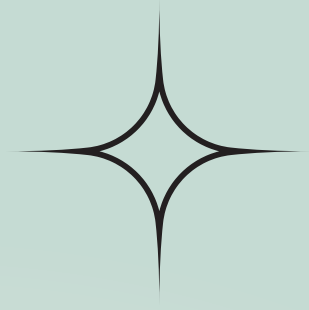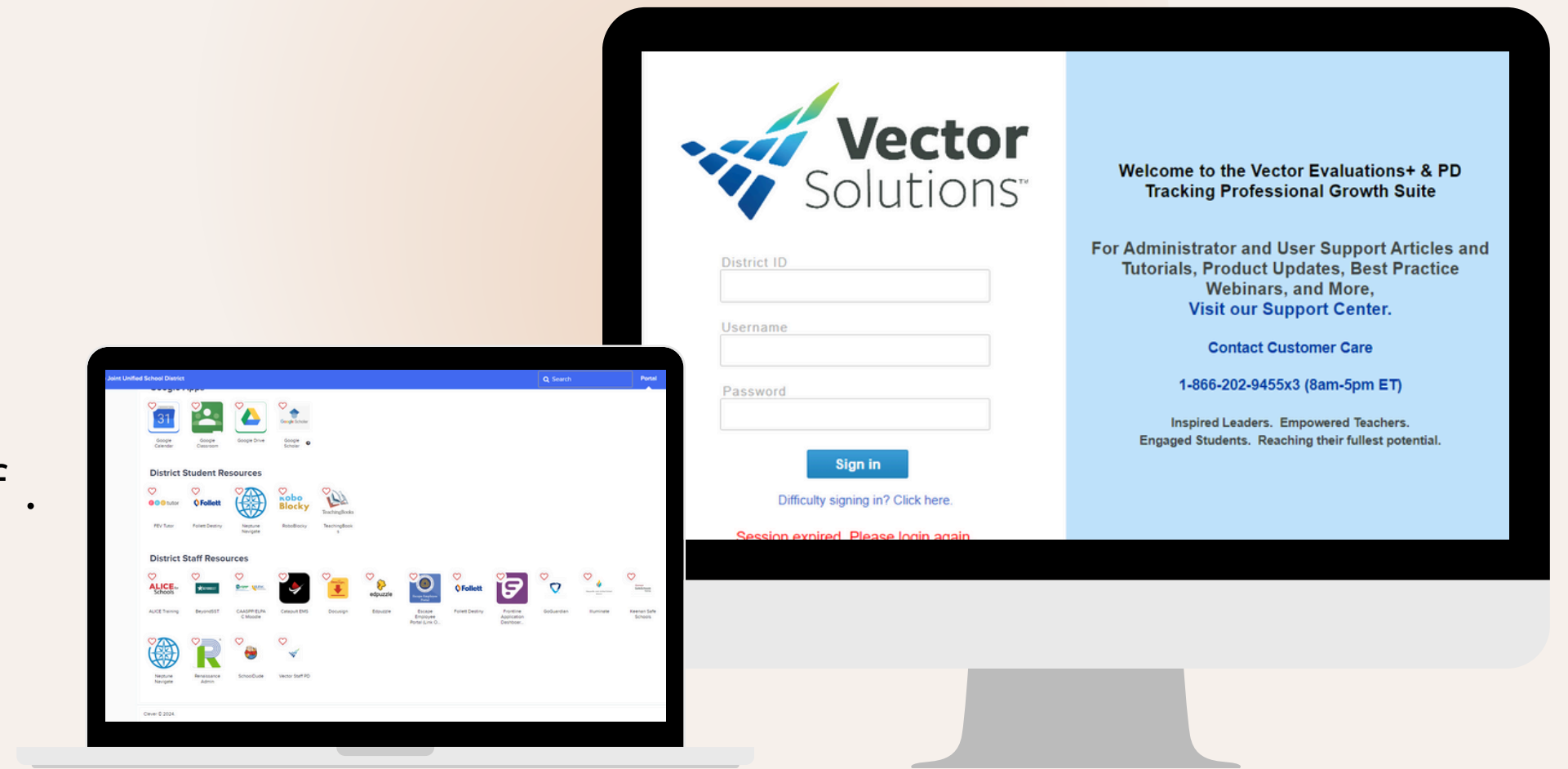# HOW TO: MJUSD PD

