



BAINBRIDGE ISLAND
SCHOOL DISTRICT

Strong Minds, Strong Hearts, Strong Community

Announcing our NEW Professional Development Portal!

We have a new online Professional Development Portal. It is important that all employees review this information and take action as indicated.

- Login and **ACTIVATE** your account
- Register for Courses
- View My Records and Reports

Review this information for detailed instructions.

ProDev Emails

- This system sends automated emails, so watch for emails in your inbox from prodev@bisd303.org.
- You can use this email to submit questions.
- Need help? Contact us:
prodev@bisd303.org
206-780-1054

Where Do I Find ProDev?

Access the ProDev system from the District website OR

The direct url is: <http://BISDprodev.hrmpplus.net/>

LOGIN TO YOUR ACCOUNT

Step 1: Login

PLEASE NOTE:

All employees have an account
in the system

(DO NOT CREATE ACCOUNT!)



The screenshot shows a login interface with a dark blue header bar containing the word "Welcome". Below the header, the text "WELCOME!" is displayed in large, bold, black letters. Underneath, it says "EXISTING USERS/BISD EMPLOYEES" in bold black text, followed by the instruction "Click Login below. Do not create a new account." in red text. A red arrow points from the "PLEASE NOTE" section of the slide to the "Login" button. Below this, it says "NEW USERS ONLY" in bold black text, followed by "Create Account" in bold black text. At the bottom, there is a "CONTACT US:" section with the following information: "Bainbridge Island School District, Professional Development", "8489 Madison Ave NE", "Bainbridge Island, WA 98110", "Office: 206-780-1054", and "Email: prodev@bisd303.org".

Welcome

WELCOME!

EXISTING USERS/BISD EMPLOYEES
Click Login below. **Do not create a new account.**
If you need assistance call [206-780-1054](tel:206-780-1054) or email prodev@bisd303.org

 Login

NEW USERS ONLY

 Create Account

CONTACT US:
Bainbridge Island School District, Professional Development
8489 Madison Ave NE
Bainbridge Island, WA 98110
Office: [206-780-1054](tel:206-780-1054)
Email: prodev@bisd303.org

COMPLETE YOUR LOGIN

Step 1 – Continued...

Complete the LOGIN

1. Enter your email address. *
2. Enter the temporary password: **BISD2017**
3. Click Login
4. **You will be prompted to update your password.** Your new password can be any combination of letters, characters and numbers but **MUST BE AT LEAST 8 CHARACTERS LONG.**

The screenshot shows a web page with a navigation bar containing 'Home', 'Course Registration', and 'FAQ'. The main content area has a login form with the following elements: 'Enter Your Email Address' with an input field, 'Enter Your Password' with an input field, a 'Remember Login' checkbox, a 'Login' button, and a 'Send Password' link. To the right, there is a 'Login Instructions' box with a dark blue header. The instructions state: 'Enter your username and password you used to create your account. Then click the Login button to enter the Professional Development management system. If you do not remember your password or username, click [Send Password](#) (under the Login Button) and your password and username will be sent to the email address you used to create your account.' Three red arrows point from the right towards the email input field, the password input field, and the 'Login' button.

***Email:** Most accounts were established with your BISD work email. If you have issues, **DO NOT CREATE A NEW ACCOUNT.** Contact us for help at 206-780-1054 or email to prodev@bisd303.org

MY RECORDS - PERSONAL INFO

Personal Information
Enter your personal information. To modify your name or other personal information, submit a change through Talent Ed and/or

User ID is 700
District ID:
Prefix
First Name
Middle Name
Last Name
Suffix
Email
Alt Email
Position Type
Position


Location and Membership

District/Organization
Location/Building
Member Groups (Optional)

Professional Development Instructors
Check the box below if you are a Professional Development Program Instructor.
REGISTER AS INSTRUCTOR?

