



# ProCert Manual

## Instructor

Version 2  
10/30/2019

<https://certification.ctc.edu/>

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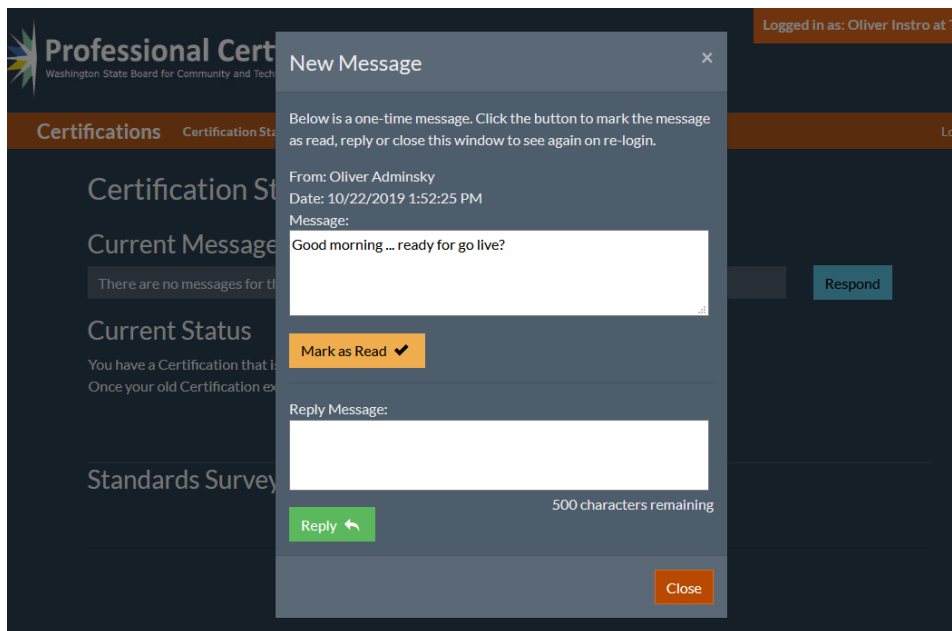
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## Instructor Functions

This is document intended to show how each of the functions work for an **Instructor**. **Instructors** will be able to create a **Standards Survey**, which in turn will be used to create a **Professional Development Plan (PDP)**. The **Instructor** will be able to update the **PDPs** activity completions, and message their **Supervisor** with any questions. They will also be able to respond to any messages from their **Supervisor**.

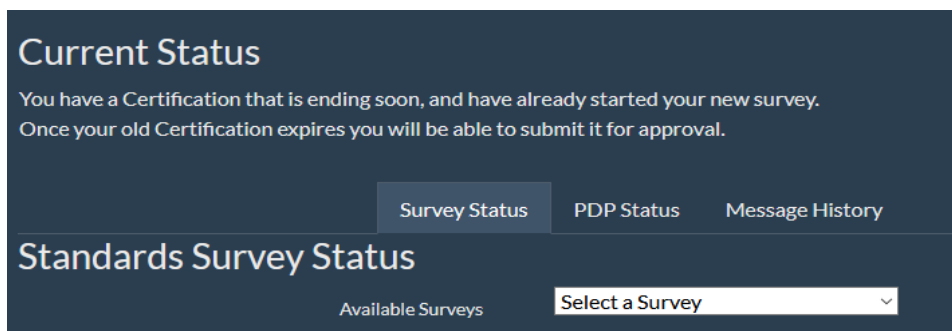
The site will be versioning **PDPs**, so older **PDPs** will now be viewable in a read-only mode. All pages have an Information Icon [i] which will show in a popup, information on using a particular page.

After logging in, if you receive a message from your supervisor, a popup will show the message and give you the option to mark it as read or to reply. Closing the popup will do nothing, but the message will reappear on the next login.



