

## PD IN FOCUS<sup>®</sup> USERS FREQUENTLY ASKED QUESTIONS

- What roles are available in PD In Focus applications?

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- I watched a video or completed a print resource that was assigned to me. How will my PD facilitator know that I've completed the assignment?
- As a teacher, can I save my favorite videos and print resources?

# PD IN FOCUS<sup>®</sup> FAQ

## REPORTS

- What types of reports are available in PD In Focus applications?
- All Assignments Report
- Accessed Report
- By Teacher Report
- Totals By Teacher Report
- I Assigned Report
- I Viewed Report

## GENERAL REPORT QUESTIONS

- How long is my report and how can I page through it?
- How do I export my report?
- How do I print my report?
- When I print my report, the printed copy is missing icons. Why?

## MY JOURNAL

- Can my journal entry be viewed by my PD leader, facilitator, or anyone else?
- How can I view all my journal entries?
- Can my journal entries be edited or deleted?

## OTHER QUESTIONS

- Do I need any additional software to support PD In Focus applications?
- Do I have to download videos to view them?
- Where do I go for extra help?
- Can I get continuing education units (CEUs)?

## What roles are available in PD In Focus applications?

There are four distinct roles\* in PD In Focus applications:

**PD administrators**, who can manage members and licenses in PD In Focus applications.

**PD leaders**, who can create groups of teachers and assign them to one or more PD facilitators.

**PD facilitators**, who work with groups of teachers based on the needs identified by the PD leader.

**Teachers**, who complete assignments and can work with multiple facilitators and groups at the same time.

\* Note: You can have more than one role assigned to your log-in name.

The chart below highlights the features that are available to the various roles.

FEATURE	ADMINISTRATOR	PD LEADER	PD FACILITATOR	TEACHER
Create Groups	•	•		
Make Assignments			•	
Complete Assignments	•	•	•	•
View/Print Individual Reports		•	•	•
View Video and Print Resources	•	•	•	•
Write Journal Entries	•	•	•	•
Rate Video and Print Resources	•	•	•	•
Search for Videos and Print Resources	•	•	•	•
Save Videos and Print Resources to My Library	•	•	•	•
View Related Resources	•	•	•	•
Create Custom Channels	•	•	•	
Import Users	•		•	
Manage Members/Licenses	•		•	
Manage Related Resources	•	•	•	

## ADMINISTRATION

### How do I manage custom channels?

Select **Manage Custom Channels** from the **Administration** drop-down menu. If you have multiple accounts, select the account you want to manage from the **Manage Channels** screen. This will take you to the ASCD Custom Channel screen where you can upload a new logo image, change the title, update the description, or make edits to subchannels. See the **How to Create a Custom Channel** video tutorial for instructions on how to add additional subchannels.

### How do I create a custom channel?

If you have a PD administrator or PD facilitator role, you can create a custom channel and populate it with your favorite resources.

Select **Create Custom Channel** from the **Administration** drop-down menu. This will take you to the Create Custom Channel screen. If you have multiple accounts, select the appropriate account from the **Select Account** drop-down menu. Next, enter a channel title and description. Click the **Browse** button to customize your channel by uploading your school logo. Otherwise, the system will display the default ASCD logo.

Now you can add subchannels. Simply click **Add new subchannel**. Enter a title, and click the green check mark to apply. You can continue adding more subchannels or click the **Save** button in the lower right-hand corner of the screen to save all of your changes.

**SUBCHANNEL INFORMATION**

Press the green checkmark that is beside the text field of the subchannel you are adding AND when you are finished adding subchannels, press the Save button at the bottom of the page.

Enable Grid Filters

**+ Add new subchannel** **Refresh**

Subchannel
0 <input type="checkbox"/> <input type="checkbox"/>

No records to display.

Page size: 10 **0 items in 1 pages**

**Cancel** **Save**

Next, you'll need to add content to your custom channel. First, browse for resources by using the **Search** feature. Once you've located a resource, click the **Add to custom channel** link. This will take you to the Resource Information screen. From here, select the subchannel you want to apply the resource to and click **Save**.

