

## Need Help? *Check out our Frequently Asked Questions:*

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

#### Group Management

What is a group?

How do I create a group?

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

How do I edit a group's name?

How do I delete a group?

Who can be a PD Facilitator and how do I select a PD Facilitator?

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

#### Assignments

Who can make assignments?

How do I make an assignment?

How do I complete Step 1?

How do I complete Step 2?

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

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

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

How do I change the day an assignment is due?

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

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

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

How do I mark a video assignment complete for one or more members?

How do I mark a print resource assignment complete for one or more members?

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?

#### Reports

What types of reports are available in PD In Focus?

##### Resources Assigned Report

Who has access to the *Resources Assigned* Report and what can they learn from running this report?

How can I generate a list of resources that each Facilitator has assigned?

##### Resources Accessed Report

Who has access to the *Resources Accessed* Report and what can they learn from running this report?

How can I generate a list of resources that each member has accessed?

##### Resources I Assigned Report

Who has access to the *Resources I Assigned* Report and what can they learn from running this report?

How can I generate a list of resources that I have assigned?

##### Resources I Viewed Report

Who has access to the *Resources I Viewed* Report and what can they learn from running this report?

How can I generate a list of resources that I have viewed?

## General Report Questions

[How many pages 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?](#)

[Do I have to download videos in order 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?

There are three distinct roles\* in the PD In Focus™ Application: **PD Leaders, PD Facilitators, and Teachers.**

- **PD Leaders** are responsible for creating groups of Teachers and assigning them to one or more PD Facilitators.
- **PD Facilitators** work with groups of Teachers based on needs identified by the PD Leader.
- **Teachers** can work with multiple Facilitators and groups at the same time.

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

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

| V2.0 Features                                 | PD Leader | PD Facilitator | Teacher |
|-----------------------------------------------|-----------|----------------|---------|
| Create Groups                                 | ✓         |                |         |
| Make Assignments                              |           | ✓              |         |
| Complete Assignments                          |           |                | ✓       |
| View/Print Group Reports                      | ✓         | ✓              |         |
| 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                        | ✓         | ✓              | ✓       |

## Group Management

### 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 a group?

- Only PD Leaders can create groups.
- From the drop-down menu *Select Account*. Select the account\* that contains the members who will form the new group.

\* *Note: People become members of an account and are granted access to PD In Focus 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 and back in after making changes in Account Services.*

- Type the name of the group being created in the text field.
- 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.

### 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 made 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:

- Click *Reset Account*, located beside the *Select an Account* drop-down menu.
- 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?

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

### How do I delete a group?

- Click *Delete this Group*, located beside the group's name.
- 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 as you and who is assigned the PD Facilitator role in Account Services. You can assign the PD Facilitator role to someone in Account Services: <http://acctmgmt.ascd.org/>.

#### To select a PD Facilitator:

- From the drop-down menu *Select an Account*, select the account for which you wish to assign a PD Facilitator.

- From the drop-down menu *Select a Group*, select the group for which you wish to assign a PD Facilitator.
- From the drop-down menu *Select a PD Facilitator*, select a facilitator for the group. You can add members to and remove them from the drop-down menu by assigning them the appropriate role in Account Services: <http://acctmgmt.ascd.org/>.
- 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 PD In Focus's Teacher role to a current member in Account Services: <http://acctmgmt.ascd.org/>.

### **To add or remove group members:**

- 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*.
- 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?**

Select the video or print resource you wish to assign and click *Create Assignment*. A window will appear showing a two-step process for making the assignment.

#### **How do I complete Step 1?**

- In the box *Groups*, select the group that contains the users for whom you are creating the assignment. The teachers who are members of the selected group will be displayed in the box *Available Teachers*.
- In the box *Available Teachers*, 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*.
- Click *Add*. The member's name will be moved from *Available Teachers* to *Selected Teachers*.
- Repeat the previous steps to assign this resource to others.

#### **How do I complete Step 2?**

- Click the calendar icon and select the date when the assignment is due.
- Click *Confirm Assignment*.
- Click *OK* on the pop-up screen, listing those who will receive the assignment.
- Click *OK*. The pop-up screen will close, and you will see the assignment in the table named *Current Open Assignments*.

### **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?**

- In the box *Groups*, select the group in which the person is a member.
- 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 select everyone listed.
- Click *Add*. The member's name will be moved from *Available Teachers* to *Selected Teachers*.
- Repeat the previous steps to add additional teachers to the assignment.
- Click *Save*.
- Click *OK*.

**How do I remove someone from the list of people needing to complete the assignment?**

- From the box *Selected Teachers*, select the person who should be removed from the assignment.
- Click *Remove*. The member will be moved from *Selected Teachers* to *Available Teachers*.
- Repeat the previous steps to remove additional teachers from the list.
- Click *Save*.
- 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.
- 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 have access to the resource you want to assign, or 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 they 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.

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

PD Facilitators and PD Leaders will not receive an automated message when an assignment is complete. 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*). Reports of completed assignments can also be run on the *Reports* page.

**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 the video were there. How do I mark a video assignment complete for one or more members so they don't have to watch the video again to get credit?**

- Go to *My Library—Resources I Assigned* and click on the title of the video you want to work with.
- From the *Current Open Assignments* panel, find the assignment.
- Click on the plus (+) sign next to the *Assignment Due Date*.
- Check the checkboxes for the teachers who watched the video.

- Click *Mark Resource as Viewed*. The names you selected will then be grayed out, indicating that they've completed the assignment.
- 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 already assigned to a group of teachers. Some of the participants that were assigned the print resources were there. How do I mark a print resource assignment complete for one or more members?**

- Go to *My Library—Resources I Assigned* and click on the title of the video you want to work with.
- From the *Current Open Assignments* panel, find the assignment.
- Click on the plus (+) sign next to the *Assignment Due Date*.
- Check the checkboxes for the teachers who completed the activity.
- Click *Mark Resource as Viewed*. The names you selected will then be grayed out, indicating that they've completed the assignment.
- 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 my assignment?**

Once you've completely viewed an assigned video, 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?

| Report Type          | PD Leader | PD Facilitator | Teacher |
|----------------------|-----------|----------------|---------|
| Resources Assigned   | ✓         |                |         |
| Resources Accessed   | ✓         |                |         |
| Resources I Assigned |           | ✓              |         |
| Resources I Viewed   |           |                | ✓       |

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

### Resources Assigned Report

**Who has access to the *Resources Assigned* report and what can they learn from running this report?**

PD Leaders have access to the *Resources Assigned* 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.

**How can I generate a list of resources that each Facilitator has assigned?**

- Select a *Start Date* to limit your search to resources assigned after a particular date. To select a *Start Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the start date. The calendar will close and the date will be displayed. If you don't select a *Start Date*, your results will begin with the oldest relevant resource assigned.
- Select an *End Date* to limit your search to resources assigned before a particular date. To select an *End Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the end date. The calendar will close and the date will be displayed. If you don't select an *End Date*, your results will include the most recently assigned relevant resource.
- Select a user or users from the drop-down menu *Facilitator*. If you don't select a facilitator, all facilitators will be selected by default.
- Click *Generate*. The report's results will be displayed.

**Resources Accessed Report**

**Who has access to the *Resources Accessed* report and what can they learn from running this 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 is part of.

**How can I generate a list of resources that each member has accessed?**

- Select a *Group* to limit your search to members of the specified group. To do this, select a group from the *Select a Group* drop-down menu. If you don't select a group, all groups will be selected by default.
- Select a *Start Date* to limit your search to resources accessed after a particular date. To select a *Start Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the start date. The calendar will close and the date will be displayed. If you don't select a *Start Date*, your results will begin with the oldest relevant resource accessed.
- Select an *End Date* to limit your search to resources accessed before the specified date. To select an *End Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the end date. The calendar will close and the date will be displayed. If you don't select an *End Date*, your results will include the most recently accessed relevant resource.
- You must select a user or users from the drop-down menu *List of Current Users*. To select everyone, select the first item in the drop-down menu *Select All*.
- Click *Generate*. The report's results will be displayed.

