HOW TO ENTER MULTIPLE PD EVENTS INTO K-12 PD TRACKER

When you have multiple professional development events that need to be entered and approved into K-12 PD tracker it is easier for you and for the committee if you use the following process.

- **GATHER** all your Professional Development certificates for the past couple of months / years
    - If you are doing multiple PD events by year, please use a separate Multiple PD Events spreadsheet for each year
- **SORT** all of your PD in order of occurrence *(oldest to newest)*
- **OPEN** the Multiple PD Events spreadsheet
    - Enter your PD events into the fillable pdf spreadsheet in order of occurrence
- **SAVE** and **PRINT** your spreadsheet
- **SCAN** your Multiple PD Events spreadsheet with all documents that confirm your event(s) into one file
    - Place the spreadsheet as page 1 with certificates, etc. following in the order you placed them on the spreadsheet

- **LOG** into K-12 PD Tracker using your username and password
- **CLICK** on PD Request / Add PD Request
- **FILL** in the "required" fields using our suggested entry in *RED* …
    - Activity Type: ***Other***
    - Name/Description of Activity: ***PD Events from 00-00-0000 through 00-00-0000***
        - ex: PD Events from 03-01-2017 through 01-19-2018
    - Sponsoring Institution: ***Varied***
    - Purpose/Objectives of Activity: *use your own description*
    - Next 2 fields are optional to fill in
    - Start Date: ***first date on the Multiple PD events spreadsheet***
    - End Date: ***last date on the Multiple PD events spreadsheet***
    - Total Requested Hours: total of all contact hours on your Multiple PD Events spreadsheet
- **UPLOAD** your, scanned as a pdf file, Multiple PD Events spreadsheet with all confirming documents
    - Keep in mind that this file must be less than 10MB so keeping your Multiple PD Events spreadsheet to yearly events is better than all five years combined
- CLICK **SAVE** or **SAVE AND NEW** if you have another PD event or Multiple PD Events spreadsheet to enter

NOTE: if you need more entry lines than those offered simple use another sheet to continue

MULTIPLE PD EVENTS SPREADSHEET

NAME:

Date of PD	Name of Course / Activity / Training	Hours Earned

TOTAL HOURS EARNED: