

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](https://dd2.pl.powerschool.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

Welcome

Welcome to Dorchester School District Two Professional Learning Management System. Dorchester School District Two offers many PD opportunities for educators K-12 and is committed to ensuring educators have multiple opportunities to grow and excel professionally.

2 Recommended Training

You currently have no Recommended courses.

3 Required Training

You currently have no Required courses.

1 INSTRUCTIONS FOR RENEWALS, UPGRADES, ADDING AREAS OF CERTIFICATION

EDUCATORS WHO HOLD INITIAL AND CRITICAL NEEDS CERTIFICATES

If you are a first-year teacher or an out-of-state teacher with less than 3 years of experience, you will be issued an Initial Certificate from the South Carolina State Department of Education. If you applied for certification through PACE, you will be issued a Critical Needs Certificate from the State Department of Education. One original certificate will be mailed to you from Columbia. This is the only time you will be mailed a certificate from Columbia. Future upgraded certificates can be printed directly from the State Department website. **Renewal credits do not apply to Initial or Critical Needs certificates.** When you have passed ADEPT and the PLT, you will be issued a Professional Certificate. You will be notified by Personnel when your new certificate is available for printing.

FOR ALL EDUCATORS: CERTIFICATE UPGRADES/ADDING AREAS OF CERTIFICATION/ADDING ENDORSEMENTS

- IT IS THE EDUCATOR'S RESPONSIBILITY TO KEEP TRACK OF THE CREDIT HOURS REQUIRED FOR SALARY CLASS UPGRADES. All documentation for class upgrades (BA+18, MA, MA+30) must be sent to the State Department in Columbia at the time the upgrade is completed. If you have just completed a Master's degree and never requested the upgrade to BA+18, your upgrade will be from Bachelor's to Master's and no retroactive pay will be applicable for the BA+18. Again, all college transcripts must be official and in their original sealed envelopes. The State Department requires a Request for Change/Action form to accompany all documents so they will know what to do with them. The form may be found at www.ed.sc.gov. The State Department will post a new certificate on their website showing class changes and/or additional certification areas. You must notify Personnel as soon as the upgrade is noted on your certificate. Failure to notify Personnel regarding salary

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 these 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.
2. 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.

Instructor Led | **#HW3716 Jason Foundation Suicide Prevention Training: Module 5**

Note: Module 5 is the only required Jason Foundation Training for middle and high school certified staff that fulfills the Jason Platt Act and meet certificate renewal requirements. This training module through The Jason Foundation provides specialized training for educators, law enforcement, youth leaders and others who work closely with youth. This training is an overview of the magnitude of the problem of youth suicide and provides information on awareness and the prevention of youth suicide. It also includes statistical data, signs of concern of possible suicidal thoughts, elevated risk factors and resources for help. A login and password are required to access the training module and may be obtained by visiting <http://jasonfoundation.com/get-involved/educator-youth-worker-coach/professional-development-series/>. Upon entering the training modules site you will find five modules. After completion of the viewing a short certification assessment must be completed and a certificate printed out. Participants should make a copy of the printed certificate and forward it to Mrs. Paula Cooper at the District Office, Staff Development. The training is mandatory for all educators with South Carolina licensure as a result of the Jason Platt Act that was signed into law May 14, 2012. The law reads as follows: "Beginning with the 2013-2014 school year, the Department of Education shall require two hours of training in youth suicide awareness and prevention as a requirement for the renewal of credentials of individuals employed in a middle school or high school as defined in Section 59-1-150. The required training shall count toward the one hundred twenty renewal credits specified in Department of Education regulations for renewal of credentials." This training is required once for South Carolina licensed educators.

Description of the course

View types of credit available

Credit **Views 0**

Register for the section

Select a section to register


#2020371601 Jason Foundation Suicide Prevention Training: Module 5


07/01/2019 @ 12:00 am

Seats: 347 left of 500

Register

Section Details

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

Register for Jason Foundation Suicide Prevention Training: Module 5



Congratulations

You have successfully registered for Jason Foundation Suicide Prevention Training: Module 5.

[My Course List](#)

[Course Search](#)

Calendar Updates

[Click here to connect this event and your other calendar data to an external calendar or to download the .ics file.](#)

My Courses

My Learning Opportunities

[View All](#) 



Jason Foundation Suicide Prevention Training: Module 5
Section: 2020371601



Designing Virtual/Blended Environments: OneNote Class and Staff Notebooks
Section: 2020010899
Location: Online/Virtual



Tech Tuesday: Student Device Information
Section: 2020013999
Location: Online/Virtual



Tech Tuesday: Scheduling a Teams Meeting with Students
Section: 2020014099
Location: Online/Virtual

[My Transcript](#)

[Manage And Withdraw From Courses](#)

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.**

The screenshot shows the 'Out of District Transfer Request' portal. At the top, there is a navigation bar with links: Home, Micro-Credentials, Courses, Transcript, and Out Of District Transfer Request (highlighted with a red circle 1). Below the navigation bar is a header section with 'Out of District Transfer Request' and 'My Requests'. Under 'My Requests', there are tabs for 'Pending/Denied Requests', 'Approved', and 'Archived'. Below the tabs is an 'Approval Type' dropdown menu set to 'All Approval Types' with a 'Select' button. To the right of the dropdown is a green 'New Request' button (labeled with a red circle 2). Below the 'New Request' button is a tooltip (labeled with a red circle 3) that says 'Out of District Transfer Request' and 'zz - Do not use - Workflow for Historical Transcript'. Below the tooltip is a table with columns: STATUS, TITLE, TYPE, HOURS, CREDITS, DATE REQUESTED, and DATE UPDATED. Below the table is a message 'No Results to Display'. At the bottom, there is a legend with five status icons: 'Request Not Submitted' (minus sign), 'Pending Pre-Approval' (three dots), 'Not Submitted' (minus sign), 'Pending Credit Approval' (X), and 'Declined' (stop sign).

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.