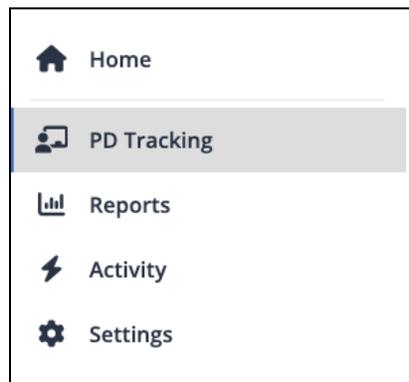
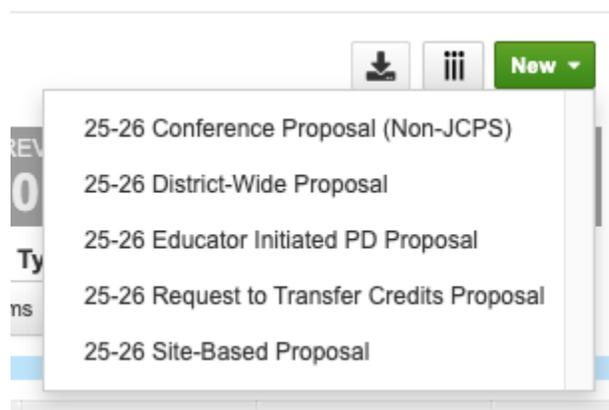


1. Navigate to PD Tracking from the Teachpoint homepage.



2. On the right hand side, click the “New” button. Choose **Site-Based**, **District-Wide**, **Conference**, **Educator Initiated**, or **Request to Transfer**.



Inputting Information Into the PD Proposal

Please be sure to completely fill out all parts of the proposal.

3. Use the [Naming Protocol](#) to enter a **Title**.
4. Include a **Description** that explains the session purpose, context, audience, and other pertinent details.

Description:	<input type="text"/>
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5. Accurately and selectively choose **Search Options**. The Professional Standards for Educational Leaders should only be selected if EILA credit is being offered.

Search Options: *Session Type: *The Kentucky Framework for Teaching: *Topics:
 The Professional Standards for Educational Leaders: *Approach:

Schedule Type - Single

6. Select **Single** if your event is happening one time.

Schedule Type: Single Multiple

7. Enter the session start and end time using the sliders to adjust the time.

*Start: *End:

 *Location: **Only Time**
 Max Attendees: Time
 Hour
 Minute
 Waitlist: none Unlimited Limit to

Single events are for one-day PD events or for asynchronous events that span a long period of time.

Note: If you are planning an asynchronous event, reach out to the PD office for guidance on selecting a Single or Multiple schedule type.

8. Enter the **Location** of your event. If you are hosting a virtual event, you can choose to put the meeting link / webpage in the **Location** box.

*Location:
 Max Attendees: Unlimited Limit to
 Waitlist: none Unlimited Limit to

9. Sessions default to unlimited attendees without a waitlist. Add a maximum number of attendees if your event is going to be held at a location with limited space. You may add a waitlist with an unlimited or specific number of attendees allowed if you choose.

*Location:

Max Attendees: Unlimited Limit to Waitlist: none Unlimited Limit to

10. Add the credit options offered for your event. If participants have multiple credit choices, “**Add credit option**” to add additional lines for credit choices. Each type of credit should be offered on a separate line.

Credits: PD/CEU SS DS EILA JET

[Add credit option \(attendees can choose which option\)](#)

11. Add a **presenter** or presenters. Presenters who are not PD contacts can see enrolled attendees and send emails to attendees. Presenters must be searched for an added one at a time.

Presenters: [Add Presenter](#)

Schedule Type - Multiple

If your event is happening more than once, is happening over the course of several days, or is one event in a series of related events, select **Multiple**.

Schedule Type: Single Multiple

6. Add a Location. If each session of your event will be different, type “Varies”.

*Location:

Max Attendees: Unlimited Limit to Waitlist: none Unlimited Limit to

7. Add which credit choice(s) will be offered for your event. If participants have multiple credit choices, “**Add credit option**” to add additional lines for credit choices. Each type of credit should be offered on a separate line.

Credits: PD/CEU SS DS EILA JET

[Add credit option \(attendees can choose which option\)](#)

8. If each session of your event will have the same presenters, you can use the **Presenters** section to add presenters. They can help manage and facilitate the PD. **Presenters** must be searched for and added one at a time.

