



# ProCert Manual

## Supervisor

Version 2  
10/30/2019

<https://certification.ctc.edu/>

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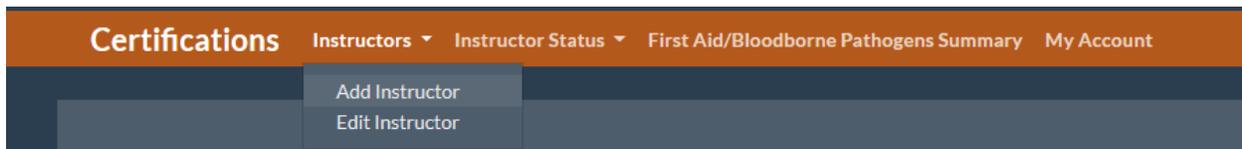
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## Program Supervisor Functions

This is document intended to show how each of the functions work for a Program Supervisor. These processes assume that there are one or more instructors in the program(s) that the supervisor is responsible for. For several steps, it is also necessary for instructors to have filled out Skills Assessment Surveys, followed by Professional Development Plans (PDP) for the supervisor to approve.

### Instructors

The Instructor menu item contains two menu choices, Add instructors and Edit instructors. This is where instructor accounts are created and maintained.



### Add Instructor

This is where a new instructor is created. Required fields are marked with a red arrow.

- Program is selected from a dropdown list that shows available programs.
- Emails must end in **.edu**. This is a decision made by the committee responsible for the new requirements.
- Unknown dates are left blank.
- Exempt dates are left blank and set in the **First Aid/Bloodborne Pathogens Summary** page.
- Certification date for a new user will default to 3 years. This can be set to 5 years if needed.
- **Is Active** check box is left unchecked if you wish to create an instructors account ahead of time. If you want it active now, then check the box.
- **Send New Account Email** checkbox is set as unchecked by default. If checked the new instructor will be sent an email with information on creating their account passwords and security questions. This can be done at a later time by clicking the **Reset Password** button in the **Edit Instructor** page.

**Certifications** Instructors ▾ Instructor Status ▾ First Aid/Bloodborne Pathogens Summary My Account Logout

## Add Instructor

> required fields

First Name ▾ Barney

Last Name ▾ Rubble

FacultyType  Full Time  Part Time

Email ▾ brubble@college.edu must be .edu

Phone ▾ (205) 971-5438

Program ▾ Northwest Painting ▾

First Aid/CPR Expires 10/01/2020

Bloodborne Pathogens Expires 10/01/2021

Prof/Tech Cert Expires 10/30/2021

Certification Length  3 year  5 years

Is Active?

Send New Account Email?

**Save Account** **Reset Form**

When page form is completed, click the **Save Account** button.

**Reset Form** button will clear out the form.

### Edit Instructor

This is where you can edit a current instructor. Select the instructor from the dropdown, which will populate the form.

- All fields are editable, except for the user name.
- **Save Account** and **Reset Form** operate the same as in the previous page.
- **Reset Account** will reset the user's password and security questions. They will be sent an email with instructions on resetting their logon credentials. No other changes are made.

**Professional Certifications**  
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## Edit Instructor

Select an instructor from the drop-down list to edit the account

> required fields

Select an Instructor

## Edit Instructor

✔ User added, but profile has not been verified.

Select an instructor from the drop-down list to edit the account

> required fields

Select an Instructor: Barney Rubble

User Name: brubble

First Name: Barney

Last Name: Rubble

Faculty Type:  Full Time  Part Time

Email: brubble@college.edu

Phone: (205) 971-5438

Program: Northwest Painting

First Aid/CPR Expires: 10/01/2021

Bloodborne Pathogens Expires: 10/01/2022

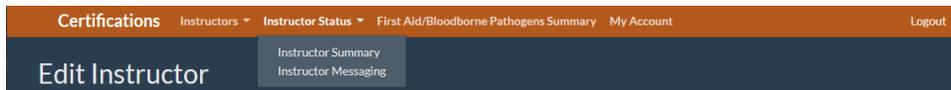
Prof/Tech Cert Expires: 10/30/2020

Certification Length:  3 year  5 years

Off-site Certification?

### Instructor Status

The Instructor Status section contains two menu choices. **Instructor Summary** and **Instructor Messaging**. This is where you can monitor an instructor’s progress in creating and submitting a PDP, and follow their progress in completing their selected activities. You can also send and receive internal messages



### Instructor Summary

The instructor summary table lists all instructors in the program(s) supervised by the logged in user. The active columns allow interaction with the instructor’s certifications, if submitted. Inactive columns (no links on the text) are for informational purposes.

