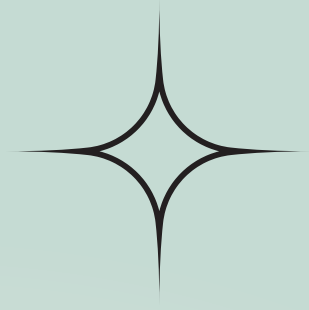




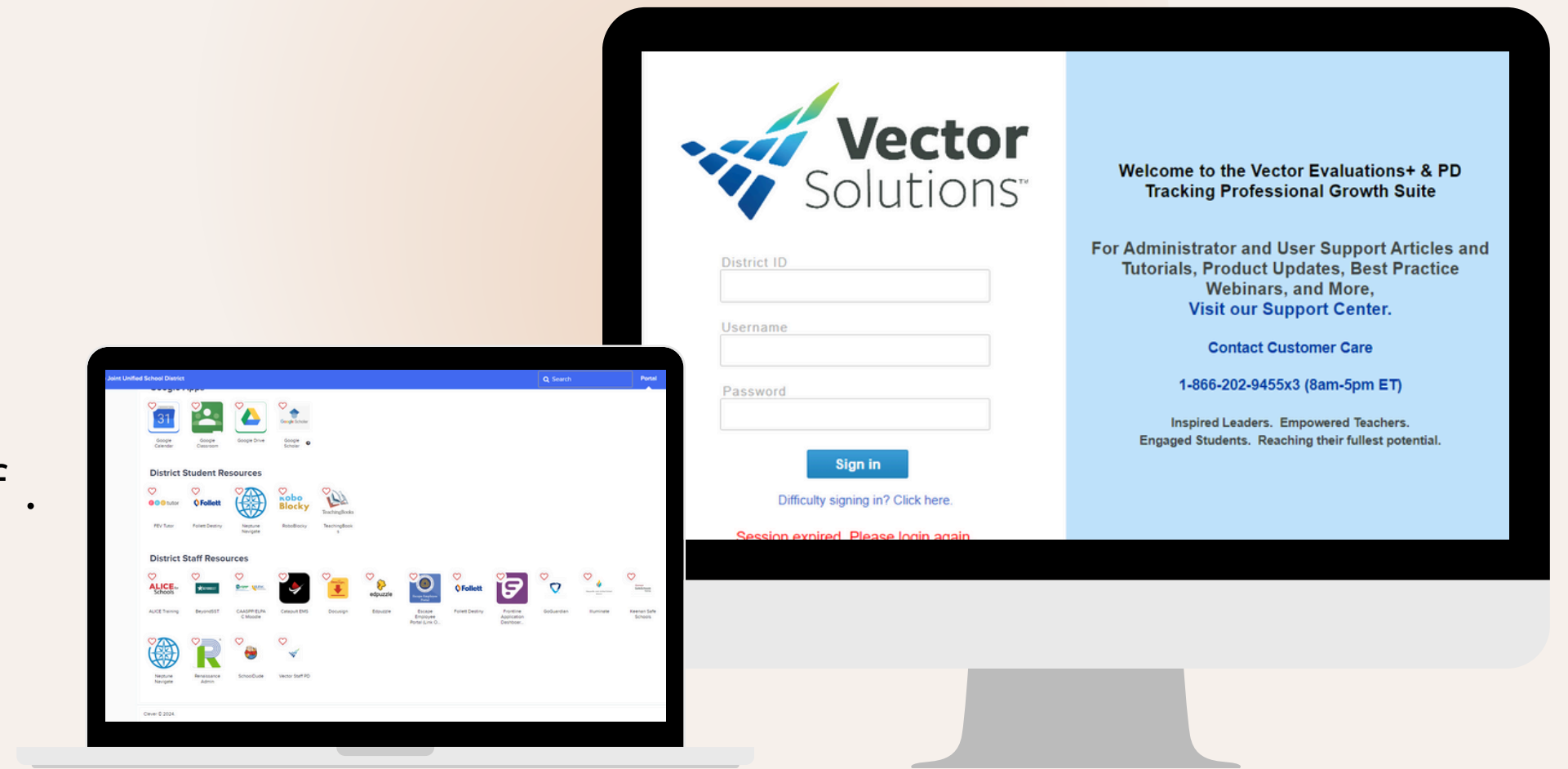
# HOW TO: MJUSD PD



# 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

---

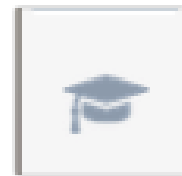
1. Enroll in Vector
2. After attending, submit feedback in Vector
3. Submit timesheet in Frontline



