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Instructor Functions

This document is intended to show how each of the functions work for an Instructor. Instructors will be able to create a Standards Survey, which in turn will be used to create a Professional Development Plan (PDP). The Instructor will be able to update the PDPs activity completions, and message their Supervisor with any questions. They will also be able to respond to any messages from their Supervisor.

The site will be versioning PDPs, so older PDPs will now be viewable in a read-only mode. All pages have an Information Icon [ ] which will show in a popup, information on using a particular page.

After logging in, if you receive a message from your supervisor, a popup will show the message and give you the option to mark it as read or to reply. Closing the popup will do nothing, but the message will reappear on the next login.

Certification Status

This is the main page for an Instructor. From here you can view current and past messages. View status of a Survey and/or a PDP of a given version. There are three tabs to access current status, Survey Status, PDP Status, and Message History.
Survey Status
This is where an instructor can select from the dropdown a list of current and past Surveys. Selecting from the available Surveys list will send you to the Standards Survey page. The survey rev number and date will be shown, along with a designation Type:

- **Returned** – The survey was returned for updates, before being approved
- **New Certification Survey** - a new certification that is in work.
- **Not Submitted** – A completed survey that has not been submitted
- **Survey with date** is a completed Survey

![Standards Survey Status](image)

PDP Status
This is where an instructor can select from the dropdown a list of current and past PDPs. Selecting from the available PDPs list will send you to the Professional Development Plan page. The PDP rev number and date will be shown, along with a designation Type:

- **Not Active** - The PDP is not active yet, because the current one has not expired yet
- **Not Submitted** - The PDP has not been submitted yet
- **Submitted** - The PDP has been submitted and is awaiting approval
- **Returned** - The PDP was returned for updates, before being approved
- **Approved** – The PDP has been approved and is in work
- **Completed** - The PDP and its activities have been completed

![Professional Development Plan (PDP) Status](image)
New Certification Notice

Six months prior to your current certification expiring you will have a chance to start on your new certification. You will see a button as shown below. Clicking on this will allow you to start a new Survey.

Message History

This is a listing of all messages that an instructor has received, showing message, date sent, and who sent the message.
Standards Survey
This page is used to view your current Survey, or a Survey that is in work. If you are working on a survey you will need to access it through the Certification Status page.

After accessing it from the Certification Status page you will be shown instructions on how to complete the Survey. As you fill out the form, moving from one step to the next it will automatically save your data. You can return to the Survey at any time till it’s been submitted. Do not use the back button of the browser, use the supplied navigation. Using the back button will restart the process.
The ultimate goal of the Survey is to create a PDP. The Survey is made up from a list WAC standards, of which there are several activities that you can select to meet the goal for a given standard. One or more standards have been marked as required by your administrator, for your institution. Standards that are marked as required need to have at least one activity selected, by the checkbox under the Select for PDP dropdown column. They will also need to have a selection in the Level of Importance and Current Skill Level dropdown lists. Any activities that are not marked for being included in the PDP will be defaulted to N/A. For non-required standards, you can select any activity for inclusion into your PDP by checking the box under Select for PDP. You can add notes to each selected activity ... this is optional.

The certification revision number, along with a progress bar, is located along the top of the form.

**Required Standard**

![Required Standard - A - Manage Learning Environments - Step 1](image)

**Non Required Standard**

![Non Required Standard - B - Develop Outcomes, Assessments and Curricula - Step 2](image)
You can navigate forward and reverse whenever you want using the **Previous** and **Next** link buttons. When you click the **Next** link, the form will be saved in its current state. You will receive warnings if it’s incomplete or is a required standard and no activity was selected for the **PDP**.

At the last Standard, the link will say **Review**. You can either go back to previous standards to review your work, or click the link which will show you all your chosen activities, their **importance** and your **assessment** of them, along with any notes you may have added.

You can export this page to Excel or print it.

Clicking **Finish Survey** gives you the option to **submit** the **Survey** to your supervisor, or **return** to the beginning of the survey. No data is lost when returning to the beginning.
After submitting your survey you need to wait until your supervisor either approves your Survey, or returns it for more work.

Professional Development Plan
To access a returned or new plan, go through the Certification Status Page. Click on the PDP Status tab. From the dropdown list select the appropriate PDP. This will take you to the Professional Development Plan page. Click the button to go to your PDP. Here you will find a listing of each standard activity that you selected. You can Export this page to Excel, to help you write it out. At this time there is no option to upload a completed spreadsheet.
Edit Activities
Clicking on the edit link for each activity will allow you to add the following:

1. **Activity Description**: What is it that you’re going to do to accomplish the activity?
2. **Activity Method**: How are you going to do it? Be as descriptive as you can.
3. **Due Date**: When do you plan on having the activity completed?
   a. Clicking in the box will open a calendar to help in selecting a date.
   b. Date selection is limited to 5 years out from the current date.
4. **Notes**: These can be added.
   a. Any previous notes are date stamped, and cannot be deleted.

You have about 250 words (1500 characters) that can be used in the **Activity Description** and **Activity Method**.

When completed, be sure to click the **Update** link. If you click a different **Edit** link, your data will automatically be saved.

Clicking the **Cancel** link will revert to the last saved results and close the editable fields.

Don’t forget to save your work, by **updating** the row.
Submit PDP to Supervisor

Click the link when you feel you are ready to Submit PDP to Supervisor. Until this is done, you can always return to this page by going through the Certification Status page, click on the PDP Status tab, then select the PDP you are working on.

After the PDP is submitted to the Supervisor, you will need to wait till the PDP is approved. You will receive an email if it was returned for follow-up work. In the meantime, you can view it in read-only mode and export it to Excel, after clicking the View PDP button.
Completing Activities

After your PDP has been approved, you can start completing your activities. As each activity is completed you will log into the site and go to the Professional Development Plan and locate the activity you have completed. Under the Completed column is a check box, that when checked will mark the activity as completed.

**Note**: This cannot be undone, so be sure you want it checked as done.

After checking the box, an email will be sent to your supervisor informing them that you have completed the activity.

You will be notified in advance, when an activities due date is near. This time frame changes, depending on what the site administrator sets it to.

Available time frames (contact your administrator for more information):

- **Reminders**: 30 – 120 days
- **Warnings**: 15 – 60 days
My Account
This is where you will maintain your profile in the site. Your **Username**, **Account Type**, and **Assigned Program** will be shown, but as Read-Only.

The only required fields are:

- First and Last Name
- Email
- Phone

After any changes, clicking the Save Account button will update your account. There will be a message on a successful save.
Reset Password

To reset your password, click the **Reset Password** button in the upper left corner of page.

After clicking the button, a popup will appear, asking you to verify that you wish to continue. Resetting your password will also reset your three security questions. *This cannot be undone*, and is the only way to reset your password or security questions.

Clicking the **Reset Account** button will clear your current Password and all question/answer pairs, and an email will be sent to you. In the email will be a link back to the site, which will allow you to create a new password and select three new questions. If you get an error, make sure you get the full link. Some email clients will require you to copy and paste the link. Password history is kept for the last 4 passwords you used, so they cannot be reused. No history is kept on questions.