



## Kenston Local Schools Using the LPDC Online Form Management System

<http://cybersummit.org/lpdc/Manage/index.asp?DistrictID=27>

### Getting Started

We have created an account for each certified staff member in the district using a generic password for all staff members. Please check with a LPDC member if you do not know the generic password (it is not printed here for security reasons). Once you have successfully logged in, you will be able to change your password to something more secure. To log in, you will use your email address (your *FULL* email address, e.g. "yourname@kenstonlocal.org") and your chosen password to access your account.

**User Login**

Email:

Password:

[New User Registration](#)

[Forgot Your Password?](#)

### Completing a Form

On the My LPDC Forms page, you have the ability to fill out your LPDC forms such as your IPDP, or approval for professional development activities. Simply choose the type of form you wish to fill out from the list provided.

**Complete a New Form**

- [IPDP](#)
- [IPDP Waiver](#) (for those who hold Permanent Certificates only)
- [Approval of Professional Development Activity](#)

On the forms themselves, you will find a few links containing information that may help you when filling out those forms. The information will pop up in a new window, so it will not interfere with your writing process.

**Instructions**

1. List 2-3 goals for your professional development. Within each goal, include three distinct aspects:

- attention to engage in learning;
- focus for learning; and
- rationale for & application of learning.

[Hints on writing goals](#)

When you finish filling out your form, click the Save button  at the bottom of the form to save your work.

**Note: At this point, you have only SAVED your form; it has not yet been SUBMITTED to the LPDC committee for review!**

### Submitting a Form

The My LPDC Forms page keeps track of all of the forms that you have saved and allows you to make changes to your saved forms or submit them to the committee. When you are ready to send your form in to the committee, simply click the **Submit** button  for that form. All of these controls are under the **Status** heading.

## About Form Status

**Unsubmitted** This form has been saved, but has not yet been submitted to the LPDC. You may submit it by clicking Submit, or click Edit to make further changes.

**Pending** This saved form has been sent to the LPDC, and is awaiting their approval. You may not make any changes to it, but you may View it.

**Approved** This form has been submitted to and approved by the committee.

**Pre-Approved** This form has been submitted to and approved by the committee, but you will not receive credit until you have submitted verification that this activity has been completed (e.g. transcript, certificate of attendance, activity log, etc...)

**Needs Revision** This form was submitted to the LPDC but was NOT approved. Clicking the Edit button will allow you to view the reasons why this form was not approved, and allow you to make changes to it, if you wish to resubmit it.

Status
<b>Pending</b> View   Delete
<b>Unsubmitted</b> Submit   Edit   Delete
<b>Approved</b> View   Modify   Delete
<b>Rejected</b> Edit   Delete

## Tracking Contact Hours

Contact Hours Awarded
3
13
0
3

The My LPDC Forms page also keeps a running count of all the Contact Hours that you have earned through activities you have submitted *through this site*. It may or may not be an accurate representation of how many credits you have actually earned. This number is provided just to help you keep track of what you have earned to date, but DOES NOT include any forms that you turned in on paper. All of the numbers in this column have been converted into Contact Hours, therefore a 3 semester hour graduate class will be listed as 90 Contact Hours. For your reference, a chart describing how many Contact Hours a given activity may be worth is located on the LPDC homepage.

## Automatic Feedback

Whenever one of your forms has been reviewed by the committee, you will receive instant feedback via email to notify you whether your form has been accepted or rejected. If your form was rejected, then you can log into the system to view comments from the LPDC committee describing why it was not approved.

## For More Help

If you have any further questions about one of your submissions, or about any of the LPDC requirements please contact:

Michael Bates  
 LPDC Chair  
 Kenston Middle School  
[michael.bates@kenstonlocal.org](mailto:michael.bates@kenstonlocal.org)

If you are having any questions about the online system itself, or have technical difficulties using the site, please contact:

Tom Jansen  
 Summit County ESC  
 (330) 945-5600 x511283  
[tomi@cybersummit.org](mailto:tomi@cybersummit.org)