[Change Password](#) [NEXT](#)

Step 2 – Review your Personal Info

1. Check that your name and email are correct. You may add a Prefix/Suffix. **Update if needed.**
2. Optionally enter an alternate email.
3. Check Your Position Type, Position, District and Location. **Update if needed.**
4. **Click Register as Instructor**
5. Click  (bottom right side of the page).



MY RECORDS - CONTACT INFO

+ ADD ADDRESS

Address Type	Primary	Address 1	Address 2	City	State	Zip	
Mail Address	<input checked="" type="checkbox"/>	1414 14th Ave		Bainbridge Island	Washington	98110	

*Address Type: Is this your primary address?

*Address 1:

Address 2:

*City: *State:

*Zip Code:

Save Return

Step 3 – Edit Address and Phone Info

1. Your address information should be displayed
 - Click the pencil to edit if needed. Click SAVE.
2. Your phone information should be displayed
 - Click the pencil to edit if needed. Click SAVE.
3. Click (bottom right side of the page).

+ ADD PHONE



Phone Number Type	Phone Number	Extension		
Home Phone	(206) 333-3232			


Phone Number Type	Phone Number	Extension		
Home Phone	<input type="text" value="(206) 333-3232"/>	<input type="text"/>		



PREVIOUS NEXT


MY RECORDS - INSTRUCTOR INFO



Instructor Information



Instructors must complete the information on this screen. Fields marked with  are required. You are required to add ONE (1) reference. When finished click  to complete the My Profile activity.



For Expertise, Instructional Setting and Audience Preferences, select an item from the drop down box. Selected items appear in the box below. Once selected you may double click to remove an item. Click  for assistance.




Publish Your Name/Address in our Internal Instructor Directory?  Yes No 

Resume (Browse and Upload) 
 [Upload](#)


Content Preferences  

Instructional Setting Preferences  


Audience Preferences  

References   Add New Reference. You are required to add one (1) reference and must do so before proceeding. 

Name	Organization	Title	Phone	Extn
No data to display				

Biography 

Step 3 – Add Instructor Information

1. Browse and Upload your resume. Your resume may have been uploaded for you and if so the file name will display on the screen.
2. Select items from the drop down box for Content Preferences, Instructional Setting Preferences and Audience Preferences. As you select an item it will appear in the box below. You may select as many items as desired. If you select an item and wish to remove it, just click on that item in the box and it will be removed.
3. Add one (1) reference. Click the Green Add Reference bar. Complete ALL fields and click the SAVE button on that screen.
4. Optionally provide a short bio.
5. Click  (bottom right side of the page).

MY RECORDS – ACTIVATE


Finish by Activating your Account!

1. Click the Activate Account button. Your registration will then be complete.
2. You will now be able to use the system.
3. Continue with these instructions to learn how to view and register for available courses.

☐ **Profile is Complete. Click the button below to continue to Course Registration.**

This screen is confirming that you have completed the Profile activity. **CLICK THE ACTIVATE BUTTON BELOW TO PROCEED.** You may then go to Course Registration. You may return to My Records at any time by selecting that item from the menu above. In My Records you will be able to edit your personal and contact information; view a record of your course registrations and view/print attendance reports.

 PREVIOUS

 **Activate Account**

Course Registration – Finding Courses

After you activate your account, click **Course Registration** in the top menu. Instructions are on each page. Look for the help icon  for detailed assistance.

Use the calendar or filters to search for a course as instructed at the top of the page.

