PowerSchool Professional Learning

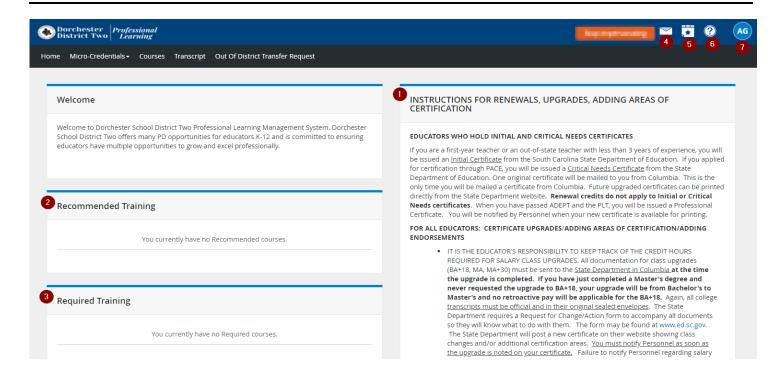
General User Directions

Faculty and staff members may register for courses, check personal in-district transcripts, and request out-of-district course credit.

Sign into PowerSchool Professional Learning

- 1. Go to Clever.com and find the PowerSchool Professional Learning link or go to https://dd2.pl.powerschool.com/.
- 2. If you are not logged in automatically, use your Microsoft O365 credentials to log in.

Home Screen



- 1. Information about renewing, upgrading, and adding areas of certification
 - If you have any questions about certification, please contact Paula Belken at pbelken@dorchester2.k12.sc.us.
- 2. Recommended Training
 - Trainings that have been recommended to you by instructors will appear here. These trainings will be
 optional, but highly recommended.
- 3. Required Training
 - Trainings may have prerequisites that need to be attended before an attendee can move on to another training. You will find theses required trainings here.
- 4. My Messages
 - Messages sent by instructors and/or important messages from the staff development department may be sent through the Professional Learning system.
- 5. Calendar
 - Sections that you have registered for will show on the date of the training.

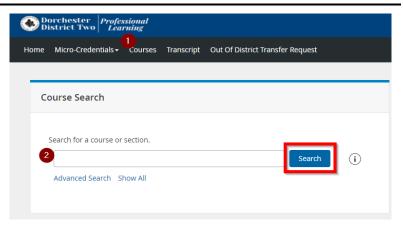
- Calendars from Professional Learning may be connected with Microsoft Outlook calendars for a combined calendar of events.
- 6. Help
 - Find any recent updates and/or help topics
- 7. Manage Profile and Logout
 - Upload a picture
 - Find employee information and demographics

NOTE: Do not change password in this profile. All information is taken through a personnel import file.

Searching for Courses and Trainings

Search by title and/or keywords.

- 1. On the top bar, click on the **COURSES** tab.
- To search for a course or section, type the title or keywords into the search field. Click SEARCH.
 - a. Use the **ADVANCED SEARCH** button for a more specific search.

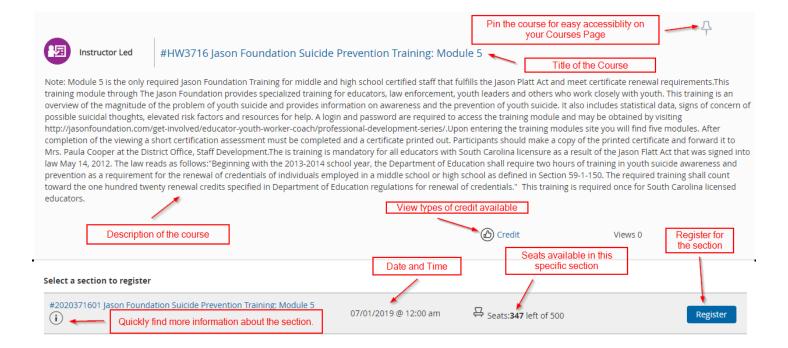


Search by Content Area tags.

