

Educational Services- PD



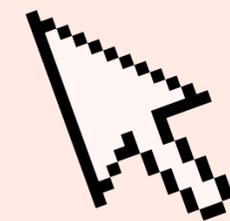
B

I

U



PD : Getting to
Know Vector &
Frontline



3 Steps for PD

- Enroll in Vector
- After attending, submit feedback in Vector
- Submit timesheet in Frontline



Vector Solutions is a PD tracking software that allows MJUSD to manage, track and evaluate our Professional Development opportunities for staff.



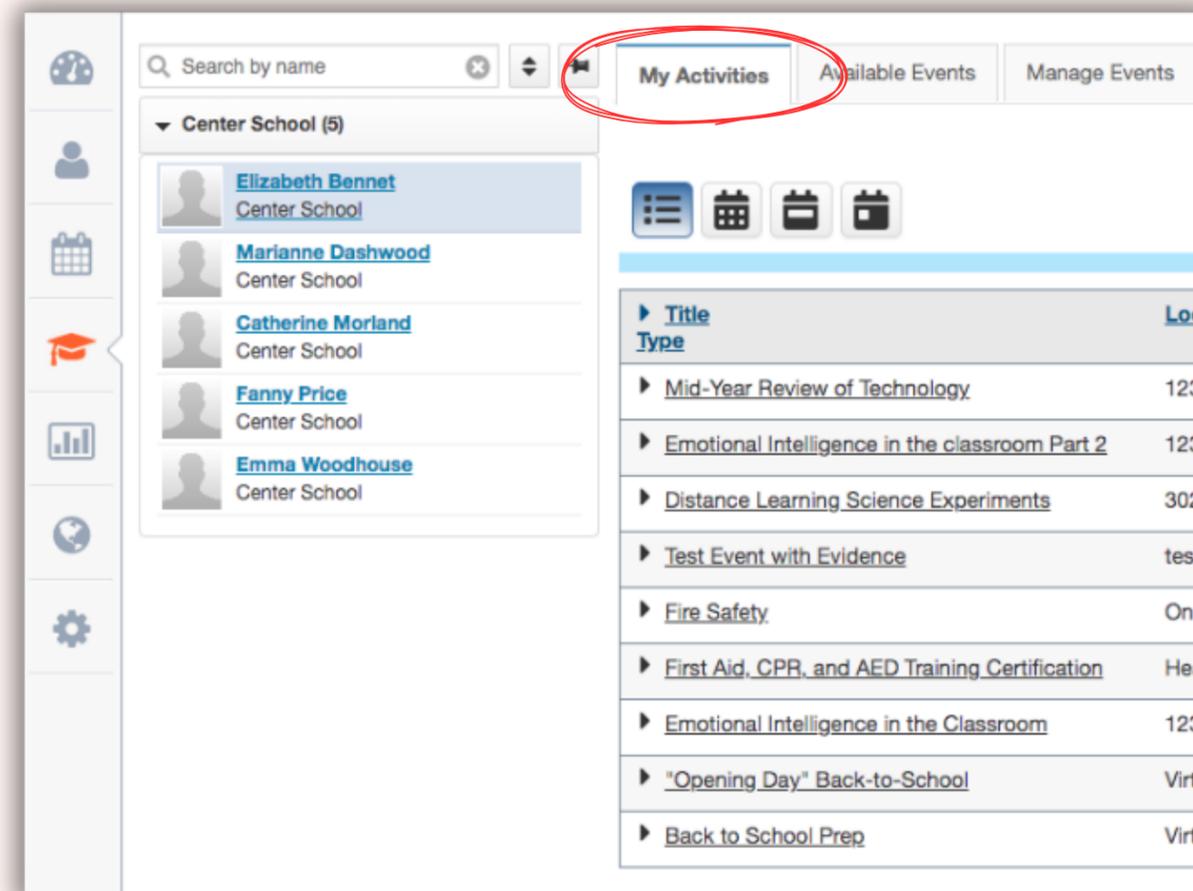
MY ACTIVITIES TAB

My Activities stores all of your previous, current and upcoming PD Activities.

To access this page click the Professional Development Icon



The My Activities page is the default page you will land on. You will see an overview of the total number of events and hours/credits for all your completed and approved activities.



