Employee Kiosk IPDP Implementation

There are a number of steps that are necessary to implement the Employee Kiosk IPDP module. You must first select the members of your Local Professional Development Committee, create your committees, and create your Development Plan Template.

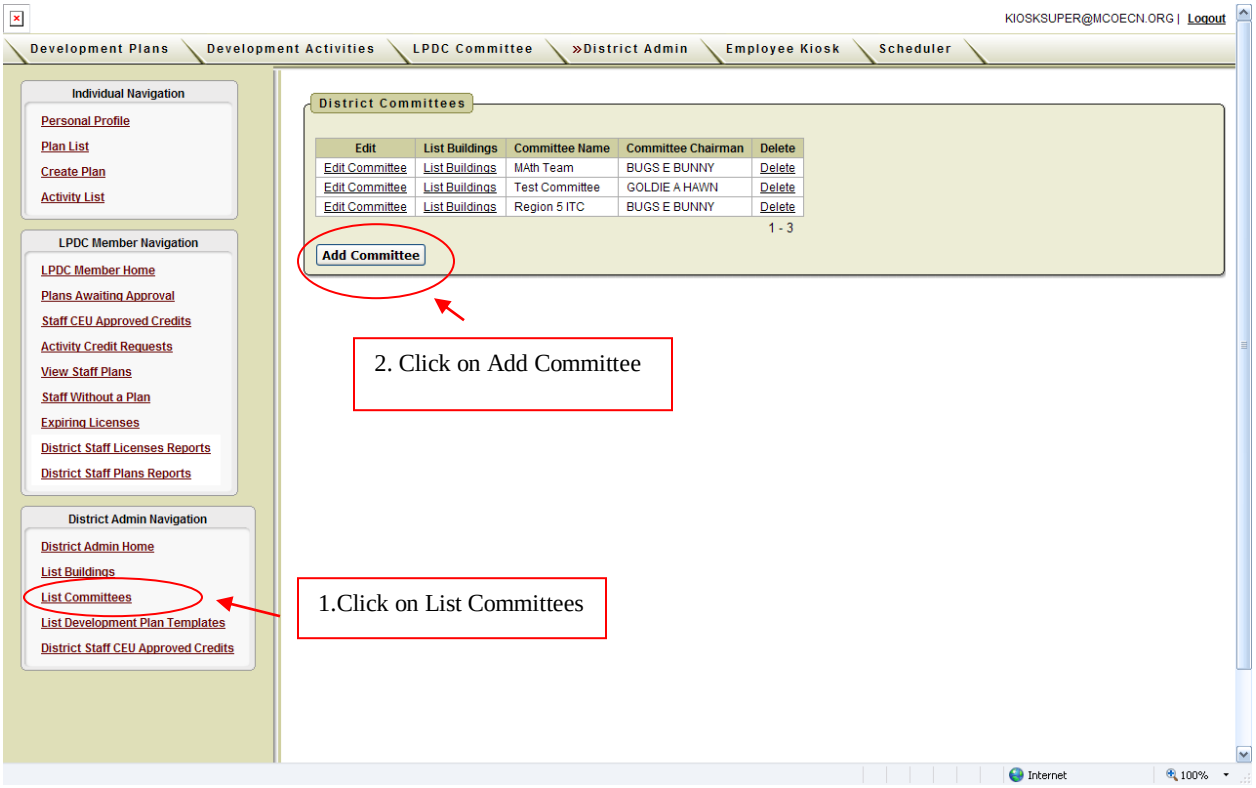
Below are the steps necessary to select your LPDC and create your committees:

1. Select one or more people to be your IPDP Administrator. This is the person(s) that will create your committees and your Development Plan Templates. Your district's Kiosk Administrator must grant the IPDP Administrator role to the people selected.

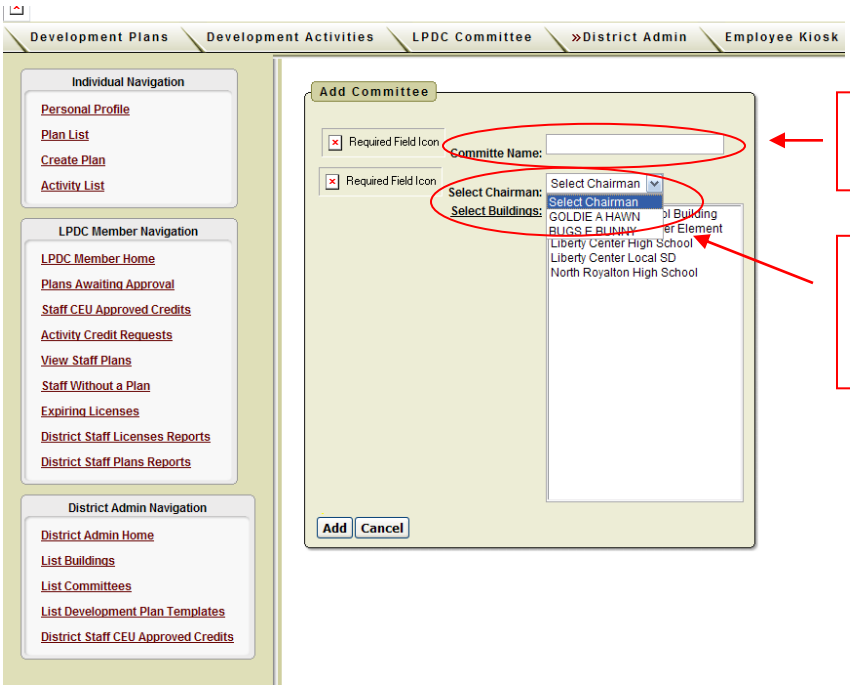
2. Select the people you would like to be committee chairpersons. Your district's Kiosk Administrator must grant the IPDP Chairperson role to the people selected.

3. Select the people you would like to be committee members. Your district's Kiosk Administrator must grant the IPDP Committee Member role to the people selected.

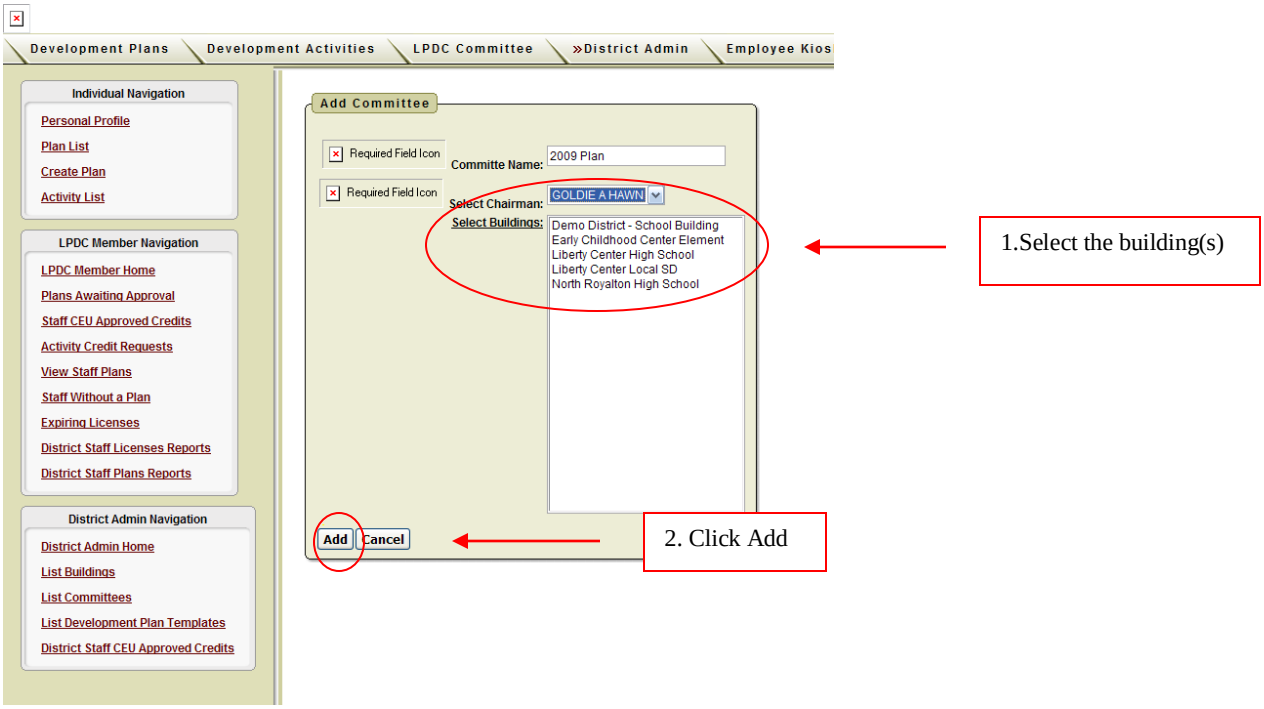
4. Your IPDP Administrator will create your LPD committee(s). Your committee(s) must be defined before creating your templates so that the templates can reference the committee.



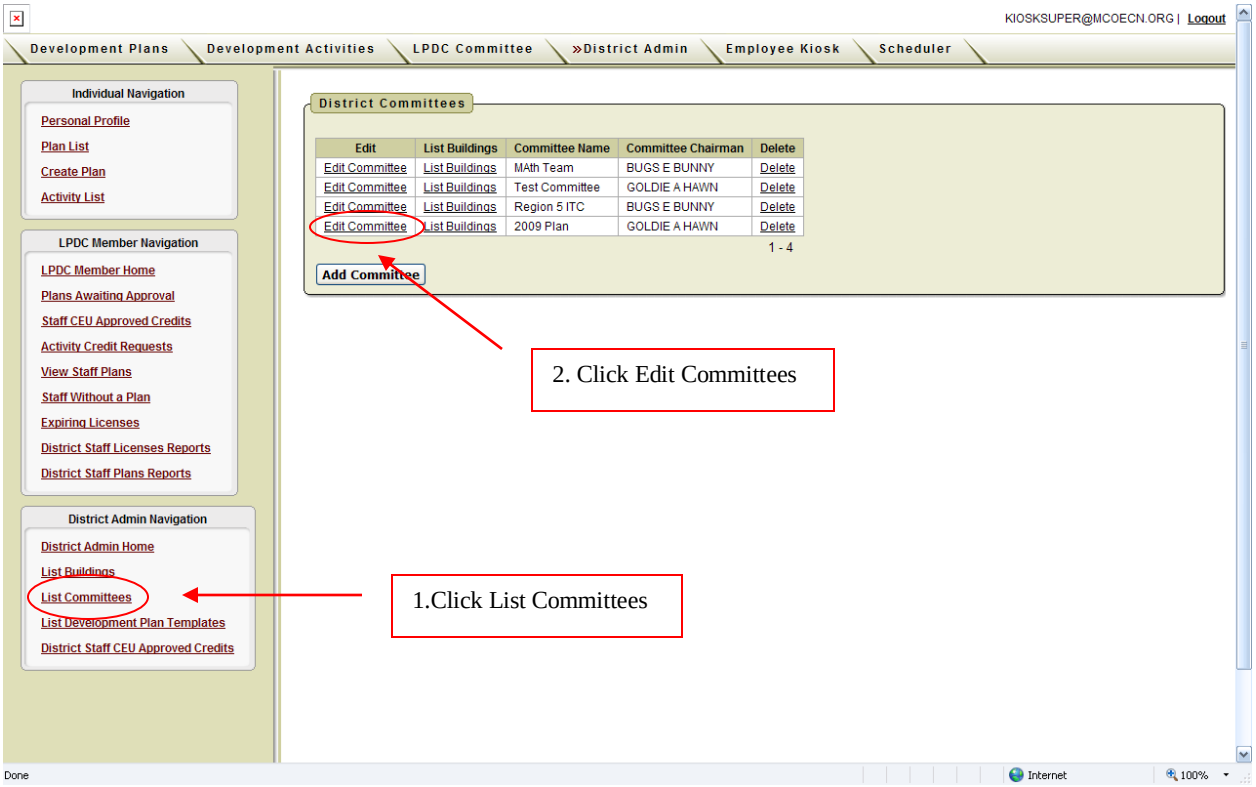
5. The IPDP Administrator should enter the name of the committee and select the chairperson from the list of people that have been granted that role.



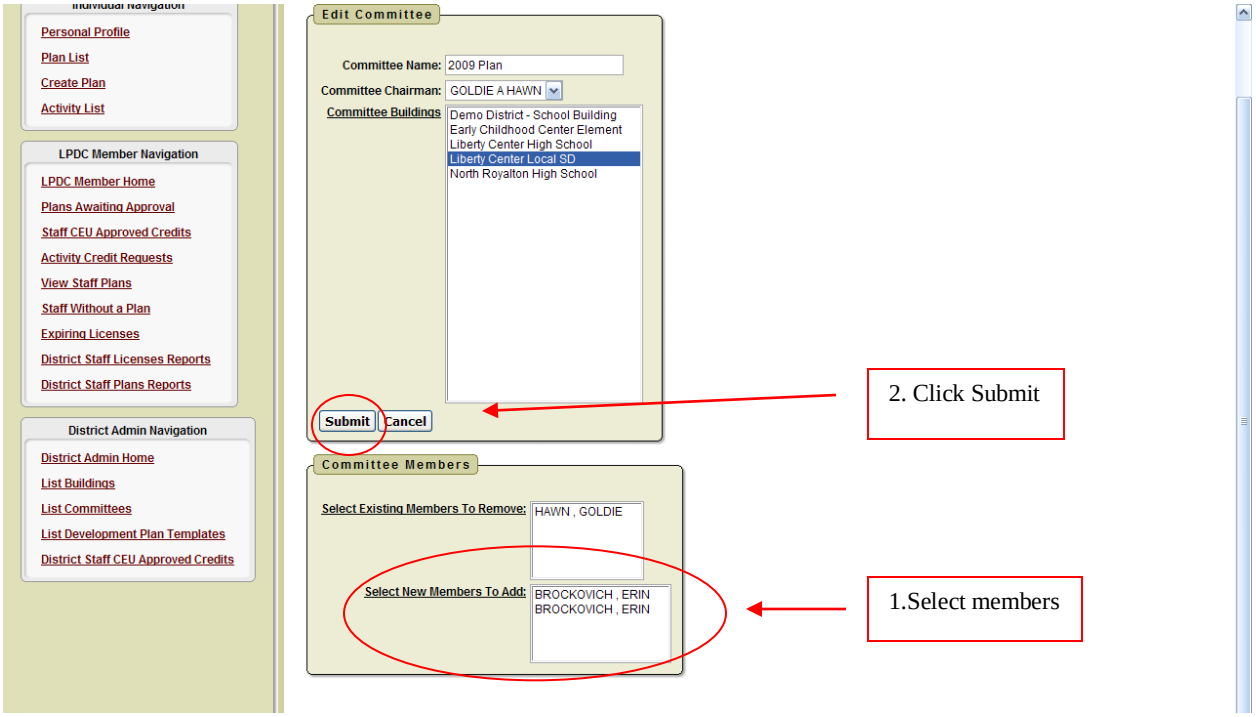
6. The IPDP Administrator will select the district building that is associated with this committee and then click Add.



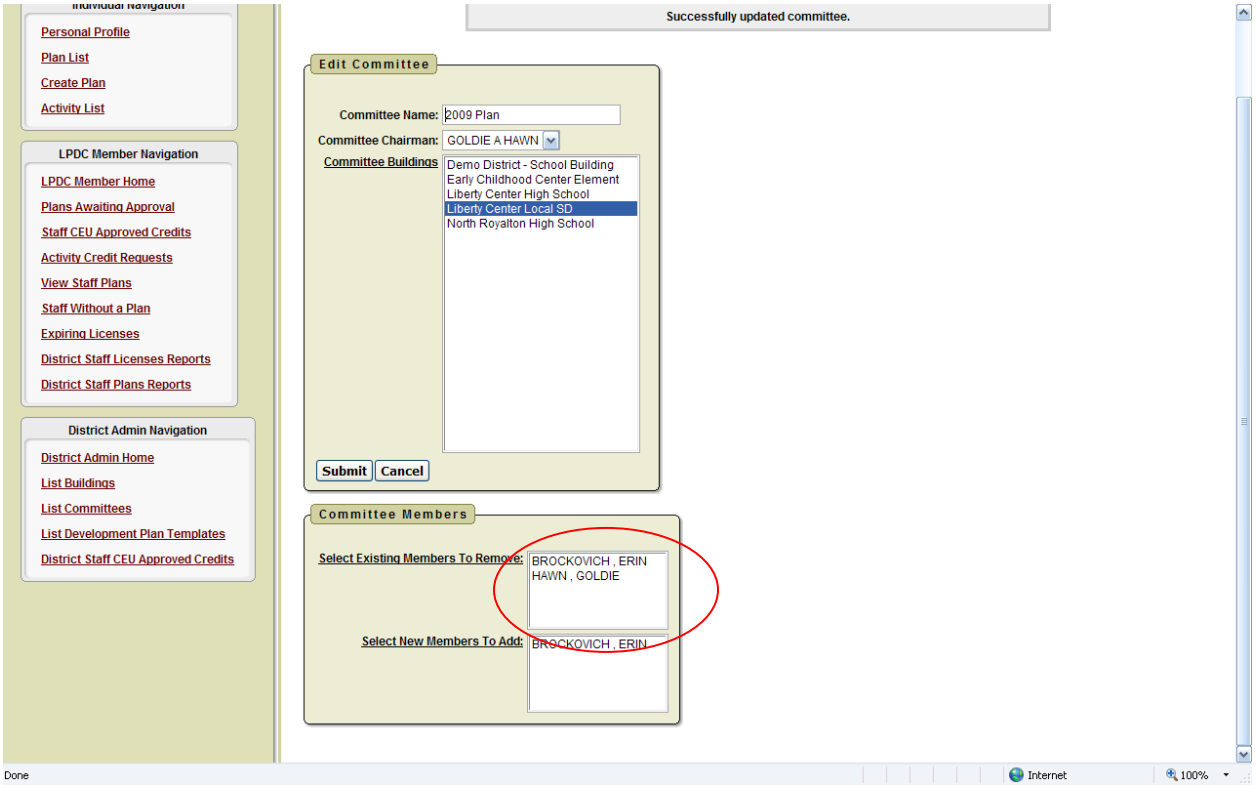
7. You will now need to add members to the committee. Click on List Committees and select the newly created committee to which you wish to add members.



8. You should select the committee members from the list of people that have been assigned the committee member role and click submit.



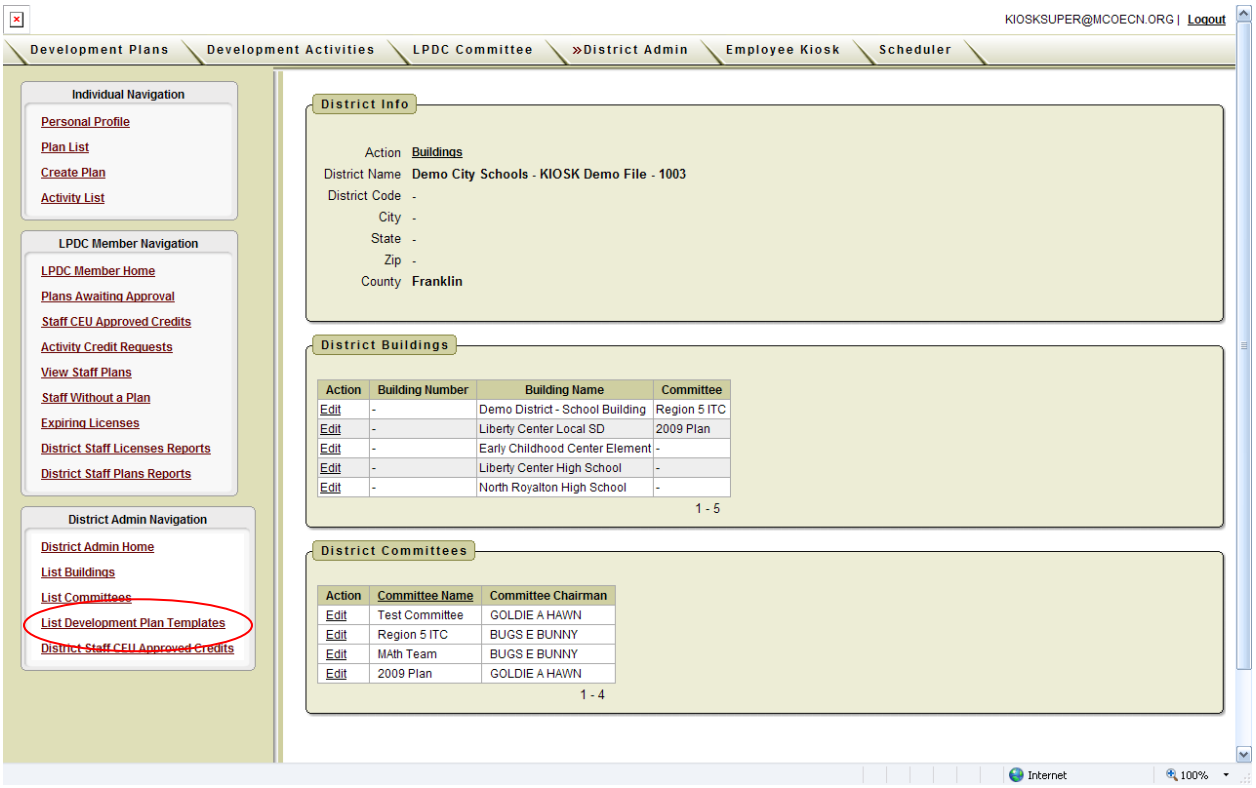
9. The selected members will appear in the Existing Member box.



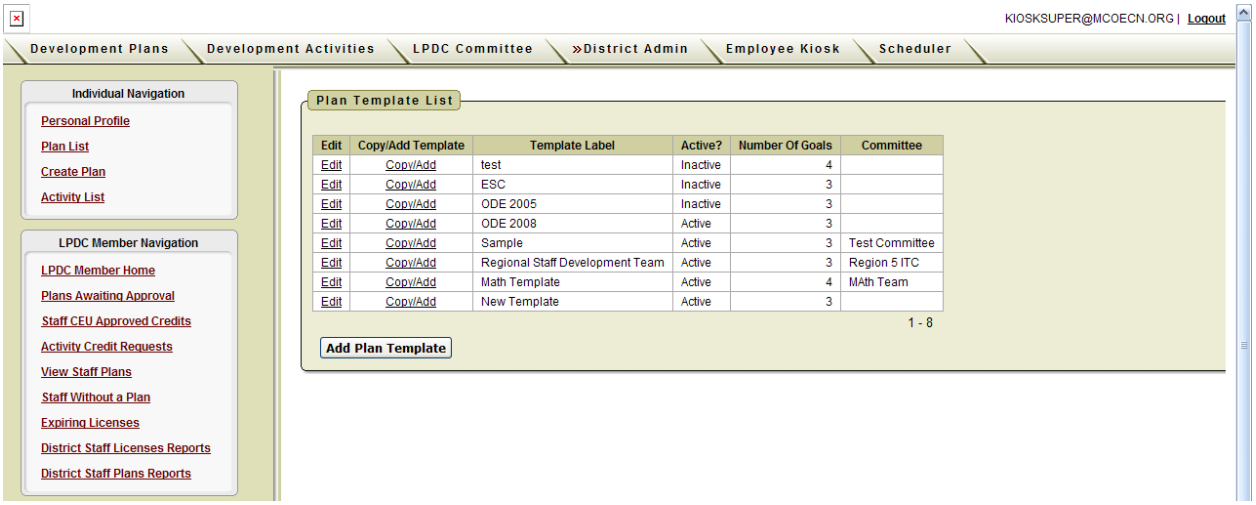
10. Continue adding committees until they have all been added.

Now that you have your committees established, you will need to create your Development Plan Templates.

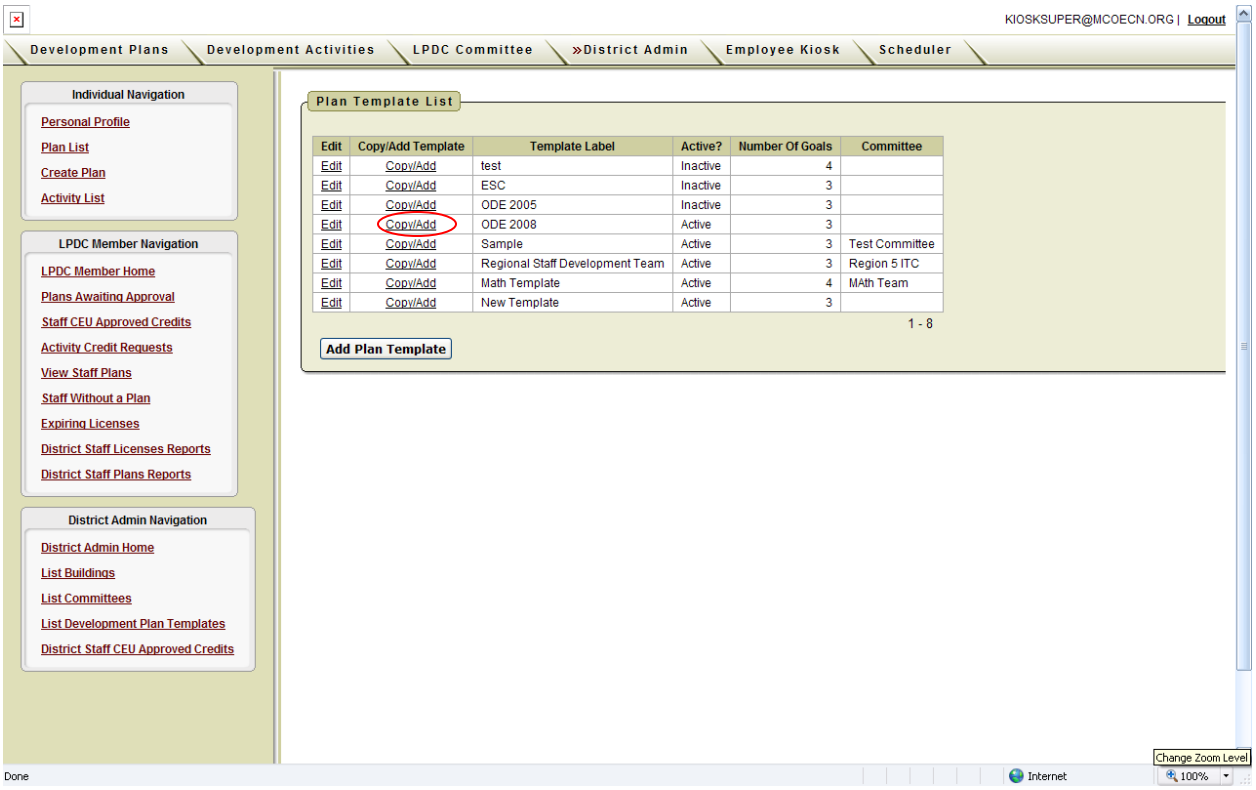
1. Click on List Development Plan Templates.