## Certification Status

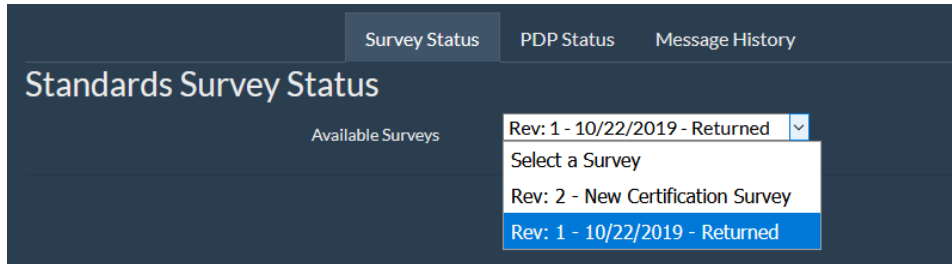
This is the main page for an **Instructor**. From here you can view current and past messages. View status of a **Survey** and/or a **PDP** of a given version. There are three tabs to access current status, **Survey Status**, **PDP Status**, and **Message History**.



## Survey Status

This is where an instructor can select from the dropdown a list of current and past **Surveys**. Selecting from the available **Surveys** list will send you to the **Standards Survey** page. The survey rev number and date will be shown, along with a designation Type:

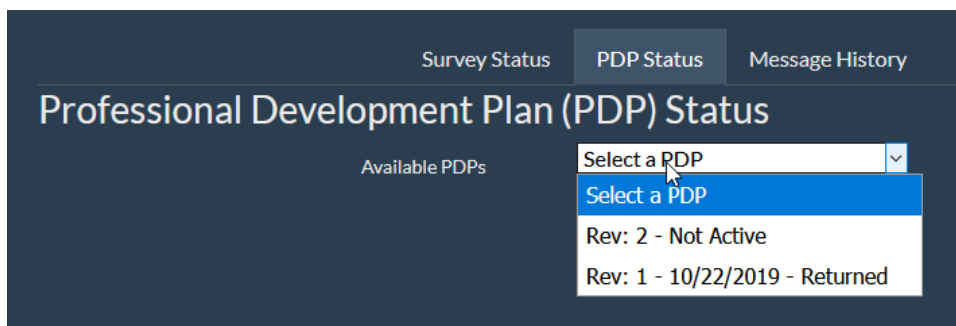
- **Returned** – The survey was returned for updates, before being approved
- **New Certification Survey** - a new certification that is in work.
- **Not Submitted** – A completed survey that has not been submitted
- Survey with date is a completed **Survey**



## PDP Status

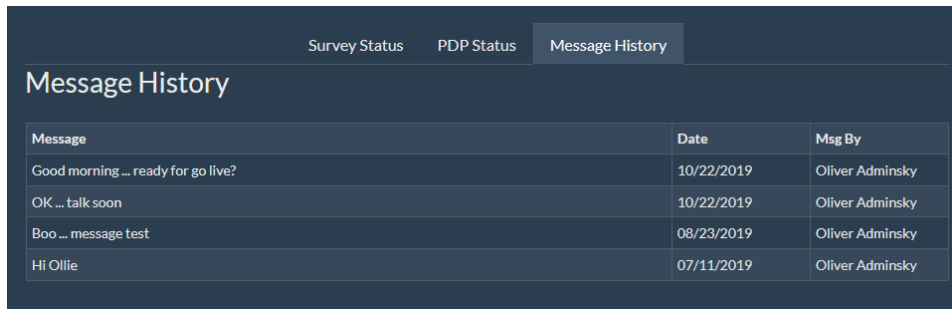
This is where an instructor can select from the dropdown a list of current and past **PDPs**. Selecting from the available **PDPs** list will send you to the **Professional Development Plan** page. The PDP rev number and date will be shown, along with a designation Type:

- **Not Active** - The PDP is not active yet, because the current one has not expired yet
- **Not Submitted** - The PDP has not been submitted yet
- **Submitted** - The PDP has been submitted and is awaiting approval
- **Returned** - The PDP was returned for updates, before being approved
- **Approved** – The PDP has been approved and is in work
- **Completed** - The PDP and its activities have been completed



## Message History

This is a listing of all messages that an instructor has received, showing message, date sent, and who sent the message.



