# Table of Contents

Professional Learning Network Evaluation Database

Setting up Your Account

Navigating the Website

Logging in

Editing Your Profile

Action Plans

Frequently Asked Questions

What should I do if I forgot my password?

How do I change my username or password?

Who can access the Action Plans?

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

How do I give other people editing permissions for an Action Plan we’re collaborating on?

Support for PDforUs System
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 and Action Plans created by Fellows. The data gathered helps Superintendents, Assistant Superintendents, and Coordinators evaluate and strengthen outcomes of the Professional Learning Network.

Action Plans are an important aspect of Fellowship, and the goal is to create positive change and ultimately improve learning across a school, district, or organization.

The Action Plan includes two sections.

- **Section A—Initial Plan**: Complete this plan with your supervisor to determine how your leadership can support the school year’s goals for your school, district, or organization.

- **Section B—Ongoing Reflections and Plans**: Complete this portion of the Action Plan to track action items, support and evaluate the initial plan, and prepare to report the results to your Educational Service District (ESD) coordinator.

This user guide explains how to navigate the system; view, create, and edit Action Plans; and set up and edit your user profile.
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.


![Registration page](image1)

**Figure 1. Registration page**

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

![Account type options](image2)

**Figure 2. Account type options on the Registration page**
3. Enter your first and last name, organization, title, and email address. Organization and title are not required.

![Registration form](image)

*Account Type: Fellow*  
*First Name: Jane*  
*Last Name: Fellow*  
*Organization: An Amazing School*  
*Title: An Amazing Educator*  
*Email: janefellow@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 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 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.

![Image of registration form fields](image.png)

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

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

![Image of completed registration form](image.png)

Figure 6. Submit button on a completed registration form

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

![Image of registration confirmation](image.png)

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.

![Account activation notification email](https://pdfor.us/login)

*Figure 8. Account activation notification email*
Navigating the Website

Once your account is activated, you can use the system to create and manage your Action Plan.

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, and the login page appears

![PDforUs Login Page](image)

*Figure 9. PDforUs Login page*
2. Enter the email address and password you chose when you registered.
3. Click **Submit**.

![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*

Your profile appears.

![Profile](image)

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

![Profile]

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

The Edit Profile page appears.

![Edit Profile]

**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 Form]

*Figure 17. Buttons to submit or cancel edits to your user profile*
A confirmation message appears.

**Profile**

User profile updated successfully.

**John Guest**

Joined December 28, 2017

**Account Type:** Fellow

**Email:** fellow@psdforus.com

**Organization:** ESD 112

**Title:** Math Coordinator

**ESD:** Olympic Educational Service District 114

**School:** Republic Parent Partner - REPUBLIC

**Content Area:** English Language Arts

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

*Figure 18. Confirmation of updates to profile*
**Action Plans**

One of the leadership responsibilities of Washington State Fellows is to work with your supervisor to develop an Action Plan to create positive change and ultimately improve learning in your school, district, or organization.

The Action Plan includes two sections.

- **Section A—Initial Plan:** Complete this plan with your supervisor to determine how your leadership can support the school year’s goals for your school, district, or organization.

- **Section B—Ongoing Reflections and Plans:** Complete this portion of the Action Plan to track action items, support and evaluate the initial plan, and prepare to report the results to your ESD coordinator.

Through the PDforUs system, you can view and edit Action Plans you created or group Action Plans for which you are a contributor. You can view other Action Plans in your content area but cannot edit them. Any Action Plans you create will appear under the **My Action Plans** tab, even if you add other contributors. If another user adds you as a contributor to their group Action Plan, you can view it under the **Group Action Plans** tab.

**Searching and Filtering Action Plans**

You can view Action Plans for your content area, Action Plans you created, and group Action Plans for which you are a contributor. For your own plans or group Action Plans, you can view individual sections or the overall plan. For other plans in your content area, you can view the overall plan.

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

*Figure 19. Left navigation*
The Fellows Action Plans page appears.

Figures 20, 21, 22. The Fellows Action Plans page

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

The introductory text collapses.
2. Select the appropriate tab to view a list of Action Plans. If applicable to you, the following three tabs will be available on the Fellows Action Plans page.