Now you'll need to publish the channel so that it is visible to members of your group. From the **Administration** drop-down menu, select **Manage Custom Channels**, check the box next to the custom channel you would like to publish, and then click **Save**. Your custom channel will be displayed on the home page. For more details, refer to the **How to Create a Custom Channel** video tutorial in the Getting Started with PD In Focus Channel.

### Manage Channels

Add New Channel +

Enable Paging     Enable Grid Filters

Visible		Channel Name	
1	<input type="checkbox"/>	ASCD Custom Channel	Preview Channel
2	<input type="checkbox"/>	Math Channel	Preview Channel
3	<input checked="" type="checkbox"/>	Differentiated Instruction and Understanding by Design	Preview Channel

Page size: 20
3 items in 1 pages

## How do I manage members/licenses?

Need to add or delete a user from your PD In Focus license?

Select **Manage Members/Licenses** from the **Administration** drop-down menu. If you have multiple accounts, select the account from the **Select Account** drop-down menu.

To add a user to your license, simply click on the username and then drag and drop the yellow bar containing the user information to the appropriate license.

Next, you'll need to assign roles to the user. Simply click the checkboxes for the roles you would like the user to have.

You can also delete users from the license by selecting them and dragging their license to the recycle bin.

ASCD ID	Member	Account Admin
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
00000020123	Marcia Imbeau	<input type="checkbox"/>
00000025138	Harvey Silver	<input type="checkbox"/>
00000064485	Helen Stiff-Williams	<input type="checkbox"/>
00000109666	Cindy Weber	<input type="checkbox"/>
00000139591	Verneda Edwards	<input type="checkbox"/>

License Key	Expires	Seats	Subaccounts			
✓ e71375b1-d208-421a-a79f-1ff03ec28b06	12/30/2015	Open: 54; Total: 100	No			
ASCD ID	Member	PDF Admin	Facilitator	Leader	Teacher	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
000001572669	William McCormack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
00000020123	Marcia Imbeau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
000001713904	Tracy McKee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
000001922352	Amy Kinsman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## How do I manage related resources?

Need to add external links to your custom channel? PD In Focus applications allow you to add external links to any custom channel.

1. From the Administration drop-down menu, select **Manage Related Resources**.
2. Select the channel from the drop-down menu where you want your resources to appear.
3. In the Introduction text box, enter the text that will be displayed about these related resources.
4. Click **Add New Record**.
5. Enter a URL address, text for the link, and a description.
6. Click the green check mark to apply your changes.
7. Click the **Save** button to save your changes.

## What is a group?

A group is a collection of teachers created by a PD leader and led by a PD facilitator. The PD facilitator creates assignments for the groups based on PD needs and goals. Groups consist of members from an account who have access to the same PD In Focus license.

## How do I create and manage groups?

It is important to note that only PD leaders can create groups.

Follow these steps to create/manage groups:

1. Select **Manage Groups** from the Administration tab. Select the account\* that contains the members who will form the new group.
2. Type the name of the group you are creating in the text field.
3. Click **Create Group**. The group will be created and information about it will be displayed below in **Edit Group Profile**, where you can select a facilitator and group members.

\* Note: Users become members of an account and are granted access to PD In Focus applications through Account Services: <http://acctmgmt.ascd.org/>. If your account has more than one PD In Focus license, you will only be able to work with those who are members of the PD In Focus license on which you are a member. If you need to add people to a license, you can do so in Account Services. Log out of PD In Focus online and back in after making changes in Account Services.

## What does Reset Account mean and how do I reset an account?

This action is only available to PD leaders. Resetting an account deletes groups that are in the selected account. It also deletes assignments that were given to group members who have not yet completed them, removing them from the PD leader's list of **Resources I Assigned** and the teacher's list of **Pending Assignments**, both located in **My Library**.

**To reset an account:**

1. Click **Reset Account**, located next to the **Select an Account** drop-down menu.
2. A warning will appear asking if you really want to reset the account. Confirm that you do.

