



OSPI/AESD Professional Learning Network Evaluation Database

PDforUs System Guide for Coordinators

AESD ASSOCIATION OF
EDUCATIONAL
SERVICE DISTRICTS

Nine ESDs. One Network.
Supporting Washington's Schools and Communities.



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Professional Learning Network Evaluation Database

The Professional Development for Us (PDforUs) database, developed for the Office of Superintendent of Public Instruction and the Washington Association of Educational Service Districts (OSPI/AESD), gathers information about professional development courses offered by AESD regional coordinators. The data gathered helps superintendents, assistant superintendents, and coordinators evaluate and strengthen outcomes of the Professional Learning Network.

The system gathers information in two ways:

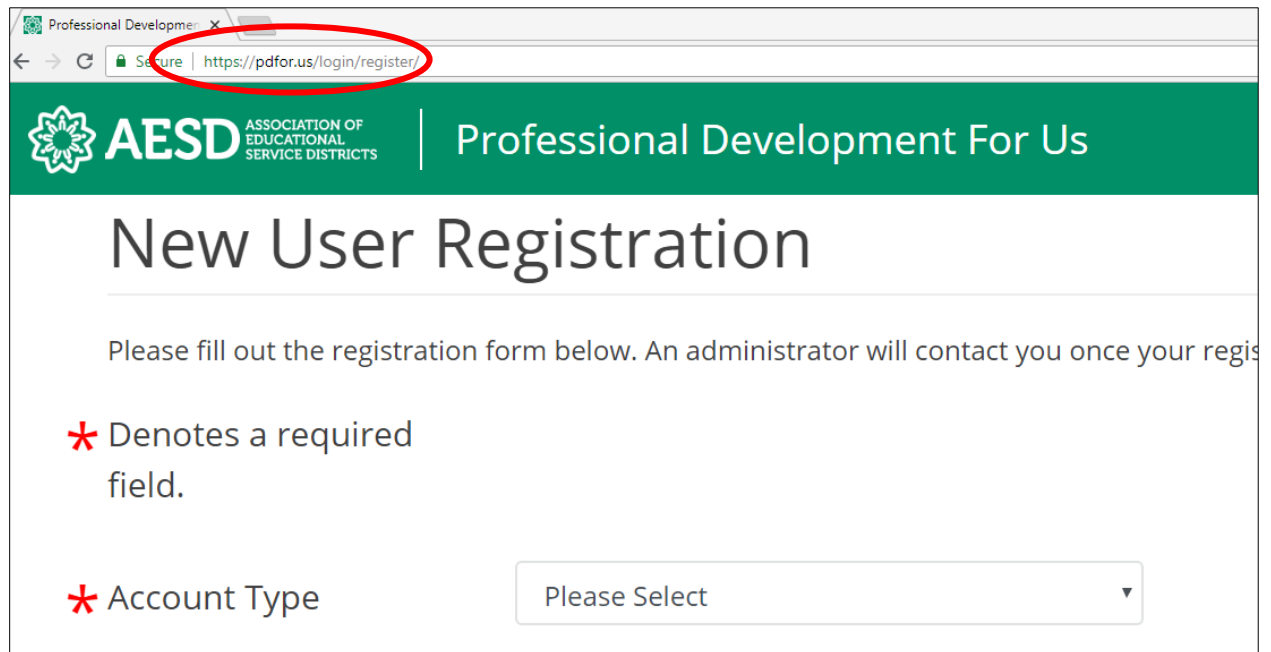
- a. A **Coordinator Survey**, which gathers information from the coordinator about the course, such as the content area(s) it covers and who the facilitator is
- b. A **Participant Survey**, which collects feedback about the course from those who participated

Once the Participant Survey is complete, the system provides results for each professional development activity. The Results page shows summarized results from the Participant Survey along with information gathered through the Coordinator Survey.

Setting up your account

To use the PDforUs system, set up an account. Once the system administrator activates your account, you can log in using your email address and the password you created.

1. Go to <https://pdfor.us/login/register/>.



Professional Development For Us

New User Registration

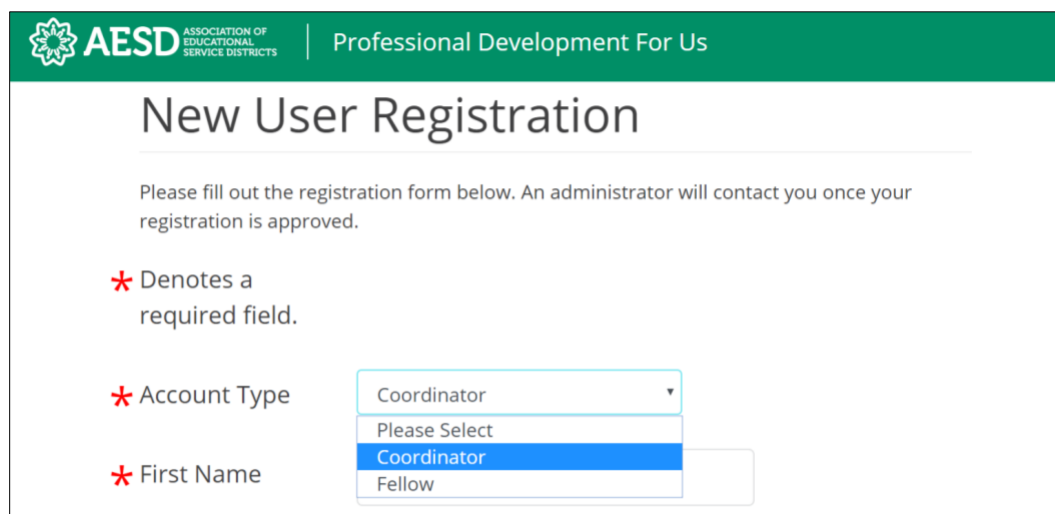
Please fill out the registration form below. An administrator will contact you once your registration is approved.

* Denotes a required field.

* Account Type Please Select ▼

Figure 1. Registration page

2. Choose an account type from the drop-down menu.



Professional Development For Us

New User Registration

Please fill out the registration form below. An administrator will contact you once your registration is approved.

* Denotes a required field.

* Account Type Coordinator ▼

* First Name Please Select
Coordinator
Fellow

Figure 2. Account type options on the registration page

3. Enter your first and last name and email address.

* Account Type	<input type="text" value="Coordinator"/>
* First Name	<input type="text" value="Katie"/>
* Last Name	<input type="text" value="Coordinator"/>
* Email	<input type="text" value="kcoordinator@example.com"/>

Figure 3. Name and email fields on the registration page

4. Enter a password that is 8 or more characters long that has at least one uppercase letter, one lowercase letter, one number, and one special character, such as ! @ # \$.
5. Retype your password to confirm it.

* Password	<input type="password" value="....."/>
	<i>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</i>
* Confirm Password	<input type="password" value="....."/>


Figure 4. Password fields on the registration page

6. Select your ESD, school, and content area. School and content area are not required.

* ESD	NorthEast Washington ESD 10 ▼
School	ACES High School - Everett ▼
Content Area	Science ▼

Figure 5. Fields for ESD, school, and content area on the registration page

7. Click **Submit** near the bottom of the page.


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Professional Development For Us

* Account Type	Coordinator ▼
* First Name	Katie
* Last Name	Coordinator
* Email	kcoordinator@example.com
* Password <small>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</small>
* Confirm Password
* ESD	NorthEast Washington ESD 101 ▼
School	ACES High School - Everett ▼
Content Area	Science ▼

[Reset Form](#)
[Submit](#)

Figure 6. A completed registration form

A confirmation message appears. The system administrator must approve your account before you can use the system.

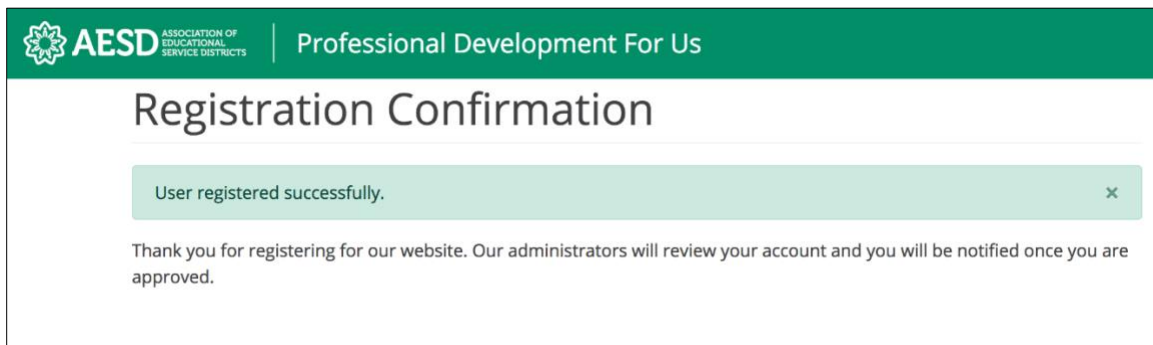


Figure 7. Confirmation page for new user registration

8. You will receive an email from the system administrator when your account is approved. Click the link in the email to visit the database.

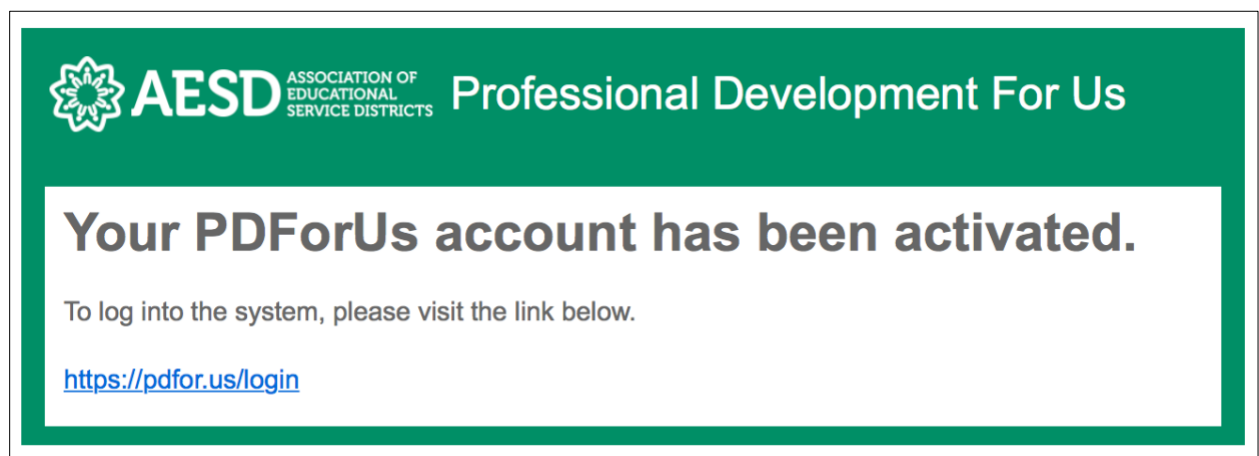


Figure 8. Account activation notification email

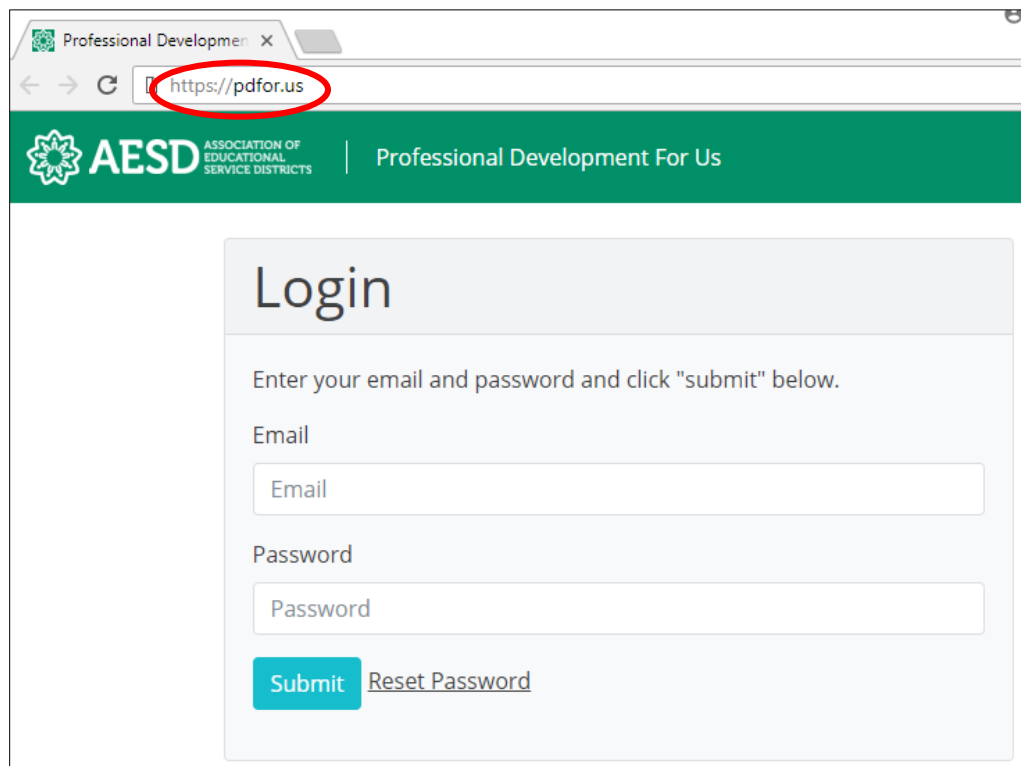
Navigating the website

Once your account is activated, you can use the system to document your professional development courses, create surveys to gather feedback from your participants, and view the results of the Participant Surveys.

