



Professional Development Registration Process

Kickup is the approved professional development platform, which is used for registering professional development for all certified, safety, and clerical staff in the Riverview Gardens School District. When requesting professional leave, it is imperative that the employee complete the leave request form located on Kickup in its entirety. Additionally, the employee is required to attach a flier as a pdf to describe the requested professional development. The attachment of a link is not permissible. All registration, hotel, and travel must have written approval prior to the intended leave. Registration for all professional development and securing hotels and making all arrangements for professional leave must occur from the professional development office or the office of the funding source for the intended professional development. No approvals or reimbursements will be made to individuals who fail to secure approval prior. Failure to adhere to the approval and registration of any professional leave becomes the responsibility of the employee requesting the leave.

Do not contact Kickup directly for any support.

Invitations for Kickup

Invitations to join Kickup will be sent from Barbara Sharp, the Professional Development Coordinator or the Administrative Assistant to the Professional Development Office. **Do not contact Kickup for support.**

In the event that a “KickupSupport” invitation has not been sent to your RGSD email. Please contact Barbara Sharp at bsharp@rgsd.k12.mo.us

Kickup: Forgot Password

If you forget your Kickup password, please adhere to the following steps:

1. Go to Kick-Up: <https://pulse.kickup.co>
2. Enter your RGSD email address in the username section
3. Then check “change password”.
4. Follow the prompts given to help you change your password. 5. Once you change your password, you will have access to Kick-Up again.

How to Register For an Event

1: From your home screen, click "**Browse Events**" under Quick Links.

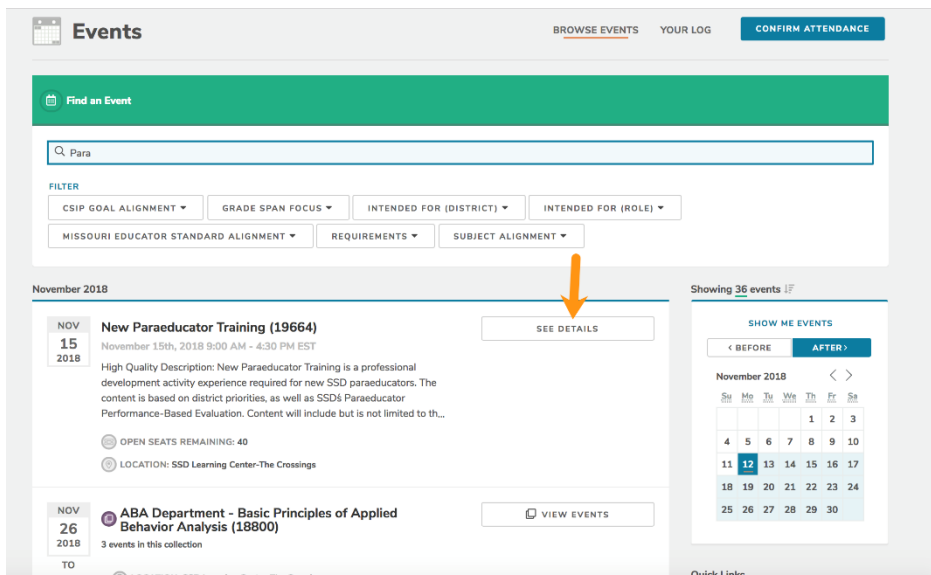
1a. Or click "Events" under Menu.

Welcome back, Jeremy!

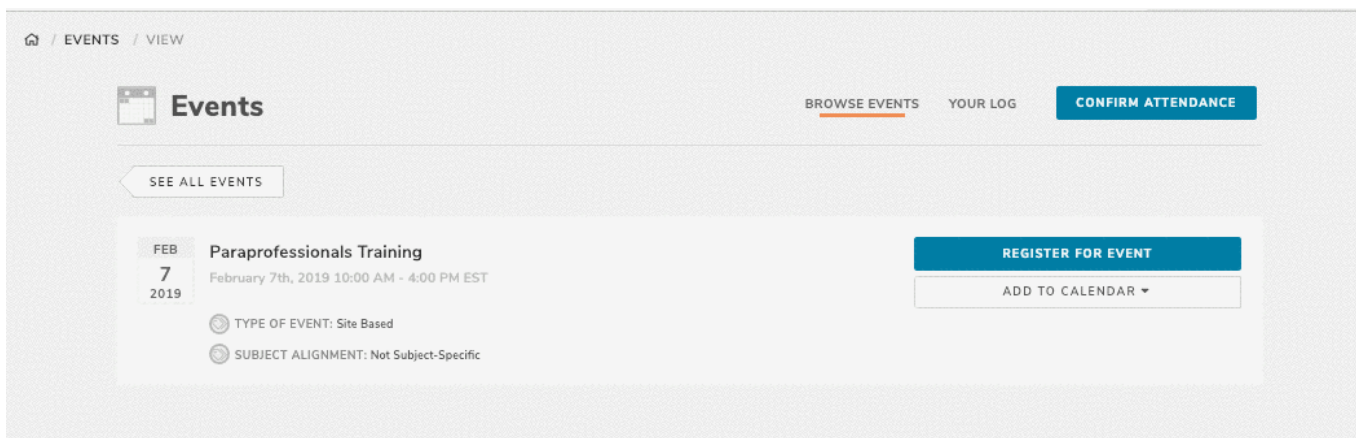
Quick links



2: Search or Scroll to find the event you'd like to register for. Click on the event title or on the "**See Details**" button.



3. Click **"Register for event"** to register. You can also click **"Add to Calendar"** to add to your Google calendar or download an ICS file.



