

# 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](http://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.

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

The screenshot shows the 'TRACK - MY PORTFOLIO' page for user 'john doe'. The interface includes a left-hand navigation menu with sections like 'Activities', 'Points Balance', and 'Display'. The 'Display' section has several options with checkboxes: 'Enrolled', 'Waiting List', 'Search Results', 'Completed', 'Cancelled', and 'Archived'. A red arrow points to the 'Archived' checkbox. The main content area displays four tables: 'ENROLLED' (1 record), 'WAITING LIST' (no records), 'MY SAVED SEARCH RESULTS' (no records), and 'COMPLETED' (3 records). The 'COMPLETED' table shows activities like 'Using openOffice and other free computer programs in your classroom' and 'MCP Certification'.

## 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								
View	Starts	Ends	Title	Delivery	Location	Bank	Possible	
▶	2009-01-01	2009-05-30	Brenda's Test Activity	F - Independent Study		Non-bankable	0	

**Enrolled:** This list shows all professional development that *has not been completed* due to ongoing 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.

**Navigator Plus** | John Doe | View Profile | Change Password | Change QA | Logout

**TRACK - MY PORTFOLIO** | Show Instructions

**john doe** (North East Florida Educational Consortium)

**Activities** (selected)

- Activity Search
- Calendar
- Credentials
- Notify
- Reporting

**Points Balance**

Account	Bal.
Non-bankable	0
ESOL	160
Reading	0
	160

more info...

**Display**

- Enrolled
- Waiting List
- Search Results
- Completed
- Cancelled
- Archived

**ENROLLED**

View	Starts	Ends	Title	Delivery	Location	Bank	Possible
▶	2009-01-01	2009-05-30	Brenda's Test Activity	F - Independent Study		Non-bankable	0

**WAITING LIST**

View	Starts	Ends	Title	Delivery	Location	Bank	Possible
No records to display.							

**MY SAVED SEARCH RESULTS**

View	Title	Delivery	Bank	Possible	Remove All
No records to display.					

**COMPLETED**

View	Completed	Title	Bank	Earned
▶	2011-09-19	Using openOffice and other free computer programs in your classroom	ESOL	80

**CANCELLED**

View	Cancelled	Title	Bank	Possible
▶	2011-09-19	tracey	Non-bankable	0

**ARCHIVED**

View	Status	Completed	Title	Bank	Earned
▶	Completed	2011-05-09	Using openOffice and other free computer programs in your classroom	ESOL	80
▶	Completed	2011-05-09	MCP Certification	Non-bankable	200
▶	Completed	2011-05-09	MCP Certification	Non-bankable	20

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

- Activities
- Activity Search
- Calendar
- Credentials
- Notify
- Reporting

  

Points Balance

Account	Bal.
Non-bankable	0
ESOL	160
Reading	0
	160

[more info...](#)

**TRACK - ACTIVITY INFO (REGISTERED)**

**john doe** (North East Florida Educational Consortium)

**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
<input checked="" type="checkbox"/>	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:

John Doe [Logout](#)

[View Profile](#) [Change Password](#) [Change QA](#)

**TRACK - ACTIVITY SEARCH** [Show Instructions](#)

**john doe** (North East Florida Educational Consortium)

**SEARCH CRITERIA**

**Function:** Assessment and Data Analysis  **Starts After:** 9/19/2011

**Focus Area:** Academic Interventions  **Ends Before:** 6/30/2012

**Point of Origin:** Choose an organization  **Min Grade Level:** Pre-K

**Delivery Method:** A - Workshop  **Max Grade Level:** Pre-K

**Keyword:**   **Only in my district's Master Inservice Plan**

**SEARCH RESULTS**

**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.

TRACK - CALENDAR

john doe (North East Florida Educational Consortium)

Hover over events for brief description. Double-click events to see full details.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Today: 9/19/2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
Aug 22	23	24	25	26	27
					28
29	30	31	Sep 1	2	3
					4
5	6	7	8	9	10

**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.

TRACK - CREDENTIALS

john doe (North East Florida Educational Consortium)

Show Instructions

Add New Credential

CURRENT							
<input type="checkbox"/>	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
<input type="checkbox"/>			District-Issued Certificate		07/01/2011	06/30/2016	0

Make report, selected credential(s) for next validity period

**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.

- Activities
- Activity Search
- Calendar
- Credentials
- Notify
- Reporting

**Points Balance**

Account	Bal.
Non-bankable	50
ESOL	67
Reading	0
	117

[more info...](#)

**TRACK - VIEW CREDENTIAL**

Show Instructions

**john doe** (North East Florida Educational Consortium)

Credential Type:

Certificate Number:

Required Points:

Validity Start Date:

Validity End Date:

Archived

**CREDENTIAL AREAS**

Reconcile	View	Delete	Code	Credential Area	Type	Status	Renew Req.	Renew This Period	Pts. Req.
			4150-7	AC HEAT ME	Subject Coverage	Expertise In Field	<input type="checkbox"/>	<input type="checkbox"/>	200

[Add New Credential Area](#)

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.