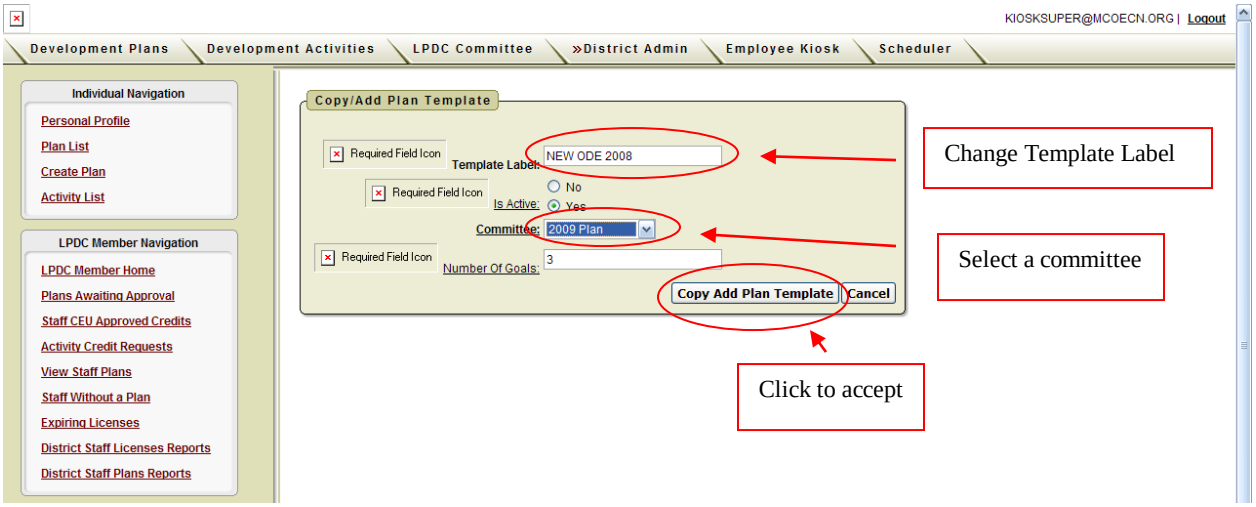
2. A list of available Development Plan Templates will be displayed. You can select one of the templates that have already been created, copy and rename a template, or create a new template.



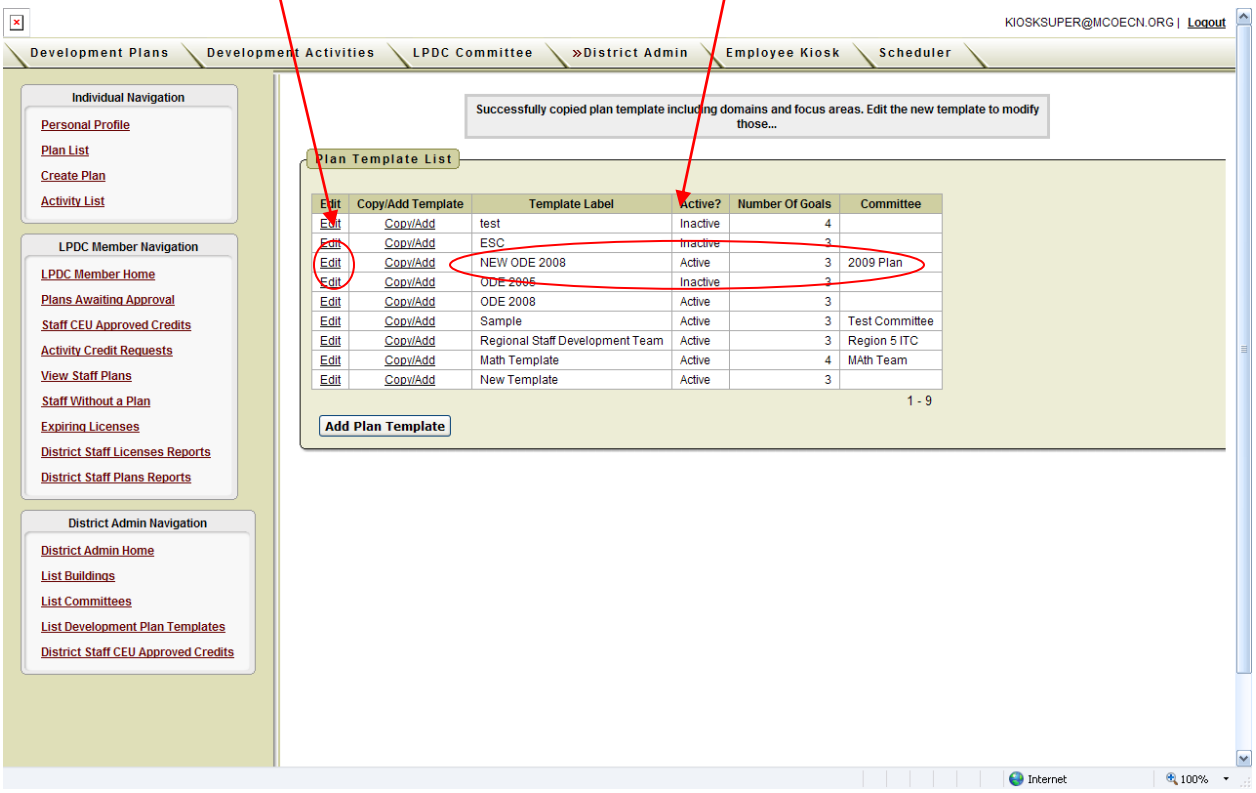
3. The easiest way to create a new template is to copy and modify an existing template. Select the template you would like to copy and click on Copy/Add.