Note: Once you have registered, you should get an email alert and see a green "You're Registered" button on the event details page. You can click the three-dot action menu to unregister for the event.



Popular Internal Professional Development Opportunities

PLC: Professional Learning Community

Building meetings, whereas individuals share expertise, and work collaboratively to improve teaching skills and the academic performance of students.

Data Team

Building meeting, where as a selective group of educators who analyze data and help one another use data effectively to set SMART Goals.

Your data team will often include your school's Principal, PLC Leader, Instructional Coach(s) and several Teachers.

Self-paced Courses

*Free

Self-paced courses allow certified staff to take web-based correspondence courses at their own pace, rather than following a structured schedule. These courses are available for opportunities where there is **NO** cost associated with the training. Utilizing the Self-paced course feature will allow the participant to record their participation as they go through their course.

Self-paced courses can only be created by those that have “**Administrative Permission**” to create events in Kickup.

Note: Those that have the permission to create self-paced courses are your Principal, Building PLC Leader, Instructional Coach, and the Professional Development Office.

For those that do not have administrative rights, will have to submit a Self-paced registration request.

How to Create a Self-paced Registration Request

Create an email that includes the following information:

1. Course Title
2. Provider Information
3. Overview (3 to 5 sentences)
4. PDF Attachment (Optional: Link for Reference)
5. Submit to “One” of the following choices: Principal, Building PLC Leader, Instructional Coach, and the Professional Development Office.

How to Create a Self-paced Course

*For those that have Administrative Rights.

1. Create a self-paced course. To create a self-paced course, use the action menu and select the “Create self-paced course” option.

Alternatively, if you started creating an “Event,” or have an existing Learning opportunity that is an “Event,” you can switch its type to “Self-paced course” later.

2. Configure the course. The form to set-up a self-paced course is identical to the form to [set-up an event](#), with the exception of the following differences:

3. Save and publish. This works the same as it does when creating a synchronous event.

- Self-paced courses do not have a date or start or end time
- Self-paced courses require that you assign hours
- Self-paced courses are automatically assigned to the current school year (this can be changed while filling out the form), while events are automatically assigned the school year they are scheduled to occur within

Viewing self-paced courses

There is a feed of self-paced courses that is separate from events, and is accessed by switching tabs in the browse view. This view makes it easier to discover self-paced courses, because the sort order of the events feed is based on their scheduled date, which self-paced courses don’t have.

Similarly, collections that have a combination of self-paced courses and events have two feeds - 1 showing events and 1 showing self-paced courses. Using the “Register for all” button will attempt to register you for all learning opportunities in the collection, including both self-paced courses and events.

While the discovery of self-paced courses and events is separate, when it comes to tracking credit the lists are consolidated. That is, each user’s log, transcript, hours, and credits will include both types of learning opportunities, so this can all be tracked in a single place.

How to Submit an Out-of-District Event

1. Creating a Submission

From your home screen, start the process of submitting an event from your **Events Log** page.

Welcome back, Alanna!

Quick links



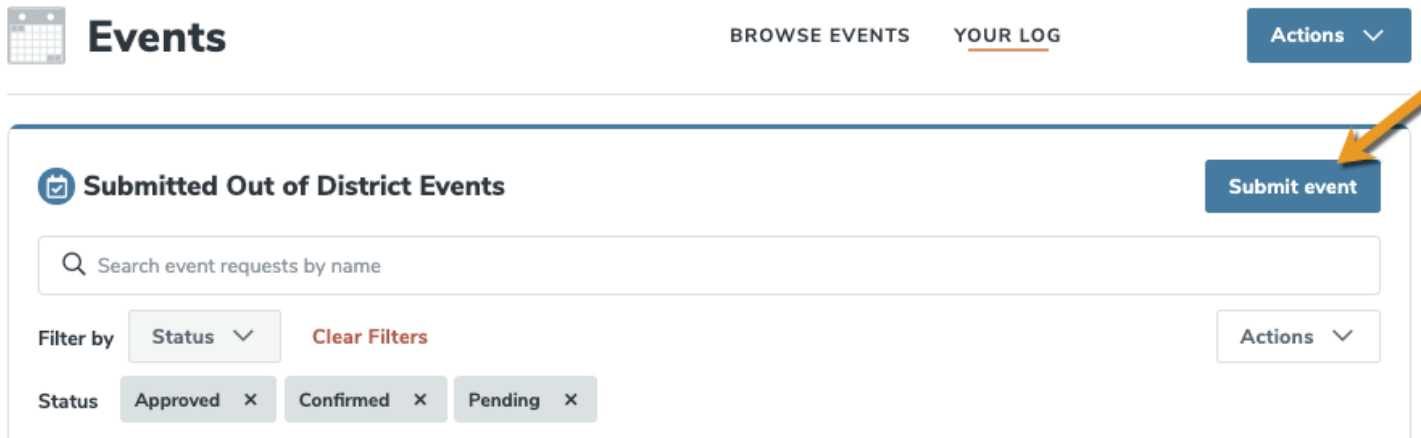
[Draft submissions](#) [Your data](#) [Confirm attendance](#) [Browse events](#) [Create event](#)

Events

[Browse](#) [Your log](#) [Manage](#)



From Your Log, you'll also see a "**Submit Event**" button.



Events [BROWSE EVENTS](#) [YOUR LOG](#) [Actions](#) ▾

Submitted Out of District Events [Submit event](#)

Search event requests by name

Filter by [Status](#) ▾ [Clear Filters](#) [Actions](#) ▾

Status [Approved](#) × [Confirmed](#) × [Pending](#) ×

Once you have created a submission, you can access it at any time by visiting your Events Log and browsing the top section called “Submitted Out of District Events”.

