TeachPoint Teacher's Getting Started Guide

Professional Development Tracking System

This guide is to help you get started with TeachPoint. Help and video tutorials are also available at https://www.goteachpoint.com/.

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12/1/2019

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Getting Started with TeachPoint

TeachPoint is the system now used to track professional development and points.

Website: https://www.goteachpoint.com/

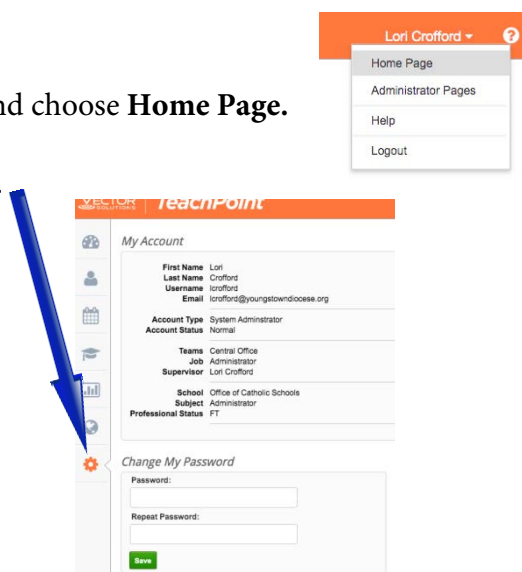**Use the following login credentials to sign in the first time.**

District ID: *diocese*
Username: *diocesan email address* **before the @** *(Ex. mharris)*
Temporary Password: *same as username*

To Change Password

1. Drop down the arrow under your name and choose **Home Page.**

2. Click on the **Settings** icon on the Home page.

3. Create a new password and repeat.

4. Click **Save.**

Creating an Individual Professional Licensure Plan (IPDP)

The Office of Catholic Schools complies with the State of Ohio's mandate for meaningful continuous professional development for all educators. A Local Professional Development Committee (LPDC) has been established to advance the process of professional growth for teachers and administrators in accordance with ODE rules.

Personnel holding a 5-Year Professional Educator License must create an Individual Professional Development Plan (IPDP) in TeachPoint and save the plan. The Regional Professional Development Committee (RPDC) chair or the superintendent will approve the plan saved in TeachPoint after the renewed license has been received. Both must be created and received prior approval before professional development activities are begun for the license renewal cycle.

To create an Individual Professional Development Plan (IPDP):

1. Click on the profile icon in the left menu.
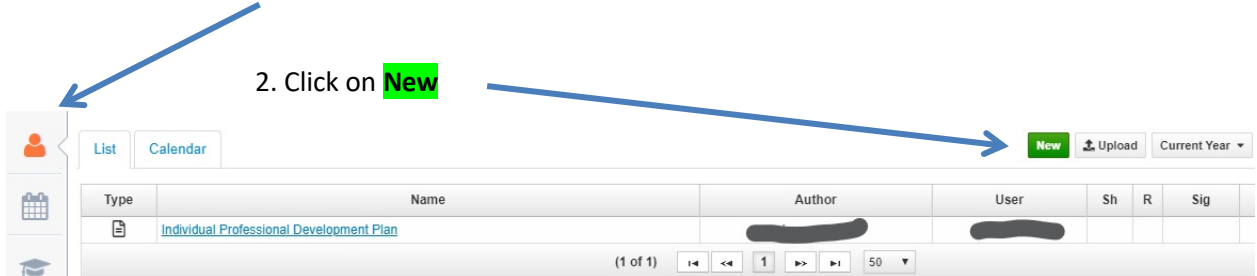
3. Click on Individual Professional Development Plan
4. For further directions for completing and saving the plan, click on the **resources** link.
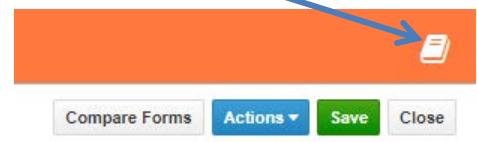

5. Fill out the form according to directions.
6. Note that teaching licenses and artifacts (certificates, seminar, reports, transcripts, etc.) that verify proof of a goals attainment can be attached to the form sections by clicking on the paperclip under each form section..
7. **Save** to submit.
8. The **Actions** dropdown menu allows:
    *   Exporting the plan so that you can save it to a computer and then print it.
    *   Copying the plan in the event changes are requested
    *   Checking the log to find out when the plan was created and modified
    *   Deleting the plan

The IPDP Start Date, the approval, and comment sections are reserved for the superintendent or RPDC Chair.
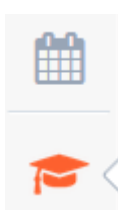
Enrolling for an Event

There are 2 types of events participants can enroll in.

