

Announcing our NEW Professional Development Portal!

We have a new online Professional Development Portal. It is important that all employees review this information and take action as indicated.

- Login to your account
- Register for Courses

Review this information for detailed instructions.

ProDev Emails

- This system sends automated emails, so watch for emails in your inbox from battleground.prodev@hrmplus.net
- Need help? Contact us:
barrett.carla@battlegroundps.org
[360-885-5389](tel:360-885-5389)

Where Do I Find ProDev?

Access the ProDev system from the District's website or

The direct url is:

<https://battlegroundprodev.hrmpplus.net/>

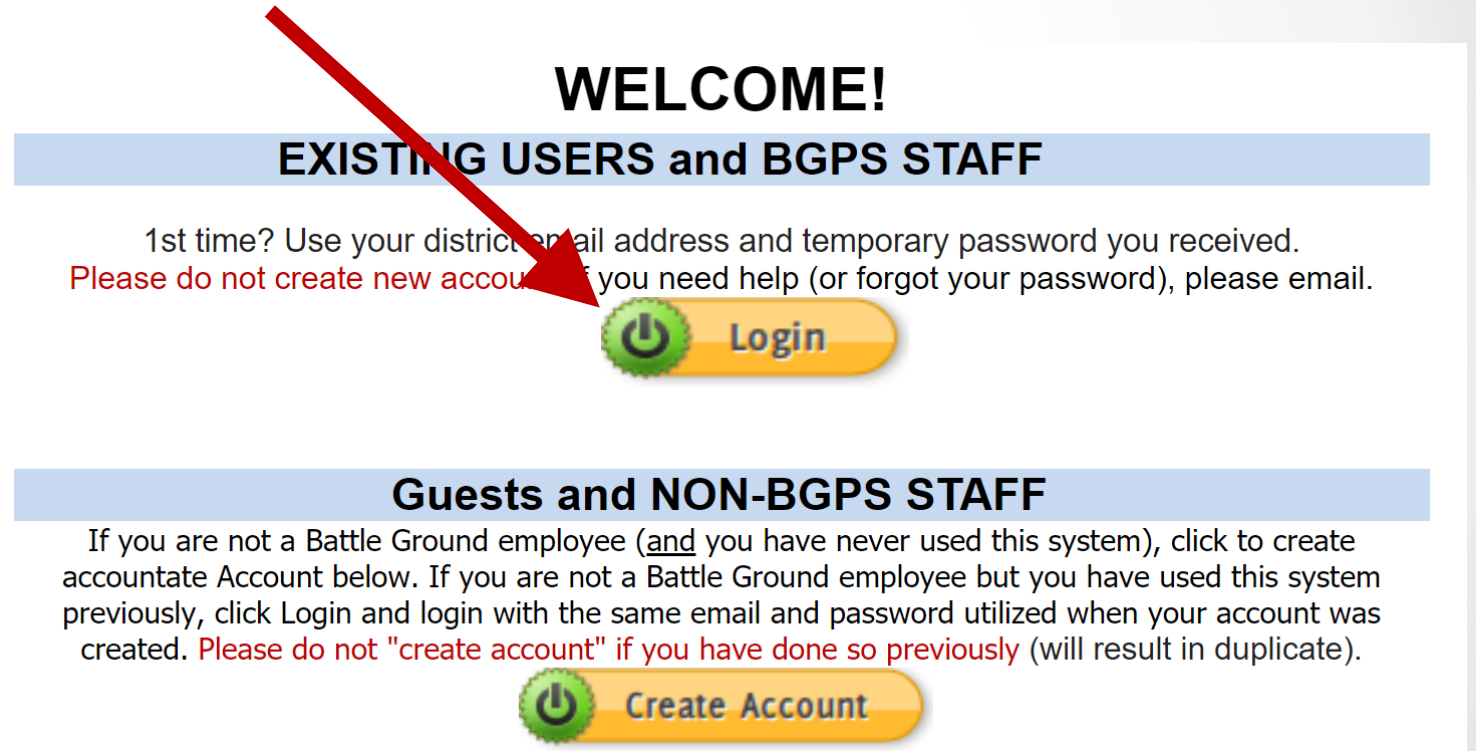
LOGIN TO YOUR ACCOUNT

Step 1: Login

PLEASE NOTE:

All employees have an account
in the system


(DO NOT CREATE ACCOUNT!)



