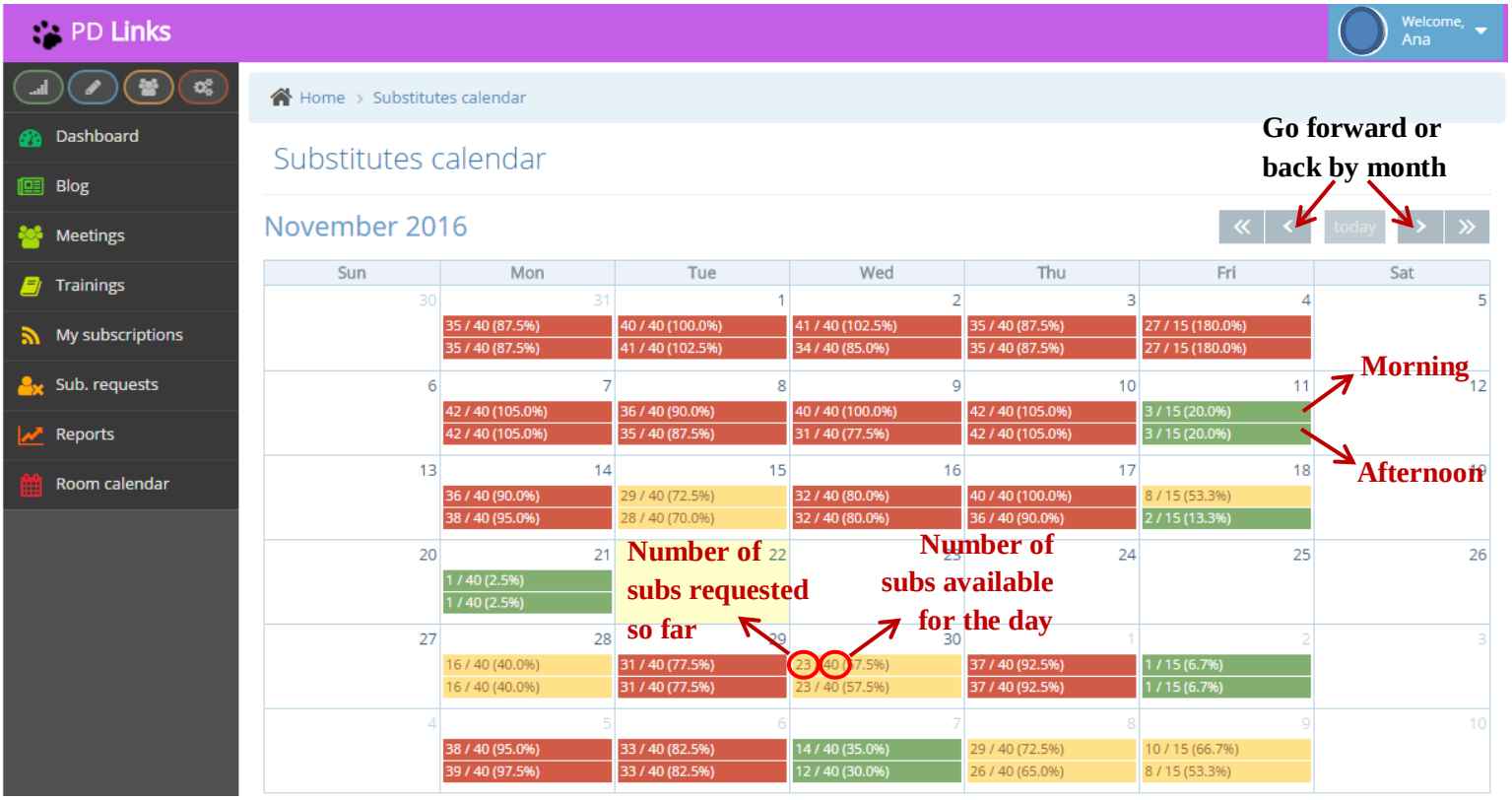
1. Click on the *Sub. Request* tab



2. Here you will be able to see any request you have entered and their status. To see if there's any subs available for your particular day, click *Calendar*



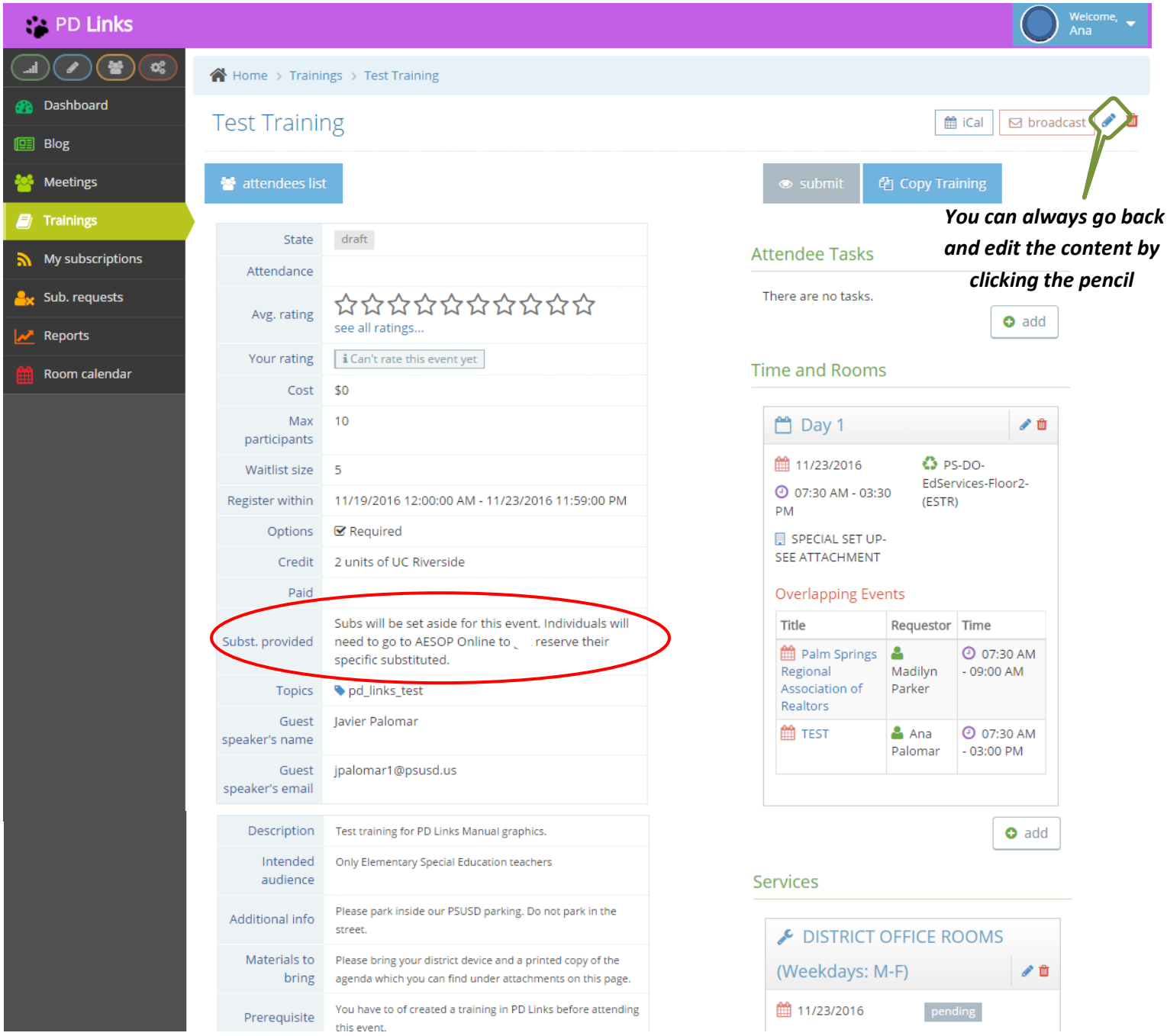
3. This calendar will allow you to see how many substitutes are still available for any given day.
   - **Red** means the day is close to or has maxes out for subs available.
   - **Yellow** means its half way to being maxed out for.
   - **Green** means there are plenty of subs available

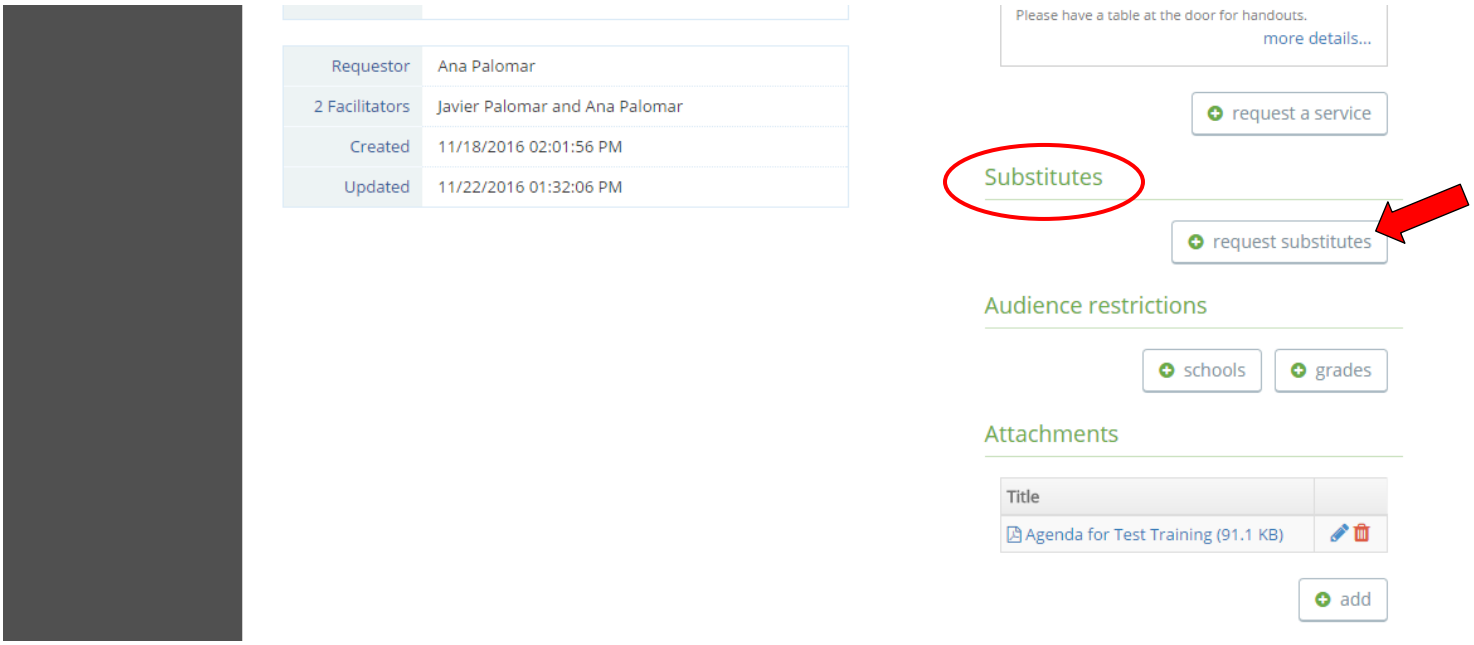


REQUESTING SUBSTITUTES FOR A DISTRICT EVENT

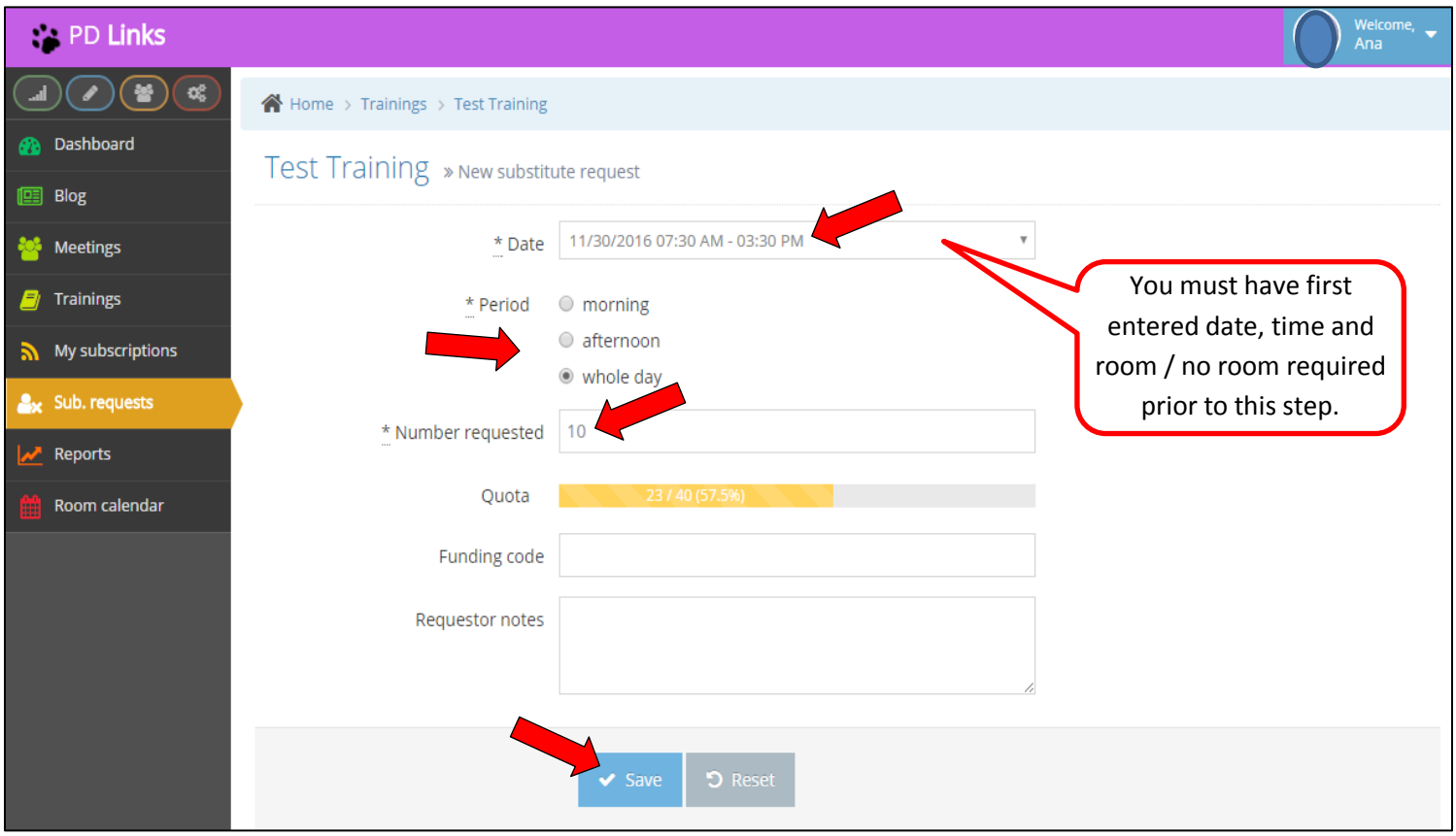
[Back to TOC]

1. On the main page of your event, whether it's a *Meeting* or *Training*, go to *Substitutes – Request Substitutes*.
   If your event is a training, please indicate that substitutes will be requested for your event in the appropriate field. You can do this as you are creating your event or by editing it by clicking on the pencil on the upper right hand corner as shown below.

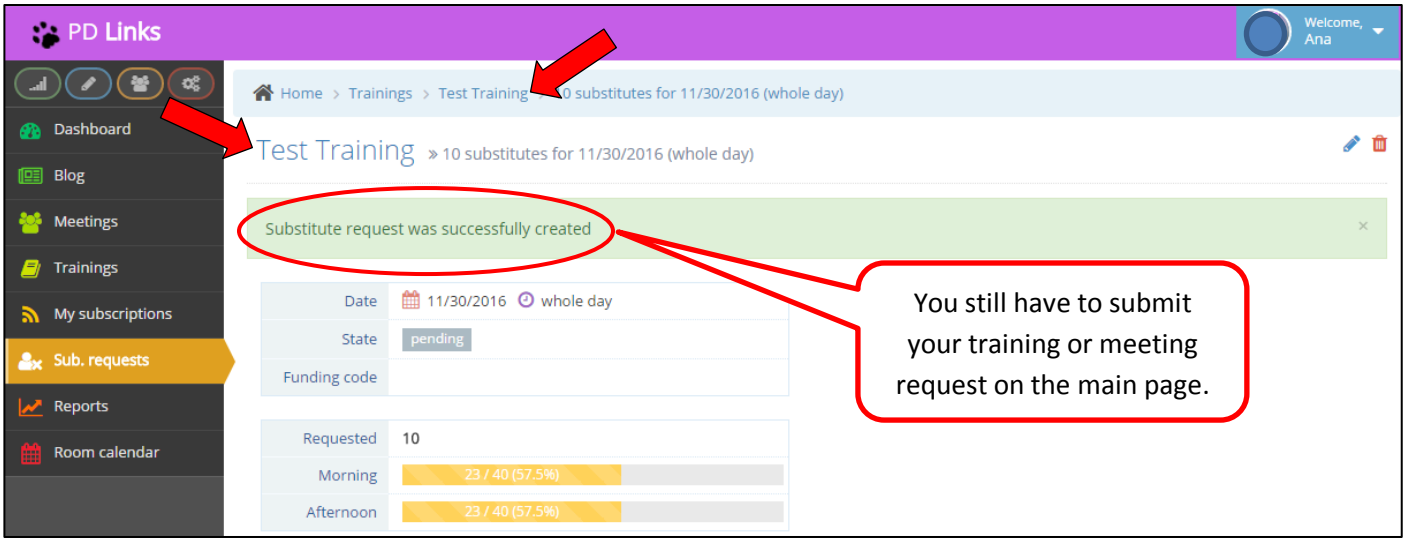




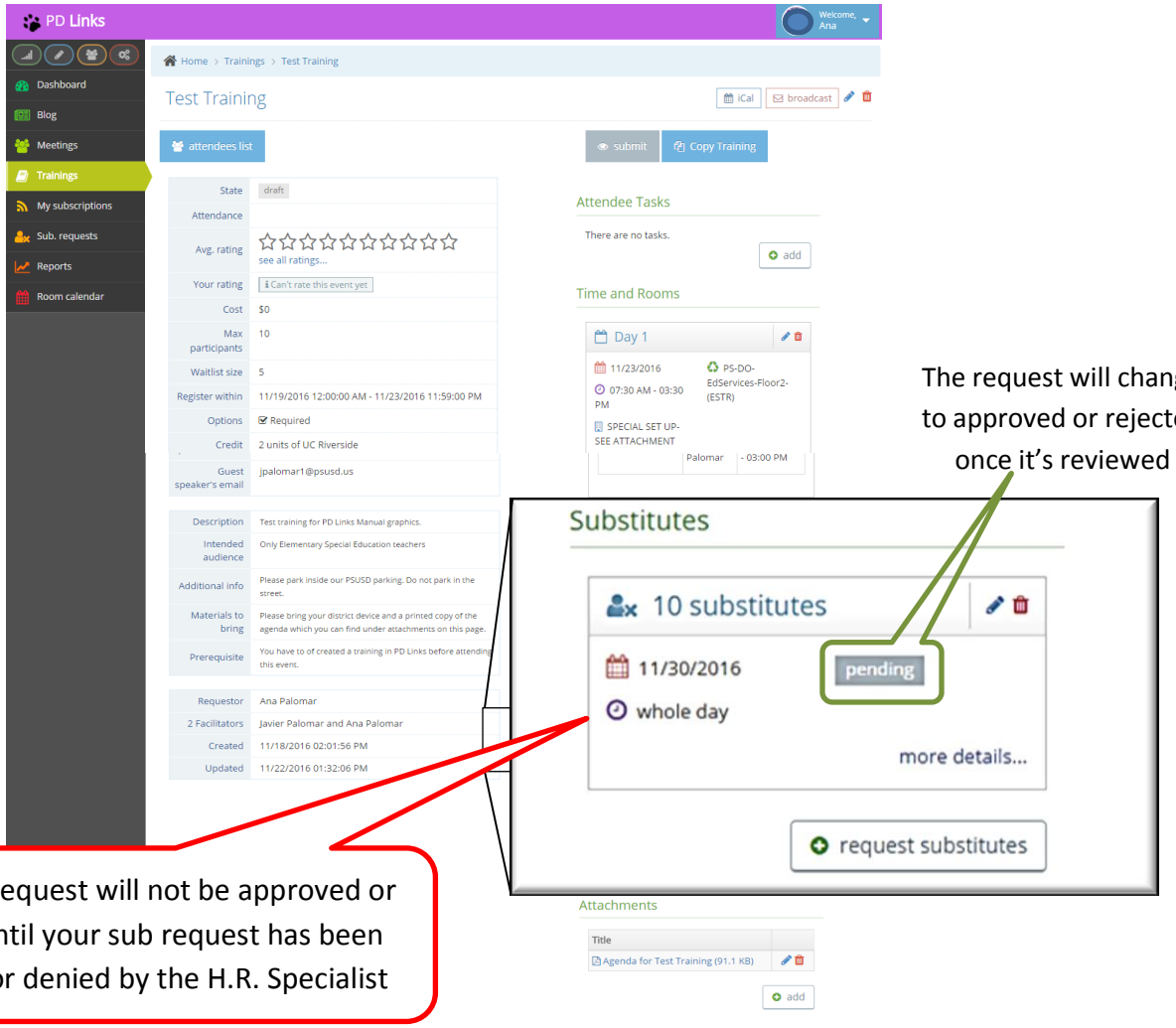
2. Chose a *Date*, *Period*, and enter a *Number Requested* then click ***Save***



3. You will get a confirmation of your request like the one shown below. You can then return to the main page of your event by clicking on the tittle of the event.