2. Filling out the Form

Once you’ve arrived at the submission form page, fill out the basic details about your event. Note that the following fields are required:

- The Title
- Description
- Start Date
- End Date
- Total Hours

Details

EVENT NAME

EVENT DESCRIPTION

B **I** **U**     

Time & Location

START DATE

END DATE (IF DIFFERENT)

TOTAL EVENT LENGTH (IN HOURS)

LOCATION

Note: Consult your Principal, Building PLC Leader, Instructional Coach, and the Professional Development Office. For details about what to enter in the Submission Notes and Reimbursement Notes section.

Documentation

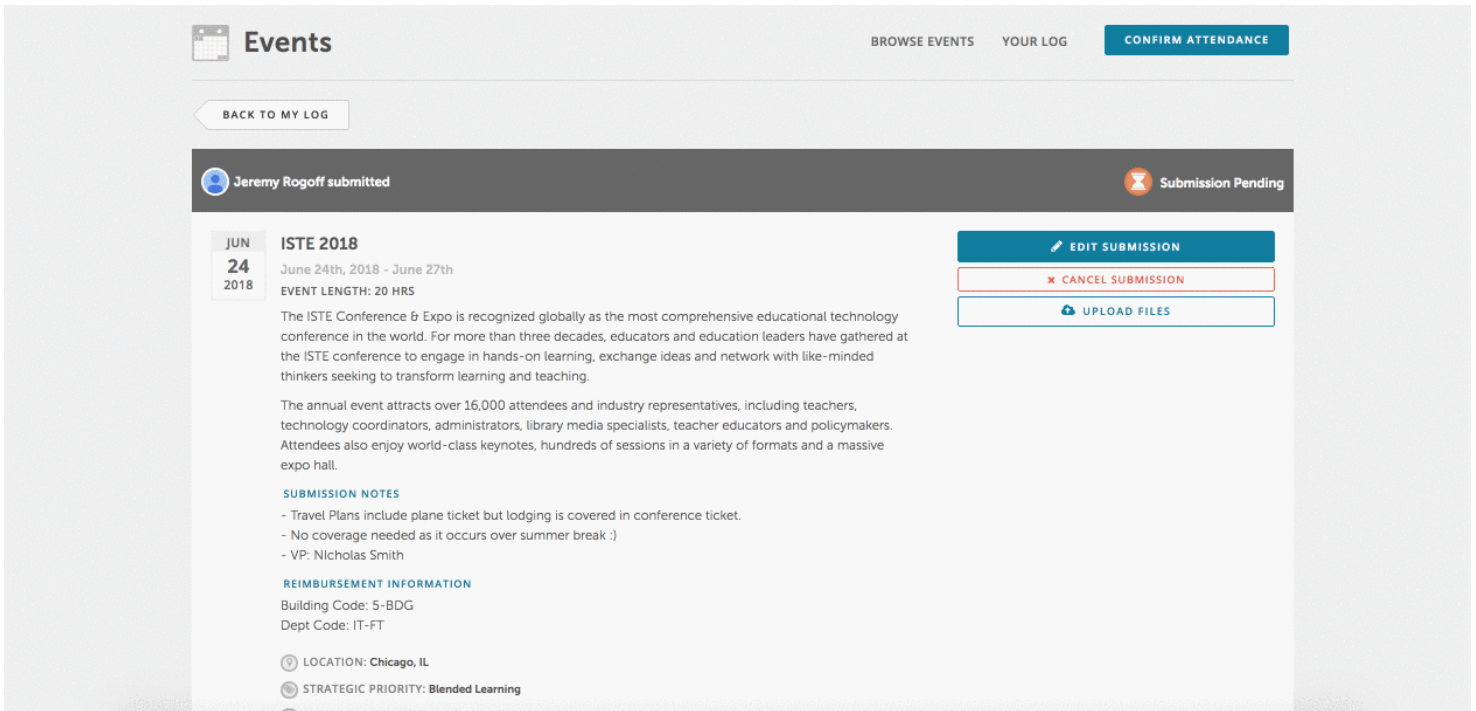
SUBMISSION NOTES

REIMBURSEMENT INFORMATION

3. Adding Files and Documentation

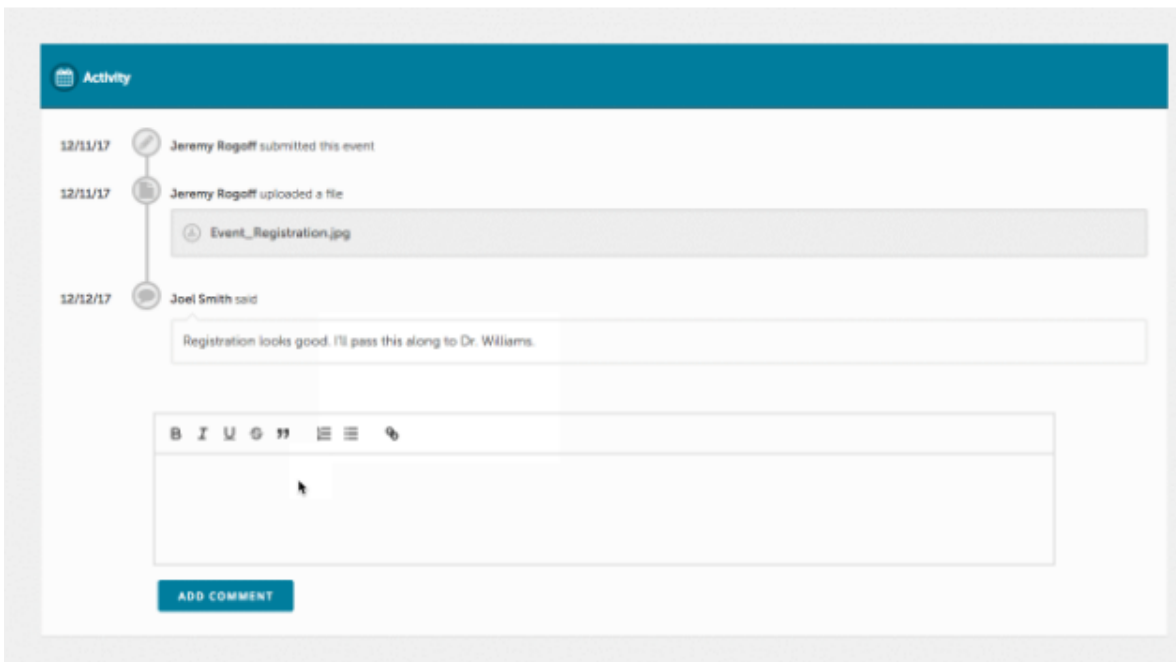
You are required by your district to upload files as part of the approval or confirmation process, you will submit them on the page after you have clicked "Save and Published Event." Click the button marked **“Upload Files”** and follow the instructions to add one or more files. Once you’ve uploaded a file, it will appear in the activity stream at the bottom of the event page