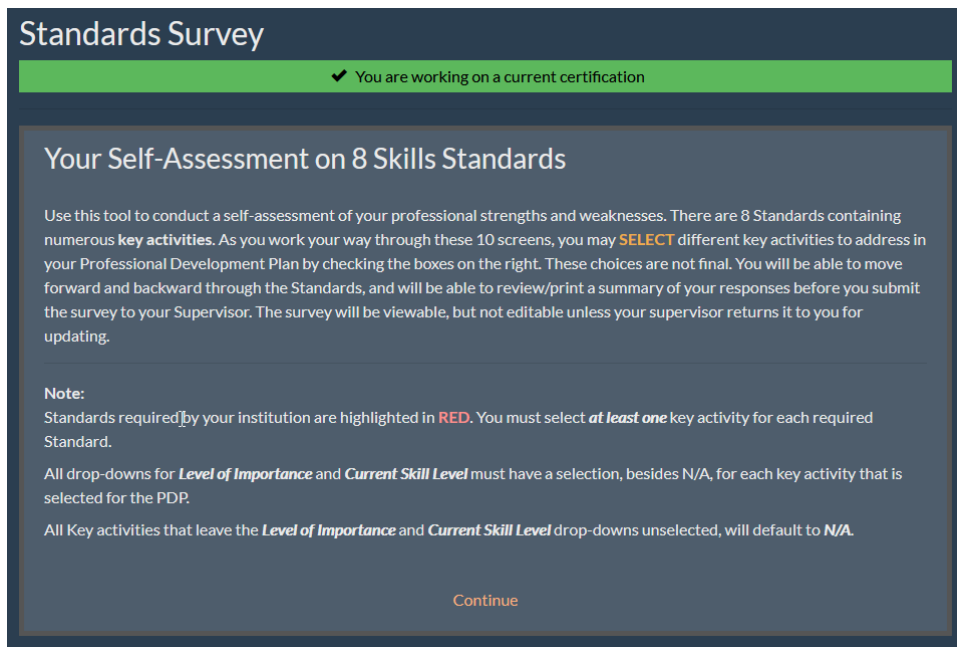
The screenshot shows a navigation bar with three tabs: "Survey Status", "PDP Status", and "Message History". The "Message History" tab is selected. Below the navigation bar is a table with three columns: "Message", "Date", and "Msg By".

Message	Date	Msg By
Good morning ... ready for go live?	10/22/2019	Oliver Adminsky
OK ... talk soon	10/22/2019	Oliver Adminsky
Boo ... message test	08/23/2019	Oliver Adminsky
Hi Ollie	07/11/2019	Oliver Adminsky

## Standards Survey

This page is used to view your current **Survey**, or a **Survey** that is in work. If you are working on a survey you will need to access it through the **Certification Status** page.

After accessing it from the **Certification Status** page you will be shown instructions on how to complete the **Survey**. As you fill out the form, moving from one step to the next it will automatically save your data. You can return to the Survey at any time till it's been submitted. Do not use the back button of the browser, use the supplied navigation. Using the back button will restart the process.



The screenshot shows the "Standards Survey" interface. At the top, there is a green notification bar with a checkmark icon and the text "You are working on a current certification". Below this is a section titled "Your Self-Assessment on 8 Skills Standards". The main content area contains instructions: "Use this tool to conduct a self-assessment of your professional strengths and weaknesses. There are 8 Standards containing numerous key activities. As you work your way through these 10 screens, you may SELECT different key activities to address in your Professional Development Plan by checking the boxes on the right. These choices are not final. You will be able to move forward and backward through the Standards, and will be able to review/print a summary of your responses before you submit the survey to your Supervisor. The survey will be viewable, but not editable unless your supervisor returns it to you for updating." Below the instructions is a "Note:" section: "Standards required by your institution are highlighted in RED. You must select at least one key activity for each required Standard." and "All drop-downs for Level of Importance and Current Skill Level must have a selection, besides N/A, for each key activity that is selected for the PDP." and "All Key activities that leave the Level of Importance and Current Skill Level drop-downs unselected, will default to N/A." At the bottom of the main content area is a "Continue" button.

The ultimate goal of the **Survey** is to create a **PDP**. The Survey is made up from a list WAC standards, of which there are several activities that you can select to meet the goal for a given standard. One or more standards have been marked as required by your administrator, for your institution. Standards that are marked as required need to have at least one activity selected, by the checkbox under the **Select for PDP** column. They will also need to have a selection in the **Level of Importance** and **Current Skill Level** dropdown lists. Any activities that are not marked for being included in the **PDP** will be defaulted to **N/A**. For non-required standards, you can select any activity for inclusion into your **PDP** by checking the box under **Select for PDP**. You can add notes to each selected activity ... this is optional.