4. Your request will be reviewed and then you'll see a response on the main page of your event.

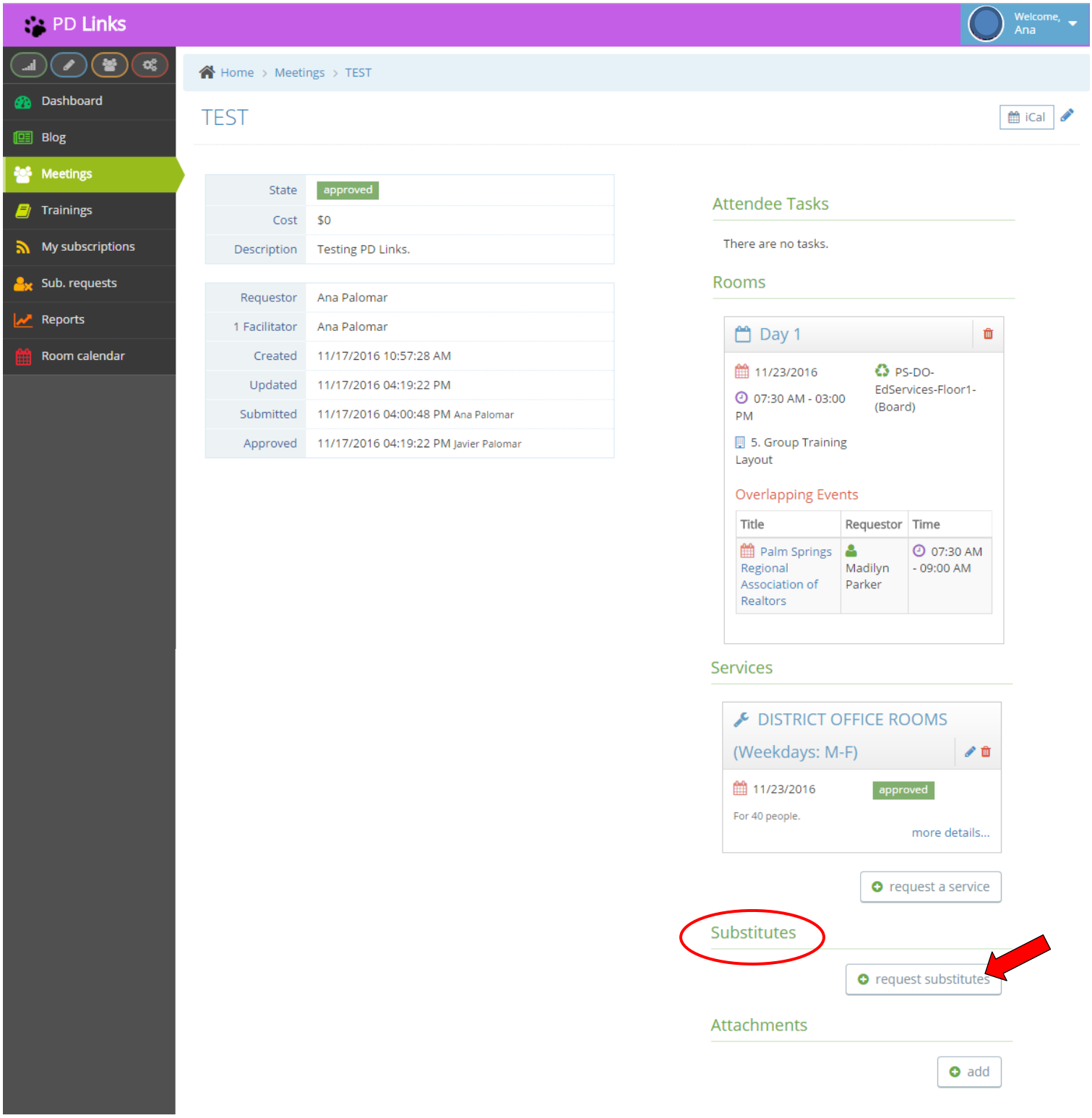


REQUESTING SUBSTITUTES FOR A SCHOOL SITE EVENT

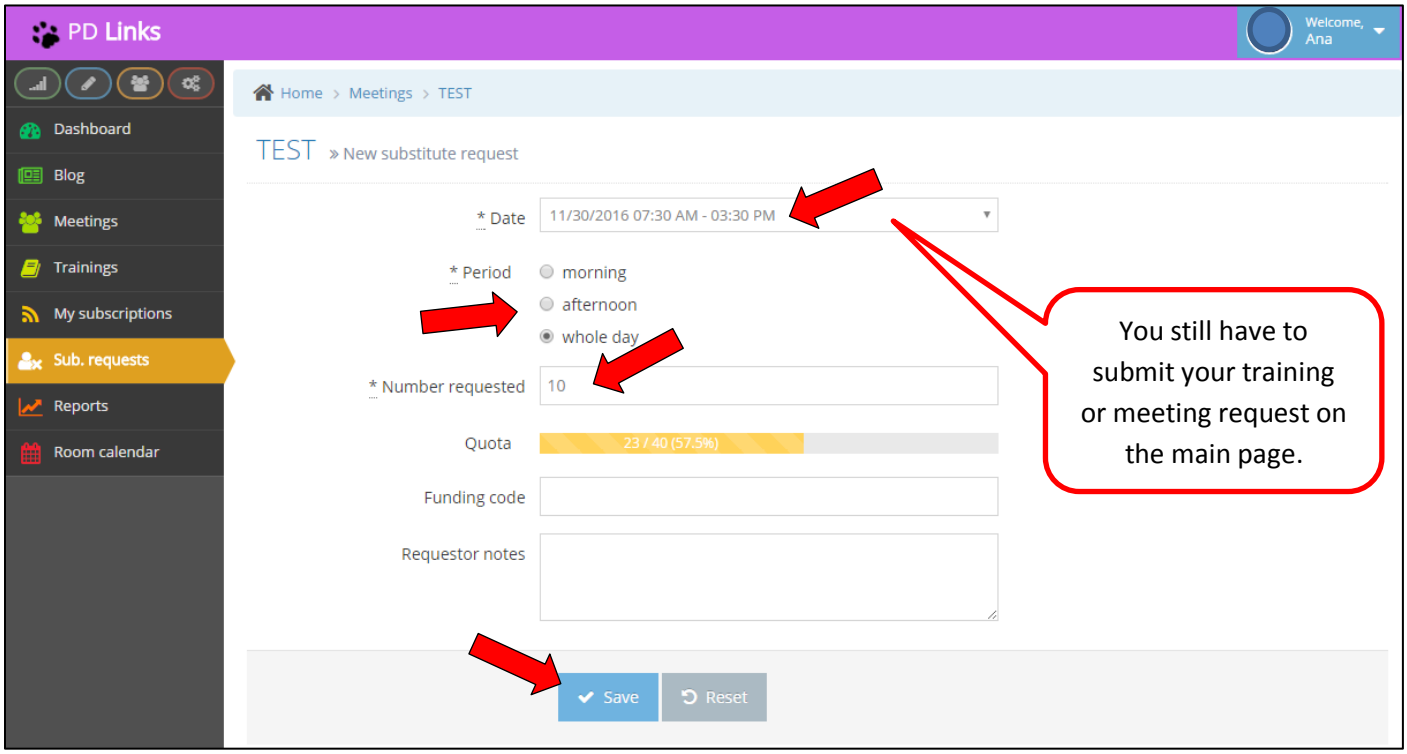
[Back to TOC]

1. On the main page of your event go to *Substitutes – Request Substitutes*.

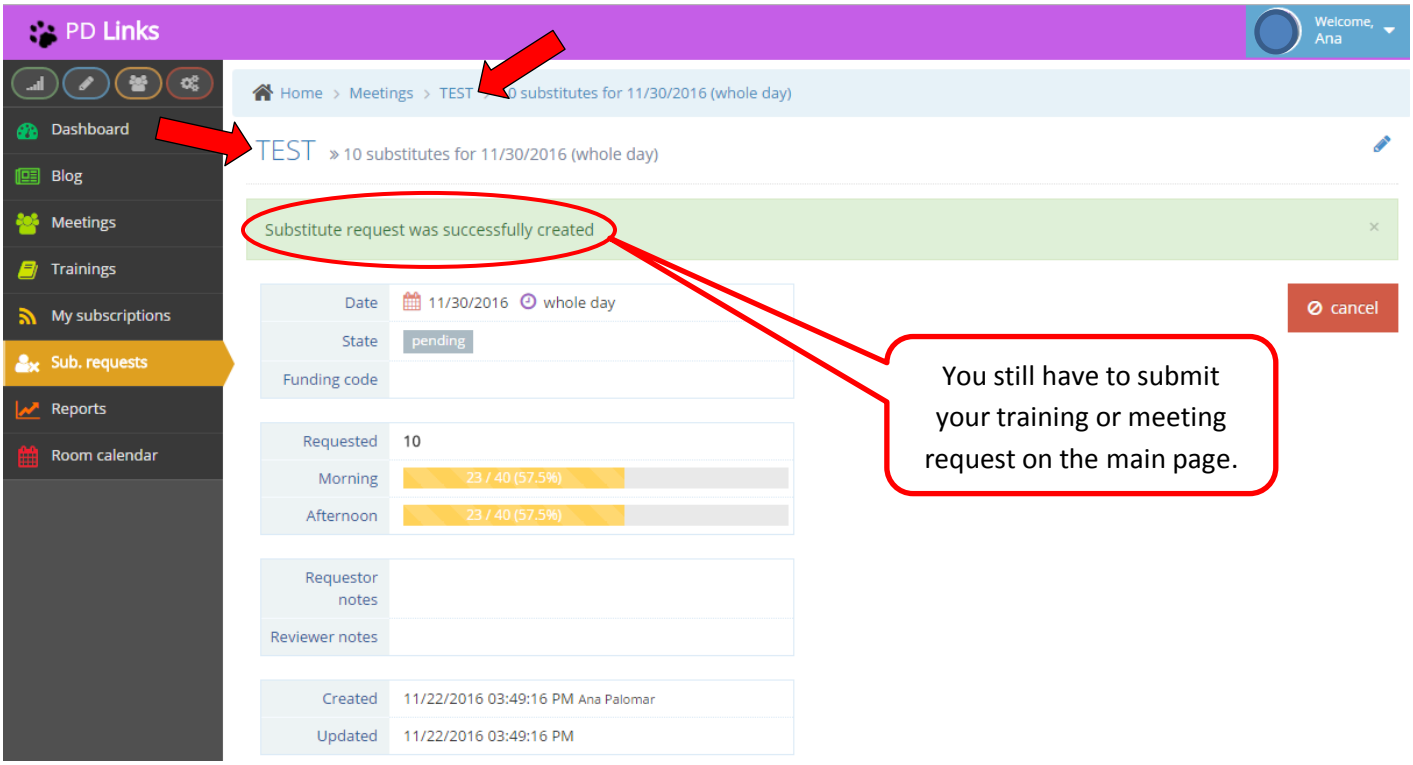
   We suggest that unless you want your teachers to register for your event use the meetings tab to create a school site event, it's more practical.



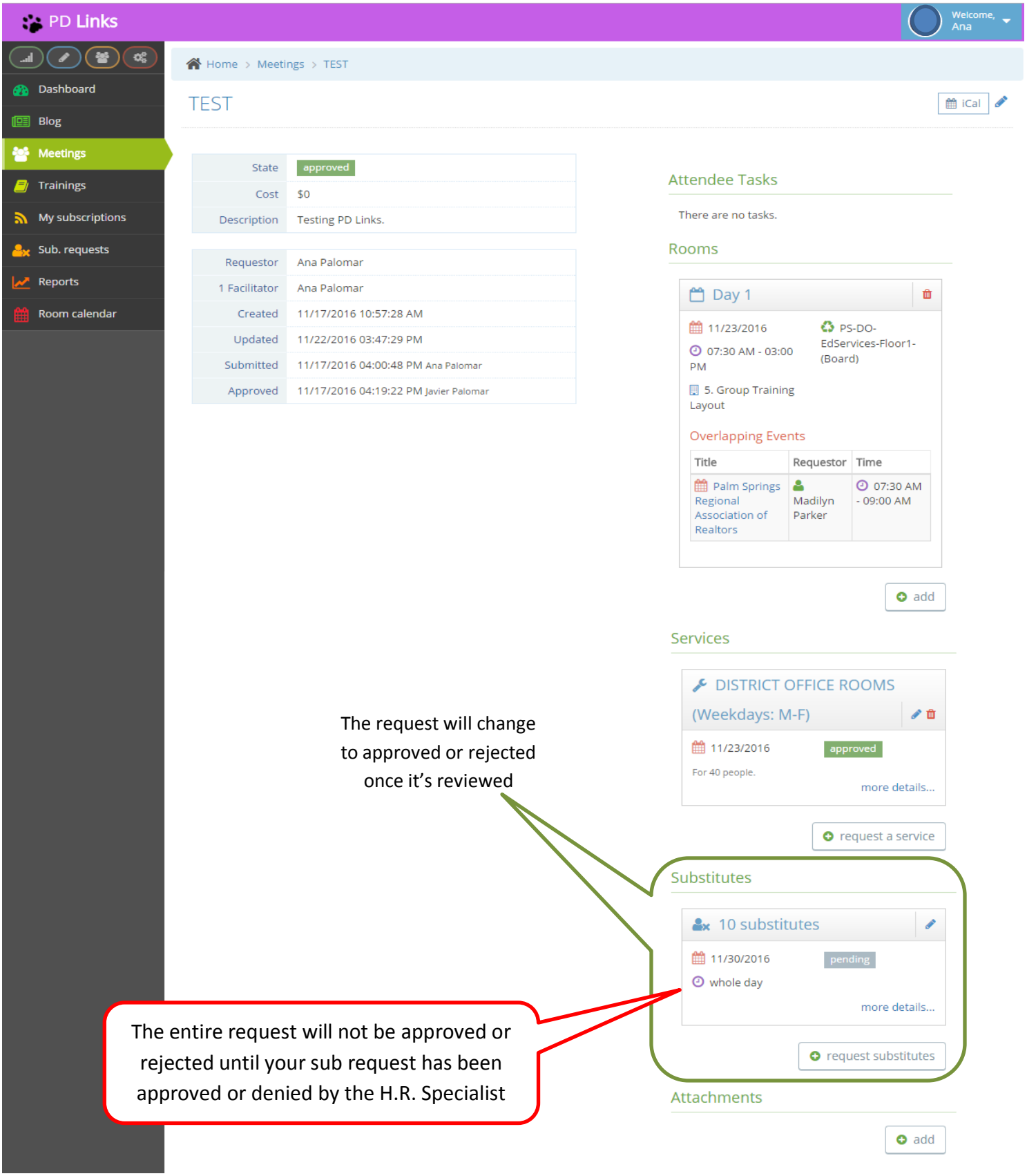
2. Chose a *Date*, *Period*, and enter a *Number Requested* then click ***Save***



3. You will get a confirmation of your request like the one shown below. You can then return to the main page of your event by clicking on the tittle of the event.



4. Your request will be reviewed and then you'll see a response on the main page of your event.



MANAGING REGISTRATIONS FOR YOUR TRAINING

[Back to TOC]

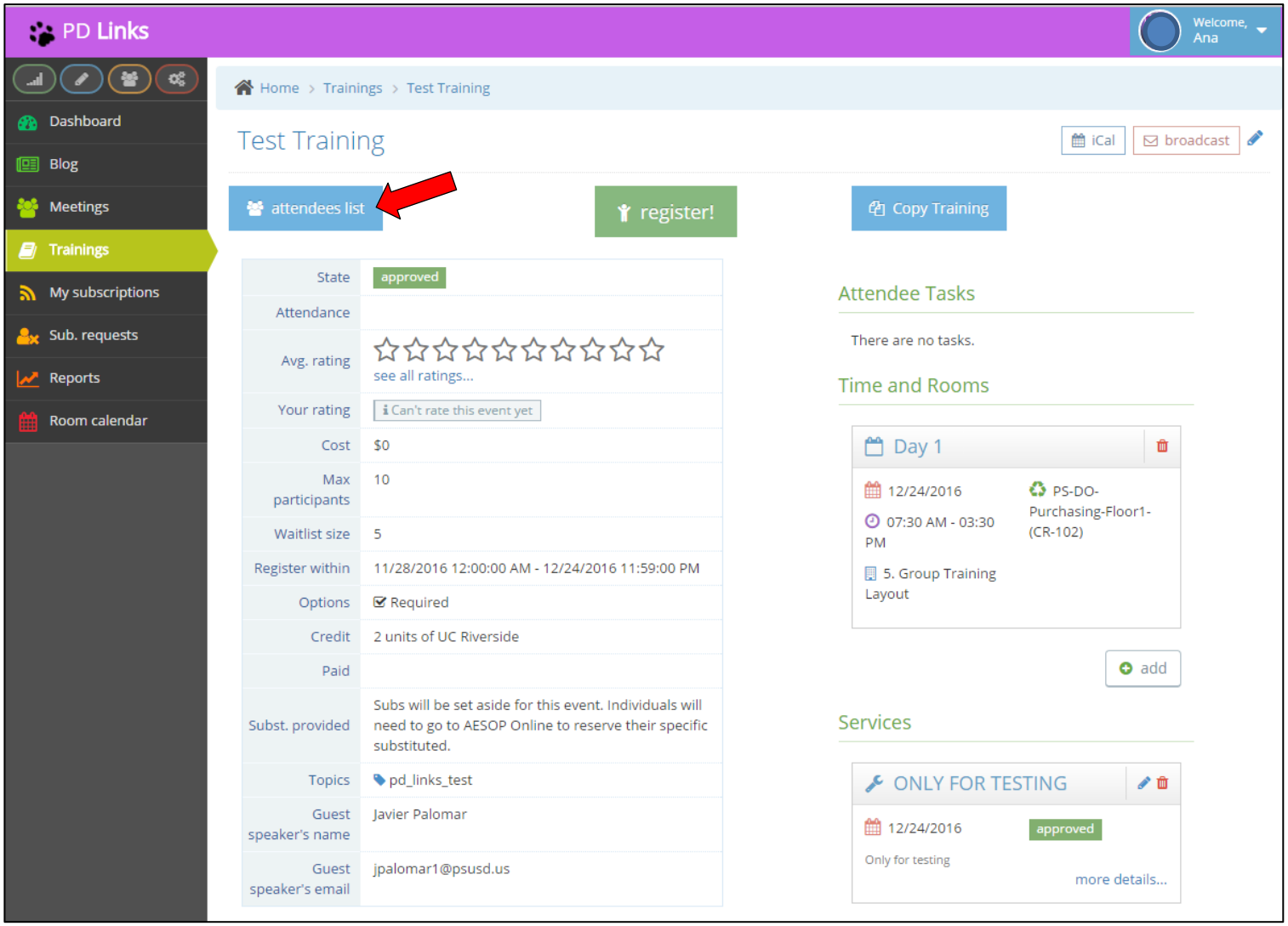
This feature will allow you to add or delete registered participants before or during your training, according to your trainings criteria.

