

PD Express

Type the following address into your browser-----

<http://10.23.2.73/pdexpress/login.aspx>

Login----- Last Name 1st Initial example Dave Seaver----login Seaverd

Password ----scolonie

PDEXpress User Instructions

1. Verifying your profile is correct
2. Change your password
3. Viewing my transcript (Activities)
4. Viewing my credentials
5. See what courses are available
6. Register for a course
7. How to drop a course
8. How to register for an Activity

Your ID is: your last name, first initial (ex. smithm)

Your Password is: scolonic (you will be changing this to your own unique password once you log in)

South Colonie Central Schools

South Colonie Central
Schools Website

Welcome to PDEXpress.

The South Colonie School District is in the process of transitioning to a computer based professional development program that will manage all professional development activities. Each teacher and teaching assistant in the district will have their own professional development account. You will be able to track your professional development activities, access a transcript of courses taken, propose a course or activity and view a catalog of professional development activities approved by the South Colonie School District.

Automated e-mails will acknowledge any action taken in the PDEXpress program-whether the action is by the teacher registering for a course, proposing a course, or completing a professional development activity. Administrative action will also generate an email when a proposed activity is approved or credit has been authorized for a completed course or activity.

PDEXpress has divided professional development activities into 2 different sections based upon 2 different objectives or tasks. The first task is to account for all professional development activities needed to support the 175 hour requirement for the new Professional teaching certification. This certification requires the teacher to accumulate 175 hours of professional development activities and courses over 5 years for the certification to remain in effect. The teacher is responsible to maintain this record and the district is obligated to verify its accuracy. The second task is to accurately record all graduate courses, in-service courses, and seminars in education classes, and track for salary credit and schedule advancement.

In order to achieve this we will use the professional development activities for all staff development activities that generally occur at the building level (faculty meetings, department meetings, Superintendent Conference days, curriculum development meetings, conferences, etc.) and do not receive salary credit but qualify as professional development activities toward the 175 hours for certification. The course category in PDEXpress will be used exclusively for salary credit activities (graduate courses, in-service, and seminar in education). Graduate credits will continue to be recorded as reported on the college transcript. A 15-hour in-service course will be recorded as 1 credit and a 7 1/2 hour course will be recorded as .5 credits. Seminars in education will be recorded as a decimal equivalent (3 hour course = .20, 6 hour course = .40, 9 hour course = .60, etc.) and would receive salary credit when the seminars in education total 1.0. Teachers requesting a one-time payment need to make that request when enrolling in a course or when proposing a professional development course.

Teachers and Teaching Assistants who have been certified by NYS Department of Education with a Professional Teaching Certificate or a Level 3 TA Certification are required to complete 175 and 75 hours respectively in a 5 year period to maintain their certification. Hours can be a combination of building level activities, in-service courses, Seminars in Educational Issues, or college/graduate credits.