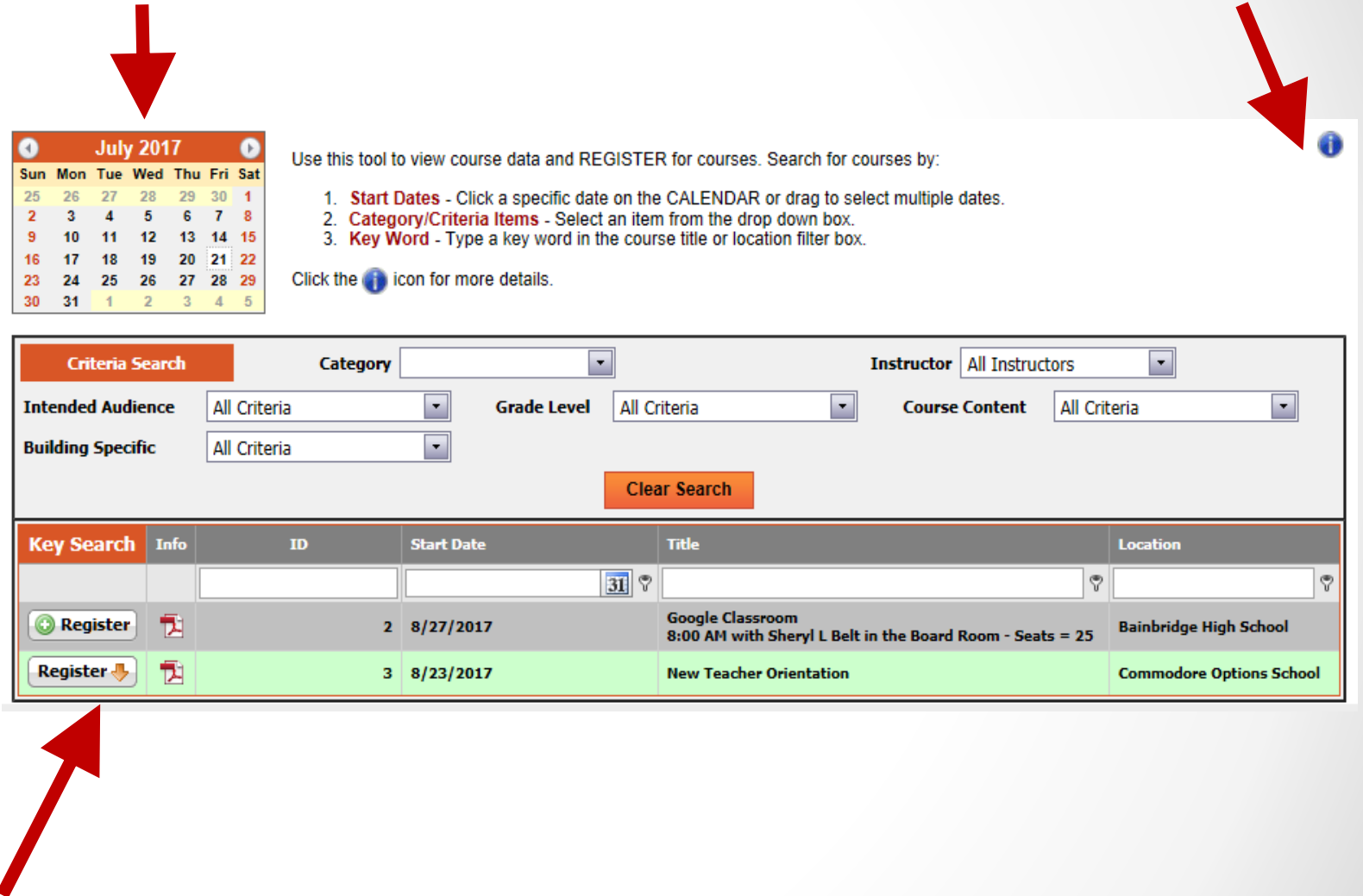
Click the REGISTER button to begin your course registration

Single Session Course 

Multiple Sessions 


For multiple session courses, clicking Register will display the sessions. You can choose to register for all or some sessions.

CLICK REGISTER TO BEGIN!



Use this tool to view course data and REGISTER for courses. Search for courses by:

1. **Start Dates** - Click a specific date on the CALENDAR or drag to select multiple dates.
2. **Category/Criteria Items** - Select an item from the drop down box.
3. **Key Word** - Type a key word in the course title or location filter box.



