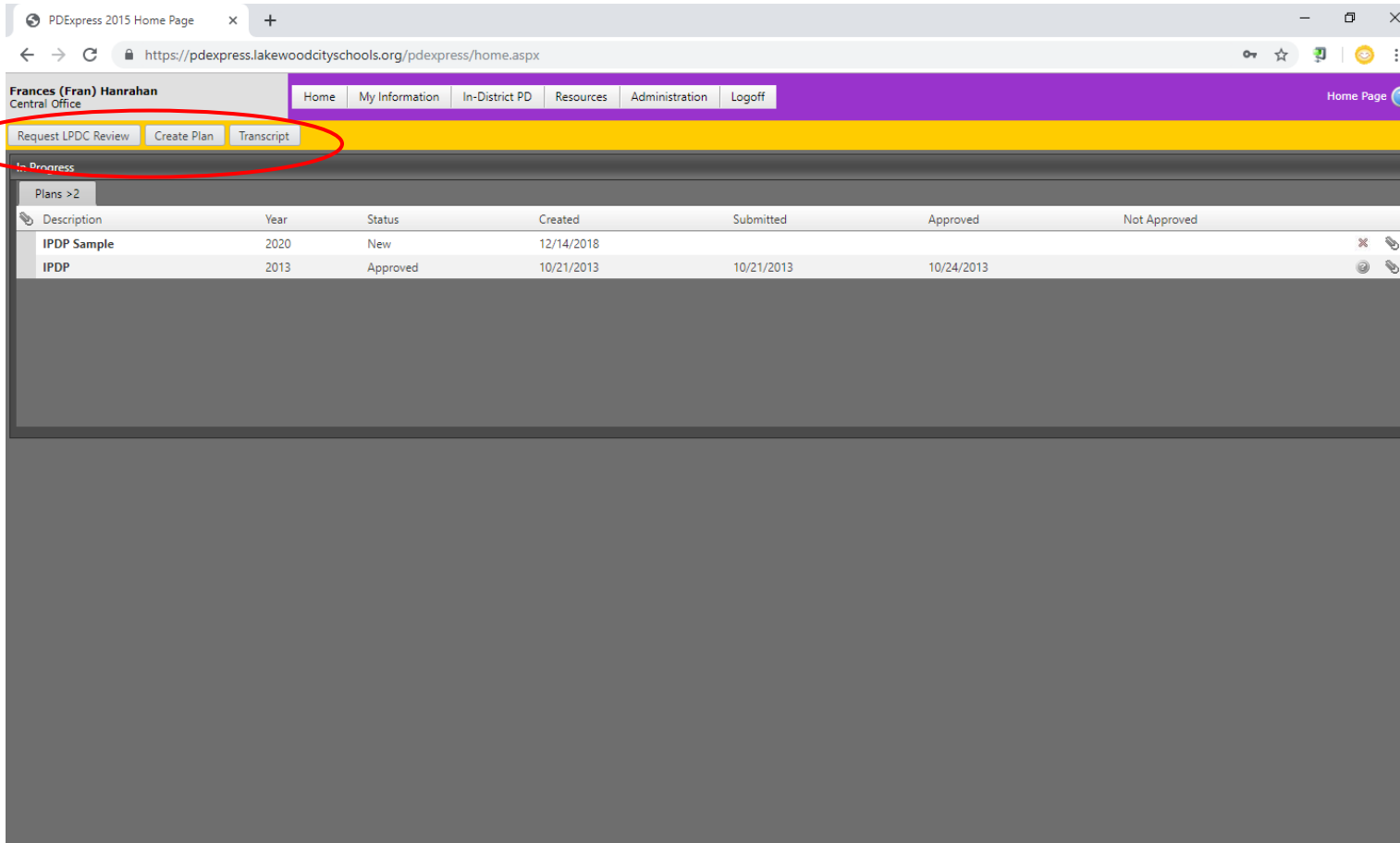


Using PD Express for eLPDC

User Guide for Submitting an item for LPDC review and approval

User Submission



The screenshot shows the PDExpress 2015 Home Page. The browser address bar displays <https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx>. The user is logged in as Frances (Fran) Hanrahan, Central Office. The navigation menu includes Home, My Information, In-District PD, Resources, Administration, and Logoff. Below the navigation menu, there are three buttons: Request LPDC Review, Create Plan, and Transcript. The 'Request LPDC Review' button is circled in red. Below the buttons, there is a table titled 'Plans > 2' with the following data:

Description	Year	Status	Created	Submitted	Approved	Not Approved
IPDP Sample	2020	New	12/14/2018			
IPDP	2013	Approved	10/21/2013	10/21/2013	10/24/2013	

1. Log into your PD Express account.

From the Home screen, a user can submit a Request LPDC Review, Create Plan for approval, and/or generate their Transcript.

You will use the "Request LPDC Review" button to enter your submission.

The screenshot shows the PDExpress 2015 Home Page. The user is logged in as Frances (Fran) Hanrahan, Central Office. The navigation bar includes links for Home, My Information, In-District PD, Resources, Administration, and Logoff. The main content area has three tabs: Request LPDC Review, Create Plan, and Transcript. The 'Request LPDC Review' tab is selected and circled in red. A modal window titled 'LPDC Review' is open, showing a form with the following fields: 'Select a school year:' (dropdown menu set to 2019), 'Select a type:' (dropdown menu with 'LPDC Submission' selected), and a text input field for 'Enter a brief description (up to 100 characters)'. A 'Next >' button is at the bottom of the form.

2. Click on the “Request LPDC Review” button

Select a school year: defaults to the current year

Select a type: is a required field and LPDC Submission is the only option

Enter a description: is a required field.

The text entered will auto populate the Title field on the next screen.

3. Click Next

The screenshot shows the PDExpress 2015 Home Page with the 'Request LPDC Review' modal window open. The form fields are: 'Select a school year:' (dropdown menu set to 2019), 'Select a type:' (dropdown menu with 'LPDC Submission' selected), and 'Enter a description:' (text input field containing 'eLPDC TEST #1'). The 'Enter a description:' field is circled in red. A 'Next >' button is at the bottom of the form.

PDExpress 2015 Home Page x +

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

LPDC Review Proposal

Request LPDC Review Create Plan Transcript

In Progress

Plans > 2

Description	Year
IPDP Sample	2020
IPDP	2013

Print Submit for Review Save

Instructions

Appendix MM

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) CREDIT FORM

(Submit One Form per Activity)

Title eLPDC TEST #1

School Year 2019

Type LPDC Submission

Status New

Chronology Created: 5/14/2019 2:09:56 PM

Approval History This proposal has not been submitted for review.

Title eLPDC TEST #1

☐ Preapproval

☐ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE

Beginning Date

Ending Date

Title of Activity

Course Number

Credit, CEUs, or Semester Hours

Not Approved

Home Page

This form was created to mimic the paper version of Appendix MM within the limitations of the PD Express program.

The Chronology and Approval History stamps take the place of the Employee and LPDC committee member signature fields.

4. Complete the form the same as you would the paper version.

PDExpress 2015 Home Page x +
 https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description	Year
IPDP Sample	2020
IPDP	2013

LPDC Review Proposal

Print Submit for Review Save

Instructions

Appendix MM

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) CREDIT FORM (Submit One Form per Activity)

Title eLPDC TEST #1
 School Year 2019
 Type LPDC Submission
 Status New
 Chronology Created: 5/14/2019 2:09:56 PM
 Approval History This proposal has not been submitted for review.