Logging in

Log in to the Professional Development for Us system using the email address and password you provided when you registered.

1. Go to <https://pdfor.us>

A screenshot of a web browser showing the login page for the Professional Development for Us system. The browser's address bar shows the URL "https://pdfor.us" circled in red. The page header is green with the AESD logo and the text "Professional Development For Us". The main content area is white and contains a "Login" section with a heading, instructions, and input fields for "Email" and "Password". There is a blue "Submit" button and a link for "Reset Password".

Professional Development For Us

https://pdfor.us

AESD ASSOCIATION OF
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SERVICE DISTRICTS | Professional Development For Us

Login

Enter your email and password and click "submit" below.

Email

Password

[Submit](#) [Reset Password](#)

Figure 9. PDforUs login page

2. Enter the email address and password you chose when you registered.
3. Click **Submit**.

Professional Development For Us

Login

Enter your email and password and click "submit" below.

Email

Password

Submit

[Reset Password](#)

Figure 10. A completed login form

The dashboard appears.

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Professional Development For Us
My Profile
Help
Log Out

Dashboard
Coordinator Survey

Dashboard

Schedule

Coordinator Intake Surveys

June 4, 2018 - [Training prep survey](#) 0

Survey Previews

[AESD Professional Learning Science Survey](#) Science

[AESD Professional Learning English Language Arts Survey](#) English Language Arts

[AESD Professional Learning Math Survey](#) Math

Figure 11. The PDforUs dashboard

Editing Your Profile

Your profile may include information about you, such as your name, email address, and your ESD and school. You can edit most of your information using the steps below.

1. From the dashboard, select **My Profile** near the top of the page.

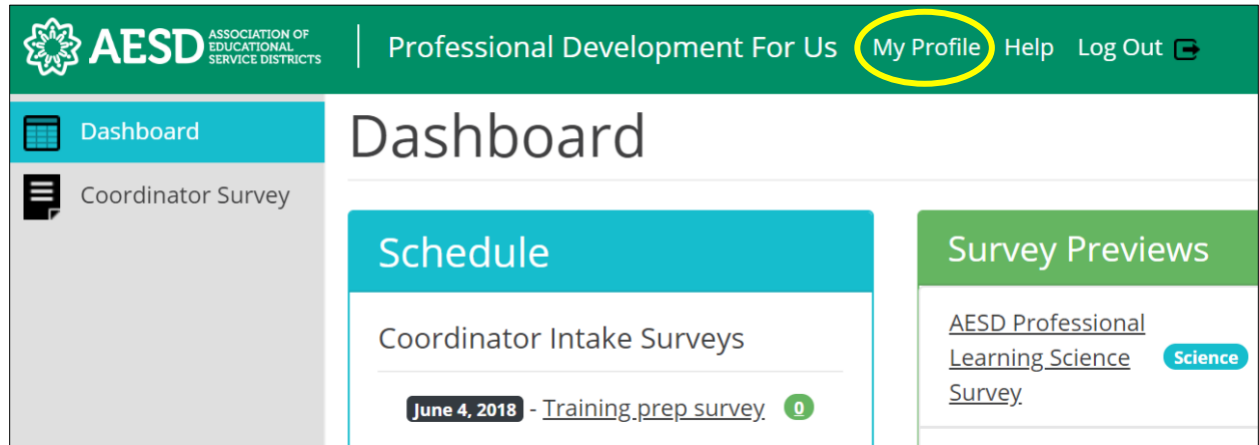


Figure 12. The link to the user profile from the dashboard

You can now view your profile.

Profile

John Doe

Joined April 03, 2018

Account Type: Coordinator

Email: john@example.com

Organization: ESD 112

Title: Math Coordinator

ESD: Northwest Educational Service District 189

School: None

Content Area: Math

Click on "Edit" to make changes to your profile.

Edit

Figure 13. An example user profile

2. To make changes to your information, click **Edit**.

Profile

John Doe

Joined April 03, 2018

Account Type: Coordinator

Email: john@example.com

Organization: ESD 112

Title: Math Coordinator

ESD: Northwest Educational Service District 189

School: None

Content Area: Math

Click on "Edit" to make changes to your profile.

Edit

Figure 14. The button to edit a user profile

The **Edit Profile** page appears.

Edit Profile

Account Type	Coordinator
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Organization	<input type="text" value="Organization"/>
Title	<input type="text" value="Title"/>
Email	<input type="text" value="coordinator"/>
Password	<input type="password" value="Password"/> <i>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</i>
Confirm Password	<input type="password" value="Confirm Password"/>

Figure 15. The Edit Profile page

3. Edit your name, organization, title, mail address, or password, as needed. If you edit your password, be sure that your new password is at least 8 characters and includes at least one uppercase letter, one lowercase letter, one number, and one special character. Retype your password in the **Confirm Password** field.

Edit Profile

Account Type	Coordinator
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Organization	<input type="text" value="ESD 112"/>
Title	<input type="text" value="Math Coordinator"/>
Email	<input type="text" value="john@example.com"/>
Password	<input type="password" value="Password"/> <p><i>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</i></p>
Confirm Password	<input type="password" value="Confirm Password"/>

Figure 16. Edits to the user profile

4. Click **Submit** to save your changes or **Cancel** to leave the page without saving your changes.

Edit Profile

Account Type	Coordinator
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Organization	<input type="text" value="ESD 112"/>
Title	<input type="text" value="Math Coordinator"/>
Email	<input type="text" value="john@example.com"/>
Password	<input type="password" value="Password"/> <p><small>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</small></p>
Confirm Password	<input type="password" value="Confirm Password"/>
ESD	Northwest Educational Service District 189
School	None
Content Area	Math

Figure 17. Buttons to submit edits to your user profile

A confirmation message appears.

Profile

User profile updated successfully.

John Doe

Joined April 03, 2018

Account Type: Coordinator

Email: john@example.com

Organization: ESD 112

Title: Math Coordinator

ESD: Northwest Educational Service District 189

School: None

Content Area: Math

Click on "Edit" to make changes to your profile.

Edit

Figure 18. Confirmation of updates to profile

Coordinator Intake Surveys

Coordinator Intake Surveys gather information from the Coordinator about the professional development that he or she is providing. To create a new professional development record in the database, fill out the first portion of the Coordinator Survey. When you complete this form, the system automatically creates a Participant Survey, and you will receive a link to the survey that you can share with participants. Once participants have provided their feedback, complete the second portion of the Coordinator Survey to finalize the record. After the record is finalized, you can view the results of the Participant Survey.

Starting a New Coordinator Intake Survey

Starting a new Coordinator Intake Survey generates a unique survey link that you can send to participants to gather their feedback.

1. In the left navigation, choose **Coordinator Survey**.

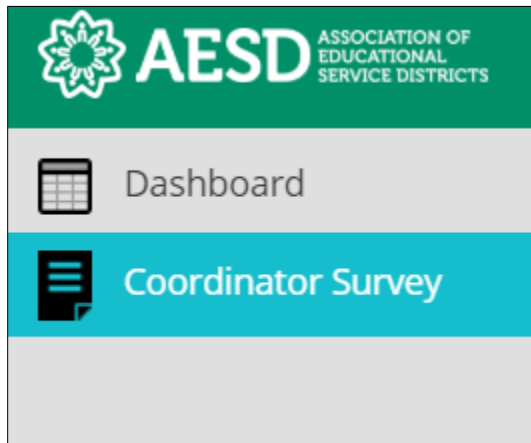


Figure 19. Left navigation

The **Coordinator Intake Surveys** page appears.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#)
[Northwest Educational Service District 189](#)
[Math \(content area\)](#)

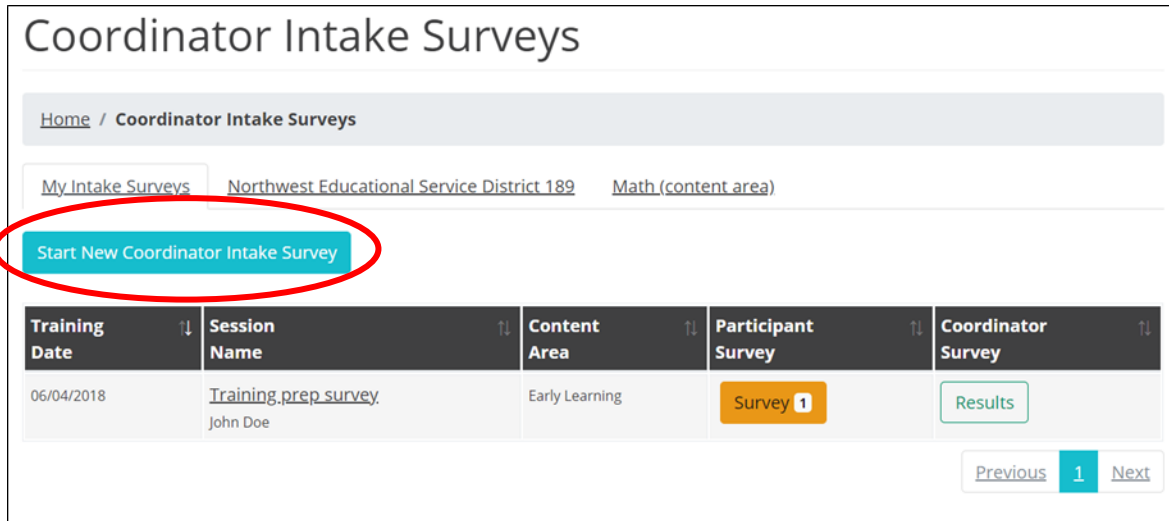
[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

[Previous](#)
[1](#)
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Figure 20. Coordinator Intake Surveys page

2. Click **Start New Coordinator Intake Survey**.



Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#) [Northwest Educational Service District 189](#) [Math \(content area\)](#)

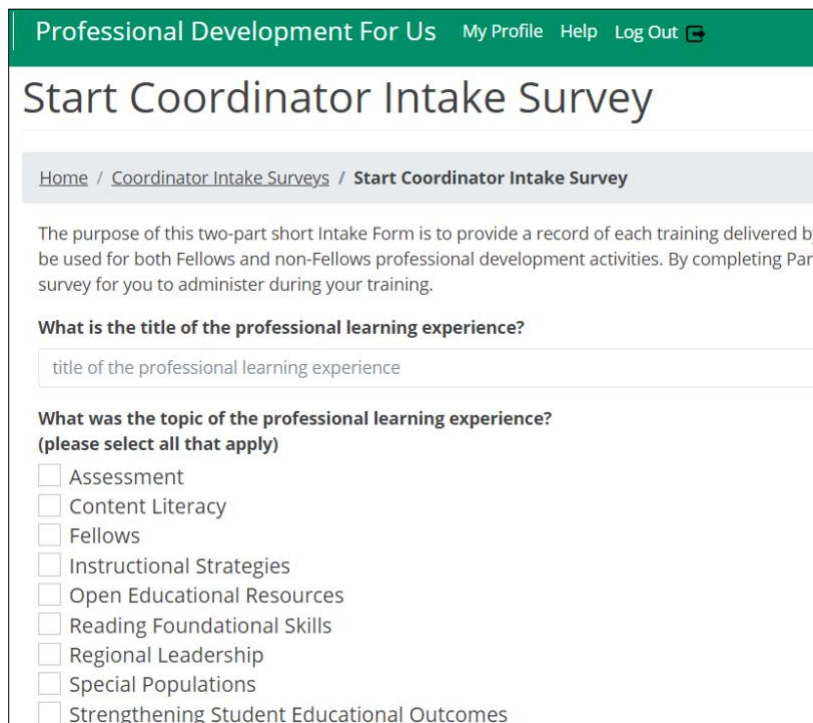
Start New Coordinator Intake Survey

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

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Figure 21. The button to start a new Coordinator Intake Survey

The Coordinator Intake Survey appears.