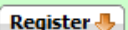



Click the  icon for more details.

Criteria Search

Category: Instructor:

Intended Audience: Grade Level: Course Content:


Building Specific:

Key Search	Info	ID	Start Date	Title	Location
			<input type="text" value="31"/>	<input type="text"/>	<input type="text"/>
		2	8/27/2017	Google Classroom 8:00 AM with Sheryl L Belt in the Board Room - Seats = 25	Bainbridge High School
		3	8/23/2017	New Teacher Orientation	Commodore Options School

Course Registration

1. Verify that you have selected the correct course. You can also see if a Wait List exists for this course. You can still register even if a Wait List exists. If persons cancel or the seat count is raised, you will be notified if you are enrolled.
2. The requested number of credits for the course should be populated with the available number of credits. If not, enter that information.
3. Click Submit Registration, or you can click Cancel Registration if you wish to change your mind at this time.

Course Confirmation

You have chosen to register for the following course and/or sessions. If you have made an error, click CANCEL at the bottom left of the screen. 

Course ID: 4 **Location:** District Office

Course Title: Orientation for New Employees

If the number of seats available is blank there is no Wait List for this course. If the number is negative, a Wait List exists. You may still register for this course. As persons cancel or the seat count is increased, the system will automatically register the next person on the Wait List. If you do not wish to continue with the registration, click CANCEL at the bottom left of the screen.


Wait	Seats	Title	Date	Starting	Ending	Room
	65	Session 1	8/16/2017	8:30 AM	4:30 PM	Board Room


The grid below displays the types of credits offered for this course. Click into the Requested box and enter the number of credits you are registering for. Repeat this for each credit type you desire.

Select Credit Type(s)

Credit Type	Available	Requested	Provider
Clock	10.00	<input type="text" value="10.00"/>	Selah SD

When you complete your registration an ics file will automatically download. You can open that file and add this course to your personal calendar.

 CANCEL REGISTRATION

 SUBMIT REGISTRATION

Course Confirmation

Confirmation. After submitting your registration a confirmation page will appear and you will receive a confirming email. The confirmation page provides you with options to return to menus in the system and/or logoff.

Course Complete

Course ID: 4 Course Title: Orientation for New Employees

Button Instructions go here



Return to Course Registration

Return to My Records

Logoff Prodev System

Print Course Information

Important Clock Hour Details

Issuance of clock hour credit is governed by Washington State law!

Clock hours cannot be earned unless all the following have occurred:

- Completed hours must be 3.0 or higher.
- Your attendance must be verified by the instructor. You will receive an email when this occurs.
- Per state law, you must complete an evaluation for the course within **10 days** of the end date of the course. This is done in My Records, My Courses (instructions follow).

You will not be able to go back later to print out clock hours through this system if you have not completed the evaluation within (10) days. No exceptions.

MY RECORDS

Click My Records from the Main Menu to access your information as shown in the example below.

There are 5 tabs in My Records:

1. My Courses
2. Personal Info
3. Contact Info
4. Instructor Info
(visible only to instructors)
5. My Reports

The screenshot shows the 'My Records' interface with five tabs: 'My Courses', 'My Personal Info', 'My Contact Info', 'Instructor Info', and 'Reports'. Red arrows point to each tab. Below the tabs is a legend for icons used in the course list, including Course Information, Email Instructor, Evaluation Due, Evaluation Due Date Missed, and Cancel Course. A table below the legend displays course information with columns for ID, Start Date, Course, Location, Info, eMail, Eval, Cancel, and Sta. The table contains three rows of course data.

ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
5	11/1/2016	LoriTest 12:00 AM with Pd Test in the 15	District Office					
3	10/28/2016	Rhonda Huggins-Test 10:00 AM with Pd Test in the Board Room B	Clear Lake Elementary					
2	10/28/2016	Sherrie Evans-Today 12:00 AM with Pd Test in the 23	Evergreen Elementary					

Instructions are provided on the following pages for all 5 tabs.

