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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. **Coordinator Surveys** gather information from the coordinators about the courses, such as the content area(s) covered and who facilitates them.

b. **Participant Surveys** collect feedback about the course from the course participants.

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.

The system also tracks **Action Plans**, which Fellows create to effect positive change and ultimately improve learning in their school, district, or organization. This user guide explains how to navigate Coordinator Surveys, Participant Surveys, and Action Plans.
Setting up Your Account

To use the Professional Development for Us (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.


2. Choose an account type from the drop-down menu.
3. Enter your first and last name, organization, title, and email address. Organization and title are not required.

![Registration Form](image)

* Account Type: Coordinator
* First Name: Jane
* Last Name: Coordinator
  
  Organization: An Amazing School
  
  Title: An Amazing Educator
  
  Email: janecoordinator@example.com

*Figure 3. Name, organization, title, and email fields on the Registration page*

4. Enter a password that is 8 or more characters long with at least one uppercase letter, one lowercase letter, one number, and one special character (such as ! @ # $).

5. Retype your password to confirm it.

![Password Form](image)

*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 Password*

*Figure 4. Password fields on the Registration page*
6. Select your ESD, school, and content area. School and content area are not required.

![Registration Form](image)

*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.

![Completed Registration Form](image)

*Figure 6. A completed registration form*
A confirmation message appears.

Figure 7. Confirmation page for new user registration

8. You will receive an email 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, view the results of the Participant Surveys, and view and edit Action Plans.

Logging in

Log in to the PDforUs system using the email address and password you provided when you registered.

1. Go to https://pdfor.us

![PDforUs Login page](image-url)
2. Enter the email address and password you chose when you registered.
3. Click **Submit**.

![Completed login form](image)

**Figure 10. A completed login form**

The dashboard appears.

![Dashboard](image)

**Figure 11. The PDforUs dashboard**
Editing your profile

Your profile may include information about you, such as your name, email address, 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.

![Dashboard](image)

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

You can now view your profile.

![Profile](image)

*Figure 13. An example user profile*
2. To make changes to your information, click **Edit**.

![Profile](image1.png)

**Figure 14. The button to edit a user profile**

The **Edit Profile** page appears.

![Edit Profile](image2.png)

**Figure 15. The Edit Profile page**
3. Edit your name, organization, title, 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.

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](image)

**Figure 17. Buttons to submit or cancel edits to your user profile**

A confirmation message appears.

![Profile](image)

**Figure 18. Confirmation of updates to profile**
Creating Coordinator Surveys

Coordinator Surveys gather information from the Coordinators about the professional development that they provide. 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 provide their feedback, you’ll need to 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.

Coordinators should enter all professional development activities they deliver into the PDForUS database, even if they do not administer a participant survey. The coordinators determine the appropriate time to distribute participant surveys. Whenever completing formal training or ongoing educator support that exceeds 3 hours, coordinators are encouraged to use participant surveys.

Starting a New Coordinator Survey

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

1. In the left navigation of https://pdfor.us, choose Coordinator Survey.

![Left navigation](Figure 19. Left navigation)
The **Coordinator Intake Surveys** page appears.

![Coordinator Intake Surveys page](image)

**Figure 20. Coordinator Intake Surveys page**

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

![Start New Coordinator Intake Survey](image)

**Figure 21. The button to start a new Coordinator Survey**
The **Start Coordinator Intake Survey** page appears.

![Start Coordinator Intake Survey](image)

The purpose of this two-part short Intake Form is to provide a record of each training delivered by OSPI-AESD Center professional development activities. By completing Part One, you will be able to generate a unique link for the survey.

Coordinators should enter in all activities to PDfor.us on the Coordinator Survey related to the professional development opportunities to determine when it is appropriate to prompt their participants to complete a survey following whenever competing formal training or ongoing educator support exceeding three hours.

**What is the title of the professional learning experience?**

- [ ] title of the professional learning experience

**What type of professional development will you provide?**

- Please select
- [ ] Other (Please Specify)
  - [ ] Other

**Generate a participant survey?**

- [ ] Yes

---

**Figure 22. The Start Coordinator Intake Survey page**

3. Enter the title of the professional learning experience.

![Select Title](image)

**What is the title of the professional learning experience?**

- [ ] February Professional Development

---

**Figure 23. The title field of the Coordinator Survey**
4. Select the type of professional development you will provide from the drop-down menu.

![Image of professional development type options]

*Figure 24. Professional development type options in the Coordinator Survey*

If none of the items in the professional development type drop-down menu apply, please type an answer into the **Other (Please Specify)** field.

![Image of Other field for professional development types]

*Figure 25. The Other field for professional development types*

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

![Image of generate a participant survey option]

*Figure 26. Option within the Coordinator Survey to generate a Participant Survey*
6. Choose the primary content area of the professional learning experience.

![Survey options for primary content area]

Figure 27. Content area options in the Coordinator Survey

7. Select any other content areas with which you are collaborating for the training.

![Survey options for other content areas]

Figure 28. Options for other content areas for the training
8. If your primary content area is **Climate Science-Related Instruction**, indicate:

- Whether the professional development experience is receiving funding from the Next Generation Science and Climate Science Proviso

![Figure 29. Coordinator Survey question about funding for Climate-Science Related Instruction professional development](image)

- All applicable intended levels for the training

![Figure 30. Coordinator Survey question on intended training levels for Climate-Science Related Instruction professional development](image)

- Whether you plan to partner with a community-based organization and, if so, which organization you will partner with

![Figure 31. Coordinator Survey question on partnership with a community-based organization for Climate-Science Related Instruction professional development](image)
9. Select the host ESD from the drop-down menu.