You can also take attendance electronically during your event. This will allow you to keep a permanent record on each of your trainings reports to be run that include your training, and participants to have record of what training they have attended themselves. Here's how it work:

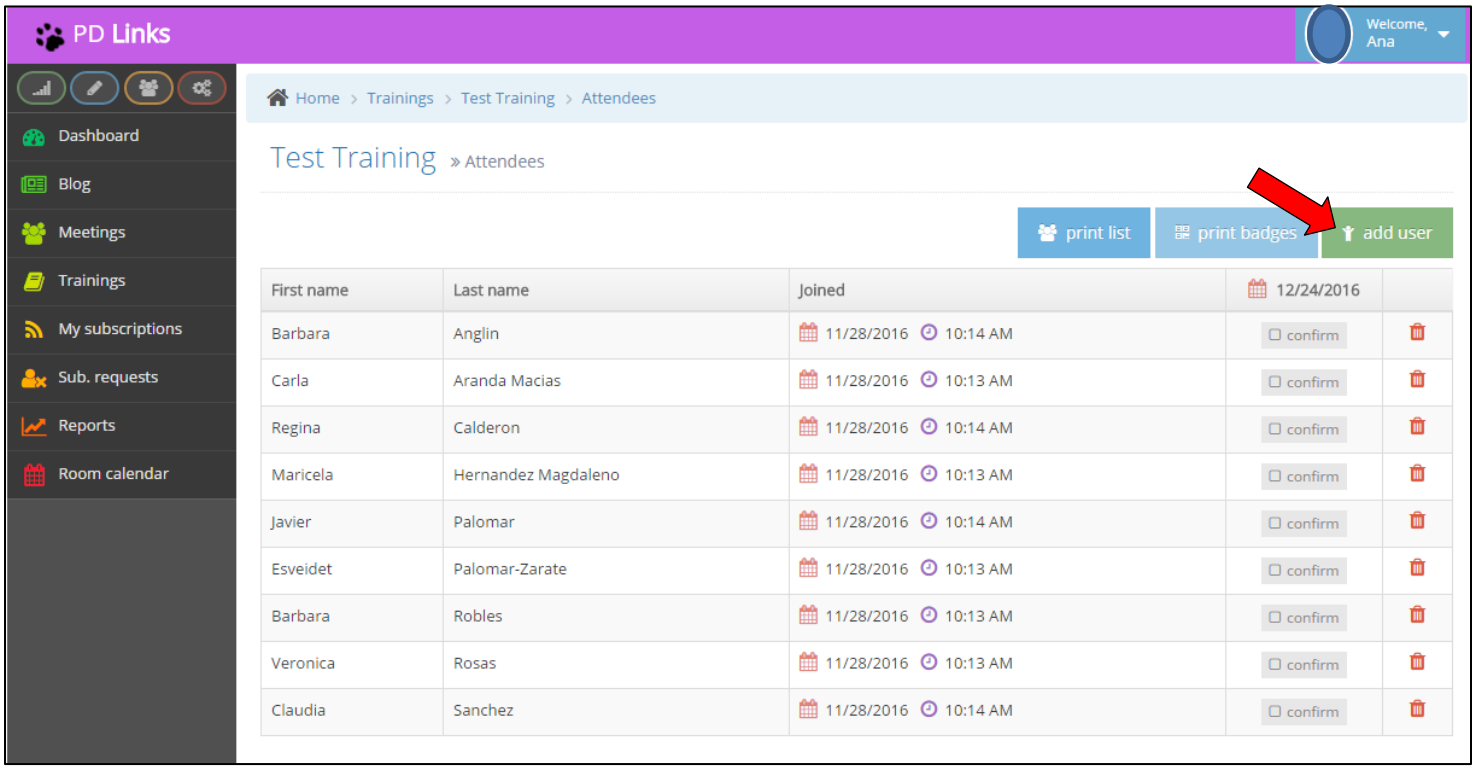
ADDING OR REGISTERING PARTICIPANTS TO YOUR TRAINING

[Back to TOC]

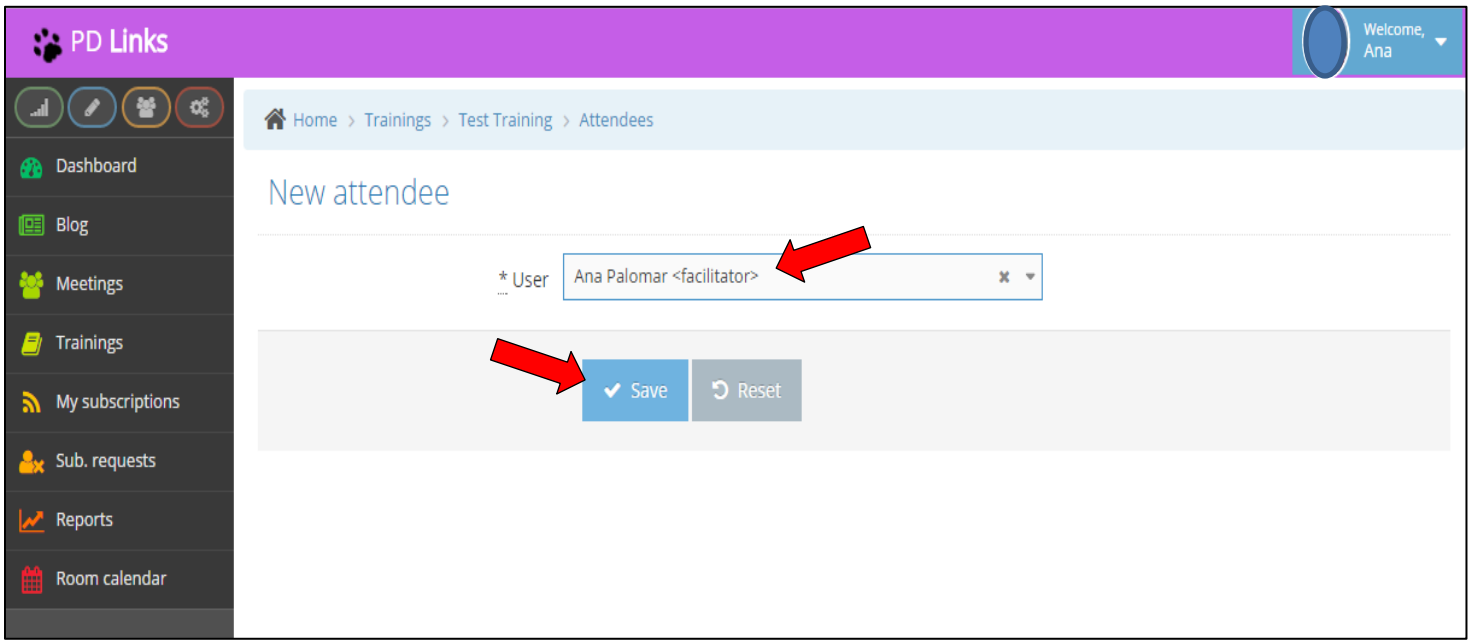
1. On the main page of your training, click on ***Attendees List***
   Ideally, each participant would have to register them self, but if for some reason they did not, you can register them either before or at the training. You would have to be linked to the training as a facilitator- *see page 30*



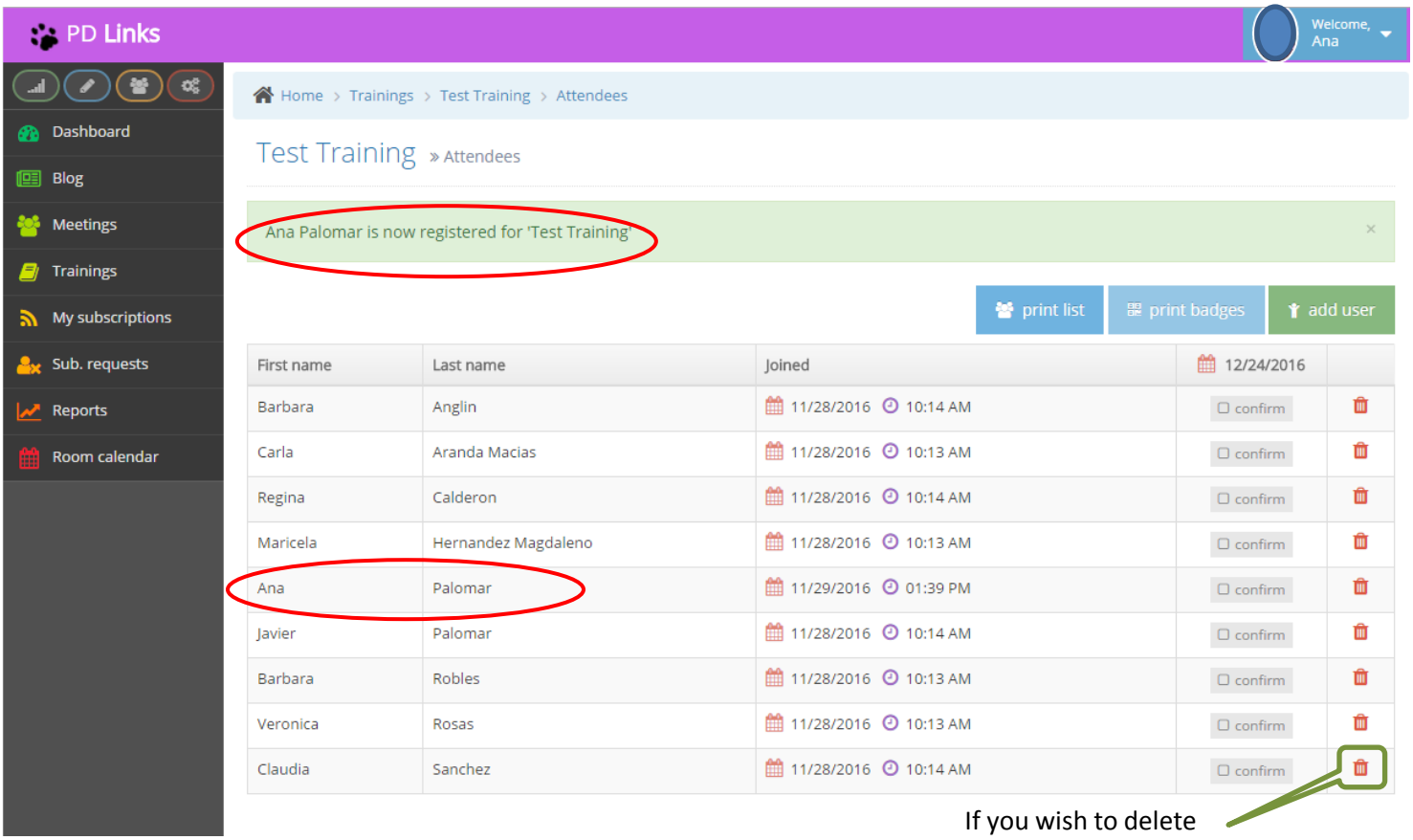
2. Then click ***Add User***



3. Simply type in the name of the person then click ***Save***



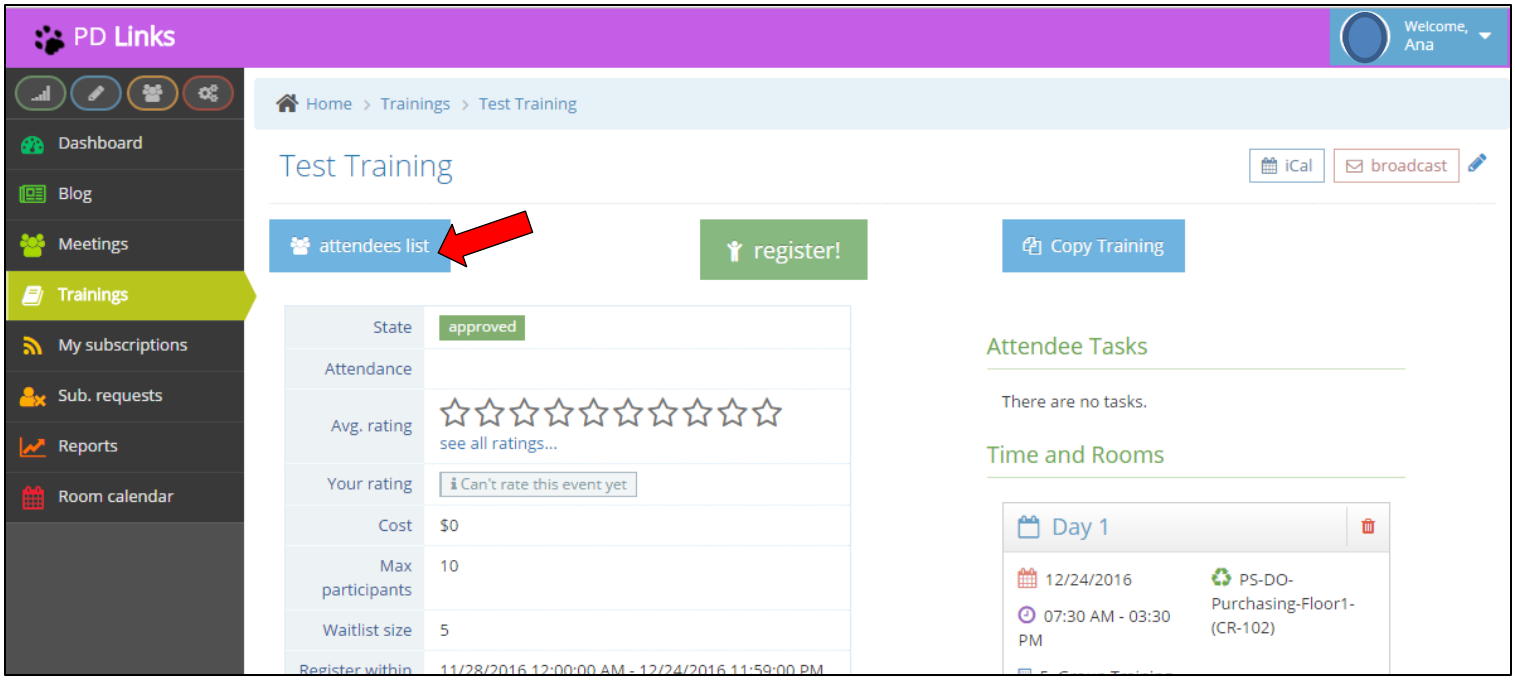
4. The name of the person will then appear in the list of attendees.



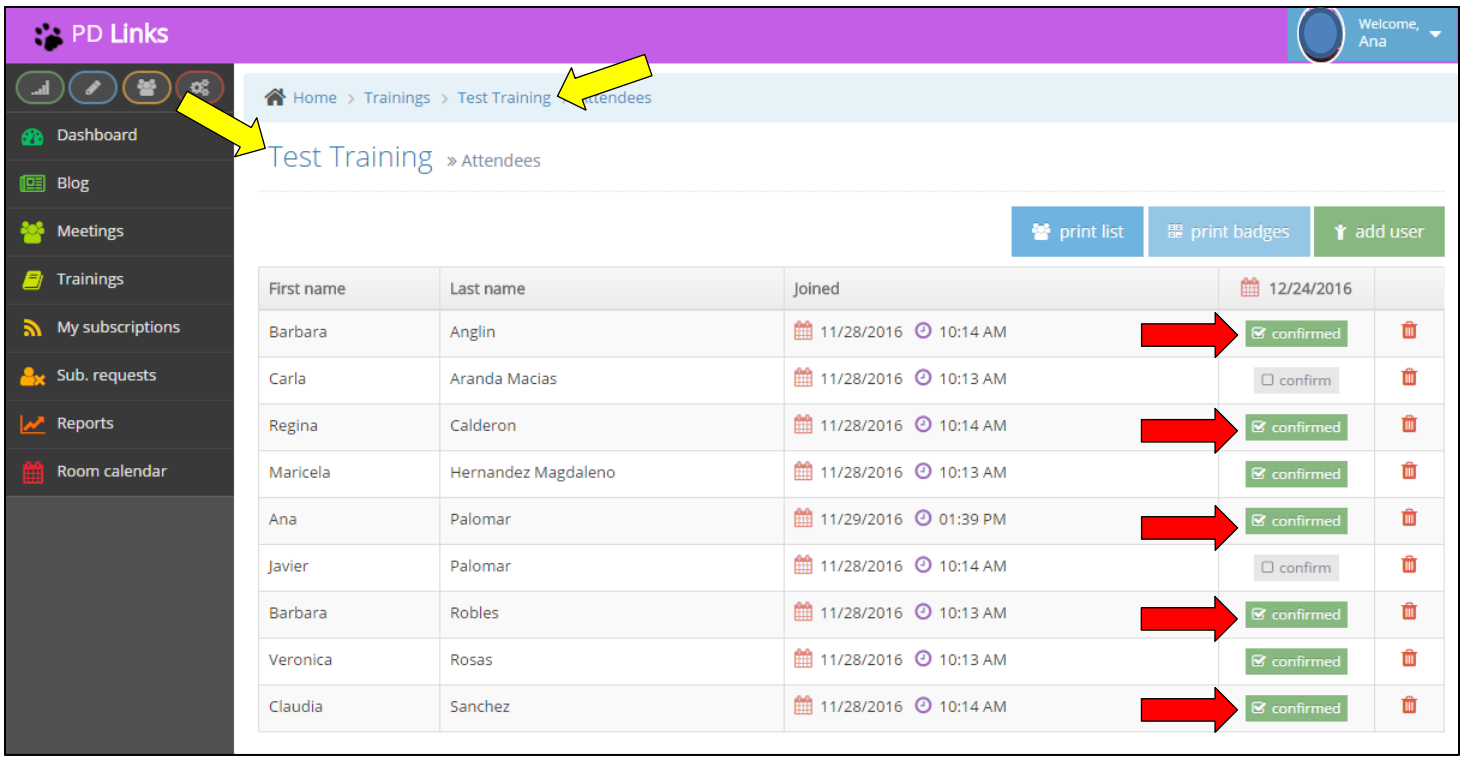
CONFIRMING ATTENDANCE

[Back to TOC]

1. On the main page of your training, click on ***Attendees List*** (this would usually happen towards the end of your training)



2. Then simply click the ***Confirmed*** button for each participant that attended. You don't have to click anywhere else; this action automatically certifies their attendance. You can then just click back to the main page of your event.