**Resources I Assigned Report**

**Who has access to the *Resources I Assigned* report and what can they learn from running this report?**

PD Facilitators have access to the *Resources I Assigned* report. By running this report, PD Facilitators learn what resources they assigned, to whom they assigned the resources, when the assignments are due, and who has and has not completed the assignments.

**How can I generate a list of resources I have assigned?**

- Select a *Start Date* to limit your search to resources assigned after a particular date. To select a *Start Date*, click the checkbox *All* to deselect it. Then click the

calendar icon to display the calendar and select the start date. The calendar will close and the date will be displayed. If you don't select a *Start Date*, your results will begin with the oldest relevant resource assigned.

- Select an *End Date* to limit your search to resources assigned before a particular date. To select an *End Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the end date. The calendar will close and the date will be displayed. If you don't select an *End Date*, your results will include the most recently assigned relevant resource.
- Click *Generate*. The report's results will be displayed.

### **Resources I Viewed Report**

#### **Who has access to the *Resources I Viewed* report and what can they learn from running this report?**

Teachers have access to the *Resources I Viewed* report. Teachers can generate reports to learn what resources they viewed; when they viewed them; and who, if anyone, assigned the resources to them.

#### **How can I generate a list of resources I have viewed?**

- Select a *Start Date* to limit your search to resources assigned after a particular date. To select a *Start Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the start date. The calendar will close and the date will be displayed. If you don't select a *Start Date*, your results will begin with the oldest relevant resource assigned.
- Select an *End Date* to limit your search to resources assigned before a particular date. To select an *End Date*, click the checkbox *All* to deselect it. Then click the calendar icon to display the calendar and select the end date. The calendar will close and the date will be displayed. If you don't select an *End Date*, your results will include the most recently assigned relevant resource.
- Click *Generate*. The report's results will be displayed.

### **General Report Questions**

#### **How many pages long is my report, and how can I page through it?**

- Generate the report.
- The paging controls are located on the left side of the toolbar at the top of the screen. They show the total number of pages and the page you are viewing, e.g. (1 of 10).
- To view another page, you can either click the paging arrows or type the page number of the page you wish to view in the box between the arrows and click *Enter*.

#### **How do I export my report?**

- Generate the report.
- You can export the generated report to: Acrobat (PDF) file; Excel; or Rich Text Format.  
*Note: Adobe Reader is required to retrieve the report. Download the latest version of [Adobe Reader here](#).*
- Select the desired export format from the drop-down menu *Export to the selected format*.
- Click the *Export* link.

#### **How do I print my report?**

- Generate the report.
- Click the print icon, the second-to-last icon on the bottom row of the toolbar at the top of the screen.
- Follow the browser prompts.

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

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

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

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

### **If you are using a Firefox on a MAC:**

- Print the report by clicking the *Print* icon located in report's control bar. The print dialog box will be displayed.
- In the print dialog box, click the drop-down menu *Copies & Pages* and select *Firefox*. The print dialog box will expand.
- Check both *Print Background Colors* and *Print Background Images*.
- 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, then you can copy and paste your entry into an e-mail or you can print and distribute.

### **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.

### **Can journal entries be edited or deleted?**

Yes, journal entries can be edited and deleted.

- Go to *My Journal*.
- Select the journal entry you wish to edit or delete from the *Journal Archive*.
- To edit the entry, select the *Edit this Entry* icon. A text box will appear. Make the edits and click *Save*.
- 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?**

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 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 in order to view them?**

No, the videos are streamed.

**Where do I go for extra help?**

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

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

No, not with PD In Focus. This is not a guided program that manages time spent in the application. Guided programs that provide CEUs can be obtained by taking a PD Online™ course or attending an ASCD conference. Visit ASCD's [Academic Credit](#) web page for details.