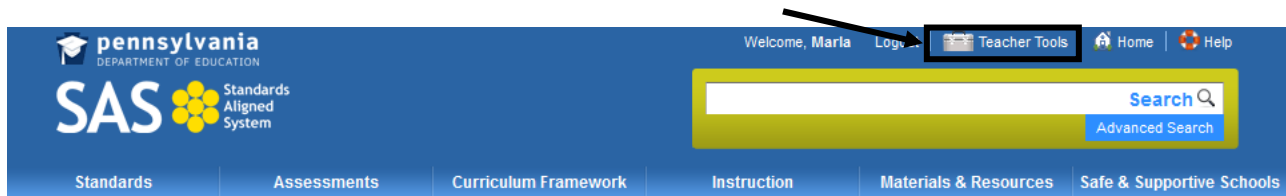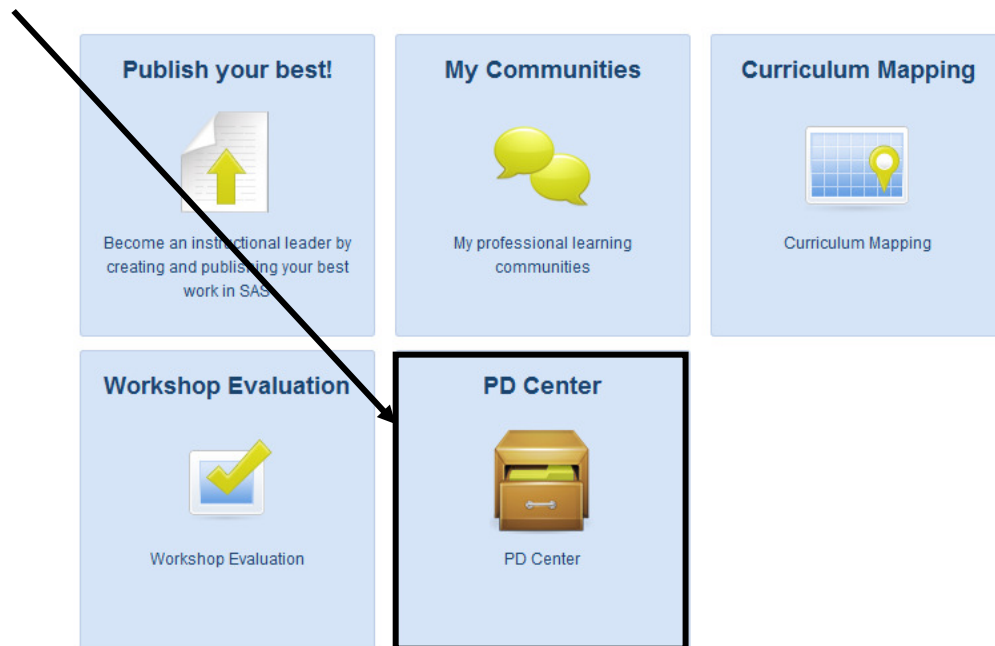## PD Center

The SAS **Professional Development (PD) Center** is designed to serve the ongoing professional development needs of Pennsylvania educators. The **PD Center** provides a platform to allow teachers across Pennsylvania to take online courses to meet Act 48 requirements for certification. The **PD Center**, fully integrated with the SAS Portal, will award Act 48 credits for teachers as they complete their online coursework.

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.


2. Select **PD Center** from the **Teacher Tools** menu:

3. The Pennsylvania Department of Education offers a number of Act 48 approved courses which are available for teachers to complete at their own pace, within a 90-day or 180-day window.