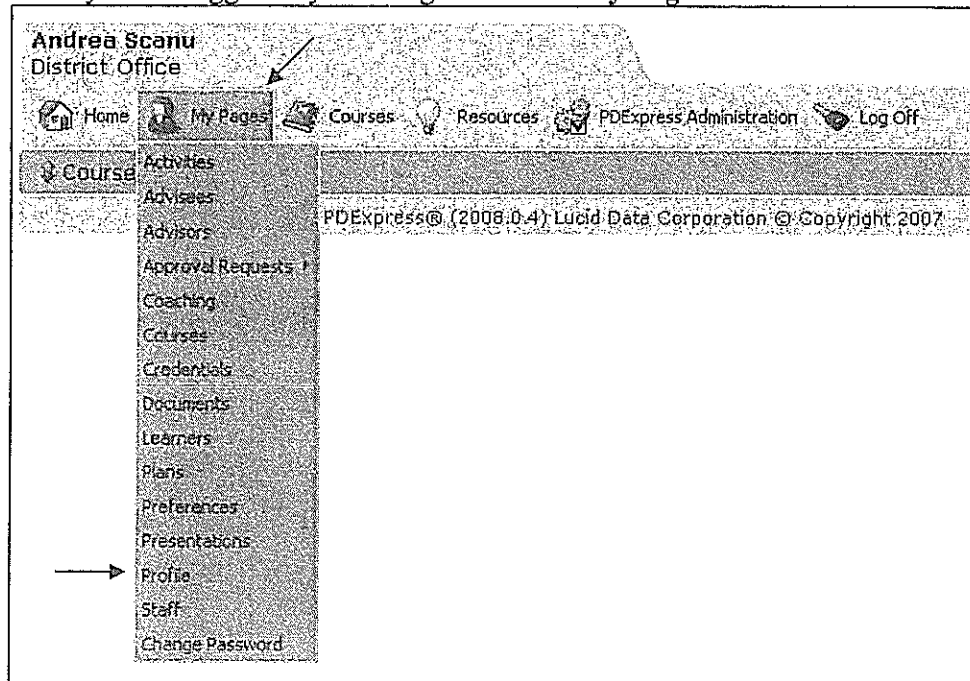
ID

Password

[Forgot your password?](#)

1. Verifying your profile is correct

Once you are logged in you will go to the tab **My Pages**



Next you want to select **Profile**

Your profile may have more/less information than this sample.
Please verify that the information displayed on your page is correct.

If there are errors in your profile or your courses and activities—please contact the HR Dept.

Andrea Scanu
District Office

Home
 My Pages
 Courses
 Resources
 PDEExpress Admin

Instructions

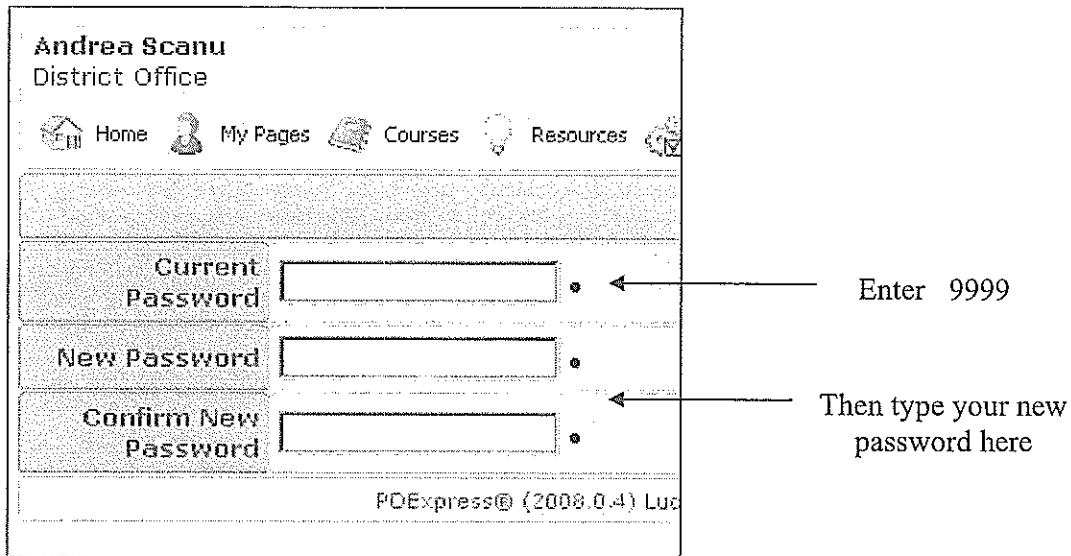
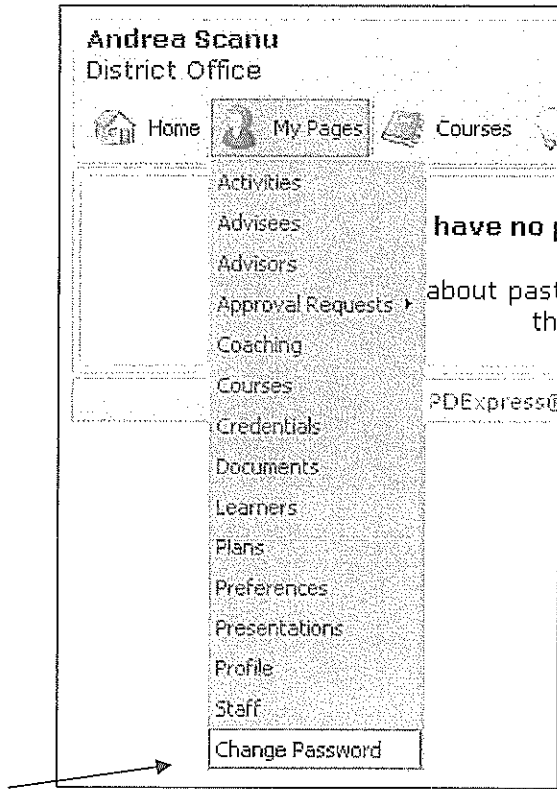
Please verify that all of the below information is correct. You can address. If further information needs to be edited please contact wachtelj@averillpark.k12.ny.us

Staff ID	Scanua
Staff Type	Other
Payment Distribution	<input type="checkbox"/>
Building ID	DO
Last Name	Scanu
First Name	Andrea
Middle Name	
Title	Microcomputer Technician
Home Address	123 Street
City	Averill Park
State	NY
Zip Code	12018
Home Phone	<input type="text"/>

2. Change your password

You now need to change your password

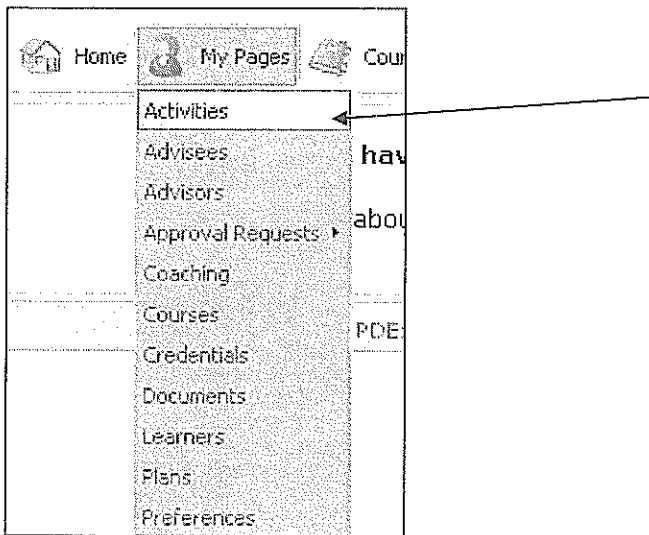
Select the tab **My Pages** and then select **Change Password**



**** Keep your password in a safe place and please do not share your password ****

3. Viewing my transcript (Activities)

Go to **My Pages** then select **Activities**



This is your Transcript page which contains your previously completed inservice and graduate level coursework. This is currently being updated to include coursework completed during the 07-08 school year.

A screenshot of a transcript page. At the top, there are navigation links: Home, My Pages, Courses, Resources, and Log Off. Below the navigation, there is a summary bar: "Completed: 8 | Completed 7/1/1970 to 6/30/2020: 8 | All: 8". To the right of this bar are two buttons: "Propose an Activity" and "Transcript of all completed P.D.". Below the summary bar is a table with the following columns: Year, ID, Type, Status, Date, Hours, PDR Hrs, and Payment.

Year	ID	Type	Status	Date	Hours	PDR Hrs	Payment
		Kindergarten Study-Focus on Rubrics - APCSD					
2007	M136SU07	In-Service	Completed	9/1/2007	15		AC

You are able to **print your transcript** by selecting **Transcript of all completed P.D.**



What's the difference between an activity and a course?

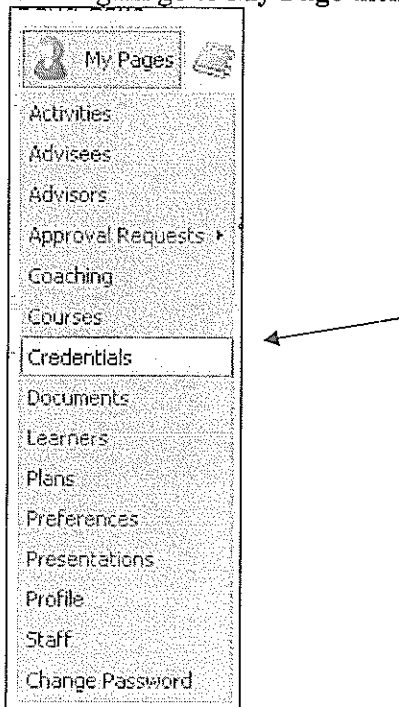
All previously completed inservice and graduate level coursework that were imported into this program fall under the category of an Activity. From this point forward