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

![Figure 23. The My Action Plans tab](image)

- **Action Plans for your content area**

![Figure 24. The content area tab](image)
- **Group Action Plans**, which includes plans that a group of people are collaborating on that include you as a contributor.

![Group Action Plans tab](image)

**Figure 25. 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 create the plan, it will remain under the **My Action Plans** tab even after you add other contributors.

3. Filter Action Plans by year by selecting the desired school year from the drop-down menu.

![Drop-down menu for choosing which school year's Action Plans to view](image)

**Figure 26. Drop-down menu for choosing which school year's Action Plans to view**
The list of Action Plans will automatically update to reflect the year(s) you select.

![Image](image.png)

**Figure 27. A list of action items filtered by a selected school year**

**NOTE:** You can also search Action Plans by typing key terms, such as a Fellow name or school name, into the search field.

![Image](image.png)

**Figure 28. The search field for Action Plans**

A filtered list of Action Plans appears.

![Image](image.png)

**Figure 29. Filtered results after searching the list of Action Plans**
You can also use the **Show entries** drop-down menu to change the number of Action Plans you see on one page of the list.

![Dropdown menu for choosing how many plans to view](image)

*Figure 30. Drop-down menu for choosing how many plans to view on one page of the list*

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

![Navigation buttons](image)

*Figure 31. The buttons to navigate between User Reports pages*

4. Once you have filtered the list (if needed), you can view Section A, Section B, or the entire plan for plans you created or those for which you are a contributor. To view Action Plan sections, click on the desired section in the **Plan Sections** column.

![Links to Action Plan sections](image)

*Figure 32. Links 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.
When you click the Section A or Section B button, a page for the selected section appears.

**Figure 33. Icons on buttons for Action Plan sections that show the level of completeness and number of reflections**

**Figure 34. The Action Plan: Initial Plan—Section A page**

**Figure 35. The Action Plan—Ongoing Reflections & Plans—Section B page**
5. To view an overall Action Plan that you created or for which you are a contributor, click **View Plan** in the appropriate row.

![Image](attachment:image.png)

**Figure 36. The button to view an Action Plan you created**

**NOTE:** For plans in your content area created by others (and for which you are not a contributor), you can view the plan in entirety but cannot view individual sections. Click on **View Plan** in the appropriate row.

![Image](attachment:image.png)

**Figure 37. The button to view an Action Plan created by others from your content area**

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

![Image](attachment:image.png)

**Figure 38. The Action Plan page for a selected plan**
6. On this page, you can add comments regarding the overall Action Plan by typing your comment into the **Comments** text field on the right.

![Image of Action Plan section]

**Figure 39. The comments text field on the View Action Plan page**

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

![Image of comment box and send button]

**Figure 40. The button to submit a comment for an Action Plan**
A confirmation message briefly appears beneath the comment section.

![Add a comment...](image)

Figure 41. The confirmation message for adding a comment to an Action Plan

8. You can print the plan from this page by clicking **Print** in the upper-right corner.

![Print button](image)

Figure 42. Button to print Action Plan
The plan text opens in a second browser window and a dialogue box appears for the printing devices connected to your computer.

9. Enter your desired printing settings in the dialogue box and click Print.
10. You can view this plan as a PDF by clicking PDF in the upper-right corner.

A prompt to open the PDF appears in the bottom-left corner of your browser window.
11. Click the arrow next to the file name and choose **Open**.

![Open button](image)

**Figure 46. The arrow button to open a downloaded PDF**

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

![Action Plan](image)

**Figure 47. An Action Plan as a PDF**
12. You can create a shareable link for this plan by clicking **Share** in the upper-right corner.

![Share button](image)

*Figure 48. Button to create a shareable link for an Action Plan*

A new window opens containing the Action Plan text. You can copy the URL and share it.

![URL example](image)

*Figure 49. A new window with a shareable URL for an Action Plan*

**Creating an Action Plan**

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

![Navigation menu](image)

*Figure 50. Left navigation*
The Fellows Action Plans page appears.