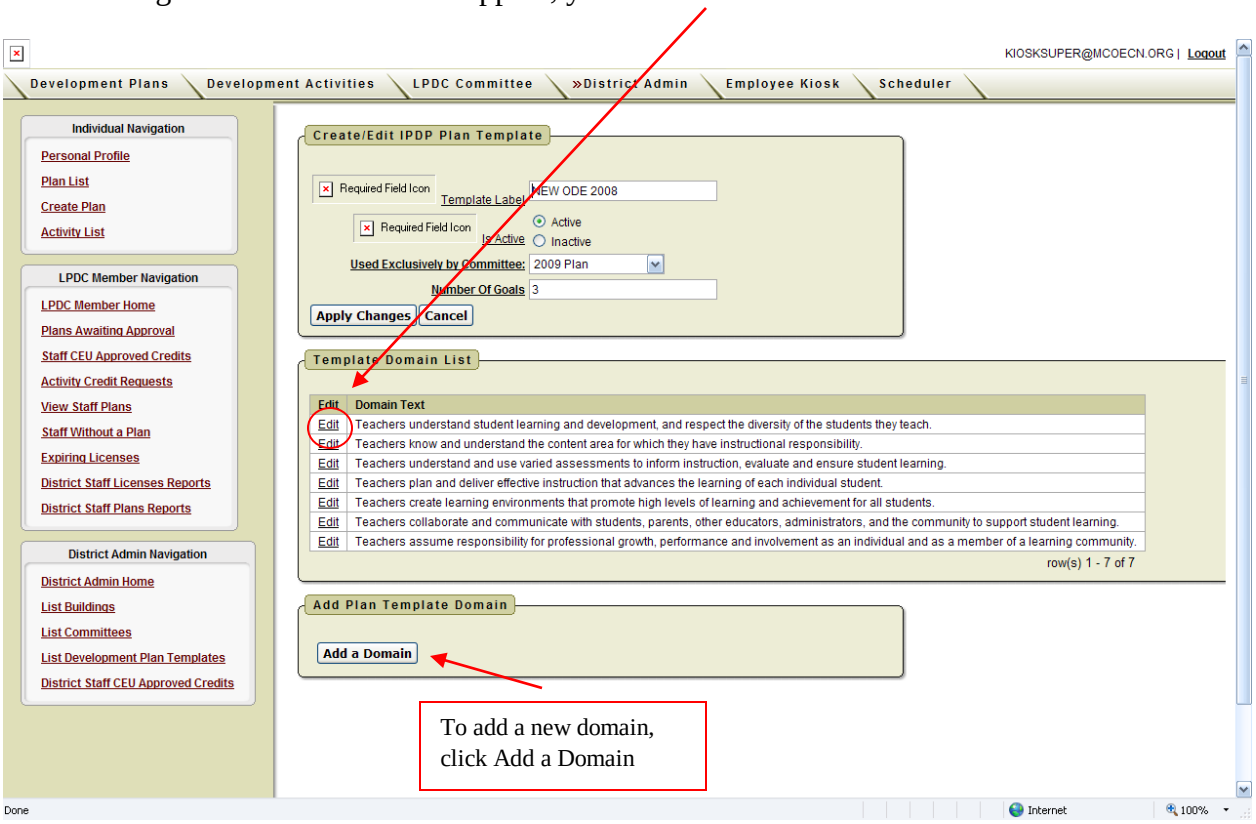
4. A screen will appear listing the selected template's information. You will need to modify the information and then click Copy Add Plan Template.



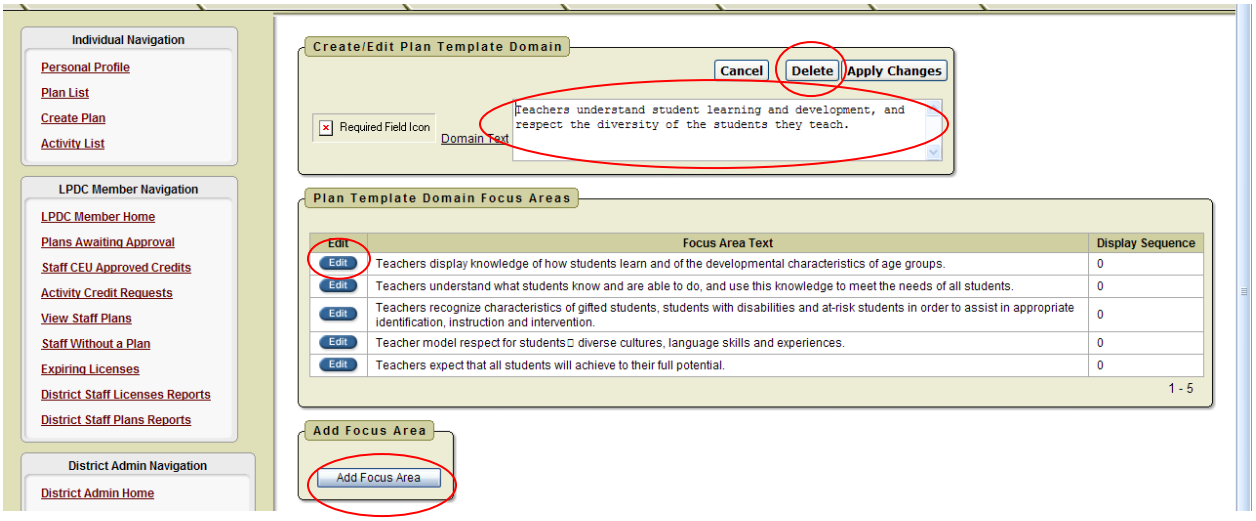
5. Your new template will appear as part of the available template list. To modify the new template, click Edit.



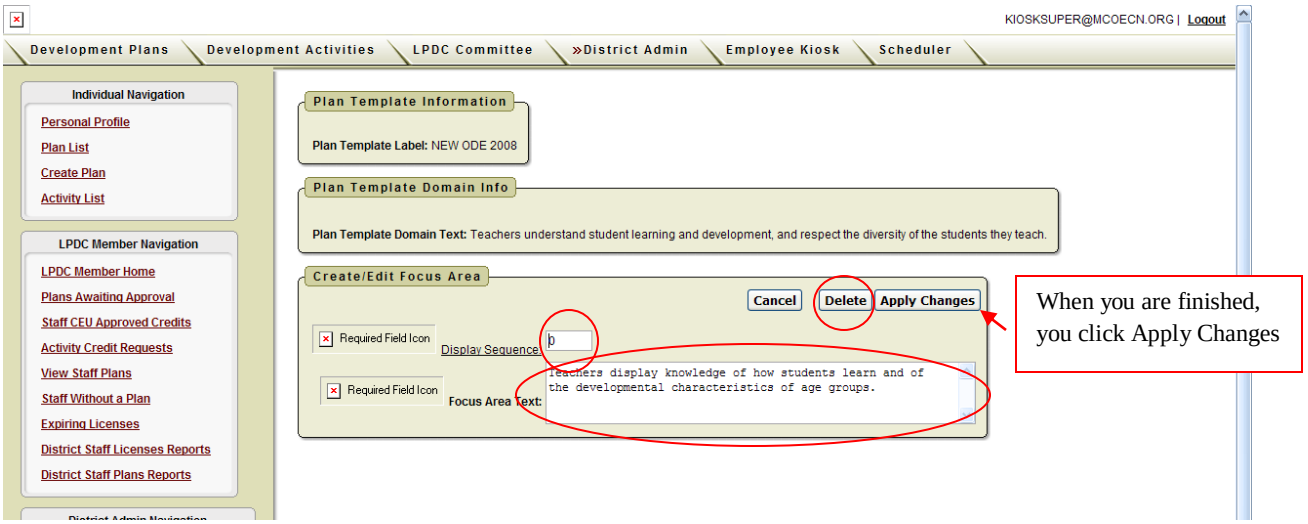
6. The new template will appear and be ready for you to edit. The Template Domain List is the categories of Focus Areas that appear in your Template. To edit the Domain Text or change the Focus Areas that appear, you click on Edit.



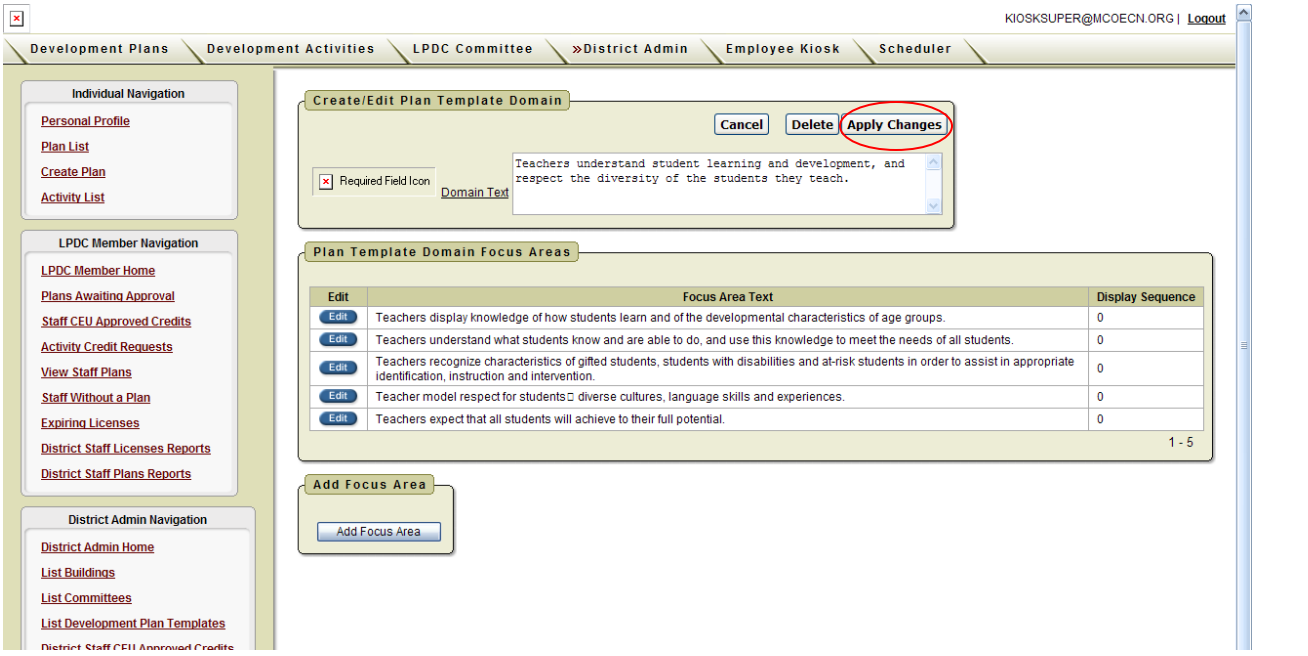
7. When you click to edit the Domain, all of the Focus Areas appear. At this point you can edit the Domain Text, add an additional Focus Area to that Domain, or you can delete the entire focus area. You can also Click on Edit to edit the individual Focus Areas.