- **Activities** are considered events that happen OUTSIDE the school
- **Courses** are considered in-house events

4. Viewing my Credentials

Now let's look at your credentials

Once again go to **My Page** then select **Credentials**



Here is an example of the Credentials page

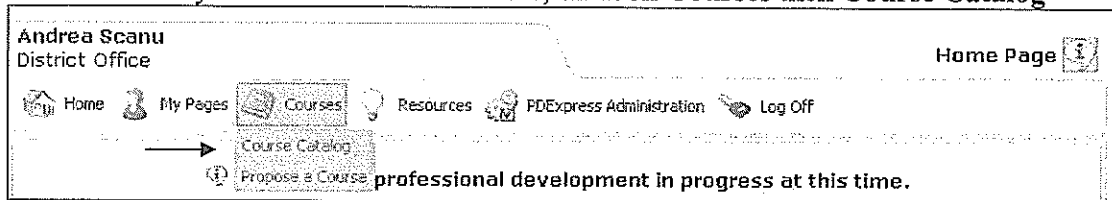
Please verify that the information displayed on your page is correct.

Credential Type	Term	ID	Issued	Expires
Literacy Birth-Grade 6	Initial	(Not on File)	2/1/2006	2/1/2011

5. See what courses are available


Now that you are able to see all of your information let's see what kinds of Courses are available. Then we will go through the process of enrolling in a course.







On the toolbar you will see the tab **Courses**, click on **Courses** then **Course Catalog**



Course Catalog

Andrea Scanu
District Office

Course Catalog 

 Home
  My Pages
  Courses
  Resources
  PDE Administration
  Log Off

List | Calendar

Filter the Course Catalog

You are viewing page 1 of 1. (There is 1 course section available.)

Course	Audience	Level Starts (Register By)	Location
First Annual Averill Park Teacher Renewal • 08-I-SUM-TeachRenew (Summer) ▾	All Teachers	Basic 6/27/2008, 4:00 PM (5/1/2008)	Rensselaerville Institute

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Click on course name

Currently there is only one course available, so let's click on this and review the course information.

Description	Teachers end the school year in a frantic whirlwind of activity. Teacher renewal provides time to: - reflect on the year that has just come to an end - share with peers (<i>not a gripe session!</i>) - work on activities to prepare for the future - rejuvenate/recall why you are a teacher																		
Register By	5/1/2008																		
Required Fee	None.																		
Documents	<ul style="list-style-type: none"> () First Annual Averill Park Teacher Renewal Pamphlet (First Annual AP Teacher Renewal Pamphlet.pub) 																		
Presenter(s)	Nancy Richtol , Robert Messia 																		
Topic	Teaching Methodology-Skills																		
Experience Level	Basic																		
Hours	15																		
College Credit	No																		
College Name																			
Web Site	(None)																		
Prerequisite(s)	• None																		
Sessions	<table border="1"> <thead> <tr> <th>Session</th> <th>Date</th> <th>Start Time</th> <th>End Time</th> <th>Facility</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>6/27/2008</td> <td>4:00 PM</td> <td>9:00 PM</td> <td>Rensselaerville Institute (Rensselaerville)</td> <td>General</td> </tr> <tr> <td>2</td> <td>6/28/2008</td> <td>8:00 AM</td> <td>4:00 PM</td> <td>Rensselaerville Institute (Rensselaerville)</td> <td>General</td> </tr> </tbody> </table>	Session	Date	Start Time	End Time	Facility	Room	1	6/27/2008	4:00 PM	9:00 PM	Rensselaerville Institute (Rensselaerville)	General	2	6/28/2008	8:00 AM	4:00 PM	Rensselaerville Institute (Rensselaerville)	General
Session	Date	Start Time	End Time	Facility	Room														
1	6/27/2008	4:00 PM	9:00 PM	Rensselaerville Institute (Rensselaerville)	General														
2	6/28/2008	8:00 AM	4:00 PM	Rensselaerville Institute (Rensselaerville)	General														
Availability	There are 25 seats available in this course.																		
Registration Policy Notice	Customize this.....																		

