HQ PDP Teacher Steps in PDE³

Log into PDE³ (https://pde3.k12.hi.us) using your employee ID and your DOE password. If you do not know your DOE password, contact the Customer Service Desk (CSD) at 564-6000.

From the personalized home page, click on the "Professional Growth" link.

Within the "My Professional Growth" section, click on the "HQ PD Plan 2018-2019" link or "Start Plan" button.

There are four parts to the HQ PD Plan:

1) **Discussion Board** – used to share messages between your HQ Designee and/or school administrator
2) **Grant View Access** - to add your designee or anyone else in PDE[3] to view your plan
3) **Initial Teacher PDP** – where you will create your plan
4) **Initial Principal Activity Review** – where your principal will approve your plan
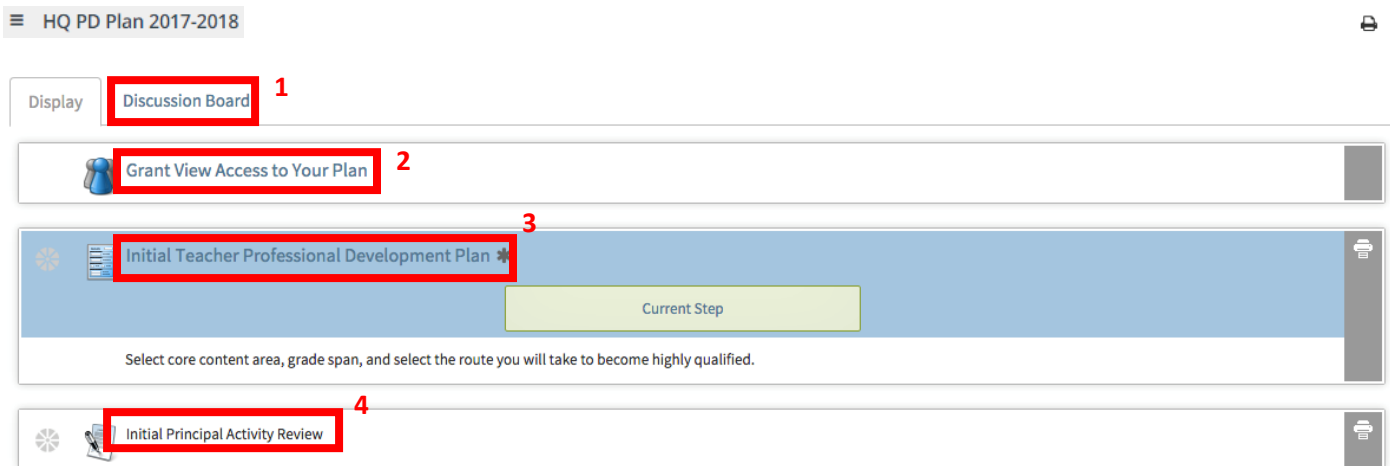
Starting your HQ PDP

The usual steps of a PDP is that you 1) grant access to your school/complex designee, 2) you complete your plan and then 3) submit your plan to your principal who then reviews/approves your plan.

Start first by adding your HQ designee. Click on the "Grant View Access to Your Plan" link.

Click on the "New User" button to bring up the search screen to find your designee or principal.
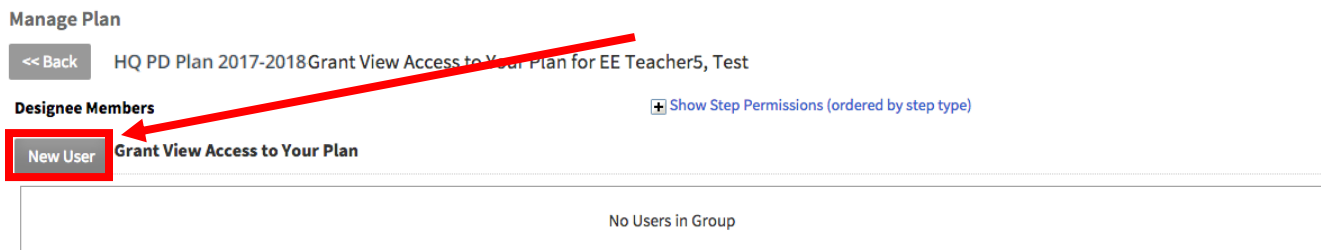
In the search window, type the designee or principal's name and press the "Search" button.

Member User Search

| First Name: | test |
| Last Name: | principal |

Cancel   Search

Your search results will display below the search criteria.

Member User Search   ✕

| First Name: | test |
| Last Name: | principal |

Cancel   Search

	Name	Email	Site	District	County	Region	Demographics
☐	Test Principal		Test School	Test Complex	Test Complex Area	Test District	Principal

Add Selected Users

Click on the check box and then the "Add Selected Users" button.