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Certifications Instructors ▾ Instructor Status ▾ First Aid/Bloodborne Pathogens Summary My Account Logout

✓ 4 Records Found

### Instructor Summary

Name	Cert Rev.	Program Name	Cert Details	Assessment Summary	PDP Plan Details	Progress	CPR Cert Expires	First Aid Expires	Email
Oliver Instro	1	Northwest Painting	<a href="#">8/16/2019</a>	Approved	Approved		Exempt	Exempt	appdev@sbctc.edu
Robert Williams	0	Northwest Painting	Unknown	Not Submitted	Not Submitted		Exempt	Exempt	appdev@sbctc.edu
Terry Indorsoon	0	Northwest Painting	Unknown	Not Submitted	Not Submitted		05/03/2019	Exempt	appdev@sbctc.edu
Tom Instro	0	Northwest Painting	Unknown	Not Submitted	Not Submitted		Exempt	Exempt	appdev@sbctc.edu

### Cert Details

If the instructor has submitted an assessment survey, a date will appear in the Cert Details column as a link. Clicking the date will bring up a page where the certification status and/or progress can be viewed and worked on. There are two sections to this page, **Certification Status** and **Certification Progress**, accessed by clicking on the orange banners for either.

#### Certification Status

For new assessment surveys, the supervisor may either return the assessment to the instructor for further review (usually after discussions or emails), or may **Approve** the survey. Either are done by clicking on the appropriate check box. Note that no additional button needs to be clicked.

For a new PDP, when the instructor submits the plan, the supervisor, as with assessment surveys, can either return the plan to the instructor or approve it.

Note that the final administrator approval must be done by the college administrator or administrative assistant. For supervisors, these choices will always be inactive, they will only reflect what the administrator has done.

After approving or returning a survey or plan an email will be sent.

### Certification Details

For help, under each panel is an information icon. Clicking it will show a modal with instructions on using that panel.

Faculty Name: Oliver Instro Revision: 1

Certification Status ▲

Step	Assessment Plan Design	Recent Activity	Status
1	Certification Started:	7/11/2019	
2	Survey Submitted:	8/16/2019	<input type="checkbox"/> Return Self-Assessment to Instructor for further review
3	Survey Approved:	8/16/2019	<input checked="" type="checkbox"/> Approved
4	Plan Submitted:	8/23/2019	<input type="checkbox"/> Return Plan to Instructor for further review
5	Plan Approved:	8/23/2019	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Return Plan to Supervisor for further review
7	Final Administrator Approval	8/23/2019	<input checked="" type="checkbox"/> Approved

Certification Progress ▼

## Certification Progress

The Certification Progress section allows the supervisor to track the progress the instructor is making against their PDP. If the PDP has not been submitted yet, this section will be empty.

**Certification Details**  
For help, under each panel is an information icon. Clicking it will show a modal with instructions on using that panel.

Faculty Name: Oliver Instro    Revision: 1

Certification Status ▼

Certification Progress ▲

Export to Excel

	Standard Details	Activity Description	Activity Method	Due Date	Completed	Activity Notes <small>minimum of 4 characters</small>
<a href="#">Edit</a>	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	08/19/2019	08/23/2019	08/22/2019
<a href="#">Edit</a>	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2	08/27/2019	08/23/2019	
<a href="#">Edit</a>	B2 - Create, evaluate, and modify curriculum	do3	something3	08/26/2019	08/23/2019	
<a href="#">Edit</a>	C1 - Develop, review, and update program/course plan	do4	something4	08/24/2019	08/23/2019	
<a href="#">Edit</a>	C2 - Recruit and work with advisory committee and employers to meet changing needs of the program and industry	Do some more5	That thing again ...		08/23/2019	08/23/2019

## Assessment Summary

Clicking on a **Submitted** or **Approved** link in this column allows the supervisor to review the assessment submitted by the instructor, and add any public or private notes as needed. The public notes will be viewable by the instructor and can contain feedback if the assessment survey must be returned for more work.

**Certification Self-Assessment Worksheet**    Print

✓ 5 Records Found

Print this page for review with your instructor. Print in landscape mode for ease of use.

Show All Key Activities    Instructor: Oliver Instro  
 Show only chosen Standards    Date Generated: 10/22/2019  
 Revision: 1

Standard Key-Activity	Importance	Assessment	Selected	Notes (Viewable by all)	Notes (Admin Only)
A1: Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Low	Low	✓	08/22/2019 Save Notes	Save Admin Notes
A2: Set up, maintain and repair instructional systems, equipment and/or tools	Medium	Low	✓	Save Notes	Save Admin Notes
B2: Create, evaluate, and modify curriculum	Low	Low	✓		

Once a PDP is approved, the instructor only needs to inform the supervisor when required activities have been completed. The supervisor can then check off the tasks using the **Certification Progress** section in **Certification Details** (as described above).