After reviewing this course description, let's register for this course.

6. Register for a Course

In the top left hand corner of the course description box, click **Register for this Course**.

The screenshot shows the 'Course Detail' page for the 'First Annual Averill Park Teacher Renewal' course. At the top left, the user is identified as 'Andrea Scanu, District Office'. A navigation bar includes links for Home, My Pages, Courses, Resources, PDEExpress Administration, and Log Off. The course title is 'First Annual Averill Park Teacher Renewal [08-I-SUM-TeachRenew-Summer]', with buttons for 'Register for this course' and 'Close'. Below this is an 'Instructions' section with a message: 'This area contains instructions for the Course Detail page and may be changed by logging in to MyPDC Administration and selecting Customizable Pages > Course Detail.' A 'Description' section follows, stating: 'Teachers end the school year in a frantic whirlwind of activity. Teacher renewal provides time to:' followed by a bulleted list: '- reflect on the year that has just come to an end', '- share with peers (not a gripe session!)', '- work on activities to prepare for the future', and '- rejuvenate/recall why you are a teacher'. Below the description, it says 'Register By: 5/1/2008' and 'Required Fee: None.'

Once you have clicked on Register for this Course, you will see this screen.

The screenshot shows the 'Registration Request' confirmation screen. At the top left, the user is identified as 'Andrea Scanu, District Office'. A navigation bar includes links for Home, My Pages, Courses, Resources, PDEExpress Administration, and Log Off. The page title is 'Registration Request for First Annual Averill Park Teacher Renewal (08-I-SUM-TeachRenew-Summer)'. The main message reads: 'Your course registration request has been received. You will receive an automated email when your enrollment request has been approved.' At the bottom, there is a copyright notice: 'PDEExpress® (2008.0.4) Lucid Data Corporation © Copyright 2007'.

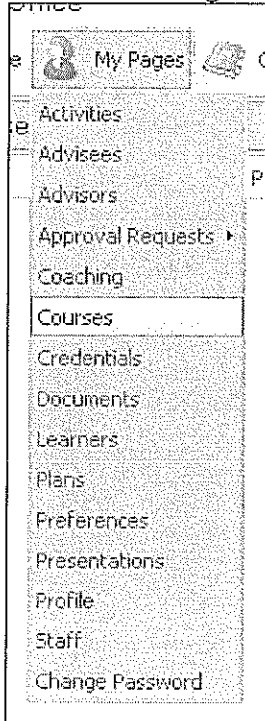
You will see a confirmation notice.

The screenshot shows an 'E-mail this Confirmation' dialog box. It features a text input field containing the email address 'scanua@averillpark.k12.ny.us' and a 'Send' button. Below the input field, a confirmation message states: 'Confirmation notice sent to scanua@averillpark.k12.ny.us at 1/22/2008 9:55:26 AM.'

Oops! I changed my mind about taking this course....