The screenshot shows a web application interface with a sidebar on the left containing various icons. The main content area has a search bar at the top with the text "Search by name". Below the search bar, there are three tabs: "My Activities" (highlighted with a red circle), "Available Events", and "Manage Events". Under the "My Activities" tab, there is a list of users from "Center School (5)": Elizabeth Bennet, Marianne Dashwood, Catherine Morland, Fanny Price, and Emma Woodhouse. To the right of the user list, there are four calendar icons. Below the calendar icons is a table with the following columns: "Title" and "Location". The table contains the following rows:

Title	Location
Mid-Year Review of Technology	123
Emotional Intelligence in the classroom Part 2	123
Distance Learning Science Experiments	302
Test Event with Evidence	test
Fire Safety	Online
First Aid, CPR, and AED Training Certification	Health
Emotional Intelligence in the Classroom	123
"Opening Day" Back-to-School	Virtual
Back to School Prep	Virtual

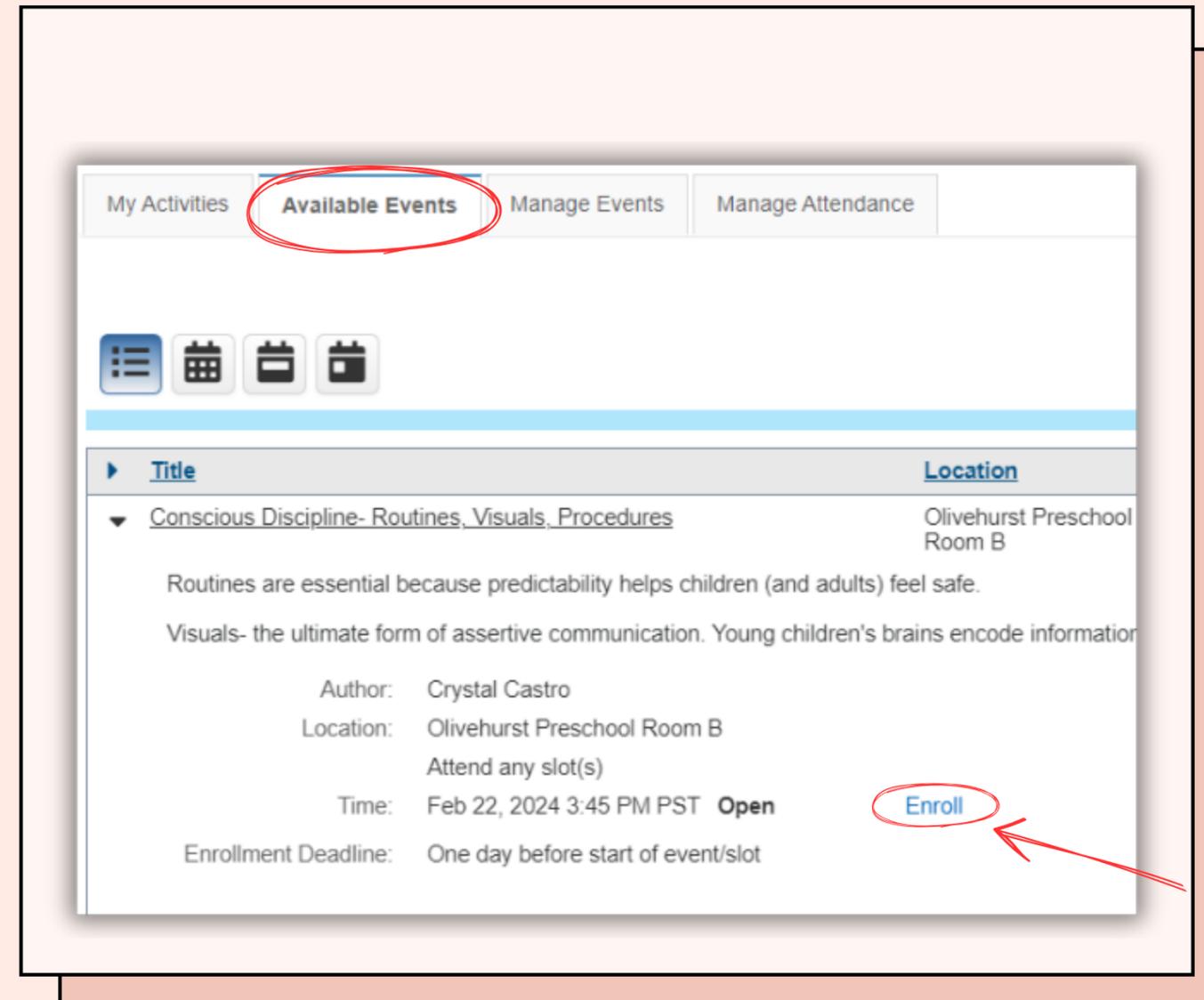


AVAILABLE EVENTS TAB

Available Events displays a list of available PD activities that anyone can signup to attend.

There are several important details you will find here, such as the enrollment deadline and registration links when registration outside of Vector is required.

Click on the Enroll link to register for an activity.