The certification revision number, along with a progress bar, is located along the top of the form.

### Required Standard

Required Standard - A - Manage Learning Environments - Step 1

Certification Revision: 1

10%

Level of Importance	Key Activity and Description	Current Skill Level	Select for PDP	Notes
Low	Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Low	<input checked="" type="checkbox"/>	
Med	Set up, maintain and repair instructional systems, equipment and/or tools	Low	<input checked="" type="checkbox"/>	
N/A	Develop a growth and replacement plan for systems, equipment and/or tools	N/A	<input type="checkbox"/>	

### Non Required Standard

B - Develop Outcomes, Assessments and Curricula - Step 2

Certification Revision: 1

20%

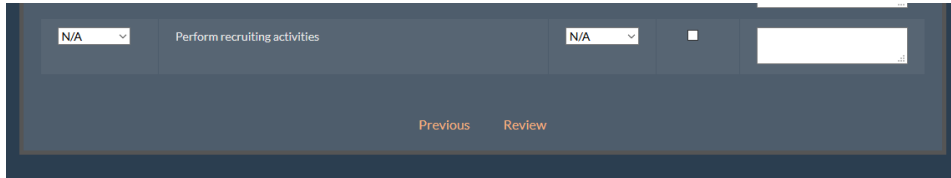
Level of Importance	Key Activity and Description	Current Skill Level	Select for PDP	Notes
Very High	Identify, evaluate, and modify outcomes	Low	<input type="checkbox"/>	
Low	Create, evaluate, and modify curriculum	Low	<input checked="" type="checkbox"/>	

You can navigate forward and reverse whenever you want using the **Previous** and **Next** link buttons. When you click the **Next** link, the form will be saved in its current state. You will receive warnings if it's incomplete or is a required standard and no activity was selected for the **PDP**.

N/A	Identify, evaluate, and implement new instructional strategies and technologies	N/A	<input type="checkbox"/>	
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Previous Next

At the last Standard, the link will say **Review**. You can either go back to previous standards to review your work, or click the link which will show you all your chosen activities, their **importance** and your **assessment** of them, along with any notes you may have added.



You can export this page to Excel or print it.

**Your Self-Assessment Summary** Print Export to Excel

Following is a summary of the Skill Standards' Key Activities that you selected as areas you want to include in your Professional Development Plan. Other areas that were not chosen but that you selected Importance and Skill criteria can be viewed under the [Certification Status](#) page. Clicking the Finish Survey button below will either allow you to submit the survey for approval, or return to the beginning of the survey.

Certification Revision: 1 Submitted on: 10/22/2019  Show Chosen Only  Show All

Key Activity	Importance	Assessment	Activity Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Low	Low	10/23/2019
A2 - Set up, maintain and repair instructional systems, equipment and/or tools	Medium	Low	
B2 - Create, evaluate, and modify curriculum	Low	Low	
C1 - Develop, review, and update program/course plan	Medium	High	
C2 - Recruit and work with advisory committee and employers to meet changing needs of the program and industry	Medium	Low	10/23/2019

Finish Survey

Clicking **Finish Survey** gives you the option to *submit* the **Survey** to your supervisor, or *return* to the beginning of the survey. No data is lost when returning to the beginning.

**Standards Survey**

Submit Self-Assessment To Supervisor Return to beginning of Survey

After submitting your survey you need to wait until your supervisor either approves your **Survey**, or returns it for more work.

**Professional Development Plan**

✓ You are working on a current PDP

- Your standards survey was submitted on 10/23/2019 and is awaiting approval.
- After it's been approved you can move on to creating your Professional Development Plan.

## Professional Development Plan

To access a returned or new plan, go through the **Certification Status** Page. Click on the **PDP Status** tab. From the dropdown list select the appropriate **PDP**. This will take you to the **Professional Development Plan** page. Click the button to go to your **PDP**. Here you will find a listing of each standard activity that you selected. You can Export this page to Excel, to help you write it out. At this time there is no option to upload a completed spreadsheet.

