

WELCOME TO

Falmouth PD

PROFESSIONAL DEVELOPMENT

About FalmouthPD

LOGIN

ADMIN



Welcome to Falmouth Public Schools Instructional Development Program website. This site contains information about our Instructional Development Program which provides a variety of opportunities for Falmouth educators to acquire content knowledge and understanding, and to develop skills for the classroom and beyond.

Visitors, please click on the **About falmouthpd** link above to learn more about our program.

Teachers, please click on the **LOGIN** link to review and register for workshops or graduate course offerings.

Professional Development Contact: Ginger Rabesa
Office of Curriculum and Instruction
340 Teaticket Hwy, East Falmouth, MA 02536
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Developed by:  <http://www.smartedu.net>

A “HOW TO” GUIDE

Office of Curriculum and Instruction
Contact: Ginger Rabesa
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508-548-0151, ext. 130
August 2010

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INTRODUCTION

WELCOME TO FalmouthPD

A school district's professional development program usually consists of many people creating, organizing, and carrying out various tasks simultaneously. **FalmouthPD** is an online application that allows all personnel involved in developing staff development activities to work together. It allows all the parts of a professional development program to be easily viewed from any computer in school or at home. Faculty access a link from the district's website that addresses all their professional development issues, needs and questions. **FalmouthPD** features include: interactive district policy pages, teacher salary level information, workshop offerings, online registration for training, course opportunities and announcements, faculty PDP records, and many other functions. **FalmouthPD** can be utilized by anyone, even people with the limited knowledge of computers.

GETTING STARTED

HOW DO I BEGIN?

An account has been set up for all Falmouth faculty members that includes your name, email address, school, and teaching position. Anytime your information changes, you may login to the system and update it. The only thing that can only be changed by the system administrator is your login name.

HOW TO LOGIN

The easiest way to login is to go to the district website:

www.falmouth.k12.ma.us

and click on the **STAFF** button right underneath the page header. Under header **1 Quick Links** click on **#8 Login to FalmouthPD** and you will see the following screen.

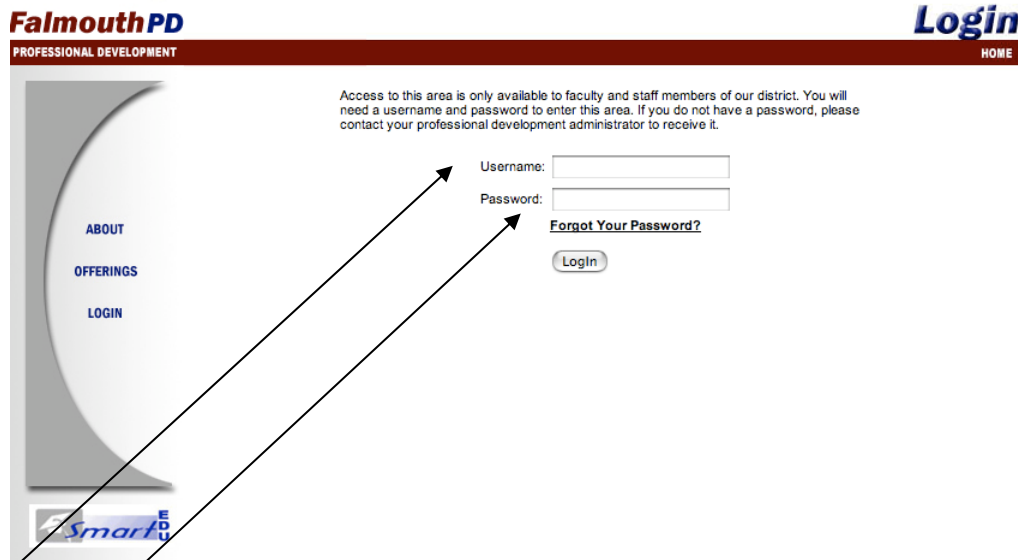
Figure 1



Click the **Login** button.

You will see this page.