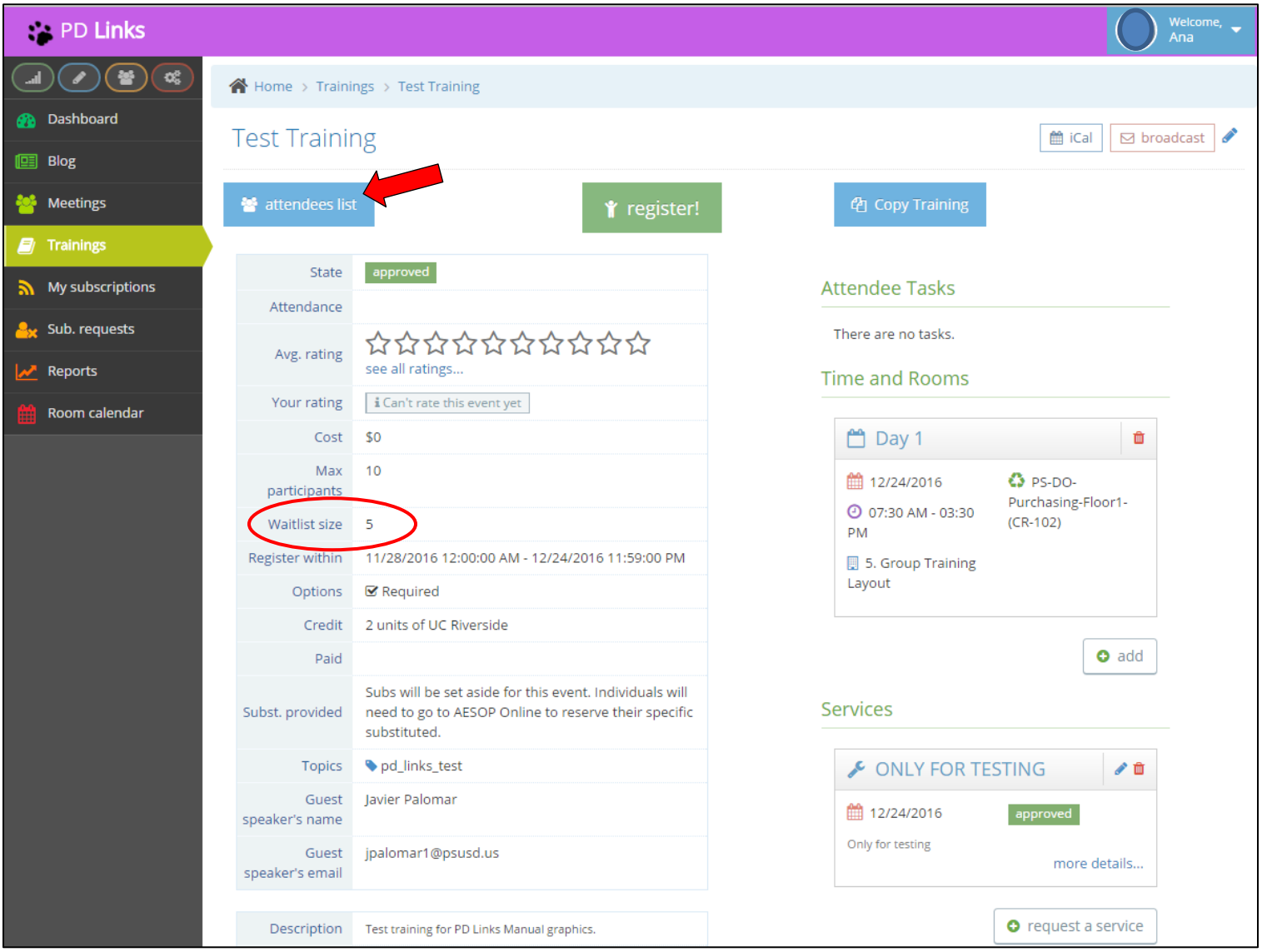


MANAGING YOUR WAITLIST

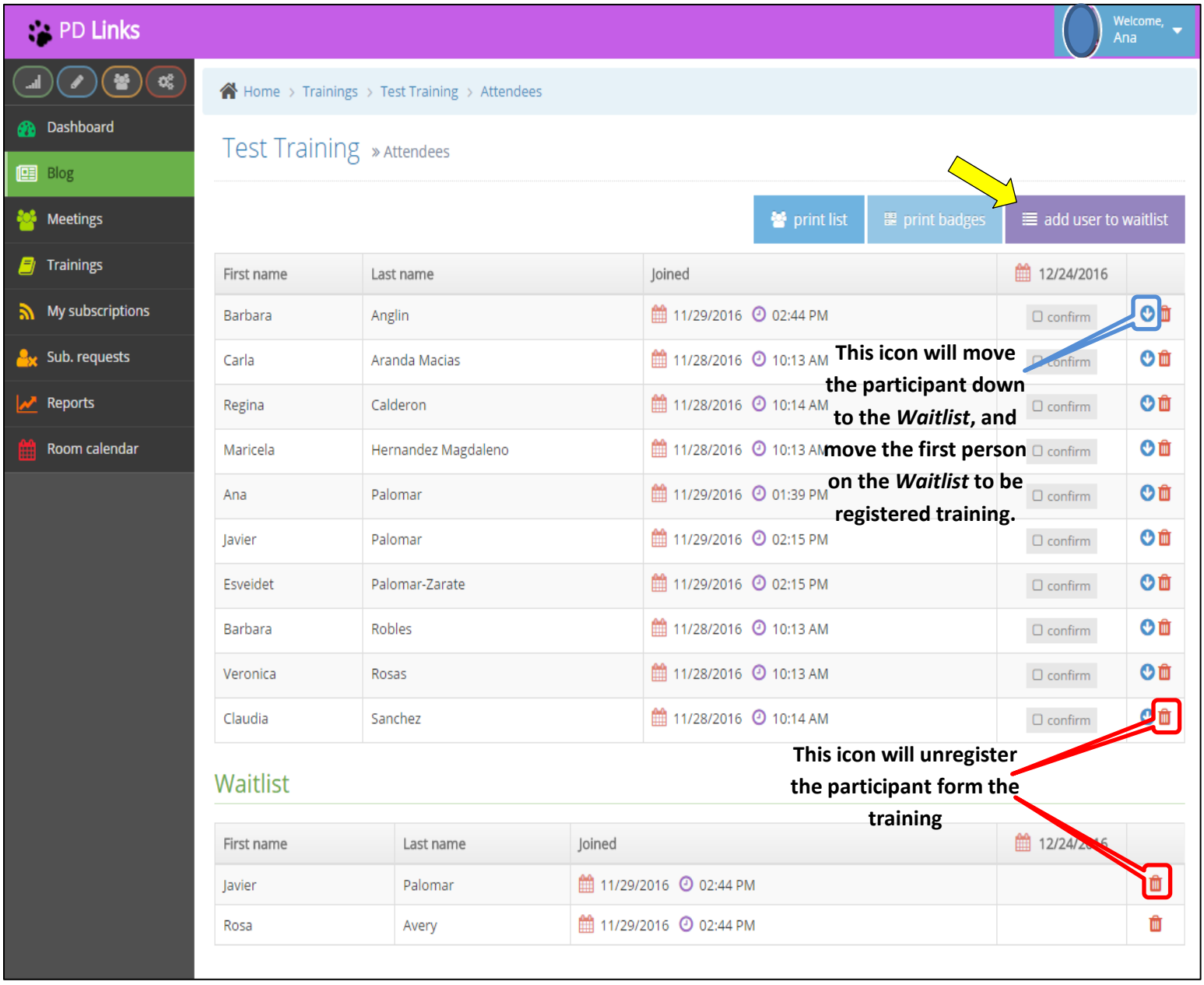
[Back to TOC]

As you're creating your training you can limit the number on your waitlist (*see pages 30 & 31*) to manage this list:

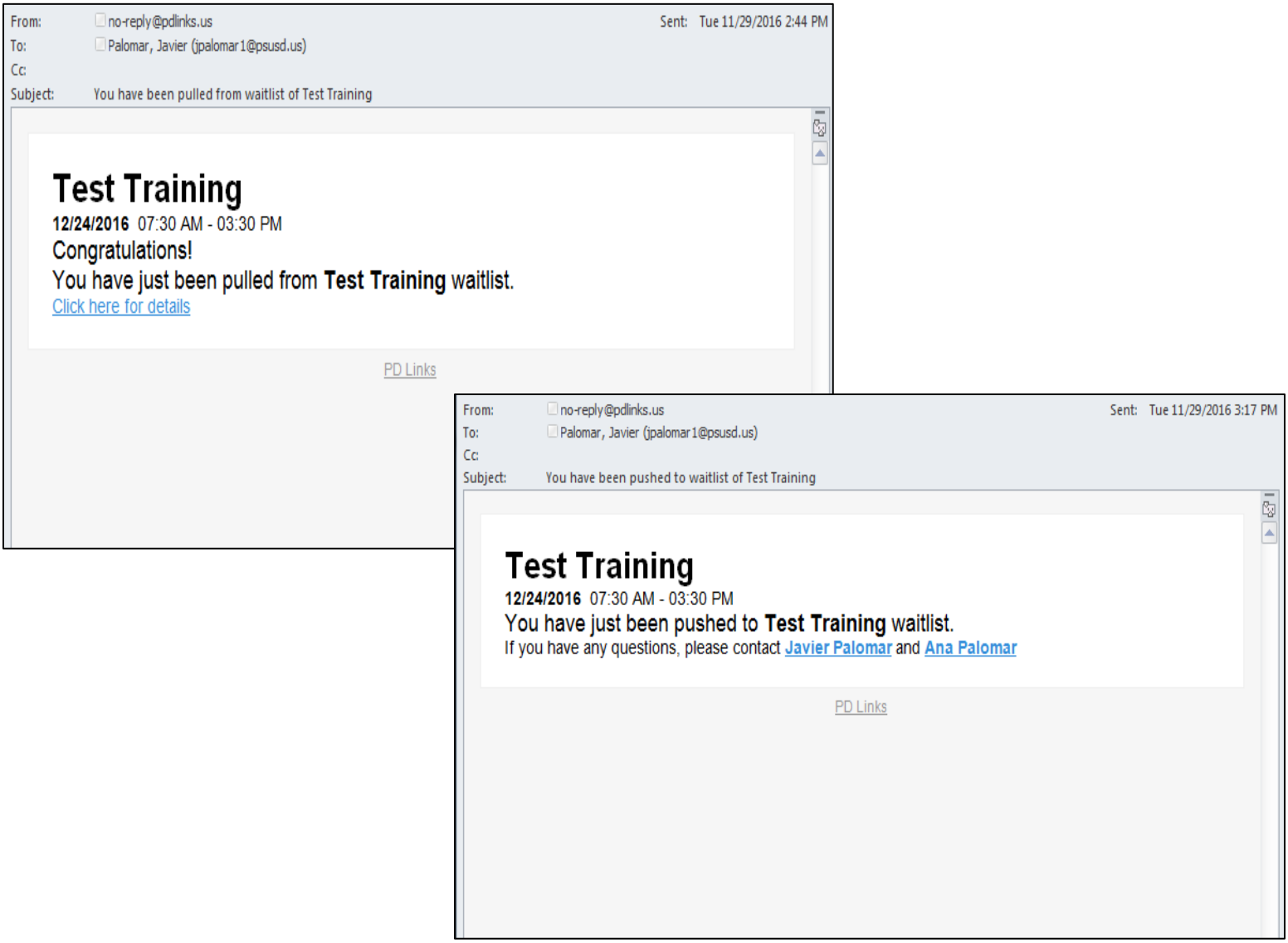
1. Simply click on ***Attendees List***



2. You can then: move participants down to the waitlist by clicking their **arrow.** This will automatically move the first person from the waitlist up to the main list. To delete any participant just click their **trash** icon. You can also add participants to waitlist by clicking on the ***Add User To Waitlist*** button.



For any changes you do, your participants will receive generic emails alerting them of their particular status as shown below:



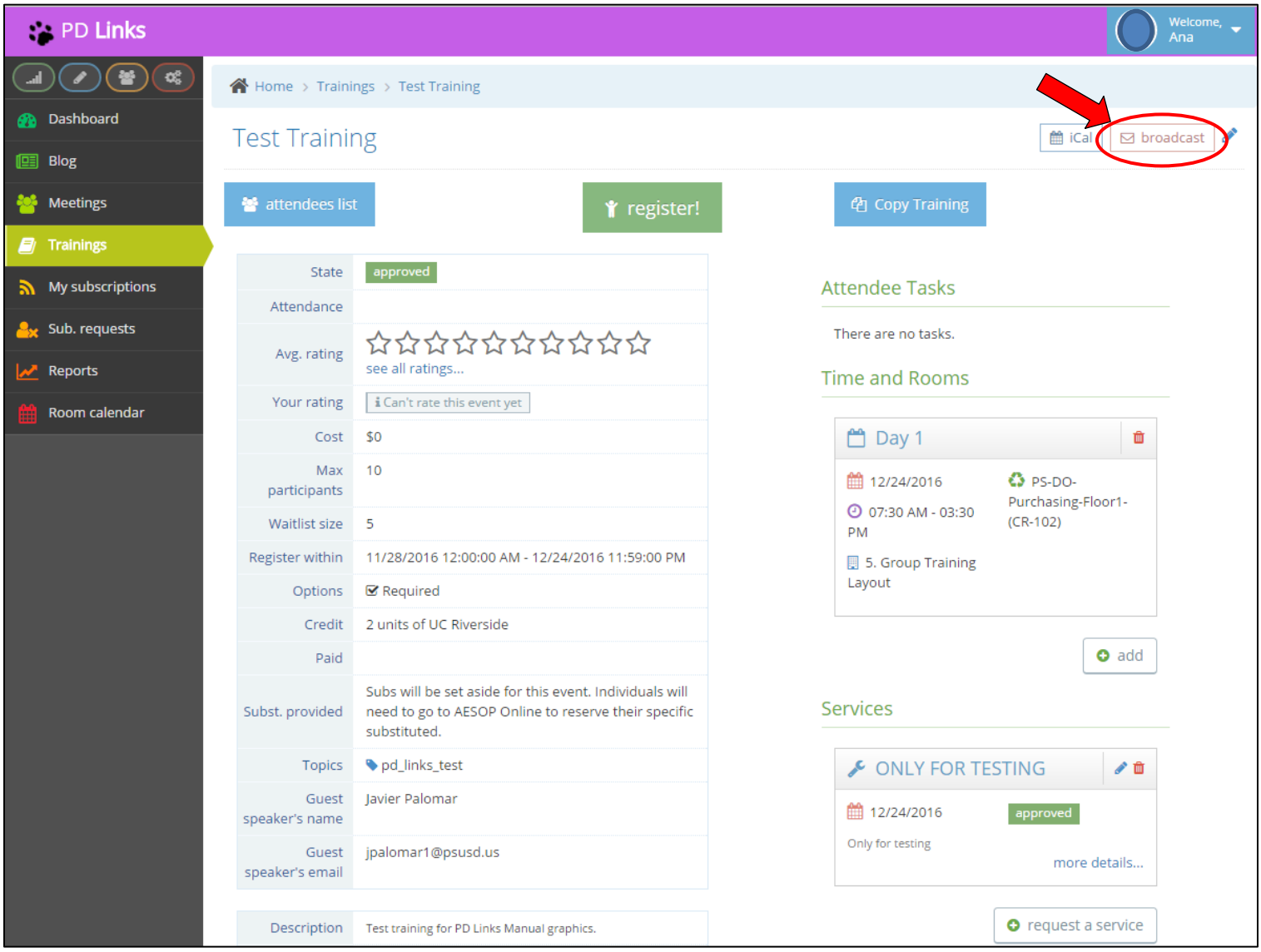
**** Positive ones will congratulate them; "negative"e ones will inform them who to contact.***

BROADCAST

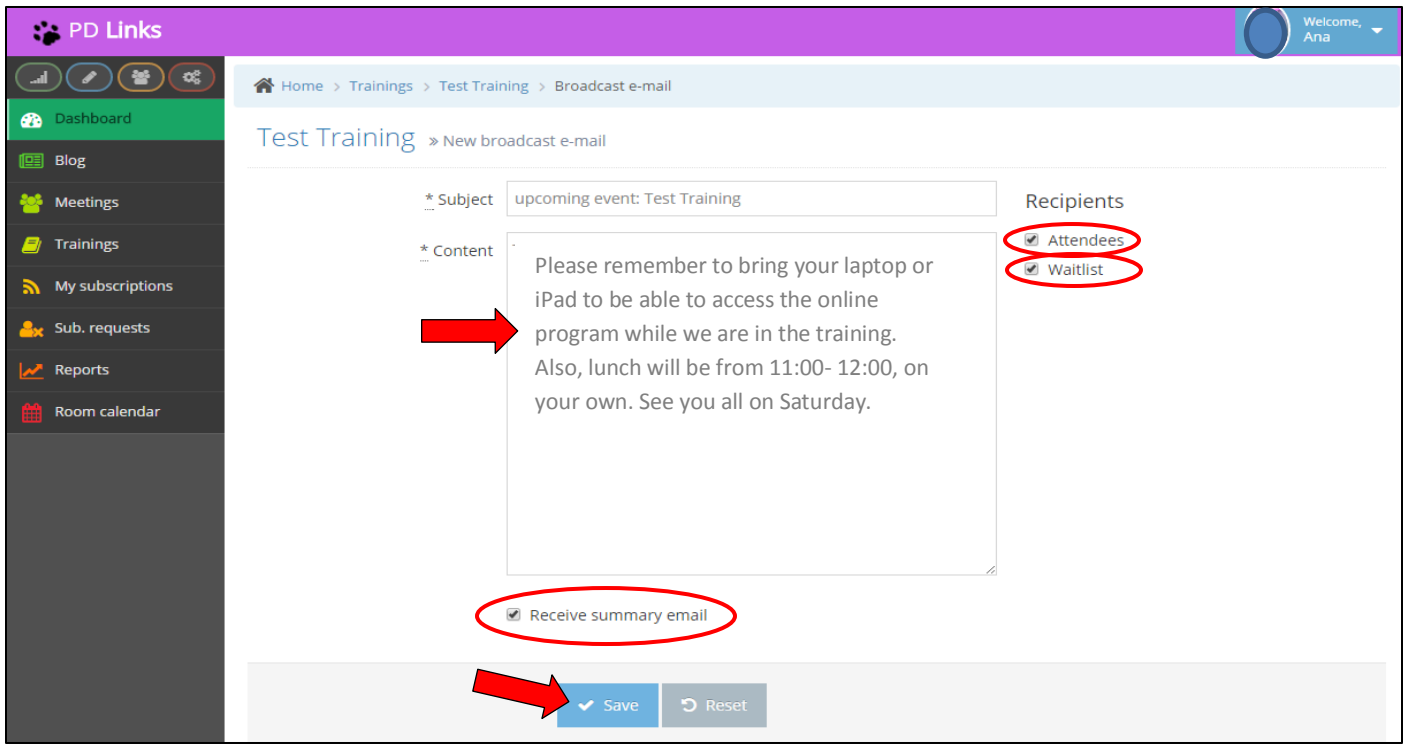
[Back to TOC]

This feature will allow you to send a message (email) to your participants before or after your training takes place. This can be helpful to send out final reminders or to follow up with previous participants of past trainings. Here's how you do it:

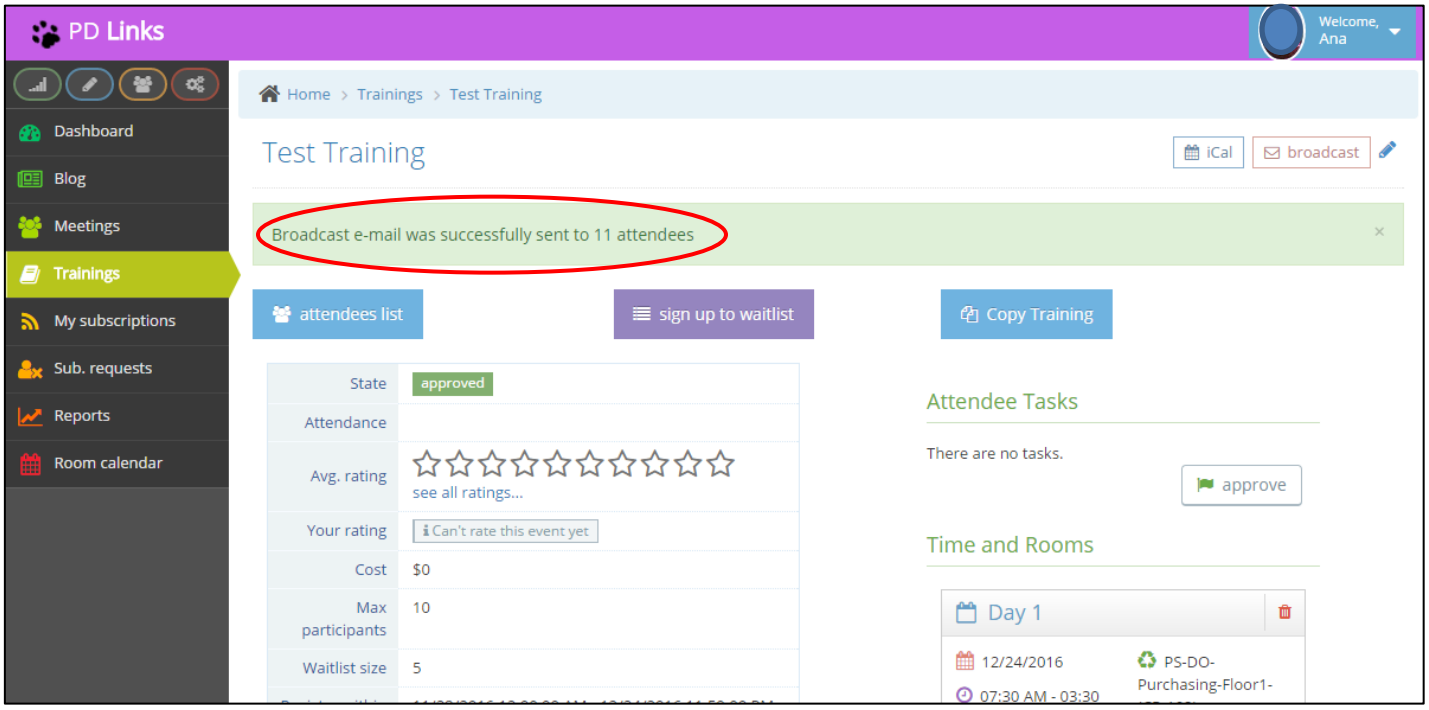
1. On the main page of your training, click on the ***Broadcast*** button



2. You will then write in your message in ***Content***, and then choose, who you want the message to go to by clicking appropriate box; ***Attendees***, ***Waitlist***, or both. You can also click the box for ***Receive Summary Email*** to get an over view of who your message went out to. Once you are ready to send it out, simply click ***Save***. Your message will be instantly send to your participants.