On this page you will give an activity description, and then an activity method to meet the goal of the selected standard. After all activity descriptions and methods are filled in, click the submit button located at the bottom of page. This will submit your finalized PDP to your program supervisor. As you complete each standards activity, notify your instructor so they can mark it off as completed. You can do this through email or the messaging component on your home page.

Date Generated 10/23/2019 [Export to Excel](#)

Revision 1

	Activity	Activity Description	Activity Method	Due Date	Notes
<a href="#">Edit</a>	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	08/19/2019	10/23/2019
<a href="#">Edit</a>	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2	08/27/2019	
<a href="#">Edit</a>	B2 - Create, evaluate, and modify curriculum	do3	something3	08/26/2019	
<a href="#">Edit</a>	C1 - Develop, review, and update program/course	do4	something4	08/24/2019	



## Edit Activities

Clicking on the edit link for each activity will allow you to add the following:

1. **Activity Description:** What is it that you're going to do to accomplish the activity?
2. **Activity Method:** How are you going to do it? Be as descriptive as you can.
3. **Due Date:** When do you plan on having the activity completed?
  - a. Clicking in the box will open a calendar to help in selecting a date.
  - b. Date selection is limited to 5 years out from the current date.
4. **Notes:** These can be added.
  - a. Any previous notes are date stamped, and cannot be deleted.

You have about 250 words (1500 characters) that can be used in the **Activity Description** and **Activity Method**.

When completed, be sure to click the **Update** link. If you click a different **Edit** link, your data will automatically be saved.

Clicking the **Cancel** link will revert to the last saved results and close the editable fields.

The screenshot shows a table with columns: Activity, Activity Description, Activity Method, Due Date, and Notes. The first row is in edit mode, with the 'Update' link highlighted. The 'Activity Description' field contains the text 'This is what I'm going to do.' The 'Due Date' field is set to 10/30/2019. The 'Notes' field contains the date 10/23/2019. The 'Activity' field contains 'A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials'. The 'Activity Method' field contains 'something'. The 'Due Date' field is highlighted in blue.

	Activity	Activity Description	Activity Method	Due Date	Notes
<a href="#">Update</a> <a href="#">Cancel</a>	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	10/23/2019
<a href="#">Edit</a>	A2 - Set up, maintain and	do2	something2		

The screenshot shows the same table as above, but with a calendar overlay on the 'Due Date' field. The calendar is for October 2019, with the date 10/30/2019 selected. The 'Activity Description' field contains 'do'. The 'Activity Method' field contains 'something'. The 'Notes' field is empty. The 'Activity' field contains 'A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials'. The 'Due Date' field is highlighted in blue.

	Activity	Activity Description	Activity Method	Due Date	Notes
<a href="#">Update</a> <a href="#">Cancel</a>	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	10/30/2019	
<a href="#">Edit</a>	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2		
<a href="#">Edit</a>	B2 - Create, evaluate, and modify curriculum	do3	something3		

Don't forget to save your work, by *updating* the row.

The screenshot shows the same table as above, but with the 'Update' link highlighted. The 'Activity Description' field contains 'do'. The 'Due Date' field is set to 10/30/2019. The 'Notes' field contains the date 10/23/2019. The 'Activity' field contains 'A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials'. The 'Activity Method' field contains 'something'. The 'Due Date' field is highlighted in blue.

	Activity	Activity Description	Activity Method	Due Date	Notes
<a href="#">Update</a> <a href="#">Cancel</a>	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	10/30/2019	10/23/2019
<a href="#">Edit</a>	A2 - Set up, maintain and	do2	something2		

## Submit PDP to Supervisor

Click the link when you feel you are ready to **Submit PDP to Supervisor**. Until this is done, you can always return to this page by going through the **Certification Status page**, click on the **PDP Status** tab, then select the **PDP** you are working on.

Edit	C2 - Recruit and work with advisory committee and employers to meet changing needs of the program and industry	Do some more5	That thing again...		10/23/2019
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[Submit PDP To Supervisor](#)

After the **PDP** is submitted to the Supervisor, you will need to wait till the **PDP** is approved. You will receive an email if it was returned for follow-up work. In the meantime, you can view it in read-only mode and export it to Excel, after clicking the **View PDP** button.