Figure 2



Username

Your login has been setup as first initial, last name
isamplename

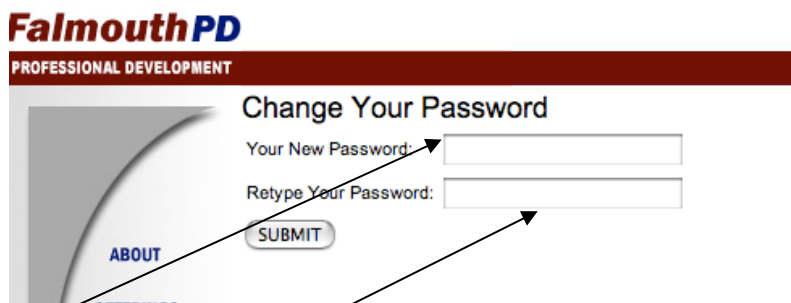
Type in your login name.

Password

The first time you login, you will use *falmouthpd* as your password. Enter the password then click **Login**.

The system will now ask you for a new password.

Figure 3



Enter a new password, then retype your new password. Click **Submit**. Make your password something you can easily remember. You may want to use the same password as your school email account.

You will then see the message:

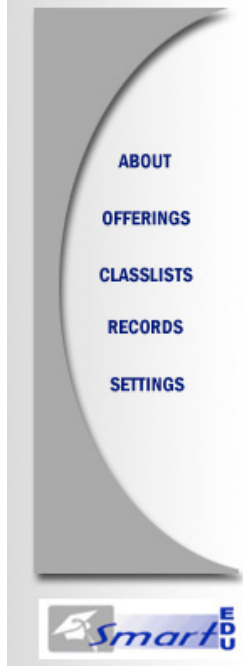
*Your Password has been changed.
LOGOUT and Try Your New Password.*

Once you've entered your new password, you will need to login again using your new password. In the future, you will only need to login once.

Click on the word **LOGOUT** and you will return to the main page (Figure 1). Click **LOGIN** again. Enter your login name and your new password. Click **Login**.

When you have successfully logged in, you will see the **Welcome** page.

TAKING A LOOK AROUND



ABOUT

The **About** area contains the district's Instructional Development Guide, which includes information on District Priorities, the Induction Program, and FAQs on Recertification.

OFFERINGS

Here is where you will find all the current instructional development offerings available to staff. Included in this area you will find in-service workshops as well as other courses and trainings. In order for you to participate and receive PPDs and/or credit for these offerings, you will need to register online through the FalmouthPD system.

CLASSLISTS

This section allows you to see who has registered for workshops/courses.

RECORDS

The **Records** area allows you to view and/or print your instructional development activity record at any time. A continuous running record of your instructional development activities will be available in this area. (Attachment 1) Directions for printing this sheet can be found on page 9.

A new feature in September 2010 is being added so you may see your current degree level and credits beyond status.

SETTINGS

The **Settings** area allows you to update your user information, such as your password, school, position, and email address. Directions for changing settings are on pages 9 and 10.

REGISTERING FOR A COURSE

In order for you to be included on an attendance list and to receive PDPs/credit for attendance at a workshop, training, or course you will need to complete the registration process for each activity.

There are two ways to view instructional development offerings. After logging in, click on **OFFERINGS**.



The first way to view offerings is to click on the [View Offerings Calendar](#) link at the top of the page. This will take you to a calendar (Figure 4) where you can view all the offerings by month/date.



If you click on the link to a particular course/workshop, you will see more detail about that course/workshop.