Title eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE

BeginningDate

Ending Date

Title of Activity

Course Number

Credit, CEUs, or Semester Hours

4.a. Select the checkbox for either Preapproval or Evaluation

4.b. Use the dropdown to select the most appropriate activity type

PDExpress 2015 Home Page x +
 https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description	Year
IPDP Sample	2020
IPDP	2013

LPDC Review Proposal

Print Submit for Review Save

Instructions

Appendix MM

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) CREDIT FORM (Submit One Form per Activity)

Title eLPDC TEST #1
 School Year 2019
 Type LPDC Submission
 Status New
 Chronology Created: 5/14/2019 2:09:56 PM
 Approval History This proposal has not been submitted for review.

Title eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE

BeginningDate

Ending Date

Title of Activity

Course Number

Credit, CEUs, or Semester Hours

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description	Year
IPDP Sample	2020
IPDP	2013

LPDC Review Proposal (Submit One Form per Activity)

Title: eLPDC TEST #1

School Year: 2019

Type: LPDC Submission

Status: New

Chronology: Created: 5/14/2019 2:09:56 PM

Approval History: This proposal has not been submitted for review.

Title: eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE: Course/Seminar for University Credit

Beginning Date:

Ending Date:

Title of Activity:

Course Number:

Credit, CEUs, or Semester Hours given by:

Amt of Credits, CEUs, or Sem Hours given:

Identify the IPDP Goal This Activity Supports:

4.c. Either type the Beginning Date of the activity or use the Calendar button

4.d. Either type the Ending Date of the activity or use the Calendar button.

The beginning and ending date can be the same date.

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description	Year
IPDP Sample	2020
IPDP	2013

LPDC Review Proposal (Submit One Form per Activity)

Title: eLPDC TEST #1

School Year: 2019

Type: LPDC Submission

Status: New

Chronology: Created: 5/14/2019 2:09:56 PM

Approval History: This proposal has not been submitted for review.

Title: eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE: Course/Seminar for University Credit

Beginning Date: 1/1/2019

Ending Date: 5/6/2019

Title of Activity:

Course Number:

Credit, CEUs, or Semester Hours given by:

Amt of Credits, CEUs, or Sem Hours given:

Identify the IPDP Goal This Activity Supports:

PDExpress 2015 Home Page

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description	Year
IPDP Sample	2020
IPDP	2013

LPDC Review Proposal

(Submit One Form per Activity)

Title eLPDC TEST #1

School Year 2019

Type LPDC Submission

Status New

Chronology Created: 5/14/2019 2:09:56 PM

Approval History This proposal has not been submitted for review.

Title eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE Course/Seminar for University Credit

Beginning Date 1/1/2019

Ending Date 5/6/2019

Title of Activity 21st Century Tools for Educators

Course Number

Credit, CEUs, or Semester Hours given by

Amt of Credits, CEUs, or Sem Hours given

Identify the IPDP Goal This Activity Supports

4.e. Enter the Title of Activity, Course Number if applicable, and who is giving the credits

‘Title of Activity’ is a required field.

‘Course Number’ is not a required field as not every submission will have one.

‘Credit, CEUs, or Semester Hours given by’ is a required field.

4.f. Enter the amount of credit awarded for the activity

The blue question mark next to ‘Amt of Credits, CEUs, or Sem Hours given’ shows break down

PDExpress 2015 Home Page

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description	Year
IPDP Sample	2020
IPDP	2013

LPDC Review Proposal

(Submit One Form per Activity)

Title eLPDC TEST #1

School Year 2019

Type LPDC Submission

Status New

Chronology Created: 5/14/2019 2:09:56 PM

Approval History This proposal has not been submitted for review.

