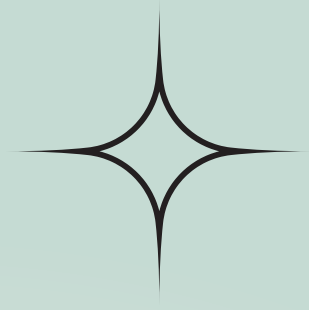




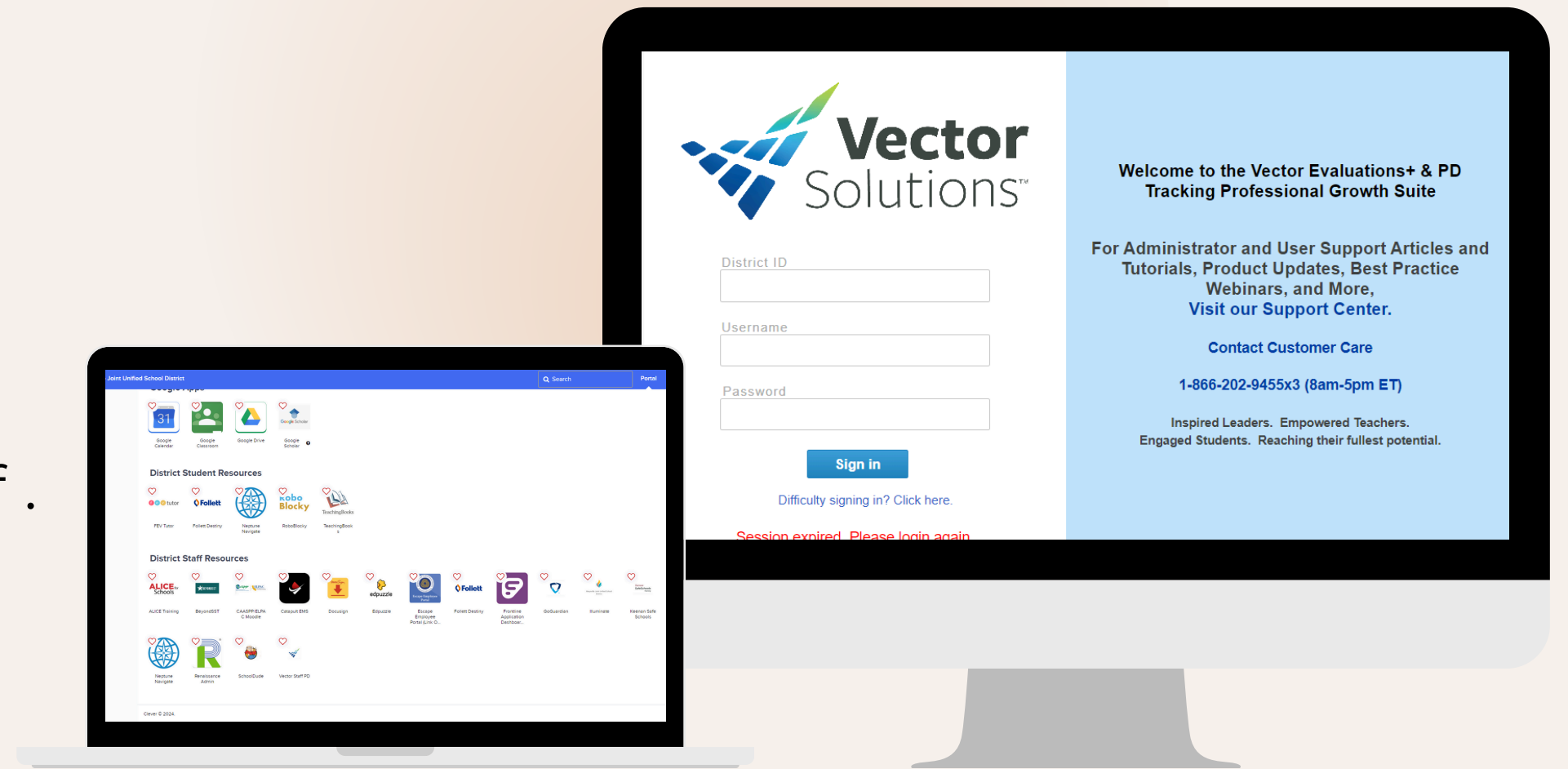
HOW TO: MJUSD PD



VECTOR SOLUTIONS

Vector Solutions is a PD tracking software that allows MJUSD to manage, track, and evaluate our Professional Development opportunities for staff.