4. The **PD Center** will open in the **My Classes** tab. If you are registered for any courses they will appear here.

To Preview a Course

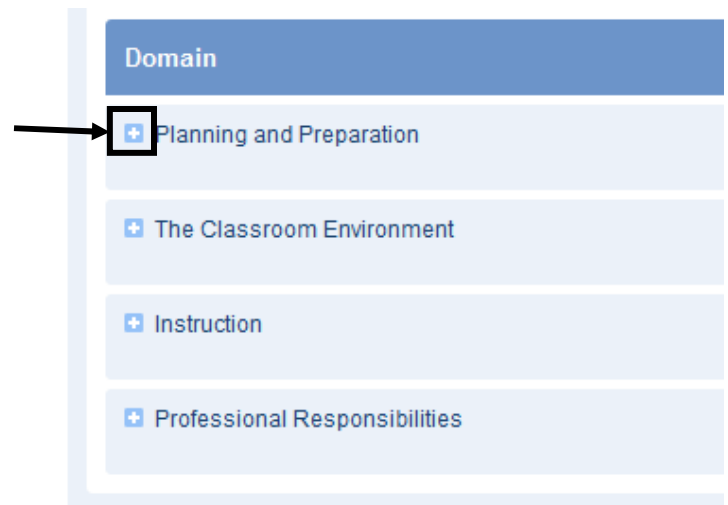1. Click the **Class Registration** tab

---
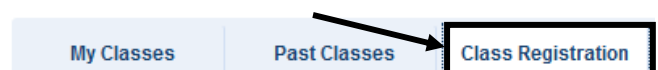
NOTE: There are two types of courses currently available in the **PD Center**.

- **Teaching Frameworks** courses are aligned to the components of Charlotte Danielson's Framework for Teaching, and support the Teacher Effectiveness System in Pennsylvania.

- **General PD Courses** are a selection of online courses that support a wide-ranging set of curriculum, instruction, and assessment topics – supporting the elements within the SAS Portal.

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2. Click the **plus sign (+)** to the left of *Charlotte Danielson: The Framework for Teaching*.

Teaching Frameworks

Charlotte Danielson: The Framework for Teaching

3. Click the **plus sign (+)** to the left of a **Domain.**

Domain

Planning and Preparation

The Classroom Environment

Instruction

Professional Responsibilities

4. Click the **plus sign (+)** to the left of a **Component.**

Component

Demonstrating Knowledge of Content and Pedagogy

Demonstrating Knowledge of Students

Setting Instructional Outcomes

Demonstrating Knowledge of Resources

Designing Coherent Instruction

Designing Student Assessments

5. Any courses available for the selected **Component** will appear. Click the **Title** of the course to view the **Course Description**.

6. Review the description of the **Course**. Click the **Preview** button to see the **Course Description**, **Course Content**, and **Assessments** in more detail. Click the **Course Registration** tab to return to the listing of available **Courses**.

Registering for a Course

1. Click the **Register** button in the upper-right corner of the **Course Description**.

2. Enter your **PPID** (see p. 12), and then **Confirm** it by re-typing it.

NOTE: Users without a **PPID** number will be able to take **Courses**, but will not be able to receive Act 48 credit unless a valid **PPID** number is entered into the **Course Registration** form.

3. If you would not like to receive a confirmation via email, select **No** to the left of the **Email Confirmation?** question.
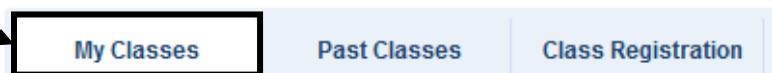
Email Confirmation? ○ Yes ◉ No

4. Click the **Register** button to submit your registration, and then click **Ok**.

✖ Maybe Later | ⚙ Register

This **Course** will now appear within your **My Classes** tab

Withdrawing from a Course

1. Click the **My Classes** tab.

| My Classes | Past Classes | Class Registration |

2. Locate the appropriate **Course**, and click the **Withdraw from this Class** icon, under the **Options** column.

| My Classes | Past Classes | Class Registration |

Number	Course	Instructor	Messages	Schedule	Options
SASPD_03	Creating Meaningful Assessments	Jennifer Meka Ratka	0	Start: 2/3/2011 End: 5/4/2011	
SASPD_01	Developing Life-Long Learners	Megan Scherer	0	Start: 2/9/2011 End: 5/10/2011	

3. A window will open. Click **Ok**.

Course Withdrawal

Thank you for your interest in a PD course! Your feedback is highly valued. To successfully withdraw from this course, please click 'Ok' to complete a survey about your experiences in the PD Center.

✔ Ok | Cancel

4. You will be taken to a survey window. Please complete the survey to successfully withdraw from the class.

Course Withdrawal

SAS Standards Aligned System

Have you ever been enrolled in a course in the SAS Professional Development Center before?
○ Yes
○ No

5. Click **Submit Survey**

⚙ Submit Survey

My Classes

1. Click the **My Classes** tab.

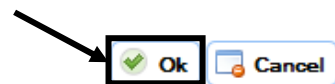| My Classes | Past Classes | Class Registration |
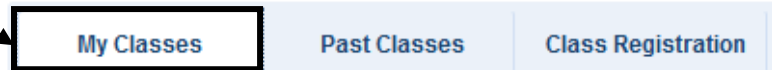
2. Any courses for which you are registered will be listed. Locate the appropriate **Course**, and click the **Go to Class** icon, under the **Options** column.