*PDP Plan Details*

If the instructor has submitted their PDP, clicking on the **Submitted** or **Approved** link in this column allows the supervisor to view the plan.

Activity	Activity Description	Activity Method	Due Date	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Find a course	Save a Course	03/10/2021	----- 03/18/2019 ----- ---- 03/18/2019 This is a public note
B2 - Create, evaluate, and modify curriculum				
C1 - Develop, review, and update program/course plan				
E1 - Provide students with access to instructor				

*Email*

The email column is “live” for immediate composition of an email. Clicking on the address will open your system’s default email client and prepare a blank email from you to the selected instructor.

## Instructor Messaging

Instructor Messaging allows the supervisor to communicate with the instructor, creating new messages or replying to messages sent by the instructor.

### Messaging i

This page will allow you to send a system message or an email to the selected instructor.

#### One-Time Message Replies [View History](#)

	Msg By	Message	Date	
<a href="#">Reply</a>	Oliver Instro	Inst reply to thread #5	09/14/2018 12:57 PM	<a href="#">Mark Read</a>

#### Send New Message

Current Certification Message

One-Time Message

Select an Instructor

Select Instructor ▾

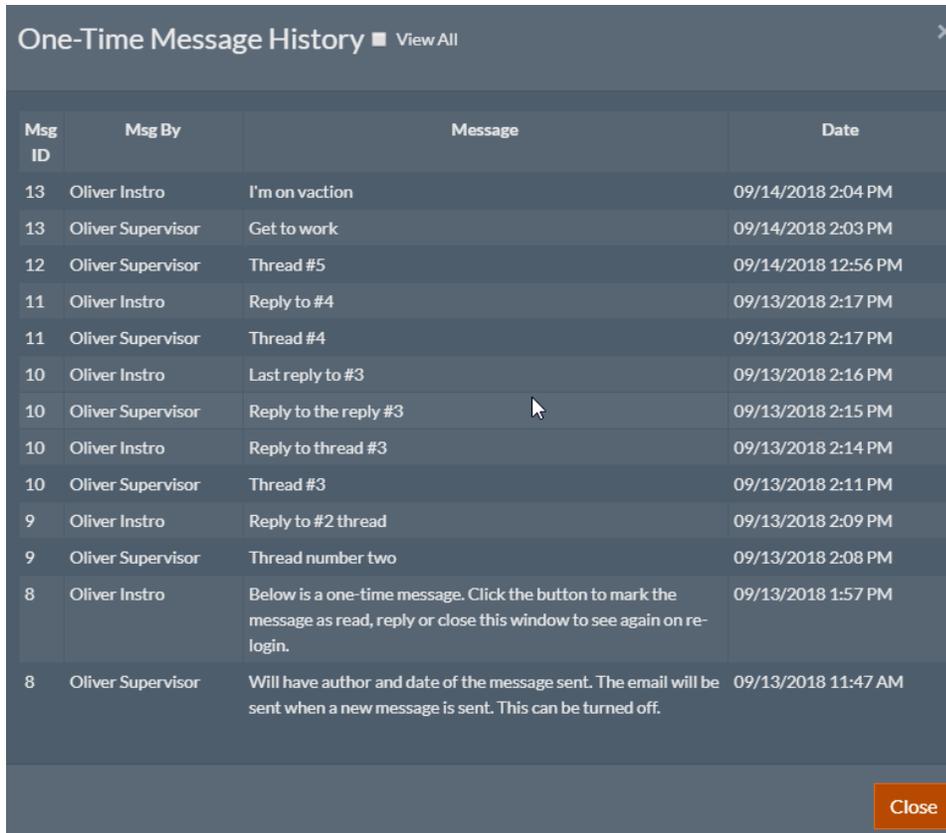
Send Email

Send to all

500 characters remaining

### One-Time Message Replies

Replies from the instructors to one-time messages can be seen here, and either replied to or marked as read. The **View History** shows all messages to date that have not been read. Checking the **View All** checkbox will show all messages.



