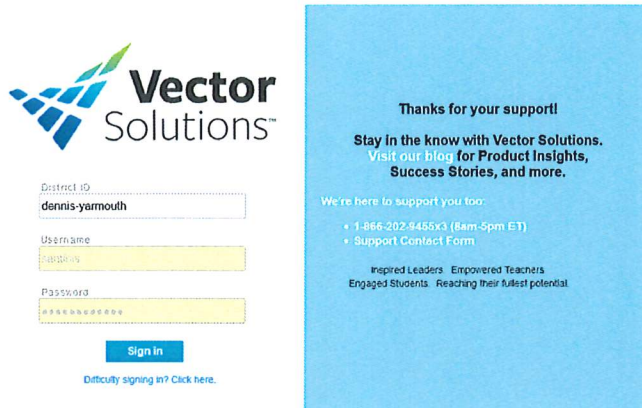


PD Tracker+

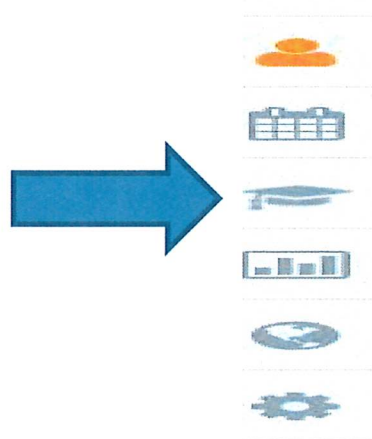
Record My Credits- No Reimbursement Needed

1- Log into your Vector Solutions account

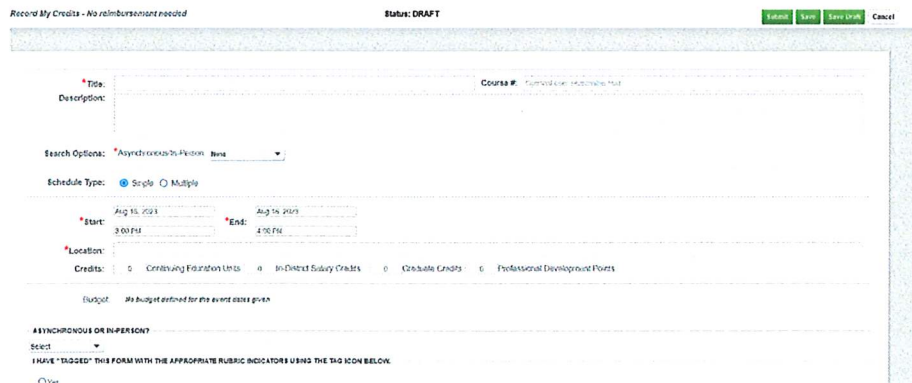


The image shows the Vector Solutions login interface. On the left, there is a login form with fields for District ID (dennis-yarmouth), Username (jbarbosa), and Password (masked with dots). Below the password field is a 'Sign in' button and a link for 'Difficulty signing in? Click here.' On the right, there is a blue box with the following text: 'Thanks for your support! Stay in the know with Vector Solutions. Visit our blog for Product Insights, Success Stories, and more. We're here to support you too: + 1-866-262-9455x3 (8am-5pm ET) + Support Contact Form. Inspired Leaders. Empowered Teachers. Engaged Students. Reaching their fullest potential.'

2- Click on the Graduation Cap on the left hand side of the screen



3- Click on **New** and select Record My Credits-No Reimbursement



The image shows the 'Record My Credits - No reimbursement needed' form. The status is 'DRAFT'. The form includes fields for Title, Description, and Course #. Below these are search options (Asynchronous, In-Person, Hybrid) and a schedule type (Single, Multiple). The start and end dates are set to Aug 10, 2021, and Aug 10, 2021, respectively. The location is set to '0'. The credits are set to '0'. The budget is set to 'No budget defined for this event date given'. The form also includes a section for 'ASYNCHRONOUS OR INPERSON?' with a 'Select' dropdown and a 'I HAVE "TOGGLED" THIS FORM WITH THE APPROPRIATE RUBRIC INDICATORS USING THE TAG ICON BELOW.' checkbox.

4- Complete the required information

Record My Credits - No reimbursement needed Status: DRAFT Submit Save Save Draft Cancel

*** Title:** Mass Literacy **Course #:** Optional user-searchable field

Description: To support all educators in getting to know the wealth of information and resources within the Mass Literacy Guide, DESE is providing an asynchronous online course, available at no cost to any educator who works in a Massachusetts education organization. Participants who complete the course will receive 15 PDPs.
As a result of the learning experiences in this course, participants will deepen their understanding of how to:

Search Options: *Asynchronous/In-Person: Asynchronous

Schedule Type: ☒ Single ☐ Multiple

*** Start:** Aug 1, 2023 3:00 PM *** End:** Aug 10, 2023 4:00 PM

*** Location:** DESE

Credits: Continuing Education Units In-District Salary Credits Graduate Credits Professional Development Points

Budget: No budget defined for the event dates given

ASYNCHRONOUS OR IN-PERSON?
Asynchronous

I HAVE "TAGGED" THIS FORM WITH THE APPROPRIATE RUBRIC INDICATORS USING THE TAG ICON BELOW.
☒ Yes

** Be sure to tag the applicable Teacher Evaluation Standards

Tag Browser ✕

Select tags Select All Clear All

- ☐ F. Professional Responsibilities Indicator
 - ☐ 1. Judgment
 - ☐ 2. Reliability and Responsibility
- ☐ Teacher Rubric
 - ☐ Standard I: Curriculum, Planning, and Assessment
 - ☐ A. Curriculum and Planning Indicator
 - ☐ 1. Subject Matter Knowledge
 - ☐ 2. Child and Adolescent Development
 - ☒ 3. Rigorous Standards-Based Unit Design
 - ☒ 4. Well-Structured Lessons
 - ☐ B. Assessment Indicator
 - ☒ 1. Variety of Assessment Methods
 - ☐ 2. Adjustments to Practice
 - ☐ C. Analysis Indicator
 - ☒ 1. Analysis and Conclusions
 - ☐ 2. Sharing Conclusions With Colleagues
 - ☐ 3. Sharing Conclusions With Students
 - ☐ Standard II: Teaching All Students
 - ☐ A. Instruction Indicator

Save Cancel

5- You may add the certificate/transcript here

 [Add Attachment:](#)

6- Click **Submit** to save