![Host ESD]

*Figure 32. The host ESD field in the Coordinator Survey*

10. Select all partner ESDs that apply.

![Partner ESDs (check all that apply)]

*Figure 33. Partner ESD options in the Coordinator Survey*

11. If applicable, 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)]

*Figure 34. Co-facilitator name fields in Coordinator Survey*
12. Choose all grade levels that apply.

```plaintext
What grade levels will you focus on in this professional learning experience? (please check all that apply).
- Early Learning-Pre-Kindergarten
- Early Elementary (K-2)
- Middle Elementary (3-5)
- Middle School (6-8)
- High School (9-12)
- Postsecondary
- N/A
```

*Figure 35. Coordinator Survey question about grade levels*

13. Indicate whether the training supports schools identified for improvement.

```plaintext
Does this training support a school or schools that have been identified for improvement?
- I Don't Know
- Please select
- No
- Yes
```

*Figure 36. Coordinator Survey question about supporting schools identified for improvement*

If you select Yes, choose all schools that your training supports

```plaintext
If yes, please check all schools that apply.
- Tier I Targeted 1-2 Student Groups
- Tier II Targeted 3+ Student Groups and EL Student Progress
- Tier III Comprehensive and RAD Identified Schools
```

*Figure 37. Coordinator Survey question about which schools identified for improvement the training supports*
14. Add the date of the professional learning experience. If the experience spans several days, enter the latest date.

![Date field in the Coordinator Survey](image1)

Figure 38. Date field in the Coordinator Survey

15. Select whether the session is a Content-Area Fellows Session.

![Is this session a Content-Area Fellows Session?](image2)

Figure 39. Coordinator 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).

![Conditional question about the meeting number in the Coordinator Survey](image3)

Figure 40. Conditional question about the meeting number in the Coordinator Survey
16. Choose the professional learning experience delivery method from the drop-down menu.

![Delivery method options](image)

Figure 41. Delivery method options in Coordinator Survey

17. Enter the number of professional development hours (between 0–100) for the professional learning series.

![Number of hours](image)

Figure 42. Field for the number of professional development hours in Coordinator Survey

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

![Submit button](image)

Figure 43. Button to submit the completed Coordinator Survey
A confirmation message appears. You will also receive a confirmation email.

![Confirmation message for Coordinator Survey completion](image)

**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.pdfor.us/s/4dfe61](http://dev.pdfor.us/s/4dfe61)

Figure 44. Confirmation message for Coordinator 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.

![Shareable link to Participant Survey](image)

**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.pdfor.us/s/4dfe61](http://dev.pdfor.us/s/4dfe61)

Figure 45. Shareable link to Participant Survey
To see an updated list of professional learning records, click **Back to Coordinator Intake Surveys**.

**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.pdfor.us/s/4dfe61

*Figure 46. Link from the Confirmation page to the Coordinator Intake Surveys page*

The **Coordinator Intake Surveys** page appears.

*Figure 47. The Coordinator Intake Survey page*
You will also receive an email confirming the addition of your new Coordinator Intake survey. Be sure to save the link for future reference.

**Figure 48. Confirmation email for the creation of a new Coordinator Survey**

---

Thank you for completing the Coordinator Intake Survey

The intake information is below. Please record your survey link and remember to finalize the Coordinator Intake Survey after the training by logging into PDfor.us and clicking on the Coordinator Survey link on the left side of the screen.

Please contact Cassandra O’Francia cofrancia@psesd.org if you have any questions about PDfor.us.

Coordinator Survey link: [https://dev.pdfor.us/s/d5132e](https://dev.pdfor.us/s/d5132e)
Viewing Coordinator Surveys

In addition to viewing a list of your own records, you can view other professional learning records for your ESD and content area. (NOTE: Assistant Superintendents can view records for their ESD but not for content areas.)

1. In the left navigation of https://pdfor.us, choose Coordinator Survey.

Figure 44. Left navigation

The Coordinator Intake Surveys page appears.

Figure 49. Coordinator Intake Surveys page
2. Select a tab to choose which professional learning records to view.
   a. The first tab shows your own records.

   ![Coordinator Intake Surveys](image1)

   Figure 50. The My Intake Surveys tab

   b. The second tab shows records for your ESD.

   ![Coordinator Intake Surveys](image2)

   Figure 51. The tab for filtering results by ESD

   c. The third tab shows records for your content area within your ESD.

   ![Coordinator Intake Surveys](image3)

   Figure 52. 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.

![Table showing records sorted by training date](image)

**Figure 53. The button for sorting records by training date**

e. You can also sort by session name or content area, in alphabetical order or reverse alphabetical order, by clicking the arrows near the column name. 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.

![Table showing records sorted by session name](image)

**Figure 54. The button for sorting records by session name**

3. You can also search for a Coordinator Survey by entering a keyword into the Search field.

![Search field for Coordinator Intake Surveys](image)

**Figure 55. The search field for searching Coordinator Surveys**
A filtered list of Coordinator Surveys appears.

Figure 56. A filtered list of Coordinator Surveys based on a search term

**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 of [https://pdfor.us](https://pdfor.us), choose **Coordinator Survey**.

Figure 57. Left navigation
The Coordinator Intake Surveys page appears.

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

Figure 59. The button to view the Participant Survey
The Participant Survey for that professional learning experience appears in a new window.

