

Documenting Professional Development in SMS

Faculty members may enter professional development hours (both those earned within and outside the district) in SMS. This serves as the official documentation of the training you have completed. The information is permanently stored and easily accessible by the teacher, the principals, and the district administration.

To access....follow these instructions

1. Log in to SMS
2. On left bar (in blue), Click on **District Setup**
3. Under district header...click on **Staff**
4. Under **Staff Search**...enter your last name in the box and click **Search**.
5. Your name will return. Click on your name.
6. An information screen on you will appear. On left side (blue bar), you will see **PROFDEV**.
7. You will see **Staff Prof Dev**. Click on that.
8. You are now at the screen to enter staff development hours. At the top, click **Actions / Add Prof Dev List**.
9. Enter information on the professional development you completed.
(* indicates items in required fields to complete)
10. Click **Apply** and then click **OK**.

Note...once you start...you must enter certain fields in order to save it. Some fields are date, hours in class etc.