Title eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE Course/Seminar for University Credit

Beginning Date 1/1/2019

Ending Date 5/6/2019

Title of Activity 21st Century Tools for Educators

Course Number

Credit, CEUs, or Semester Hours given by

Amt of Credits, CEUs, or Sem Hours given 3

Identify the IPDP Goal This Activity Supports

CEU Status (For LPDC Use Only)

Comments

Attachments None

Print Submit for Review Save

Form: LPDC Submission Form (3/08/2)

(1 CEU = 10 Contact Hours; 1 Semester Hour = 3 CEUs; 1 Quarter Hour = 2 CEUs)

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

Plans >2

Description Year

IPDP Sample 2009

IPDP 2013

Print Save

School Year 2013

Status Approved

Chronology Created: 10/21/2013 9:10:32 AM, Submitted: 10/21/2013 9:18:44 AM, Approved: 10/24/2013 11:39:31 AM

Approval Level 1: Approved - 10/24/2013 11:39:31 AM - William Wagner, Jr.

History >Fran, you're all set to go! Bill

Description IPDP

IPDP Goals Choose 3 Goals from the below drop-down lists

Note: All IPDPs will include the goal "Mentor Others Effectively." In addition, choose a TOTAL of three (3) goals from Standards 1 thru 7. You may select more than one (1) goal from each Standard. Please refer to Standards for Ohio Education for full description of each standard and a pre-assessment tool. For your convenience, the "Organizing for High Quality Professional Development" brochure and other documents to assist you in completing your IPDP have been uploaded to PDExpress, go to Resources, Documents and Forms.

EXAMPLE: Select three goals from Standards 1-7. You are also able to submit a "Creative Goal" for review by the LPDC committee. Additional instructions and links to the ODE website are located by each goal by clicking on the help icon(bubble w/).

Ohio Educators Standards Board (None)

ODE Standards - Links on the ODE Website (None)

Comments

Standard 1: Student - I will acquire knowledge about

- Adapting instruction to all skill levels
- Applying technology as an intervention tool
- Meeting the needs of the diverse cultures
- The social, emotional and developmental needs of the students
- Specific topics relative to at-risk students
- Specific topics relative to gifted students
- Specific topics relative to special needs students
- The differences in how students learn

S1G1

4.g. Enter the GOAL that relates to the activity.

If you are unsure what goal the activity aligns with, you can easily access your Plans to review.

Moving to the Plans screen automatically saved the LPDC Review Request submission you were working on. When you close the Plan window, you will now have a LPDC Review tab. This tab gives you easy access to submissions you are working on or that are pending approval.

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

LPDC Review >1 Plans >2

Title eLPDC TEST #1

Title eLPDC TEST #1

Options, choose only ONE

☒ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE

Course/Seminar for University Credit

Beginning Date 1/1/2019

Ending Date 5/6/2019

Title of Activity 21st Century Tools for Educators

Course Number EDCI 639

Credit, CEUs, or Semester Hours given by Andrews University

Amt of Credits, CEUs, or Semester Hours given by

Identify the IPDP Goal This Activity Supports

Standard 5, Goal 1

FOR LPDC USE ONLY

CEU Status

Use Attachments to add documentation if required

Comments

Attachments None

Print Submit for Review Save

Form: LPDC Submission Form (10082)

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

LPDC Review >1 Plans >2

Title
eLPDC TEST #1

Title
eLPDC TEST #1

Options, choose only ONE

Preapproval

Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Course/Seminar for University Credit

Beginning Date
1/1/2019

Ending Date
5/6/2019

Title of Activity
21st Century Tools for Educators

Course Number

Credit, CEUs, Semester Hours given

Amt of Credit, CEUs, or Hours given

Identify the Goal This Activity Supports

FOR LPDC USE ONLY

CEU Status

Use Attachments to add documentation if required

Comments

Attachments

Print Submit for Review Save

Form: LPDC Submission Form (10082)

4.h. Upload Documentation if required.

Click the Paperclip to add Documentation.

All Evaluation submissions should have documentation.

The Title: field is required.

Click the 'Choose File' button to browse to location of your documentation.

Click the 'Attach' button to upload the document to the Form.