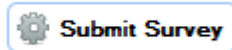| Number	Course	Instructor	Messages	Schedule	Option
SASPD_03	Creating Meaningful Assessments	Jennifer Meka Ratka	0	Start: 2/3/2011 End: 5/4/2011	
SASPD_01	Developing Life-Long Learners	Megan Scherer	0	Start: 2/9/2011 End: 5/10/2011	

3. You will see a navigation menu on the left of the screen that you will use to navigate through your course.

Content 📖
✔ Course Description
📖 Course Content

Tools 🛠
▦ Gradebook
👤 Evaluation ❶
✉ Messages

Class Info 🗄
Class Id: 4983
Number: D3C3DE1-01
Credit Hours: 5
Students: 0
Class Progress:

📋 **Note:** The **Class Info** section contains details about your registration including **Class Id** and **Course Number**. Please use these when communicating with your Instructor or the SAS Help Desk.

The Content Menu

1. Click on **Course Content** to review **Modules** of the **Course**.

2. Use the **Overview** and **Topic** buttons to navigate to the different areas of the **Course**. Be aware that each button has a drop-down menu, containing links to **Topic** resources that will appear as you hover your mouse over it.
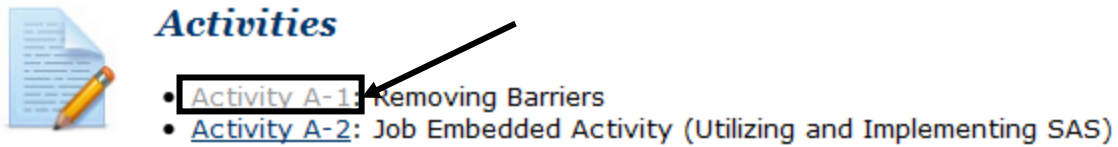

3. Complete all necessary readings, and use the embedded resources (videos, hyperlinks, etc.) to complete the **Activities**.

Reading and Resources
- State Report: Status of Pennsylvania's Public Schools
- Losing Our Future: How Minority Youth are Being Left Behind by the Graduation Rate Crisis (Orfield, 2004)
- Shift Happens Video: Educational (Technology) Reform

4. At the end of each **Topic**, you will find links to the **Activities**. Click a link to preview an **Activity**.

Activities

- Activity A-1: Removing Barriers
- Activity A-2: Job Embedded Activity (Utilizing and Implementing SAS)

5. Read the overview of the **Activity**, and use the embedded links to preview **Rubrics** and other resources. Click the **Back** link to return to the **Topic** page.

Learning Activity A-1

Removing Barriers

Assignment Objective:

- Analyze the gap that exists between what many current graduating seniors know and the qualities that higher educational institutions and employers look for in candidates.
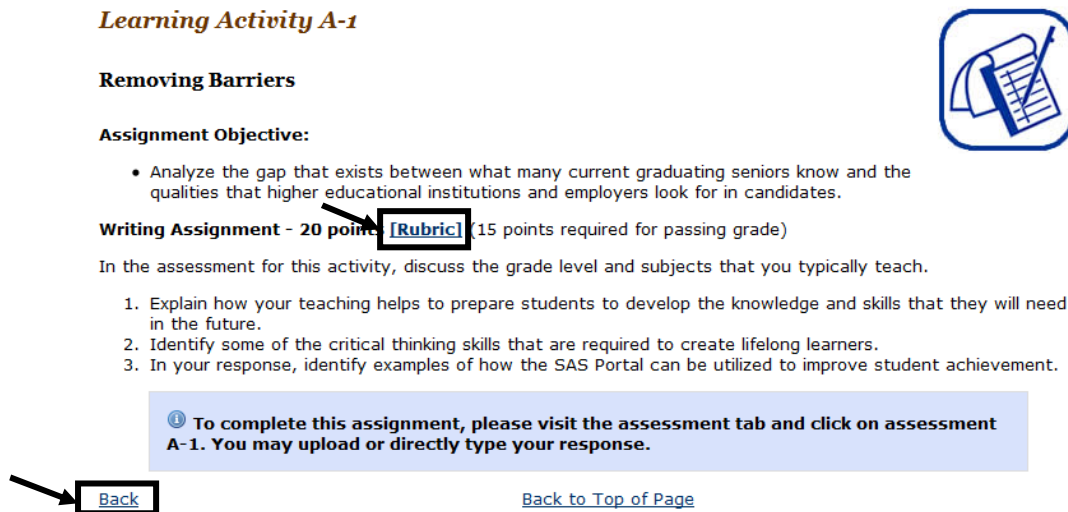
Writing Assignment - 20 points [Rubric] (15 points required for passing grade)

In the assessment for this activity, discuss the grade level and subjects that you typically teach.