### Professional Development Plan

✔ You are working on a current PDP

- Your standards survey was submitted on 10/23/2019 and was approved on 10/23/2019.
- Your Professional Development Plan (PDP) was submitted on 10/23/2019.
- You are done till your PDP is approved.

[View PDP](#)

### Professional Development Plan

Active PDP  
PDP is Read-Only.

Date Submitted: 10/23/2019 [Export to Excel](#)

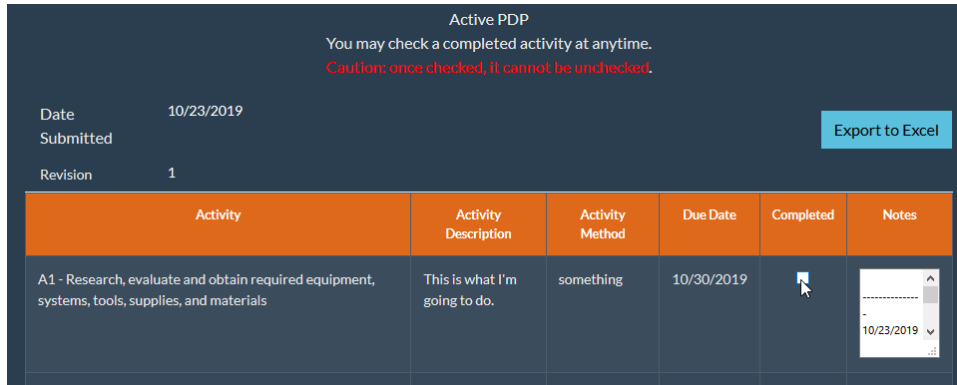
Revision: 1

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	✔	10/23/2019
A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2		❑	
B2 - Create, evaluate, and modify curriculum	do3	something3	08/26/2019	✔	

## Completing Activities

After your **PDP** has been *approved*, you can start completing your activities. As each activity is completed you will log into the site and go to the **Professional Development Plan** and locate the activity you have completed. Under the **Completed** column is a check box, that when checked will mark the activity as completed.

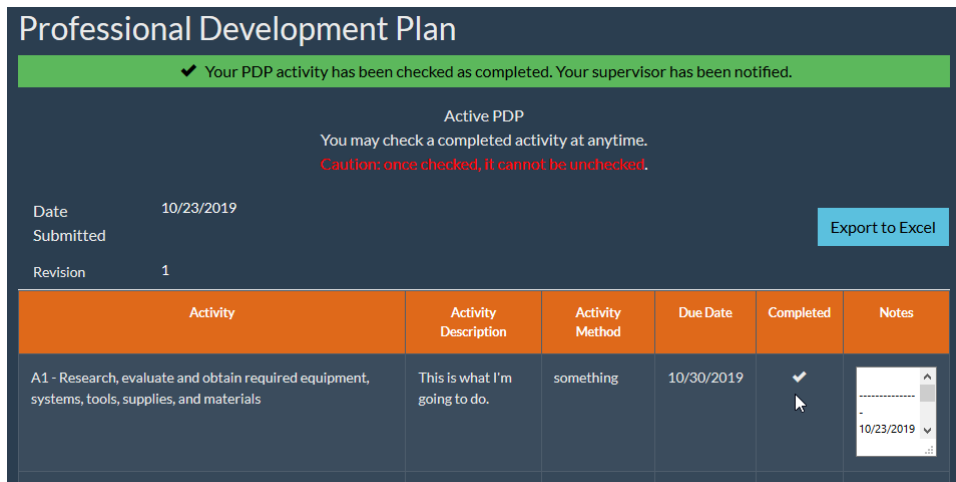
**Note:** This cannot be undone, so be sure you want it checked as done.



The screenshot shows the 'Active PDP' interface. At the top, it says 'Active PDP' and 'You may check a completed activity at anytime.' Below this is a red warning: 'Caution: once checked, it cannot be unchecked.' The user's 'Date Submitted' is 10/23/2019 and 'Revision' is 1. There is an 'Export to Excel' button. Below this is a table with the following data:

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	<input type="checkbox"/>	

After checking the box, an email will be sent to your supervisor informing them that you have completed the activity.