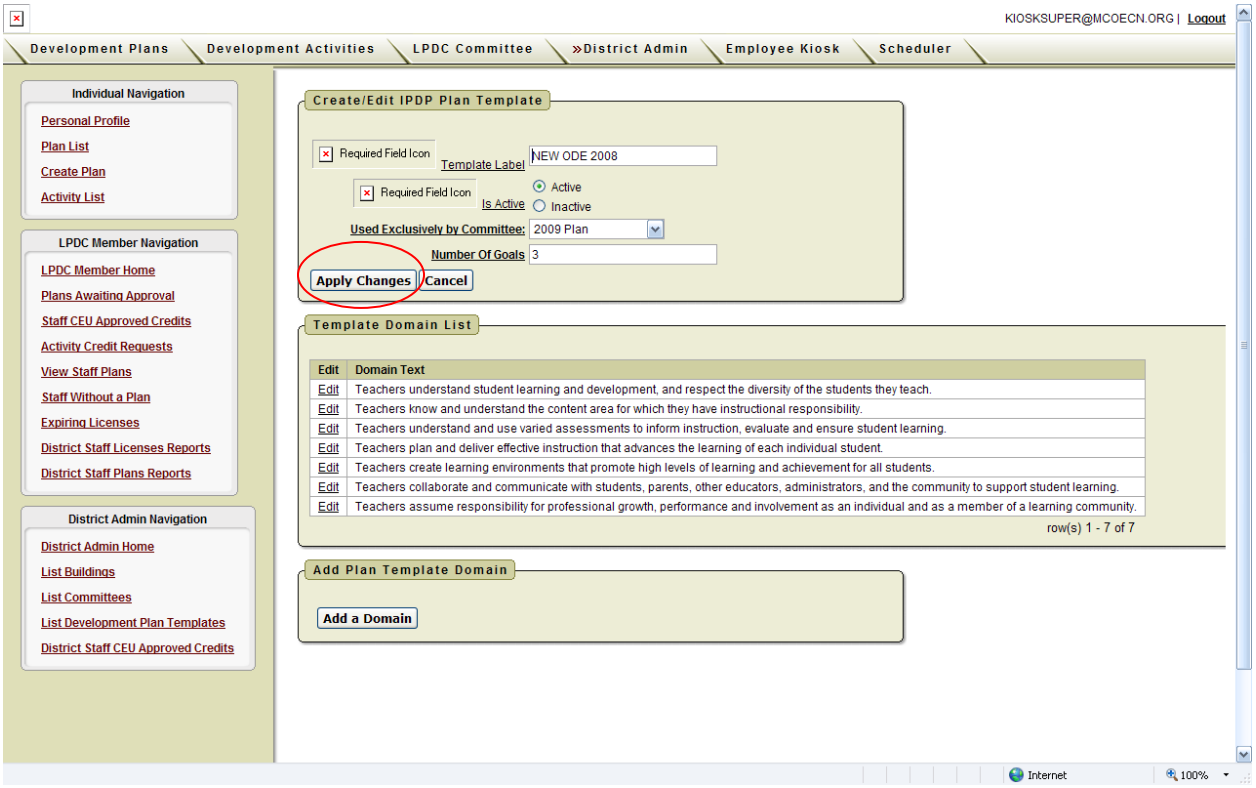
8. When you click on the Edit on the individual Focus Areas, you can modify the text, delete the Focus Area, or change the order in which this Focus Area appears in the Domain.



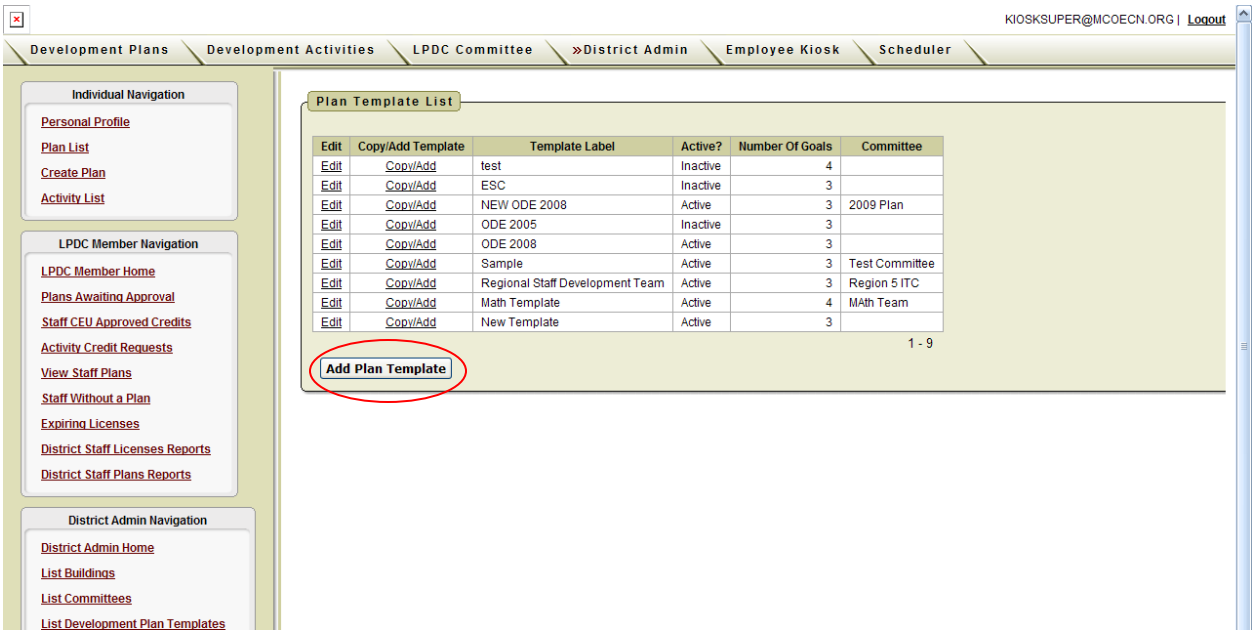
9. When you are finished making all of the changes to the copied template, you should click the Apply Changes button.



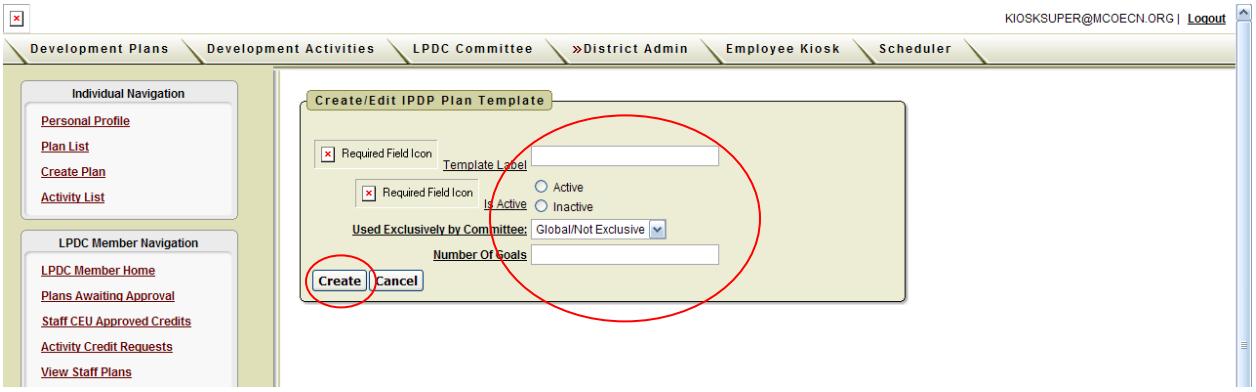
10. Click Apply Changes on the first screen.