Professional Development For Us [My Profile](#) [Help](#) [Log Out](#)

Start Coordinator Intake Survey

[Home](#) / [Coordinator Intake Surveys](#) / [Start Coordinator Intake Survey](#)

The purpose of this two-part short Intake Form is to provide a record of each training delivered by be used for both Fellows and non-Fellows professional development activities. By completing Part survey for you to administer during your training.

What is the title of the professional learning experience?

**What was the topic of the professional learning experience?
(please select all that apply)**

- ☐ Assessment
- ☐ Content Literacy
- ☐ Fellows
- ☐ Instructional Strategies
- ☐ Open Educational Resources
- ☐ Reading Foundational Skills
- ☐ Regional Leadership
- ☐ Special Populations
- ☐ Strengthening Student Educational Outcomes

Figure 22. The Coordinator Intake Survey

3. Enter the title of the professional learning experience.

What is the title of the professional learning experience?

February Professional Development

Figure 23. The title field of the Coordinator Intake Survey

4. Select all of the topics that apply.

**What was the topic of the professional learning experience?
(please select all that apply)**

- ☐ Assessment
- ☒ Content Literacy
- ☒ Fellows
- ☐ Instructional Strategies
- ☐ Open Educational Resources
- ☐ Reading Foundational Skills
- ☐ Regional Leadership
- ☒ Special Populations
- ☐ Strengthening Student Educational Outcomes
- ☐ Washington State Standards

Figure 24. Topic options in the Coordinator Intake Survey

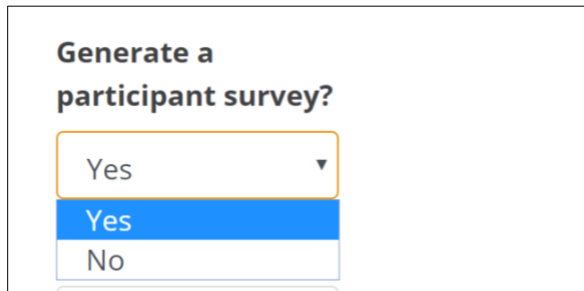
5. Choose the primary content area.

What is the primary content area of the professional learning experience?

- ☐ Early Learning
- ☒ English Language Arts
- ☐ Math
- ☐ Science
- ☐ STEM

Figure 25. Content area options in the Coordinator Intake Survey

6. If you need to generate a Participant Survey for your professional learning experience, select Yes from the drop-down menu.



Generate a participant survey?

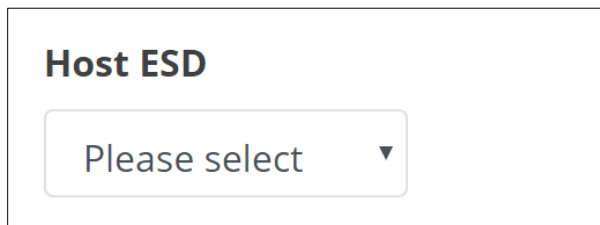
Yes ▼

Yes

No

Figure 26. Option within the Coordinator Intake Survey to generate a Participant Survey

7. Select the host ESD from the drop-down menu.

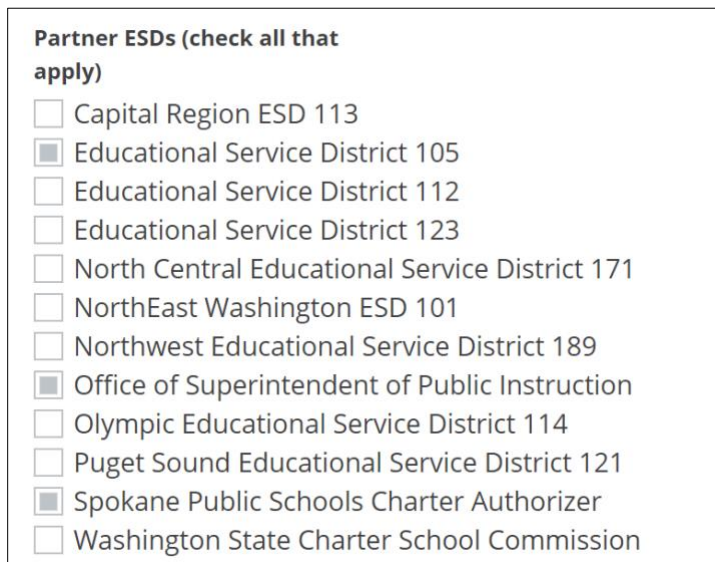


Host ESD

Please select ▼

Figure 27. The host ESD field in the Coordinator Intake Survey

8. Select all partner ESDs that apply.



Partner ESDs (check all that apply)

- ☐ Capital Region ESD 113
- ☒ Educational Service District 105
- ☐ Educational Service District 112
- ☐ Educational Service District 123
- ☐ North Central Educational Service District 171
- ☐ NorthEast Washington ESD 101
- ☐ Northwest Educational Service District 189
- ☒ Office of Superintendent of Public Instruction
- ☐ Olympic Educational Service District 114
- ☐ Puget Sound Educational Service District 121
- ☒ Spokane Public Schools Charter Authorizer
- ☐ Washington State Charter School Commission

Figure 28. Partner ESD options in the Coordinator Intake Survey

9. Select if the session meets STEM certification requirements.

Does this session meet STEM certification requirements?

Yes

Figure 29. Coordinator Intake Survey question about STEM sessions

If you choose **Yes**, select a facilitator from the drop-down menu or type a name into the **Other** field.

Does this session meet STEM certification requirements?

Yes

Who will facilitate this STEM session?

John Doe (Northwest Educational Service District 189)

Other (enter their name below)

Other STEM facilitators

Figure 30. Conditional question about STEM session facilitator

10. Choose all grade levels that apply.

What grade levels will you focus on in this professional learning experience?
(please check all that apply).

☐ N/A
 ☐ PreK
 ☐ K
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☒ 6
 ☒ 7
 ☒ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 12
 ☐ College or University

Figure 31. Grade level options in Coordinator Intake Survey

11. Select the name of the co-facilitator from the drop-down menu or type their name in the field below.

What is the name of the co-facilitator? (If applicable)

None ▼

Other (enter their name below)

Other co-facilitators

Figure 32. Co-facilitator name fields in Coordinator Intake Survey

12. Add the date of the professional learning experience. If the experience spans several days, enter the latest date.

**Date of the professional learning experience
(please include latest date if the experience took place over multiple days):***

08/10/2018

Figure 33. Date field in the Coordinator Intake Survey

13. Select if the session was a content-area Fellows session.

Is this session a Content-Area Fellows Session?

Yes ▼

Figure 34. Coordinator Intake Survey question about content area Fellows session

If you choose **Yes**, select the meeting number for the professional learning experience (e.g., Meeting 1, Meeting 2).

Is this session a Content-Area Fellows Session?

Yes ▾

If this is a meeting for Content Area Fellows, what is the meeting number for this professional learning experience?

Meeting 4 ▾

Please select

Meeting 1

Meeting 2

Meeting 3

Meeting 4

District Implementation Indicators of your Fellows Session? (please check all that apply)

Indicator #1: Equity and Access

Figure 35. Conditional question about the meeting number

14. You will have the option to select all District Implementation Indicators that apply.

Which of the following District Implementation Indicators was the focus of your Fellows Session? (please check all that apply)

☐ Indicator #1: Equity and Access

☐ Indicator #2: Management

☒ Indicator #3: Professional Learning for Teachers

☒ Indicator #4: Professional Learning for School Leaders

☐ Indicator #5: Instructional Materials

☐ Indicator #6: Assessments

☐ Indicator #7: School Structures

☒ Indicator #8: Internal Communication

☐ Indicator #9: Community Communication

☐ Indicator #10: Leadership Collaboration with Other Districts

☐ Indicator #11: Educator Collaboration Within and Across Districts

☐ Indicator #12: Partnerships with External Organizations

☐ Indicator #13: Student Outcomes

Figure 36. District Implementation Indicator options in Coordinator Intake Survey

15. Choose the delivery method from the drop-down menu.

What is the delivery method of the professional learning experience?

Please select ▼

- Please select
- In-person
- Online
- Job-embedded
- Blended online and in-person
- Other

Development hours conducted as part of this professional learning experience (series) (Enter a number between 0-100)

Figure 37. Delivery method options in Coordinator Intake Survey

16. Enter the number of professional development hours for the professional learning series.

Number of professional development hours conducted as part of this professional learning experience (series)
(Enter a number between 0-100)

12

Figure 38. Field for number of PD hours in Coordinator Intake Survey

17. Click **Submit** at the bottom of the page.

- ☐ Indicator #6: Assessments
- ☐ Indicator #7: School Structures
- ☒ Indicator #8: Internal Communication
- ☐ Indicator #9: Community Communication
- ☐ Indicator #10: Leadership Collaboration with Other Districts
- ☐ Indicator #11: Educator Collaboration Within and Across Districts
- ☐ Indicator #12: Partnerships with External Organizations
- ☐ Indicator #13: Student Outcomes

What is the delivery method of the professional learning experience?

Online ▼

Number of professional development hours conducted as part of this professional learning experience (series)
(Enter a number between 0-100)

12

Submit **Cancel**

Figure 39. Button to submit the completed Coordinator Intake Survey

A confirmation message appears.

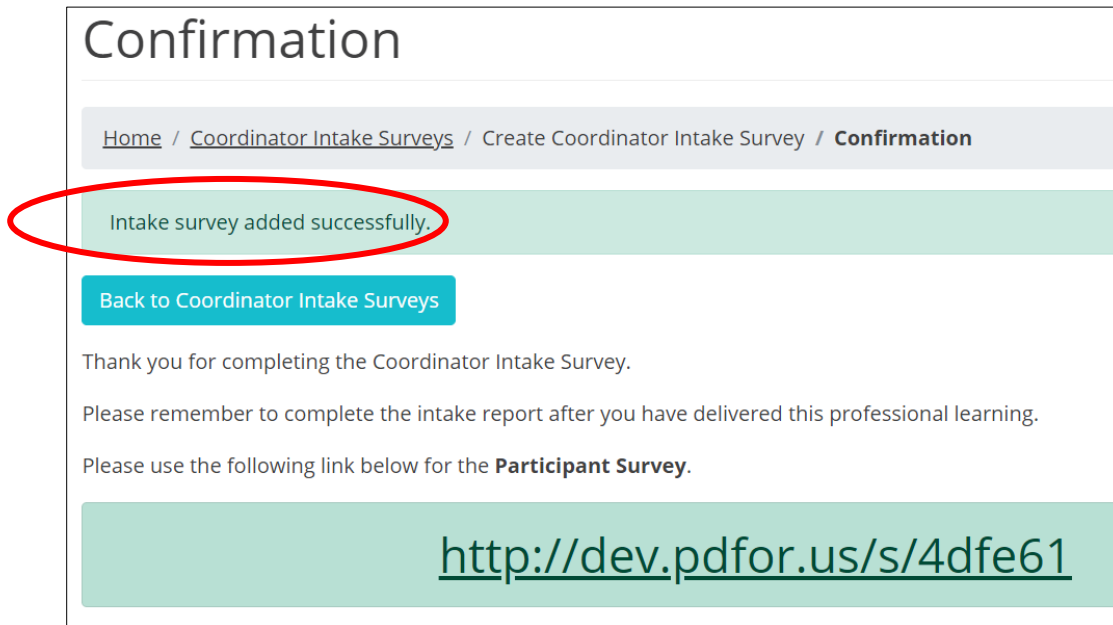


Figure 40. Confirmation message for Coordinator Intake Survey completion

If you chose to generate a Participant Survey, the confirmation page will include a link to the survey, which you can share with participants.