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

LPDC Review >1 Plans >2

Title
eLPDC TEST #1

Title
eLPDC TEST #1

Options, choose only ONE

Preapproval

Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Course/Seminar for University Credit

Beginning Date
1/1/2019

Ending Date
5/6/2019

Title of Activity
21st Century Tools for Educators

Course Number

Credit, CEUs, Semester Hours given

Amt of Credit, CEUs, or Hours given

Identify the Goal This Activity Supports

FOR LPDC USE ONLY

CEU Status

Use Attachments to add documentation if required

Comments

Attachments

Print Submit for Review Save

Form: LPDC Submission Form (10082)

PDExpress 2015 Home Page x +

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Request LPDC Review Create Plan Transcript

In Progress

LPDC Review >1 Plans >2

Title

eLPDC TEST #1

LPDC Review Proposal

Title eLPDC TEST #1

☐ Preapproval

☒ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Options, choose only ONE

Course/Seminar for University Credit

Beginning Date 1/1/2019

Ending Date 5/6/2019

Title of Activity 21st Century Tools for Educators

Course Number EDCI 639

Credit, CEUs, or Semester Hours given by Andrews University

Amt of Credits, CEUs, or Sem Hours given 3

Identify the IPDP Goal This Activity Supports Standard 5, Goal 1

FOR LPDC USE ONLY

CEU Status*

Use Attachments to add documentation if required

Comments

Attachments

eLPDC TEST #1
(Transcript2 - Andrews.pdf) - 13K - 5/14/2019 3:16:30 PM

Print Submit for Review Save

Form: LPDC Submission Form (10082)

Stamped with Document name along with date and time uploaded.

Click Save and status remains New - submission does not move to Approval queues.

Click Submit for Review and status changes to Submitted - submission moves to Level 1 Approval queue.

The screenshot shows the 'LPDC Review Detail' page for 'Frances (Fran) Hanrahan' in the 'Central Office'. The page title is 'Appendix MM LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) CREDIT FORM (Submit One Form per Activity)'. The 'Chronology' section is circled in red and contains the following information:

- Title: eLPDC TEST #1
- School Year: 2019
- Type: LPDC submission
- Status: Submitted
- Chronology: Created: 5/14/2019 2:09:56 PM, Submitted: 5/14/2019 3:16:50 PM
- Approval History: Level 1: Awaiting Approval, Level 2: Awaiting Approval
- Preapproval: ☐ Preapproval
- Evaluation: ☐ Evaluation (Documentation Needed as Proof of Completion for LPDC Credit)

Other fields include: Options, choose only ONE; Beginning Date: 1/1/2019; Ending Date: 5/6/2019; Title of Activity: 21st Century Tools for Educators; Course Number: EDCI 639; Credit, CEUs, or Semester Hours given by: Andrews University; Amt of Credits, CEUs, or Sem: 3; Hours given: 3.

Chronology updates with date and time stamps.