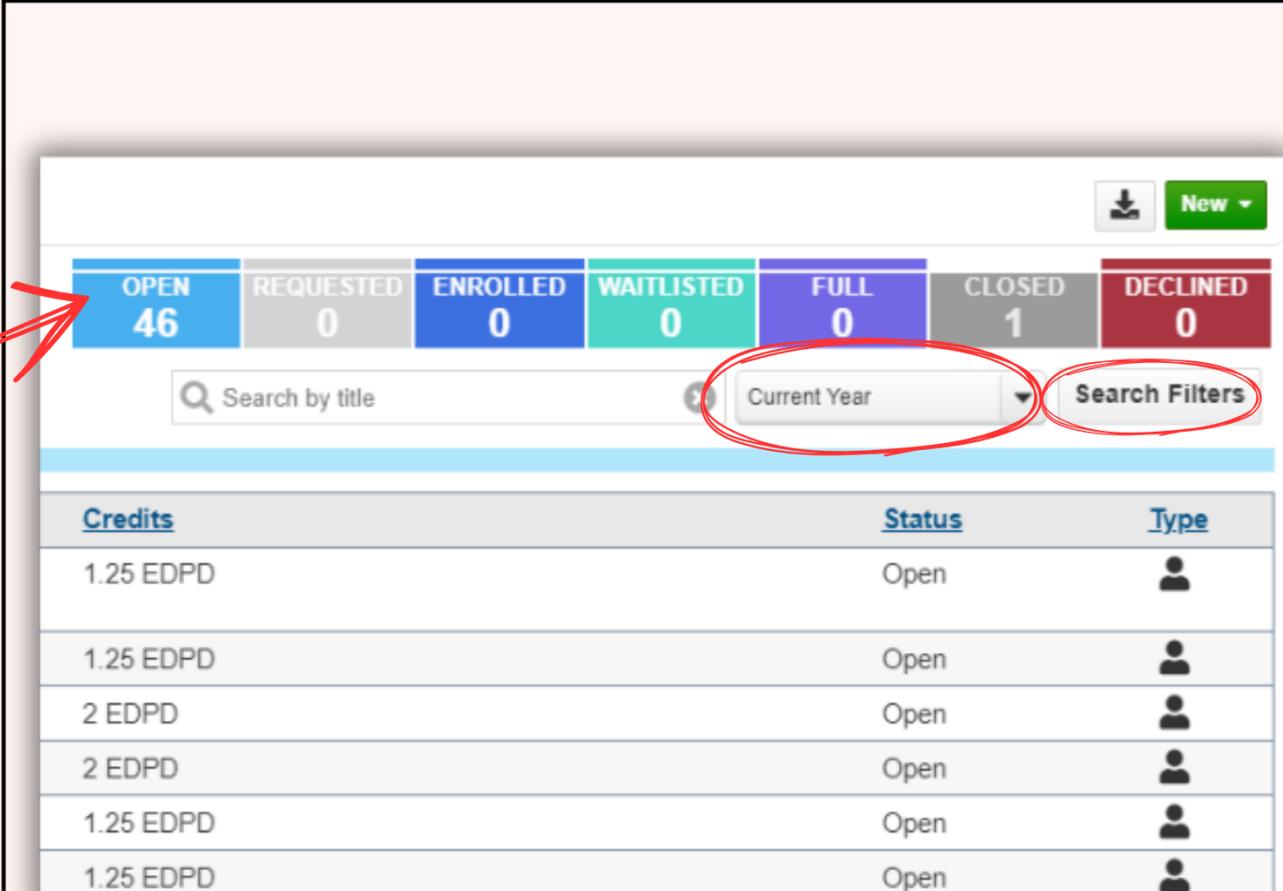


AVAILABLE EVENTS TAB

Click the  toggle to change the filtering of the year you are viewing Events to sign up for. Current Year displays by default.

Users can click on the status bar to turn off/on for filtering what Available Events you are viewing.

Click on the Search Filters to filter by PD Session, Subject, Grade Level or Site.



Credits	Status	Type
1.25 EDPD	Open	
1.25 EDPD	Open	
2 EDPD	Open	
2 EDPD	Open	
1.25 EDPD	Open	
1.25 EDPD	Open	

MANAGE EVENTS TAB

Manage Events tab allows you to view/manage the progress of the In Lieu Of requests that you have submitted or saved as drafts.

Title	Author	Start Date	Enrolled / Waiting / Need Approval / Declined	Status
Facing History and Ourselves	Maia Shibutani	Nov 28, 2020	1 / 0 / 1 / 0	Accepted
Test Event with Evidence	Meryl Davis	Oct 16, 2020	11 / 0 / 11 / 0	Accepted
Building Resiliency in Students	Maia Shibutani	Sep 24, 2020		Pending Approval Evaluator Approval
Back to School Prep	Elizabeth Bennet	Aug 4, 2020	6 / 0 / 0 / 0	Accepted



EVENT DETAILS

Location:

Will include a note if registration is required with an outside entity.

Enrollment Deadline:

Different for every event!