District ID: mjusdk12



3 Steps To PD

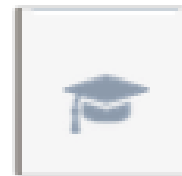
1. Enroll in Vector
2. After attending, submit feedback in Vector
3. Submit timesheet in Frontline



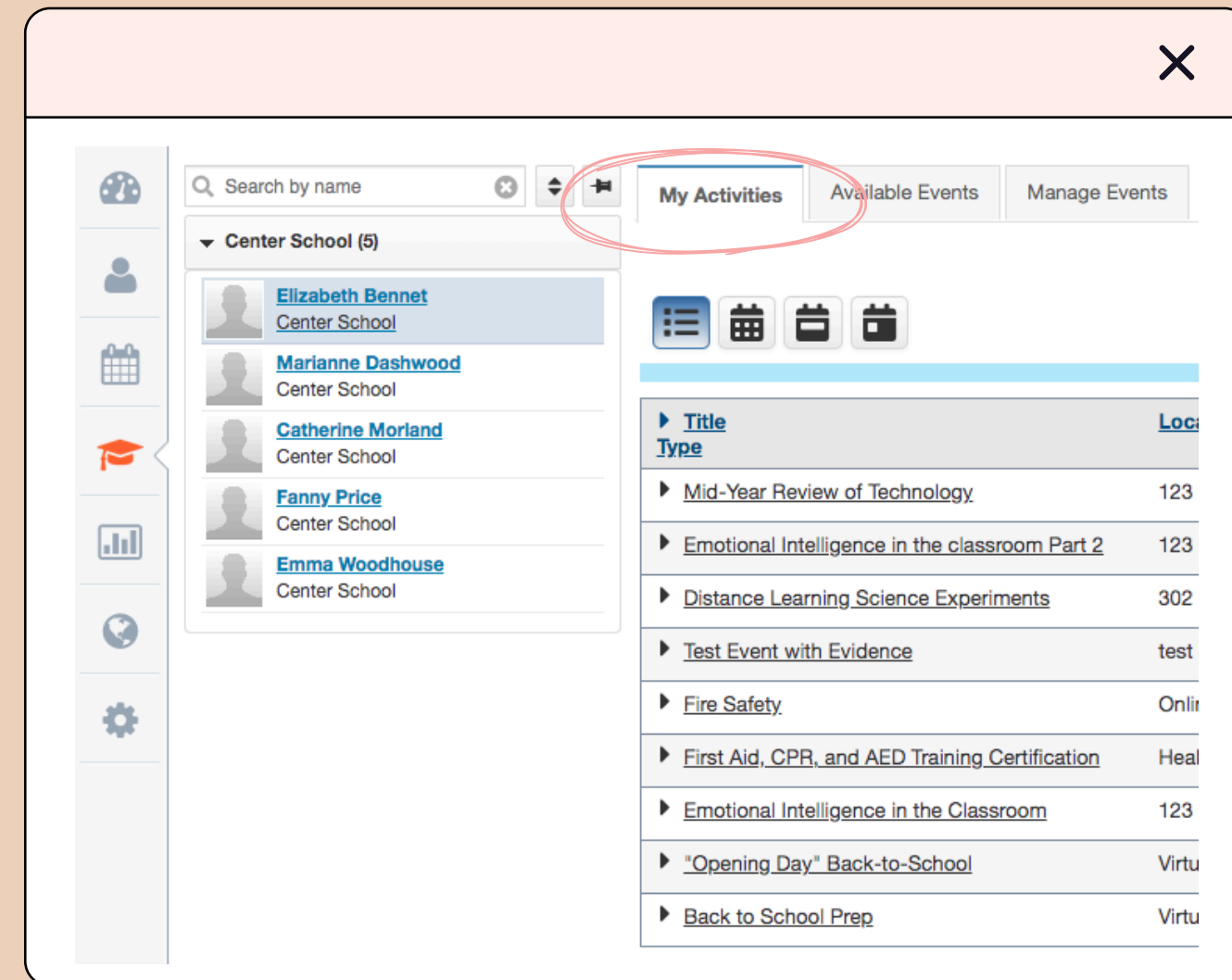
My Activities Tab

My Activities stores all of your previous, current, and upcoming PD Activities.

To access this page, click the Professional Development Icon.



The My Activities page is the default page you will land on. You will see an overview of the total number of events and hours/credits for all your completed and approved activities.