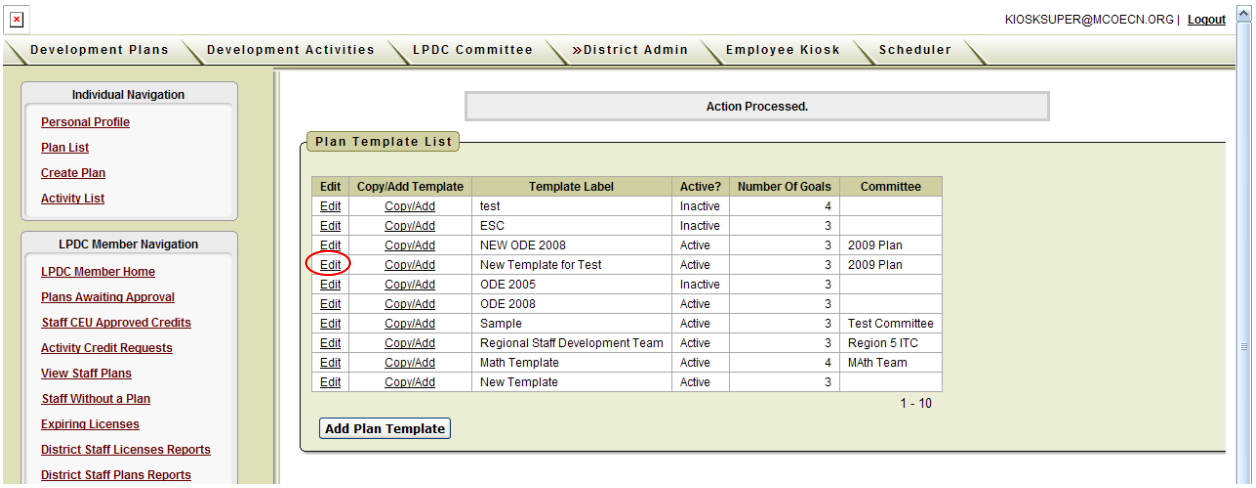
11. If you would like to add a new Development Plan Template, you click on Add Plan Template.



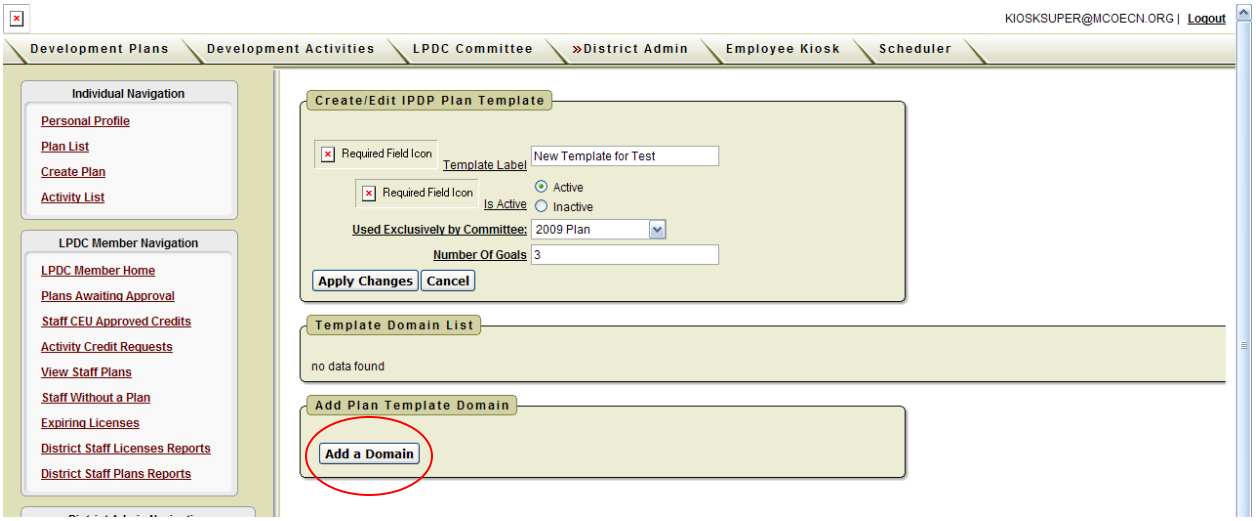
12. A blank screen will appear and you will need to complete all of the necessary information and click Create.



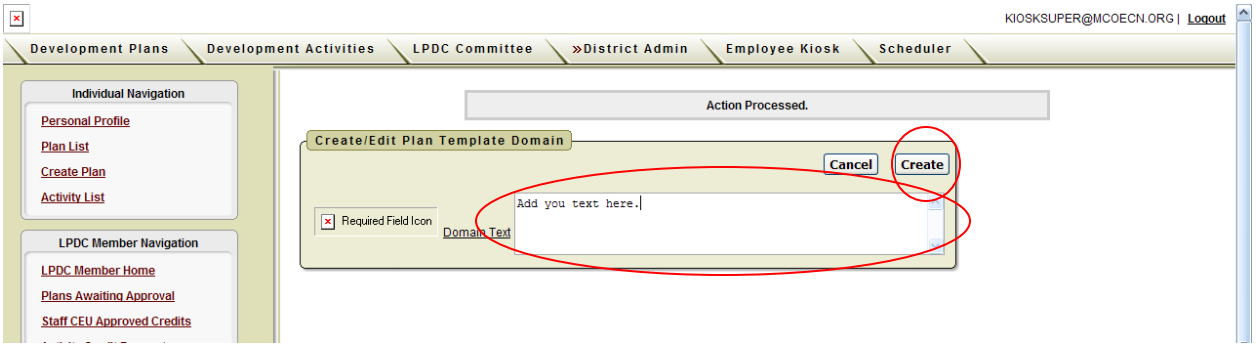
13. You will then need to Edit the new template to add your Domains and Focus Areas.



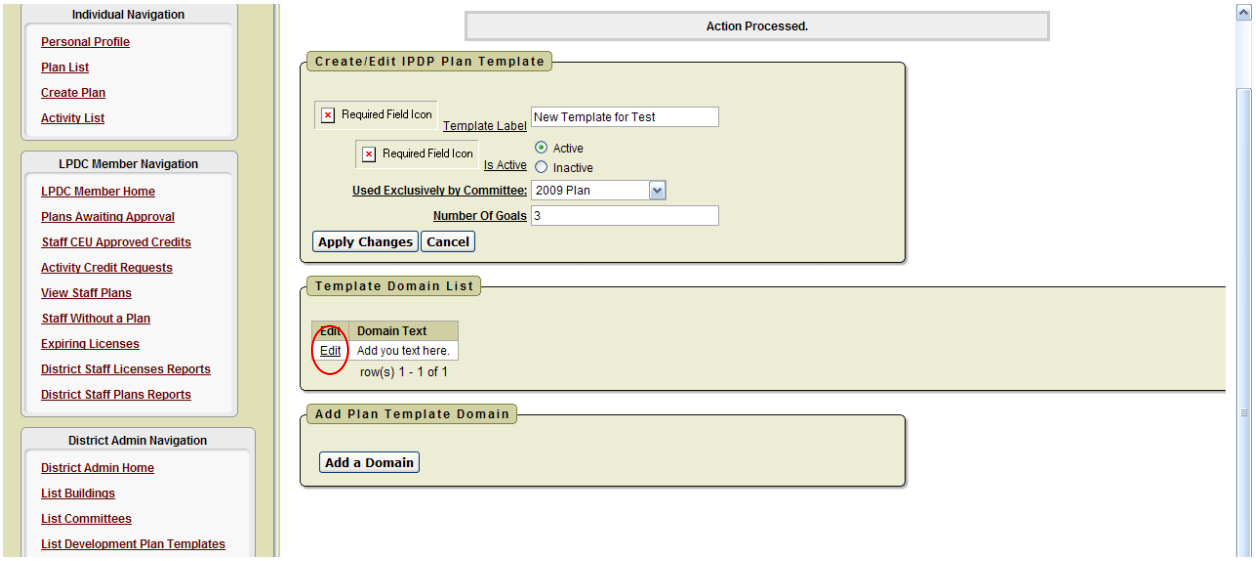
14. You must first add your Domains. This is the text above your Focus Area groups.