![Sample Survey](image)

**Figure 60. The Participant Survey**

**Editing an Existing Coordinator Survey**

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

1. In the left navigation of [https://pdfor.us](https://pdfor.us), choose **Coordinator Survey**.

![Left navigation](image)

**Figure 61. Left navigation**
The **Coordinator Intake Surveys** page appears.

![Coordinator Intake Surveys](image)

**Figure 62. Coordinator Intake Surveys page**

2. Click the **Edit** button in the far-right column to open and edit the Coordinator Survey.

![Link to edit a Coordinator Survey](image)

**Figure 63. Link to edit a Coordinator Survey**
The **Edit Coordinator Intake Survey** page appears.

**Edit Coordinator Intake Survey**

The purpose of this two-part short Intake Form is to provide a record of each training delivered by OSPI/Coordination, professional development activities. By completing Part One, you will be able to generate a unique link for Coordinators to add to PDfor.us on the Coordinator Survey related to the professional judgement to determine when it is appropriate to prompt their participants to complete a survey whenever competing formal training or ongoing educator support exceeding three hours.

**What is the title of the professional learning experience?**

A Wonderful Professional Development Experience

**What type of professional development will you provide?**

- Classroom demonstration
- Other (Please Specify)
- Other

**Generate a participant survey?**

Yes

---

**Figure 64. The Edit Coordinator Intake Survey page**

3. Once you’ve made your changes, click **Submit** at the bottom of the page

**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)

- 8

**Figure 65. The button to submit edits to the Coordinator Survey**
A confirmation message appears.

Figure 66. The confirmation message for an edited Coordinator Survey

Deleting a Coordinator Survey

Prior to finalizing a Coordinator Survey and before completion of the first Participant Survey, you have the option to delete the Coordinator Survey.

1. In the left navigation of https://pdfor.us, choose Coordinator Survey.

Figure 67. Left navigation
The **Coordinator Intake Surveys** page appears.

![Coordinator Intake Surveys page](image)

**Figure 68. Coordinator Intake Surveys page**

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

![The button to delete a Coordinator Survey](image)

**Figure 69. The button to delete a Coordinator Survey**

A dialogue box appears asking you to confirm that you want to delete the record.

![Confirmation dialogue box](image)

**Figure 70. The dialogue box to confirm deletion of a Coordinator Survey**
3. Click **OK**.

![Confirmation Message]

*Figure 71. The button to confirm deletion of a Coordinator Survey*

A confirmation message appears.

![Confirmation Message]

*Figure 72. The confirmation message for a deleted Coordinator Survey*

**Finalizing the Coordinator Survey**

After all participants have completed the Participant Survey, you will need to complete another short survey to finalize the professional development record. Once the record is finalized, you can view the Participant Survey results.

1. In the left navigation of [https://pdfor.us](https://pdfor.us), choose **Coordinator Survey**.
The **Coordinator Intake Surveys** page appears.

![Coordinator Intake Surveys](image)

**Figure 74. Coordinator Intake Surveys page**

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

![Coordinator Intake Surveys](image)

**Figure 75. The link to finalize the Coordinator Survey**
The Finalize Coordinator Intake Survey page appears.

3. Select whether you provided participants with a survey.

![Selection Prompt](Image)

*Figure 77. The first question of the questionnaire to finalize the Coordinator Survey*

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

![Reason Selection](Image)

*Figure 78. The conditional question on reasons for not providing the Participant Survey*
4. Enter the estimated number of participants.

![Image of number of participants field]

*Figure 79. Number of participants field in the questionnaire for finalizing the Coordinator Survey*

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

![Image of comments field]

*Figure 80. Additional comments field in the questionnaire for finalizing the Coordinator Survey*
6. Click **Submit**.

![Figure 81. The button to submit responses to finalize the Coordinator Survey](image)

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

![Figure 82. Confirmation message for finalization of the Coordinator Survey](image)
Duplicating a Coordinator Survey

If your professional development training spans several days and you would like to administer a separate but identical Participant Survey for each day, you can duplicate the Coordinator Survey. Duplicating a Coordinator Survey creates an identical Participant Survey with a unique link. Aspects of the duplicate survey that you can change include the title, date, and whether to generate a Participant Survey.

1. In the left navigation of https://pdfor.us, choose Coordinator Survey.

![Figure 83. Left navigation](https://example.com/image1)

The Coordinator Intake Surveys page appears.

![Figure 84. Coordinator Intake Surveys page](https://example.com/image2)
2. Click **Duplicate** in the row of the appropriate professional development record.

   ![Coordinator Intake Surveys](image)

   **Figure 85. The button to duplicate a survey**

   The **Duplicate Intake Survey** form appears, with the original survey title automatically listed as the title.

   ![Duplicate Intake Survey](image)

   **Figure 86. The Duplicate Intake Survey form**
3. If you need to create a new title for the duplicate survey, type it into the title field.

![Image](image1.png)

Figure 87. The title field for a duplicate Coordinator Survey

4. Indicate the training date.

![Image](image2.png)

Figure 88. The training date field for a duplicate Coordinator Survey

5. Select whether you would like to generate a Participant Survey for the duplicate Coordinator Survey.

![Image](image3.png)

Figure 89. The option to generate a Participant Survey for a duplicate Coordinator Survey
6. Click **Duplicate**.

![Duplicate Intake Survey Form]

Figure 90. The button to submit the information for your duplicate Coordinator Survey
A confirmation message appears on the Coordinator Intake Surveys page, and the duplicate Coordinator Survey is now listed.

![Coordinator Intake Surveys](image)

Figure 91. Confirmation message for creation of a duplicate Coordinator Survey and duplicate survey listing
Viewing Participant Survey Results

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

1. In the left navigation of https://pdfor.us, choose Coordinator Survey.

![Figure 92. Left navigation](image)

The Coordinator Intake Surveys page appears.