Details:

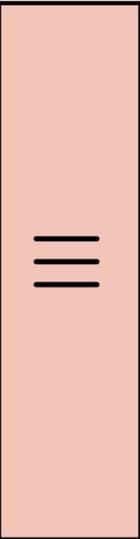
Zoom links and registration links will be found here. Other details such as what to bring can be found here.

Attachments:

Flyers, Agendas, Maps, etc.

The screenshot shows an event page with the following details:

- Title:** Renaissance: Using Data to Plan Targeted Instruction
- Location:** Virtual *MCAA Room 19 is available to use - bring headphones and your device
- Time:** Renaissance: Using Data to Aug 4, 2023 11:55 AM PDT **Open** [Enroll](#)
- Enrollment Deadline:** End of event/slot
- Details:** 11:55am Session
Link: Click here to join the meeting
Password: S2oyHv
- Details:** 1:30pm Session
Link: Click here to join the meeting
Password: Cced7G
- Attachments:** [August 4th PD Map Jul 17, 2023 06:26PM](#)



EVENT DETAILS

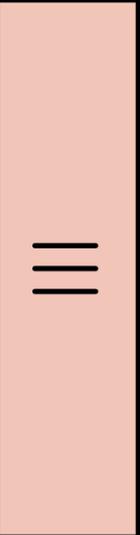
PD Session:
Voluntary PD or Extra Duty

Credits:
Extra Duty for Extra Duty
Contract Time for Voluntary

Presenters:
The person listed will either be the presenter, someone who is working with the presenter or someone who needs access to see attendees.

The screenshot shows a web form for creating an event. The fields are as follows:

- Title:** Improving Your Students' Behavior in Physical Education
- Course #:** Optional user-searchable field
- Description:** Carrie will present "Improving Your Students' Behavior In Physical Education" to provide you with as many practical ideas, tools, and strategies as possible to achieve greater success.
- Search Options:** Grade Level: All, Subject/Position: PE/Health, PD Session: 23-24 Voluntary PD (24 hrs max per participant)
- Schedule Type:** Single (selected), Multiple
- Start:** Aug 4, 2023, 8:00 AM
- End:** Aug 4, 2023, 3:00 PM
- Location:** MCAA Room 18
- Max Attendees:** Unlimited (selected), Limit to []
- Waitlist:** none (selected), Unlimited, Limit to []
- Credits:** 0 Extra Duty PD, 6 Contract Time PD
- Presenters:** Add Presenter



SUBMITTING FEEDBACK & EVIDENCE

After attending an event, you will need to submit feedback in Vector.

If evidence is required, you will need to upload it.

In Lieu Of requests **always** require evidence.

Evidence may be a certificate or a written description of the learning outcomes and how this will impact student learning.

The screenshot displays the Vector Solutions interface. At the top, there are tabs for 'My Activities', 'Available Events', and 'Manage Events'. To the right, there are buttons for 'Budget', 'Transcript', and 'New'. Below these, there are filters for 'Date Range' (set to 'Current Year') and a search bar for 'Title'. The main content area shows a table with columns for 'Title Type', 'Location', 'Date', 'Credits', and 'Status'. A row is highlighted for 'Opening Day' with location '456' and date 'Aug 28, 2020'. Below the table, there is a description area with 'Location: 456' and 'Time: Aug 28, 2020 12:00 PM EDT Complete'. On the right side of the event details, there are two buttons: 'Feedback: Add Feedback' and 'Evidence: Add Evidence', both of which are circled in red. At the bottom right, there is a 'Details' link.

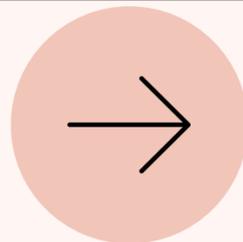
TYPES OF PD

Voluntary PD

- is included in your contract
- is limited to 24 hours
- in Lieu of request is part of the Voluntary PD
- does not require a supplemental

Extra Duty/In Addition To

- is not included in the contract
- has no limit to the number of hours
- requires a supplemental agreement



Frontline is used for
Absence Management as
well as for Time &
Attendance. For PD
purposes, we will focus
on the Time & Attendance
side of it.