My Records – My Courses

My Courses displays information regarding courses you have registered for and cancelled from. You will complete your course evaluation from this screen and can email the instructor.

- In the Grid you can search for your courses by ID, Start Date, key word in the course title or location.
- Click the Info pdf icon to view/print a complete course information report or Click the Email icon to email the instructor.
- Eval. Click the document icon to complete the course evaluation. **Evaluations must be done within 10 days of the last date of the course.**
- Up to the course start date you may click the trash can icon to Cancel your course registration. After that you must contact the Pro Dev Office.
- Sta: This column shows the status of your enrollment, either Enrolled, Cancelled or on the Wait List.

EVALUATION: The evaluation icon will not appear until the day the last day of the course. Hovering over the document icon will display the evaluation due date. **If you fail to do the evaluation by the due date, a warning icon will appear and you will not be eligible to receive clock hours for this course.**

The screenshot shows the 'My Courses' interface with a navigation bar at the top containing 'My Courses', 'My Personal Info', 'My Contact Info', and 'Reports'. Below the navigation bar is a legend for icons: Course Information (pdf icon), Email Instructor (envelope icon), Evaluation Due (document icon), Evaluation Due Date Missed (warning icon), and Cancel Course (trash can icon). A note states 'STA is the last column = Course Status:' followed by a legend for STA: Pending (grey circle), Enrolled (green checkmark), Canceled (red X), Wait List (yellow warning triangle), and Combo (blue circle). Below the legend is a table with columns: ID, Start Date, Course, Location, Info, eMail, Eval, Cancel, and Sta. The table contains three rows of course data. A red arrow points to the 'Info' icon in the first row. Another red arrow points to the 'Eval' icon in the first row. A third red arrow points to the 'Sta' column header. A fourth red arrow points to the 'Sta' cell in the first row. A fifth red arrow points to the 'Sta' cell in the second row. A sixth red arrow points to the 'Sta' cell in the third row.

ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
5	11/1/2016	LoriTest 12:00 AM with Pd Test in the 15	District Office					
3	10/28/2016	Rhonda Huggins-Test 10:00 AM with Pd Test in the Board Room B	Clear Lake Elementary					
2	10/28/2016	Sherrie Evans-Today 12:00 AM with Pd Test in the 23	Evergreen Elementary					

My Records – My Reports

Click into the drop down box to view/print:

1. Attendance Certificate.
2. Individual Course Clock Hour Report
3. BISD Professional Development Transcript

After you select your report type, click **PREVIEW** to see that report. For the Attendance Certificate report you will also first select that course. Watch for a pop-up blocker the first time you open one of these reports.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'My Courses', 'My Personal Info', 'My Contact Info', and 'Reports'. The 'Reports' tab is active. Below the navigation bar is a text box containing instructions: 'Click into the drop down box to select the desired report. Click the pdf output option. For some reports you will also select the course. If your course does not appear in the drop down box, click on the My Courses tab to complete the course evaluation. The instructor must have verified your attendance and you must complete the evaluation before you can print an attendance certificate, clock hour or transcript report for a course.'

Below the instructions is a 'Select Report:' label followed by a dropdown menu. The dropdown menu is currently set to 'BISD Professional Development Transcript'. A red arrow points to the dropdown arrow icon.

Below the dropdown menu is a section titled 'Search Criteria' with a collapsed icon.

At the bottom of the form is a 'Select Output' section with three radio buttons: 'PDF' (selected), 'XLS', and 'HTML'. To the right of these buttons is a yellow 'Preview' button with a magnifying glass icon. A red arrow points to the 'Preview' button.

Instructions are provided on the screen if your report is not accessible to you.

Need HELP?

206-780-1054

Or email at prodev@bisd303.org

Note: Further instructions and training will be provided for instructors.