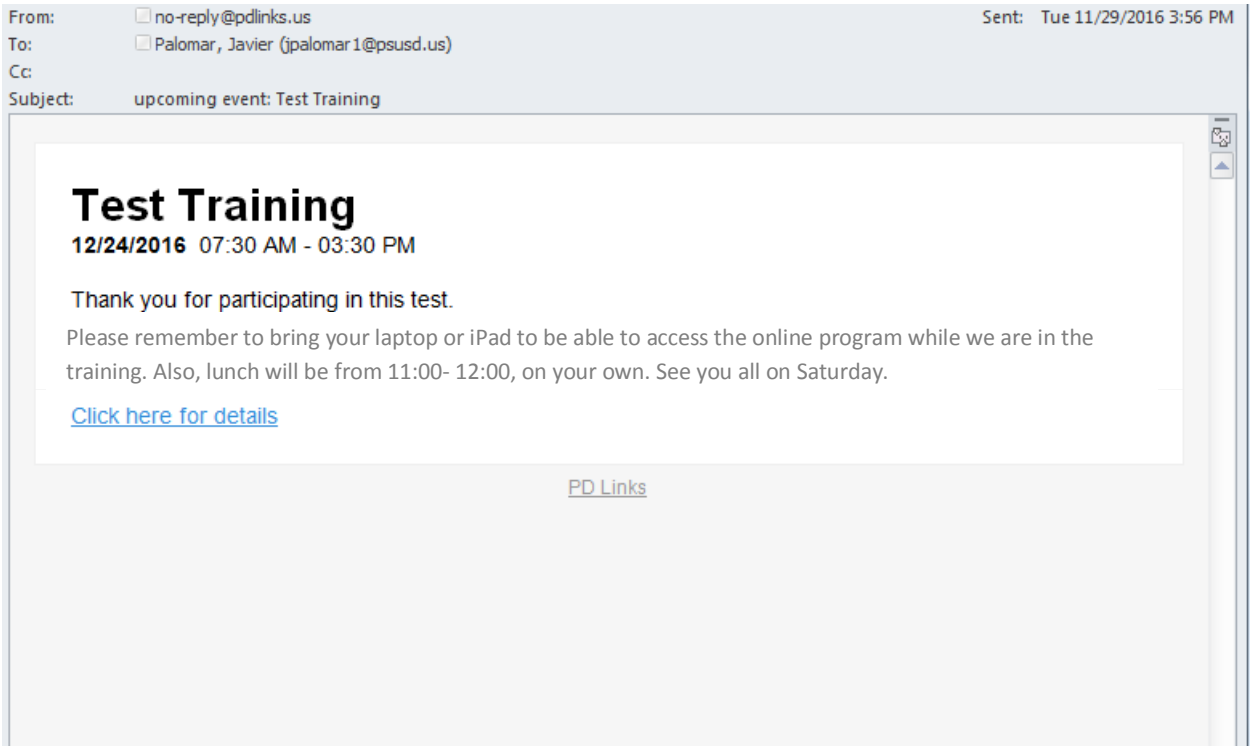


3. You'll then see a confirmation in PD Links like the one below



This is an example of what the emails look like:

Participants' message-


From: no-reply@pdlinks.us Sent: Tue 11/29/2016 3:56 PM
To: Palomar, Javier (jpalomar1@psusd.us)
Cc:
Subject: upcoming event: Test Training

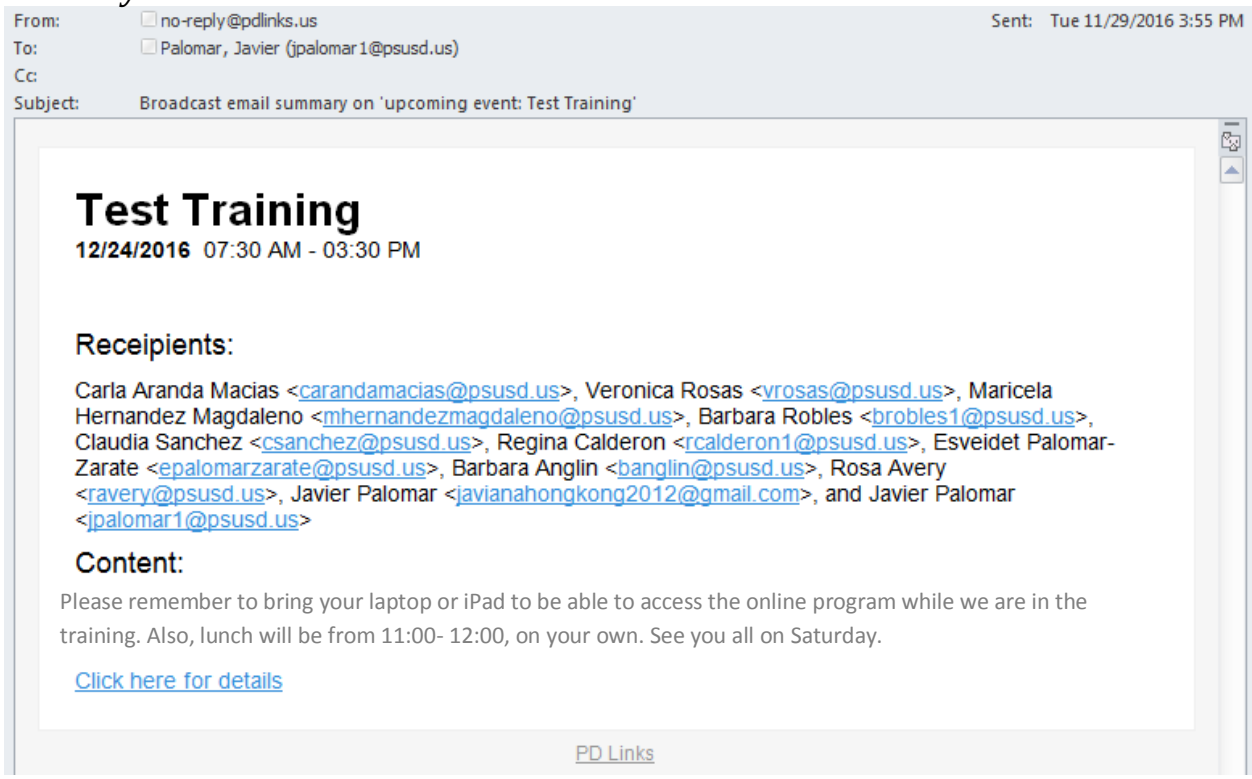
Test Training
12/24/2016 07:30 AM - 03:30 PM

Thank you for participating in this test.
Please remember to bring your laptop or iPad to be able to access the online program while we are in the training. Also, lunch will be from 11:00- 12:00, on your own. See you all on Saturday.

Click here for details

PD Links

Summary Email-


From: no-reply@pdlinks.us Sent: Tue 11/29/2016 3:55 PM
To: Palomar, Javier (jpalomar1@psusd.us)
Cc:
Subject: Broadcast email summary on 'upcoming event: Test Training'

Test Training
12/24/2016 07:30 AM - 03:30 PM

Receipients:

Carla Aranda Macias <carandamacias@psusd.us>, Veronica Rosas <vrosas@psusd.us>, Maricela Hernandez Magdaleno <mhernandezmagdaleno@psusd.us>, Barbara Robles <brobles1@psusd.us>, Claudia Sanchez <csanchez@psusd.us>, Regina Calderon <rcalderon1@psusd.us>, Esveidet Palomar-Zarate <epalomarzarate@psusd.us>, Barbara Anglin <banglin@psusd.us>, Rosa Avery <ravery@psusd.us>, Javier Palomar <javianahongkong2012@gmail.com>, and Javier Palomar <jpalomar1@psusd.us>

Content:

Please remember to bring your laptop or iPad to be able to access the online program while we are in the training. Also, lunch will be from 11:00- 12:00, on your own. See you all on Saturday.

Click here for details

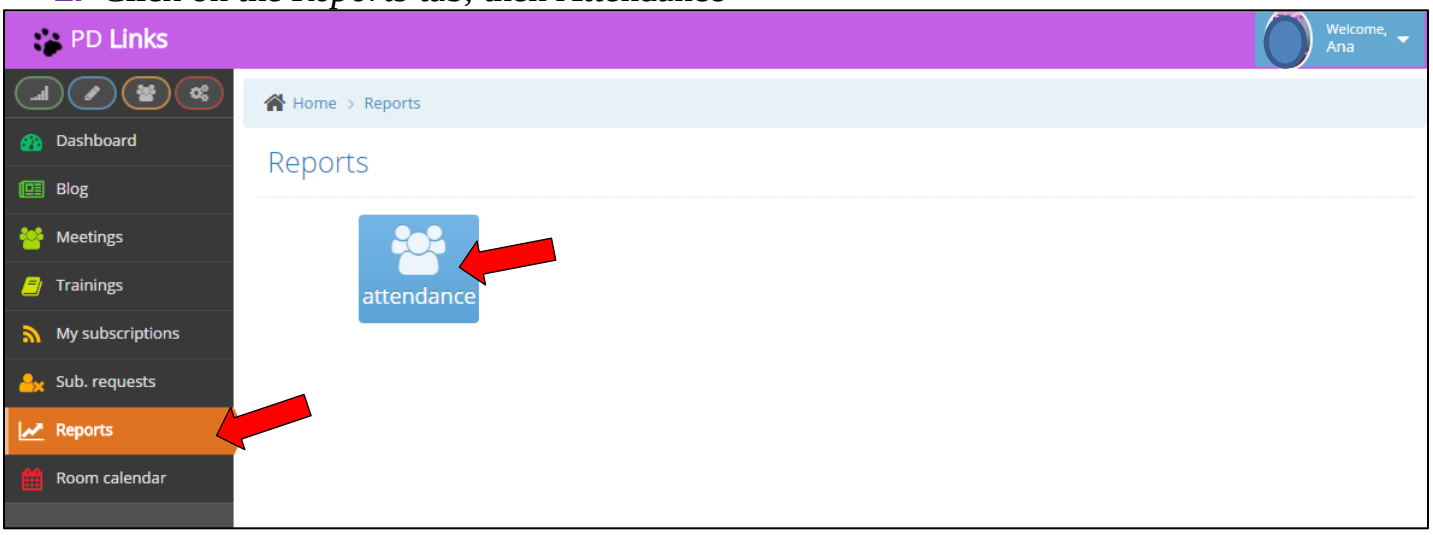
PD Links

REPORTS TAB

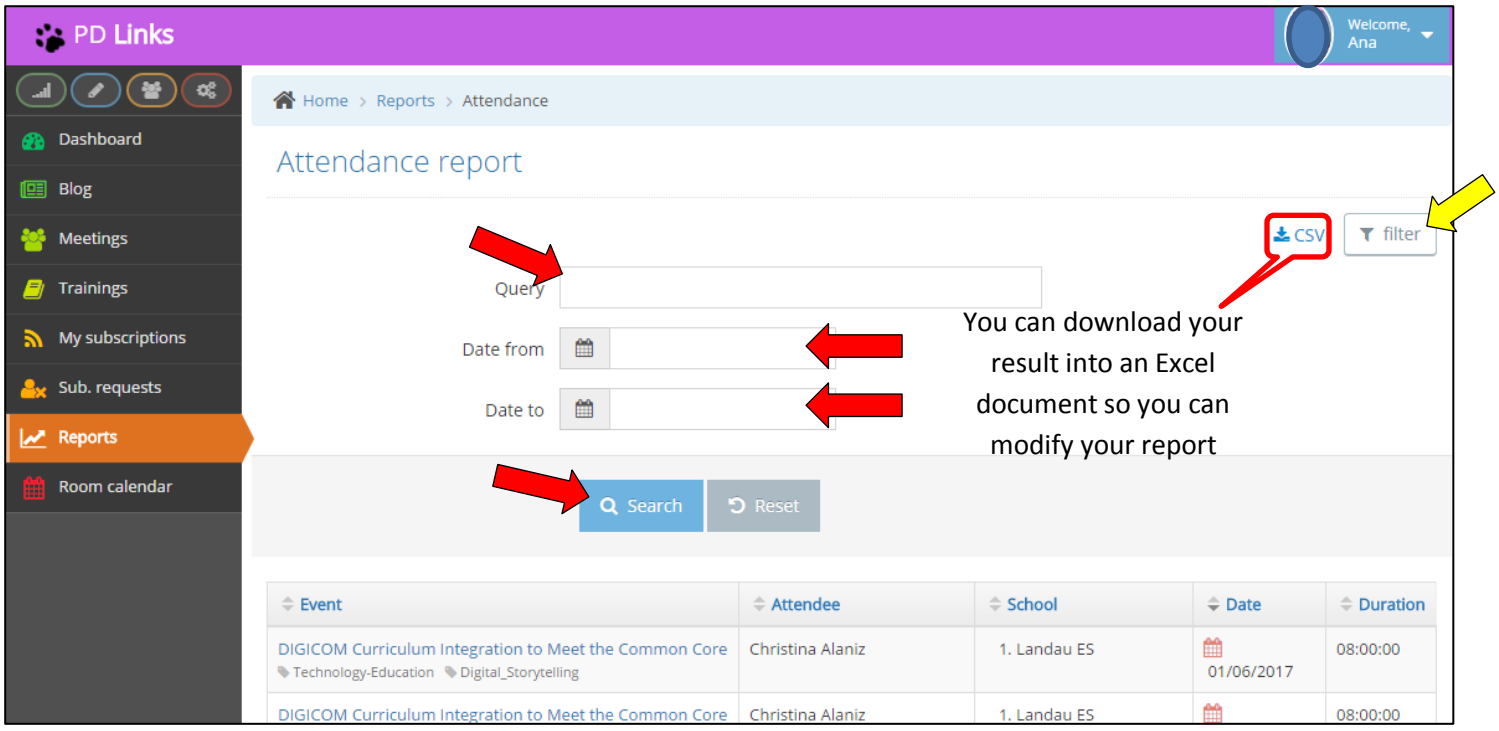
[Back to TOC]

Another feature you might find helpful is our *Reports* tab. This tab will; help you keep track of your past trainings, allow reports that are run to include your training and allow participants to have of training they attended. Here's how it works:

1. Click on the *Reports* tab, then Attendance



2. To *Filter* out the results, use the *Query* or the *Date From* / *Date To* options then click the ***Search*** button. In Query, you can type in name of participant, title of training, or school site to narrow your results. Once you get your results, you can download them in CVS format which you can then modify as an Excel document.



FLiPD LEARNING

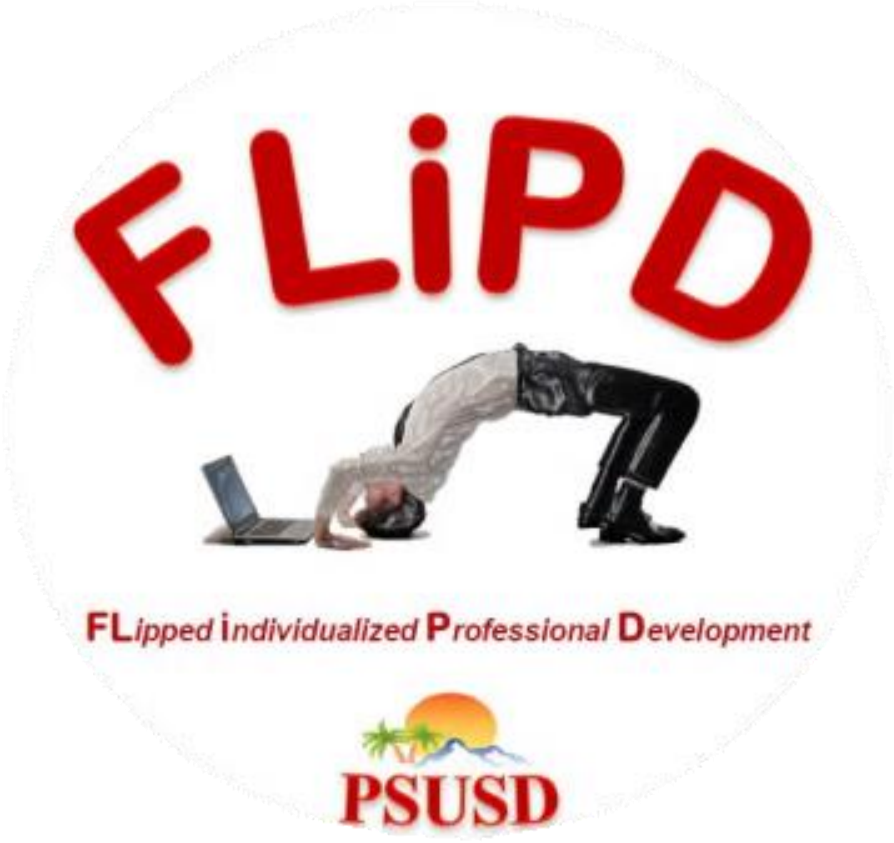
[Back to TOC]

We are happy to introduce a brand new tool in PD Links that will enhance your Professional Development experience. It's PSUSD's very own **FLiPD Learning**!

FLiPD stands for **FL**ipped **i**ndividualized **P**rofessional **D**evelopment. The idea behind it is to have another professional development format for ***STAFF*** & ***FACILITATOR*** to take advantage of the great PD opportunities offered to them through **PD Links**.

Here's how it works, a training can be offered in two parts: 1) Instruction 2) Collaboration. For Instruction, **FLiPD Learning** will allow a Facilitator to add an *Attendee Task* to any particular training. The **Staff** member that registers for that training will then have access to that task which he or she will have to complete before attending the collaboration part of the training. They will be able to upload evidence of completion of the task in the training's main page. This will then be reviewed by the **Facilitator** who will *Approve* or *Deny* the evidence provided, giving feedback to the participant. This will minimize the time that the participant will have to give up of their time since the first part (Instruction) can be done on their own time, at home after work hours.