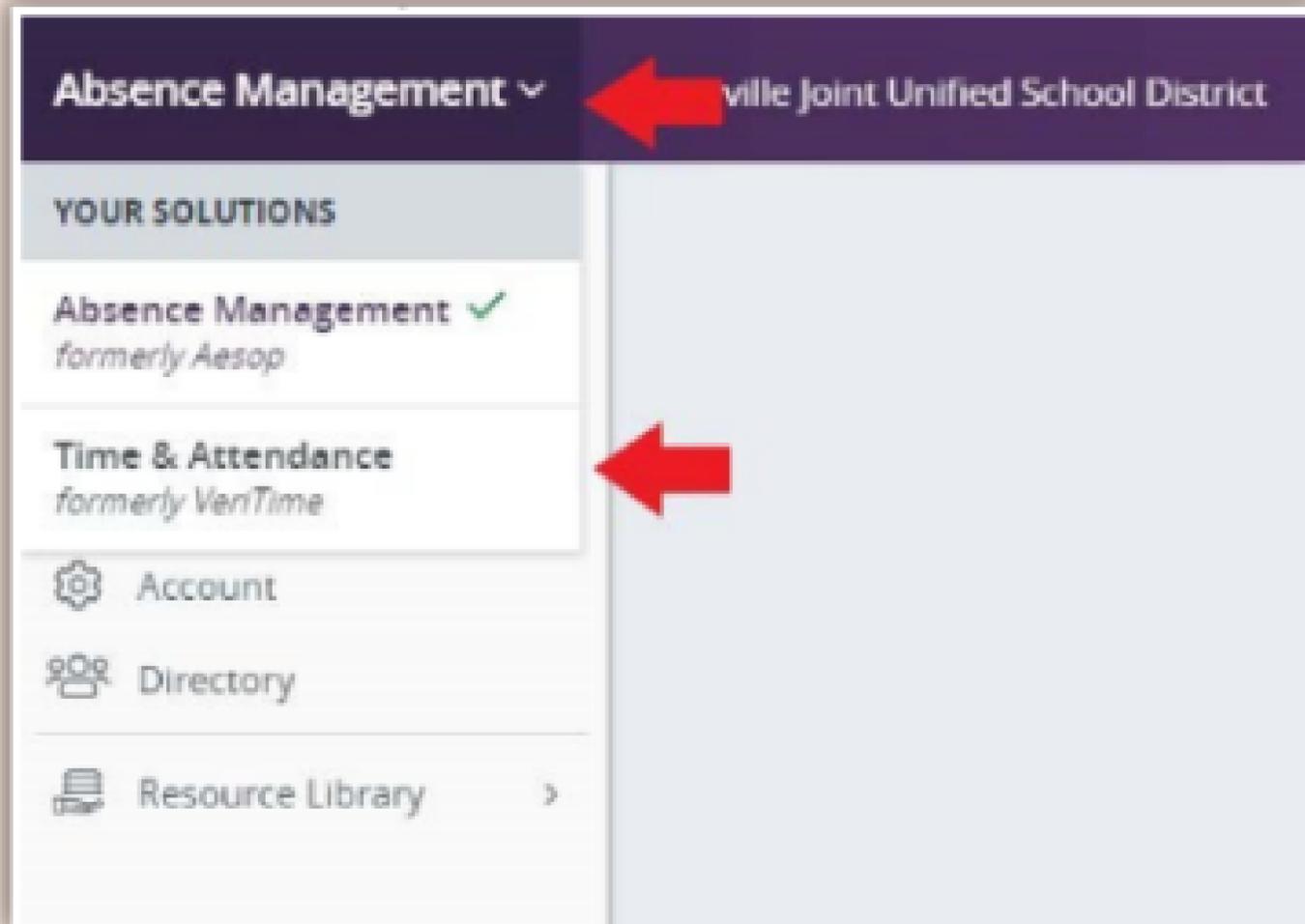
TIME & ATTENDANCE

Our technology department has put together step-by-step instructions on how to submit a timesheet. This can be found on our district website.

I will reproduce it the following slides.

The screenshot shows a navigation menu for 'FRONTLINE' administrative services. It is annotated with three red numbers: 1, 2, and 3. Annotation 1 points to the 'ADMINISTRATIVE SERVICES' header. Annotation 2 points to the 'Technology' sub-menu. Annotation 3 points to the 'Frontline' item at the bottom of the expanded menu.

- 1 ADMINISTRATIVE SERVICES**
 - > Purchasing
 - > Student Welfare & Attendance
 - > Technology**
- 2 Technology**
 - Acceptable Use Policy
 - Audio/Visual Room Request Form
 - Common Tech Tools
 - Information Security
 - Photo Opt-out
 - Submit a Tech Ticket
 - Technology Resources**
 - Website Request Form
- 3**
 - Software for Everybody
 - Google Suite Account
 - SchoolDude Instructions
 - Escape Employee Portal
 - Office 365 refusing to activate
 - Office 2016 refusing to activate
 - Escape Employee Portal
 - Windows Updates
 - Frontline**