1. Explain how your teaching helps to prepare students to develop the knowledge and skills that they will need in the future.
2. Identify some of the critical thinking skills that are required to create lifelong learners.
3. In your response, identify examples of how the SAS Portal can be utilized to improve student achievement.

ⓘ To complete this assignment, please visit the assessment tab and click on assessment A-1. You may upload or directly type your response.

Back   Back to Top of Page
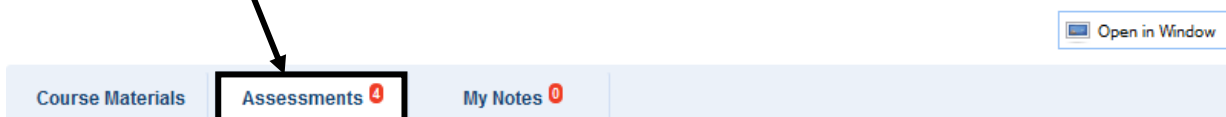
Completing Assessments (Activities)

1. Click the **Assessments** tab.

Developing Life-Long Learners

🖥 Open in Window

| Course Materials | Assessments ❹ | My Notes ⓪ |

2. Click the **Plus sign** to the left of the appropriate **Activity**.

	Name	Earned/Percent		Modified
➕	📄 Assessment A-1	0/20.00	0%	Never
➕	📄 Assessment A-2	0/10.00	0%	Never
➕	📄 Assessment B-1	0/20.00	0%	Never
➕	📄 Assessment C-1	0/50.00	0%	Never

3. Read through the **Question**, and when you are ready to submit your response, click the **Answer Question** button.

Question	Earned / Possible
In the assessment for this activity, discuss the grade level and subjects that you typically teach.	0/20.00

1. Explain how your teaching helps to prepare students to develop the knowledge and skills that they will need in the future.
2. Identify some of the critical thinking skills that are required to create lifelong learners.
3. In your response, identify examples of how the SAS Portal can be utilized to improve student achievement.

✎ Answer Question

4. Use the rich-text editor, which functions like a word processor, to enter your **Answer**. Click **Save** to save your work.

Answer:

Enter your answer here...

Path: p

💾 Save   ✖ Cancel

5. You can also submit an assessment by uploading an externally created document. After clicking **Answer Question**, click on the **Upload File** button.

Answer Assessment

Answer	Question

Include your answer in one of the options provided below.

File upload - allows you to upload your response from a document created on your computer. Click on 'Select File' to browse your computer and select the file and click 'Open'.

⬆ Upload File   💾 Save   ✖ Cancel

6. Click on **Browse** to choose a file. Click **Select File** to upload the file that you have chosen.

Upload File

File upload Browse... Test file.docx   ➕ Select File   ✖ Cancel

7. At any point after saving, but prior to submitting for grading, you may add to your response or upload a new file by clicking the **Edit Answer** button.

Question	Earned / Possible
In the assessment for this activity, discuss the grade level and subjects that you typically teach. 1. Explain how your teaching helps to prepare students to develop the knowledge and skills that they will need in the future. 2. Identify some of the critical thinking skills that are required to create lifelong learners. 3. In your response, identify examples of how the SAS Portal can be utilized to improve student achievement.	0/20.00

🖊 Edit Answer

8. To submit your work for evaluation, click the **Submit for grading** button.

Name	Earned/Possible	Grade	Last Modified	Status	
⊞ Assessment A-1	0/20.00	0%	2/8/2011	📄 Work in progress	✓ Submit for grading

9. Click **Submit for Grade** to complete the submission process.

Submit Assessment

Are you sure you want to submit this assessment for grading?

Please make sure you have:

- Answered all the questions for this assessment.
- Participated in the forum discussions if necessary.

✓ Submit for Grade   ❌ Cancel

Saving Notes

1. Click the **My Notes** tab.

Course Materials   Assessments ④   My Notes (0)

2. Click **Add Note**.

Course Materials   Assessments ④   My Notes (0)

There are no notes for this module. Click on Add Note to add some notes...