Approval History changes to show Awaiting Approval

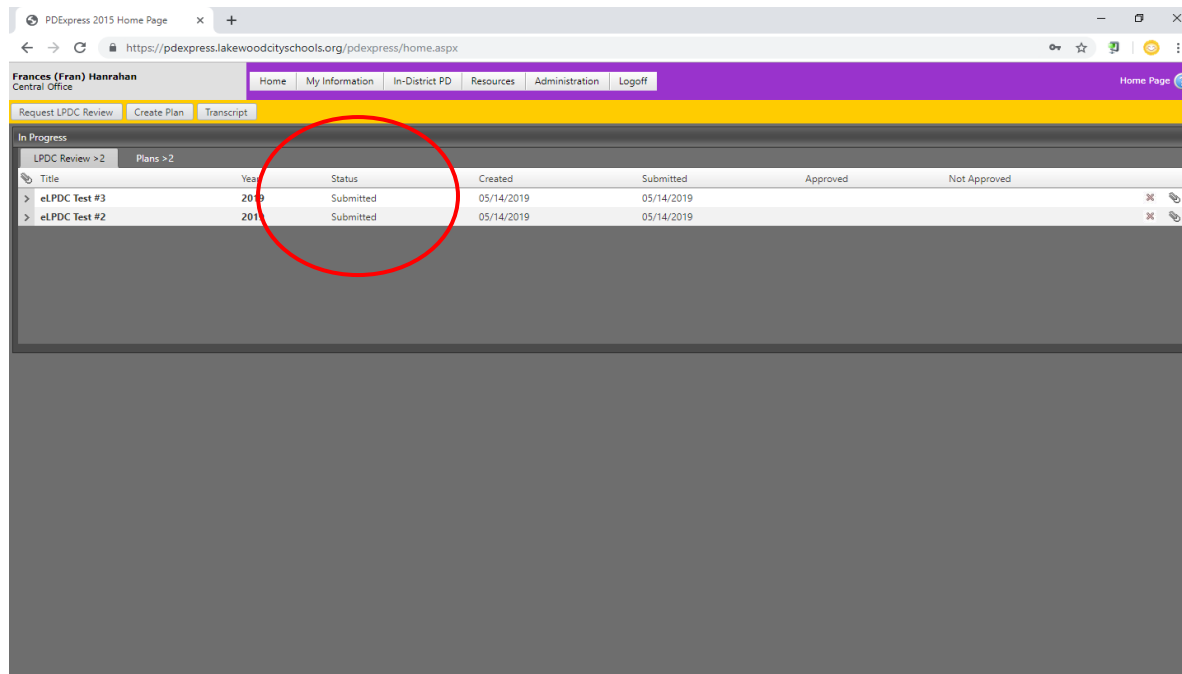
This submission is viewable on the Home screen and has a status of Submitted.

The Home screen will list submissions until they are moved to a Completed status.

The screenshot shows the 'Home' screen of the LPDC Review system. The table below lists the submissions:

Title	Year	Status	Created	Submitted	Approved	Not Approved
eLPDC TEST #1	2019	Submitted	5/14/2019	05/14/2019		