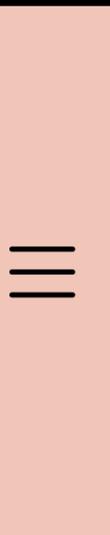
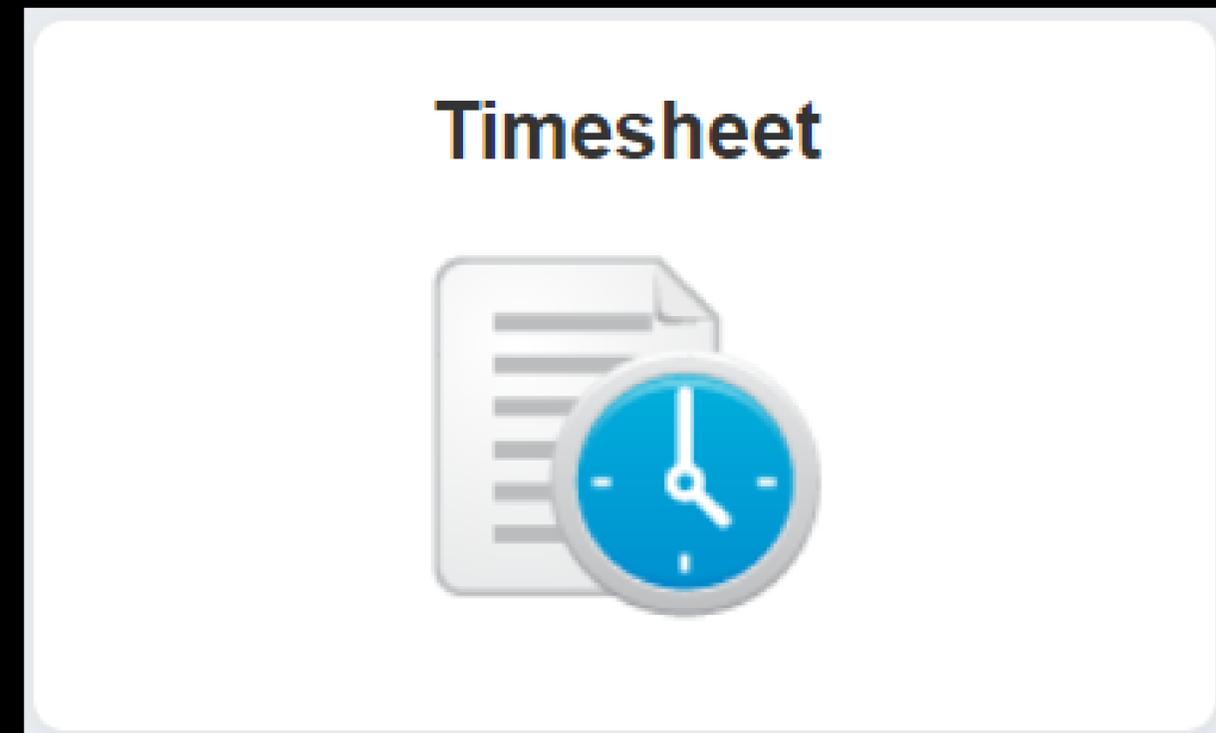
First, log into the time and attendance system in Frontline.

If it says Absence Management in the top left corner, simply click the arrow on the right and then choose Time & Attendance.



Next, click on the Timesheet button

Here, you can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.



The screenshot shows a software interface for managing timesheets. At the top, there is a navigation bar with an 'Actions' dropdown, a calendar icon, and a 'Monthly' button highlighted with a red arrow. To the right of the 'Monthly' button, it displays '08/01/2022 - 08/31/2022', 'TOTAL + 4.00', and 'PAID + 4.00'. Further right are buttons for 'Cancel All Changes' and 'Save Changes', along with 'Expand All' and 'Collapse All' options.

Below the navigation bar, there are two blue bars representing days of the week: 'MON August 01, 2022' and 'TUE August 02, 2022'. Each bar shows 'Total + 2.00' and 'Paid + 2.00'.

At the bottom, there is a 'Monthly 08/01/2022 - 08/31/2022 Summary' table:

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Technology	Assessment Building	Time Events	4.00	4.00
Total			4.00	4.00

The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Your scheduled time is listed underneath that.

Click on Actions in the top left corner and then choose Add Timesheet.

In the Location/Job Types box, you will see a dropdown list with all of the supplemental agreements you have been assigned. Click OK.

Add Timesheets

Dates
Thu, August 18, 2022

Location/Job Types
Technology - Assessment Building

Cancel OK

Enter number of hours worked for that day in the "Duration" box

Actions Monthly 08/01/2022 - 08/31/2022 TOTAL 0.00 PAID 0.00 Cancel All Changes Save Changes

Expand All Collapse All

MON August 01, 2022 Total 0.00 Paid 0.00

LOCATION	JOB TYPE	DUE	STATUS	Total	Paid
Technology	Pacing Guides	09/01/2022	Pending	0.00	0.00

Duration

Insert Comment

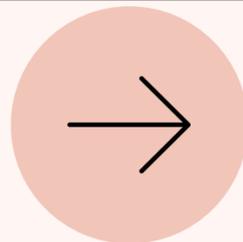
0.00 0.00

Insert Comment

0.00 0.00

PLEASE NOTE

You will create a separate timesheet for each day and for each supplemental you worked on that day. As an example, if you did an hour of tutoring after school, and then participated in an assessment building project for 2 hours, you would create one timesheet for tutoring with a duration of 1 hour. You would then create a second timesheet for assessment building with a duration of 2 hours.