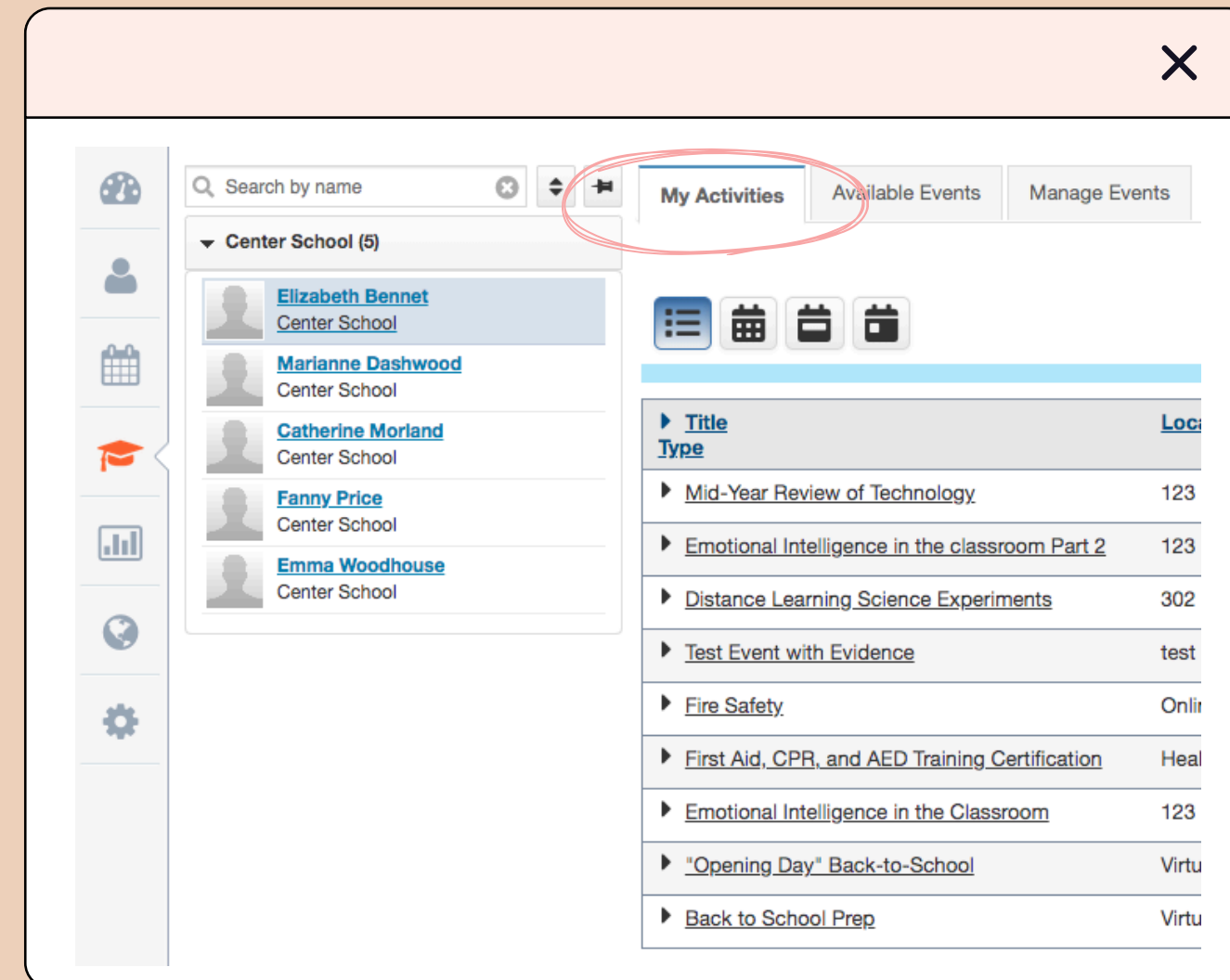
# My Activities Tab

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" (highlighted with a red circle), "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:

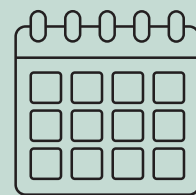
Title	Location
Conscious Discipline- Routines, Visuals, Procedures	Olivehurst Preschool Room B
Routines are essential because predictability helps children (and adults) feel safe.	
Visuals- the ultimate form of assertive communication. Young children's brains encode informatior	
Author:	Crystal Castro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

# Available Events Tab

The screenshot shows the 'Available Events Tab' interface. On the left is a 'Date Toggle' dropdown menu with options: 'Current Year' (selected), 'Upcoming', 'Last Year', 'Next Year', 'All Years', and 'Custom'. The main area features a 'Status Bar' with colored boxes for event counts: 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 sections for 'PD Session' (including 23-24 and 24-25 EXTRA PD and Voluntary PD) and 'School Site' (including Child Development, Arboga, Browns Valley, Cedar Lane, Cordua, Covillaud, and Dobbins). A table below shows a row for '1.25 EDPD' with status 'Open' and a user icon. Arrows point from the callout boxes to the corresponding UI elements.

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

Credits	Status	Type
1.25 EDPD	Open	



## 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.

Title	Author	Start Date	Enrolled / Waiting / Need Approval / Declined	Status
<a href="#">Facing History and Ourselves</a>	Maia Shibutani	Nov 28, 2020	1 / 0 / 1 / 0	Accepted
<a href="#">Test Event with Evidence</a>	Meryl Davis	Oct 16, 2020	11 / 0 / 11 / 0	Accepted
<a href="#">Building Resiliency in Students</a>	Maia Shibutani	Sep 24, 2020		Pending Approval Evaluator Approval
<a href="#">Back to School Prep</a>	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, 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.

**\*Title:** ECRI Refresher **Course #:** Optional user-searchable field

**Description:** This session is for K-2 teachers that have received the foundational training and would like an overview of the routines and procedures.  
Enhanced Core Reading Instruction™ (ECRI) is a multi-tiered program (Tier 1 and Tier 2) featuring a series of teaching routines to increase the efficiency

**Search Options:** Grade Level: Multiple Subject/Position: Reading **PD Session:** 24-25 Voluntary PD (24 hrs max per participant)

**Schedule Type:**  Single  Multiple

**\*Start:** Aug 8, 2024 **\*End:** Aug 8, 2024  
8:00 AM 11:00 AM

**\*Location:** MCAA- Room 11

**Max Attendees:**  Unlimited  Limit to 25 **Waitlist:**  none  Unlimited  Limit to 5

**Credits:** 0 Extra Duty PD 3 Contract Time PD 0 Title II PD

**Presenters:** [Add Presenter](#)

# Submitting Feedback & Evidence

The screenshot shows a web application interface with a navigation bar at the top containing 'My Activities', 'Available Events', and 'Manage Events'. On the right side of the navigation bar are buttons for 'Budget', an envelope icon, 'Transcript', and 'New'. Below the navigation bar, there is a 'Date Range' dropdown set to 'Current Year' and a search bar labeled 'Title' with the placeholder text 'Search by title'. The main content area displays a table with columns for 'Title Type', 'Location', 'Date', 'Credits', and 'Status'. A row is highlighted with an orange box, showing 'Opening Day' with location '456' and date 'Aug 28, 2020'. Below the table, there is a description area with the text 'This is the description area'. To the right of the description area, there are two green buttons: 'Add Feedback' and 'Add Evidence'. The 'Add Evidence' button is highlighted with an orange box and has a black arrow pointing to it from the right. Below these buttons, there is text indicating 'Attendees: unlimited attendees, no waitlist'. At the bottom right of the event details, there is a 'Details' link.