Member User Search   ✕

| First Name: | test |
| Last Name: | principal |

Cancel   Search

	Name	Email	Site	District	County	Region	Demographics
☑	Test Principal		Test School	Test Complex	Test Complex Area	Test District	Principal

Add Selected Users

Visually confirm the addition of the users you have granted view rights to or click on the "Remove" button to remove the view access user.

After adding view rights to those that you need to, click on the "<<Back" button to return to the plan steps page.

Once that the plan steps page, click on the "Initial Teacher Professional Development Plan" link or "Current Step" button to start completing your plan in PDE[3].

Don't get confused by the 'Click "Save" frequently…' message as once you are in the "Edit" mode you will see the save button.

To start your plan click on the "Edit" button.

HQ PD Plan 2017-2018

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Initial Teacher Professional Development Plan for EE Teacher5, Test

🔵 Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID	
Name	EE Teacher5, Test
Select Core Content Area	--Select One--
Grade Span	--Select One--
What route will you take to become highly qualified?	--Select One--
Planned Activities for August through October	
Planned Activities for November through	

One more thing to note is that the "Print Forms" button has an "Action Menu" pull-down button next to it. You will need to use this pull-down menu when you "Submit" your plan to your principal. If you do not submit your plan your principal cannot approve your plan.

HQ PD Plan 2017-2018

Action Menu

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Print Forms

Submit

Initial Tea...   ...elopment Plan for EE Teacher5, Test

🔵 Select ...   pan

Click "Save" frequently to prevent losing data.

Edit

In the edit mode the screen will change where the plan pull-down menus and text-boxes become active. Here we see the "Content Area" text box. Notice the "Save," "Save & Exit" and "Cancel" buttons at the bottom of the screen. You will need to use them correctly to ensure that you do not lose any of your data.

We will now start the form. Type the content area you are completing your PDP in the "Content Area" text box.

Next we select the grade span that the PDP is for using the "Grade Span" pull-down menu.

At this point we will show how you can stop and save your plan to go back to the PDP steps page. Here we click on the "Save & Exit" button. The application will check to see if the fields with an asterisk were completed, if not you will see the message below and the incomplete asterisk fields highlighted in yellow.

After clicking on "OK" we now see the PDP display page with the three fields that we did complete as filled.

We go further back to the PDP steps page by clicking on the "<<Back" button. Notice that the status "pie" icon is now icon partially filled.

To get back to your plan to finish it, click on either the "Initial Teacher Professional Development Plan" link or the "Current Step" button. Click on the "Edit" button to get back to the edit mode of the plan.

Here in the edit mode we have selected the "Praxis II Subject Assessment" route and will be completing the activities portion of the plan.

In the activities portion of the form, type in the activities you will be doing to become HQ. Here we can see the first three activity quarters.

Planned Activities for August through October

Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.

Comments

Planned Activities for November through January

Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.

Comments

Planned Activities for February through April

Will be taking the Praxis exam.

Comments

Save   Save & Exit   Cancel

This next screenshot shows the activities for the fourth quarter as well as the approximate cost and finally how the activities will make you highly qualified for the subject you are currently not highly qualified for.

Planned Activities for May through July

Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.

Comments

Approximate Total Cost of Activities

400

How will the above activities, taken together, result in earning the HQ designation?

With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.

The last text box to complete is to identify resources to be provided by your school or complex area to help you become highly qualified in the core subject area initially selected.

Approximate Total Cost of Activities	400
How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation?	With my bachelor's degree, license in grades 6 to 12 and the Mathematics Praxis II exam I will be ESSA Hawaii Qualified for Mathematics in grades 6 to 12.
Identify resources to be provided by school or complex area to support the plan.	materials and funds
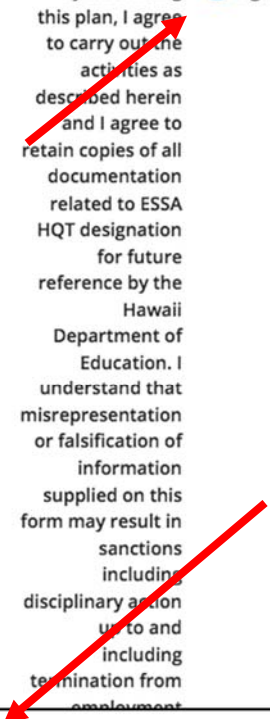
The second to the last step in the edit mode of the plan is to click on the "agreement" check box. Once you click on the check box, click on the "Save & Exit" button to return to the display mode of your plan.

* By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment.

☑ I agree

Save   Save & Exit   Cancel

In the display mode of the plan, review your selections and text. If you need to edit your plan, use the "Edit" button to enter the edit mode to change anything in your plan.

HQ PD Plan 2017-2018

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Initial Teacher Professional Development Plan for EE Teacher5, Test

✅ **Select Core Content Area & Grade Span**

Click "Save" frequently to prevent losing data.

