

# How to check Staff Professional Development (PD)

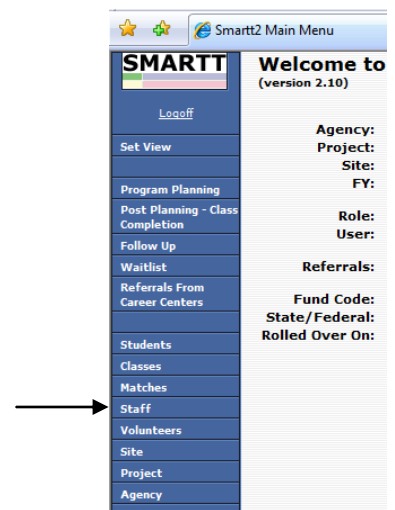
## How PD is entered:

1. Anytime a staff member attends a SABES-hosted training, it is entered as SABES PD into SMARTT by a SABES staff person. In other words, do not enter SABES PD into SMARTT.
2. Anytime a staff member engages in non-SABES PD, that must be entered into SMARTT by the staff person's own agency. Full instructions for entering Staff PD can be found at ACLS' website:

<http://www.doe.mass.edu/acls/smartt/addPD.html>

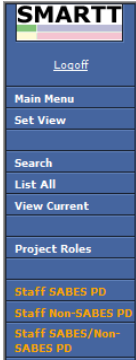
## Viewing PD data in SMARTT – 2 ways:

1. **View PD by staff person.** This generates a report of all the Staff PD entered for an individual staff person.
  - a. Go to an individual staff record.
    - i. Click Staff
    - ii. Click List Current
    - iii. Scroll, if necessary, and click on the staff record of interest
  - b. Click on Staff PD
  - c. Click on one of the following:
    - Search Staff Non-SABES PD – allows you to search previous fiscal years.
    - Current Staff Non-SABES PD – filters for current fiscal year only.
    - Search Staff SABES PD – allows you to search by several fields (fiscal year, topic, hours, certificate).



Note in the upper right corner are icons that allow you to export as a Word or Excel file for saving locally. Also you can print directly from SMARTT using the Print icon.

**2. View PD by project's staff.** This generates a report of all the staff PD for all of the staff in a particular project.



a. Click on Project

b. Three Options:

- Staff SABES PD
- Staff Non-SABES PD
- Staff SABES/Non-SABES PD –

*the whole enchilada. Search by fiscal year; hours attended; and last name. Just hitting Search at the bottom without adjusting search fields will give all data reported.*