where you and your district administrators are able to view and download any files submitted for that event.



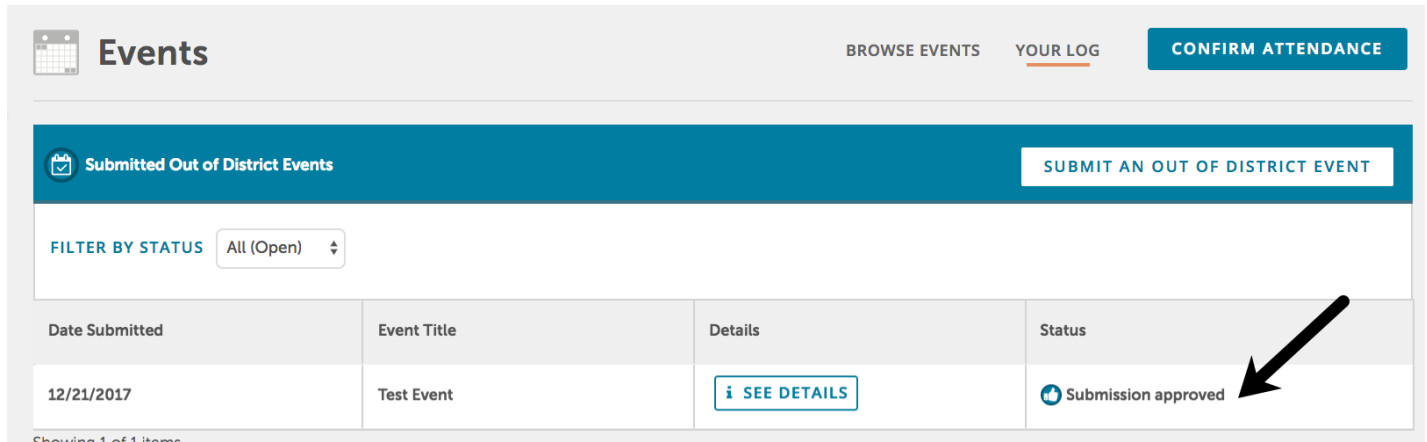
4. Leaving Comments

Additionally, you and your district administrators are able to leave direct comments on any particular event to ask clarifying questions, give provisional approval, or anything you might additionally want talk about regarding the event.



5. Approvals

When you are finished with your submission, the professional office will be notified via email and will review your submission, add comments if needed, and can change the status from "Pending" to "Approved" to imply that you are approved to attend the event. *Note: You will receive an email to notify you of changes made to your request.*



The screenshot shows the 'Events' page with a navigation bar containing 'BROWSE EVENTS', 'YOUR LOG', and 'CONFIRM ATTENDANCE'. Below the navigation bar is a section for 'Submitted Out of District Events' with a 'SUBMIT AN OUT OF DISTRICT EVENT' button. A filter dropdown is set to 'All (Open)'. A table lists one submission:

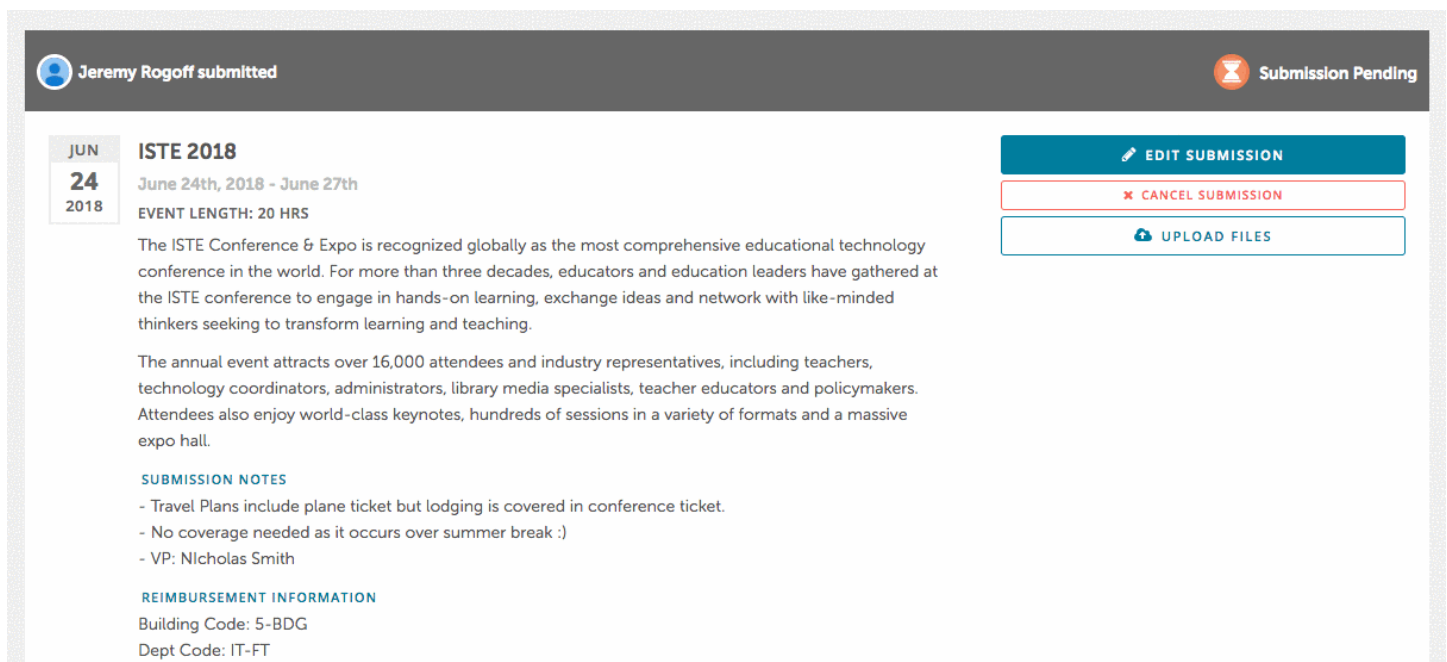
Date Submitted	Event Title	Details	Status
12/21/2017	Test Event	SEE DETAILS	Submission approved

An arrow points to the 'Submission approved' status in the table.

Once you attend the event, you may be asked to add additional documentation to confirm your attendance, at which point the professional office will set the final status to "Confirmed." This is the time at which the hours associated with this event get recognized in your attendance log.

6. Canceling a Submission

If, for any reason, you would like to withdraw your submission, you can simply "cancel" that submission by clicking the button marked "Cancel Submission". Once you've canceled an event, you or a district administrator can reopen it at any time.



The screenshot shows a submission details page for 'ISTE 2018' by Jeremy Rogoff. The submission is currently 'Submission Pending'. The event details include the dates 'June 24th, 2018 - June 27th' and an 'EVENT LENGTH: 20 HRS'. The description states that the ISTE Conference & Expo is a globally recognized educational technology conference. Submission notes mention travel plans and coverage. Reimbursement information includes building and department codes.

JUN 24 2018 **ISTE 2018**
June 24th, 2018 - June 27th
EVENT LENGTH: 20 HRS

The ISTE Conference & Expo is recognized globally as the most comprehensive educational technology conference in the world. For more than three decades, educators and education leaders have gathered at the ISTE conference to engage in hands-on learning, exchange ideas and network with like-minded thinkers seeking to transform learning and teaching.

The annual event attracts over 16,000 attendees and industry representatives, including teachers, technology coordinators, administrators, library media specialists, teacher educators and policymakers. Attendees also enjoy world-class keynotes, hundreds of sessions in a variety of formats and a massive expo hall.

SUBMISSION NOTES

- Travel Plans include plane ticket but lodging is covered in conference ticket.
- No coverage needed as it occurs over summer break :)
- VP: Nicholas Smith

REIMBURSEMENT INFORMATION

Building Code: 5-BDG
Dept Code: IT-FT

Buttons: [EDIT SUBMISSION](#), [CANCEL SUBMISSION](#), [UPLOAD FILES](#)

Approval Chain Reference Guide

Riverview Gardens School District: Professional Development Approval Process

At no time should an employee be granted permission to conduct business on behalf of the district. In this regard, all registration, hotel, and travel must have written approval prior to the intended leave. Registration for all professional development and securing hotel and making all arrangements for professional leave must occur from the professional development office or the office of the funding source for the intended professional leave. No approvals or reimbursements will be made to individuals who fail to secure approval prior Failure to adhere to the approval and registration of any professional leave becomes the responsibility of the employee requesting the leave.

PD 1%	Title/SIG	Perkins—High School Only
Building Level Approval	Building Level Approval	Building Level Approval
1. PDC Representative 2. Principal	1. Principal	1. Assistant Principal, Dr. Monica Perry is designee <u>OR</u> 2. Principal, Mrs. Tracey Nave
District Level Approval	District Level Approval	District Level Approval
1. Professional Development Coordinator-Sharp 2. Assistant Superintendent of Curriculum and Instruction-Dr. Nichols	1. Ms. Lakena Curtis 2. Professional Development Coordinator-Ms. Barbara Sharp 3. Assistant Superintendent, Dr. Tanya Patton (K-5 th Staff) <u>OR</u> 4. Superintendent, Dr.Pruitt-Adams	1. Federal Programs Coordinator, Ms. Lakena Curtis 2. Professional Development Coordinator, Ms. Barbara Sharp
Once registration is complete, Darion Hopkins is responsible for communicating the status of the Registration. Ms. Hopkins enters the absence into Aesop.	Once registration is complete, the administrative assistant for the department is responsible for communicating the status of the registration. Admin. Assistant enters the absence into Aesop.	Once registration is complete, the administrative assistant for the department is responsible for communicating the status of the registration. Principal, Mrs. Nave enters the absence into Aesop.
Out of Area Travel Dr. Pruitt-Adams	Out of Area Travel Dr. Pruitt-Adams	Out of Area Travel Dr. Pruitt-Adams

