

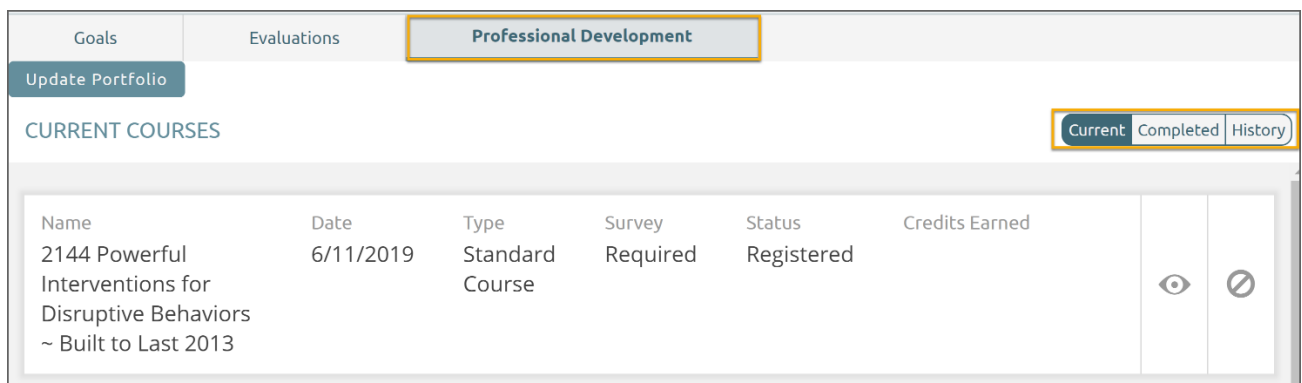
Navigate the Enhanced Professional Development Tab

The Professional Development tab offers new design changes to make navigation easier. Staff can view Current, Completed, and History views of their registration for professional learning. Adding Outside Credit Requests is available in the **Update Portfolio** button.



In each view, information is distributed into these columns:

- **Name:** The title of the course
- **Date:** Date a Standard Course occurs or Date registered for an eCourse
- **Type:** Standard or eCourse
- **Survey:** If a survey is required, the status appears as "Required."
- **Status:** Depending on the status of the person enrolled: Registered or Pending.

Current View

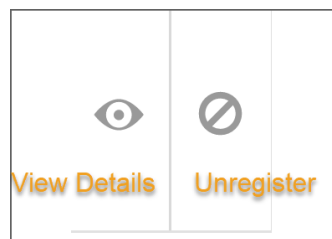


The screenshot shows a web interface with a top navigation bar containing 'Goals', 'Evaluations', and 'Professional Development' (highlighted with a yellow border). Below the navigation bar is a 'Update Portfolio' button. The main content area is titled 'CURRENT COURSES' and has a sub-navigation bar with 'Current', 'Completed', and 'History' (highlighted with a yellow border). Below this is a table with the following data:

Name	Date	Type	Survey	Status	Credits Earned		
2144 Powerful Interventions for Disruptive Behaviors ~ Built to Last 2013	6/11/2019	Standard Course	Required	Registered			

Actions Available:

- **View Details** - Click on a listed item to view training locations, times, credits to be awarded, discussion notes, and handouts for the course.
- **Unregister** - allows easy access to unregister from a currently enrolled course.



Completed View

Name	Date	Type	Survey	Status	Credits Earned
Canvas Commons 2018-2019	5/9/2019	eCourse	Required	Credit Earned	Texas SBEC - 1

In this view, attendees can view necessary information about the Completed course and click the View option for more details.

Actions Available:

- **View Details** - Click on a listed item to credit information, discussion notes, and handouts from the course offering.

History View

This view will provide access to the staff member's entire portfolio for viewing all completed and registered courses with credits awarded.

Portfolio Summary for Teacher *Teacher

Total credits earned to date:

- Texas SBEC CPE, 12 Credit(s)
- Gifted & Talented, 5 Credit(s)
- Professional Development, 7 Credit(s)
- Annual Compliance Requirements (eCourse), 2 Credit(s)
- Instructor Credit, 0 Credit(s)
- Technology, 5 Credit(s)

Actions Available:

- **View Details** - Print Portfolio history using the button on the top left.