Presenters: [Add Presenter](#)

9. Customize the **Schedule** window with each session’s date and time of your PD sessions. The proposal will adjust to look something like this:

Schedule Type: Single Multiple

*Location:

Max Attendees: Unlimited Limit to Waitlist: none Unlimited Limit to

Credits: PD/CEU SS DS EILA JET

PD/CEU SS DS EILA JET [\(Delete\)](#)

PD/CEU SS DS EILA JET [\(Delete\)](#)

[Add credit option \(attendees can choose which option\)](#)

Credit Assigned: whole event each time slot attended

Presenters: [Add Presenter](#)

Schedule:

Thu, Oct 30, 2025 04:00 PM (1 hr)	3 PD/CEU	3 EILA	3 DS
Thu, Oct 30, 2025 04:00 PM (1 hr)	3 PD/CEU	3 EILA	3 DS

*Starts: Oct 30, 2025
4:00 PM

*Ends: Oct 30, 2025
5:00 PM

Repeat: None

Title:

Location:

Max Attendees: unlimited attendees, no waitlist

Credits: Attendee Choice, Edit Time Slot Choices

Presenters: [Add Presenter](#)

User sign-up: whole event (all time slots) any time slots just one time slot

Use the + and - buttons at the bottom of the schedule box to add or remove session dates.

10. Select how participants receive credit: **whole event** or **per time slot attended**.

Credits: Professional Development/Continuing Education Units School Stipend District Stipend EILA Job-Embedded Training / Non-Inst

[Add credit option \(attendees can choose which option\)](#)

Credit for: whole event per time slot attended

Presenters: [Add Presenter](#)

Schedule: *Starts

Note: If you choose credit for the whole event, they will not receive credit until the entire event is completed. This will also force participants to sign up for every session of this event rather than individual sessions that they plan on attending.

If you want participants to only attend one or some sessions, select **each time slot attended**.

11. Select how participants will sign up for the event: **whole event**, **any time slot**, or **just one time slot**.

Max Attendees: [unlimited attendees, no waitlist](#)

Credits: [defined for whole event](#)

Presenters: [Add Presenter](#)

User sign-up: whole event (all time slots) any time slots just one time slot

12. Fill each session's specific details in the box to the right of the Schedule box. Adjust the **date, time, location, and presenters** as needed for each session. You can also choose to specify **Titles, Locations, Max Attendees, Credit** choices, and **Presenters** for each of these sessions if you choose.

*Starts:

*Ends:

Repeat: [None](#)

Title:

Location:

Max Attendees: [unlimited attendees, no waitlist](#)

Credits: [Attendee Choice](#), [Edit Time Slot Choices](#)

Presenters: [Add Presenter](#)

Note: Specifying **Locations** or **Titles** for each session can be helpful if the sessions of your PD have various topics, audiences, or locations across the district.

You can see in the example below our PD contact training that had multiple sessions with various titles and how it appears to those enrolling for the event.

Author:	Professional Development and Learning Department		
Presenter(s):	Professional Development and Learning Department		
Location:	CPL 3903 Atkinson Professional Learning 3903 Atkinson Square Drive Louis		
Time:	New PD Contact Training for Jul 17, 2025 9:00 AM EDT	Support Staff	Complete
	New PD Contact Training for Aug 26, 2025 9:00 AM EDT	Support Staff	Closed
	New PD Contact Training for Oct 14, 2025 9:00 AM EDT	Instructional Staff	Closed

Filling out multiple sessions can sometimes be confusing - if you need help determining which **Credit Assigned** or **User sign-up** options should be used, reach out to the PDL office for assistance.

Inputting Professional Learning Information

13. Include your session's **Intended Outcomes**. This is what participants will learn and how the learning in the event will be measured.

INTENDED OUTCOMES: WHAT WILL PARTICIPANTS LEARN? HOW WILL LEARNING BE MEASURED?

14. Include the facilitator or any outside collaborators that could answer questions before or after the event.

*FOR QUESTIONS REGARDING THIS EVENT, PLEASE CONTACT:

15. Select how participants will engage in learning throughout the PD session.

HOW WILL PARTICIPANTS ENGAGE IN THE LEARNING?

- Designing and trying out teaching strategies
- Engaging in the same learning experiences they design for students
- Utilizing authentic artifacts (student work, lessons, etc.)
- Various discussion techniques
- Utilizing various online/in-person collaboration techniques

16. Specify alignment with district initiatives, such as the 3 Pillars or Goals and Guardrails, and/or how it aligns with your site's improvement goals. Be specific here in how this PD addresses these goals and initiatives.

HOW DOES THIS SESSION ALIGN WITH DISTRICT INITIATIVES AND/OR SITE IMPROVEMENT GOALS?