VECTOR SOLUTIONS

Vector Solutions is a PD tracking software that allows MJUSD to manage, track, and evaluate our Professional Development opportunities for staff.
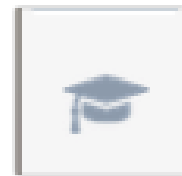
District ID: mjusdk12

3 Steps To PD

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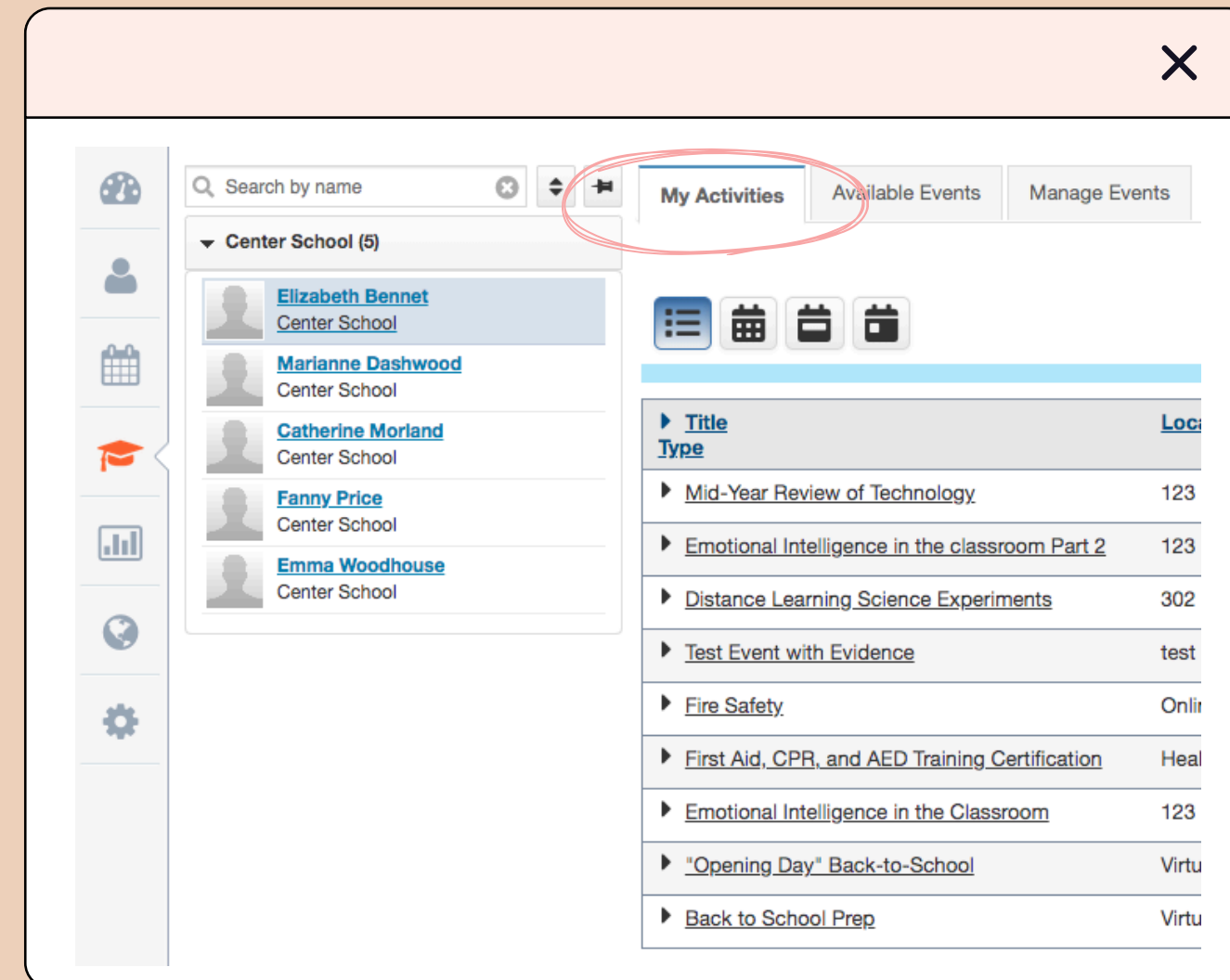3. Submit timesheet in Frontline