![Figure 93. Coordinator Intake Surveys page](image)
2. Click **Results** in the row of the appropriate professional development record.

![Coordinator Intake Surveys](image)

*Figure 94. Link to Participant Survey results*

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

![Coordinator Intake Survey Results](image)

*Figure 95. Coordinator Intake Survey Results page*
3. To see the content of the Participant Survey (what participants see), click View Survey.

The Participant Survey appears in a new window.

4. To see summarized data from Participant Survey results, click View Summary Results.
The summarized Participant Survey results appear.

![Table showing survey results]

**Figure 99. An example of summarized Participant Survey results**

![Bar chart showing grade levels and teaching roles]

**Figure 100. An example of summarized Participant Survey results**

5. To view a complete list of Participant Survey responses for each question, you can download the results in Microsoft Excel or PDF format. Click **Print PDF** or **Download XLS** to download the file.
A prompt to open the file appears in the bottom-left corner of your browser window.

Click the arrow next to the file name and choose **Open**.

The spreadsheet or PDF opens in a new window. You can now save or print the file.

---

**Figure 102. The prompt to open the downloaded Participant Survey results file**

**Figure 103. The arrow button and menu to open a downloaded file**

**Figure 104. Participant Survey results as an Excel spreadsheet**
Figure 105. Participant Survey results as a PDF
Viewing, Editing, and Sharing Action Plans

As a coordinator, you may oversee Fellows’ Action Plans. Fellows create Action Plans to effect positive change and ultimately improve learning in their school, district, or organization. The Action Plan includes two sections:

- **Section A—Initial plan**: Fellows complete the initial plan to determine how their leadership can support the school year’s goals for their school, district, or organization.

- **Section B—Ongoing reflections and plans**: Fellows complete ongoing reflections and plans to support and evaluate the initial plan and report the results to their ESD Coordinator. This section of the plan also tracks action items and reflections.

Through the PDforUs system, you can view and edit Action Plans for Fellows you oversee, Action Plans for your ESD, Action Plans for your content area, and group Action Plans for which you are a contributor. (NOTE: Assistant Superintendents can see all content areas.) Any Action Plans created by the Fellows you oversee will appear under the My Action Plans tab, even if you add other contributors. If another Coordinator adds you as a contributor to their group Action Plan, you can view it under the Group Action Plans tab.

**Viewing Action Plans**

You can view and edit Action Plans under the My Action Plans tab, Group Action Plans tab, the Action Plans tab for your content area, and the Action Plans tab for your ESD.

1. In the left navigation of [https://pdfor.us](https://pdfor.us), choose Action Plans.

   ![Figure 106. Left navigation](image-url)
The Fellows Action Plans page appears.

NOTE: You can minimize the introductory text by clicking the arrow next to Introduction.

The introductory text collapses.

Figure 107. The Fellows Action Plans page

Figure 108. The button to collapse the introductory text on the Fellows Action Plans page

Figure 109. The Fellows Action Plans page with the introductory text collapsed
2. Select the appropriate tab to view a list of Action Plans. If applicable to you, the following four tabs will be available on the Fellows Action Plans page:

- Action plans for your content area

  ![Content Area Action Plans](image1.png)

  *Figure 110. The content area Action Plans tab*

- Action plans for your ESD

  ![ESD Action Plans](image2.png)

  *Figure 111. The ESD Action Plans tab*

- **My Action Plans**, which includes plans created by the Fellows you oversee, even if you added other contributors to make it a group plan

  ![My Action Plans](image3.png)

  *Figure 112. The My Action Plans tab*
• **Group Action Plans**, which includes plans that a group of people are collaborating on and which include you as a contributor

![Group Action Plans tab](image1)

**Figure 113. The Group Action Plans tab**

**NOTE:** If someone adds you as a collaborator to one of their Action Plans, that plan will appear under your **Group Action Plans** tab. If a Fellow you oversee starts the group Action Plan, it will remain under the **My Action Plans** tab even after you add other contributors.

![Group Action Plans tab](image2)

**Figure 114. Tabs for selecting which Action Plans to view**
NOTE: You can use the drop-down menu to choose which school year to display Action Plans for, or you can select all years.

The list of Action Plans will automatically update to reflect the year(s) you select.

Figure 116. A list of action items filtered by a selected school year
You can also search Action Plans by typing key terms, such as a Fellow name or school name, into the search field.

![Image of search field for Action Plans]

**Figure 117. The search field for Action Plans**

A filtered list of Action Plans appears.

![Image of filtered list of Action Plans]

**Figure 118. Filtered results after searching the list of Action Plans**

You can use the **Show entries** drop-down menu to change the number of Action Plans you see on one page of the list.

![Image of drop-down menu for choosing entries]

**Figure 119. Drop-down menu for choosing how many plans to view on one page of the list**
3. Once you have filtered the list (if needed), you can view Section A, Section B, or the entire plan. To view Action Plan sections, click on the desired section in the Plan Sections column.

![Table with Section A and Section B buttons](image)

**Figure 120. Buttons to Action Plan sections**

**NOTE:** In the Plan Sections column, the circles on the Section A and Section B buttons indicate the level of completeness of each section. A fully shaded circle with a check mark means a complete section, a partially shaded circle means a partially complete section, and an unfilled circle means the section is not yet started. The number shown on the Section B button indicates the number of reflections included for this Action Plan.

In the first row in the example below, Section A is complete and Section B is not yet started. In the second row, Section A is complete and Section B is partially complete. There are zero reflections for both Action Plans in this example.