The screenshot shows the 'Professional Development Plan' interface. At the top, a green notification bar says 'Your PDP activity has been checked as completed. Your supervisor has been notified.' Below this is the 'Active PDP' section with the same text as the previous screenshot. The 'Date Submitted' is 10/23/2019 and 'Revision' is 1. There is an 'Export to Excel' button. Below this is a table with the following data:

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	<input checked="" type="checkbox"/>	

You will be notified in advance, when an activities due date is near. This time frame changes, depending on what the site administrator sets it to.

Available time frames (contact your administrator for more information):

- **Reminders:** 30 – 120 days
- **Warnings:** 15 – 60 days

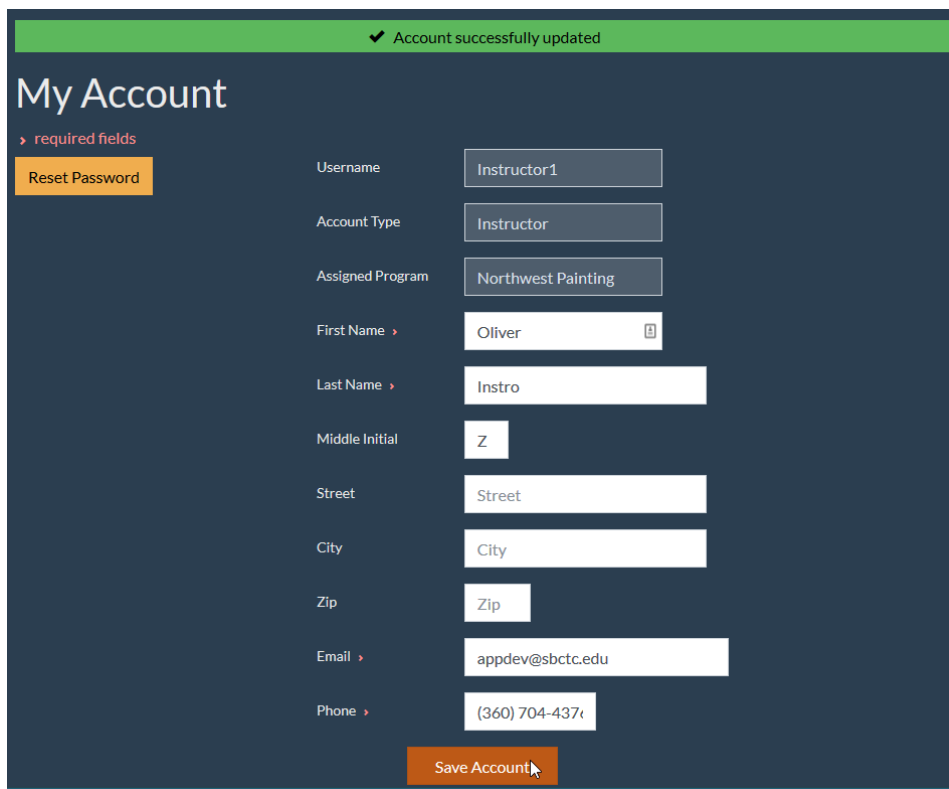
## My Account

This is where you will maintain your profile in the site. Your **Username**, **Account Type**, and **Assigned Program** will be shown, but as Read-Only.

The only required fields are:

- First and Last Name
- Email
- Phone

After any changes, clicking the Save Account button will update your account. There will be a message on a successful save.



Account successfully updated

### My Account

> required fields

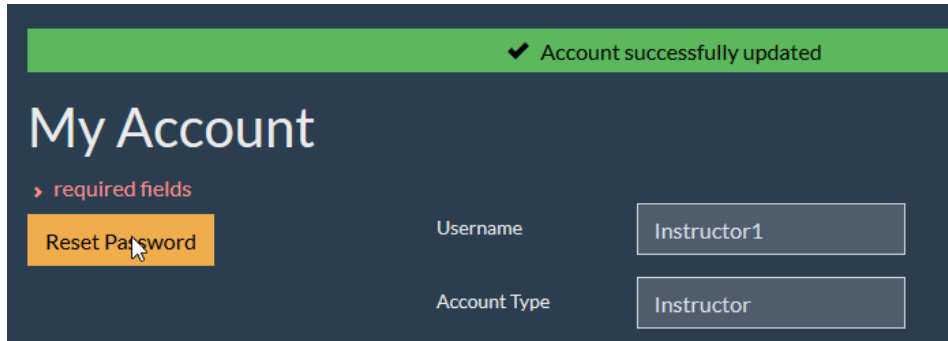
Reset Password

Username	Instructor1
Account Type	Instructor
Assigned Program	Northwest Painting
First Name >	Oliver
Last Name >	Instro
Middle Initial	Z
Street	Street
City	City
Zip	Zip
Email >	appdev@sbctc.edu
Phone >	(360) 704-437