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.

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.

My Activities | **Available Events** | Manage Events | Manage Attendance

▶ 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 information

Author: Crystal Castro
Location: Olivehurst Preschool Room B
Attend any slot(s)
Time: Feb 22, 2024 3:45 PM PST **Open**   Enroll
Enrollment Deadline: One day before start of event/slot

Available Events Tab

Current Year
- Upcoming
- Current Year
- Last Year
- Next Year
- All Years
- Custom

OPEN	REQUESTED	ENROLLED	WAITLISTED	FULL	CLOSED	DECLINED
46	0	0	0	0	1	0

Search by title   Current Year   Search Filters

Credits	Status	Type
1.25 EDPD	Open	👤

New ▾

Current Year   Search Filters

Select All   Clear All

Secretary

PD Session
- 23-24 EXTRA PD (in addition to voluntary days)
- 23-24 Voluntary PD (24 hrs max per participant)
- 24-25 EXTRA PD (in addition to voluntary days)
- 24-25 Voluntary PD (24 hrs max per participant)

School Site
- Child Development
- Arboga
- Browns Valley
- Cedar Lane
- Cordua
- Covillaud
- Dobbins

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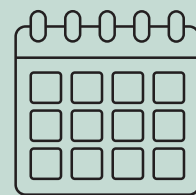
DATE TOGGLE
Click the toggle to change the filtering of the year you are viewing. Current Year displays by default.

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.

MARYSVILLE JOINT UNIFIED
SCHOOL DISTRICT

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.

	My Activities	Available Events	**Manage Events**

DRAFT	INCOMPLETE	APPROVE	CO REVIEW	ACCEPTED	DECLINED	DELETED	NEEDS APR
0	0	1	0	3	0	0	2

Date Range: Current Year
Title: Search by title
Authors: All Authors

	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 19 is available to use - bring headphones and your device   Aug 4, 2023   1.50 CTPD

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 Plan Targeted Instruction AM Session Aug 4, 2023 11:55 AM PDT **Open** Enroll
	Renaissance: Using Data to Plan Targeted Instruction PM Session Aug 4, 2023 1:30 PM PDT **Open** Enroll
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, Title II PD or Extra Duty

Credits:
EDPD/Extra Duty for Extra Duty & Grant Funded
TIIPD/Title II PD for Title II
CTPD/Contract Time 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.

Submitting Feedback & Evidence

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
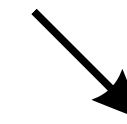-includes the PD days on student calendar

EXTRA DUTY/IN ADDITION TO

-requires a supplemental agreement
-will go under supplemental name in Frontline
i.e. Supp24-Multi Sites Ed Serv-Universal Design