**Figure 51. The Fellows Action Plans page**

2. Click **Start an Action Plan**.

**Figure 52. The button to start a new Action Plan**
The **Action Plan** page appears.

![Action Plan](image)

**Figure 53. The Action Plan page**

3. Choose which year of the Fellows program you are currently in.

![Year in Fellows Program](image)

**Figure 54. The year in Fellows program drop-down menu for creating an Action Plan**
4. Select your content area.

![Content Area Drop-down Menu]

*Figure 55. The content area drop-down menu for creating an Action Plan*

5. If applicable, choose your school.

![School Drop-down Menu]

*Figure 56. The school drop-down menu for creating an Action Plan*

6. If you selected **None** for your school, list your workplace in the field below the **School** drop-down menu.

![Non-school Workplace Field]

*Figure 57. The field for indicating a non-school workplace*
7. Click **Submit**.

![Submit button](image)

*Figure 58. The submit button on the Action Plan page*

A confirmation message appears on the **Fellows Action Plans** page.

![Confirmation message](image)

*Figure 59. The confirmation message for a new Action Plan*
Once you have created the new Action Plan, you can find it under the My Action Plans tab on the Fellows Action Plans page.

![Figure 60. A list of Action Plans under the My Action Plans tab](image)

**SECTION A**

The next step is to complete **Section A** of the plan. This portion of the Action Plan outlines your goals for the school year.

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

![Figure 61. Left navigation](image)
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 aspect of being a Fellow is to collaborate with your principal/assistant administration supervisor to create an action plan that will facilitate change throughout your school district, corporation, or state. Below you will find details and instructions 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 ever-changing learning needs.

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

Section B: Organizing Reflections & Plans: Use this section of the template to support and organize the action plan created by you and your principal/district administration supervisor. At the end of the school year, you will share the action plan with your PSD’s regional mentor, science, early learning, or ESL coordinator.

The Fellows Action Plans incorporate the values of the ASD Board Statement.

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

Drawing educational equity.

- Ensure education leaders understand how current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English learner services.

- Ensure education leaders develop an understanding of historical data, engage students, families, and communities as partners in decision-making and collaboration.

- Use evidence to drive systemic change in our schools so that all students have access to the instruction and support they need to succeed in our schools.

Each Fellow’s principal, district administrator, or supervisor is expected to collaborate closely with their Fellow in thoughtful planning of how the district, school, or organization will utilize the Fellow’s leadership in support of statewide implementation efforts and to improve student learning. Each district or organization supports a Fellow through close collaboration and a commitment to assist them within the timeline as noted here.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the first Fellow’s conversion in September/November.</td>
<td>Fellow and principal/district administration supervisor reviews and updates the Initial Plan (Section A) of the Fellow Action Plan.</td>
</tr>
<tr>
<td>After each Fellows’ conversion and more frequently as needed.</td>
<td>Fellow updates their regional coordinator on the status of their action plan. Fellow and principal/district administration supervisor meets after each conversion for a minimum of one hour to organize Reflections and Plans (Section B).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Fellow</th>
<th>Plan Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-21</td>
<td>Demo Fellow</td>
<td>Adams Elementary</td>
</tr>
</tbody>
</table>

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

![Figure 63. Plan sections column with Section A selected](image)

Figure 63. Plan sections column with Section A selected

Action Plan: Initial Plan - Section A 2020-2021
2020-2021

NOTE: The fellow, and the district administrator, school principal, or supervisor should collaborate to complete the fellow's Action Plan. If you are a continuing fellow, build on Section A of your previous year’s fellow’s leadership plan. The Action Plan is a required component of each fellow’s and school/district/organization's commitment.

Please complete the following questions in collaboration with your principal/district administrator/supervisor after the first fellow's meeting.

Where are we now? Where do we want to be? Steps we can take

Describe your district/school's current implementation of Washington State Learning Standards. What does our data tell us about disparate student outcomes and systemic barriers?

Figure 64. The Action Plan: Initial Plan—Section A page

3. Complete the Where are we now? tab by selecting the tab and typing your response to the question in the text field below.

Figure 65. The Where are we now? tab with accompanying text field
**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 66. The style ribbon for the Action Plan Section A text field

4. Complete the **Where do we want to be?** tab by selecting the tab and typing your response to the question in the text box below.

Figure 67. The Where do we want to be? tab with accompanying text field
5. Complete the **Steps we can take** tab by selecting the tab and typing your response to the question in the text box below.

![Figure 68. The Steps we can take tab with accompanying text field](image)

6. When you are done responding to the questions for each tab, or at any point during your work, click **Save All Tabs** to save your work.