- Diocesan Events (open to all professional staff)
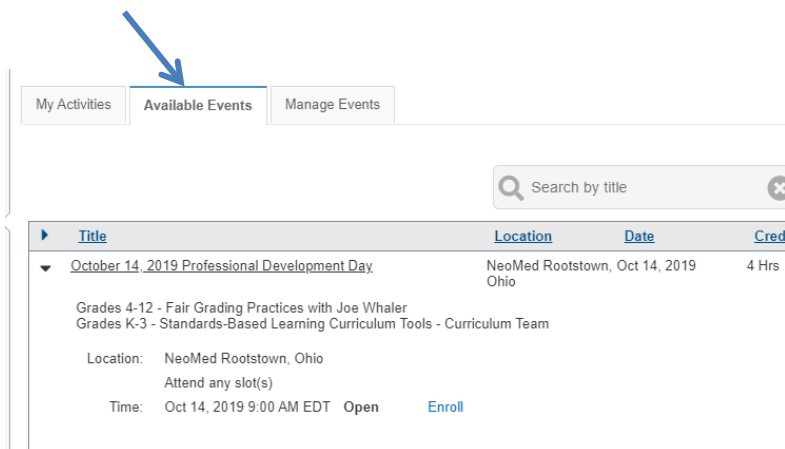- School Sponsored Events (only available to a particular school's staff)
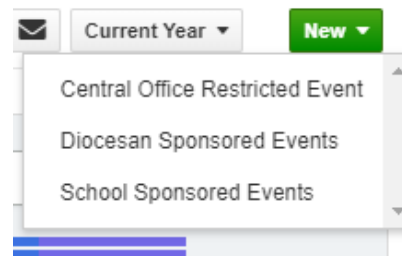
To enroll for an event:

1. Click on the **graduation cap** in the left menu.

2. Click on **Available Events.**

3. Click on the event title. Click on **Enroll.**

Once enrolled, an email notification will confirm. In the rare instance that an event has limited space, you will automatically be waitlisted. If space becomes available, an email notification will be received.

After attending an event, the creator of the event will mark the attendance and the credits will appear. <mark>All credits are equal to one point or one hour of participation.</mark>

<mark>IMPORTANT:</mark> *Teachers cannot create their own events in the system at this time due to duplication of events in the past. Teachers can upload scanned or saved attendance certificates and transcripts to the system for record keeping purposes. See page 6.*
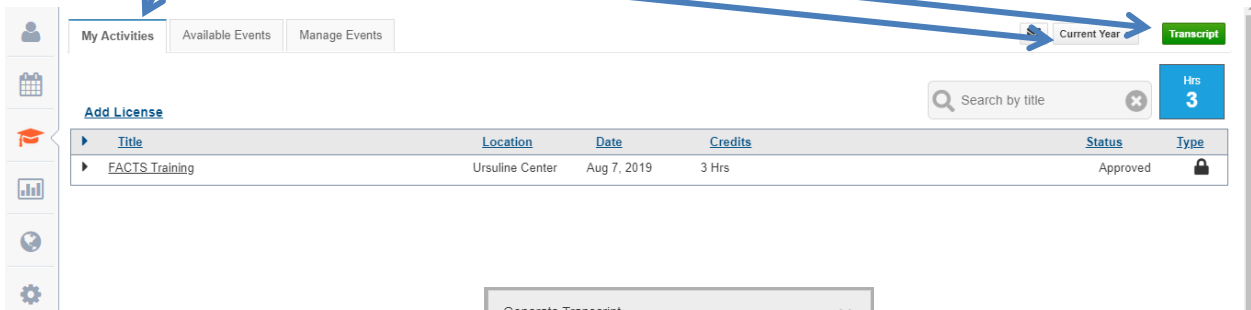
Printing Record of Events and Points