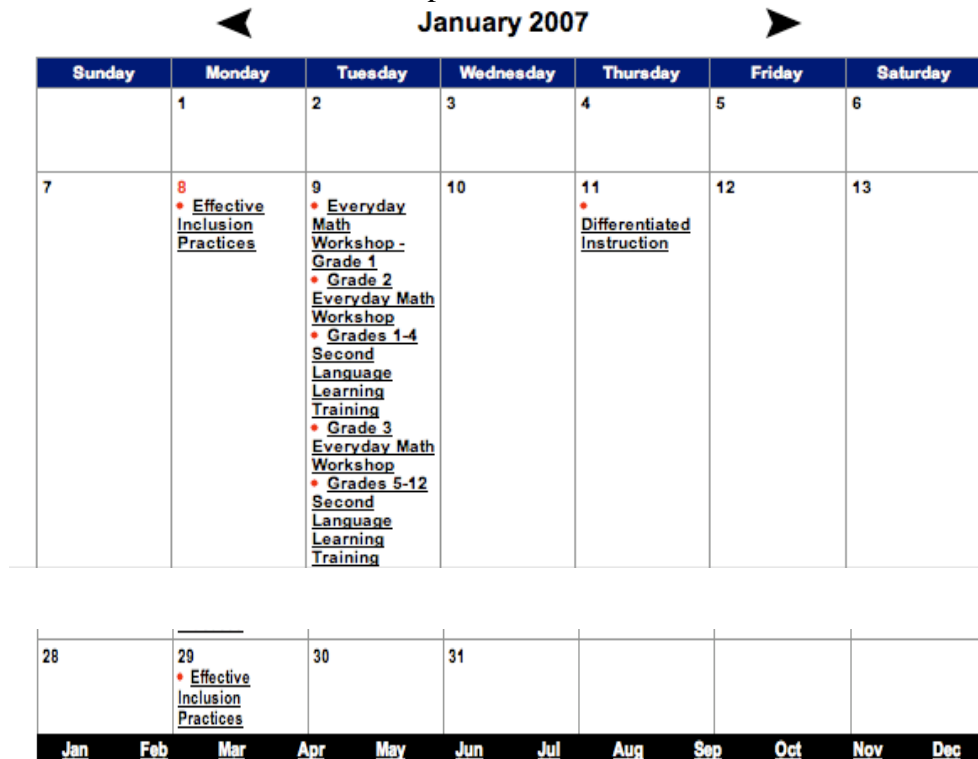
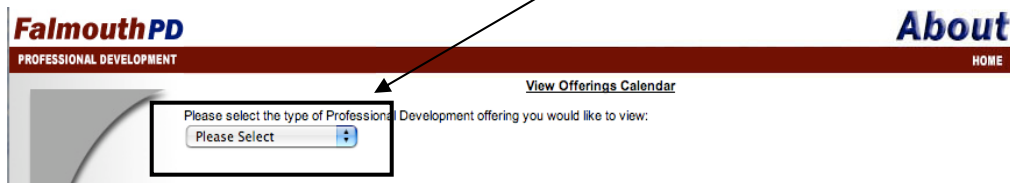


Figure 4

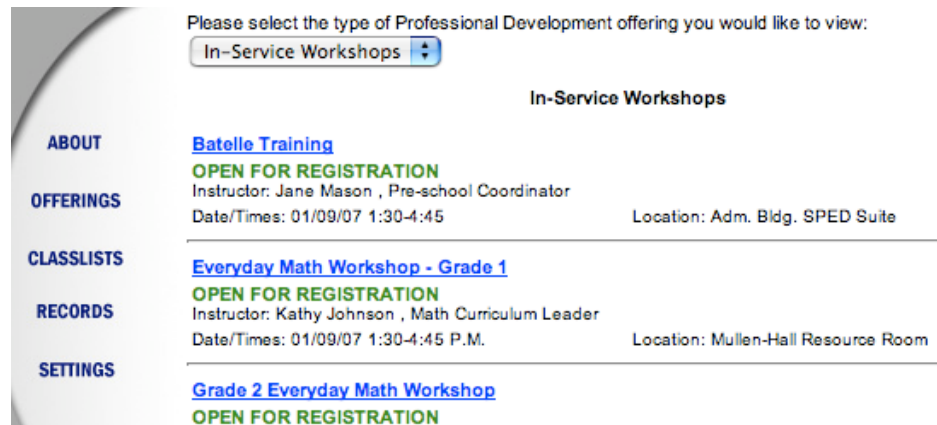
You can click on the months at the bottom to view particular month.

The second method to view offerings is to select, from the dropdown menu, what you would like to view i.e. *Graduate Courses, In-Service*, etc.



Once you have selected an area to view, you will see all the available options in that area. If the registration date has passed for the course, you will see **REGISTRATION CLOSED** in red. Courses and workshops may have a limited seating capacity. If a course has filled to its attendance capacity, your name will automatically be placed on a waiting list.

Figure 5



To see more details about the workshop/course, click on the underlined title. You will notice a box that indicates what type of credits/PDPs are available for this program. If this is the course/workshop you'd like to attend, click on the radio button below the box for the option you'd like – **PDPs Only, In-Service (Salary) Credit, or College Credit**. Your selection will be highlighted in yellow. **PLEASE NOTE:** ALL In-service workshops are PDPs Only, so you can skip this step. When you've made your selection, click **REGISTER FOR THIS COURSE**.

