District Professional Development Facilitators:

Guidelines for Course Set Up and Management

1. District professional learning facilitators are responsible for planning professional learning activities aligned with the Florida Professional Development Standards and for posting them in SunGard. Department supervisors should be notified of and approve professional learning activities.
   a. District staff planning to offer professional learning must post it in SunGard no later than 2 weeks before the activity start date.
   b. When notification is received from SunGard that the course is active, participants should be advised to register at least 2 days before the activity start date.
   c. ***Participants must register before the professional development start date. Participants who do not register in advance will not receive inservice credit.***

2. Only activities which are designed for professional learning may be posted in SunGard.
   a. Professional learning activities include trainings and workshops, Wednesday afternoon professional learning, endorsement courses, PLCs, Lesson Study, book studies, and committee work whose primary focus is professional learning (i.e. textbook committees).
   b. Department meetings, school-level MTSS meetings and any other meetings which do not focus on professional learning are ***not eligible*** for inservice credit and should not be posted in SunGard.
   c. Professional learning activities should address high priority purposes such as Florida Standards, high-yield strategies, Character Counts, formative assessments, data access and use, MTSS and differentiated instruction, technology hardware and software, support for every student, student safety and best practices for special populations.

3. For professional development including more than one session (i.e. PLC or Lesson Study) which all participants must attend, the activity should be posted as one activity with several sessions, not as separate activities.

4. Professional learning facilitators must take attendance in SunGard for participants who have successfully completed an activity and must require that each participant complete an activity evaluation in SunGard.