Msg ID	Msg By	Message	Date
13	Oliver Instro	I'm on vacation	09/14/2018 2:04 PM
13	Oliver Supervisor	Get to work	09/14/2018 2:03 PM
12	Oliver Supervisor	Thread #5	09/14/2018 12:56 PM
11	Oliver Instro	Reply to #4	09/13/2018 2:17 PM
11	Oliver Supervisor	Thread #4	09/13/2018 2:17 PM
10	Oliver Instro	Last reply to #3	09/13/2018 2:16 PM
10	Oliver Supervisor	Reply to the reply #3	09/13/2018 2:15 PM
10	Oliver Instro	Reply to thread #3	09/13/2018 2:14 PM
10	Oliver Supervisor	Thread #3	09/13/2018 2:11 PM
9	Oliver Instro	Reply to #2 thread	09/13/2018 2:09 PM
9	Oliver Supervisor	Thread number two	09/13/2018 2:08 PM
8	Oliver Instro	Below is a one-time message. Click the button to mark the message as read, reply or close this window to see again on re-login.	09/13/2018 1:57 PM
8	Oliver Supervisor	Will have author and date of the message sent. The email will be sent when a new message is sent. This can be turned off.	09/13/2018 11:47 AM

### Send New Message

This section allows the supervisor to initiate communications. The message can be in regards to the current certification or a one-time message. The supervisor can choose to send to a specific instructor or all instructors. The message can also be enhanced by sending an email message along with the in-program message.

## First Aid/Bloodborne Pathogens Summary

The First Aid/Bloodborne Pathogens Summary menu item is intended for maintaining the named certifications. Clicking the menu item will display the supervisor's instructors in a table containing the dates the CPR/First Aid and Bloodborne Pathogens certifications will expire. Dates in **Red** are past due.

Professional Certifications  
Washington State Board for Community and Technical Colleges

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Certifications Instructors Instructor Status First Aid/Bloodborne Pathogens Summary My Account Logout

### First Aid/Bloodborne Pathogens Summary

✓ 4 Records Found

To set a date as **exempt**, select check box when in edit mode.

	Name	Program Name	First Aid/CPR	Bloodborne Pathogens	Email
Edit	Terry Indorsoon	Northwest Painting	05/03/2019	Exempt	appdev@sbctc.edu
Edit	Oliver Instro	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu
Edit	Tom Instro	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu
Edit	Robert Williams	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu

Send Bulk Email

## Editing

Clicking the **Edit** button on the left side of a table row will activate the **CPR/First Aid** and **Pathogens Expires** columns. The supervisor can then enter new dates for both of those as needed. Clicking **Save** will commit the changes, clicking **Cancel** will close the editing boxes and return to the default mode.

Checking the checkbox next to date field will mark date of Certificate as **Exempt**. Leave textbox blank if date is unknown.

Email column entries allow the supervisor to send email to that particular instructor.

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Certifications Instructors Instructor Status First Aid/Bloodborne Pathogens Summary My Account Logout

### First Aid/Bloodborne Pathogens Summary

✓ 4 Records Found

To set a date as **exempt**, select check box when in edit mode.

	Name	Program Name	First Aid/CPR	Bloodborne Pathogens	Email
Edit	Terry Indorsoon	Northwest Painting	05/03/2019	Exempt	appdev@sbctc.edu
Save Cancel	Oliver Instro	Northwest Painting	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	appdev@sbctc.edu
Edit	Tom Instro	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu
Edit	Robert Williams	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu

Send Bulk Email

## Send Bulk Email

The **Send Bulk Email** link at the bottom of the table will bring up an email client window with the "To:" field filled out with all unique email addresses that are blank or expired in the **CPR/First Aid** and **Pathogens** columns. The title is defaulted to "ProCert," but it can be changed and the message body filled out by the supervisor.

## My Account

Here is where a logged in user will maintain their account. User name, account type and assigned programs are read-only. All other lines are editable.

Professional Certifications  
Washington State Board for Community and Technical Colleges

Logged in as: Oliver Supervisor at Test College

Certifications Instructors Instructor Status First Aid/Bloodborne Pathogens Summary My Account Logout

### My Account

> required fields

**Reset Password**

Username	Supervisor1
Account Type	Program Supervisor
Assigned Programs	Northwest Painting Teaching for beginners Test Development
First Name	Oliver
Last Name	Supervisor
Middle Initial	S
Street	1300 Quince
City	Olympia
Zip	98504
Email	appdev@sbctc.edu
Phone	(360) 704-4376

**Save Account**

## Reset Password

Clicking this button will reset the users account. This means a new password and three new security question/answer pairs need to be set.

## Reset Instructor Account

You are about to reset your account, which will require you to create a new password and select new security questions. You won't lose any data, this only resets your access to the site.

An email will be sent to the email address shown below, with a link to update your account.

If this is OK, click **Reset Account**, otherwise **Cancel**.

**Reset Account** **Cancel**