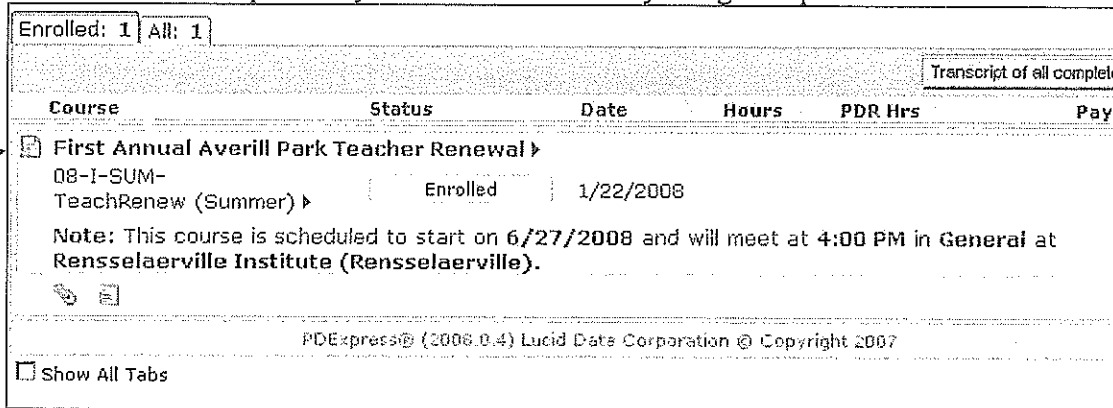
7. How to drop a course

On the toolbar go to My Pages then select Courses

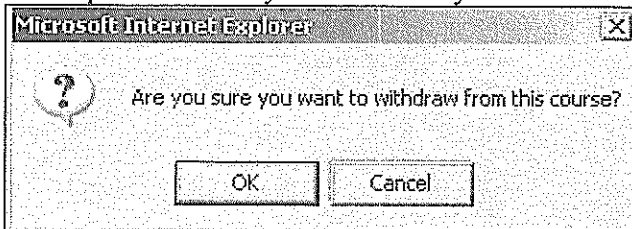


This window will open and you will see the course you signed up for.

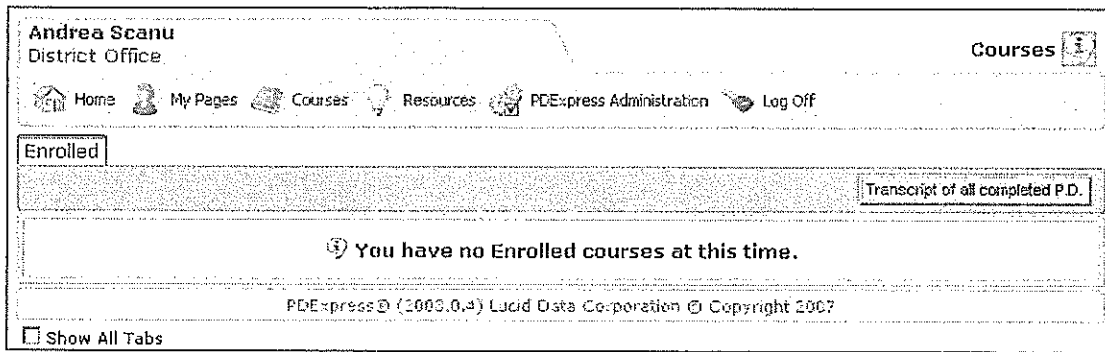
Click here to drop course



Click on the document with the red x. This will drop the course from your profile. PD Express will ask you to confirm your withdrawal from this course.