![Icons showing level of completeness](image)

**Figure 121. Icons on buttons for Action Plan sections that show the level of completeness**

When you click the Section A or Section B button, a page for the selected section appears.

![Action Plan: Initial Plan - Section A page](image)

**Figure 122. The Action Plan: Initial Plan—Section A page**
4. To view the overall Action Plan, click **View Plan** in the appropriate row.

![Figure 124. The button to view an Action Plan](image)

The **Action Plan** page appears, which shows the information for the selected plan.

![Figure 125. The Action Plan page for a selected plan](image)
5. On this page, you can add comments regarding the overall Action Plan by typing your comment into the Comments text field on the right.

![Action Plan](image)

Figure 126. The comments text field on the View Action Plan page

6. Type your comment into the text box and click **Send**.

![Send button](image)

Figure 127. The button to submit a comment for an Action Plan
A confirmation message briefly appears beneath the comment section.

Figure 128. The confirmation message for adding a comment to an Action Plan

**Downloading and Sharing Action Plans**

You can download an overall Action Plan as a PDF, download a list of Action Plans as a spreadsheet, download an Action Plan section as a spreadsheet, or share a link to the Action Plan.

1. In the left navigation of [https://pdfor.us](https://pdfor.us), choose Action Plans.

Figure 129. Left navigation
The **Fellows Action Plans** page appears.

![Fellows Action Plans](image)

**Figure 130. The Fellows Action Plans page**

2. Select a tab to view plans for your content area, your ESD, plans created by the Fellows you oversee (My Action Plans), or your group plans (Group Action Plans).

![Tabs to select which Action Plans to view](image)

**Figure 131. Tabs to select which Action Plans to view**

3. To download an Action Plan as a PDF, click the **PDF** button in the appropriate row.

![The button to download an Action Plan as a PDF](image)

**Figure 132. The button to download an Action Plan as a PDF**
A prompt to open the PDF appears in the bottom-left corner of your browser window.

![PDF prompt](image1.png)

**Figure 133. The prompt to open a PDF**

4. Click the arrow next to the file name and choose **Open**.

![Open option](image2.png)

**Figure 134. The arrow button and menu option to open a PDF**

The PDF opens in a new window. You can now view, save, or print the file.

![PDF content](image3.png)

**Figure 135. An Action Plan as a PDF**
5. To download an Action Plan section as a Microsoft Excel file, click the first Excel button for Section A and the second for Section B (action items).

![Figure 136. The buttons to download Action Plan sections as Excel files](image)

A prompt to open the file appears in the bottom-left corner of your browser window.

![Figure 137. A prompt to open an Excel file](image)

6. Click the arrow next to the file name and choose Open.

![Figure 138. The arrow button and menu option to open an Excel file](image)
The file opens with Microsoft Excel.

![Excel screenshot](image)

**Figure 139. An Action Plan section as an Excel file**

7. To download a list of Action Plans as a spreadsheet, click the **Download XLS** button. The spreadsheet you download will include all Action Plans under the selected tab. In the example below, the spreadsheet would include all Action Plans for the math content area.

![Excel spreadsheet](image)

**Figure 140. The Download XLS button**
A prompt to open the file appears in the bottom left corner of your browser window.

Figure 141. A prompt to open an Excel file

8. Click the arrow next to the file name and choose **Open**.

Figure 142. The arrow button and menu option to open an Excel file
The file opens with Microsoft Excel.

![Image of Excel sheet](image)

**Figure 143. Action plan data as an Excel file**

9. To share an Action Plan, click the link button in the appropriate row.

![Image of link button](image)

**Figure 144. The button to share an Action Plan**
A new window opens containing the Action Plan text. You can copy the URL and share it.

![Action Plan](image)

**Figure 145. A new window with a shareable URL for an Action Plan**

**Editing Action Plans**

As part of your role in overseeing Fellows’ Action Plans, you can edit the basic information they entered to create the plan, such as content area and school, and both Section A and Section B. You can also add or delete action items, add or edit reflections to action items, and delete the overall Action Plan.

1. In the left navigation of [https://pdfor.us](https://pdfor.us), choose **Action Plans**.

![Left navigation](image)

**Figure 146. Left navigation**
The Fellows Action Plans page appears.

<table>
<thead>
<tr>
<th>Fellows Action Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong> → Fellows Action Plans</td>
</tr>
</tbody>
</table>

**Introduction**

Congratulations on becoming a Washington State Fellow! We are very excited that you have joined a statewide network of teacher leaders. One aspect of being a Fellow is to collaborate with your principal/local administrator/supervisor to create an action plan that will facilitate change throughout your school district/organization. Below you will find details and sections for each part of the plan to better facilitate your planning over the next year. NOTE: Action plans will be adapted as needed to reflect the work of being a learning Fellow.

**Section A.** Complete this section of the template to support your principal/local administrator/supervisor as an opportunity for self-assessment and for integration of your work as a Fellow with your school district/organization goals for the school year.

**Section B.** Ongoing Reflections & Plans: Use this section of the template to support and execute the action plan created by you and your principal/local administrator/supervisor. At the end of the school year, you will share the action plan with your DSO's regional math, science, early learning, or ELA coordinator.

The Fellows Action Plans are designed for you to express your goals of the APSI BSCS Statement:

- Each student, family, and community possesses strengths and cultural knowledge that benefit our peers, educators, and schools.

- Social knowledge: Informed, active, and ethical learning communities are essential to a culture of achievement. Students who are socially responsible and educated citizens value and respect the contributions of others.

- Each student in your school or district is an important partner in learning. All students must have access to high-quality instruction and support they need to succeed.