NOTE: If there is nothing listed under “# Credits Possible”, that means the workshop only offers PDPs.

Credit Selection	Cost	Registration Fee	# Credits Possible	# PDPs Possible
PDPs Only	\$0.00	\$0.00	0	3
InService Credit	\$0.00	\$0.00	0	0
College Credit	\$0.00	\$0.00	0	0

Please choose your Credit Selection below before clicking "REGISTER FOR THIS COURSE"

PDPs Only InService Credit College Credit Out-of-District Registration

REGISTER FOR THIS COURSE

After you register for the course, you will see this message:

You have been registered to Grades 5-12 Second Language Learning Training

[VIEW CLASS LIST](#)

Click **View Classlist** to confirm your status, i.e. Registered or Waiting List.

If you are listed as **Waiting List** instead of **Registered** on the Classlist, that means the course is full and you will need to register for another workshop. It would be helpful if you could notify the Office of Curriculum and Instruction about removing your name from the Wait Listed course.

If you would like to register for another workshop, go back to **Offerings** and select another option to view. Follow the above directions to register.

You will receive an email from **SmartPD** confirming your registration(s).

It's that simple!

CLASSLISTS

You may review classlists before or after you register. Select **Classlist**; then select the type of program you would like to see and the course title. You will then see the staff members who have registered for that course. To see more classlists, select another course/workshop.

Figure 6

Class Lists

A Class may be a workshop, a course, or any kind of PD offering.
To view a particular classlist:

Step 1: Professional Development Type

In-Service Workshops

Step 2: Course/Workshop

Please Select

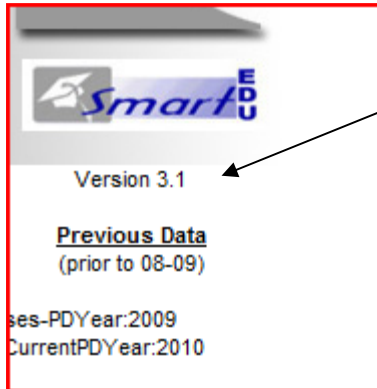
RECORDS

After you have logged in, you simply click on **Records** and you will see all the courses/workshops you have registered for and those that you have completed from the 2008-2009 school year to present. To print your sheet, click **PRINT OFFICIAL PDP CERTIFICATE** (Appendix A). Only activities that have been completed will print on ;your PDP Certificate.

VIEWING DATA FROM PREVIOUS YEARS

Each year your professional development records are archived. Beginning with the 2009-2010 year, you will be able to see a running record of your professional development activities on one screen going forward from 2008-09.

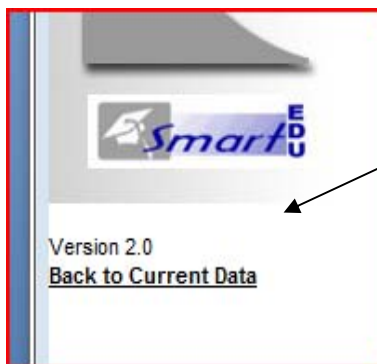
If you still want to look at activities from prior school years, click on **Previous Data** at the lower left of the login screen.



IMPORTANT NOTE:

If you use the **Previous Data** function, you cannot get back to the current year unless you click on the **Back to Current Data** link.

You will have to login again to access the data from the current year.



SETTINGS

To change your *User Information* or *Password*, click **SETTINGS**.

User Information contains the following:

Your Information

MEPID:

License Number:

First Name:

Last Name:

School:

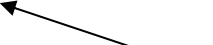
Position:

Subject:

Grade:

Email:

HQ Status:



Make the necessary changes and click *Update Your Information*.

Change Password

You may change your password at any time. In the *Settings area*, click **Change Password**. Type in your *New Password*, retype it again. Click **Submit**.

Change Your Password

Your New Password:

Retype Your Password:

LOGGING OUT

When you are done using the *FalmouthPD* program, logout by clicking on **HOME** in the top right corner of the screen. You should always logout for security reasons.



FREQUENTLY ASKED QUESTIONS

LOGGING IN

What if I login and nothing happens?