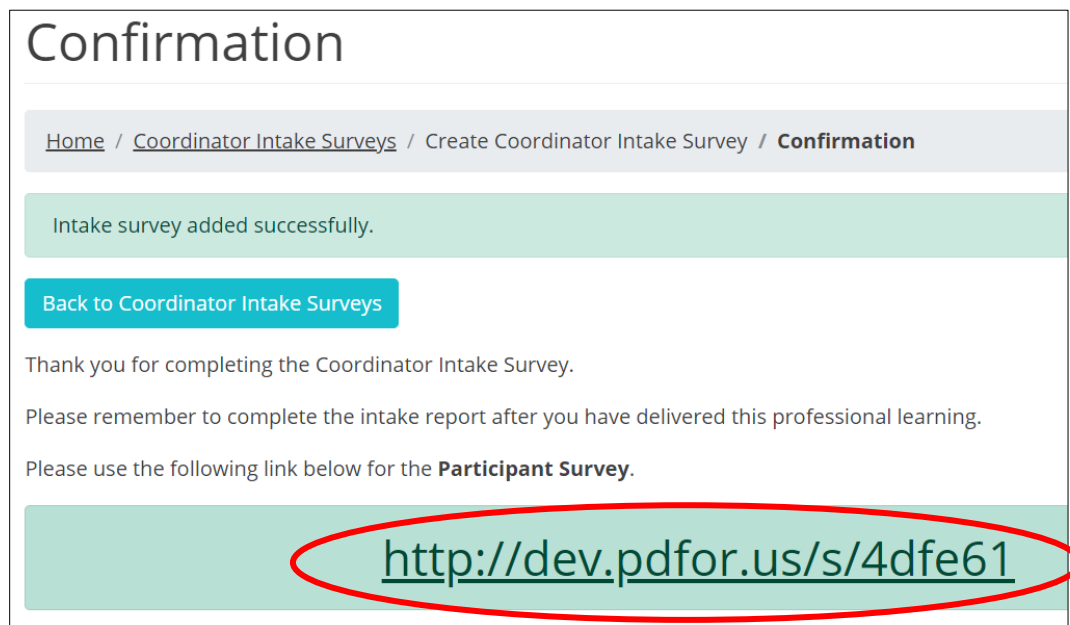


Figure 41. Shareable link to Participant Survey

To see an updated list of professional learning records, click **Back to Coordinator Intake Surveys**.

Confirmation

[Home](#) / [Coordinator Intake Surveys](#) / Create Coordinator Intake Survey / **Confirmation**

Intake survey added successfully.

Back to Coordinator Intake Surveys

Thank you for completing the Coordinator Intake Survey.

Please remember to complete the intake report after you have delivered this professional learning.

Please use the following link below for the **Participant Survey**.

<http://dev.pdfcor.us/s/4dfe61>

Figure 42. Link from the confirmation page to the Coordinator Intake Survey page

The **Coordinator Intake Surveys** page appears.

Coordinator Intake Surveys

[Home](#) / **Coordinator Intake Surveys**

[My Intake Surveys](#)
[Northwest Educational Service District 189](#)
[Math \(content area\)](#)

Start New Coordinator Intake Survey

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	February Professional Development John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

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Figure 43. The Coordinator Intake Survey page

Viewing Coordinator Intake Surveys

In addition to viewing a list of your own records, you can view other professional learning records for your ESD.

1. In the left navigation, choose **Coordinator Survey**.

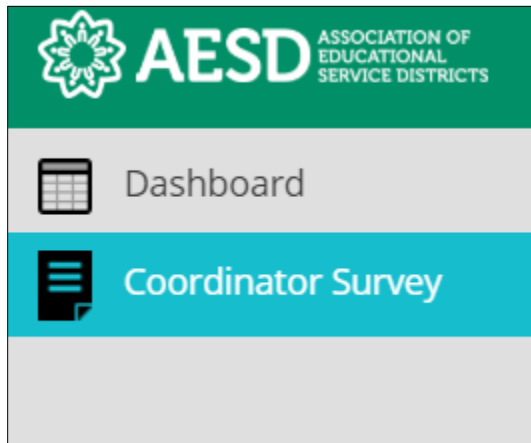


Figure 44. Left navigation

2. Select a tab to choose which professional learning records to view.
 - a. The first tab shows your own records.

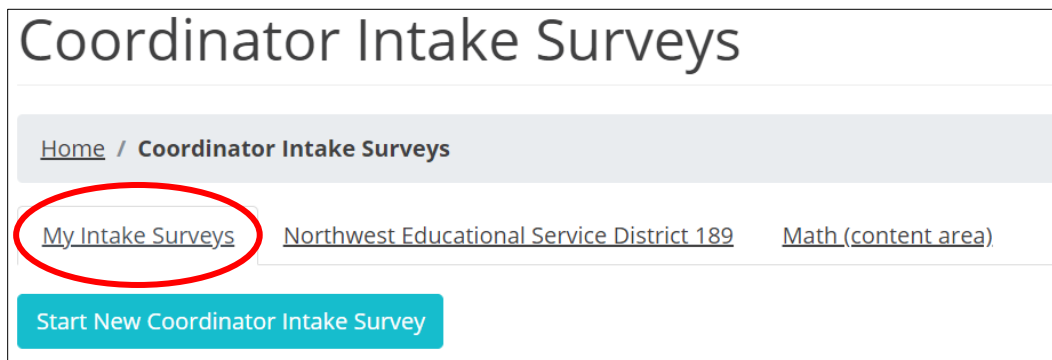


Figure 44. The My Intake Surveys tab

- b. The second tab shows records for your ESD.

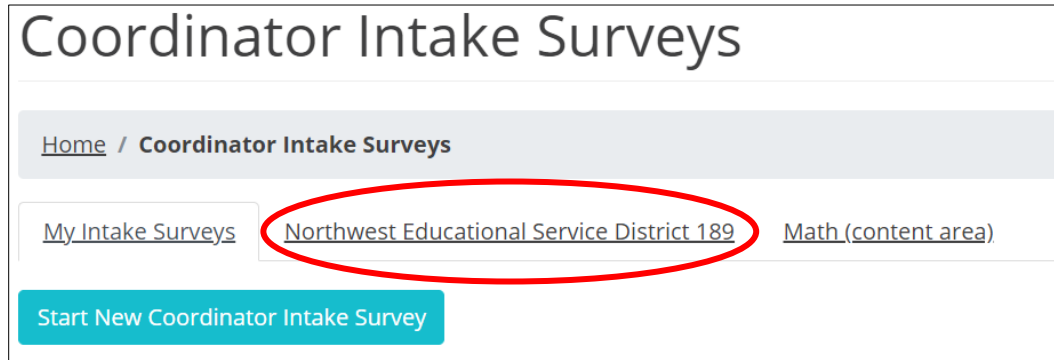


Figure 45. The tab for filtering results by ESD

- c. The following tab shows records for your content area, within your ESD.

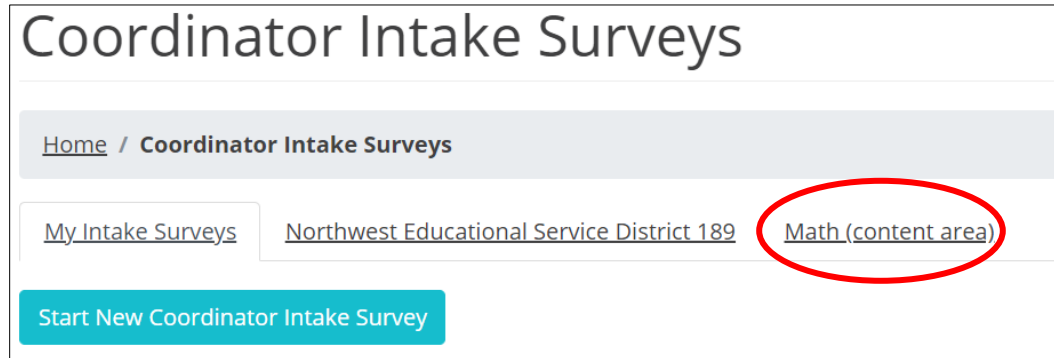


Figure 46. The tab for filtering results by content area

- d. The records are sorted chronologically. Click the arrows next to **Training Date** to view them in reverse chronological order.

Training Date	Session Name	Content Area
08/10/2018 John Doe	<u>February Professional Development</u>	English Language Arts
06/04/2018 John Doe	<u>Training.prep survey.</u>	Early Learning

Figure 47. The button for sorting records by training date

- e. Click the arrows to sort by session name or content area, in alphabetical order or reverse alphabetical order. The current sorting criteria is indicated by a white arrow. In the example below, the white arrow shows that the list is sorted by session name, in alphabetical order.

Training Date ↑↓	Session Name ↑	Content Area ↑↓
08/10/2018 John Doe	<u>February Professional Development</u>	English Language Arts
06/04/2018 John Doe	<u>Training.prep survey.</u>	Early Learning

Figure 48. The button for sorting records by session name

Viewing the Participant Survey Content

To see what kind of information the Participant Survey will gather about your professional development experience, preview the Participant Survey.

1. In the left navigation, choose **Coordinator Survey**.

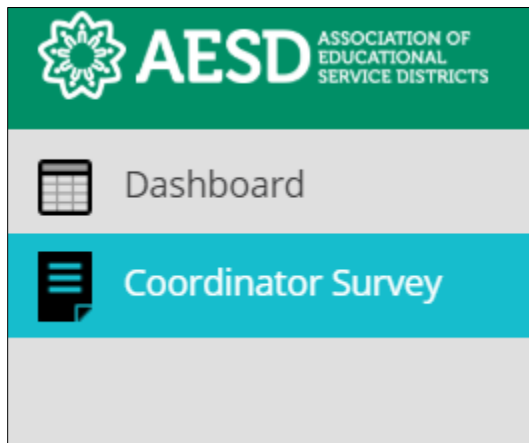


Figure 49. Left navigation

- In the **Participant Survey** column, click the **Survey** button in the row of the appropriate professional development record.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#) [Northwest Educational Service District 189](#) [Math \(content area\)](#)

[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	February Professional Development John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

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Figure 50. The button to view the Participant Survey

The Participant Survey for that professional learning experience appears.


AESD ASSOCIATION OF
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SERVICE DISTRICTS

Professional Development For Us

February Professional Development

AESD Professional Learning English Language Arts Survey

★ Required field

★ 1. Grade level(s) currently teaching/current role (please check all that apply)

<input type="checkbox"/> Pre-K	<input type="checkbox"/> 7
<input type="checkbox"/> K	<input type="checkbox"/> 8
<input type="checkbox"/> 1	<input type="checkbox"/> 9
<input type="checkbox"/> 2	<input type="checkbox"/> 10
<input type="checkbox"/> 3	<input type="checkbox"/> 11
<input type="checkbox"/> 4	<input type="checkbox"/> 12
<input type="checkbox"/> 5	<input type="checkbox"/> College or University
<input type="checkbox"/> 6	

Figure 51. The Participant Survey

Editing an Existing Coordinator Intake Survey

After completing the Coordinator Survey, you can edit your responses without altering the Participant Survey content.