**Figure 147. The Fellows Action Plans page**

2. To edit the basic information for the Action Plan, such as school or content area, click **Edit** in the row of the appropriate Action Plan.

**Figure 148. The button to edit an Action Plan**
The Action Plan page appears.

![Image of Action Plan page]

*Figure 149. The Action Plan page*
3. Update the information as needed and click **Submit**.

![Action Plan](image)

*Figure 150. The button to submit edits to an Action Plan*

The **Fellows Action Plans** page appears with a confirmation message at the top.

![Fellows Action Plans](image)

*Figure 151. A confirmation message of an updated Action Plan*
1. In the left navigation of https://pdfor.us, choose **Action Plans**.

**Figure 152. Left navigation**

**The Fellows Action Plans page appears.**

**Figure 153. The Fellows Action Plans page**
2. In the **Plan Sections** column, click on **Section A** in the appropriate row.

![Start an action plan](image)

**Figure 154. The Plan Sections column with Section A selected**

The **Action Plan: Initial Plan—Section A** page appears.

![Action Plan: Initial Plan - Section A 2020-2021](image)

**Figure 155. The Action Plan: Initial Plan—Section A page**
3. Select a tab to edit the response to that tab.

![Figure 156. The tabs under Section A of an Action Plan](image)

4. Make your edits to the text and click **Save All Tabs**.

![Figure 157. The Save All Tabs button](image)
NOTE: To change the style of text to bold, italic, strikethrough, and so on, select the desired style from the style ribbon before you begin typing. Click the style again to turn it off.

![Screen shot of the style ribbon for the Action Plan Section A text field](image)

Figure 158. The style ribbon for the Action Plan Section A text field

A confirmation message briefly appears below the text field.

![Screen shot of the confirmation message after saving all tabs](image)

Figure 159. The confirmation message after saving all tabs
5. You can add or view comments to Section A of the Action Plan in the comment section on the right.

![Figure 160. The comment area for Section A of the Action Plan](image)

6. To add a new comment, type it into the comment box and click **Send**.

![Figure 161. The Send button to submit a comment](image)
A confirmation message briefly appears beneath the comment section.

![Confirmation Message](image)

**Figure 162. The confirmation message when a new comment is added**

**EDITING SECTION B**

1. In the left navigation of [https://pdfor.us](https://pdfor.us), choose **Action Plans**.

![Navigation Menu](image)

**Figure 163. Left navigation**
The Fellows Action Plans page appears.

**Fellows Action Plans**

**Introduction**

Congratulations on becoming a Washington State Fellow! We are very excited that you have joined a statewide network of leader learners. One assumption of being a fellow is to collaborate with your principal/administrator/supervisor to create an action plan that facilitates change throughout your school district, organization. Refer to your school district’s supervisor and processes the work plan to better facilitate your planning over the next year. Fellows will be asked to submit a reflection at the end of the school year.

**Section A: Organizational Action Plan**

In this section, the fellow has supported and managed the action plan created by you and your principal/administrator/supervisor. At the end of the school year, you will share the action plan with your school district’s principal/administrator/supervisor.

**The Fellows Action Plans page then displays for you to submit your evaluation of the GSP’s District/Department**

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

**Shoring educational equity:**

- 

**Plan Sections**

- Click on Section B in the appropriate row.

**Timeline**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fellow</th>
<th>Plan Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>Demo Coordinator, A.J. West Elementary</td>
<td>Sec. A Sec. B</td>
</tr>
</tbody>
</table>

**Figure 164. The Fellows Action Plans page**

2. In the **Plan Sections** column, click on **Section B** in the appropriate row.

**Figure 165. The button to navigate to Section B of an Action Plan**
The **Action Plan: Ongoing Reflections & Plans—Section B** page appears.

### Action Plan: Ongoing Reflections & Plans - Section B

**2020-2021**

<table>
<thead>
<tr>
<th>Actions / Strategies</th>
<th>Equity</th>
<th>Timeline</th>
<th>Responsibilities</th>
<th>Resources</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are your next actions and what steps will you take to implement these?</td>
<td>In what ways might this action promote access and/or dismantle barriers for students and families?</td>
<td>When will you complete each activity?</td>
<td>Who will be responsible for completing this action?</td>
<td>What resources will you need to be effective?</td>
<td>What will be the evidence of impact of the Fellows work? Who will benefit?</td>
</tr>
<tr>
<td>Action Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After each Fellow convening, complete this section in collaboration with your principal and/or district administrator to keep an ongoing, dated log that addresses the following:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. To make changes to a specific action item, click **Edit** in the appropriate row.

**Figure 166. The Action Plan: Ongoing Reflections & Plans—Section B page**

**Figure 167. The button to edit an action item**
A blue background will appear around the text fields, indicating you can edit the text.

**Figure 168. Editable text fields for action items**

4. Once you are done editing, click **Save**.

**Figure 169. The button to save changes to an action item**
5. You can add action items to Section B also. To do this, click **Add action item**.

![Add action item](image)

**Figure 171. The button to add an action item**

New text fields will appear with a blue background.

![New text fields for adding an action item](image)

**Figure 172. New text fields for adding an action item**
6. Fill out the fields and click save.

![Through monthly calls](image)

*Figure 173. Button to save added action items*

Saved responses appear without the blue background.

![Action Plan: Ongoing Reflections & Plans - Section B](image)

*Figure 174. Saved edits to action items*

7. You can add or edit reflections for action items. To do so, click Reflection in the appropriate row.

![Author/Contributors](image)

*Figure 175. The button to add or edit a reflection*

**NOTE:** A check mark on the Reflection button indicates an existing reflection for that action item.

![Reflection](image)

*Figure 176. Reflection buttons—the first button indicates an existing reflection and the second button indicates no reflections*
A **Reflection** text box appears. Type your reflection into the text box.