WELCOME!


EXISTING USERS and BGPS STAFF

1st time? Use your district email address and temporary password you received.
Please do not create new account if you need help (or forgot your password), please email.

 Login

Guests and NON-BGPS STAFF

If you are not a Battle Ground employee (and you have never used this system), click to create account below. If you are not a Battle Ground employee but you have used this system previously, click Login and login with the same email and password utilized when your account was created. Please do not "create account" if you have done so previously (will result in duplicate).

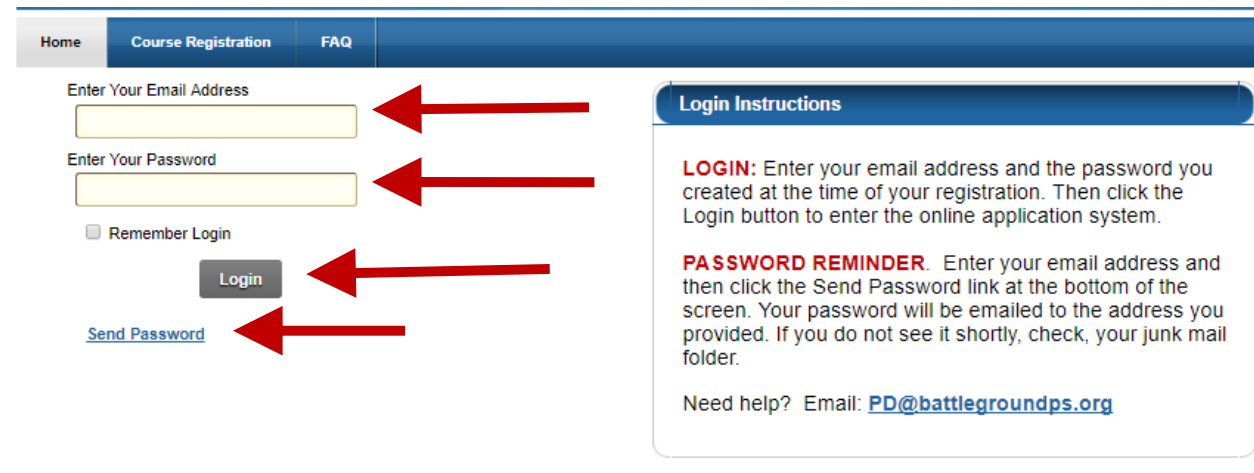
 Create Account

COMPLETE YOUR LOGIN

Step 1 – Continued...

Complete the LOGIN

1. Enter your Battle Ground Public Schools work email address.
2. Enter the temporary password provided to you.
3. If you do not remember the password, enter your email and click the Send Password link at the bottom.
4. Click LOGIN



The screenshot shows a web interface for logging in. At the top, there is a navigation bar with links for Home, Course Registration, and FAQ. Below this, there are two input fields: "Enter Your Email Address" and "Enter Your Password". A checkbox labeled "Remember Login" is positioned below the password field. A "Login" button is located below the checkbox, and a "Send Password" link is at the bottom of the form. Red arrows point to each of these elements. To the right of the form is a "Login Instructions" box containing text about logging in and a password reminder, along with an email address: PD@battlegroundps.org.

MY RECORDS - PERSONAL INFO

My Courses My Personal Info My Contact Info Reports

Personal Information
Enter your personal information.