## How do I edit a group's name?

1. Click **Edit Group Name**.
2. Type the new name in the box that appears below the **Select a Group** field and is labeled **New Group Name**.
3. Click **Save**, located at the bottom of the form.

## How do I delete a group?

1. Click *Delete this Group*, located next to the group's name.
2. A warning will appear asking if you really want to delete the group. Confirm that you do.

## Who can be a PD facilitator and how do I select a PD facilitator?

The PD leader can assign the PD facilitator role to any member who has access to the same PD In Focus license and who is assigned the PD facilitator role in Account Services. You can assign the PD facilitator role to someone in Account Services by visiting <http://acctmgmt.ascd.org/>.

### To select a PD facilitator:

1. From the drop-down menu *Select an Account*, select the account for which you wish to assign a PD facilitator.
2. From the drop-down menu *Select a Group*, select the group for which you wish to assign a PD facilitator.
3. From the drop-down menu *Select a PD Facilitator*, select a facilitator for the group. You can add and remove members from the drop-down menu by assigning them to the appropriate role in Account Services by visiting <http://acctmgmt.ascd.org/>.
4. Click *Save*.

## Who can be a group member and how do I add or remove members from a group?

You can assign the group member role to anyone who has access to the same PD In Focus license as you and who is assigned the teacher role in Account Services. You can give the PD In Focus teacher role to a current member in Account Services by visiting <http://acctmgmt.ascd.org/>.

### To add or remove group members:

1. To add a member to the group, select the member's name in *Available Users* from *Selected Account* and click the *Add* button. To remove a member from the group, select the member's name in *Users In Selected Group* and click *Remove*.
2. Click *Save*.

*\* Note: You can select more than one person in the boxes Available Users from Selected Account and Users In Selected Group by clicking the Shift key while selecting members.*

## ASSIGNMENTS

### Who can make assignments?

PD facilitators can create assignments for members who are in groups assigned to them.

### How do I make an assignment?

PD facilitators can create assignments. Select the resource you wish to assign and click *Create Assignment*. A window will appear outlining a three-step process for making the assignment.

#### Step 1: Select the teachers for the assignment.

1. From the *Groups* box, select the group that contains the users for whom you are creating the assignment. Teachers who are members of the selected group will be displayed in the *Available Teachers* box.

2. From the **Available Teachers** box, select the users to whom the resource will be assigned. If you want to assign it to all teachers in the selected group, select the checkbox below the heading **Available Teachers**.
3. Click **Add**. The member's name will be moved from **Available Teachers** to **Selected Teachers**.
4. Repeat the previous steps to assign this resource to others.

### Step 2: Select an assignment completion date.

Click on the calendar icon and choose a due date for the assignment. If you would like to notify teachers of a pending assignment, simply click the checkbox next to **Email Teachers their Assignment** and they will receive an automated e-mail.

### Step 3: Instructions

You may include instructions for your teachers in the **Instructions for your Teachers** text box. These instructions will be displayed in the automated e-mail that teachers will receive. Once instructions are typed, click the **Confirm Assignment** button. A new pop-up window will open with the name of the assigned resource and a list of teachers that it's been assigned to. Simply click **OK** and the assignment will be sent.

## Why did I get a message telling me that a group member has already been assigned to this resource?

Previously, a PD facilitator assigned the group member to view or read this resource. This message enables you to decide if you want to reassign it. If you did not previously assign this resource, then the group member is in multiple groups and another PD facilitator assigned it.

## How do I add someone to an assignment I previously created?

1. In the box **Groups**, select the group in which the person is a member.
2. In the box **Available Teachers**, select the name of the person you are adding to the assignment. You can select the checkbox beneath the heading **Available Teachers** to choose everyone listed.
3. Click **Add**. The member's name will be moved from **Available Teachers** to **Selected Teachers**.
4. Repeat the previous steps to add additional teachers to the assignment.
5. Click **Save**.
6. Click **OK**.

## How do I remove someone from the list of people needed to complete the assignment?

1. From the box **Selected Teachers**, select the person who should be removed from the assignment.
2. Click **Remove**. The member will be moved from **Selected Teachers** to **Available Teachers**.
3. Repeat the previous steps to remove additional teachers from the list.
4. Click **Save**.
5. Click **OK**.