![Figure 177. The reflection text box to add reflections to action items](image)

**NOTE:** To change the style of text to bold, italic, strikethrough, and so on, select the desired style from the style ribbon before you begin typing. Click the style again to turn it off.

![Figure 178. The style ribbon for the Reflection text box](image)
8. Once you have added your comments, click **Save changes**.

![Reflection](image1)

*Figure 179. The save changes button to add action item reflections*

Once a reflection has been added to an action item, a check mark will appear on the **Reflection** button.

![Reflection](image2)

*Figure 180. An updated reflection button that indicates at least one reflection has been added to an action item*

9. To delete an action item, click the red **X**.

![Evaluation](image3)

*Figure 181. The button to delete an action item*
A dialogue box appears.

![Image of dialogue box]

**Figure 182. The dialogue box to confirm deletion of an action item**

10. Click **OK**.

![Image of OK button highlighted]

**Figure 183. The button to confirm deletion of an action item**

A confirmation message appears next to the **Add action item** button.

![Image of confirmation message]

**Figure 184. A confirmation message for a deleted action item**
DELETING ACTION PLANS

1. To delete an Action Plan, choose Action Plans in the left navigation.

![Action Plans section](image)

The Fellows Action Plans page appears.

![Fellows Action Plans page](image)

2. Click the X button in the far-right column of the Action Plan you want to delete.

![Button to delete an Action Plan](image)
A dialogue box appears asking you to confirm that you want to delete the Action Plan

```
dev.pdfor.us says
Are you sure you want to delete this Action Plan?
```

Figure 188. The dialogue box to confirm deletion of an Action Plan

3. Click **OK**.

```
dev.pdfor.us says
Are you sure you want to delete this Action Plan?
```

![OK button highlighted]

Figure 189. The button to confirm deletion of an Action Plan

A confirmation appears on the Fellows Action Plans page.

![Fellows Action Plans page with action plan successfully deleted message]

Figure 190. The confirmation message for a deleted Action Plan

**Collaborating with Others on Action Plans**

If you would like to collaborate with others on an Action Plan, one of the collaborators can create an Action Plan and add the other collaborators as contributors. If you would like to give others permission to edit an Action Plan created by one of the Fellows you oversee, you can add the collaborator as a contributor. You can also remove contributors as needed.
1. In the left navigation of https://pdfor.us, choose Action Plans.

The Fellows Action Plans page appears.

Figure 192. The Fellows Action Plans page
2. In the row of the appropriate Action Plan, click the **Contributors** button.

![Figure 193. The Contributors button](image)

The **Action Plan Contributors** page appears.

![Figure 194. The Action Plan Contributors page](image)

3. Select a name from the drop-down menu.

![Figure 195. The drop-down menu to add a new contributor to an Action Plan](image)
4. Click **Add**.

![Action Plan Contributors](image)

Figure 196. The button to add a selected user as a contributor

The added contributor’s name appears under the **Name** column.

![Action Plan Contributors](image)

Figure 197. Confirmation of an added contributor
Removing Contributors

1. In the left navigation, choose Action Plans.

![Action Plans Image]

Figure 198. Left navigation

The Fellows Action Plans page appears.

<table>
<thead>
<tr>
<th>Fellows Action Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fellows Action Plans</strong></td>
</tr>
<tr>
<td><strong>Home</strong> / Fellows Action Plans</td>
</tr>
</tbody>
</table>

**Introduction**

Congratulations on becoming a Washington State Fellow! We are very excited that you have joined a statewide network of teacher leaders. Our mission of helping Fellows is to collaborate with your principal/district administrative supervisor to create an action plan that will facilitate change throughout your school, district, or organization. Fellows will find details and expectations for each part of the plan to better facilitate your planning over the next year. NOTE: Action plans will be adapted as needed to reflect the work of any learning fellow.

**Section A:** Complete this section of the template with your principal/district administrative supervisor as an opportunity for self-assessment and for integration of your work as a Fellow with your school district/organization goals for the next year.

**Section B:** Ongoing Reflections & Plans: Use this section of the template to support and assess the action plan created by you and your principal/administrative supervisor. At the end of the school year, you will share the action plan with your EOD's regional math, science, early learning, or ESL coordinator.

The Fellows Action Plan: a guide for Fellows to express the value of the GEP Budget Statement.

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Educating every student:

- Close achievement gaps: requires education leaders to examine the ways current policies and practices result in disparate outcomes for non-students of color, students living in poverty, students receiving special education and English learner services, students who identify as LGBTQ+, and high minority student populations.
- Requires educators to lead and develop an understanding of historical contexts and engage students, families, and community representatives as partners in decision-making and actively eliminate systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.

Fellows' principal/department administrator or supervisor is expected to collaborate closely with their Fellows in thoughtful planning of how the district, school, or organization will utilize the Fellows' leadership in support of standards implementation efforts and in to improve student learning. Each district or organization supports Fellows through close collaboration and a commitment to action plans within the timeline as noted here.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the first Fellow convening</td>
<td>Fellow and principal/administrative supervisor create and complete the Initial Plan (Section A) of the Fellows Action Plan.</td>
</tr>
<tr>
<td>September (Week)</td>
<td>Reflections and Plans (Section B): Fellows update their regional coordinator on the status of their action plan. Fellow and principal/administrative supervisor meet after each convening (at a minimum and record via ongoing reflections).</td>
</tr>
<tr>
<td>After the last Fellow convening</td>
<td>Fellow submits the entire Fellow Action Plans to their EOD coordinator.</td>
</tr>
</tbody>
</table>

Figure 199. The Fellows Action Plans page
2. In the row of the appropriate Action Plan, click the **Contributors** button.