Save Account

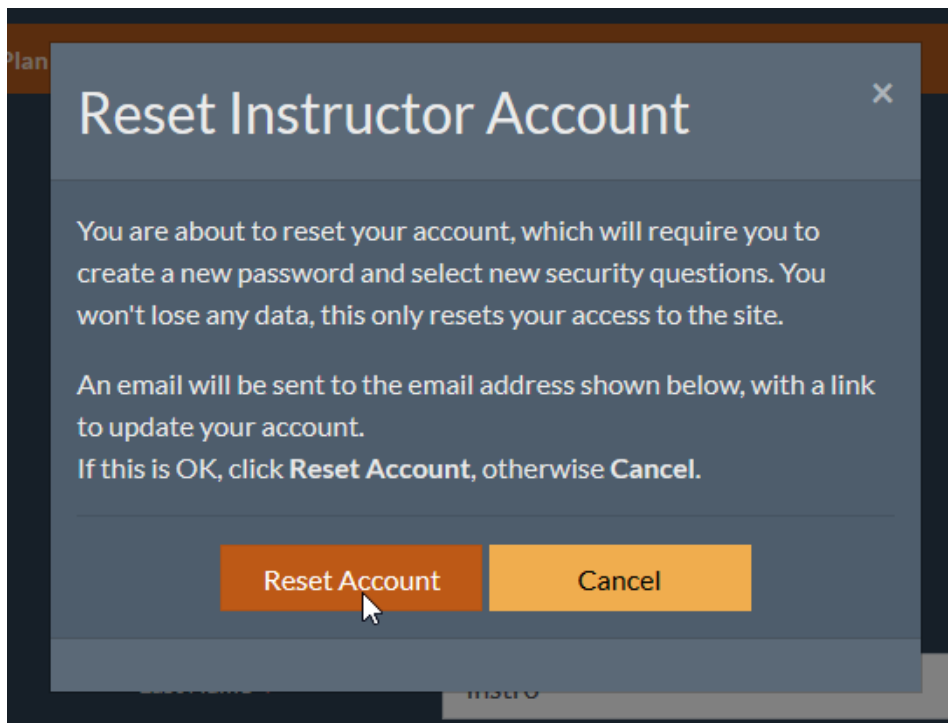
## Reset Password

To reset your password, click the **Reset Password** button in the upper left corner of page.



The screenshot shows a dark blue interface with a green notification bar at the top that says "Account successfully updated" with a checkmark. Below this is the "My Account" section. On the left, there is a red arrow pointing to "required fields" and a yellow "Reset Password" button. To the right, there are two input fields: "Username" with the value "Instructor1" and "Account Type" with the value "Instructor".

After clicking the button, a popup will appear, asking you to verify that you wish to continue. Resetting your password will also *reset your three security questions*. *This cannot be undone*, and is the only way to reset your password or security questions.



The screenshot shows a modal dialog box titled "Reset Instructor Account" with a close button (X) in the top right corner. The text inside the dialog reads: "You are about to reset your account, which will require you to create a new password and select new security questions. You won't lose any data, this only resets your access to the site. An email will be sent to the email address shown below, with a link to update your account. If this is OK, click **Reset Account**, otherwise **Cancel**." At the bottom of the dialog, there are two buttons: a dark orange "Reset Account" button and a yellow "Cancel" button. A mouse cursor is pointing at the "Reset Account" button.

Clicking the **Reset Account** button will clear your current Password and all question/answer pairs, and an email will be sent to you. In the email will be a link back to the site, which will allow you to create a new password and select three new questions. If you get an error, make sure you get the full link. Some email clients will require you to copy and paste the link. Password history is kept for the last 4 passwords you used, so they cannot be reused. No history is kept on questions.

Notes