A screenshot of a web application interface. At the top, there is a search bar labeled "Search by name" and three tabs: "My Activities" (circled in red), "Available Events", and "Manage Events". Below the search bar, a dropdown menu shows "Center School (5)". A list of five users is displayed: Elizabeth Bennet, Marianne Dashwood, Catherine Morland, Fanny Price, and Emma Woodhouse, all associated with "Center School". To the right of the user list are icons for a list, calendar, and two document icons. Below these icons is a table with columns for "Title Type" and "Loc:". The table contains several rows of activity titles and their corresponding values.

Title Type	Loc:
Mid-Year Review of Technology	123
Emotional Intelligence in the classroom Part 2	123
Distance Learning Science Experiments	302
Test Event with Evidence	test
Fire Safety	Onlin
First Aid, CPR, and AED Training Certification	Heal
Emotional Intelligence in the Classroom	123
"Opening Day" Back-to-School	Virtu
Back to School Prep	Virtu

Available Events Tab

Available Events displays a list of available PD activities that anyone can sign up to attend.

There are several important details you will find here, such as the enrollment deadline and registration links when registration outside of Vector is required.

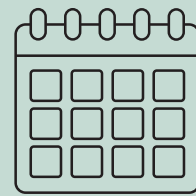
Click on the Enroll link to register for an activity.

The screenshot shows a navigation bar with four tabs: 'My Activities', 'Available Events' (circled in red), 'Manage Events', and 'Manage Attendance'. Below the navigation bar are four icons: a list icon, a calendar icon, a calendar icon with a checkmark, and a calendar icon with a checkmark. A light blue horizontal bar is below the icons. The main content area has a table with two columns: 'Title' and 'Location'. The first row is expanded, showing the following details:

Title	Location
Conscious Discipline- Routines, Visuals, Procedures	Olivehurst Preschool Room B
Routines are essential because predictability helps children (and adults) feel safe.	
Visuals- the ultimate form of assertive communication. Young children's brains encode informatior	
Author:	Crystal Castro
Location:	Olivehurst Preschool Room B
Attend any slot(s)	
Time:	Feb 22, 2024 3:45 PM PST Open
Enrollment Deadline:	One day before start of event/slot
	Enroll

Available Events Tab

The screenshot shows the 'Available Events Tab' interface. On the left is a 'Date Toggle' dropdown menu with options: Upcoming, Current Year (selected), Last Year, Next Year, All Years, and Custom. The main area features a 'Status Bar' with colored boxes for OPEN (46), REQUESTED (0), ENROLLED (0), WAITLISTED (0), FULL (0), CLOSED (1), and DECLINED (0). Below this is a search bar with 'Search by title' and a 'Current Year' dropdown. To the right is a 'Search Filters' panel with 'Select All' and 'Clear All' links, and checkboxes for 'PD Session' (23-24 EXTRA PD, 23-24 Voluntary PD, 24-25 EXTRA PD, 24-25 Voluntary PD) and 'School Site' (Child Development, Arboga, Browns Valley, Cedar Lane, Cordua, Covillaud, Dobbins). An 'Apply' button is at the bottom of the filters panel. Arrows point from the callout boxes below to these specific UI elements.



DATE TOGGLE

Click the toggle to change the filtering of the year you are viewing. Current Year displays by default.



STATUS BAR

Users can click on the status bar to turn off/on filtering for which Available Events you are viewing.



SEARCH FILTERS

Click on the Search Filters to filter by PD Session, Subject, Grade Level, or Site.

Manage Events Tab

Manage Events tab allows you to view/manage the progress of the In Lieu Of requests that you have submitted or saved as drafts.

MJUSD offers a wide variety of professional development opportunities for teachers. However, a teacher may request an In Lieu Of professional development outside of the district offerings.

The screenshot shows the 'Manage Events' tab interface. At the top, there are three tabs: 'My Activities', 'Available Events', and 'Manage Events' (which is circled in red). Below the tabs is a summary bar with colored boxes for each status: DRAFT (0), INCOMPLETE (0), APPROVE (1), CO REVIEW (0), ACCEPTED (3), DECLINED (0), DELETED (0), and NEEDS APR (2). Below the summary bar are filters for 'Date Range' (Current Year), 'Title' (Search by title), and 'Authors' (All Authors). The main content is a table with the following columns: Title, Author, Start Date, Enrolled / Waiting / Need Approval / Declined, and Status.

Title	Author	Start Date	Enrolled / Waiting / Need Approval / Declined	Status
Facing History and Ourselves	Maia Shibutani	Nov 28, 2020	1 / 0 / 1 / 0	Accepted
Test Event with Evidence	Meryl Davis	Oct 16, 2020	11 / 0 / 11 / 0 ⚠	Accepted
Building Resiliency in Students	Maia Shibutani	Sep 24, 2020		Pending Approval Evaluator Approval
Back to School Prep	Elizabeth Bennet	Aug 4, 2020	6 / 0 / 0 / 0	Accepted

Event Details

✕

Location:
Will include a note if registration is required with an outside entity.