## How do I change the day an assignment is due?

Either enter the updated due date in the **Choose a Date** field or click the calendar icon and select the new due date. Then click **Save**.



## Why don't I see all the groups for which I am a facilitator listed in Groups?

It may be that none of the group members has access to the resource you want to assign, or that you and the group members are on different PD In Focus licenses and their license does not grant them access to view the resource.

*\* Note: You can select more than one person in the boxes Available Teachers and Selected Teachers by pressing the Shift key while selecting members.*

## I created an assignment for a group. How will users be notified of the pending assignment?

When the user logs in, the assignment will appear in the *Pending Assignments* box on the left side of the screen. *Pending Assignment* listings are arranged by the due date of the assignment. To retrieve a full list of assignments, the user should go to the *My Library* page. PD facilitators may also set up assignments so that teachers will receive automated e-mail notifications about pending assignments.

## Will I be notified when the user has completed an assignment?

The status of an assignment can be viewed by going to the assigned video and looking at the *Current Open Assignment* details (under the *Journal*). You can run reports of completed assignments on the *Reports* page. PD facilitators will also receive an automated e-mail when an assignment is complete.

## While leading a face-to-face meeting, I showed a video to a group of people that I already assigned to a group of teachers. Some of the participants that were assigned to that video were there. How do I mark a video assignment complete for one or more members so that they don't have to watch the video again to get credit?

1. Go to *My Library—Resources I Assigned* and click on the title of the video you want to work with.
2. From the *Current Open Assignments* panel, find the assignment.
3. Click on the plus (+) sign next to the *Assignment Due Date*.
4. Check the checkboxes for the teachers who watched the video.
5. Click *Mark Resource as Viewed*. The names you selected will then be grayed out, indicating that they've completed the assignment.
6. Teachers can still view the video and make journal entries on their own.

## While leading a face-to-face meeting, we completed a print resource activity that I had already assigned to a group of teachers. Some of the participants that were previously assigned the print resources were there. How do I mark a print resource assignment complete for one or more members?

1. Go to *My Library—Resources I Assigned* and click on the title of the print resource you want to work with.
2. From the *Current Open Assignments* panel, find the assignment.
3. Click on the arrow (>) sign next to the *Assignment Due Date*.
4. Check the *Completed* box for the teachers who completed the activity.
5. Teachers can still read the print resource and make journal entries on their own.

## I watched a video or completed a print resource that was assigned to me. How will my PD facilitator know that I've completed the assignment?

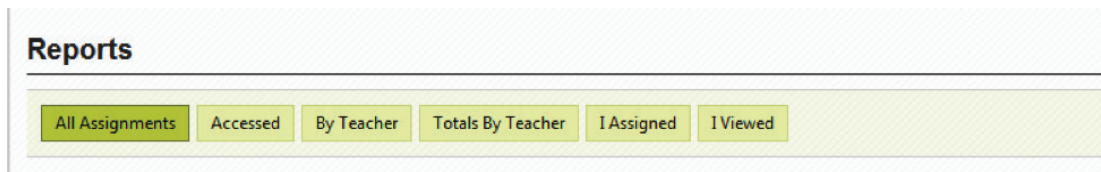
Once you've completely viewed an assigned video or print resource, the application will recognize that you have completed the assignment. You will be able to verify that in your *Recently Viewed Resources* panel on the *My Library* page. The PD leader and PD facilitator will know that you completed the assignment by checking the status of the assignment. You have to watch the video segment until the very end in order to receive recognition of completion.

## As a teacher, can I save my favorite videos and print resources?

Yes. On the resource viewer page for that particular title, click *Add to My Library*. That resource title will be saved in *My Library* for you to view at any time.

## REPORTS

### What types of reports are available\* in PD In Focus applications?



### All Assignments Report

PD leaders have access to the *All Assignments* report. PD leaders can generate reports to learn about members who have access to the same PD In Focus license as they do, what resources each facilitator assigned, to whom they assigned the resource, when an assignment is due, and who has or has not completed the assignment.