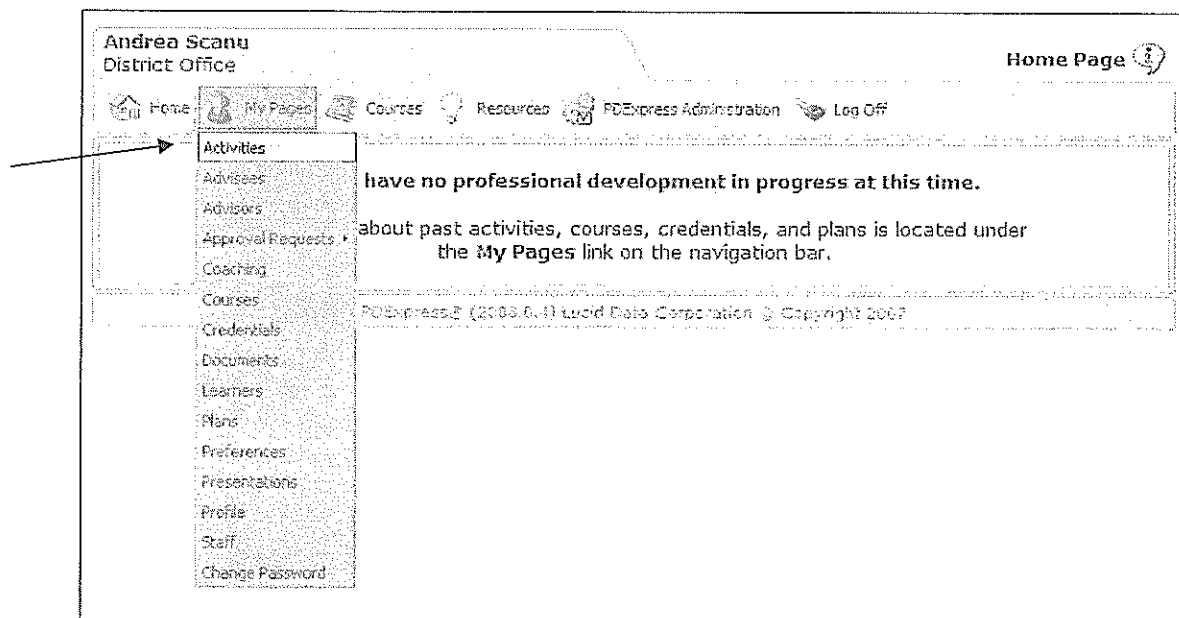


You will know that you have successfully dropped the course when it is no longer listed on your Enrolled screen.

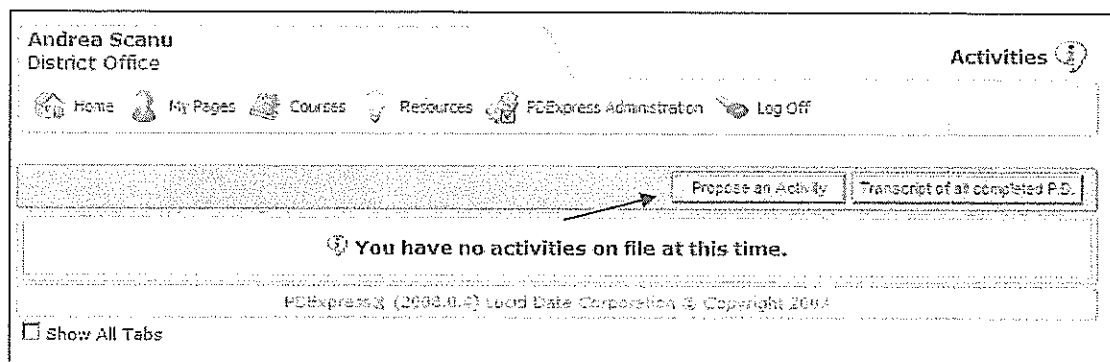


8. How to register for an activity

Go to My Pages and select Activities



Your activities page will appear click on Propose an Activity



[Home](#)
[My Pages](#)
[Courses](#)
[Resources](#)
[FDExpress Administration](#)
[Log Off](#)

Select a school year:

Select an activity type:

 Conference
 Graduate
 In-Service
 Professional Development

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Select the school year and the activity type

↓ Instructions

This area contains instructions for the Activity Proposal page and may be changed by logging in to MyPDC Administration and selecting Customizable Pages > Activity Proposal.

Activity ID	<input type="text"/>
Activity Type	Conference
Conf/ Course Title	AVC Technology Show 2008 Seminar
Date of Conf/ Course	March 18th 2008
Fee for Registration	0
Location	HVCC
Organization/Sponsor	Audio-Video Corporation
Other Conf Expense	0
Payment Code	<input type="text"/>
Reason Attending	Learn about new technology in Audio and Video.
Substitute Required	<input type="text"/>

You will need to fill out the following information and then click the save button.

You will now see the activities you have requested

Andrea Scana
District Office

Activities

Home My Pages Courses Resources PExpress Administration Log Off

Requested: 2 All: 2

Propose an Activity Transcript of all completed P.D.

Year	ID	Type	Status	Date	Hours	PDR Hrs	OTP Hrs	Pmt Code
2008		Conference	Requested	3/11/2008				
2008		Conference	Requested	3/11/2008				

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Show All Tabs

Looks like I requested the same activity twice, let's delete one.

Click the red X to delete

Year	ID	Type	Sta
2008		Conference	
2008		Conference	

If you have further questions please contact Dave Seaver ----
david.seaver@southcolonie.k12.ny.us