When logging in, make sure you have typed in your correct user name and password. The system is not case sensitive so you can type it in upper or lower case letters. If you still have difficulty, contact the Office of Curriculum and Instruction, 508-548-0151, ext. 130.

PASSWORD

What if I forget my password?

If you should forget your password, you may retrieve it at the *Login* screen by clicking on *Forgot Your Password?* (see Figure 2). Follow the instructions on the popup window. Your password will be emailed to you, so be sure to keep your email address current in the system. You are encouraged to use your school email address.

Will changing my password in the FalmouthPD system affect my school email account or any other login/password I may have in the district?

No, both your login name and your password are unique to the *FalmouthPD* program. Changing them will not affect any other accounts you may have.

REGISTERING

What if I register and I change my mind about taking the class?

If you should decide not to take a class that you have registered for, let the Office of Curriculum and Instruction know and we will take you off the *Class List*.

If I change my mind about whether or not I want graduate credit or salary credit prior to the start of the course, who should I contact?

If you change your mind about whether or not you want graduate credit, contact the Office of Curriculum and Instruction to change your status. You cannot change your status once the course has begun.

If I get put on a waiting list, how will I know if I get in the class?

If someone drops out of a class where you are on the waiting list, the Office of Curriculum and Instruction will notify you of the opening.

RECORDS

What if I am missing PDPs/Credits from my sheet?

If you are missing PDPs or credits from your sheet it could be for several reasons:

1. Was the activity listed in the *Offerings* section of the system?
 - If your answer is yes, did you register for the activity?
 - If you registered for the activity, then you should see that information when you view the screen. If it is on the screen, then perhaps your name didn't get checked off on the attendance list. Contact the Office of Curriculum and Instruction.

2. There could be several reasons why an activity may not have been listed in the *Offerings* section.
 - The presenter may not have provided the Office of Curriculum and Instruction with the necessary information or it may not have been an approved district activity.
 - If the activity took place outside the district, the provider of that activity would most likely be the issuing agent for the PDPs and you would need to keep track of them in your own file.
 - If it was a graduate course or some other activity that you are seeking salary credit hours for, you may not have turned in the appropriate transcript or Course Approval Form.

When in doubt, contact Ginger in the Office of Curriculum and Instruction at 508-548-0151, ext. 130 or email grabesa@falmouth.k12.ma.us.

FalmouthPD

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN MODULE (IPDP)



Welcome to Falmouth Public Schools Instructional Development Program website. This site contains information about our Instructional Development Program which provides a variety of opportunities for Falmouth educators to acquire content knowledge and understanding, and to develop skills for the classroom and beyond.

Visitors, please click on the **About falmouthpd** link above to learn more about our program.

Teachers, please click on the **LOGIN** link to review and register for workshops or graduate course offerings.

Professional Development Contact: Ginger Rabesa
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340 Teaticket Hwy, East Falmouth, MA 02536
phone: 508-548-0151 x130 | email: grabesa@falmouth.k12.ma.us