### Accessed Report

PD leaders have access to the *Resources Accessed* report. PD leaders can generate reports to learn about members who have access to the same PD In Focus license as they do, what resources members have viewed and when they viewed them, and which groups a person belongs to.

### By Teacher Report

PD leaders have access to the *By Teacher* report. By running this report, PD leaders learn what resources were accessed by teachers within their account.

### Totals By Teacher Report

PD leaders have access to the *Totals By Teacher* report. This report shows PD leaders resource totals of teachers within their account(s). It shows the number of unique accounts, unique teachers, total resources, last viewed date, and the number of views.

### I Assigned Report

PD facilitators can generate the *I Assigned* report to see all assignments they have created. This report allows PD facilitators to filter by teacher, due date, completion date, and completion level.

## I Viewed Report

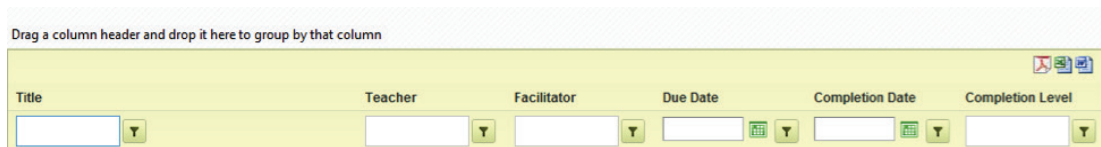
Teachers can generate the *I Viewed* report to get a listing of all the resources they have viewed. Using this report, teachers can filter by date viewed, title, assigned by, and channels.

*\*Note: It is possible that you do not have access to all six reports. The role(s) you are assigned on your PD In Focus license determines what reports are displayed on your screen. You can have more than one role assigned to your username.*

REPORT TITLE	PD ADMINISTRATOR	PD LEADER	PD FACILITATOR	TEACHER
All Assignments Report		•		
Accessed Report		•		
By Teacher Report		•		
Totals By Teacher Report		•		
I Assigned Report	•		•	
I Viewed Report	•	•	•	•

Users can create custom reports using the drag and drop functionality in PD In Focus applications. Simply drag and drop any of these tabs to a report column header located on the top navigation bar. Use the filter feature to make your reports even more precise.

For further details, visit the *How to Create a Custom Report* video tutorial in the *Getting Started with PD In Focus* channel.



## GENERAL REPORT QUESTIONS

### How long is my report and how can I page through it?

The paging controls are located at the bottom of the report. They show the total number of pages and the page you are viewing (e.g., 10, 20, and 50). Use the backward and forward arrows to scroll to previous and subsequent pages.

### How do I export my report?

You can export the generated report to Adobe Acrobat, Microsoft Excel, or Microsoft Word by clicking on the appropriate icon.

*Note: Adobe Reader is required to export reports as a PDF file. Download the latest version of [Adobe Reader here](#).*

1. Select the desired export format from the drop-down menu **Export to the selected format**.
2. Click the **Export** link.

## How do I print my report?

Click the print icon located at the top of your browser and follow the browser prompts.

## When I print my report, the printed copy is missing icons. Why?

Most likely, you are using Mozilla Firefox and the print setting that specifies that background colors and images should be printed is unchecked. You must select this checkbox.

### If you are using Mozilla Firefox on a PC:

1. Click **File**, located in the upper left corner of your browser's window. A drop-down menu will appear.
2. Click **Page Setup** in the drop-down menu. A pop-up box will appear.
3. From the Page Setup pop-up box, select the **Print Background (color & images)** checkbox.
4. Click **OK**.
5. Print the report by clicking the **Print** icon in the report's control bar and following the browser prompts.

### If you are using Mozilla Firefox on a Mac:

1. Print the report by clicking the **Print** icon located in the report's control bar. The print dialog box will appear.
2. In the print dialog box, click the drop-down menu **Copies & Pages** and select **Firefox**. The print dialog box will expand.
3. Check both **Print Background Colors** and **Print Background Images**.
4. Click **Print** to print the report.

