

### Goal Tracking & Management

- Professional development coordinators may include personal goal fields in professional development plan templates.

Fields Section Help Text Section: **Personal Goals**

↓ Add Field

- Name: Goal 1 Improve Instructio Position: Bottom
- Type: Goal  Required

Add Field

- Staff enter their goals when creating a professional development plan.

↓ Personal Goals

Goal 1 Improve Instruction	Incorporate the use of online curriculum units in my daily lesson plans.
Goal 2 Community Linkage	Involve parents in a curriculum design focus group.
Comments	

- Staff select from approved goals when submitting requests for In District and Out of District PD.

Title	Attend Out of District Workshop
School Year	2011
Type	Professional Leave Form
Status	New
Chronology	Created: 2/16/2011 2:42:24 PM
Approval History	This proposal has not been submitted for review.

Title: Attend Out of District Workshop

Goals

- Incorporate the use of online curriculum units in my daily lesson plans.
- Involve parents in a curriculum design focus group.

- Staff and advisors may view and print details showing in-district and out of district professional development activities that apply to each approved personal goal.

Lawrence Clifton  
Administrative Office

Goals ?

Home My Pages In-District PD Resources Administration Logoff

Print

**Goal: Incorporate the use of online curriculum units in my daily lesson plans.**  
This goal was approved on 2/16/2011 as part of your 2011 plan.

What you're doing to achieve this goal:	Status	Date	Hours	Credits
Attend Out of District Workshop (Out of District PD)	Submitted	2/16/2011	(None)	(None)

**Goal: Involve parents in a curriculum design focus group.**  
This goal was approved on 2/16/2011 as part of your 2011 plan.

What you're doing to achieve this goal:	Status	Date	Hours	Credits
Attend Out of District Workshop (Out of District PD)	Submitted	2/16/2011	(None)	(None)

Personal Goals  
As of: 2/16/2011, 2:49 PM

**Personal Goals**  
Red Rock City Schools

**Lawrence J Clifton**  
10215 Blossom Wood Ct.  
Milford OH 45245-4164

Administrative Office (AD)

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**Goal: Incorporate the use of online curriculum units in my daily lesson plans.**  
This goal was approved on 2/16/2011 as part of your 2011 plan.

What you're doing to achieve this goal:	Status	Date	Hours	Credits
• Attend Out of District Workshop (Out of District PD)	Submitted	2/16/2011	(None) 0	(None) 0

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**Goal: Involve parents in a curriculum design focus group.**  
This goal was approved on 2/16/2011 as part of your 2011 plan.

What you're doing to achieve this goal:	Status	Date	Hours	Credits
• Attend Out of District Workshop (Out of District PD)	Submitted	2/16/2011	(None) 0	(None) 0

### Approval Notification by Email

- PD Coordinators are automatically notified by email when they have items to review.
- The notification frequency and message text may be set by the PDEpress administrator.

Name: **Approval Notification (APRVNotify)**  
Send Method: **Sent by the PDEpress Background Service based on the specified time interval.**  
Description: This notification alerts potential approvers by email to the presence of items to review and approve.

[← Back to search results](#)

Active

Destination  School E-Mail Address  Personal E-Mail Address  
Do not select the Personal E-Mail Address option unless your organization's E-Mail server is set to relay messages to off-network E-Mail servers. Check with your technology department to confirm.

Subject You have @COUNT items to review and approve.

Message

You have @COUNT items to review and approve.  
Keep in mind the actual number of items in your approval queue may change between the time when this message is sent and when you log in to PDEpress.

Send in HTML Format

• Time Interval   
Notification frequency (minutes, maximum is 1440)

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### Automated Credential Expiration Notice by Email

- Staff members are automatically notified by email when they have one or more credentials that are about to expire.
- PDEpress administrators may set the time frame and message text for notification.

Name: **Credential Expiration Notification (CREDNotify)**  
 Send Method: **Sent by the PDEExpress Background Service based on the specified time interval.**  
 Description: This notification alerts staff members when one or more of their credentials is about to expire.

[Back to search results](#)

Active

Destination  School E-Mail Address  Personal E-Mail Address  
**Do not** select the Personal E-Mail Address option unless your organization's E-Mail server is set to **relay** messages to off-network E-Mail servers. Check with your technology department to confirm.

Subject Your @CREDENTIALTYPE credential will expire on @EXPIRATIONDATE

Message

Your @CREDENTIALTYPE credential will expire on @EXPIRATIONDATE. Please log in to PDEExpress for additional information.

CC   
 A copy of each automated message will be sent to this address.