TITLE II PD

-is limited to 12 hours
-training must meet the criteria required under Title II as established by the US Dept. of Education
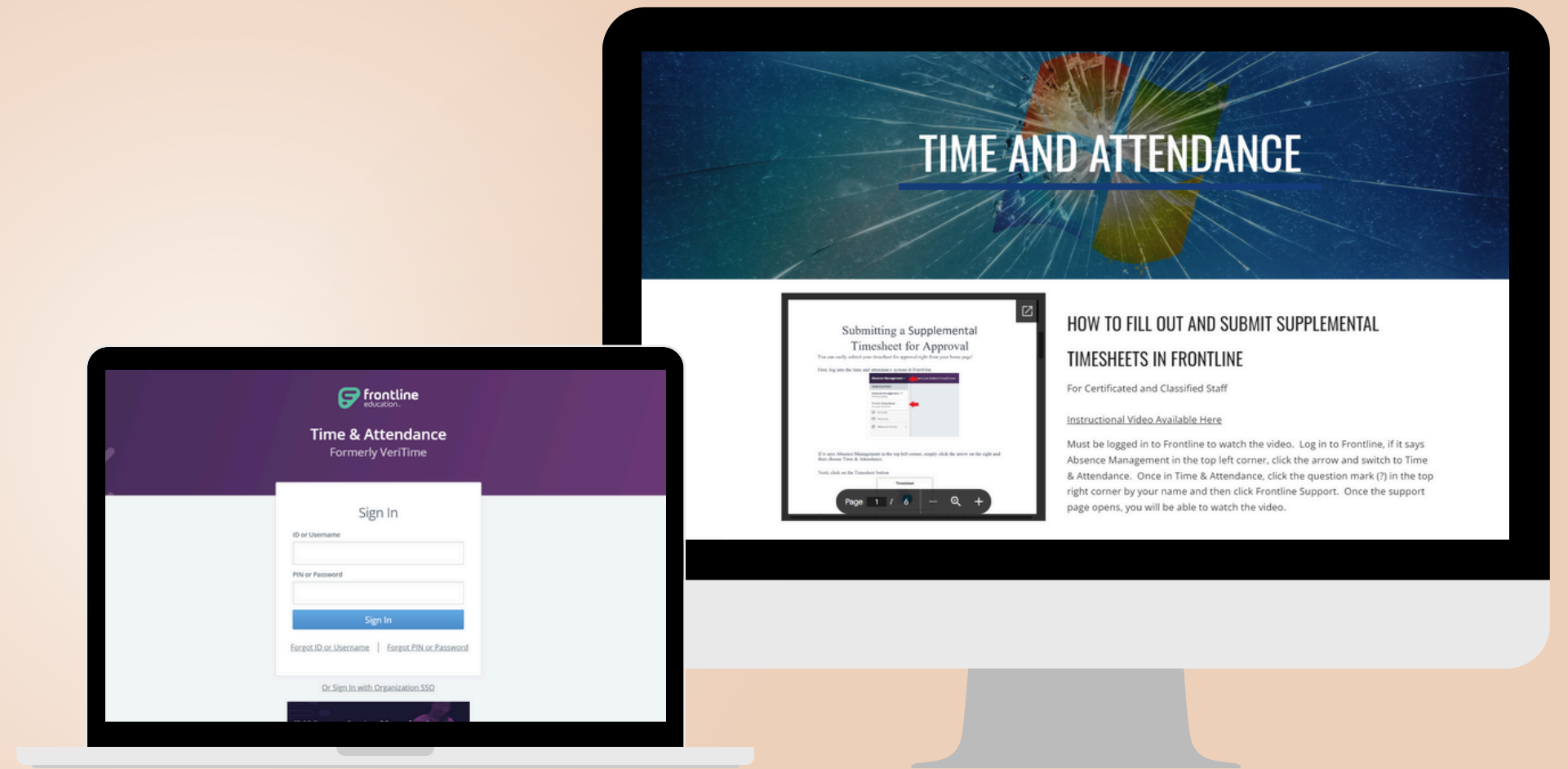
GRANT FUNDED

-no limit to the number of hours
-training is targeted to the requirements of the grant

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. <u>MJUSD PD Page.</u>
Includes videos on how to sign in to Vector and enroll for PD.

2. <u>In Lieu Of Criteria.</u>
Goes over what you can use for In Lieu Of and how to submit request.

↓
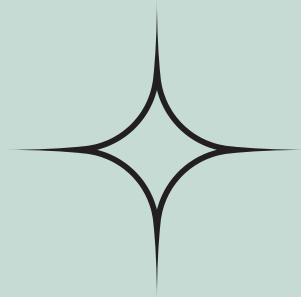
QUESTIONS?

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