- 1. Under **FIND COURSES BY TAGS**, click on the desired content area or grade level.
- 2. Once in the search results, refine your search by clicking on the down arrows in content area, grade level, learning opportunity type, and/or credit area.
- 3. Click on the boxes next to the topics to select your choice.
- *Please note: if the instructor of a course did not tag the course with the specific tags, the course will not appear in your search results.*

Registering and Finding Information on Courses and Trainings

After searching for a course, your course will appear in the search results.



Section Details

Clicking on the i icon in the course search results will give more information about the section such as important notes, instructor names, and location.

Section Details



Section Number : 2020371601

Section Title : Jason Foundation Suicide Prevention Training: Module 5

Notes: Participants should make a copy of the printed certificate and forward it to Mrs. Paula Cooper at

the District Office, Staff Development. Please Note: Module 5 is a 2 hour course

Date : July 1, 2019 - June 15, 2021

12:00 am - 11:59 pm

Instructor(s) : KENNETH WILSON - kwilson@dorchester2.k12.sc.us

Address :

Max Class Size : 500

Registered : 153

Location :

File Attachments : There are no attachments.

Close

Registering for a Course Section

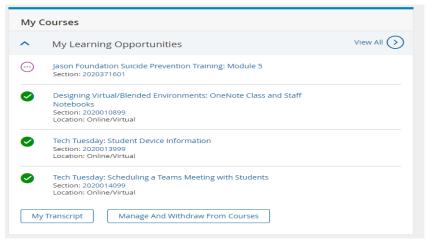
- 1. Click Register on the desired section.
- Confirm and review the course information. Make any note of Section Notes and class dates. Click Next.
- A confirmation screen will appear and an email will be sent if you registered successfully.
- Find any courses you're registered for under the Courses tab listed under My Courses.

Register for Jason Foundation Suicide Prevention Training: Module 5



Calendar Updates

Click here to connect this event and your other calendar data to an external calendar or to download the .ics file.



Withdrawing from Courses

- 1. From the Courses Tab, under My Courses, click on Manage and Withdraw from Courses.
- 2. Beside the title of the Course, click on the X under the Actions column.
- 3. Click Withdraw on the next window to confirm.

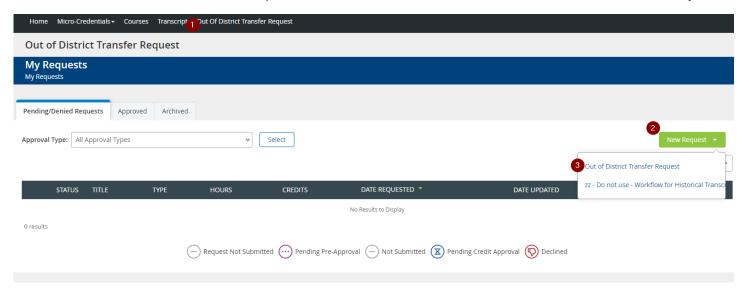
Viewing Your Transcript

- 1. Click on the Transcript tab.
- 2. Fill in the desired date range. Click search.
 - a. If you do not want to view a certain date range, all of your courses will be listed at the bottom of the page.
- 3. Click on the credit type tab to filter by specific credits.
- 4. You may email a PDF or print the transcript.

Out of District Transfer Request

To receive renewal credit for attending staff development which is not listed in Dorchester Two's Professional Learning portal:

- 1. Click on the Out of District Transfer Request tab.
- 2. Click on New Request.
- 3. Click on Out of District Transfer Request. Do not click on zz-Do not use Workflow for Historical Transcript.



- 4. Enter the information in the approval form.
- 5. Attach proof of evidence.
 - a. When attending trainings in other locations outside of the district, always ask the presenter for documentation of attendance. The request for credit cannot be approved without documentation.
- 6. Click Submit for Credit Approval.

Paula Belken will review and approve Out of District Transfer requests.