1. In the left navigation, choose **Coordinator Survey**.

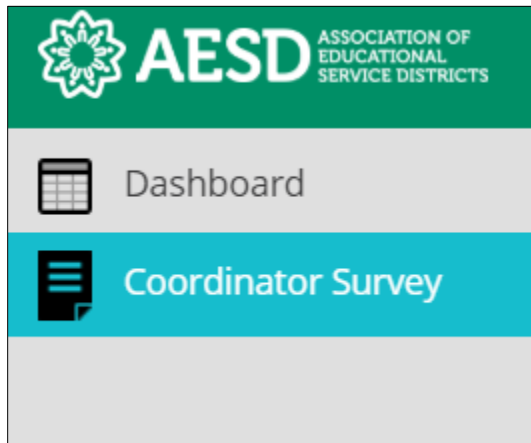


Figure 52. Left navigation

2. Click the course title in the column **Session Name** or click the **Edit** button in the far-right column to open and edit the Coordinator Intake Survey.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#)
[Northwest Educational Service District 189](#)
[Math \(content area\)](#)

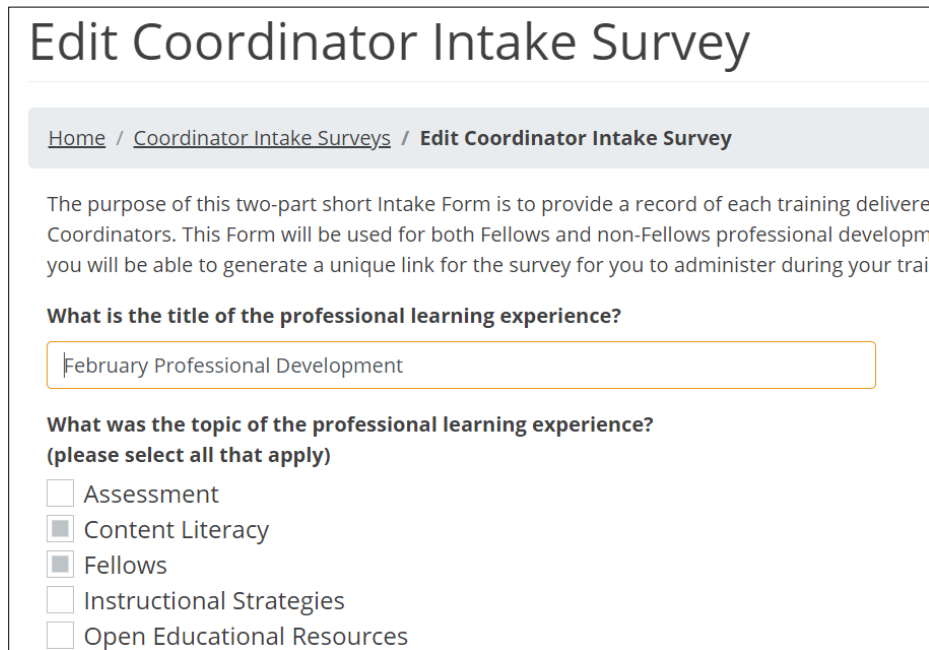
[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	<u>February Professional Development</u> John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	<u>Training prep survey</u> John Doe	Early Learning	Survey 1	Results

[Previous](#)
[1](#)
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Figure 53. Links to edit a Coordinator Intake Survey

The **Edit Coordinator Intake Survey** page appears.



Edit Coordinator Intake Survey

[Home](#) / [Coordinator Intake Surveys](#) / **Edit Coordinator Intake Survey**

The purpose of this two-part short Intake Form is to provide a record of each training delivered by Coordinators. This Form will be used for both Fellows and non-Fellows professional development. Once you have completed the form, you will be able to generate a unique link for the survey for you to administer during your training.

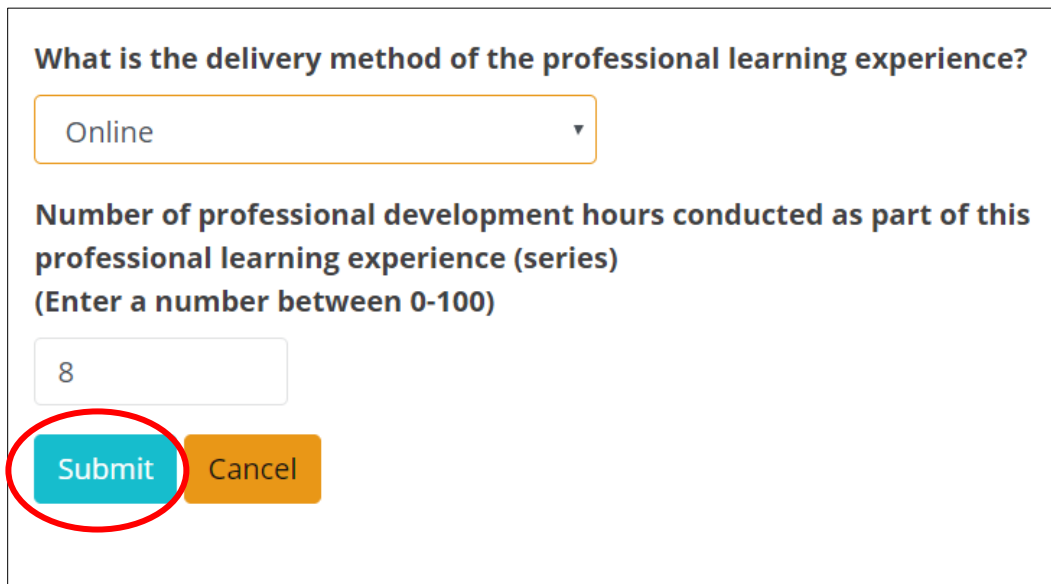
What is the title of the professional learning experience?

**What was the topic of the professional learning experience?
(please select all that apply)**

- ☐ Assessment
- ☒ Content Literacy
- ☒ Fellows
- ☐ Instructional Strategies
- ☐ Open Educational Resources

Figure 54. The Edit Coordinator Intake Survey page

- Once you've made your changes, click **Submit** at the bottom of the page



What is the delivery method of the professional learning experience?

**Number of professional development hours conducted as part of this professional learning experience (series)
(Enter a number between 0-100)**

Submit **Cancel**

Figure 55. The button to submit edits to the Coordinator Intake Survey

A confirmation message appears.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

Intake survey updated successfully. ×

[My Intake Surveys](#)
[Northwest Educational Service District 189](#)
[Math \(content area\)](#)

[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	February Professional Development John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

Figure 56. The confirmation message for an edited Coordinator Intake Survey

Finalizing the Coordinator Survey

After all participants have completed the Participant Survey, complete another short Coordinator Survey to finalize the record. Once the record is finalized, you can view the Participant Survey results.

1. In the left navigation, choose **Coordinator Survey**.

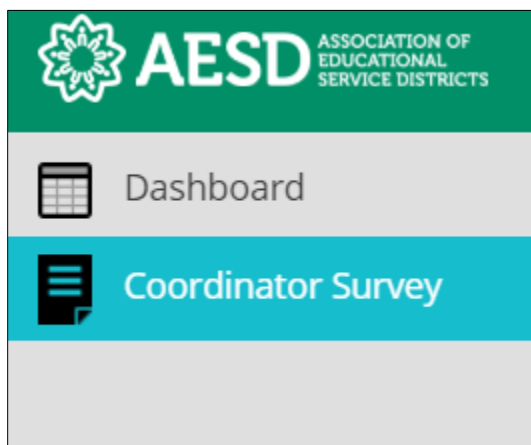


Figure 57. Left navigation

- Click **Finalize** in the row of the appropriate professional development record.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#) [Northwest Educational Service District 189](#) [Math \(content area\)](#)

[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	February Professional Development John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

[Previous](#) [1](#) [Next](#)

Figure 58. The link to finalizing the Coordinator Intake Survey

- Select if you provided participants with a survey.

Did you provide participants the OSPI-AESD feedback survey for your content area?

Yes ▼

Figure 59. The first question of the questionnaire to finalize the Coordinator Intake Survey

If you answered **No**, select a reason from the drop-down menu.

Did you provide participants the OSPI-AESD feedback survey for your content area?

No ▼

Why did you not provide participants the AESD feedback survey?

Please select a reason ▼

- Please select a reason
- Not appropriate for the audience or circumstance
- Too short of a session (less than 3 hours)
- Internet related issues
- I ran out of time/forgot

Figure 60. The conditional question on reasons for not providing the Participant Survey

4. Add the estimated number of participants.

What was the total number of participants? (Please provide your best estimate.)

15

Figure 61. Number of participants field in the questionnaire for finalizing the Coordinator Intake Survey

5. Provide any comments or notes about the session. If you do not have any comments, type “N/A” in the comment box.

Do you have any comments or notes about the session that would be helpful for data analysis? For example, you can let us know about mistakes participants made when completing the survey (several of them selected the wrong workshop title or wrong date). (Type N/A if you do not have any comments.)

N/A

Figure 62. Additional comments field in the questionnaire for finalizing the Coordinator Intake Survey

6. Click **Submit**.

Did you provide participants the OSPI-AESD feedback survey for your content area?

Yes ▼

What was the total number of participants? (Please provide your best estimate.)

15

Do you have any comments or notes about the session that would be helpful for data analysis? For example, you can let us know about mistakes participants made when completing the survey (several of them selected the wrong workshop title or wrong date). (Type N/A if you do not have any comments.)

N/A

Submit Cancel

Figure 63. Link to submit responses to finalize the Coordinator Intake Survey

The **Coordinator Intake Survey Results** page with a confirmation message at the top.

Coordinator Intake Survey Results

[Home](#) / [Coordinator Intake Surveys](#) / **Results**

Intake survey finalized successfully.

[Back to Coordinator Intake Surveys](#) [View Summary Results](#) [View Survey](#)

Coordinator Intake Survey

February Professional Development
John Doe
August 10, 2018

Figure 64. Confirmation message for finalization of the Coordinator Intake Survey

Viewing Results

You can view the summarized results of your Participant Survey once you have finalized the Coordinator Intake Survey.

1. In the left navigation, choose **Coordinator Survey**.

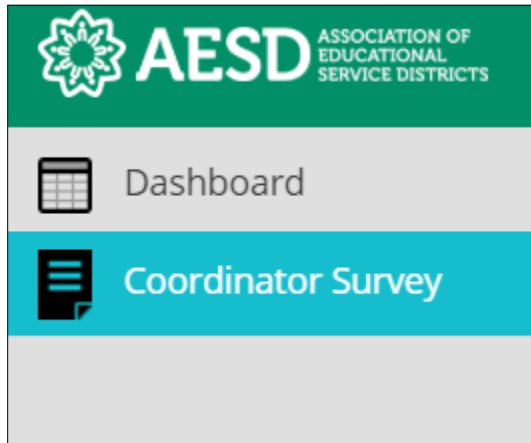


Figure 65. Left navigation

2. Click **Results** in the row of the appropriate professional development record.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#) [Northwest Educational Service District 189](#) [Math \(content area\)](#)

[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	February Professional Development John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

[Previous](#) [1](#) [Next](#)

Figure 66. Link to Participant Survey results

The **Coordinator Intake Survey Results** page appears.

Figure 67. Results page

3. Click **View Survey** to see the Participant Survey.

Figure 68. Link to view Participant Survey

The Participant Survey appears.

(PREVIEW) AESD Professional Learning English Language Arts Survey

★ 1. Grade level(s) currently teaching/current role (please check all that apply)

<input type="checkbox"/> Pre-K	<input type="checkbox"/> 7
<input type="checkbox"/> K	<input type="checkbox"/> 8
<input type="checkbox"/> 1	<input type="checkbox"/> 9
<input type="checkbox"/> 2	<input type="checkbox"/> 10
<input type="checkbox"/> 3	<input type="checkbox"/> 11
<input type="checkbox"/> 4	<input type="checkbox"/> 12
<input type="checkbox"/> 5	<input type="checkbox"/> College or University
<input type="checkbox"/> 6	

★ 2. Are you a Fellow?

☐ Yes
☐ No
☐ Fellow Emeritus

★ 3. What is your current role? (Check all that apply.)

<input type="checkbox"/> Building Administrator
<input type="checkbox"/> Counselor
<input type="checkbox"/> District Administrator
<input type="checkbox"/> Instructional Coach
<input type="checkbox"/> Librarian

Figure 69. The Participant Survey

4. Click View Summary Results to jump to the summarized survey data.

Coordinator Intake Survey Results

[Home](#) / [Coordinator Intake Surveys](#) / **Results**

[Back to Coordinator Intake Survey](#) [View Summary Results](#) [View Survey](#)

Figure 70. Link to summarized Participant Survey results

The summarized Participant Survey results appear.

As a result of participating in this Professional Learning Experience, I have broadened/deepened my existing knowledge of:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Addressed
a) The content area.	2 100%	0 0%	0 0%	0 0%	0 0%
b) Research based instructional practices.	0 0%	1 50%	1 50%	0 0%	0 0%
c) Instructional practices to make learning experiences more inclusive for students of color.	1 50%	0 0%	1 50%	0 0%	0 0%
d) Instructional practices to make learning experiences more inclusive for English language learners.	0 0%	2 100%	0 0%	0 0%	0 0%
e) Instructional practices to make learning experiences more inclusive for students with disabilities.	2 100%	0 0%	0 0%	0 0%	0 0%
f) A range of assessments and/or resources across the educational system such as state, local and/or classroom assessments.	0 0%	1 50%	0 0%	1 50%	0 0%
g) How to share this session's information with others (teachers, administrators, parents).	1 50%	0 0%	0 0%	0 0%	1 50%

Figure 71. An example of summarized Participant Survey results

Frequently Asked Questions

What should I do if I forgot my password?