What a Submission in Completed Status looks like to the Employee

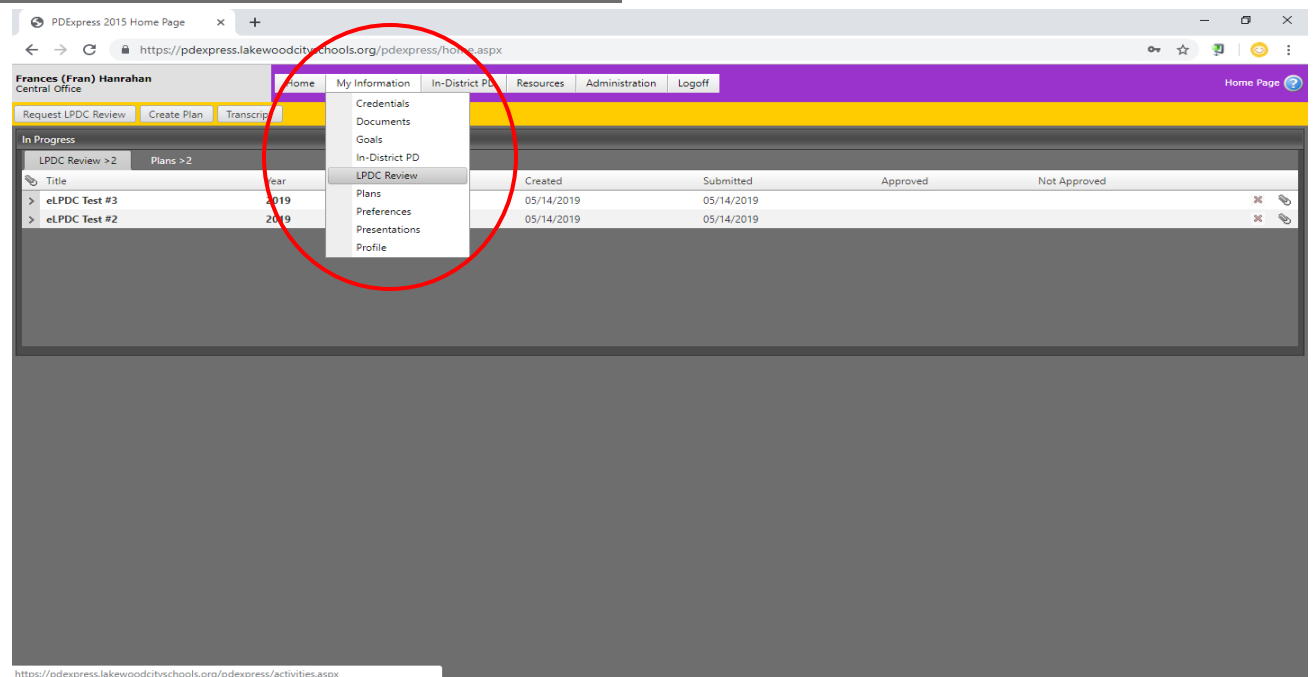


Log into PD Express

Submissions in a Completed Status are no longer listed on the Home Page.

The Home page will list Submissions with a Status of New, Not Approved, and Submitted.

Go to My Information → LPDC Review to pull up all LPDC Submissions. Submissions in a Completed Status will be shown here.



Title	Type	Status	Submitted	Approved	Completed	Hours	CEUs	SemHr	Grade-S/U
> eLPDC Test #1	LPDC Submission	Completed	05/14/2019	05/14/2019	05/14/2019	0	9	0	
> eLPDC Test #2	LPDC Submission	Submitted	05/14/2019						
> eLPDC Test #3	LPDC Submission	Submitted	05/14/2019						

The LPDC Review page will list all submissions regardless of status. You can sort by column or use the Funnel to filter results.

Another way to view what submissions have been accepted is to open your Transcript.

On the Home Page is a Transcript button. This will allow you to pull courses and/or activities that have been moved to a Completed Status.

Title	Year	Status	Created	Submitted	Approved	Not Approved
> eLPDC Test #3	2019	Submitted	05/14/2019	05/14/2019	Approved	
> eLPDC Test #2	2019	Submitted	05/14/2019	05/14/2019		Not Approved

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Home My Information In-District PD Resources Administration Logoff

Request LPDC Review Create Plan Transcript

In Progress

LPDC Review >2 Plans >2

Title Year

> eLPDC Test #3 2019

> eLPDC Test #2 2019

Transcript

Frances (Fran) Hanrahan (fran.hanrahan)
Central Office (CO)

Time Frame:

☒ All completed Courses and LPDC Review.

☐ Completed Courses and LPDC Review from 7/1/2004 to 6/30/2010.*

☐ Custom Time Frame:

From Start Date To End Date

Next >

* This is the start and end date set in My Information > Preferences.

There are 3 different options for pulling Transcript records.

All items ever completed.

All items completed in your default time range.

All items completed in a custom range.

The Transcript will show Courses (Ranger EDU) in one section and LPDC Review submissions in another.

A Custom Range would be helpful to pull CEUs within license issuance date and license expiration date.

PDExpress 2015 Home Page

https://pdexpress.lakewoodcityschools.org/pdexpress/home.aspx

Frances (Fran) Hanrahan
Central Office

Home My Information In-District PD Resources Administration Logoff

Request LPDC Review Create Plan Transcript

In Progress

LPDC Review >2 Plans >2

Title Year

> eLPDC Test #3 2019

> eLPDC Test #2 2019

Transcript

Professional Development Documentation
Lakewood City Schools

All completed Courses and LPDC Review

Frances (Fran) Hanrahan
Central Office (CO)

Courses

LPDC Review

Year	Type	Date	Status	Hours	CEUs	SemHr	Grade-S/U
eLPDC TEST #1							
2019	LPDC Submission	5/14/2019	Completed		9		
Totals:					9.000		
Totals for all Courses and LPDC Review:					0.000	9.000	0.000