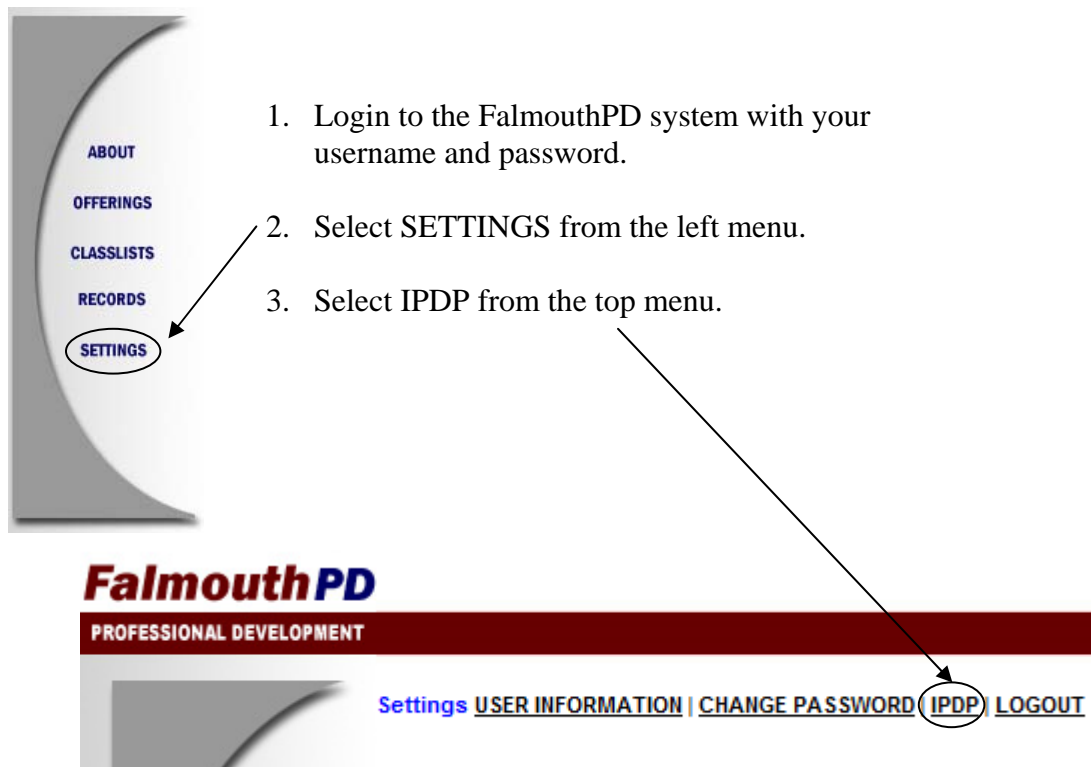
Developed by: 
<http://www.smartedu.net>

FalmouthPD IPDP Module

DIRECTIONS FOR TEACHERS AND ADMINISTRATORS

The Massachusetts Department of Elementary and Secondary Education (DOESE) requires that all teachers maintain an Individual Professional Development Plan (IPDP). This plan is the responsibility of the teacher to maintain and reflects professional development records for a given certification period. Educators must submit this form to their immediate supervisor/principal as partial fulfillment of their recertification. The FalmouthPD module is an electronic version of this form. It allows educators to electronically collect IPDP information needed for the state. It then facilitates printing out the completed form for approval.

ACCESSING THE IPDP MODULE



The image shows a screenshot of the FalmouthPD system interface. On the left side, there is a vertical menu with the following items: ABOUT, OFFERINGS, CLASSLISTS, RECORDS, and SETTINGS. The SETTINGS item is circled in blue. An arrow points from the SETTINGS item to the second step of the instructions. Below the menu, the FalmouthPD logo is displayed in red and blue, followed by the text "PROFESSIONAL DEVELOPMENT" in white on a dark red background. Below this, there is a navigation bar with the following items: Settings, USER INFORMATION, CHANGE PASSWORD, IPDP, and LOGOUT. The IPDP item is circled in blue. An arrow points from the IPDP item to the third step of the instructions.

1. Login to the FalmouthPD system with your username and password.
2. Select SETTINGS from the left menu.
3. Select IPDP from the top menu.

ADDING INFORMATION TO YOUR IPDP

TEACHER INFORMATION

After selecting **IPDP** you will see the following screen. It will be blank but you can go ahead and enter your personal information.

STEP 1: Teacher Information

1. The system will automatically fill in the top section. You will need to fill in your address, primary area of certification, renewal year, and PDP requirements.

Last Name: Samplename
First Name: Ima
Email: isamplename@falmouth.k12.ma.us
Grade Level: K-4
Subject: All
Position: A Little Bit of Everything
School: Teaticket School

Please fill in the following items for your IPDP record:

Street Address: 123 Any Street
City: Falmouth
State: MA
Zip: 02540
Primary Area: Art
Renewal Year: 2015
PDP Requirement: 150

Professional Growth Goals (please number):

Professional Growth Goals (please number):

1. Align my instruction with the MA Curriculum Frameworks and develop rubrics to help with assessment.
2. Use more technology in my classroom.
3. Collaborate with classrooms teachers to integrate art with other disciplines.

2. Fill in your *Professional Growth Goals*. Be sure to number them.

3. Fill in the *Growth Goals*. The numbering of these district/school goals should correspond with the *Professional Growth Goals* above.