Edit

Employee ID	
Name	EE Teacher5, Test
Select Core Content Area	Mathematics
Grade Span	6-12
What route will you take to become highly qualified?	Praxis II Subject Assessment
Planned Activities for August through October	Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.
Planned Activities for November through January	Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.
Planned Activities for February through April	Will be taking the Praxis exam.
Planned Activities for May through July	Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.
Approximate Total Cost of Activities	400
How will the above activities, taken together, result in earning the HQ designation?	With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.
Identify resources to be provided by school or complex area to support the plan.	materials and funds
By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to HQ designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment	I agree
Save Instructions	TO SAVE AND SUBMIT ONLINE PD PLAN: Click on Save & Exit button. Scroll to the top of the page, place cursor on the Action menu and click on submit. Plan will be sent to your principal for approval.

Once you have reviewed your plan and are ready to submit it to your principal, click on the "Action Menu" triangle button in the "Print Forms" pull-down and select "Submit."

HQ PD Plan 2017-2018

<< Back   Print Forms ▼

Print Forms
Submit

Initial Tea____lopment Plan for EE Teacher5, Test

✅ Select ____pan

Click "Save" frequently to prevent losing data.

You are then returned to the PDP steps page. Notice that the status pie icon is now filled with a check mark over it. This indicates that the form is complete.

Notice that the "Submit" button still available in the above image. This indicates that the HQT PDP was actually completed but not submitted. This is a common problem, so do not forget to submit your plan.

The image below is what you should see after completing and submitting your plan as a teacher, the "Current Step" is now in the principal's step of the plan.

Once your principal has approved your plan, you will see the complete pie icon with the green check mark.

HQ PDP Principal Steps in PDE[3]

Here we are now in the PDP steps page and the principal's "Initial Principal Activity Review" link and the "Current Step" button is active.

As a principal, you should click into the "Initial Principal Activity Review" link or "Current Step" button to enter the plan.

While in the "display mode" of the plan, the principal can review the plan first before moving to approval.

After reviewing the plan and deeming it acceptable, the principal will now approve the plan. Click on the "Edit" button to enter "edit mode" for the principal's step.

In the edit mode scroll down to the bottom of the plan and click on the "I agree" pull-down menu and type in an amount for the teacher's tier 1 reimbursement. Then click on the "Save & Exit" button at the bottom of the page.

You will be returned to the "display mode" of the principal step page.

Although you have reviewed and saved the plan, you must also "sign off" on the plan as well by "accepting" it. The acceptance button will not appear in the display mode of the principal step unless the "I agree" checkbox is checked and the allocation amount is filled (use zero if no funds will be allocated, do not leave field blank).

Scroll to the bottom of the page in display mode and at the bottom left corner you will see the "Accept" button of the page you will now have to "sign off" on the plan by clicking on the "Accept" button.

Click on the "Accept" button at the bottom of the page to sign-off on the plan.

Once the plan has been accepted/signed-off on you will see the "Signatures" section populated.

Finally the in the plan steps page, the "Initial Principal Activity Review" will show the green checkmark icon to indicate that the plan is complete.

Principal Tools to Track Plan Status

There are two places in PDE³ you can use to track the status of your teacher's plans, the Professional Growth tab and the My Staff tab.

First we will look at the "Professional Growth" tab and use the "Access Other's Professional Grow" report.

Here is what the principal's display will look like for this case in the "Professional Growth" tab for the example we completed above.

Notice that the status icon for "EE Teacher5, Test" is an incomplete status pie icon ⬛. This means that even though the green check mark is may be visible over a complete status pie icon in the teacher step, it does not reflect that the teacher submitted the plan. Check with your teacher if they submitted the plan if you are unable to access the teachers plan to approve it.

The second place we can check on a teacher's plan status is the principal's "Evaluation Status Dashboard" in the "My Staff" tab for "HQ PD Plan 2017-2018."

To use the dashboard you will need to use the pull-down menu to select the "HQ PD Plan 2018-2019".

Next you need to use the checkbox for the step to select which ones you want to see, for this dashboard we will be checking them all off (default).

Below is the status row for the teacher in our initial example above. Note that the "Initial Teacher Professional Development Plan" column is showing "Complete" in a green field and that the "Initial Principal Activity Review" is "Not Started" in an orange field.

Name	Location	Overall Status	Add Your Principal	Grant View Access to Your Plan	Initial Teacher Professional Development Plan	Initial Principal Activity Review
EE Teacher5, Test	Test School	In Progress	N/A	N/A	Complete	Not Started

Note that PDE³ requires that teacher "submit" a plan to their principal and that principal's must "accept" a plan before it is considered complete. The dashboard also share the same limitation as the first method of tracking plans in that the status only indicates that the teacher completed the plan and not that the teacher submitted the plan to you for your approval. If you are unable to enter the edit mode to approve a plan, contact the teacher remind them to submit their plan to you.