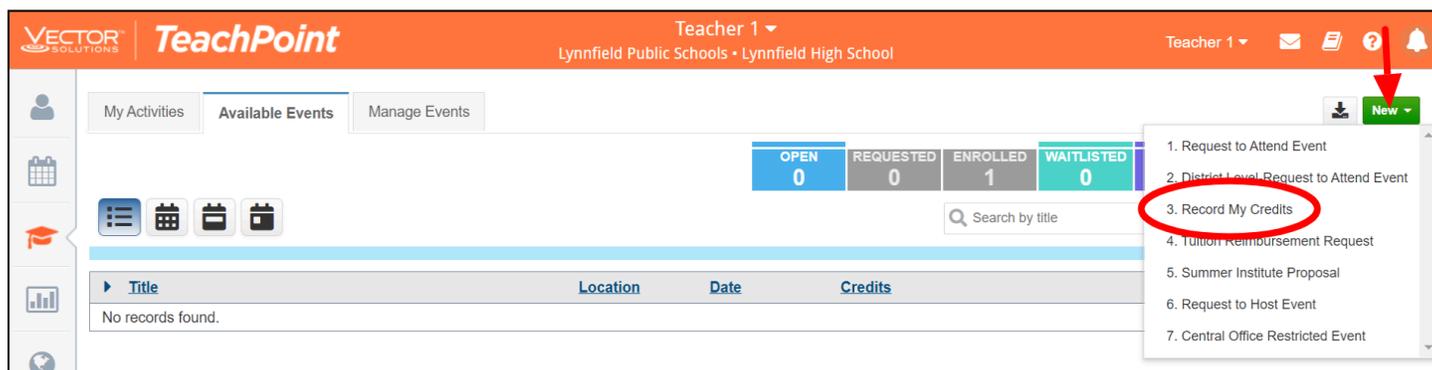


# TeachPoint: "Record My Credits" How-To Guide

This guide will help you to complete the "Record My Credits" form on TeachPoint. Click [HERE](#) to access instructions for "Request to Attend Event" form. Feel free to ask Kevin Cyr, Stephanie Hoban, or Rochelle Cooper for help.

Click on the graduation cap on the left hand toolbar and select "Record my Credits" under the green "New" dropdown menu.



## Section 1:

1. Title of Workshop/Conference/Course
2. Course # is optional (used to track courses from college/university)
3. Copy & paste event description from workshop/conference flyer or website.
4. Schedule type: Use "Single"
5. Fill out date & time.
6. Enter physical location of workshop/conference/course or "online" if online
7. Only fill out Hours, Graduate Credits or PDPs (Please do not ignore CEUs and In Service Hours)
8. Type in the name of the company offering the workshop or conference.

A screenshot of the 'LPS Record My Credits' form. The form is titled 'LPS Record My Credits' and includes a disclaimer: 'Please note professional development must be at least ten hours on a given topic to qualify for PDPs toward recertification. If the professional development activity is less than 10 hours, educators may bundle if able to demonstrate that these activities are related/similar in content and include an additional follow up activity demonstrating proficiency.' The form fields are numbered 1 through 8: 1. Title, 2. Course #, 3. Description, 4. Schedule Type (Single/Multiple), 5. Start/End date and time, 6. Location, 7. Credits (Hours, CEUs, In Service Hours, Graduate Credits, PDPs), and 8. PROGRAM PROVIDER.

## **Section 2:**

9. Select all goals that apply to the workshop/conference.

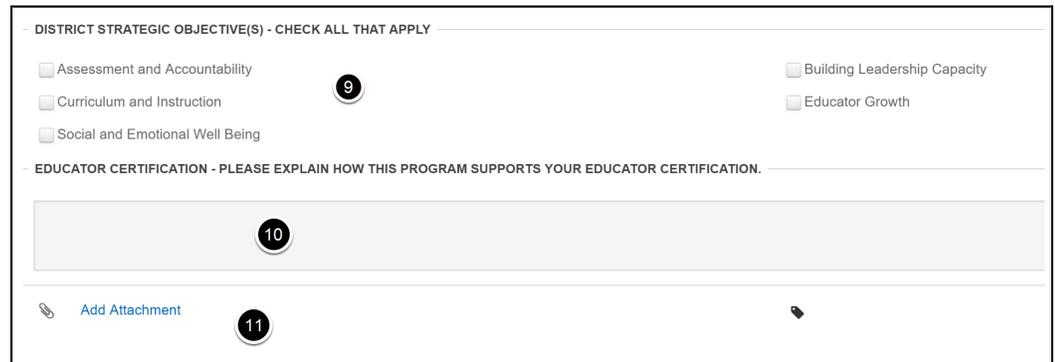
10. Optional explanation to be used to keep track of information for licensing. For example, you can write

"licensing renewal" or any additional information you want to include.

11. Attach transcript, certificate of participation, or product created.

12. When finished, click the  button in the top-right corner.

13. As a last step, after attending the workshop, select "confirm" next to the event to approve your credits. This will remove the event from "pending approval" status.



The screenshot shows a form with the following sections:

- DISTRICT STRATEGIC OBJECTIVE(S) - CHECK ALL THAT APPLY**: A list of checkboxes for "Assessment and Accountability", "Curriculum and Instruction", "Social and Emotional Well Being", "Building Leadership Capacity", and "Educator Growth". A circled number "9" is placed next to the "Curriculum and Instruction" checkbox.
- EDUCATOR CERTIFICATION - PLEASE EXPLAIN HOW THIS PROGRAM SUPPORTS YOUR EDUCATOR CERTIFICATION.**: A large text input area with a circled number "10" in the center.
- Add Attachment**: A link with a paperclip icon and a circled number "11" next to it.