

## Shelby County Schools Professional Development Program PD Express

### **How to use PD Express:**

1. Go to the Shelby County Schools website: <http://shelbyed.k12.al.us/>
2. Click on The **Red** Professional Development bar.
4. Click on the **Red** PD Express Log in bar.
5. Type in your login name, which should be the same as your network login.
6. Type in your password, which is the same as your login name when logging in for the first time.  
Forgot your password? Click on the "Need your ID or password?" link to have your password e-mailed to you.
7. Click Log In.
8. Hover over My Information – click Profile.
  - Check your information to be sure it is correct. (If your name, address, and/building ID are not correct, contact the PD Office to correct it.)
  - Add/edit your email addresses and update any information in the highlighted fields.
  - Click SAVE.
9. First time users: Hover over My Information again – Click Password.
  - Current password is your login name.
  - Type in your new password and confirm it.
  - Click Change Password to save it.

### **To View the Course Catalog and Register for courses:**

- Hover over Courses, click on Course Catalog. The Calendar view will open. (If you know the date of the workshop you wish to attend, go to that date. If you do not see the title you are looking for, click on more courses on that calendar square to open all courses for that date.)
- Click on the title of the course.
- Click the "Register" button at the top of the screen.
- Click "Continue." Congratulations you are enrolled!

### **To view the list of courses you have completed or registered for:**

- Hover over My Information, and then click on Courses.
- To the right of the search box, check the square "Completed from..."

### **To view/print your transcript of completed Professional Development credits:**

- Click on the "Transcript" button at the top left corner.
- Choose from the transcript timeframe options and then click "Next."
- Click on the "printer" icon or the "create PDF".
- For an official transcript of your Credit Profile, contact the Professional Development Office.

### **To withdraw from a Course**

- Hover over My Information, and then click on Courses.
- Find the course title from which you wish to withdraw
- Click the "X", (withdraw icon), to the far right of the course title.
- Click "OK" to the question "Are you sure you want to withdraw from this course?"

**To Place Outside Activities in Your PD Express Credit Profile:**

**To enter professional development activities completed outside of Shelby County Schools and which are not documented in STI-PD, follow the directions for Requesting an Activity below.**

**To Request an Activity:**

- Click on the "Request Activities" tab, just below your name in PD Express.
- The school year should be the current school year ending date.
- Select an Activity Type from the dropdown menu list and enter a brief description in the description field. If the activity was multi-day please give the dates.
- Click Next.
- You MUST Read the instructions page carefully before filling in the remaining fields.
- Type in an Activity ID, - the title of the workshop, committee, conference, webinar or the college course number
- Give a brief description.
- For conferences, use the description field to enter the sessions that you attended, along with the actual time of the sessions.
- For webinars, use the description field to enter the web address as well as a description.
- Enter the number of hours for which you are requesting credit – this should correspond with your credit certificate.
- **Complete the grade and semester hours only if your activity was a college course.**
- Click "SAVE" for further editing.
- Click "Submit for Review" for approval
- ***For multi-day conferences or any Activity not listing a total number of hours on the certificate, please provide a list of sessions attended.***

**\*\*You are required to provide 2 pieces of documentation for each Activity, with the exceptions noted below. You may send them via pony, fax, e-mail or direct upload to PD Express.**

Required documents:

- 1** A photocopy of your certificate or other proof of attendance.
- 2** A completed Activity Evaluation Form.
  - *In the case of a college course send a copy of your transcript. An unofficial transcript will suffice.*
  - *For conferences or any activity not listing a total number of hours on the certificate, please provide a list of the sessions attended.*

**\*\*Exceptions:** Require only 1 piece of documentation

- Book studies – require "Professional Reading Log Form"
- Webinars - require "Webinar Learning Journal"
- Peer Observations – require "Peer Observation Form"
- Supervising a Student Teacher – requires "Supervising a Student Teacher Form"
- Documents can be found on the Professional Development webpage or by following this link to Forms. [http://www.shelbyed.k12.al.us/prof\\_dev/index.htm](http://www.shelbyed.k12.al.us/prof_dev/index.htm)

Please be aware that professional development credit is earned only during the school year which it occurred.

**Other Information: For professional development courses completed at your local school, your principal is responsible for submitting sign-in sheets. You MUST sign in with the name used in PD Express at every local school professional development activity.**

**What to do if you have a problem using PD Express:**

For all questions concerning the use of PD Express, contact the Professional Development Office at 682-5901.