![Figure 200. The Contributors button](image)

The **Action Plan Contributors** page appears.

![Figure 201. The Action Plan Contributors page](image)

3. Click **Remove** next to the appropriate contributor name.

![Figure 202. The button to remove a contributor](image)
That contributor’s name will disappear from the list.

![Action Plan Contributors](image)

**Figure 203. An updated Action Plan contributors list**

## Viewing User Reports

Through the **User Reports** section, you can see a list of other Coordinators who are in your ESD and content area.

1. Choose **User Reports** in the left navigation.

![User Reports](image)

**Figure 204. User Reports option in the left navigation**
The **User Reports** page appears. It will automatically list other users based on the ESD and content area you provided when you created your profile.

![User Reports](image)

**Figure 205. The User Reports page**

NOTE: You can select an option from the Show entries drop-down menu to change the number of users visible by page.

![Content Area: Math](image)

**Figure 206. The drop-down menu to adjust the number of entries shown on User Reports pages**

Use the buttons at the bottom right to navigate between pages.

![Buttons](image)

**Figure 207. The buttons to navigate between User Reports pages**
Frequently Asked Questions

What should I do if I forgot my password?

1. Go to the database Login page at [https://pdfor.us](https://pdfor.us). Click Reset Password.

![Figure 208. The reset password link on the Login page](image1)

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

![Figure 209. The Recover Password page](image2)
3. Click **Submit**.

![Recover Password Form](image1)

**Figure 210. The button to submit a password recovery request**

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

![Recover Password Confirmation](image2)

**Figure 211. 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.

![Password Recovery Email](image3)

**Figure 212. Password recovery email**
5. Follow the link in the email. You’ll arrive at the **Reset Password** page.

![Reset Password page](image)

**Figure 213. Reset Password page**

6. 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.

![New password fields](image)

**Figure 214. New password fields**
7. Click **Submit**.

![Reset Password form](image)

*Figure 215. Button to submit a new password*
Once your password is updated, the Login page appears with a confirmation message.

![Login page with confirmation message](image)

*Figure 216. Confirmation message for updated password*

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

![Confirmation email for updated password](image)

*Figure 217. 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.

![Dashboard](image)

*Figure 218. Link to the user profile from the dashboard*

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

![Profile](image)

*Figure 219. An example user profile*
The **Edit Profile** page appears, where you can edit your email address or change your password.

![Edit Profile page](image)

**Figure 220. 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.

![Updated fields on the Edit Profile page](image)

**Figure 221. Updated fields on the Edit Profile page**
4. Click **Submit**.

![Edit Profile](image)

**Figure 222.** Link to submit updated username or password

A confirmation message appears.

![Profile](image)

**Figure 223.** Confirmation of updated profile
Who can access the surveys and reports?

Multiple user types have access to PDforUs, including Coordinators, Assistant Superintendents, Superintendents, Administrative Assistants, and OSPI Users. Coordinators can see survey results for their own professional development activities and those within their ESDs and content areas, and school administrators can see results for their own surveys and those within their schools.

When should I finalize my Coordinator Survey?

Complete the Coordinator 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 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 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 of https://pdfor.us, choose Coordinator Survey.
2. In the **Participant Survey** column, click the **Survey** button in the row of the appropriate professional development record.

![Survey button highlighted](image1.png)

*Figure 225. The button to view the Participant Survey*

A new window appears with a preview of the survey.

![Survey preview](image2.png)

*Figure 226. New Participant Survey window*

3. Copy the URL shown in the new window and share it with participants.
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. If you would like to administer a separate survey for each day of the training, you can duplicate your Coordinator Survey.

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.

A preview of the content area survey appears in a new window.
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@pssed.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 participated on the first day of a 2-day training and 12 of the same people participated on the second day, indicate that 14 people participated in the training.
Is there a special WaKIDS 101 survey?

There is not a specific WaKIDS 101 survey, but the Early Learning survey includes specific WaKIDS 101 questions. Select Early Learning as the primary content area in the Start Coordinator Intake Survey form when you provide the WaKIDS 101 training.

![Primary content area options for the Coordinator Intake Survey](image1)

How do I know the status of an Action Plan’s sections?

In the Plan Sections column of the list, the circles on the Section A and Section B buttons indicate the level of completeness of each section. A fully shaded circle with a check mark means a complete section, a partially shaded circle means a partially complete section, and an unfilled circle means the section is not yet started.

In the first row in the example below, Section A is complete and Section B is not yet started. In the second row, Section A is complete and Section B is partially complete. There are zero reflections for both Action Plans in this example.

![Icons on Section A and Section B buttons that show their level of completeness](image2)

Visit the Viewing Action Plans section to learn more.
How do I give other people editing permissions for an Action Plan we’re collaborating on?

If you are collaborating with others on your Action Plan and would like to give others permission to edit an Action Plan, you can add them as contributors. See the section on Adding Contributors.

Where can I find my group Action Plan?

Any Action Plans you create will appear under the My Action Plans tab, even if you add other contributors. If another coordinator adds you as a contributor to their group Action Plan, the plan will appear under your Group Action Plans tab.

Can I share an Action Plan so others can view it?

Yes, you can create a shareable link for an Action Plan. See information on sharing Action Plans under the Downloading and Sharing Action Plans section.

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@pseed.org
- Hilary Loeb, Director, Strategy, Evaluation and Learning, PSESD (425) 917–7603, hloeb@pseed.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/