User ID is 949
District ID:
Prefix
First Name
Middle Name
Last Name
Suffix
Email
Alt Email
Position Type
Position

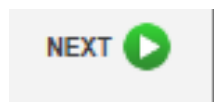
Location and Membership

District/Organization
Location/Building
Member Groups (Optional)

Professional Development Instructors

Check the box below if you are a Professional Development Program Instructor.
REGISTER AS INSTRUCTOR?
Created By Summer, Sally On 9/1/2017 11:23:31 AM
Last Updated By Summer, Sally On 9/1/2017 11:23:31 AM

Step 2 – Complete your Personal Info

1. Check that your name and email are correct. You may add a Prefix/Suffix.
2. Optionally enter an alternate email.
3. Select your position category (e.g. certificated, classified, administrator)
4. Select your position.
5. Your location should be Battle Ground Public Schools.
6. Select your location. If you have more than 1 location, select your primary location.
7. **ONLY click Register as Instructor if you teach courses in our Pro Dev Program.**
8. Click  (bottom right side of the page).

MY RECORDS - CONTACT INFO

+ ADD ADDRESS

Address Type	Primary	Address 1	Address 2	City	State	Zip
No data to display						

*Address Type: Mail Address Is this your primary address?



*Address 1: 123 Main

Address 2:


*City: Anytown

*State: Washington

*Zip Code: 11111

Step 3 – Edit Address and Phone Info

1. Your address information should be displayed
 - Click the pencil to edit if needed. Click SAVE.
2. Your phone information should be displayed
 - Click the pencil to edit if needed. Click SAVE.
3. Click  (bottom right side of the page).



+ ADD PHONE

Phone Number Type	Phone Number	Extension
No data to display		

Phone Number Type: Work Phone

Phone Number: (425) 204-2404

Extension:



MY RECORDS – ACTIVATE

Finish by Activating your Account!

1. Click the Activate Account button. Your registration will then be complete.
2. You will now be able to use the system.
3. Continue with these instructions to learn how to view and register for available courses.

My Records

My Records Information.

New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations and/or billing. Information will not be shared outside the system.* All fields marked with  are required. Click the  at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

UPDATES: After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: Course Enrollment, Personal Info, Contact Info, Instructors (if applicable) and Reports. Click on a tab to view or update your information.

Profile is Complete. Click the button below to continue to Course Registration.

This screen is confirming that you have completed the Profile activity. You may now proceed to Course Registration.

You may return to My Records at any time by selecting that item from the menu. In My Records you will be able to edit your personal and contact information; and you will now be able to view a record of your course registrations and obtain reports from the system.

 PREVIOUS

 **Activate Account**

Course Registration – Finding Courses

After you activate your account, click **Course Registration** in the top menu. Instructions are on each page. Look for the help icon  for detailed assistance.

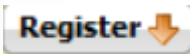
Use the calendar or filters to search for a course as instructed at the top of the page.

