

Navigating PD Tracker

1. Open the GST BOCES website on the internet
2. Under the link “For faculty and Staff” locate the link for “PD Tracker”



a.

3. Log into PD Tracker using the credentials that you use to log into the computer system normally; be sure to choose **your district**.

The screenshot shows the login page for the PD Tracker website. The header reads 'GST BOCES - PD Tracker Website' and 'District, Model Schools, SIP, STEM, Tchr. Center'. Below this, there is a dropdown menu for 'District' with 'GST BOCES' selected. Underneath, there are input fields for 'User ID:' and 'Password:', followed by a 'Log In' button.

- a. If you are a WNYRC school district, you will need to log onto PD Tracker using your credentials created for PD Tracker.
- b. If you are from a WNYRC school district accessing PD Tracker for **the first time**, you will need to choose your district and then click on the “forgot/reset password” link for an initial password.

This screenshot is a close-up of the login form. It shows the 'User ID:' and 'Password:' input fields. Below the password field, there is a blue hyperlink that reads 'reset/forgot password'. A 'Log In' button is positioned below the link.

4. On your home screen for PD Tracker you will see a variety of information:
 - a. Current offerings for you to request registrations from;

Class Type:	Catalog:	Session Close Date:
GST BOCES		6/30/21
Model Schools	View as .pdf	6/30/21
SIP	View as .pdf	6/30/21
School Library System		6/15/20
STEM		6/30/21
Teacher Center	View as .pdf	6/30/20

- b. Information about any upcoming classes you are scheduled to attend;

Your upcoming classes with status:

Class Type:	Class Title:	Status:	Location:	Date(s):	Time:
SIP	SEL (Social Emotional Learning) PLC	Class Cancelled	COOPERS CAMPUS - BLDG 8	04/17/20	8:00 AM-3:00 PM
SIP	Regional Instructional Leaders 5/15/20	Registered	COOPERS CAMPUS - BLDG 8	05/15/20	9:00 AM-11:00 AM

- c. As well as any actions that are required of you:

Model Schools required actions:

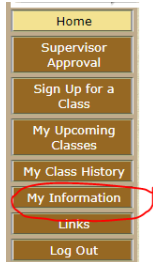
Model Schools Class:	Date(s):	Attendance:	Evaluation & N.O.C.:
Useful Tools in PowerPoint to Help Teaching Online	04/16/20	Attended	Please Complete

SIP required actions:
No SIP actions required.

STEM required actions:
No STEM actions required.

Teacher Center required actions:
No Teacher Center actions required.

5. You can also double check that your personal information is correct (this is especially important if you wish to print CTLE certificates);



6. You can cancel any registrations for an upcoming class in My Upcoming Classes:





A list of classes is depicted; click on the appropriate class and then click “cancel selected choices”:

Below is the list of classes you have signed up for and the status of each sign up.
 - To cancel a class, place a check mark in the cancel column and click the cancel selected choices button.

Mouse over the magnify glass to view class description.

[Cancel Selected Choices](#)

Class Type:	Class Title:	Status:	Location:	Date(s):	Time:	Total Hours:	Format:	Cancel:
 STEM	MS Phys STEM Chemical Interactions *NEW KIT* (Blue & Red) DAY 1	Registered	On-Line	08/24/20	8:00 AM-11:00 AM	3		<input type="checkbox"/>
 SIP	Inquiry Driven Classrooms in Any Content Area: Grades K-12	Registered	On-Line	08/25/20	9:00 AM-12:00 PM	6		<input type="checkbox"/>

7. You can also find information about the GST BOCES classes that you have previously attended;

- Home
- Supervisor Approval
- Sign Up for a Class
- My Upcoming Classes
- My Class History**
- My Information
- Links
- Log Out

a. In class history you will also be able to print any applicable CTLE certificates;

Printable CTLE Cert:
View/Print
View/Print
View/Print
View/Print
View/Print
View/Print
View/Print

The staff at GST BOCES Instructional Support Services hopes this information is helpful.