Enrollment Deadline:
Different for every event!

Details:
Zoom links and registration links will be found here. Other details such as what to bring can be found here.

Attachments:
Flyers, Agendas, Maps, etc.

✕

Renaissance: Using Data to Plan Targeted Instruction Virtual *MCAA Room Aug 4, 2023 📅 1.50 CTPD
19 is available to use - bring headphones and your device

Using Data to Plan Targeted Instruction:
-Know how learning progressions can help when planning instruction
-Understand how recommended skills for students are identified
-Navigate the software to find skill information and resources

Author: Crystal Castro

Location: Virtual *MCAA Room 19 is available to use - bring headphones and your device
Attend just one slot

Time: Renaissance: Using Data to Aug 4, 2023 11:55 AM PDT **Open** [Enroll](#)
Plan Targeted Instruction AM Session

Renaissance: Using Data to Aug 4, 2023 1:30 PM PDT **Open** [Enroll](#)
Plan Targeted Instruction PM Session

Enrollment Deadline: End of event/slot

Details: 11:55am Session
Link: [Click here to join the meeting](#)
Password: S2oyHv

1:30pm Session
Link: [Click here to join the meeting](#)
Password: Cced7G

Attachments: [August 4th PD Map Jul 17, 2023 06:26PM](#)

Event Details

PD Session:
Voluntary PD or Extra Duty

Credits:
EDPD/Extra Duty for Extra Duty
Contract Time/CTPD for Voluntary

Presenters:
The person listed will either be the presenter,
someone who is working with the presenter, or
someone who needs access to see attendees.

***Title:** Improving Your Students' Behavior in Physical Education **Course #:** Optional user-searchable field

Description: Carrie will present "Improving Your Students' Behavior In Physical Education" to provide you with as many practical ideas, tools, and strategies as possible greater success.

Search Options: Grade Level: All Subject/Position: PE/Health PD Session: 23-24 Voluntary PD (24 hrs max per participant)

Schedule Type: Single Multiple

***Start:** Aug 4, 2023 ***End:** Aug 4, 2023

***Location:** MCAA Room 18

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

Credits: Extra Duty PD Contract Time PD

Presenters: [Add Presenter](#)

Submitting Feedback & Evidence

The screenshot shows the 'My Activities' section of the Vector platform. At the top, there are navigation tabs: 'My Activities' (highlighted with an orange box), 'Available Events', and 'Manage Events'. To the right are buttons for 'Budget', an envelope icon, 'Transcript', and a 'New' dropdown menu. Below these are filters for 'Date Range' (set to 'Current Year') and a 'Title' search bar. The main content area shows a table of activities. The first row is for 'Opening Day', which is also highlighted with an orange box. The table columns are 'Title Type', 'Location', 'Date', 'Credits', and 'Status'. Below the table, there is a description area with fields for 'Location: 456' and 'Time: Aug 28, 2020 12:00 PM EDT Complete'. To the right of the description are two green buttons: 'Add Feedback' and 'Add Evidence' (highlighted with an orange box). A black arrow points to the 'Add Evidence' button. Below these buttons are 'Attendees: unlimited attendees, no waitlist' and a 'Details' link.

Title Type	Location	Date	Credits	Status
Opening Day	456	Aug 28, 2020		Pending

Feedback: [Add Feedback](#)

Evidence: [Add Evidence](#)

Attendees: unlimited attendees, no waitlist

[Details](#)

After attending an event, you will need to submit feedback in Vector.

If evidence is required, you will need to upload it. In Lieu Of requests always require evidence.

Evidence may be a certificate or a written description of the learning outcomes and how this will impact student learning.

Types of PD

VOLUNTARY PD

- is included in your contract
- is limited to 24 hours
- in Lieu of request is part of Voluntary PD
- does not require a supplemental
- will go under “Voluntary PD” in Frontline