We will now review how ***STAFF*** & ***FACILITATOR*** to take advantage of this feature:



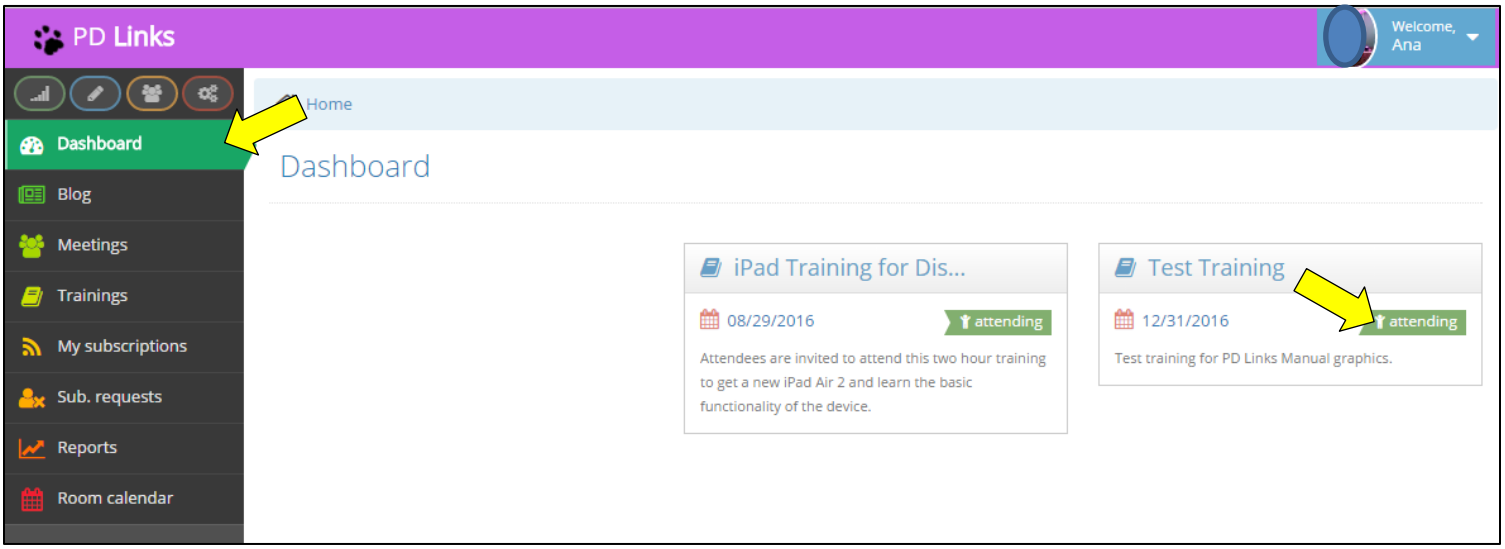
FLiPD LEARNING FOR STAFF

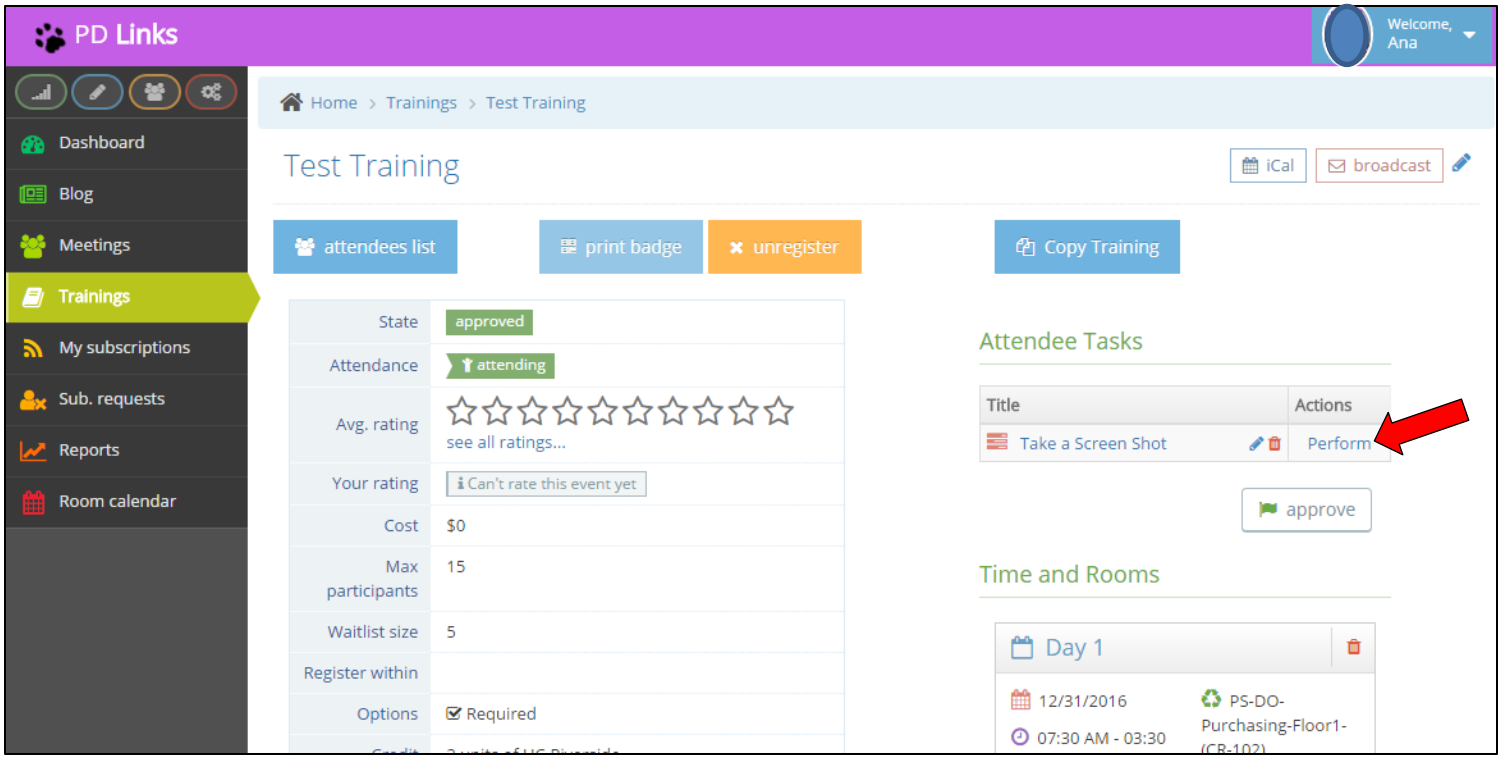
[Back to TOC]

You can also click on the following link to see a how-to video:

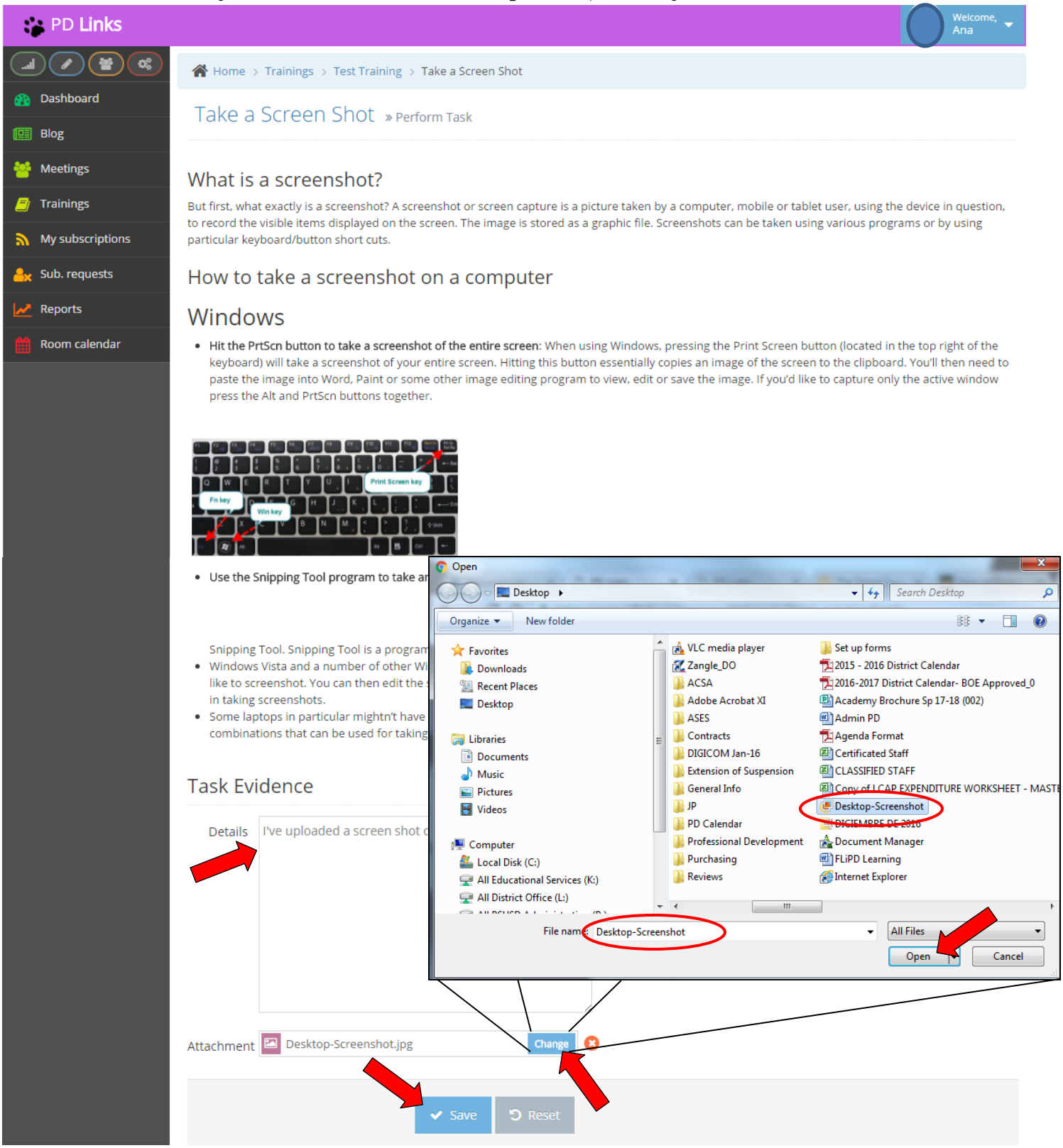
Flipped Learning - Staff Member Completes an Activity

1. On the main page of the training you've registered for (*you can get there by clicking **attending** ribbon in the training box, in **Dashboard** Tab*), under *Attendee Task* click on *Perform*

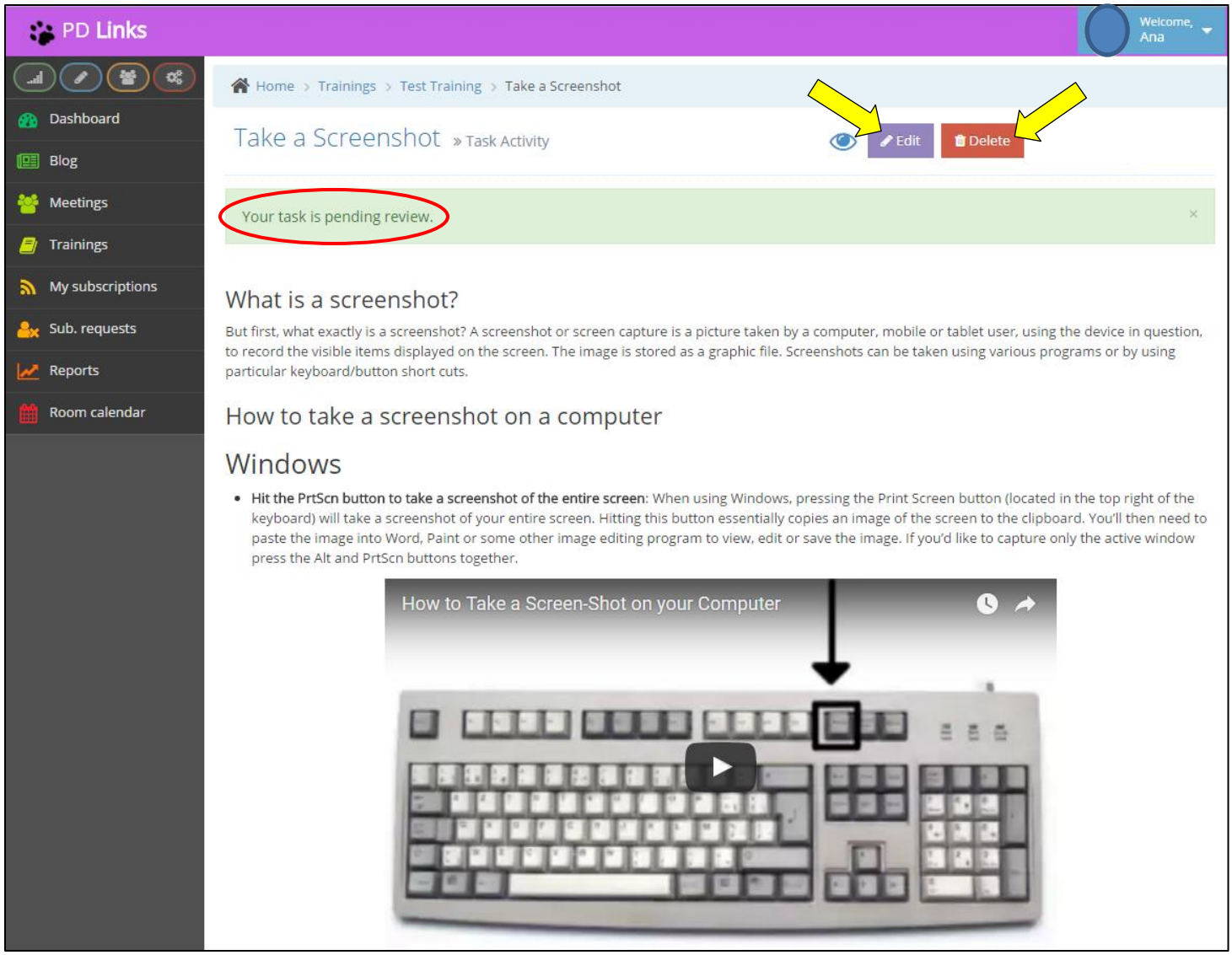




2. You will then see instructions on what is required to do this task. You will then need to include evidence under *Task Evidence*. Write in a description of your evidence. Then upload your file in *Attachment* (you will have to of saved it in your computer or a USB for you to choose it from and upload it). Then just click the ***Save*** button.



3. You'll then get a confirmation like the one shown below and wait for it to be reviewed by the Facilitator of the training. (You can always go back and *Edit* or *Delete* your evidence if you need to modify your entry.)



**** If your submission is denied, you can always resubmit. See page 88 to learn how.***

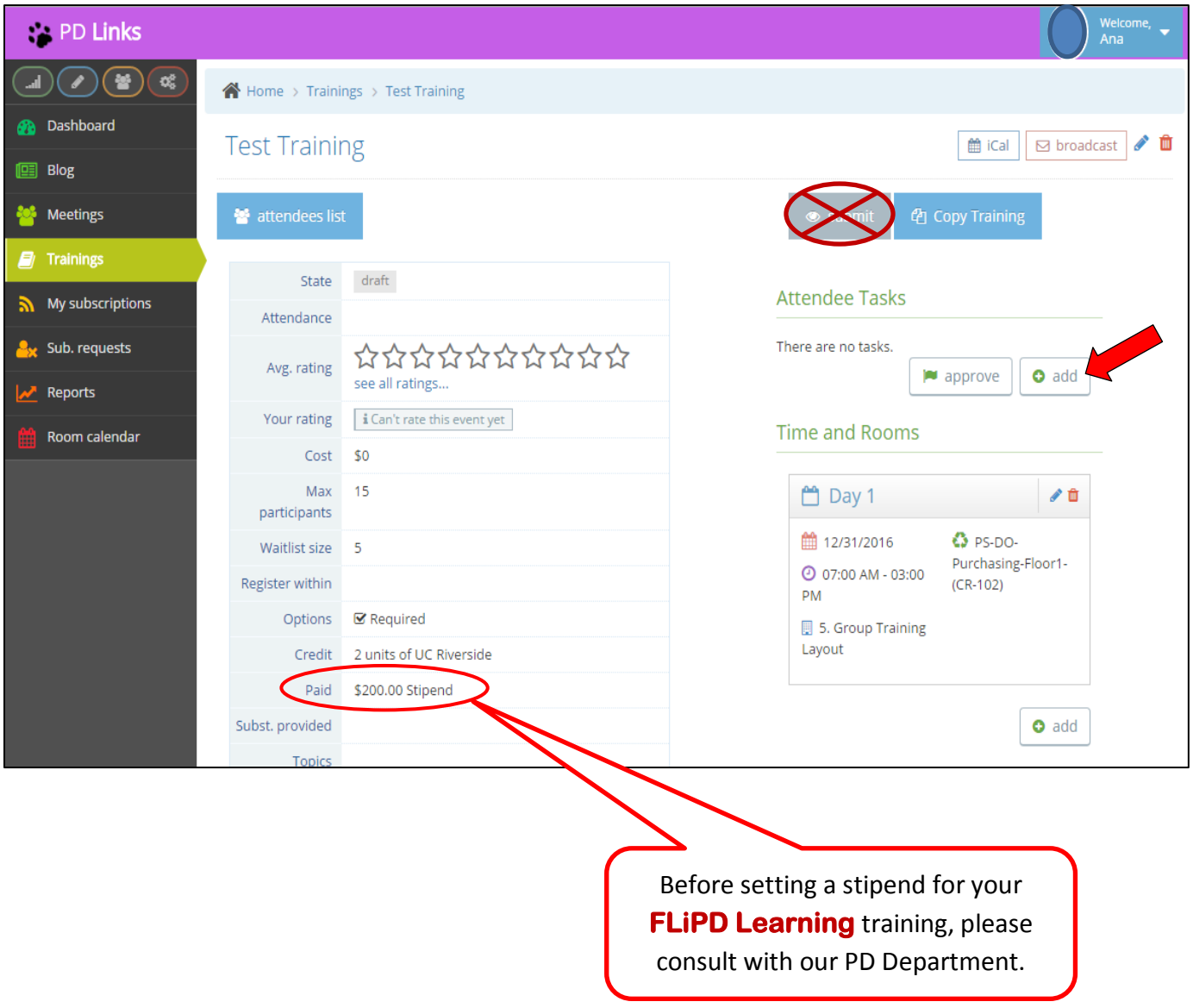
FLiPD LEARNING FOR FACILITATOR - ADDING A TASK

[Back to TOC]

You can also click on the following link to see a how-to video:

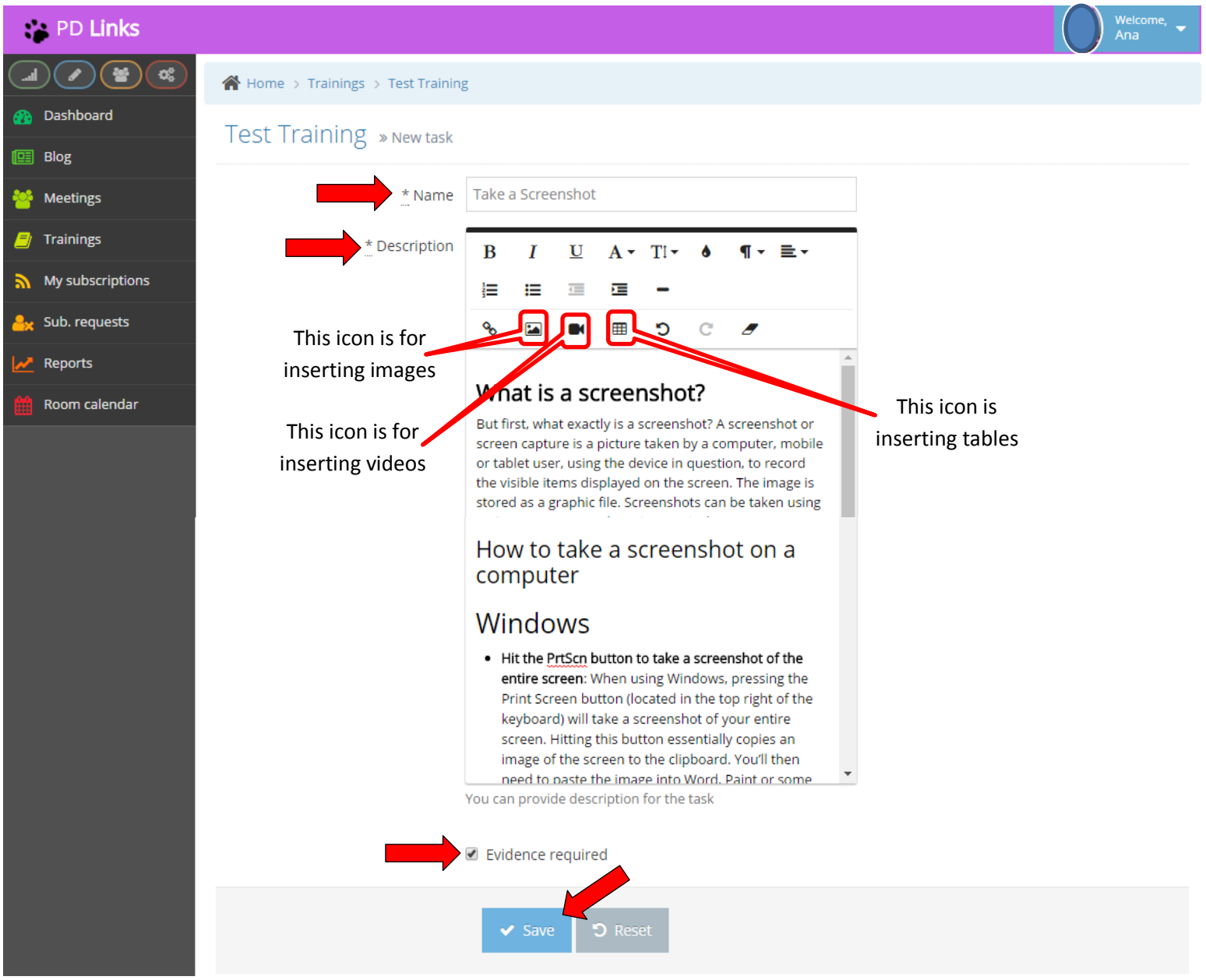
Flipped Learning - Facilitator Creates an Activity