Student Support Services: Nurses, Social workers, and Counselors

Approval Levels require the following:

1. Building Principal Approval
2. Professional Development Coordinator, Ms. Barbara Sharp
3. Assistant Superintendent of Student Support Services, Dr. Tanya Patton

Professional Development Request Timeline

Professional Development request must adhere to the following deadlines, or approval is subjected to be denied.

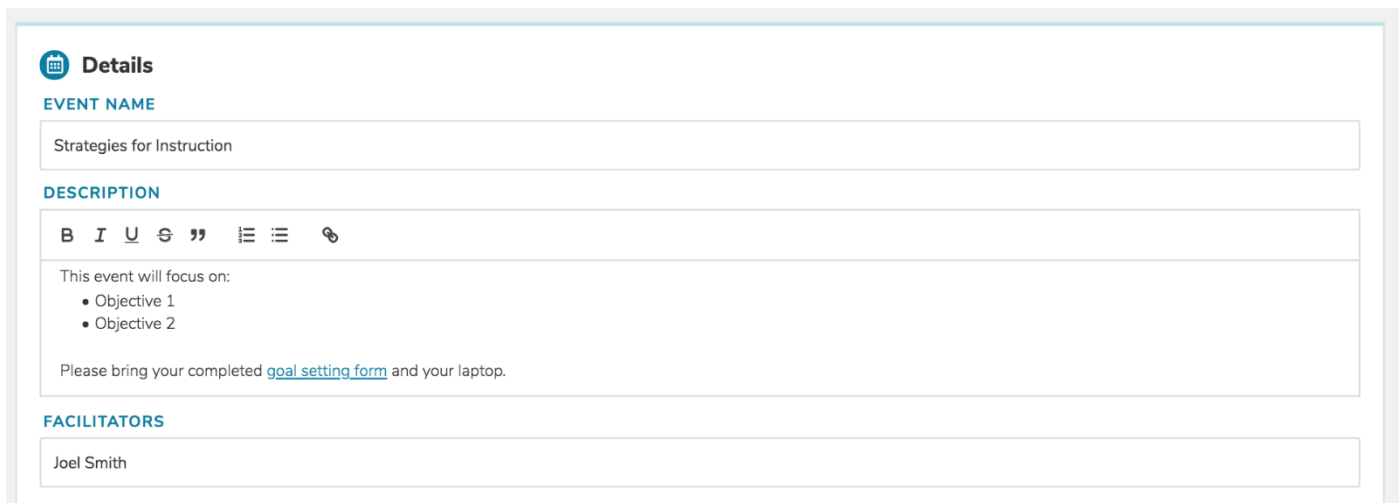
Submission Type	Timeline
Internal/ District Professional Development	10 business days prior to event date
Local / Travel less than 50-miles	15 business days prior to event date
Out-of-Area/ Travel greater than 50-miles	20 business days prior to event date

*Are in need of lodging accommodations.

How to Create an Event

*For those that have Administrative Rights.

1. From your home screen, click “Create Event.”
2. In the "Details" section, add the **basic information about the event** - Name, description, facilitators



The screenshot shows a 'Details' form for creating an event. It includes the following sections:

- EVENT NAME:** A text input field containing 'Strategies for Instruction'.
- DESCRIPTION:** A rich text editor with a toolbar (bold, italic, underline, link, quote, list, link, unlink) and a text area containing:
 - 'This event will focus on:'
 - A bulleted list: 'Objective 1', 'Objective 2'.
 - 'Please bring your completed [goal setting form](#) and your laptop.'
- FACILITATORS:** A text input field containing 'Joel Smith'.

Your facilitator field can be pull from your directory so you can add people who have been imported or invited to Kickup. You can also add a line of text if your facilitator is not a person in your directory (i.e. an outside consultant, a group, etc.). *(Note: Any user added as a facilitator will automatically be given the permission to View and Manage Attendance for the event only. You can change this in the Visibility and Permissions section.)*

FACILITATORS

Bill Nye x The Teaching Partners, Inc. x x | v

3. In the **"Time & Location"** section, enter the event's date and time (location is optional).

Note: Events that take place over multiple days can be grouped together in [a collection](#).

Time & Location

Date
03/25/2021

Start Time ⓘ 09:55 AM End Time ⓘ 09:55 AM

Do you want to set a specific school year for this event? ⓘ
 Yes No

Location
Location

4. You may choose to add your event to a **"Collection,"** which is a group of related events - e.g. a course, a conference day or other series which you may want to track and analyze in a common way. Read more about collections [here](#).

Collection

COLLECTION (OPTIONAL)

 Conference Day 1 x | v

5. **"Tags"** serve as categorical information that will allow users to filter events in the browse view and, ultimately, allow analysis of how time and resources are being spent. In the Tags section, you will want to select the tag options that align with this event.

Tags

Add tags to help categorize and analyze your event.