Weekly 4-01/19-01/25 Current Summary

LOCATION	JOB TYPE	TYPE	HOURS	PAID
MJUSD Example School	Food Service	Time Events	9.00	9.00
MJUSD Example School	Food Service	Admin Time	-0.50	-0.50
Total			8.50	8.50

TIME EVENTS

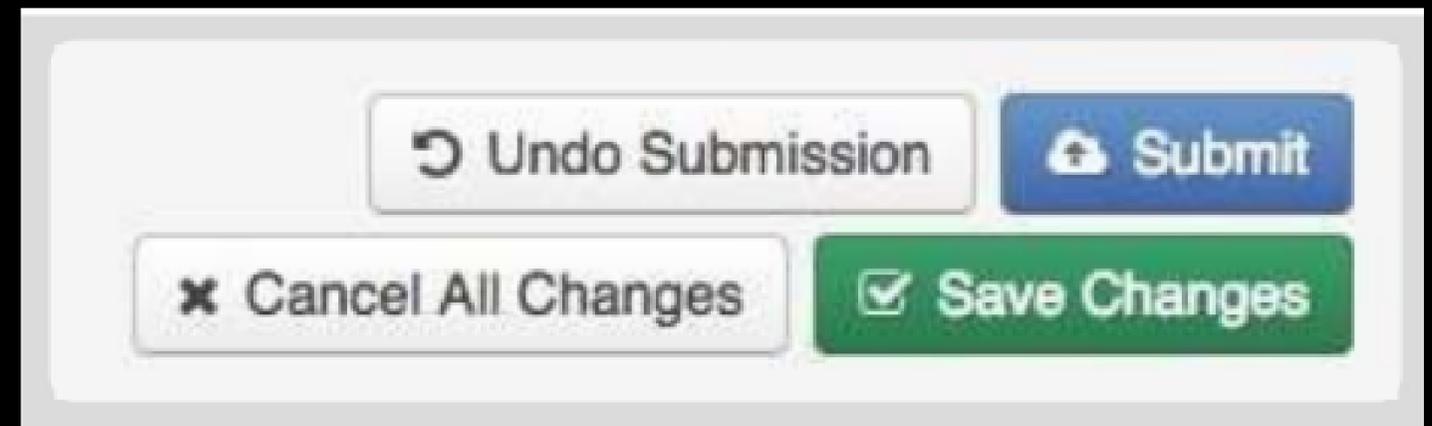
	Duration
 Duration	2.50

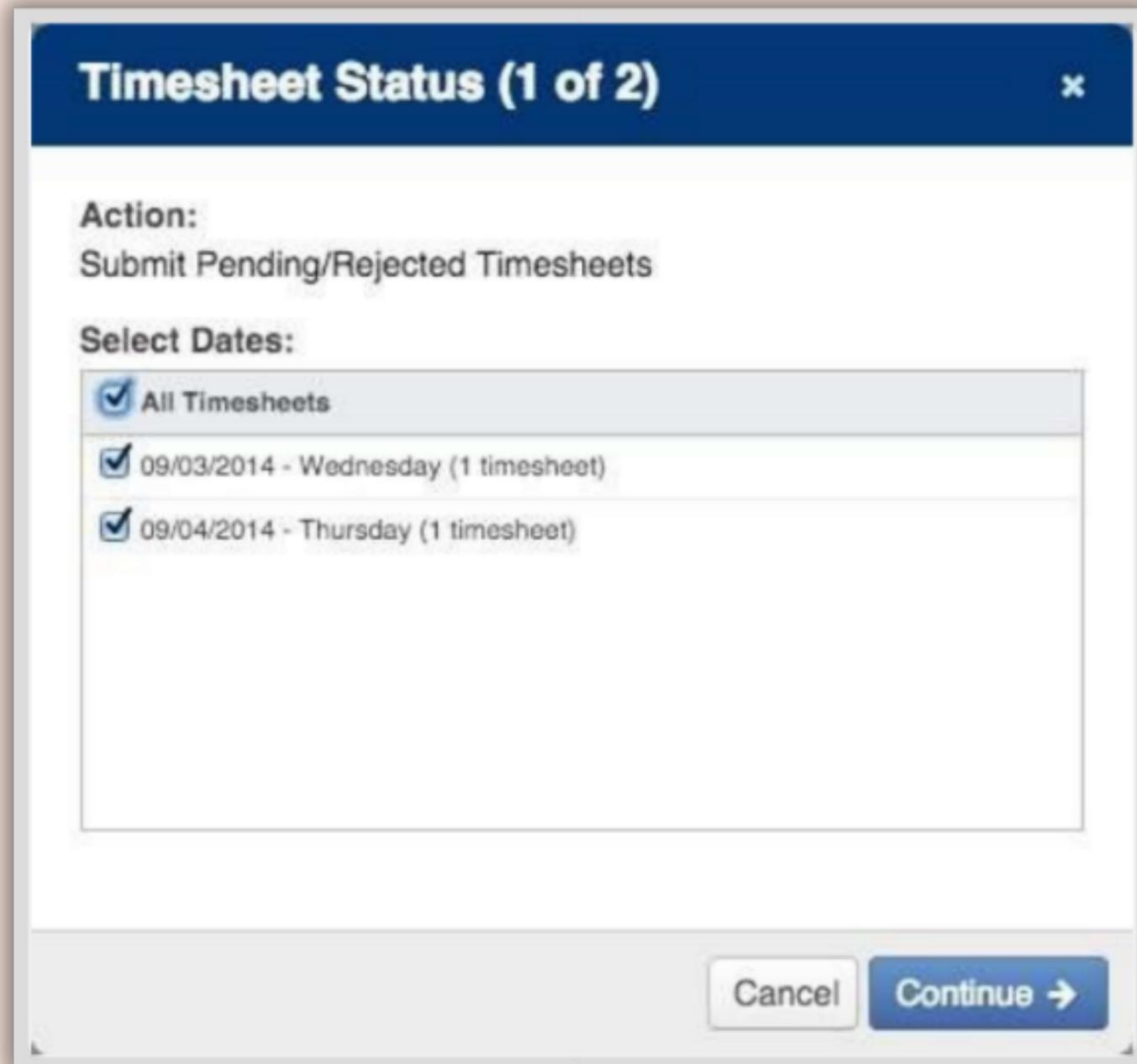
The "Date Range Summary" gives you the details for the location, job type, hours, pay, and total.

Before submitting a timesheet you can add, delete, or edit the time logged on the timesheet. To edit time that you have manually entered, click the time entry boxes or click the  Pencil icon.



When you are satisfied with your timesheet, you can submit it for approval by clicking the blue Submit button at the top of the page (explained further on next page). To save your timesheet without submitting it for approval, click the Save Changes button. To discard any changes, click the Cancel button.





Timesheet Status (1 of 2) ✕

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 09/03/2014 - Wednesday (1 timesheet)
- 09/04/2014 - Thursday (1 timesheet)

Cancel Continue →

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click Continue. Another popup window will appear where you can type comments for your approver to see. When you are finished, click Submit Timesheet



At the end of your work month, you may need to submit your timesheet for approval. To do this, click the blue Submit button at the top right corner of your timesheet.

This selection opens a window where you can choose which timesheets to submit.

EMPLOYEE **Barker, Bob**

Weekly Timesheet Approvals 07/18/2022 - 07/24/2022

