

CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM A PARAPROFESSIONAL'S GUIDE FOR SUBMITTING THE PROFESSIONAL DEVELOPMENT RECORD TO THE APPRAISER

The CFLMS is an online system that enables CFISD employees to manage their yearly professional growth. The AVATAR program is the vehicle that we use to navigate through the CFLMS. The professional development calendar year begins May 1 and ends April 30 of each school year.

HOW DO I ACCESS THE LEARNING MANAGEMENT SYSTEM?

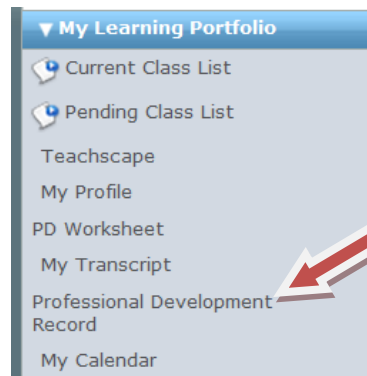
1. Go to the CFISD home page (<http://cfisd.net/>).
2. At the top right side of the home page, access the QUICK LINKS drop-down menu and select STAFF DEVELOPMENT.
3. Click on CYPRESS FAIRBANKS LEARNING MANAGEMENT SYSTEM (CFLMS).
4. Login with your Novell login (ABC10101) and employee number.

The image contains two screenshots illustrating the steps to access the learning management system. The left screenshot shows the CFISD home page with a search bar at the top left and a date of Sunday, September 12, 2010. A 'Quick Links' drop-down menu is open, and a red arrow points to the 'Staff Development' option. The right screenshot shows the 'Staff Development' page for Cypress-Fairbanks ISD. A red arrow points to the 'Cypress-Fairbanks Learning Management System (CFLMS)' link. Below this, a browser window shows the 'avatar:online' learning platform. A red arrow points to the 'Novell login' field on the login page, which includes a field for 'Employee ID#:' and a 'Login' button.

CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM
**A PARAPROFESSIONAL'S GUIDE FOR SUBMITTING THE
PROFESSIONAL DEVELOPMENT RECORD TO THE APPRAISER**

HOW DO I ACCESS MY PROFESSIONAL DEVELOPMENT RECORD?

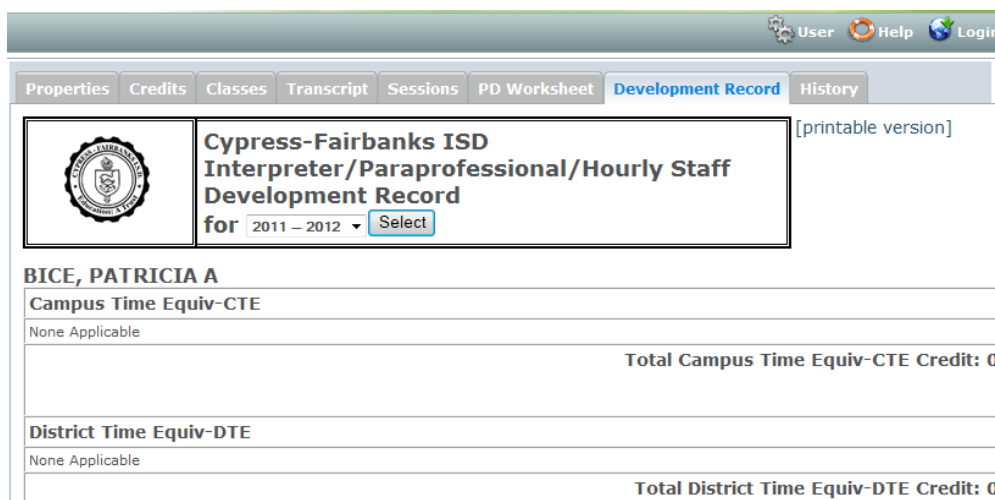
1. Select PROFESSIONAL DEVELOPMENT RECORD from the left navigation bar to access your PD Record.
2. Check your record for accuracy of the following, PRIOR to your Summative Conference for the following details:



Campus Time Equivalency (CTE)

You may or may not have any Campus Time Equivalency training listed based upon your instructions from your supervisor.

- If you have used “Comp” or “Flex” hours for CTE (ie. working at registration prior to your first contract day), those hours will be tracked by your supervisor in a different way.



District Time Equivalency (DTE)

You may or may not have any Campus Time Equivalency training listed based upon your instructions from your supervisor.

- If you have used “Comp” or “Flex” hours for CTE (ie. working at registration prior to your first contract day), those hours will be tracked by your supervisor in a different way.

CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM
**A PARAPROFESSIONAL'S GUIDE FOR SUBMITTING THE
PROFESSIONAL DEVELOPMENT RECORD TO THE APPRAISER**

HOW DO I ACCESS MY PROFESSIONAL DEVELOPMENT RECORD?

Professional Development Critical (PDC)

The classes that you took IN THE DISTRICT should already be listed on your record. Out-of-District hours must be added manually (see instructions below).

College Credit for Certification (CCC)

College hours for teachers are calculated with a 1 to 15 multiplier.

- a 3-hour class will count for 45 CCC hours

Professional Development On-Contract (PDOC)

If you attended a professional development session during your regular contract, it may or may not have been placed in the system. You may add PDOC at your discretion.

HOW DO I ADD OUT-OF-DISTRICT HOURS?

1. Select PD WORKSHEET on the left navigation bar.
2. Enter the EVENT TITLE (ex. Title of College course, conference, or workshop).
3. Enter the EVENT SPONSOR (ex. College name, host of conference, facilitator, or presenter).

Admin Help Logout Search

Professional Development Worksheet for the Teachers

Add a New Out-of-District Class

Event Title	<input type="text"/>	required
Event/Sponsor	<input type="text"/>	required EX: Region 4 - Houston
Description/Outcome of Class	<input type="text"/>	required
Credit Type	<input type="text" value="- CHOOSE ONE -"/>	required
Completion Date	<input type="text"/>	required MM/DD/YYYY
Hours	<input type="text" value="0"/>	required
Notes	<input type="text"/>	

Save & Submit For Approval Delete Clear

**CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM
A PARAPROFESSIONAL'S GUIDE FOR SUBMITTING THE
PROFESSIONAL DEVELOPMENT RECORD TO THE APPRAISER**

HOW DO I ADD OUT-OF-DISTRICT HOURS?

4. Enter the DESCRIPTION OR EXPECTED OUTCOME
 - a. This is where you explain the learning goal for the event.
 - b. A district supervisor will need to approve these hours and will use this information to determine credit.
 - c. If this area is not descriptive enough, the request may be rejected, pending additional clarifying information.
5. Select the CREDIT TYPE from the drop-down menu
 - a. PDC: Professional Development – Critical
 - b. PDNC: Professional Development – Not Critical
 - c. PDOC: Professional Development – On-Contract
 - d. CCC: College Credit for Certification

*****See your Principal, Staff Development Liaison or building designee for clarification and confirmation as to the types of credit.*****

6. Enter the COMPLETION DATE.
Note: The final date of the event must be on or before April 30 in order to appear on the current transcript.
7. Enter the total number of HOURS.
Note: College hours are entered in earned hours, not as seat-time. The system will use a 15x multiplier to calculate total earned hours.
8. Enter any additional information that may be beneficial to the approval of the event.
9. Click SAVE AND SUBMIT.
10. Hours are sent electronically for approval to your subject content coordinator.

HOW DO I SUBMIT MY PD RECORD FOR APPROVAL?

1. Scroll down to the PROFESSIONAL DEVELOPMENT RECORD and review the number of credits. There is a summary of each of the credit types.

2010-2011 Professional Development Record

RECORD SUMMARY	Hours	Hours That Meet the 25/75 Hour Expectation
Total Campus Time Equiv-CTE Hours	7	N/A
Total District Time Equiv-DTE Hours	14	N/A
Total Prof Dev Critical-PDC Hours	55	55
Total College Credit for Certification-CCC Hours	0	0
Total Prof Dev Not Critical-PDNC Hours	8	8
Total Prof Dev On Contract-PDOC Hours	0	N/A
TOTAL	84	63

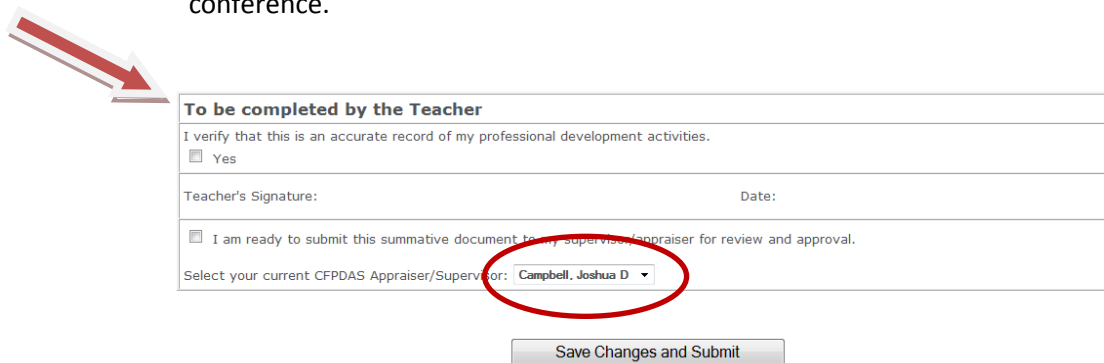
Historical Data Hours That Meet the 25/75 Hour Expectation

Type of Credit	2010 -- 2011	2009 -- 2010	2008 -- 2009	2007 -- 2008	Total
Prof Dev Critical-PDC	55	35	53	28	171
College Credit for Certification-CCC	0	0	0	0	0
Prof Dev Not Critical-PDNC	8	9	9	0	26
TOTAL	63	44	62	28	197

CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM
**A PARAPROFESSIONAL'S GUIDE FOR SUBMITTING THE
PROFESSIONAL DEVELOPMENT RECORD TO THE APPRAISER**

HOW DO I SUBMIT MY PD RECORD FOR APPROVAL?

2. Once you have verified the accuracy all of your credits and documentation:
 - a. Click YES to verify that this is an accurate record, and
 - b. Click that you are ready to submit your record to your supervisor/appraiser for review and approval.
 - c. Select your supervisor/appraiser from the drop-down box. If your appraiser is not found in the drop-down box, please contact the Staff Development office.
 - d. Select SAVE CHANGES AND SUBMIT and your record will be electronically sent to your designated supervisor/appraiser for review and approval before or during your summative conference.



To be completed by the Teacher

I verify that this is an accurate record of my professional development activities.

Yes

Teacher's Signature: _____ Date: _____

I am ready to submit this summative document to my supervisor/appraiser for review and approval.

Select your current CFPDAS Appraiser/Supervisor: **Campbell, Joshua D**

HOW DO I KNOW WHEN MY PDR HAS BEEN APPROVED?

Allow several days for your appraiser to review and approve your PD Record. This may occur prior or during your summative conference.

**ARE CREDITS POSTED ON MY CURRENT YEAR PDR AFTER MY
SUMMATIVE CONFERENCE?**

1. If the credit is for a class that is in the CFLMS system (either for PDC, CTE, or PDOC), the credit is automatically added to your saved record and to the supervisor's saved copy in the APPROVED PD RECORDS area. There is no need for you or the supervisor to resubmit a paper copy. There will be a discrepancy ONLY in the paper copy, but the electronic copies that will be saved permanently will be correct.
2. If the credit is for a class that is NOT in the system and that you have manually added, such as a university class, you will need to resubmit the revised record electronically, and it will reappear in the appraiser's workflow system under PD Record Approvals to be reviewed and re-approved.

CYPRESS-FAIRBANKS LEARNING MANAGEMENT SYSTEM
**A PARAPROFESSIONAL'S GUIDE FOR SUBMITTING THE
PROFESSIONAL DEVELOPMENT RECORD TO THE APPRAISER**

WHO CAN I CONTACT WITH ADDITIONAL QUESTIONS OR FOR HELP?

You may contact your Staff Development Liaison or your appraiser. You may also contact the Staff Development office:

- patricia.bice@cfisd.net 281.517.2118
- glenda.horner@cfisd.net 281.517.6008
- mary.suderski@cfisd.net 281.897.4069
- robin.mcglahn@cfisd.net 281.897.4032