1. Go to the database login page at <https://pdfor.us>. Click **Reset Password**.

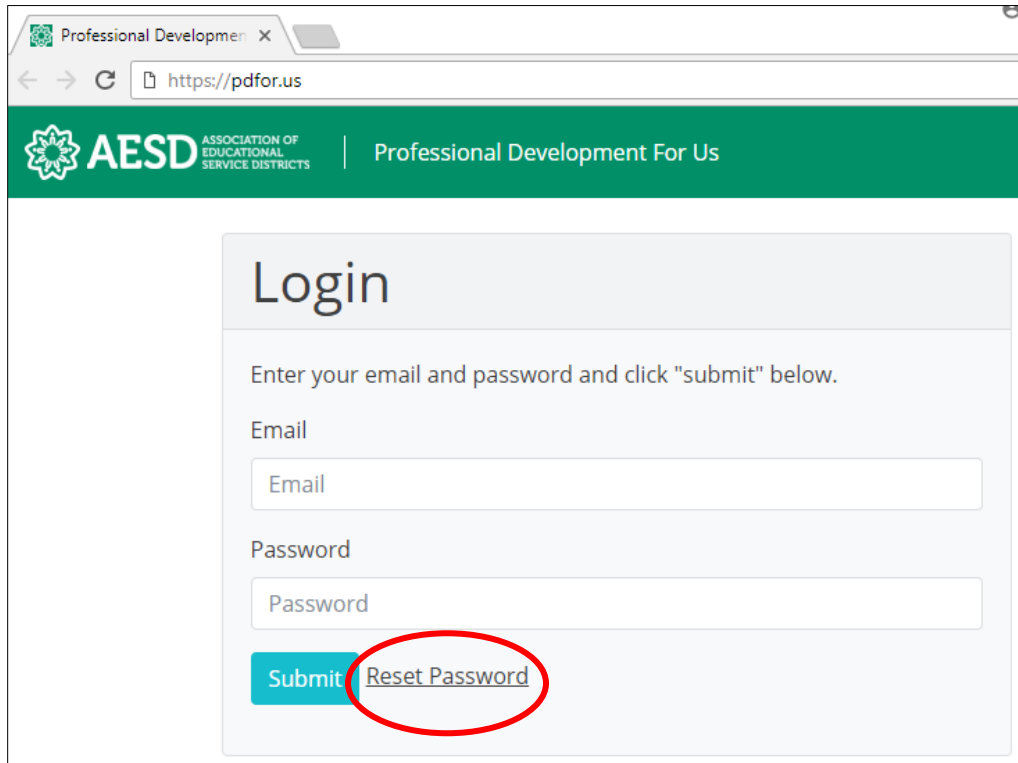


Figure 72. The reset password link on the login page

2. Enter your email address in the **Recover Password** page.

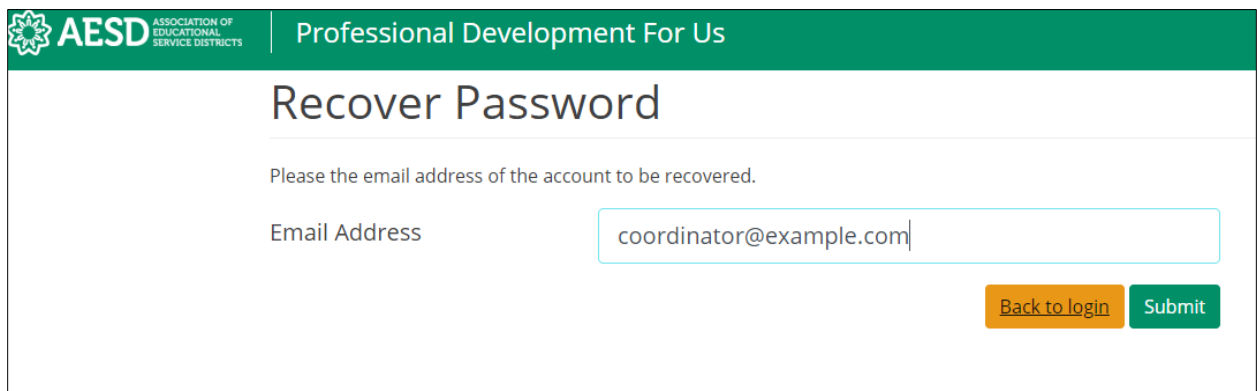


Figure 73. The Recover Password page

3. Click **Submit**.

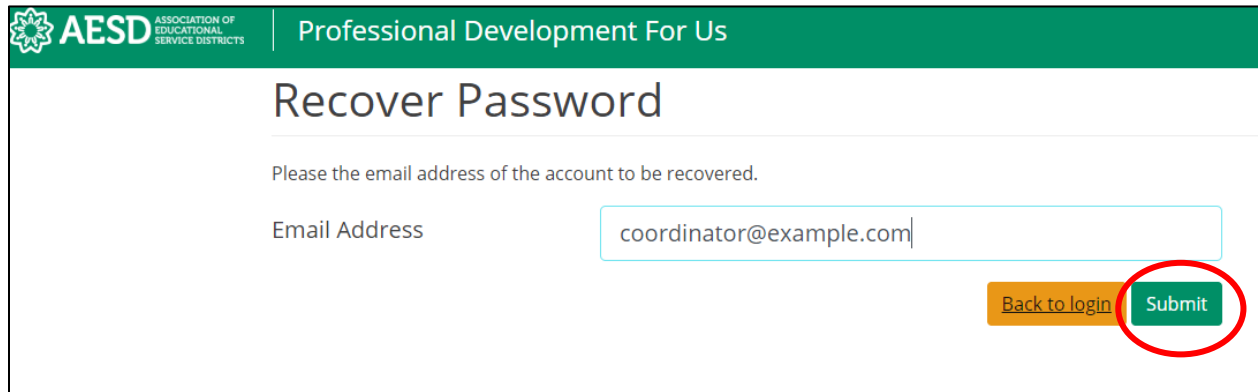


Figure 74. The button to submit a password recovery request

A confirmation message appears stating that password recovery instructions have been emailed to you.

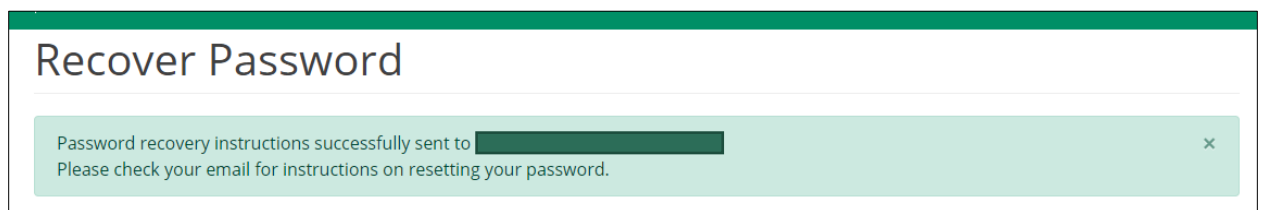


Figure 75. Confirmation message for a password recovery request

4. Look for the password recovery email in your inbox. If you don't see it, check your junk or spam folder.

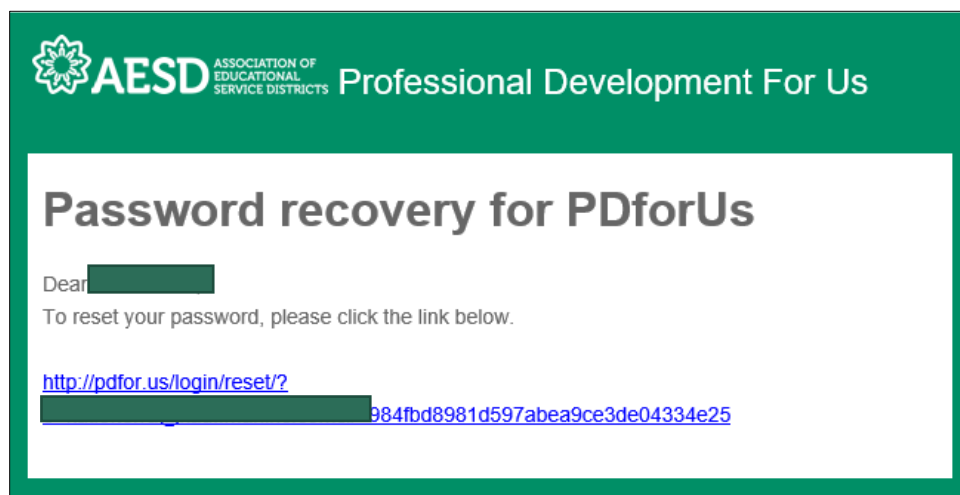


Figure 76. Password recovery email

- Follow the link in the email. You'll arrive at the **Reset Password** page.

Reset Password

Please your new password below.

Email Address

New Password

Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.

Confirm New Password

[Back to login](#)

Figure 77. Reset Password page

- Type in a new password. Be sure that it is at least 8 characters and includes at least one uppercase letter, one lowercase letter, one number, and one special character. Retype your password in the **Confirm New Password** field.

Reset Password

Please your new password below.

Email Address

New Password

Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.

Confirm New Password

[Back to login](#)

Figure 78. New password fields

7. Click **Submit**.

Reset Password

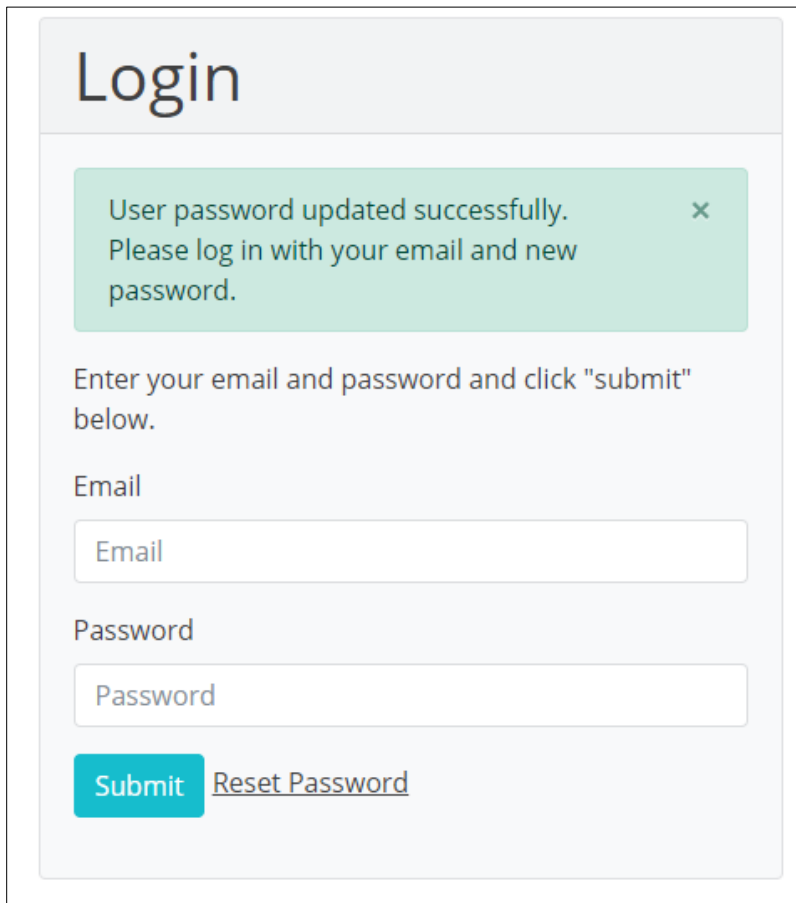
Please your new password below.

Email Address	<input type="text" value="coordinator@example.com"/>
New Password	<input type="password" value="....."/>
<p><i>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</i></p>	
Confirm New Password	<input type="password" value="....."/>

[Back to login](#)[Submit](#)

Figure 79. Button to submit a new password

Once your password is updated, the Login page appears with a confirmation message.



The screenshot shows a web page titled "Login". At the top, there is a green notification box with a close button (X) that reads: "User password updated successfully. Please log in with your email and new password." Below this, the text says "Enter your email and password and click 'submit' below." There are two input fields: "Email" and "Password". At the bottom, there is a blue "Submit" button and a link that says "Reset Password".

Figure 80. Confirmation message for updated password

You'll also receive an email confirming that your password was changed.

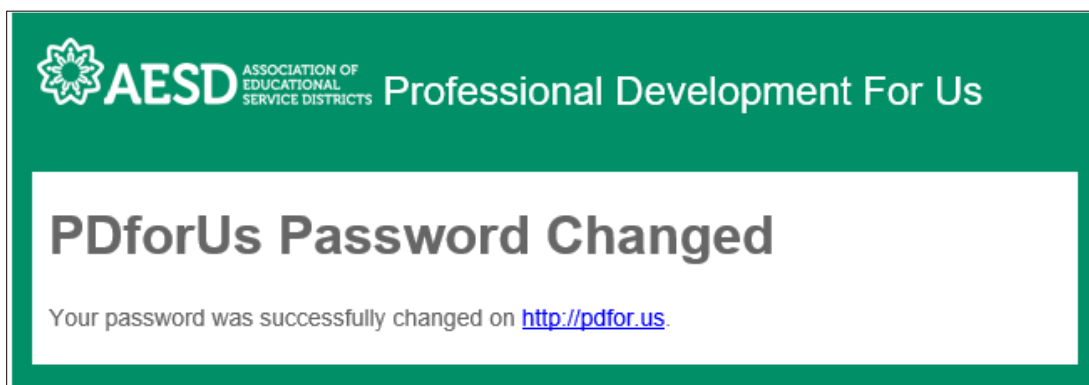


Figure 81. Confirmation email for updated password

How do I change my username or password?

1. From the dashboard, select **My Profile** near the top of the page.

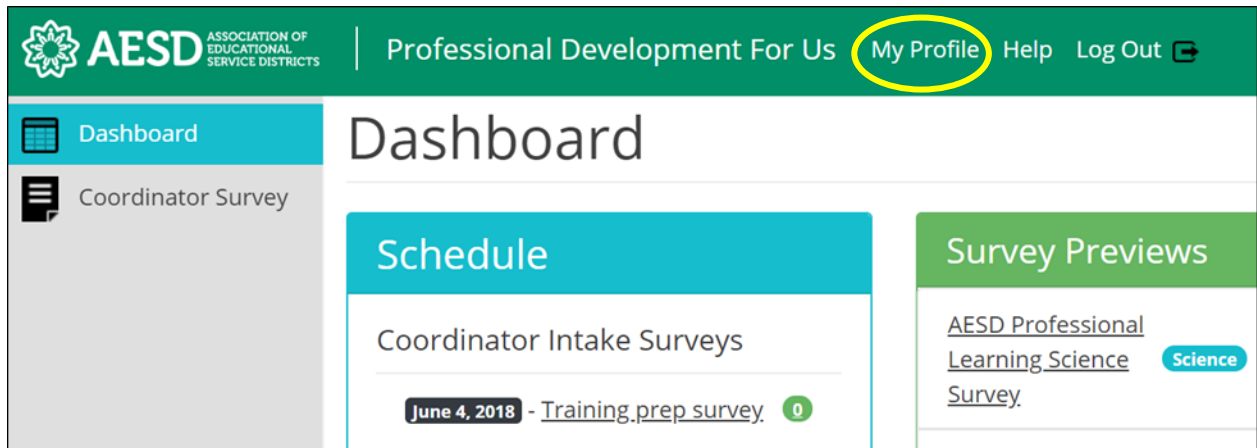


Figure 82. Link to the user profile from the dashboard

2. Your profile information appears. Click **Edit**.

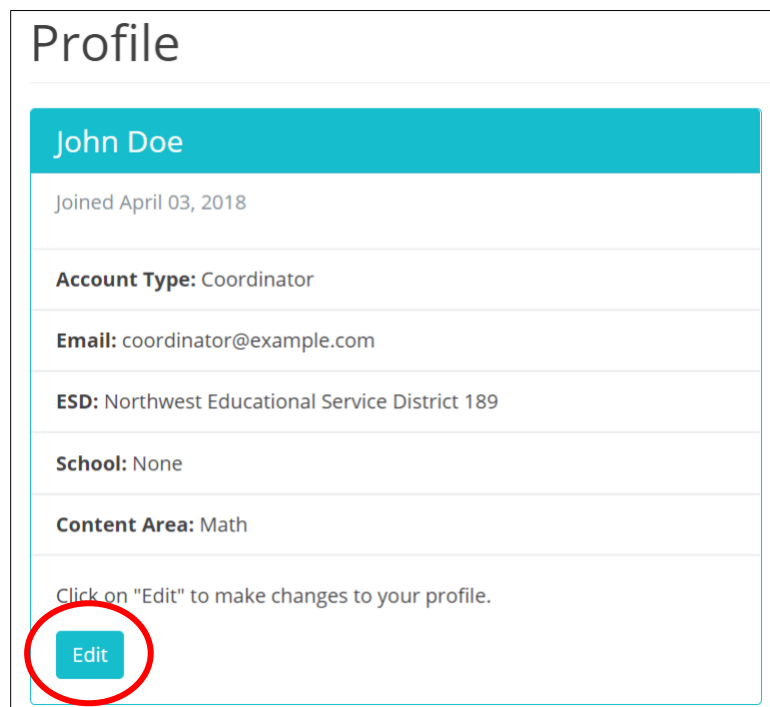
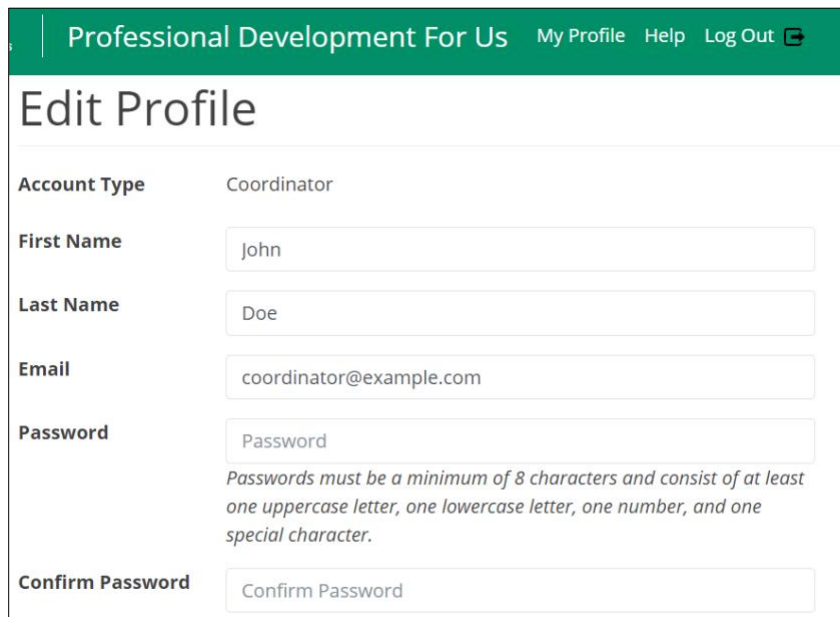


Figure 83. An example user profile

The **Edit Profile** page appears, where you can edit your email address or change your password.



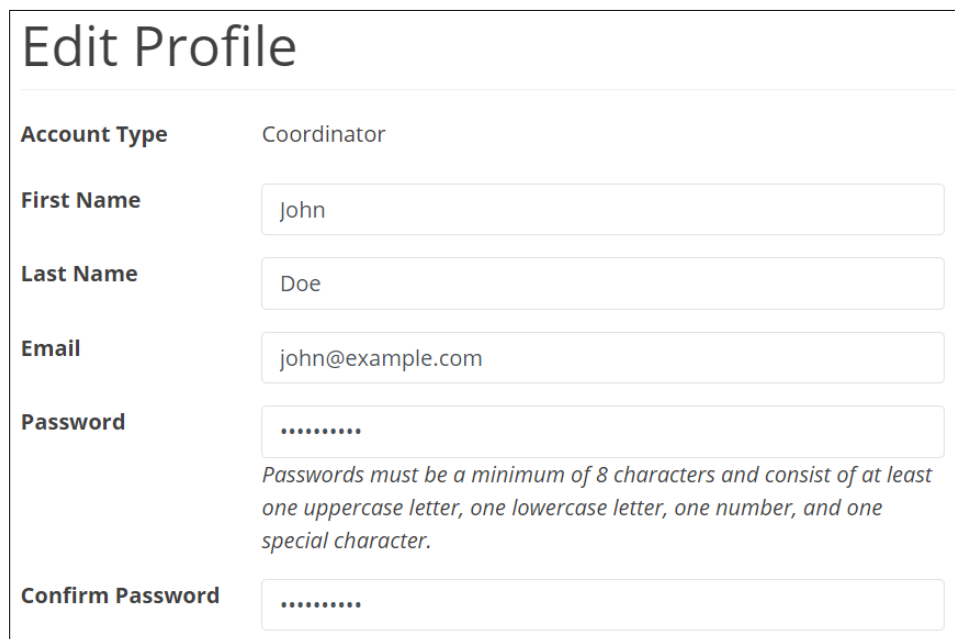
The screenshot shows the 'Edit Profile' page with a green header bar containing 'Professional Development For Us', 'My Profile', 'Help', and 'Log Out'. The main content area has a title 'Edit Profile' and several form fields: 'Account Type' (Coordinator), 'First Name' (John), 'Last Name' (Doe), 'Email' (coordinator@example.com), 'Password' (Password), and 'Confirm Password' (Confirm Password). A password requirement note is displayed below the password field.

Account Type	Coordinator
First Name	John
Last Name	Doe
Email	coordinator@example.com
Password	Password
Confirm Password	Confirm Password

Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.

Figure 84. The Edit Profile page

3. Edit your email address or password as needed. If you edit your password, be sure that your new password is at least 8 characters and includes at least one uppercase letter, one lowercase letter, one number, and one special character. Retype your password in the **Confirm Password** field.



The screenshot shows the 'Edit Profile' page with the same header and title as Figure 84. The form fields are: 'Account Type' (Coordinator), 'First Name' (John), 'Last Name' (Doe), 'Email' (john@example.com), 'Password' (.....), and 'Confirm Password' (.....). The password requirement note is still present.

Account Type	Coordinator
First Name	John
Last Name	Doe
Email	john@example.com
Password
Confirm Password

Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.

Figure 85. Updated fields on the Edit Profile page

4. Click **Submit**.

Edit Profile

Account Type	Coordinator
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="john@example.com"/>
Password	<input type="password" value="....."/>
<small>Passwords must be a minimum of 8 characters and consist of at least one uppercase letter, one lowercase letter, one number, and one special character.</small>	
Confirm Password	<input type="password" value="....."/>
ESD	Northwest Educational Service District 189
School	None
Content Area	Math
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 86. Link to submit updated username or password

A confirmation message appears.

Profile

User profile updated successfully.

John Doe

Joined April 03, 2018

Account Type: Coordinator

Email: john@example.com

ESD: Northwest Educational Service District 189

School: None

Content Area: Math

Figure 87. Confirmation of updated profile

Who can access the surveys and reports?

Multiple user types have access to PDforUs, including Coordinator, Assistant Superintendent, Superintendent, Administrative Assistant, and OSPI User. Coordinators can see survey results for their own professional development activities and those within their ESD, and school administrators can see results for their own surveys and those within their school.

When should I complete my Coordinator Intake Survey?

Complete the Coordinator Intake Survey in two parts.

1. Complete the first portion of the survey before your professional development activity to generate a unique link for the Participant Survey. For more information on how to do this, see [Starting a New Coordinator Intake Survey](#).
2. Finalize the Coordinator Intake Survey once you have administered the Participant Survey following the training. For more information on how to do this, see [Finalizing the Coordinator Survey](#).

I completed a Coordinator Intake Survey last week. How can I find the link to the participant survey so I can share it with participants?

1. In the left navigation, choose **Coordinator Survey**.

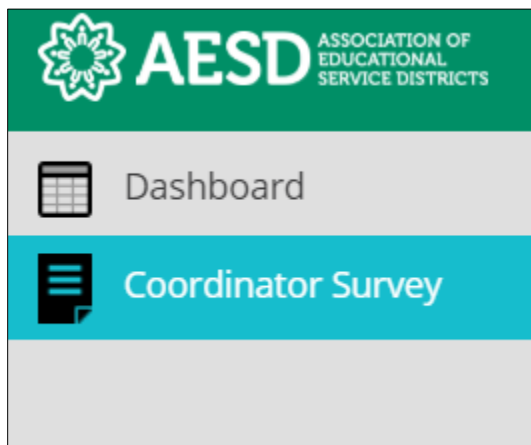


Figure 88. Left navigation

2. In the **Participant Survey** column, click the **Survey** button in the row of the appropriate professional development record.