The Growth Goals (above) are consistent with the following district and/or school goals:

#1 Aligns with 1A & 1B of the Teaticket School Improvement Plan - Improve instruction and better use of assessment
#2 Align with 1C of the Teaticket School Improvement Plan - Using innovative methods in the classroom.
#3 Aligns with 1A

4. **IMPORTANT:** When you are done, click "PROCEED TO STEP 2", otherwise your information will not be saved.

Proceed to Step 2

Cancel

PDP ALIGNMENT

There are two charts on this page:

- a. Record of Approved PD Activities for PRIMARY AREA
- b. Record of Additional PD Activities for ELECTIVE PDPs or ADDITIONAL LICENSE(S)

All courses/workshops that have been registered for within the FalmouthPD application automatically get placed into the portion of the chart displaying ELECTIVE PDPs.

STEP 2: PDP Alignment

ELECTIVE PDPs
PRIMARY AREA

Discovery Streaming No courses have been assigned to PRIMARY AREA

ADD A PD ACTIVITY

Record of Approved PD Activities for PRIMARY AREA					
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
Record of Additional PD Activities for ELECTIVE PDPs or ADDITIONAL LICENSE(s)					
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
[edit] Discovery Streaming Video	2	2			10/16/08
[edit] Gr. 1-2 Reading Street Workshop	3	2			10/07/08

MOVING A COURSE TO THE OPPOSITE CHART

1. Find and click the name of the course/workshop you'd like to move in the dropdown list.

ELECTIVE PDPs

No courses have I

Discovery Streaming
Gr. 1-2 Reading Stre

ADD A PD ACTIVITY

Record of Approved PD Activities for PRIMARY AREA			
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs
Record of Additional PD Activities for ELECTIVE PDPs or ADDITION			
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs
[edit] Discovery Streaming Video	2	2	
[edit] Gr. 1-2 Reading Street Workshop	3	2	

- Click the ADD button to move the chosen ELECTIVE workshop into the PRIMARY area **OR** click the REMOVE button to remove the chosen PRIMARY course to the ELECTIVE area.

ADD or REMOVE

ELECTIVE PDPs PRIMARY AREA

Gr. 1-2 Reading Stre Discovery Streaming

ADD A PD ACTIVITY

Record of Approved PD Activities for PRIMARY AREA					
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
[edit] Discovery Streaming Video	2	2			10/16/08

Record of Additional PD Activities for ELECTIVE PDPs or ADDITIONAL LICENSE(s)					
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
[edit] Gr. 1-2 Reading Street Workshop	3	2			10/07/08

ADDING OTHER COURSES AND WORKSHOPS TO THE LIST

If you have additional courses, workshops, or PDP activities that were not registered through the FalmouthPD system, you may add these to your IPDP by clicking the "ADD A PD ACTIVITY" button.

ELECTIVE PDPs PRIMARY AREA

Gr. 1-2 Reading Stre Discovery Streaming

ADD A PD ACTIVITY

This will give you a form to fill in. When done, click OK. The new course will be placed in the ELECTIVE area and may be switched into the PRIMARY area, if needed, by using the instructions for moving a course.

Add / Edit PD Activity

Professional Development Activity:

Content PDPs:

Professional Growth Goal Number:

Other PDPs:

Date Approved (optional):

Date Completed:

EDITING OR DELETING INFORMATION WITHIN YOUR IPDP

You will see within each course selection that there is an option to **[edit]** a course.

Record of Approved PD Activities for PF	
Professional Development Activity	Professional Growth Goal Number
[edit] Discovery Streaming Video	2

Record of Additional PD Activities for EI	
Professional Development Activity	Professional Growth Goal Number
[edit] Gr. 1-2 Reading Street Workshop	3

When you click on the **[edit]** link you will see the window below.

To EDIT the activity, type in the necessary changes then click OK.
To DELETE the entire activity from your IPDP, click DELETE.

Add / Edit PD Activity

Professional Development Activity:

Content PDPs:

Professional Growth Goal Number:

Other PDPs:

Date Approved (optional):

Date Completed:

NOTE: The manual deletion of all courses is required after the completion of a re-certification cycle. It is strongly recommended that you **print a copy of your completed IPDP record BEFORE** deleting and starting a new IPDP.