Click the REGISTER button to begin your course registration

Single Session Course

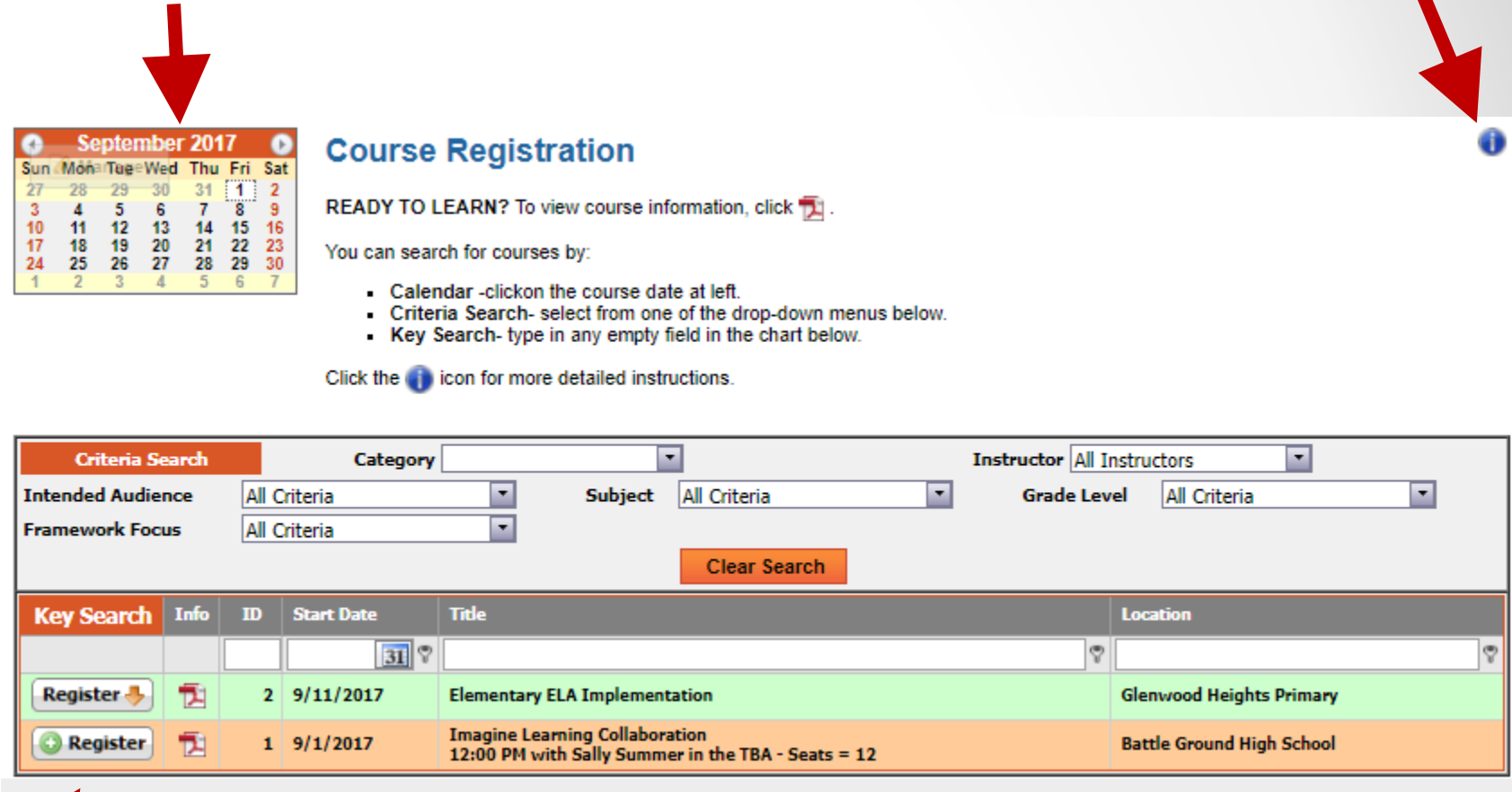


Multiple Sessions




For multiple session courses, clicking Register will display the sessions. You can choose to register for all or some sessions.

CLICK REGISTER TO BEGIN!




Course Registration





READY TO LEARN? To view course information, click .

You can search for courses by:

- Calendar -clickon the course date at left.
- Criteria Search- select from one of the drop-down menus below.
- Key Search- type in any empty field in the chart below.

Click the  icon for more detailed instructions.

Criteria Search Category Instructor
Intended Audience Subject Grade Level
Framework Focus

Key Search	Info	ID	Start Date	Title	Location
<input type="button" value="Register"/> 		2	9/11/2017	Elementary ELA Implementation	Glenwood Heights Primary
<input type="button" value="Register"/> 		1	9/1/2017	Imagine Learning Collaboration 12:00 PM with Sally Summer in the TBA - Seats = 12	Battle Ground High School

Course Registration

1. Verify that you have selected the correct course. You can also see if a Wait List exists for this course. You can still register even if a Wait List exists. If a person cancels or the seat count is raised, you will be notified if you are enrolled.
2. Select the types of credits you wish to register for, Clock or Non-Clock. Only the types shown are available for this specific course. Modify the number of hours you wish to register for in the "Requested" column for that credit type if needed.