CO Teacher Effectiveness Rubric Alignment	Domain	Grade Level
<input checked="" type="checkbox"/> S1 A: STANDARDS-ALIGNED	<input type="checkbox"/> 1.1 PLANNING- STANDARDS AND ALIGNMENT	<input type="checkbox"/> 3-5
<input type="checkbox"/> S1 B: INTERDISCIPLINARY INSTRUCTION	<input type="checkbox"/> 1.2 PLANNING- DATA AND ASSESSMENT	<input type="checkbox"/> 6-8
<input checked="" type="checkbox"/> S1 C: CONTENT KNOWLEDGE	<input type="checkbox"/> 1.3 PLANNING- KNOWLEDGE OF STUDENTS	<input type="checkbox"/> 9-12
<input type="checkbox"/> S2 A: LEARNING ENVIRONMENT	<input type="checkbox"/> 1.4 PLANNING- ACTIVITIES	<input type="checkbox"/> K-2
<input type="checkbox"/> S2 B: CULTURALLY RESPONSIVE	<input type="checkbox"/> 2.1 INSTRUCTION- ACHIEVING EXPECTATIONS	<input type="checkbox"/> PK
<input type="checkbox"/> S2 C: STUDENT ENGAGEMENT	<input type="checkbox"/> 2.2 INSTRUCTION- CONTENT KNOWLEDGE & EXPERTISE	
<input type="checkbox"/> S2 D: COMMUNITY COLLABORATION	<input type="checkbox"/> 2.3 INSTRUCTION- COMMUNICATION	
<input type="checkbox"/> S3 A: SEL	<input type="checkbox"/> 2.4 INSTRUCTION- DIFFERENTIATION	
<input type="checkbox"/> S3 B: STUDENT ASSESSMENT	<input type="checkbox"/> 2.5 INSTRUCTION- MONITOR & ADJUST	
<input type="checkbox"/> S3 C: TECHNOLOGY INTEGRATION	<input type="checkbox"/> 3.1 LEARNING ENVIRONMENT- CLASSROOM ENVI./ROUTINES/PROCEDURES	
<input type="checkbox"/> S3 D: COMMUNICATE HIGH EXPECTATIONS		

6. In the **Registration Settings** section, you can set a [registration window](#) to limit when people are allowed to register. Additionally, this section allows you to assign credit or override the clock hours awarded for an event. For example, an event that takes place from 8am-4pm would award 8 hours to a participant. You can use the Custom Hours field to award 7 hours if this session included a 1-hour lunch break. You may also choose to award customized credit types in addition to general "hours." Read more about setting up custom credit types [here](#).

Registration Settings Configure how attendees can register.

Registration window ⓘ

Open date (optional)

Close date (optional)

Add Credits

Do you want to customize the total tracked hours of this event? ⓘ

7. In the **Seat Limit** section, you can set a maximum seat/registration limit on this particular event. (E.g. only 25 people may register). Allow or disable a waitlist if an event has a seat limit.

Seat Limit Set a limit on how many users may register.

Limit amount of seats for registration?

Registration Seat Limit

Allow additional attendees to confirm attendance?

Allow users to join waitlist if event is full?

8. In the **"Feedback"** Section, you will likely want to leave your organization's default feedback form enabled, unless it is a special event that does not require feedback.

Feedback

USE FEEDBACK FORM

YES NO

USE DEFAULT FEEDBACK FORM

YES NO

7. You'll then find a number of **advanced settings (all optional)**. You may choose to leave the default options in this section, unless you would like to:

- Prevent participants from confirming their own attendance (e.g. if you are just planning to enter the attendance or have someone enter the attendance themselves).
- Send users to an external page to register for the event (e.g. if an external provider is hosting the event and requires registration).



Advanced Settings

Configure confirmation workflow, visibility, and more.

Allow users to confirm their own attendance (with confirmation code)?

Yes No

Does this require external registration?

Yes No

8. Finally, set your event's **Visibility and Permissions**

- First, determine who should see this event-- everyone from RGSD, certain users or groups, or only those with a link. For example, if an event should be private, you might click on the option to "Share with any user who has the link." If an event should be visible to only school, you can click "Only share with specific Users and Groups" and then type a School's name into the search bar.
- Add users or groups to allow them to manage attendance and/or edit this event, specifically. Any user who is entered in the facilitator field is automatically given View and Manage Attendance permissions for this event only, if they don't already have that permission globally.
- Use permissions to give users who don't have global Manage Events, Manage Attendance, or View Attendance permissions the ability to have that permission for this event only.

Visibility and Permissions

Visible to

All Users Only share with specific Users and Groups Share with any user who has the link

Add users and groups to assign specific permissions.

Users/Groups	Members	Access
Users who can view attendance for all learning opportunities	0 Members	View Attendance
Users who can manage attendance for all learning opportunities	2 Members	View and Manage Attendance
Users who can edit all learning opportunities	20 Members	View and Manage Attendance, Edit Event
Bill Nye billnye@science.com		View and Manage Attendance Remove

Save and Publish

9. Select “**Save and Publish**” the event to make your submission public.

How to Confirm Your Attendance

In order to confirm your attendance of an event, follow these steps:

1. Click “**Confirm attendance**” on your home page.


Welcome back, Jeremy!

Quick links



2. Enter the **Attendance Code** provided by the facilitator or the professional office and click “**Submit.**”


If you do not have an attendance code for an event, please contact that event's facilitator, shown on the event details page.


 **Confirm Your Attendance**

ENTER AN EVENT ATTENDANCE CODE

[SUBMIT CODE](#)

3. If applicable, click "**Add Your Feedback**" (Note: This will only show if the event has a feedback form set up).

 **Confirm Your Attendance**

 You have confirmed your attendance at Strategies for Instruction.