➕ Add Note

3. Enter a **Title** for the **Note** and type (or copy and paste) text into the rich-text editor.

Add Note

Title
High School Graduation Rate

Text

According to the Organization for Economic Co-operation and Development (OECD, 2007), the high school graduation rate of U.S. students—compared with other countries—ranks only eighteenth out of twenty-three. The United States ranks fifteenth among the OECD nations in college completion.

Path: p

Save   Cancel

4. Click the **Save** button, and then click **Ok**. The **Note** will be added to the **My Notes** tab.

High School Graduation Rate

According to the Organization for Economic Co-operation and Development (OECD, 2007), the high school graduation rate of U.S. students—compared with other countries—ranks only eighteenth out of twenty-three. The United States ranks fifteenth among the OECD nations in college completion.

2/8/2011 2:51:00 PM

Viewing the Gradebook

1. Click **Gradebook** to preview your **Assessment** scores.

Tools

Gradebook
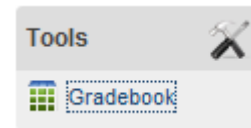
2. The **Grading Summary**, which highlights your total score for the **Course**, will appear at the top of the page.

Developing Life-Long Learners
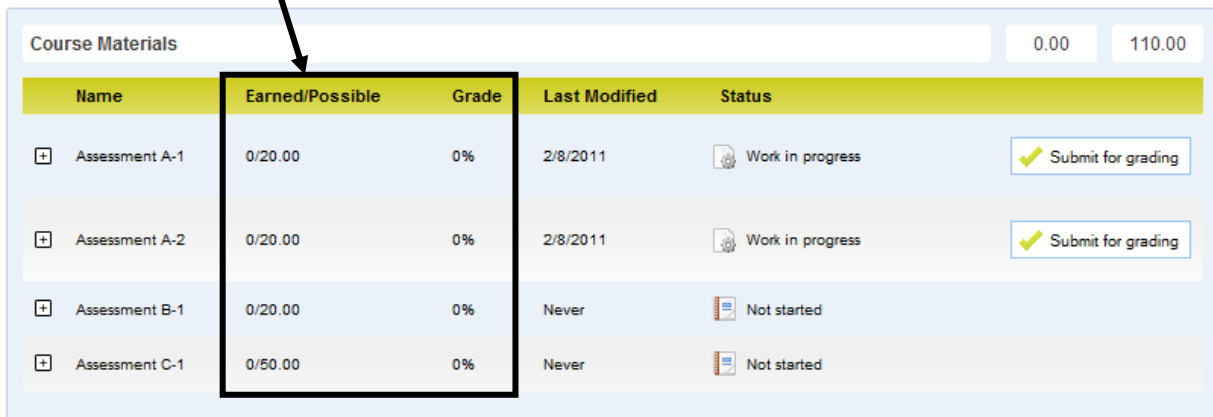
Marla Witkowski

mwitkowski@nylearns.org

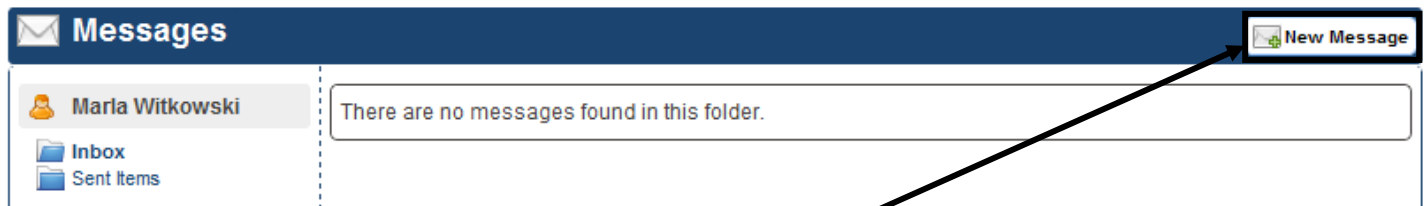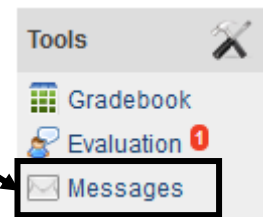| Grading Summary	
Points in Course	110.00
Points Earned/Completed	0.00/40.00
Percentage	0%
Grade	NA

3. You may also view **Grades** for individual **Activities**, and may submit coursework directly from this area.

Messages

1. Click **Messages** to view any messages sent from your Instructor.

2. To compose a **Message** to your Instructor, click **New Message**.

3. Click in the **To:** field on the **Message**, and select your Instructor's name from the **Address Book**. Then click **Finished**.

4. Compose your **Message**, and then click **Send**.