TOTAL + 37.50 PAID + 37.50

Submit

Cancel All Changes Save Changes

View: All Visibility Change

Expand All Collapse All

Day	Date	Total	PAID
MON	July 18, 2022	Total + 7.50	Paid + 7.50
TUE	July 19, 2022	Total + 7.50	Paid + 7.50
WED	July 20, 2022	Total + 7.50	Paid + 7.50
THU	July 21, 2022	Total + 7.50	Paid + 7.50
FRI	July 22, 2022	Total + 7.50	Paid + 7.50

Weekly Timesheet Approvals 07/18/2022 - 07/24/2022 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
District Office	Director of Support Staff	Time Events	40.00	40.00
District Office	Director of Support Staff	Admin Time	-2.50	-2.50
Total			37.50	37.50



Timesheet Status (1 of 2)

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 07/18/2022 - Monday (1 timesheet)
- 07/19/2022 - Tuesday (1 timesheet)
- 07/20/2022 - Wednesday (1 timesheet)
- 07/21/2022 - Thursday (1 timesheet)
- 07/22/2022 - Friday (1 timesheet)

Cancel Continue →

Timesheet Status (2 of 2)

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the pay period indicated.

Digitally Sign using PIN:

← Back Cancel Submit Timesheets

Check the boxes beside the applicable timesheets and click Continue. (You can also perform a similar action when reverting timesheets.)

As part of step 2, add comments in the text box, check the box to confirm the timesheet submission, and type your PIN, as needed. Then, click Submit Timesheets.

POINTS TO REMINDERS



1. Check type of PD in Vector
2. Enroll before deadline.
3. Submit your feedback!
4. Submit timesheet under correct job type.
5. Extra Duty has it's own job type in Frontline.



Thank You For Listening

Do you have any questions for me?