1. On the main page of the training you've created, ***BEFOR YOU SUBMIT*** your event, under *Attendee Task* click on *Add*

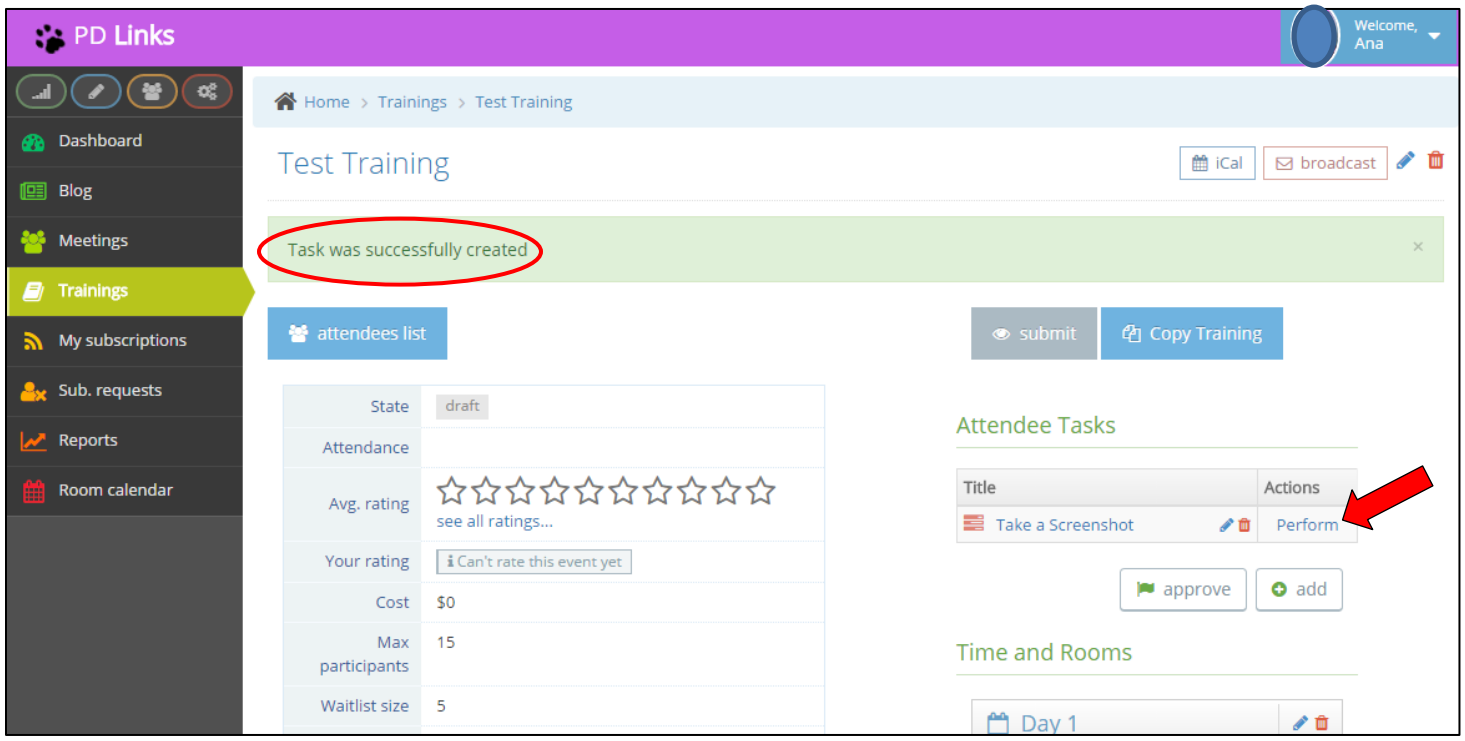


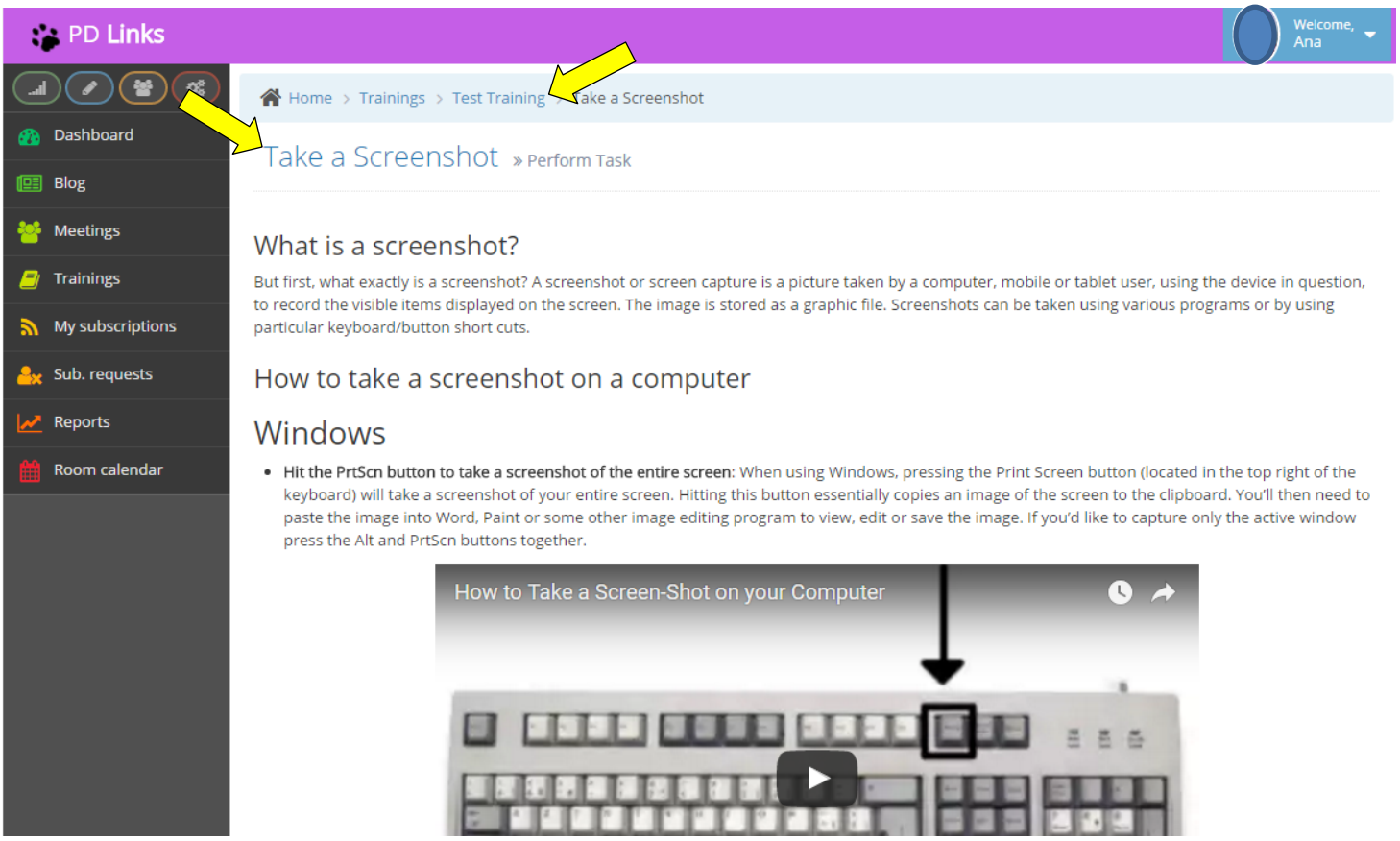
Before setting a stipend for your **FLiPD Learning** training, please consult with our PD Department.

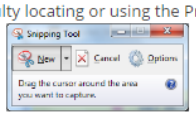
2. You will then be able to insert any information and instructions on the *Attendee Task* you wish your attendees to complete for your event. *Name* (title) and *Description* are required fields. Make sure that the box for *Evidence Required* is checked. After you are satisfied with your entry, simply click ***Save***.



3. You will then get a confirmation like the one shown below. To check what it will look like for your participants, click on *Perform* under *Attendees Task*





- **Use the Snipping Tool program to take and edit screenshots:** If you're having difficulty locating or using the Print Screen key you might prefer to use Snipping Tool. Snipping Tool is a program that is included for free with Windows 7, 
- Windows Vista and a number of other Windows products. It allows you to take screenshots easily by clicking New and then selecting the area that you'd like to screenshot. You can then edit the screenshot, using highlighter and pen tools. Snipping Tool is just one of numerous tools available to assist you in taking screenshots.
- Some laptops in particular mightn't have a PrtScn key. The user manual that came with your machine should have instructions on different key combinations that can be used for taking screenshots.

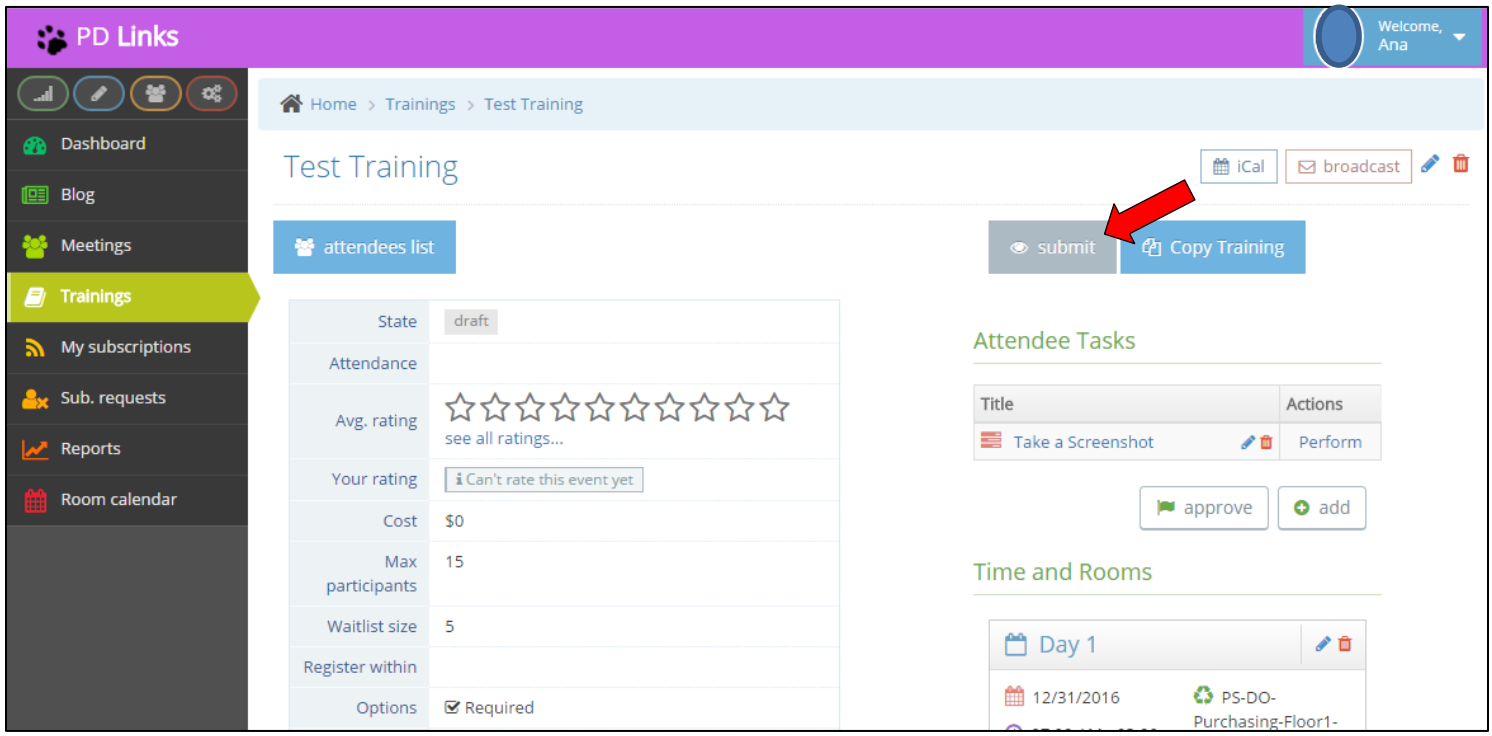
Task Evidence

Details

Attachment No File ... Choose

Save Reset

4. When you return to the main page, and only if your done with modifying your event, click the *Submit* button to set your task



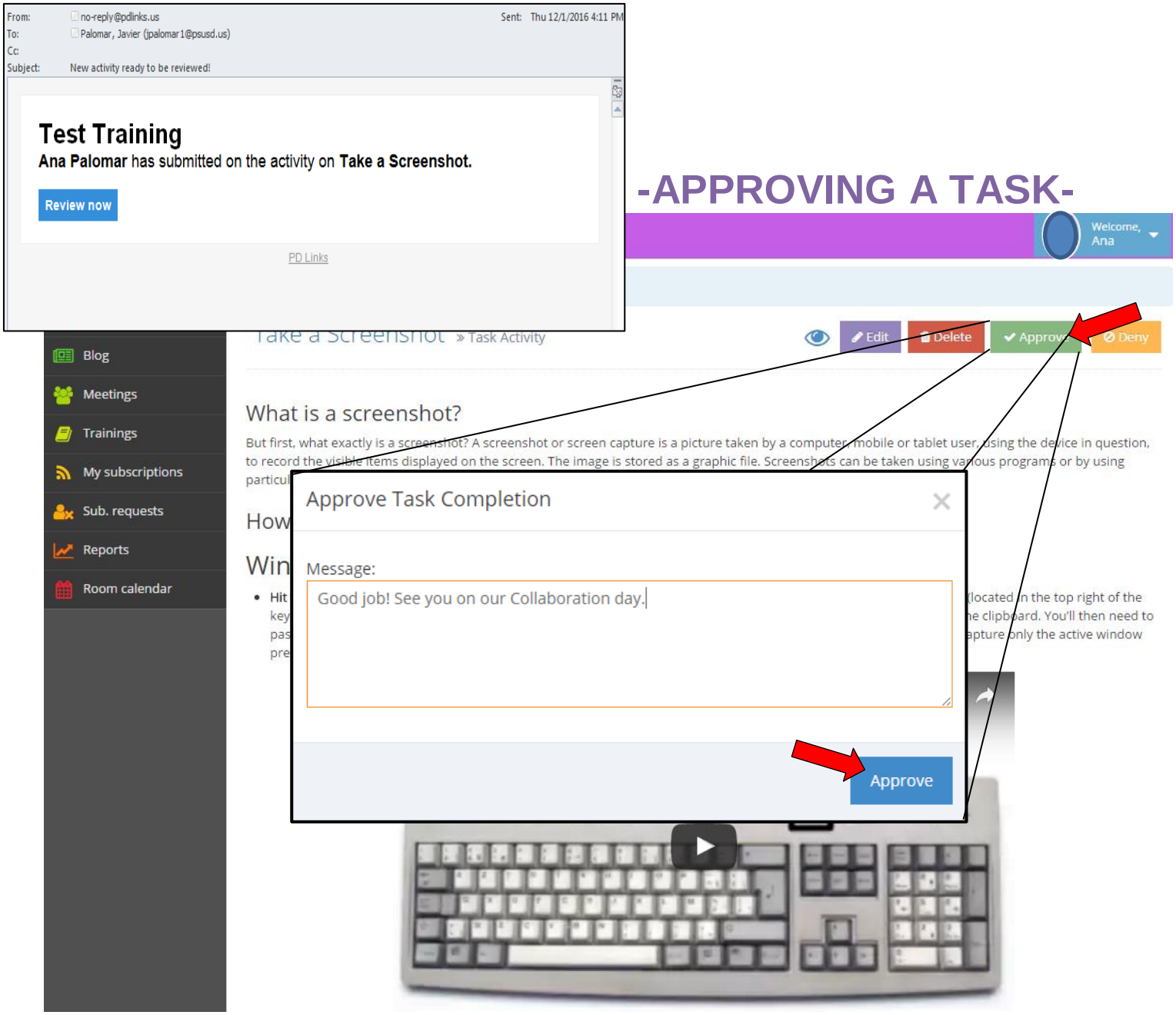
FLiPD LEARNING FOR FACILITATORS - APPROVING/DENYING A TASK

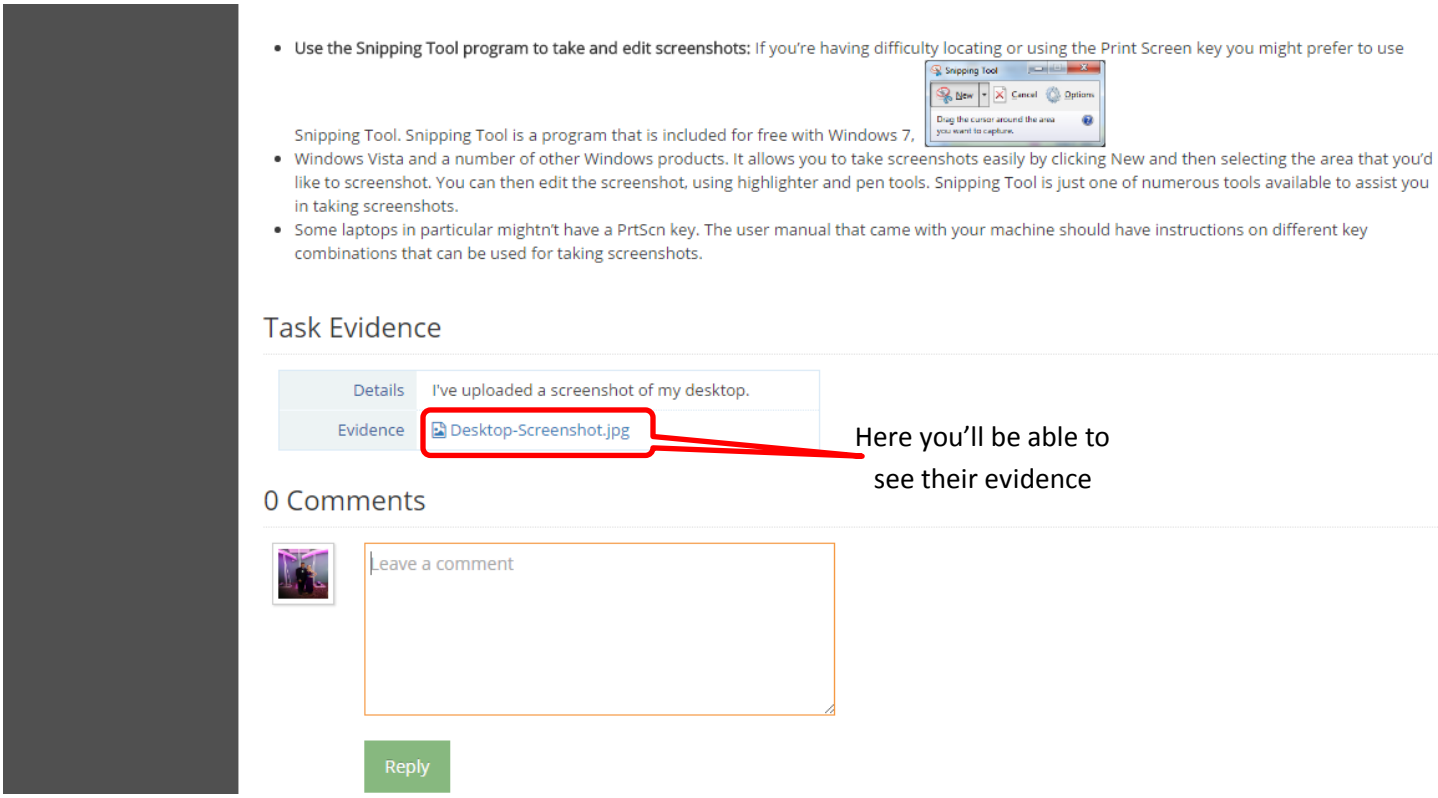
[Back to TOC]

You can also click on the following link to see a how-to video:

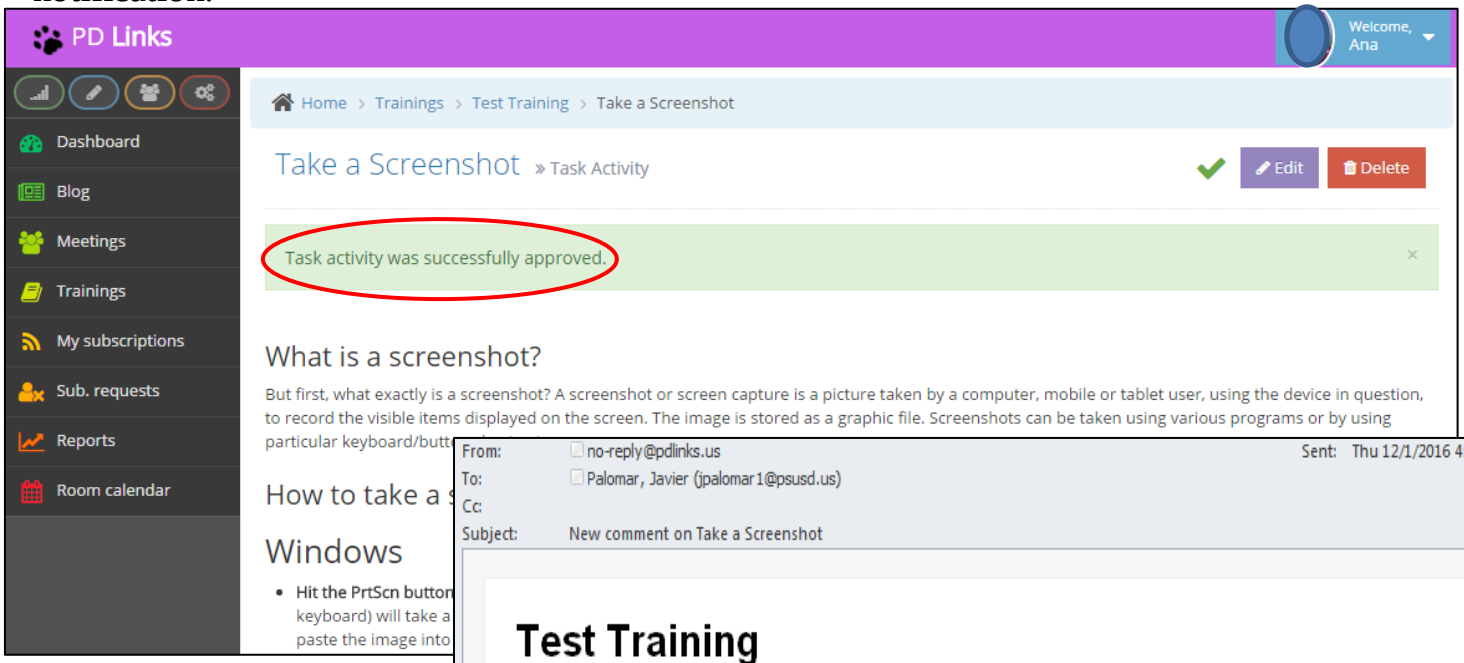
Flipped Learning - Facilitator Approves or Denies an Activity

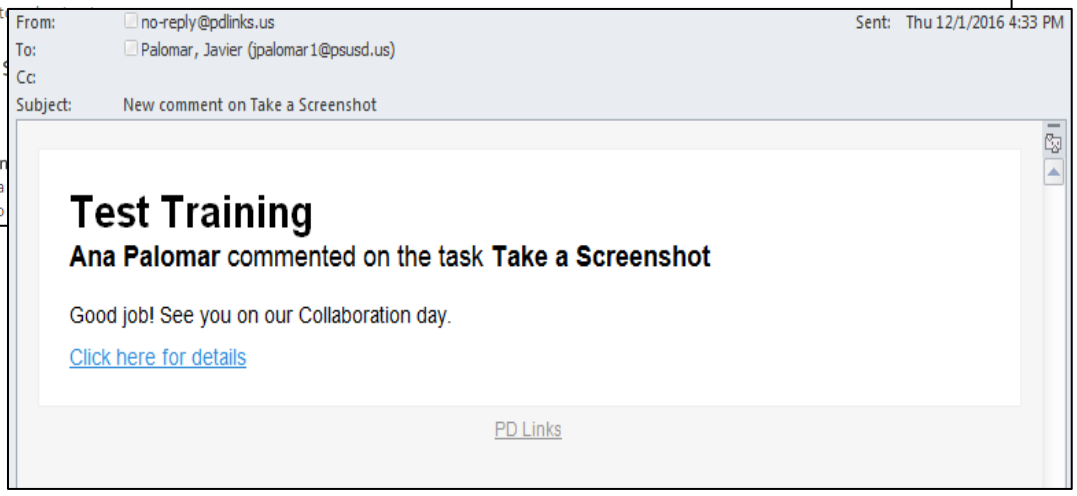
Every time someone completes an *Attendee Task*, you'll get an email alert. Simply follow the link given to you in that email, review the task and approve or deny it. It's a good idea to always include a comment so your participants know that you have reviewed their task.



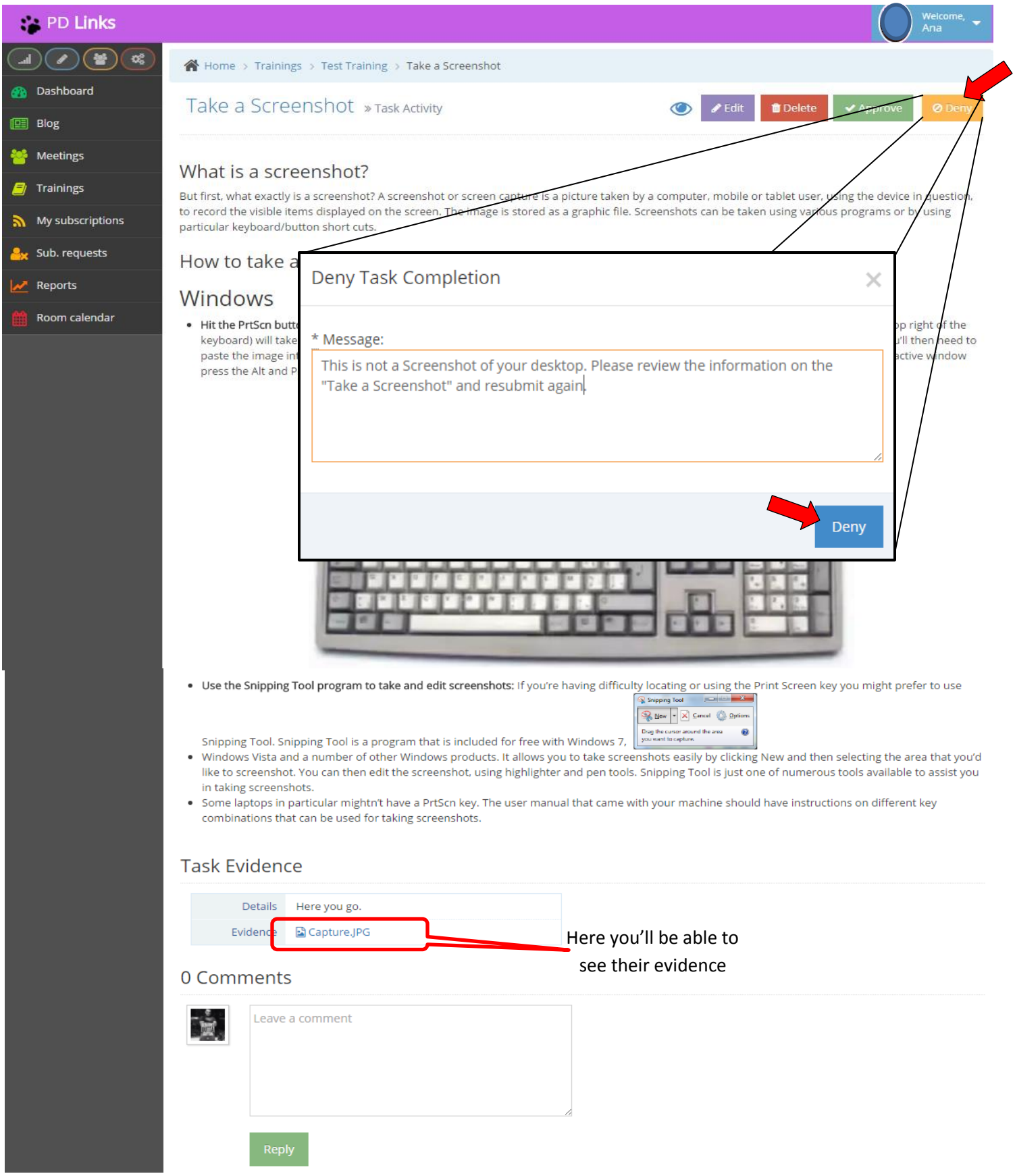


You'll then get a confirmation as the one shown below. Your participants will also get an email notification.

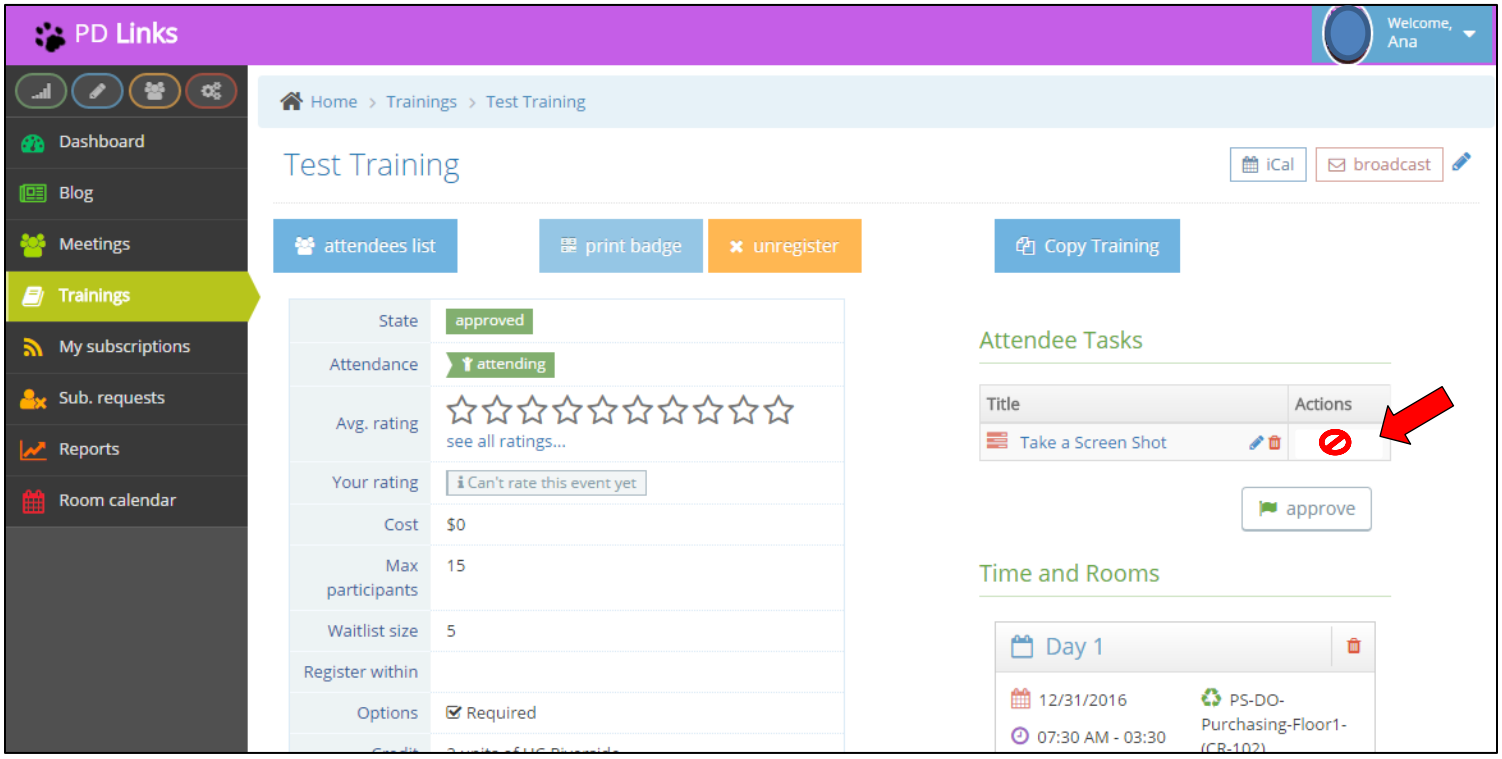


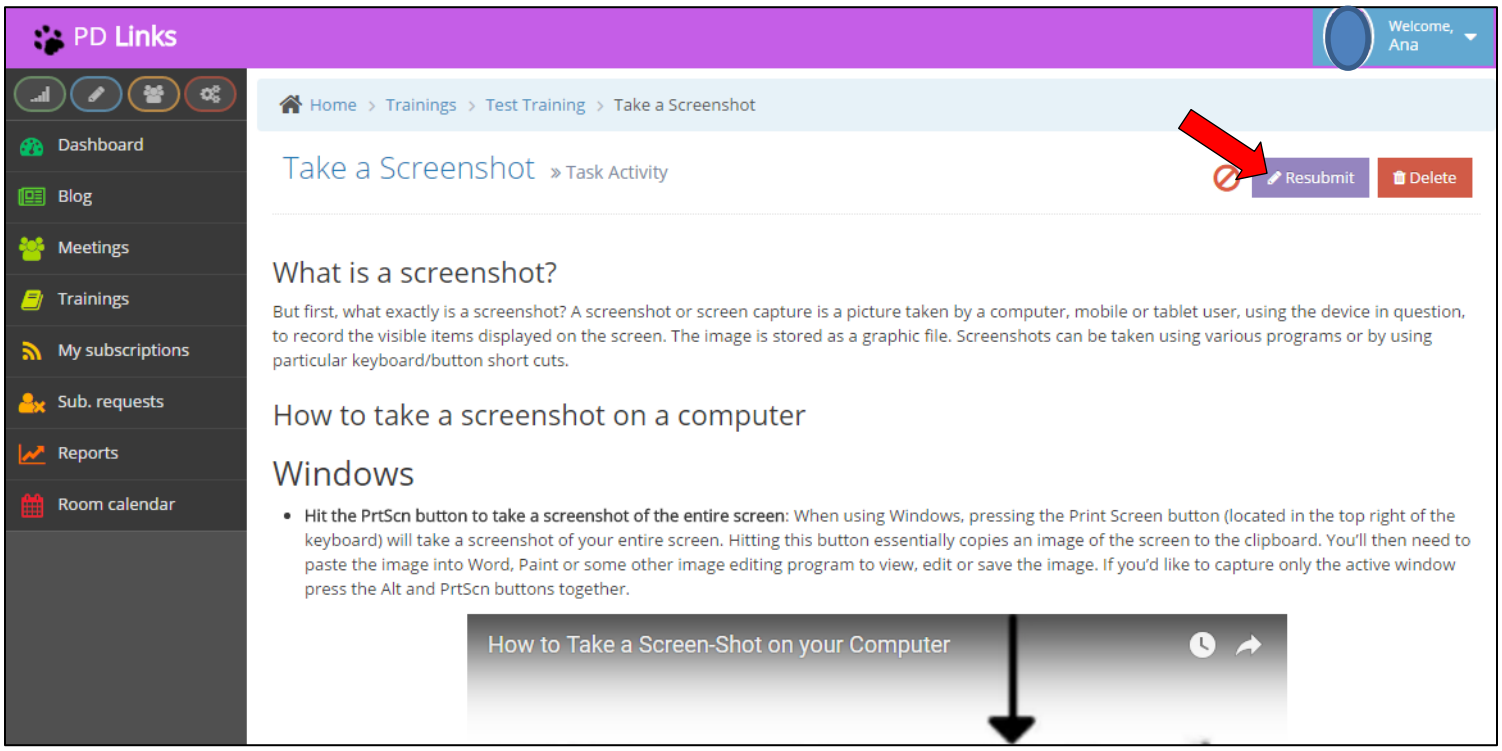


-DENYING A TASK-



* Your participants will be able to resubmit by clicking the ⊘ symbol in the main page of the training and by following the prompts.





REQUESTING CATERING

[Back to TOC]

-COMING SOON-

PAYROLL ATTENDANCE REPORT - TIMECARDS

[Back to TOC]

-COMING SOON-

AUDIENCE RESTRICTIONS

[Back to TOC]

-UNDER REPAIR-

THANK YOU FOR USING PD LINKS

[Back to TOC]

PD Links

Palm Springs Unified Professional Development management procedure before **PD Links**, was really a multi-step process. The Department / Facilitator putting the event together would have to reserve a location in a paper calendar. Once that was secured, it would then have to go to an online PD management program for teachers to register for that training. An electronic (district email) invitation would then go out to the staff for them to look up any given event. All other services would have to be negotiated individually.

That has all gone away with **PD Links**. This is a one stop shop for all of our Professional Development management needs! We are so proud of our district for supporting our vision of an online managing program that would meet all our needs. What is even more exciting about this tool is that it's a growing system. So as our needs change or grow, we'll be able to add or modify this amazing program.

Our previous way of arranging and managing PD served its purpose. It was time for an upgrade and that's what **PD Links** did for us. **PD Links** is an end-to-end, cloud-based PD management solution. **PD Links**; manages training and training approval, manages district resources and services, automatically promotes professional development to teachers and staff, and integrates with the district ETIS infrastructure. In **PD Links** training requests are created and submitted to the PD department for approval. Once approved, rooms are automatically booked and services automatically requested. Teachers are notified based on training interests of upcoming professional development. Attendance for each session is tracked and reported directly in **PD Links**. Teachers review training and the feedback is shared with facilitators and the Professional Development department for the purpose of improving future training.

We are proud to say that PSUSD is on the forefront of using technology to enrich our student's education and enhance our staff's professional development. **PD Links** was developed with this goal in mind. So, welcome to the future of Professional Development…

CONTACT INFORMATION

[Back to TOC]

Have question? Contact one of our PD Links Administrators:

Training or Meeting Issues

(Changing locations after submitting, editing content, approval of events or services)

Barbara Anglin

Coordinator
Educational Services
Professional Development & ASES Program
(760) 416-6527
banglin@psusd.us

Javier Palomar

Office Specialist, District
Educational Services
Professional Development
(760) 416-6527
jpalomar1@psusd.us

Sub Reservation Issues

(Any question concerning sub request)

Jessica Martínez

HR Specialist
Human Resources
Certificated Subs
(760) 416-6092
jmartinez@psusd.us

PD Links

www.pdlinks.us

PALM SPRINGS UNIFIED SCHOOL DISTRICT