Course Confirmation
You have chosen to register for the following course and/or sessions. If you have made an error, click CANCEL at the bottom left of the screen.

Course ID: 1 **Location:** Battle Ground High School
Course Title: Imagine Learning Collaboration

If the number of seats available is blank there is no Wait List for this course. If the number is negative, a Wait List exists. You may still register for this course. As persons cancel or the seat count is increased, the system will automatically register the next person on the Wait List. If you do not wish to continue with the registration, click CANCEL at the bottom left of the screen.

Wait	Seats	Title	Date	Starting	Ending	Room
	12	Session 1	9/1/2017	12:00 PM	3:00 PM	TBA

The grid below displays the types of credits offered for this course. Click into the Requested box and enter the number of credits you are registering for. Repeat this for each credit type you desire.
Select Credit Type(s)

Credit Type	Available	Requested	Provider	Approval
Clock Hours	3.00	<input type="text" value="3.00"/>	Battle Ground Public Schools	Current Assignment

Course Approval

When you complete your registration an ics file will automatically download. You can open that file and add this course to your personal calendar.

Course Confirmation

Confirmation. After submitting your registration a confirmation page will appear and you will receive a confirming email. The confirmation page provides you with options to return to menus in the system and/or logoff.

Course Complete

Course ID: 1 Course Title: Imagine Learning Collaboration

[Return to Course Registration](#)

[Return to My Records](#)

[Logoff Prodev System](#)

[Print Course Information](#)

Need help email us at PD@battlegroundps.org.

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Important Clock Hour Details

Issuance of clock hour credit is governed by Washington State law!

Clock hours cannot be earned unless all the following have occurred:

- Completed hours must be 1.0 or higher.
- Your attendance must be verified by the instructor. You will receive an email when this occurs.
- You must complete an evaluation for the course within **14 days** of the end date of the course. This is done in My Records, My Courses (instructions follow).

You will not be able to go back later to print out clock hours through this system if you have not completed the evaluation within (14) days. No exceptions.

MY RECORDS

Click My Records from the Main Menu to access your information as shown in the example below.



There are 5 tabs in My Records:

1. My Courses
2. Personal Info
3. Contact Info
4. Instructor Info
(visible only to instructors)
5. My Reports

Use this information to identify the icons shown on this page.

Course Information Email Instructor Evaluation Due Evaluation Due Date Missed Cancel Course

STA is the last column = Course Status:

Enrolled You are enrolled and expected to attend	Canceled You have canceled your registration	Wait List Do not attend unless you are notified a seat becomes available you are enrolled.	Combo Sessions are a combo of enrolled, cancelled, &/or Wait List.
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When multiple pages of courses display, click the ... at the end to display all courses.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
	2	9/11/2017	Elementary ELA Implementation	Glenwood Heights Primary					
	1	9/1/2017	Imagine Learning Collaboration 12:00 PM with Sally Summer in the TBA	Battle Ground High School					

My Records – My Courses

My Courses displays information regarding courses you have registered for and cancelled from. You will complete your course evaluation from this screen and can email the instructor.

- In the Grid you can search for your courses by ID, Start Date, key word in the course title or location.
- Click the Info pdf icon to view/print a complete course information report or Click the Email icon to email the instructor.
- Eval. Click the document icon to complete the course evaluation.
- Up to the course start date you may click the trash can icon to Cancel your course registration. After that you must contact the Pro Dev Office.
- Sta: This column shows the status of your enrollment, either Enrolled, Cancelled or on the Wait List.

EVALUATION: The evaluation icon will not appear until the last day of the course. Hovering over the document icon will display the evaluation due date. **If you fail to do the evaluation by the due date, a warning icon will appear and you will not be eligible to receive clock hours for this course.**

My Courses | My Personal Info | My Contact Info | Reports

Use this information to identify the icons shown on this page.