## MY JOURNAL

### Can my journal entry be viewed by my PD leader, facilitator, or anyone else?

No. Only you can view your entries. If you want to share your entries, you can copy and paste them into an e-mail or you can print and distribute them.

### How can I view all my journal entries?

You can view your entries on the **My Journal** page under **Journal Archive**. You can view any entry that you've made by channel. The number in parentheses represents the number of entries for that channel.

### Can journal entries be edited or deleted?

Yes, journal entries can be edited and deleted.

To do so,

1. Go to **My Journal**.
2. Select the journal entry you wish to edit or delete from the **Journal Archive**.
3. To edit the entry, select the **Edit this Entry** icon. A text box will appear. Make the edits and click **Save**.
4. To delete the entry, select the **Delete this Entry** icon. A warning will display. Click **OK**.

## OTHER QUESTIONS

### Do I need any additional software to support PD In Focus applications?

We recommend the following:

- **PC:** Intel Pentium II 450MHz or faster, minimum of 128MB of RAM, must be running Windows XP or Vista.
- **Mac:** PowerPC G3 500MHz or faster or Intel Core Duo 1.33GHz or faster, minimum of 128MB of RAM, must be running Mac OS X v10.1 or later (PowerPC) or Mac OS X v10.4.x or later (Intel).
- Your color monitor should support a minimum of 256 colors, but a 16bit color is recommended. You will also need a Windows-compatible sound card.
- For any system, you must have a broadband connection.
- Recommended browsers are Microsoft Internet Explorer 6 or higher, Mozilla Firefox 2 or higher, and Safari 3 or higher.
- All browsers must be set up to accept cookies and JavaScript must be enabled.
- You will also need to download and install the free version of [Adobe Flash Player Version 9](#) to view video segments and [Adobe Reader](#) to print customized reports.

### Do I have to download videos to view them?

No, the videos are streamed.

### Where do I go for extra help?

ASCD's WebHelp Team can assist you with any support you may need. Contact ASCD's [WebHelp](#).

## Can I get continuing education units (CEUs)?

The PD In Focus system automatically computes time spent viewing videos and application activities to generate a certificate of completion showing total professional development clock hours if educators need to document this time for salary advancement or continuing education purposes.

Reports show professional development clock hours for every PD In Focus video and application activity viewed. A certificate may be printed and used as evidence of completion of ASCD's professional development resources.

This chart shows video minutes converted to clock hours as represented in the PD In Focus system.

VIDEO MINUTES	CLOCK HOURS	VIDEO MINUTES	CLOCK HOURS	VIDEO MINUTES	CLOCK HOURS
1 min	0.0	21 min	0.4	41 min	0.7
2 min	0.0	22 min	0.4	42 min	0.7
3 min	0.1	23 min	0.4	43 min	0.7
4 min	0.1	24 min	0.4	44 min	0.7
5 min	0.1	25 min	0.4	45 min	0.8
6 min	0.1	26 min	0.4	46 min	0.8
7 min	0.1	27 min	0.5	47 min	0.8
8 min	0.1	28 min	0.5	48 min	0.8
9 min	0.2	29 min	0.5	49 min	0.8
10 min	0.2	30 min	0.5	50 min	0.8
11 min	0.2	31 min	0.5	51 min	0.9
12 min	0.2	32 min	0.5	52 min	0.9
13 min	0.2	33 min	0.6	53 min	0.9
14 min	0.2	34 min	0.6	54 min	0.9
15 min	0.3	35 min	0.6	55 min	0.9
16 min	0.3	36 min	0.6	56 min	0.9
17 min	0.3	37 min	0.6	57 min	1.0
18 min	0.3	38 min	0.6	58 min	1.0
19 min	0.3	39 min	0.7	59 min	1.0
20 min	0.3	40 min	0.7	60 min	1.0

ASCD does not offer credit; however, you may contact any accredited college or university that wishes to offer credit for completing ASCD's professional development opportunities.

The college or university is responsible for determining

- what the student must do to qualify for credit;
- what documentation the student must supply for credit; and
- how much and in what manner the student will receive credit.