PRINTING A PAPER COPY OF YOUR IPDP

After you have completed the steps to edit your IPDP, you will see a link at the bottom of the page PRINT OFFICIAL IPDP CERTIFICATE. Click on this link.

Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
[edit] Gr. 1-2 Reading Street Workshop	3	2			10/07/08

[PRINT OFFICIAL IPDP CERTIFICATE](#)

You will see a "printer friendly" form (Appendix B). Go to the browser's toolbar at the top of the page and select FILE, then select PRINT. The form should print on your local printer.

You may print a copy of your IPDP at any time.



APPENDIX A



Falmouth Public Schools
Professional Development Certificate

Name: Sampiename, Ina
School: Teaficket School
Position: A Little Bit of Everything

Total Courses/Workshops registered : 4

Title	Location	Date	Instructor	PDP	Credits	Credit Selection
541 Practitioner Action Research - SPR11		06/01/11	University of Mass - SPR11	0	3	College
549 Theory & Res - Read & Lang - FALL10		01/01/11	Univ. of Mass - FALL10	0	3	College
FPS2011-50 Using Online Databases	Morse Pond Library	09/01/10 10:30-12:00 Noon	Liz Abbott	1.5	0	PdpOnly
FPS02-2009 Best Practices in Implem. the RTI Model	Adm. Bldg Conf. Room	10/13/09, 12/09/09, 03/10/10 9:00-12:00	Chris Parker, IDEAL Consulting	10	0	PdpOnly
Total Earned PDPs						11.5
Total Salary Credits						0
Total College Credits						6
Total Earned Credits						6

Official PDP Certificate
Date: Aug. 22, 2011

Administrative Signature:

Falmouth Public Schools
340 Teaficket Highway, East Falmouth, MA 02536

APPENDIX B



Falmouth Public Schools

Individual Professional Development Plan Certificate

Name: Ima Samplename

School: Teaticket School

Position: A Little Bit of Everything

Grade: K-4

Subject(s): All

Home Address: 123 Any Street
Falmouth, MA 02540

Renewal Year: 2015

Primary Area: Art

PDP Requirement: 150

My professional growth goals (please number)

1. Align my instruction with the MA Curriculum Frameworks and develop rubrics to help with assessment.
2. Use more technology in my classroom.
3. Collaborate with classrooms teachers to integrate art with other disciplines.

My professional growth goals are consistent with the following district and/or school goals

- #1 Aligns with 1A & 1B of the Teaticket School Improvement Plan - Improve instruction and better use of assessment
- #2 Align with 1C of the Teaticket School Improvement Plan - Using innovative methods in the classroom.
- #3 Aligns with 1A

Record of Approved Professional Development Activities for Primary Area					
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
Discovery Streaming Video	2	2			10/16/08

Record of Additional Professional Development Activities for Elective PDPs					
Professional Development Activity	Professional Growth Goal Number	Content PDPs	Other PDPs	Date Approved (optional)	Date Completed
Cross-grade Curriculum Development	1	10		1/14/11	1/17/11
ELEM-53 Tools of the Mind Workshop		5.5			
FPS2011-83 Create a Flip Video with Flipshare		1.5			
GEOG 552 Georgraphy of War & Peace		0			
Gr. 1-2 Reading Street Workshop	3	2			10/07/08
Test Course 6 - SmartEDU		2			

Initial Review and Approval	Date _____	
<p>The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.</p>		
Supervisor's Name (print)	Title	Signature

First Two Year Review	Date _____	
<p>The signature below indicates that this educator's Individual Professional Development Plan was reviewed.</p> <p><i>Please check one.</i></p> <p>_____ The Plan remains consistent with the educational needs of the school and/or district.</p> <p>_____ The Plan was reviewed and amended.</p>		
Supervisor's Name (print)	Title	Signature

Second Two Year Review	Date _____	
<p>The signature below indicates that this educator's Individual Professional Development Plan was reviewed.</p> <p><i>Please check one.</i></p> <p>_____ The Plan remains consistent with the educational needs of the school and/or district.</p> <p>_____ The Plan was reviewed and amended.</p>		
Supervisor's Name (print)	Title	Signature

Final Endorsement	Date _____
<p>The signature below indicates the supervisor has reviewed this educator's Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan.</p>	

Administrative Signature: _____

Official PDP Certificate
Date: Aug. 22, 2011