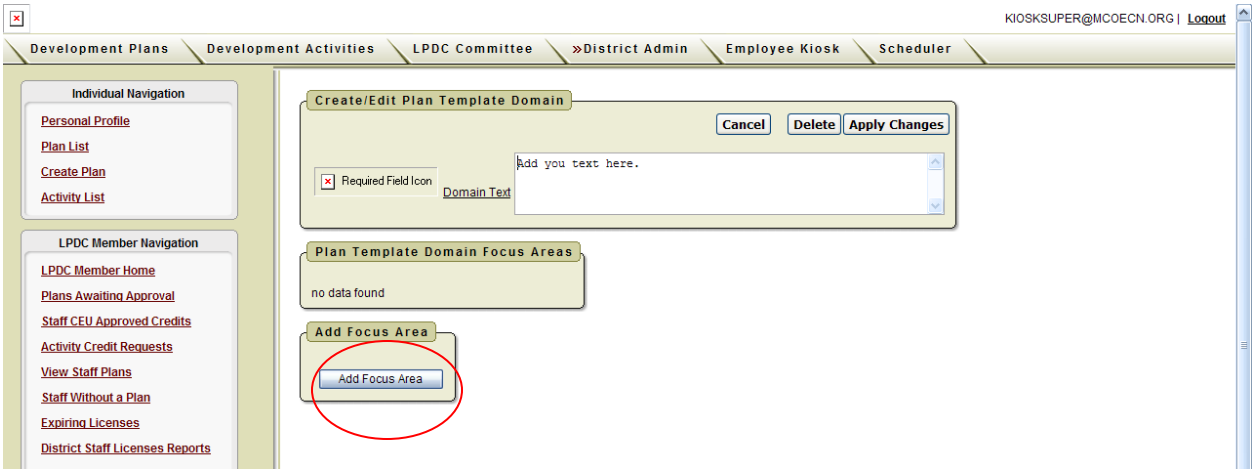
15. You must add your Domain Text and click Create.



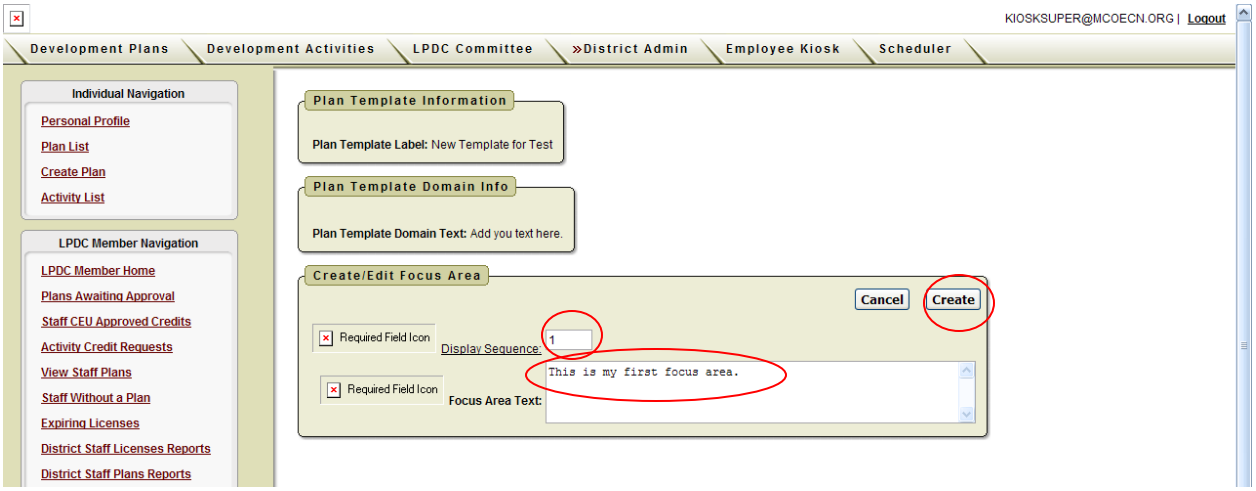
16. After you create your Domain, you will need to add the Focus Areas. Click on Edit next to the Domain Text that was just added.



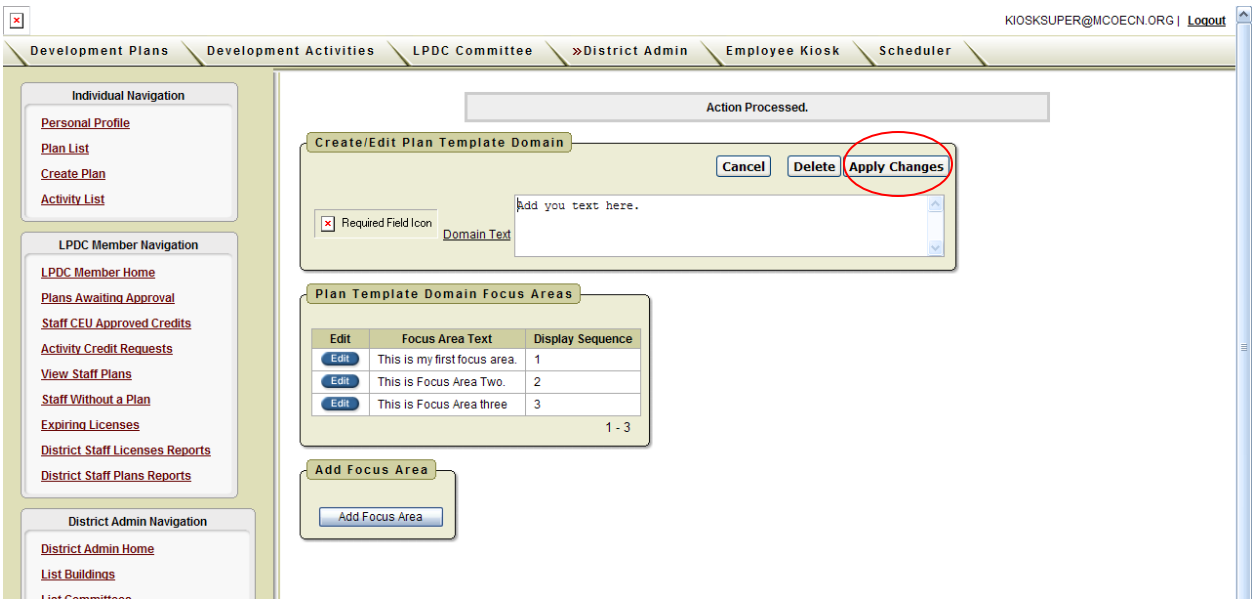
17. Click on the Add Focus Area.



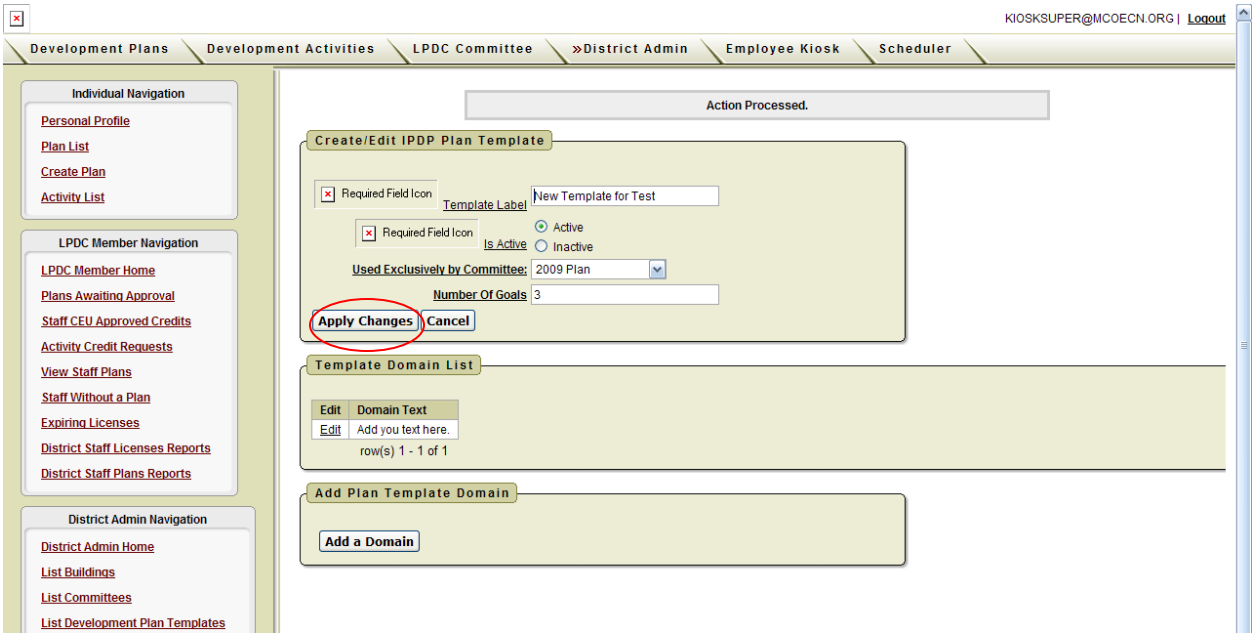
18. Add you Focus Area Text, the sequence in which it should appear, and click Create.



19. You should continue until all Focus Areas have been added to this Domain. Once all Focus Areas have been added, you will Click Apply Changes.



20. You will continue adding Domains and Focus Areas until your Development Plan is complete. When you are done, you will click Apply Changes.



21. Your new Development Plan Template will now be part of the list of available templates and ready for you to use.