

# Directions for Filling out the Online PDP Form:

If this is your first time using the electronic form, please read this through before starting to fill out the form.

The online PDP form is an Excel spreadsheet where you can keep track of your points throughout the year. The form looks exactly like the forms that you received in the past in hard copy form. However, this form is made up of text boxes, cells and formulas that will allow you to type in your information and it will automatically calculate your totals.

Below are some important points:

- Please open the attachment and save it to your computer. You'll want to save it somewhere you will have access to it throughout the year. You will need to SAVE it each time after you enter data.
- There will be 5 sheets in the spreadsheet, each being a separate page of the form.
- The **Green** boxes are boxes that you can type in. It's best to use the mouse to move from box to box. The Tab or Arrow key will get you through some of the cells, but not all. (You know you can type in the text box when its border shows. If the text box moves accidentally, just drag it back.)
  - The front page is mostly text boxes with the exception of the college points which will calculate if you enter the number of hours taken.
  - There are two totals at the bottom of page one. One total is for salary movement and does not include application or impact points. The relicensure points include all points earned. These totals are automatically calculated from pages 2-5.
- Beginning with page 2, you will fill in the name of the course or workshop and its related information, including the number of hours. The hours will be automatically converted to points and totaled at the bottom of each page **and** on the front page.
  - In-district workshops or meetings do not need to have anything typed in the verification field and do not need anything handed in at the end of the year.
  - For verification of a non-district workshop please type in what will be included ("agenda will be mailed") and either email it as well, or hand it to your principal/administrator.
- Points for application and impact points will be automatically calculated for double and triple the knowledge level points. That is why you enter points in the knowledge field.
- Points for presentations will be automatically calculated to include preparation time.
- At the end of the year, you will need to email it as an attachment to your principal/administrator so they can approve the points. You can also print it off and hand it to your principal. If you email it, you will not need to sign it. If you hand it in, you will need to sign it.