17. Select when enrollment ends for this event.

No

Event Approvals:

Enrollment Deadline:

Feedback:

Credits Approved:

- Seven days before start of event/slot
- One day before start of event/slot
- One hour before start of event/slot
- Start of event/slot
- End of event/slot
- Specified date and time

18. Select the **Feedback** form that makes the most sense for your session:

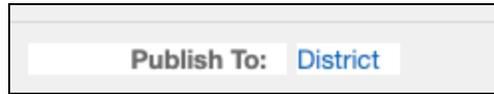
Feedback:

Credits Approved:

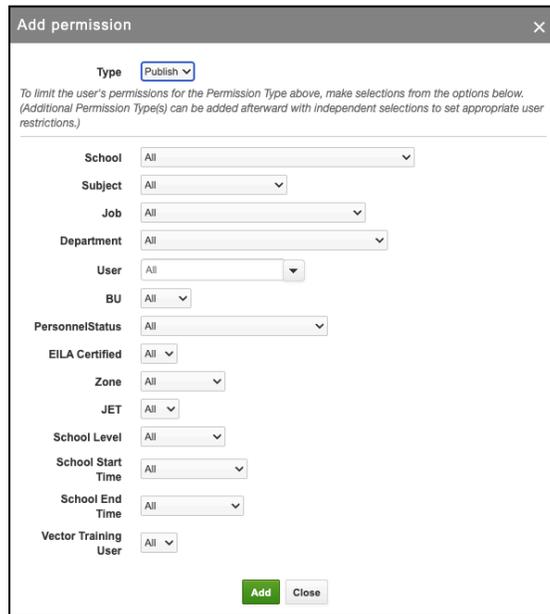
Publish To:

- General Feedback
- Book Study Feedback
- EILA Feedback
- Conference/Institute/Symposium

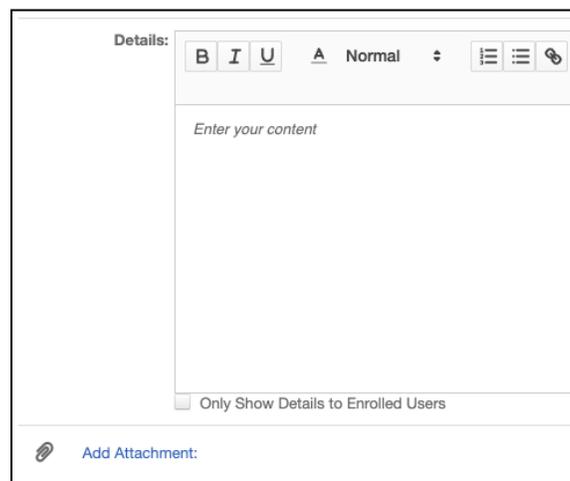
19. Use **Publish To** to limit who sees the event. By default, all proposals publish districtwide. For a site-based event, the best choice would be to publish it to your site only.



Select the appropriate permissions to determine who the event should be published to.

A screenshot of a dialog box titled 'Add permission'. At the top, the 'Type' is set to 'Publish'. Below this, there is a note: 'To limit the user's permissions for the Permission Type above, make selections from the options below. (Additional Permission Type(s) can be added afterward with independent selections to set appropriate user restrictions.)'. The dialog contains a list of filters, each with a dropdown menu set to 'All': School, Subject, Job, Department, User, BU, PersonnelStatus, EILA Certified, Zone, JET, School Level, School Start Time, School End Time, and Vector Training User. At the bottom right, there are 'Add' and 'Close' buttons.

20. Use the **Details** section to include clarifying information not covered in the previous sections of the proposal. We recommend linking in agendas and other resources here.

A screenshot of the 'Details' section of a proposal form. It features a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Text Color (A), and a dropdown menu currently set to 'Normal'. There are also icons for bulleted list, numbered list, and link. Below the toolbar is a large text area with the placeholder text 'Enter your content'. At the bottom of the text area, there is a checkbox labeled 'Only Show Details to Enrolled Users'. Below the text area is a link that says 'Add Attachment:' with a paperclip icon.

Note: You can also Add Attachments, but when attachments are added they can no longer be edited - it is for this reason that we recommend linking resources in the Details section.

Review Process

When you submit your proposal, the PDL Office will review it. If there is an issue that can not be easily fixed, the proposal will be returned to you with suggestions or notes in an email from Vector.

Be sure to read what needs to be adjusted (via the email sent upon return via Teachpoint) before you resubmit it.

If your proposal has been sent back to you or is in your Draft folder, the PDL Office cannot see it.