The record of events and accumulated points can be checked in two ways.
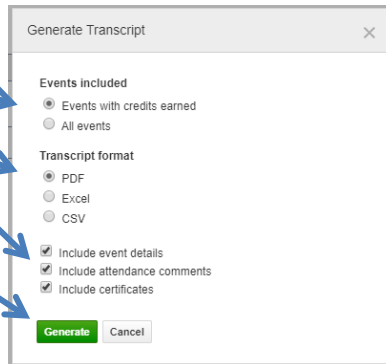
1. From the Home Page click on the **graduation cap**.
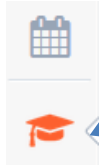
2. Click on **My Activities** tab.

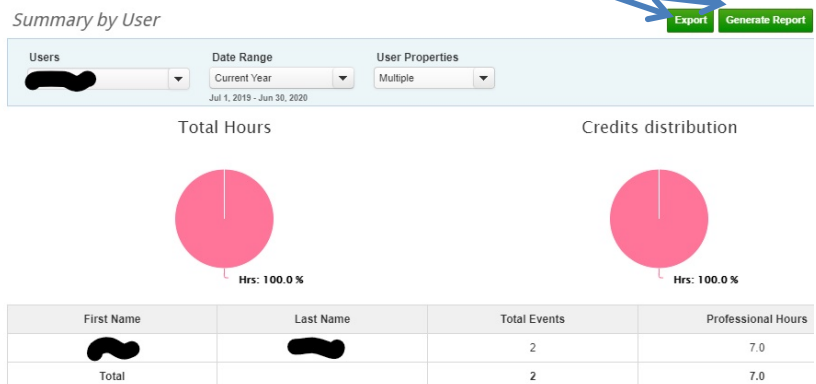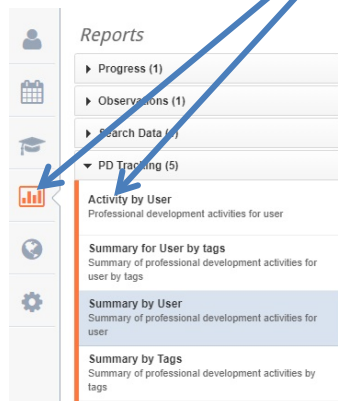3. Choose year or years. Click on Transcript in the right-hand corner.

4. Choose the preferences.
5. Choose the transcript format.
6. Click **Generate**.

7. Download or Print.

Generate Transcript

Events included
- Events with credits earned
- All events

Transcript format
- PDF
- Excel
- CSV

☑ Include event details
☑ Include attendance comments
☑ Include certificates

Generate   Cancel

Another way to generate a report:

1. From the Home Page click on the **Reports** icon then **PD Tracking** and **Activity by User** or **Summary by User**.

2. Choose Generate Report then Export. Export an Excel sheet.

Reports
- ▶ Progress (1)
- ▶ Observations (1)
- ▶ Search Data ( )
- ▼ PD Tracking (5)

Activity by User
Professional development activities for user

Summary for User by tags
Summary of professional development activities for user by tags

Summary by User
Summary of professional development activities for user

Summary by Tags
Summary of professional development activities by tags

Summary by User

Export   Generate Report

Users	Date Range	User Properties
	Current Year	Multiple
	Jul 1, 2019 - Jun 30, 2020	

Total Hours   Credits distribution

Hrs: 100.0 %   Hrs: 100.0 %

First Name	Last Name	Total Events	Professional Hours
		2	7.0
Total		2	7.0

Uploading Documents to TeachPoint

Attendance certificates and/or transcripts can be scanned and then uploaded or saved to the TeachPoint system for record keeping purposes (optional). Certifications and licenses can also be scanned and/or uploaded (optional). They can then be shared with other personnel.

From the Home page:

1. Click on the **profile icon**.
2. Click on the **List tab**

3. Click on **Upload**

4. Locate the file on the computer and click Open and <mark>Save</mark>

or choose a file in Google Drive

or choose URL or Google Drive link and copy and paste URL or link.

To attach licenses and certificates to an IPDP (optional):

Follow the directions on page to get to the IPDP page.

Click on the paper clip under license or certificate.