Send in HTML Format

• Time Interval 30  
 Number of days in advance

• Retry Count 0  
 Number of times to retry sending the message.

### Improved Registration Management Page

- New tabbed-interface which provides easier navigation and less vertical scrolling.
- Ability to view and update registration user-defined fields.
- Ability view and update staff member profiles.
- Ability to view course evaluations submitted for a course section.

PDEExpress Administration  
 Lawrence Clifton (AD) Registration ?

Home Manage Settings Tools Security PDEExpress Logoff

[Back to search results](#)

Course Information Update EMail Add Copy/Move Registration Form User-defined Data Staff Profile Evaluations

Course: **Academy of Reading (1048-A)**  
 Contact Hours: 6, Register By: 3/30/2009, Publish: Yes, Auto Enroll: Yes, Allow Guests: Yes, Auto Enroll Guests: No, Presenter: Lawrence J Clifton, Evaluation Required: Yes, Evaluation Form ID: 10000, Staff Fee: \$0.00, Guest Fee: \$0.00, Waiting List Max Size: 99  
 Status: Completed (1) Enrolled (75) Total (76)  
 Availability: Seats Available (923) = Capacity (999) - [Enrolled (75) + Completed (1)]  
 Note: This course requires participants to submit an evaluation before the status may be changed to completed.

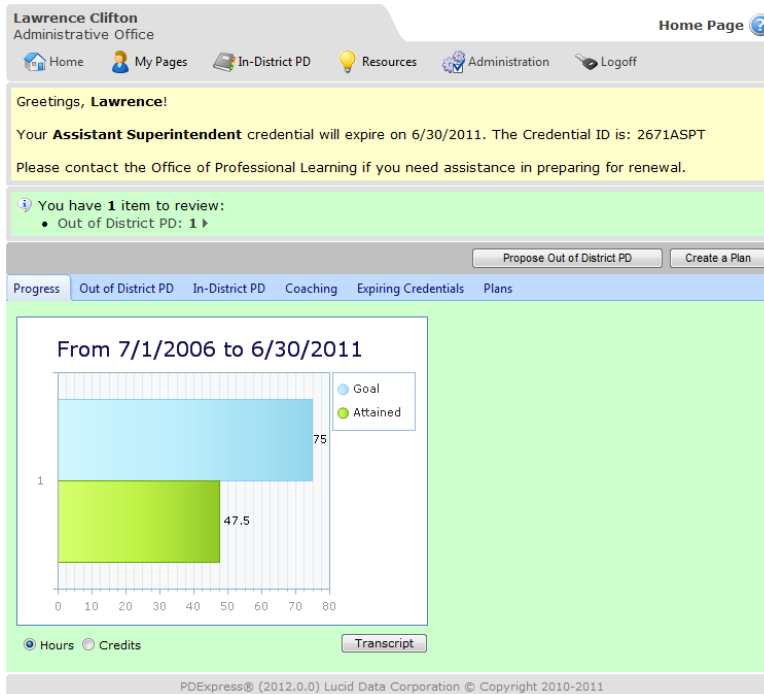
Participants Sign-In Sheet:  Sort by: Name

<input type="checkbox"/>	Name	Building	Status	Date	Hours	Credits	Sem Hrs	Qtr Hours	Sta Real
<input type="checkbox"/>	Babb, Julie Evaluation submitted	C.F. Holiday Elementary	Completed	3/3/2011					
<input type="checkbox"/>	Bash, Cynthia Evaluation submitted	Crowley High School	Enrolled	3/2/2011	6				
<input type="checkbox"/>	Baublitz, Judy Evaluation submitted	Administrative Office	Enrolled	3/2/2011	6				
<input type="checkbox"/>	Baumgartner, Robin Awaiting evaluation	Frank Nicholas Elementary	Enrolled	3/2/2011					
<input type="checkbox"/>	Bayat, Shirley Evaluation submitted	Administrative Office	Enrolled	3/2/2011	2				
<input type="checkbox"/>	Beckler, Brian Awaiting evaluation	C.F. Holiday Elementary	Enrolled	3/2/2011	2				
<input type="checkbox"/>	Carruthers, Harold Awaiting evaluation	C.F. Holiday Elementary	Enrolled	3/2/2011					
<input type="checkbox"/>	Chaney, Jennifer Awaiting evaluation	C.F. Holiday Elementary	Enrolled	3/2/2011					

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## Streamlined Staff Member Home Page

- Automatically shows the Progress chart if the staff member has filled-in their preferences.
- Current professional development activities are presented in tab format below the button bar.



## System-wide Improvements

- Updates to core system components that improve the performance and stability of the PDEExpress Web application.