![Figure 69. The Save All Tabs button](image)
A confirmation message briefly appears below the text field.

Figure 70. The confirmation message after saving all tabs

7. You can add or view comments to Section A of the Action Plan in the comment section on the right.

Figure 71. The comment area for Section A of the Action Plan
8. To add a new comment, type it into the comment box and click **send**.

![Figure 72. The send button to submit a comment](image1.png)

A confirmation message briefly appears beneath the comment section.

![Figure 73. The confirmation message when a new comment is added](image2.png)
SECTION B
Record action items for your Action Plan using Section B. This portion of the Action Plan also provides the option for you and your Principal/District Administrator/Supervisor to reflect on the Action Plan as it progresses.

1. To navigate to Section B of the Action Plan from Section A, click the link near the top of the page.

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

Figure 74. Navigational links to go to Section B of the plan or to view the plan

Or click Action Plans in the left navigation.

![Figure 75. Left navigation](image)
The **Fellows Action Plans** page appears.

**Figure 76. The Fellows Action Plans page**

Click the **Section B** button in the appropriate row of the Plan Sections column.

**Figure 77. The button to go to Section B of an Action Plan**

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

**Figure 78. Action Plan: Ongoing Reflections & Plans—Section B page**
2. To begin adding action items, click **Add action item**.

![Figure 79. The button for adding action items to an Action Plan](image)

Text fields will appear with a blue background for each column.

![Figure 80. Text fields for adding an action item](image)
3. Respond to the question in each column using the corresponding text field. Click into the field to begin typing.

![Figure 81. Example of completed text fields for a new action item](image)

4. Click **save**.

![Figure 82. The button to save a new action item](image)

Saved responses appear without the blue background. Options to edit, add a reflection to, or delete an action item appear on the right. (Editing and deleting action items are discussed under the [Editing an Action Plan](#) section.)

![Figure 83. A saved action item](image)
5. To add or view reflections for a saved action item, click **Reflection** at the bottom right.

![Reflection button](image)

*Figure 84. The button to view or add a reflection to an action item*

A **Reflection** text box appears. Type your reflection into the text box.

![Reflection text box](image)

*Figure 85. The reflection text box for action items*
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 86. The style ribbon for the Reflection text box

6. Once you have added your comments, click **Save changes**.

Figure 87. The save changes button for action item reflections
Once a reflection has been added to an action item, a check mark will appear on the Reflection button.

![Reflection button](image)

Figure 88. An updated reflection button that indicates at least one reflection has been added to an action item

7. Use the menu at the top of the page to navigate back to Section A or view the plan.

![Navigational links](image)

Figure 89. Navigational links to view other sections of the Action Plan from Section B

**Downloading and Sharing Action Plans**

You can download an Action Plan as a PDF, download an Action Plan section as a spreadsheet, or share a link to the plan.

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

![Left navigation](image)

Figure 90. 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 aspect of being a Fellow is to collaborate with your principal/administrator/supervisor to create an action plan that will facilitate change throughout your school district or organization. Below you will find details and instructions 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 setting learning objectives.

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

Section B. Organizing Reflections & Plans. Use this section of the template to support and ensure 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’s regional leaders, regional leaders in your field, and your regional leaders in your field.

The Fellows Action Plan is designed for you to enter the value of the AOSI Action Statement:

Each student, family, and community realizes strengths and cultural knowledge that benefit their peers, educators, and schools.

- **Drilling for our students:** It engages educators leaders to ensure that their students prepare for college, career, and success in life.
- **Drilling for our students:** It engages educators leaders to ensure that their students prepare for college, career, and success in life.
- **Drilling for our students:** It engages educators leaders to ensure that their students prepare for college, career, and success in life.
- **Drilling for our students:** It engages educators leaders to ensure that their students prepare for college, career, and success in life.

**Figure 91. The Fellows Action Plans page**

2. Select a tab to view your own plans, those from your content area, or group plans for which you are a contributor.

**Figure 92. Tabs for viewing your own Action Plans or those from your content area**
3. To print an Action Plan, click View Plan.

![Table of Action Plans]

Figure 93. The button to view an Action Plan

The Action Plan page appears.