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

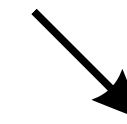
## **EXTRA DUTY/IN ADDITION TO**

- 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**

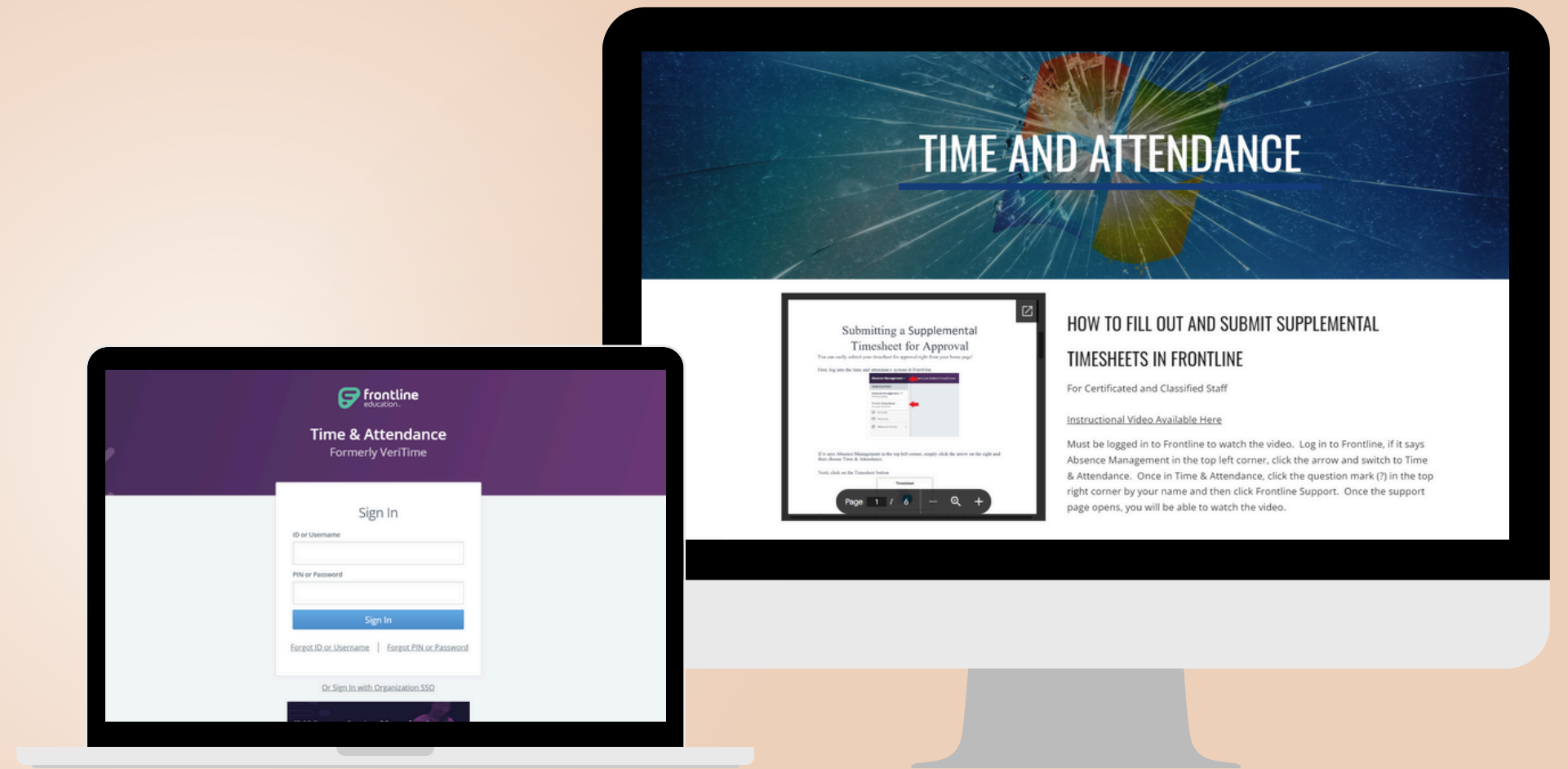
- no limit to the number of hours
- training is targeted to the requirements of the grant

# 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.



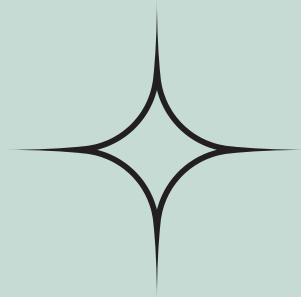
# Points To Remember

---

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. [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**