[ADD YOUR FEEDBACK](#)
[VIEW EVENT](#)

Related Features:

Review your pending confirmation and feedback statuses

From the homepage, you can see which recent events require your confirmation and feedback.

Your Recent Events

ABL Motor Lab Training	Wednesday, August 14th	 CONFIRMED
Canvas  Part of Event CSV Trials	Friday, May 10th	COMPLETE FEEDBACK
Blended Learning 201 Workshop	Wednesday, September 12th	 CONFIRMED

Confirm attendance after completing the feedback form

Note: If you complete a feedback form before confirming your attendance, you will be prompted to enter a confirmation code if you haven't already confirmed their attendance. This should help ensure that you are both completing feedback as well as confirming your attendance.

How to Access and Share your Attendance Records

1. From your homepage, under the "Events" section click "**Your Log.**"

Welcome back, Alanna!

Quick links



📅 **Events**

[Browse](#) [Your log](#) [Manage](#)



2. Scroll to **view your records**. You can filter your log or search for a particular event.

- *If you click on the title of the event, you can view the event's details.*
- *A green check mark indicates that you've successfully confirmed your attendance of a given event.*

Note: If you are looking for Attendance Records from a previous academic year, change the year in the "Filter by Year" dropdown.

The screenshot shows the 'Events' dashboard. At the top, there are navigation links: 'BROWSE EVENTS', 'YOUR LOG', 'MANAGE', and a 'CONFIRM ATTENDANCE' button. Below this, there are two main sections:

- Submitted Out of District Events:** This section has a search bar for event requests by name, a 'SUBMIT EVENT' button, and filter options for 'STATUS' (APPROVED, CONFIRMED, PENDING) and 'ACTIONS'. A message states: 'There are no Out of District Event Requests matching your request'.
- Attendance Log:** This section has a search bar for events by name, a 'FILTER BY YEAR' dropdown, and a 'SHOW 10 ROWS' button. Below this is a table with the following data:

Date	Event	Collection	Hours	Location	Facilitator	Confirmed	Certificate
09/03/2019	Blended Learning 101 Workshop (3 hr event)		3:00			X	
05/18/2019	Training - Blended Learning Cohort #1		4:25	Hilltop High School, Room 256		✓	DOWNLOAD
02/01/2019	Inclusionary Practices in Elementary	SE&O Teal Day	1:00	Room 402, John F Kennedy High School, 2855 S Lamar St,	Tori Cadle	✓	DOWNLOAD
07/31/2018	Effective Instruction: Uncovering Student		2:30	Westlake		X	

- To **print individual event certificates** click on the "download" button next to the green check mark. Then select the blue button below to download the pdf.

The screenshot shows a 'Download Certificate' dialog box. It contains the text: 'Download a PDF certificate for Training - Blended Learning Cohort #1.' Below the text is a large blue 'DOWNLOAD' button.

- To **print your transcript**, click the "ACTIONS" button on the right side of the attendance table, and click "**Printable Transcript**." Your transcript will show all events for which you've confirmed your attendance.

The screenshot shows the 'Attendance Log' table with the 'ACTIONS' dropdown menu open. The menu options are 'Printable Transcript' and 'Download CSV'. The table data is the same as in the previous screenshot.

- Click "**file-print**" from your browser.
- Right click your mouse and select "**print**".

How to Retrieve Attendance Log Confirmation Form

1. Go to <https://www.rgsd.k12.mo.us/>
2. From the Homepage, Select Dropdown Tab “**About RGSD**”
3. Under the About RGSD tab, Select option “**Professional Development.**”
4. On the PD page, select the tab “**Mentoring Program Forms and Commitments.**”
5. From there, Download the “**Attendance Confirmation Form**”

Note: Complete form by securing all required signatures and attach to Attendance Log from Kickup.

Quick Link:

<https://www.rgsd.k12.mo.us/professionaldevelopment#collapse3c164b45c034718b5554d0ead6f8214>



Professional Development Attendance Log Confirmation Form



Name: <input type="text" value="Click here to enter text."/>	School Building: <input type="text" value="Click here to enter text."/>
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This form is to be completed by Certified Staff with 1-9 years of experience. Teachers with 10 years or more of experience in the "Missouri" Public School System AND a Master's degree documented by the Missouri Department of Elementary and Secondary Education (DESE) AND added to Teaching Certificate, do not need to complete this form

Prepare this document in Word. Handwritten information is not acceptable.

FALL TERM TOTAL HOURS	<input type="text" value="Click here to enter text."/>
SPRING TERM TOTAL HOURS	<input type="text" value="Click here to enter text."/>
SUMMER TERM TOTAL HOURS	<input type="text" value="Click here to enter text."/>
TOTAL PD HOURS	<input type="text" value="Click here to enter text."/>

Signature:

Date:

Principal's Name:

Principal Signature:

Date: _____

PLEASE RETURN TO:

Ebony Buckner, MIS DEPARTMENT

ebuckner@rgsd.k12.mo.us and the Administrative Assistant to the Professional Development Office

Missouri law requires individuals with Initial Professional Certificates (IPC) to complete 30-contact hours of professional development during the first four years of teaching. Individuals with Career Continuous Professional Certificates (CCPC) must complete 15-contact hours each year. Hours may include class time in appropriate college curriculum (one college credit = 15 contact hours) or district-approved professional improvement activities. Visit www.dese.mo.gov/divteachqual for additional information.

Attach to your Kickup Attendance Log

REV | Aug. 2022