Course Information | Email Instructor | Evaluation Due | Evaluation Due Date Missed | Cancel Course

STA is the last column = Course Status:

- Enrolled: You are enrolled and expected to attend
- Cancelled: You have canceled your registration
- Wait List: Do not attend unless you are notified a seat becomes available you are enrolled.
- Combo: Sessions are a combo of enrolled, cancelled, &/or Wait L

When multiple pages of courses display, click the ... at the end to display all courses.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Sta
		31							
↓	2	9/11/2017	Elementary ELA Implementation	Glenwood Heights Primary	📄	✉	📄	🗑	✅
↓	1	9/1/2017	Imagine Learning Collaboration 12:00 PM with Sally Summer in the TBA	Battle Ground High School	📄	✉	📄	🗑	✅

My Records – My Reports

Click into the drop down box to view/print:

1. Battle Ground Public Schools Professional Development Transcript

After you select your report type, click **PREVIEW** to see that report. For the Attendance Certificate report you will also first select that course.

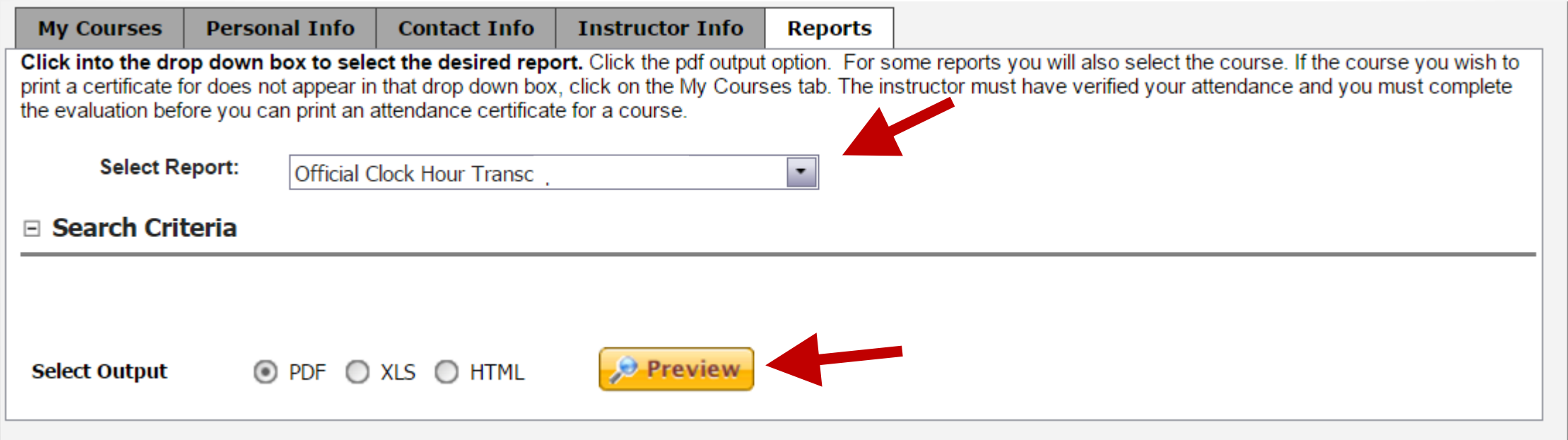
My Courses	Personal Info	Contact Info	Instructor Info	Reports
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Click into the drop down box to select the desired report. Click the pdf output option. For some reports you will also select the course. If the course you wish to print a certificate for does not appear in that drop down box, click on the My Courses tab. The instructor must have verified your attendance and you must complete the evaluation before you can print an attendance certificate for a course.

Select Report:

Search Criteria

Select Output PDF XLS HTML



Instructions are provided on the screen if your report is not accessible to you.

Need HELP?

360-885-5389

barrett.carla@battlegroundps.org