![Action Plan Page]

Figure 94. The Action Plan page

4. Click Print in the upper-right corner.

![Print Button]

Figure 95. Button to print Action Plan
The plan text opens in a second browser window and a dialogue box appears for the printing devices connected to your computer.

5. Enter your desired printing settings in the dialogue box and click **Print**.
6. To share an Action Plan, click the link button in the appropriate row.

![Image of dialogue box](image1.png)

**Figure 96. A dialogue box for confirming the printing settings on your connected devices**

![Image of shareable link](image2.png)

**Figure 97. The button to create a shareable link for an Action Plan**
A new window opens containing the Action Plan text. You can copy the URL and share it.

A new window with a shareable URL for an Action Plan

![Image](https://example.com/actionplan_url)

7. To download an Action Plan in PDF format, click the PDF button in the appropriate row.

NOTE: You can also download other Action Plans from your content area in PDF format, but you cannot download individual sections. Click the PDF button on the far right.

![Image](https://example.com/download_button)

NOTE: You can also download other Action Plans from your content area in PDF format, but you cannot download individual sections. Click the PDF button on the far right.
A prompt to open the PDF appears in the bottom-left corner of your browser window.

Figure 101. The prompt to open a PDF

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

Figure 102. The arrow button to open a downloaded PDF
The PDF opens in a new window. You can now view, save, or print the file.

![Action Plan](image)

**Action Plan**

**2020-2021**

Congratulations on becoming a Washington State Fellow! We are very excited that you have joined a statewide network of teacher leaders. One expectation of being a Fellow is to collaborate with your principal/district administrator/supervisor to create an action plan that will facilitate change throughout your school, district, or organization. Below you 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 Early Learning Fellows.

**Section A** - Complete this section of the template with your principal/district 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 process the action plan created by you and your principal/district administrator/supervisor. At the end of the school year, you will share the action plan with your ESD’s regional math, science, early learning, or ELA coordinator.

The Fellows’ Network Action Plan is designed for you to enact the values of the OSPI Equity Statement

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

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle 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.

Each Fellow’s principal, district administrator, or supervisor is expected to collaborate closely with their Fellow in thoughtful planning of how the district, school, or organization will utilize the Fellow’s leadership in support of standards implementation efforts and/or to improve students’ learning. Each district or organization supports its Fellow through close collaboration and a commitment to action items within the timeline as noted here:  

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action</th>
</tr>
</thead>
</table>

**Figure 103. An Action Plan as a PDF**

9. To download an Action Plan section as a Microsoft Excel (XLS) file, click the first XLS button for Section A and the second for Section B. (NOTE: This option is only for Action Plans your created or group Action Plan for which you are a contributor.)

![Figure 104. 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 105. A prompt to open an Excel file](image)

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

![Figure 106. The arrow button to open a downloaded Excel file](image)

The file opens with Microsoft Excel.

![Figure 107. An Action Plan section as an Excel file](image)
Editing an Action Plan

After you create an Action Plan, you can return to that plan to edit it.

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

Figure 108. Left navigation

The Fellows Action Plans page appears.

![Fellows Action Plans](image)

Figure 109. The Fellows Action Plans page
2. To edit the basic information for your Action Plan, such as the school, click **Edit** in the row of the appropriate Action Plan.

![Figure 110. The button to edit an Action Plan](image)

The **Action Plan** page appears.

![Figure 111. The Action Plan page](image)
3. Update the information as needed and click **Submit**.

![Action Plan Form](image)

*Figure 112. 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 113. A confirmation message of an updated Action Plan*
EDITING SECTION A
To make edits to Section A of the Action Plan, follow the same process you used to initially complete this section.

EDITING SECTION B (ACTION ITEMS)
1. In the left navigation of https://pdfor.us, choose Action Plans.

Figure 114. Left navigation

The Fellows Action Plans page appears.

Figure 115. The Fellows Action Plans page
2. In the **Plan Sections** column, click on **Section B** in the appropriate row.

![Screenshot of the Plan Sections column with Section B highlighted](image)

*Figure 116. The button to navigate to Section B of an Action Plan*

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

![Screenshot of the Action Plan: Ongoing Reflections & Plans—Section B page](image)

*Figure 117. The Action Plan: Ongoing Reflections & Plans—Section B page*

3. To make changes to a specific action item, click **Edit**.

![Screenshot of the button to edit an action item](image)

*Figure 118. The button to edit an action item*
A blue background will appear around the text fields, indicating you can edit the text.

