Track
A Professional Development Management

Track is an Internet-based system used to track your professional development activities taken through your county's school district as well as through NEFEC. Teachers and administrators can manage their own staff development with Track with 24/7 access.

First: Log on to the computer, open Internet Explorer, and go to **navplus.nefec.org.** To activate your account please log in with your district email address and the default password. The default password is 'pw' plus the last four digits of your SSN/Employee Id (For example if your SSN/Employee Id was '123456789' then your default password would be 'pw6789'). Your account is now activated.

After activating your account you will be prompted to choose a new password and create a security question to use to recover your password should you forget it in the future. Your password needs to be 6 characters long and contain numbers and letters.

The Navigator Plus Screen appears. This screen list the 360 model and represents four different programs. For the Professional Development Management System, hover over the Track module and click the mouse button.

The first time you log into Track, you will be asked to synchronize your account. If you previously had my-points.org account, you will use these credentials. If not, your district will supply credentials.

TRACK - SYNCHRONIZE ACCOUNT

To link your Navigator Plus account to your in-service data in Track please enter your Last Name and SSN (without dashes) below to attempt synchronization. If you are trying to link with an account you had with My-Points.org please try the Last Name and SSN you used to sign in on that site.

Last Name:
SSN:
Sync

A portfolio with **in-progress** and **completed** activities will be displayed as below.

Display Menu

On the left hand menu, towards the bottom of the screen, underneath **Display,** you can display the following information listed below. In order to display the information, click the box so that a check mark appears before the option.

Enrolled: This list shows all professional development that _has not been completed_ due to on-going training or the follow-up method has not been completed or submitted.

Waiting List: This list shows all professional development that you have requested but are on a waiting list until an opening is available.

Completed: This list shows all professional development completed for your _current validity_

period.

Cancelled: This list is activities that you have not completed and cancelled your enrollment in these classes.

Archived: This section is a list of activities from previous validity periods and is not shown by default. To show the list, you will have to click on the box next to **Archived** to activate the feature.

Navigation Menu

Activities: If you recently recertified, your activities are listed under **Archived,** accessible from the menu on the far left of the screen.

If you want to view the details of an in-service, just click on the black triangle next to each session.

TRACK - ACTIVITY INFO (REGISTERED)

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ACTIVITY:	Using openOffice and other free computer programs in your classroom
Status:	Completed
Description:	
Grade Level:	Pre-K thru Adult
In-Service Points:	80 ☑ Points Bankable **ESOL**
Origin:	North East Florida Educational Consortium

SUBJECT AREAS

Component:	1 - 000 - 001
Title:	Fine Arts Content

REGISTRATION

Contact Person:	Adams, Penny
Instructor/Facilitator:	Adams, Penny
Fee:	$0.00
Amount Paid:	$0.00
Payment Status:	None Required
Payment Method:	**Free**
Registered Date/Time:	9/13/2011 10:38:00 AM thru 9/30/2011 10:38:00 AM
Location:	

TASKS

Done	Name	Delivery Mode	Description
☑	Followup	Other	

Activity Search: allows a targeted search for activities listed on the Calendar. Enter your desired criteria and click the button 'Get Results'. Results will be filtered on the checked criteria:

AVAILABLE SEARCH CRITERIA:
    Function - The principle focus of the component
    Focus Area - The principle subject area upon which the component focuses
    Starts After - Activity has a least one session starting after the selected date
    Ends Before - Activity has a least one session ending before the selected date
    Min Grade Level - Lowest designated grade level acceptable
    Max Grade Level - Highest designated grade level acceptable

Delivery Method - DOE defined method used for activity
Master In-service Plan - activity assigned a component number from your district
Keyword - Activity name or one of its Session locations contain search text
Point of Origin - Organization offering the activity
*Most users find that Keyword search is sufficient to find an activity

Calendar: gives a monthly view of your activities and those available to attend.

Notify: provides an interface to communicate with a district contact regarding your portfolio.

Reporting: generates reports concerning your portfolio

Points Balance: Once you have fully completed an in-service activity your points will appear in this area. This module keeps track of your bankable and non-bankable points

Credentials: displays those credentials you have earned. Credentials that are still valid are displayed in the **Current** section. Those whose validity periods have passed have been auto-archived and are lumped together in the **Archived** section. You may control which sections of credentials you wish to see by checking the boxes in the bottom left-hand corner of the screen. By checking a box, those credentials corresponding to its status will show and un-checking the corresponding box will hide the information.

Viewing Credentials - For a given credential area click the button that looks like a pen and paper to be directed to the View Credential area. There you will see the details of the credential and the credential areas under it.

If you want to view even more details about the credential click on the pen and paper button next to the calculator button. You will not be able to edit any of information in this area.

Renewing your certificate

Reconciliations of Points

As a user you will need to reconcile your points for certification renewal. There are two ways of reconciling your points: Automatic and Manual. Both have advantages and it would be best to try both and see which is preferable. After you have reconciled your points your county's Track Administrator will be notified to approve the points reconciliation.

A) Click on **Credentials** for the teacher that is up for renewal. Then click on the **View** button.

B) Click on the **Reconcile** button that looks like a calculator.

C) At this screen you will choose the points that will apply to the credential area. The **Auto-Calc** button works well to apply non-bankable points first, and then the oldest points next. Click **Auto-Calc**, then, if you have the authority, click **Verify**.
You'll notice the **Points Balance** scale changes now that some points are no longer available.

D) Click on "**Credentials**."
To set up the Certificate for the next Validity Period, click on the check box and then click the link, "**Make copy of selected credential(s) for next validity period**."

E) The old Certificate will move to the "**Archived**" section and the new Certificate will be ready for the next validity period.

TRACK - CREDENTIALS

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✓ **1 credential(s) copied**

Add New Credential

	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
CURRENT							
☐		✗	District-Issued Certificate		07/01/2012	06/30/2017	0

Make copy of selected credential(s) for next validity period

	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
ARCHIVED							
☐		✗	District-Issued Certificate		07/01/2011	06/30/2016	0

Make copy of selected credential(s) for next validity period

Activities

Activity Search

Calendar

Credentials

Notify

Reporting

Points Balance

Account	Bal.
Non-bankable	0
ESOL	0
Reading	25
	25

more info

Manual reconciliation of points

Manually reconciling a user's points is very similar to Auto-calculating points, but is different in how it lets you pick and choose which points are to be used for renewal of credentials.

A.) Click on "**Credentials**" for the teacher that is up for renewal. Then click on the "**View**" button

B.) Click on the "**Reconcile**" button that looks like a calculator.

Instead of clicking on **Auto-Calc** you will be picking and choosing which points you will apply to the credential.

C.) Click on the listed items under the non-banked or the banked categories.

Once you have clicked on a completed in-service, a box will appear that will say at the top **Reconcile Points**.

D.) Click on the number that is in the center of the window and then click the ">" arrow next to it in order to apply the points. You can also choose to decrease the points that you want to apply by clicking the "<".

E.) After you have reconciled your points and you have earned enough to renew the credential, you will need to click **reconcile**. The **Reconcile** button will be greyed out until the user has enough points to recertify.