EXTRA DUTY/IN ADDITION TO

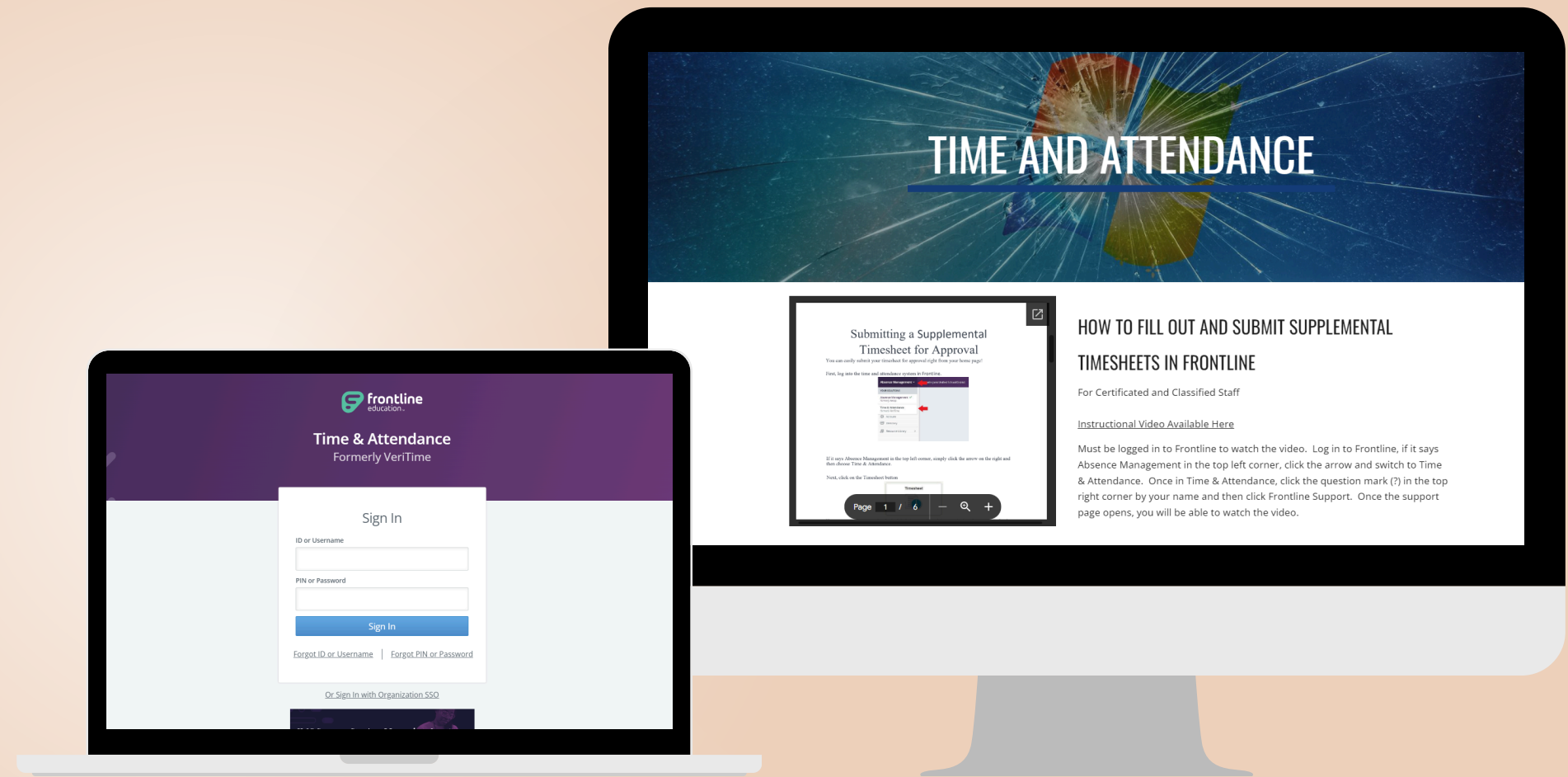
- is not included in the contract
- has no limit to the number of hours
- requires a supplemental agreement
- will go under supplemental name in Frontline
i.e. Supp24-Multi Sites Ed Serv-
Universal Design

Timesheets

Our technology department has put together step-by-step instructions on how to submit a timesheet. This can be found on our district website.

Time & Attendance

Make sure to add PD name in the comment section of timesheets.

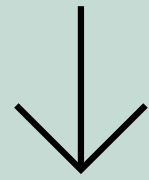


Points To Remember

1. Check type of PD in Vector.
2. Enroll before deadline.
3. Submit your feedback!
4. Submit timesheet under correct job type.
5. Extra Duty has its own job type in Frontline.

HELPFUL LINKS

1. [MJUSD PD Page](#).
Includes videos on how to sign in to Vector and enroll for PD.
2. [In Lieu Of Criteria](#).
Goes over what you can use for In Lieu Of and how to submit request.



QUESTIONS?

**CONTACT EDUCATIONAL SERVICES
CRYSTAL CASTRO
CCASTRO@MJUSD.K12.CA.US**