Coordinator Intake Surveys

[Home](#) / [Coordinator Intake Surveys](#)

[My Intake Surveys](#) [Northwest Educational Service District 189](#) [Math \(content area\)](#)

[Start New Coordinator Intake Survey](#)

Training Date	Session Name	Content Area	Participant Survey	Coordinator Survey
08/10/2018	February Professional Development John Doe	English Language Arts	Survey 0	Edit Finalize
06/04/2018	Training prep survey John Doe	Early Learning	Survey 1	Results

[Previous](#) [1](#) [Next](#)

Figure 89. The button to view the Participant Survey

A new window appears with a preview of the survey.

Professional Development x Professional Development x

Secure | <https://pdfor.us/s/141754>

AESD ASSOCIATION OF
EDUCATIONAL
SERVICE DISTRICTS | Professional Development For Us

Test4

AESD Professional Learning EL Survey

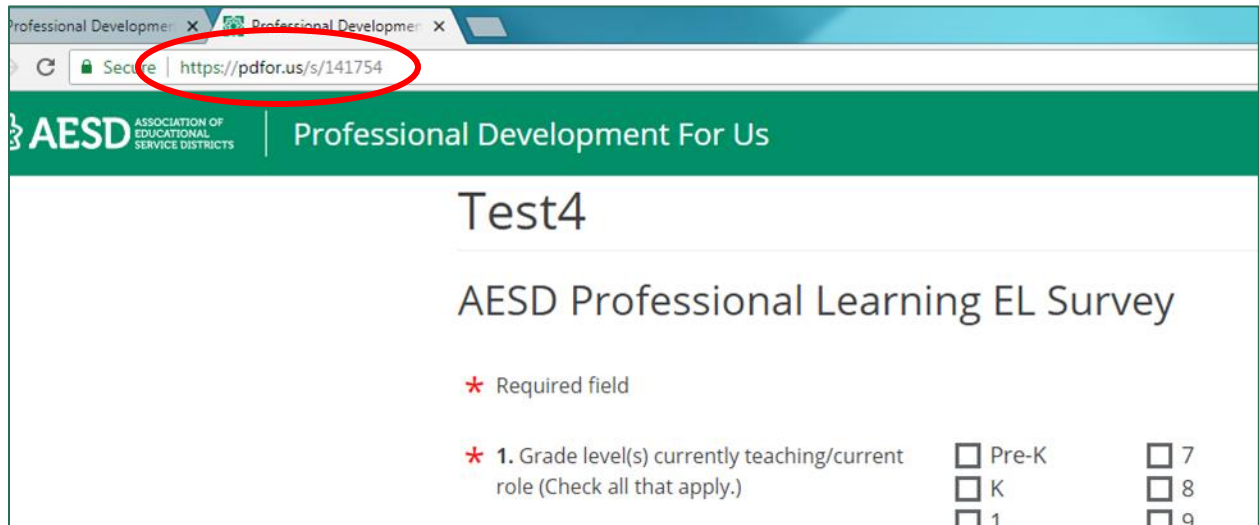
★ Required field

★ 1. Grade level(s) currently teaching/current role (Check all that apply.)

<input type="checkbox"/> Pre-K	<input type="checkbox"/> 7
<input type="checkbox"/> K	<input type="checkbox"/> 8
<input type="checkbox"/> 1	<input type="checkbox"/> 9

Figure 90. New participant survey window

- Copy the URL shown in the new window and share it with participants.



Professional Development x Professional Development x

Secure | <https://pdfor.us/s/141754>

AESD ASSOCIATION OF
EDUCATIONAL
SERVICE DISTRICTS | Professional Development For Us

Test4

AESD Professional Learning EL Survey

★ Required field

★ 1. Grade level(s) currently teaching/current role (Check all that apply.)

☐ Pre-K ☐ 7
☐ K ☐ 8
☐ 1 ☐ 9

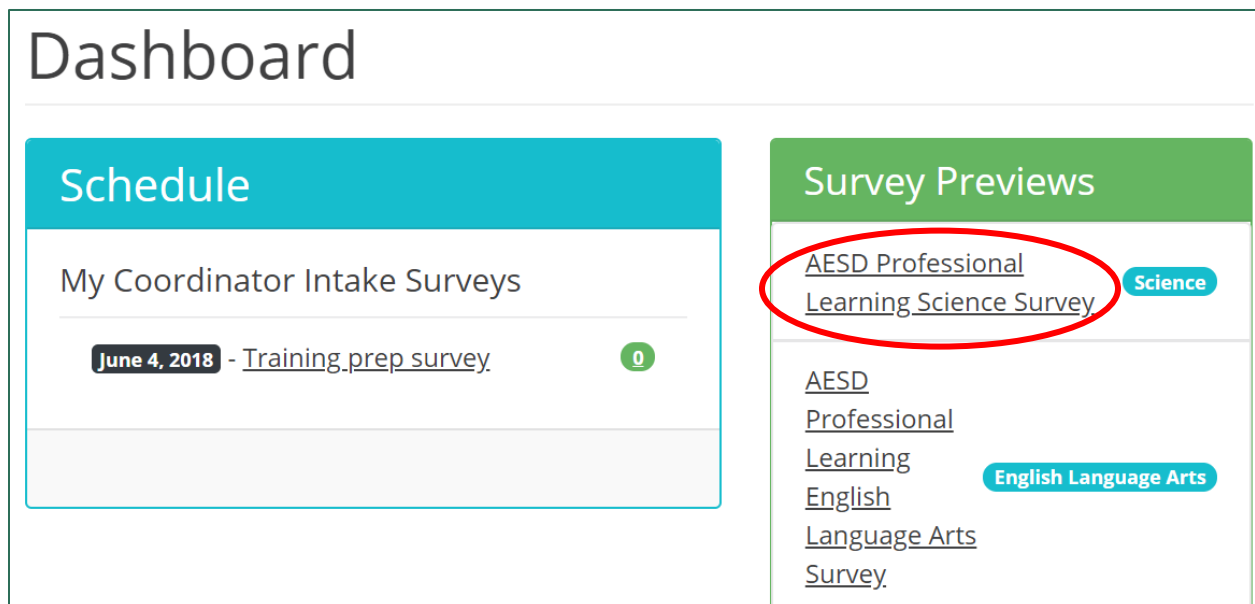
Figure 91. URL for participant survey

When should I provide the survey if my professional development activity takes place over multiple days?

Administer the Participant Survey on the final day of the training.

Where can I find copies of the Participant Surveys?

There is a different Participant Survey template for each content area. Preview a content area survey from the Dashboard by clicking the survey name under **Survey Previews**.



Dashboard

Schedule

My Coordinator Intake Surveys

June 4, 2018 - [Training prep survey](#) 0

Survey Previews

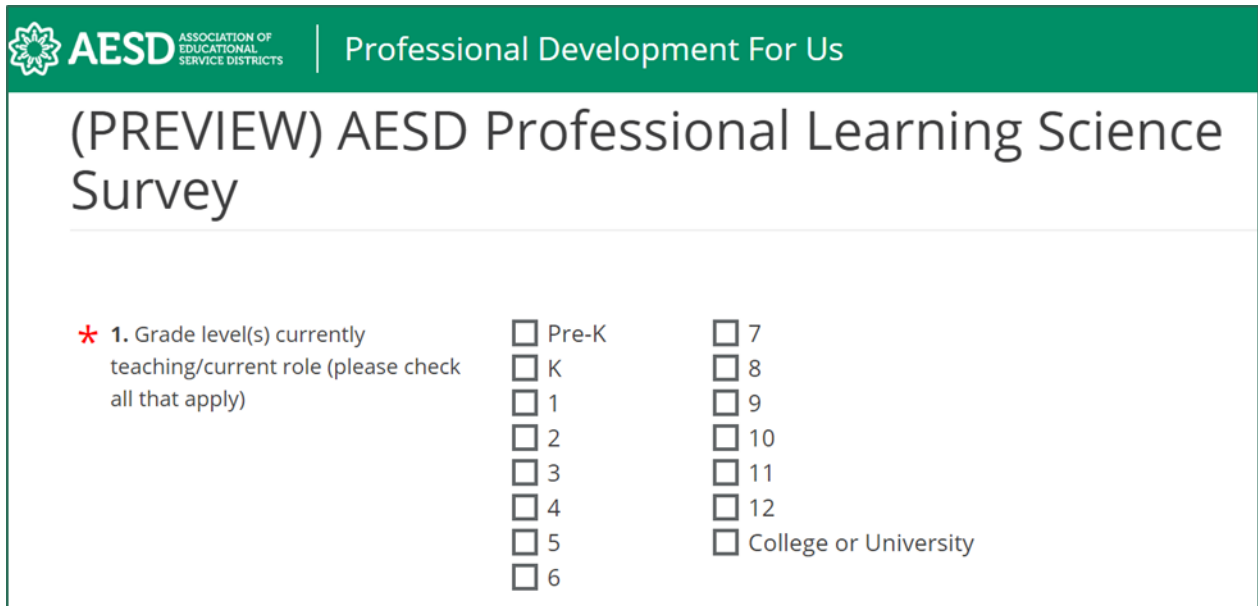
[AESD Professional Learning Science Survey](#) Science

[AESD Professional Learning English Language Arts Survey](#) English Language Arts

[AESD Professional Learning English Language Arts Survey](#)

Figure 92. Option to preview content area surveys

A preview of the content area survey appears.



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SERVICE DISTRICTS | Professional Development For Us

(PREVIEW) AESD Professional Learning Science Survey

★ 1. Grade level(s) currently teaching/current role (please check all that apply)

<input type="checkbox"/> Pre-K	<input type="checkbox"/> 7
<input type="checkbox"/> K	<input type="checkbox"/> 8
<input type="checkbox"/> 1	<input type="checkbox"/> 9
<input type="checkbox"/> 2	<input type="checkbox"/> 10
<input type="checkbox"/> 3	<input type="checkbox"/> 11
<input type="checkbox"/> 4	<input type="checkbox"/> 12
<input type="checkbox"/> 5	<input type="checkbox"/> College or University
<input type="checkbox"/> 6	

Figure 93. The AESD Professional Learning Science Survey

To preview a Participant Survey you created for a specific professional development activity, follow the steps in [Viewing the Participant Survey Content](#).

How can I request revisions to the Participant Survey content, such as the addition of a certain question?

All of the survey content went through review and user testing. If you have recommendations for improvements, contact Hilary Loeb at 425-917-7603 or hloeb@psed.org. She will review requests with the contractor who developed the database and the AESD Assistant Superintendent Champion to determine if they are feasible.

How can I get a QR code for a survey link?

There are several free online services for creating QR codes. Find a website or app for QR code creation by doing an online search for “Generate QR Codes.” Once you have created a QR code, check to make sure it works before sharing it with participants.

Why don’t I have the option to view the results of my Participant Surveys?

To see results from the surveys your participants completed, first finalize the professional development record. See the [Finalizing the Coordinator Survey](#) section of this document for more information on how to finalize the record.

How should I indicate the number of participants in the training if the number of participants varied across several days?

Provide your best estimate of how many unique participants attended. For example, if 14 people participate on the first day of a 2-day training and 12 of the same people participate on the second day, indicate that 14 people participated in the training.

Will there be a special WaKIDS 101 survey?

Select **Early Learning** as the primary content area in the **Start Coordinator Intake Survey** form when you provide the WaKIDS 101 training. There are specific questions about WaKIDS on the Early Learning survey.

What is the primary content area of the professional learning experience?

<input checked="" type="radio"/> Early Learning
<input type="radio"/> English Language Arts
<input type="radio"/> Math
<input type="radio"/> Science
<input type="radio"/> STEM

Figure 94. Primary content area options for the Coordinator Intake Survey

Support for PDforUs System

This database is managed by the Puget Sound Educational Service District (PSESD). If you have any questions about this website, you may contact the administrators:

- Cassandra O’Francia, Program Specialist, Strategy, Evaluation and Learning, PSESD
425-917-7846, cofrancia@psed.org
- Hilary Loeb, Director, Strategy, Evaluation and Learning, PSESD
425-917-7603, hloeb@psed.org

This database was built as part of the OSPI/AESD Professional Learning Network Evaluation. To learn more about the network evaluation, visit <https://www.waesd.org/aesd-professional-learning-network/evaluation/>