![Action Items](image1)

**Figure 119. Editable text fields for action items**

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

![Evaluation](image2)

**Figure 120. The button to save changes to an action item**
Saved responses appear without the blue background.

**Figure 121. A saved action item**

5. To delete a saved action item, click the red X.

**Figure 122. The button to delete an action item**

A dialogue box appears to confirm that you want to delete the action item.

**Figure 123. The dialogue box to confirm deletion of an action item**
6. Click **OK**.

![Confirmation message](image)

Figure 124. The button to confirm deletion of an action item

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

![Deleted action item](image)

Figure 125. A confirmation message for a deleted action item
Collaborating with Others on Action Plans

If you would like to collaborate with others on your Action Plan, one of the collaborators can create an Action Plan and add the other collaborators as contributors.

**Adding Contributors**

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

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**Figure 126. Left navigation**

The Fellows Action Plans page appears.

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**Figure 127. The Fellows Action Plans page**
2. In the row of the appropriate Action Plan under the My Action Plans tab, click the Contributors button.

![Figure 128. The Contributors button](image)

The Action Plan Contributors page appears.

![Figure 129. The Action Plan Contributors page](image)

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

![Figure 130. The drop-down menu to add a new contributor to an Action Plan](image)
4. Click **Add**.

![Image](image1.png)

**Figure 131. The button to add a selected user as a contributor**

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

![Image](image2.png)

**Figure 132. Confirmation of an added contributor**
**Removing Contributors**

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

**Figure 133. Left navigation**

The **Fellows Action Plans** page appears.

**Figure 134. The Fellows Action Plans page**
2. In the row of the appropriate Action Plan, click the **Contributors** button.

![Figure 135. The Contributors button](image)

The **Action Plan Contributors** page appears.

![Figure 136. The Action Plan Contributors page](image)

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

![Figure 137. The button to remove a contributor](image)
That contributor’s name will disappear from the list.

**Action Plan Contributors**

![Image of the Action Plan Contributors interface]

**Figure 138. An updated Action Plan contributors list**

**Frequently Asked Questions**

**What should I do if I forgot my password?**

1. If you forget your password, go to the database login page at [https://pdfor.us](https://pdfor.us). Click **Reset Password**.

![Image of the login page with a circled Reset Password link]

**Figure 139. The reset password link on the login page**
2. Enter your email address in the **Recover Password** page.

![Recover Password page](image1)

**Figure 140. The Recover Password page**

3. Click **Submit**.

![Submit button highlighted](image2)

**Figure 141. The button to submit a password recovery request**

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

![Confirmation message](image3)

**Figure 142. 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](image)

Figure 143. Password recovery email

5. Follow the link in the email. You’ll arrive at the Reset Password page.

![Reset Password page](image)

Figure 144. 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.

![Figure 145. New password fields](image)

7. Click **Submit**.

![Figure 146. Button to submit a new password](image)
Once your password is updated, the **Login** page appears with a confirmation message.

![Login page with confirmation message](image)

**Figure 147. Confirmation message for updated password**

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

![Confirmation email](image)

**Figure 148. Confirmation email for updated password**
How do I change my username or password?

1. To change your username or password, from the dashboard, select **My Profile** near the top of the page.

   ![](image1.png)

   *Figure 149. Link to the user profile from the dashboard*

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

   ![](image2.png)

   *Figure 150. An example user profile*
The **Edit Profile** page appears, where you can edit your email address or change your password.

![Edit Profile page]

**Figure 151. 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]

**Figure 152. Updated fields on the Edit Profile page**
4. Click **Submit**.

![Edit Profile Form]

**Figure 153. Link to submit updated username or password**

A confirmation message appears.

![Profile Confirmation]

**Figure 154. Confirmation of updated profile**
Who can access the Action Plans?

Fellows can create and edit their own Action Plans and view other Action Plans for their content area.

Coordinators can view and edit their own Action Plans, as well as Action Plans for their ESD and content area.

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

Yes, you can share Action Plans by creating shareable links for Action Plans you’ve created and those from your content area.

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.

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

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