

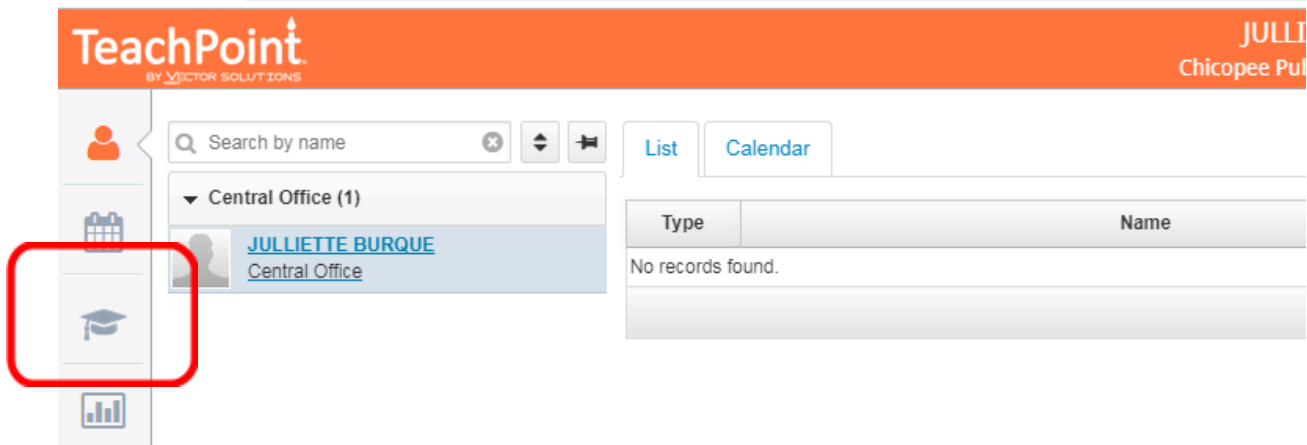
Record My Credits in Vector Solutions (formerly Teach Point)

The Record My Credits feature in Vector (Formerly Teachpoint) allows educators to track PD that is not offered or sponsored by the Chicopee Public Schools.

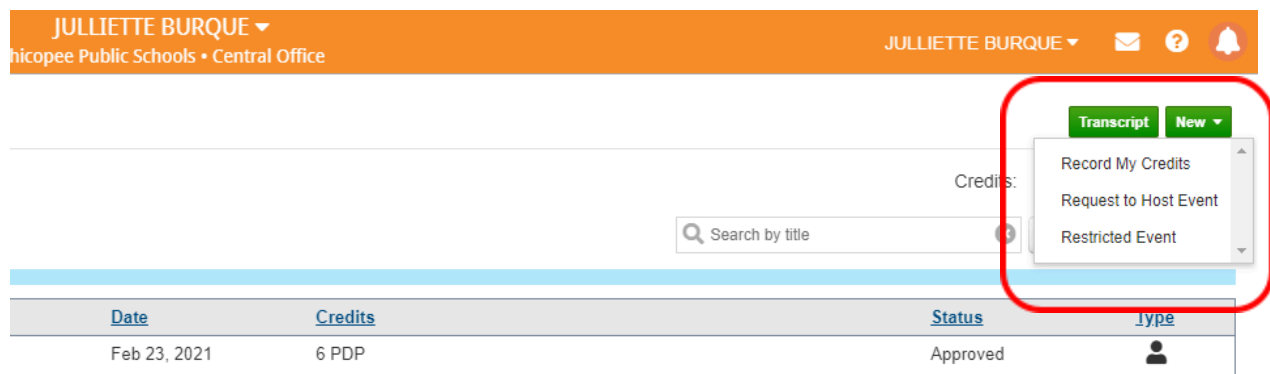
This feature has been enabled as a courtesy to teachers who wish to track all their PD efforts in one central location. **Chicopee Public Schools is not the sponsoring PD provider. Therefore, individual educators who enter their PD into Vector must be aware of the state guidelines for Professional Development Points.**

Log into your Vector Solutions account (previously Teach Point)

1. On the home page, click on the graduation cap to enter the PD Tracking Tool.



2. In the upper right hand corner, click on the green New button. In the dropdown menu, click on Record My Credits



3. Fill in the information about your PD event in the Tracking Form. Make sure to include any attachments of PD certificates, agendas, or other useful documentation. You must select an Evaluator from the dropdown menu. The evaluator will “approve” the PD event.

Doing so does not mean that Chicopee Public Schools is awarding the PDPs. Your PDPs must be awarded by the *PD provider*. This is strictly a tracking document.

Vector Evaluations+ JULIETTE BURQUE
Chicopee Public Schools • Central Office JULIETTE BURQUE
Record My Credits Status: DRAFT Submit Save Save Draft Cancel

*Title: Course #: Optional user-searchable field
Description:
Search Options: Subject Area: None Grade Level: None
Schedule Type: ☒ Single ☐ Multiple
*Start: May 10, 2021 10:00 AM *End: May 10, 2021 11:00 AM
*Location:
Credits: 0 Professional Hours: 0 Professional Development Points
Event Approvals: From Evaluator Select
Details: Add Event Details (rich text, links)
Add Attachment

4. When you have completed the form, click submit. The form will be submitted to your evaluator for “approval.”

It's a good idea to communicate with your evaluator in advance so that they are aware that you are submitting the form.

JULIETTE BURQUE
Submit Save Save Draft Cancel

Please Note: DO NOT enter any PD into Record My Credits that is presented by CPS on a PD day or is sponsored by CPS or presented by CPS staff outside of school hours. If you have any questions, reach out to your building principal or Kim Ehrlich, kehrlich@cpsge.org