- Activities
- Activity Search
- Calendar
- Credentials
- Notify
- Reporting

**Points Balance**

Account	Bal.
Non-bankable	0
ESOL	160
Reading	0
	160

[more info...](#)

**TRACK - VIEW CREDENTIAL AREA**

Show Instructions

**john doe** (North East Florida Educational Consortium)

**CREDENTIAL: District-Issued Certificate ( 2256900000 )**

Credential Area:

Name:

Number:

Type:

Renewal required

Total Points Required:

Points Per Year Required:

Status:

Notes:

Renew during current validity period

## 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.

- Activities
- Activity Search
- Calendar
- Credentials**
- Notify
- Reporting

  

**Points Balance**

Account	Bal.
Non-bankable	50
ESOL	67
Reading	0

[Show Instructions](#)

#### TRACK - CREDENTIALS

**john doe** (North East Florida Educational Consortium)

[Add New Credential](#)

CURRENT							
	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
<input type="checkbox"/>			District-Issued Certificate		07/01/2011	06/30/2016	0
Make copies of selected credential(s) for next validity period							

  

ARCHIVED							
	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
No records to display.							

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

- Activities
- Activity Search
- Calendar
- Credentials**
- Notify
- Reporting

  

**Points Balance**

Account	Bal.
Non-bankable	50
ESOL	67
Reading	0
	117

more info...

[Show Instructions](#)

#### TRACK - VIEW CREDENTIAL

**john doe** (North East Florida Educational Consortium)

Credential Type:

Certificate Number:

Required Points:

Validity Start Date:

Validity End Date:

Archived

  

CREDENTIAL AREAS										
Reconcile	View	Delete	Code	Credential Area	Type	Status	Renew Req.	Renew This Period	Pts. Req.	
			4150-7	AC HEAT ME	Subject Coverage	Expertise In Field	<input type="checkbox"/>	<input type="checkbox"/>	200	
Add New Credential Area										

- Activities
- Activity Search
- Calendar
- Credentials**
- Notify
- Reporting

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**Points Balance**

Account	Bal.
Non-bankable	0
ESOL	160
Reading	0
	160

more info...

**TRACK - RECONCILE CREDENTIAL AREA**  
**john doe** (North East Florida Educational Consortium)

Show Instructions

**AC HEAT ME (4150:7)**

Type: **Subject Coverage** Total Points: **120**  Renew this period  
 Status: **Expertise In Field** Pts Per Year: **0**  Requires Renewal

**POINTS APPLIED: 0      POINTS REMAINING: 120**

      

**NON-BANKABLE**

Completed	Title	Available	Applied
No records to display.			

**BANKABLE**

Bank	Completed	Title	Available	Applied
ESOL	05/09/2011	Using openOffice and other free computer programs in your classroom	80	0
ESOL	09/19/2011	Using openOffice and other free computer programs in your classroom	80	0

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.**”

- Activities
- Activity Search
- Calendar
- Credentials**
- Notify
- Reporting

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**Points Balance**

Account	Bal.
Non-bankable	50
ESOL	67
Reading	0

**TRACK - CREDENTIALS**  
**john doe** (North East Florida Educational Consortium)

Show Instructions

Add New Credential

**CURRENT**

	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
<input type="checkbox"/>			District-Issued Certificate		07/01/2011	06/30/2016	0

[Make copy of selected credential\(s\) for next validity period](#)

**ARCHIVED**

	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
No records to display.							

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

-  Activities
-  Activity Search
-  Calendar
-  **Credentials**
-  Notify
-  Reporting

 **Points Balance**

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

**TRACK - CREDENTIALS**

 Show Instructions

**john doe** (North East Florida Educational Consortium)

 1 credential(s) copied

[Add New Credential](#)

CURRENT							
	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
<input type="checkbox"/>			District-Issued Certificate		07/01/2012	06/30/2017	0
Make copy of selected credential(s) for next validity period							

ARCHIVED							
	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
<input type="checkbox"/>			District-Issued Certificate		07/01/2011	06/30/2016	0
Make copy of selected credential(s) for next validity period							

# 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

**TRACK - CREDENTIALS** Show Instructions

**john doe** (North East Florida Educational Consortium)

[Add New Credential](#)

**CURRENT**

	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
<input type="checkbox"/>			District-Issued Certificate		07/01/2011	06/30/2016	0

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

**ARCHIVED**

	View	Delete	Credential Type	Certificate No.	Validity Starts	Validity Ends	Req. Pts.
No records to display.							

**Points Balance**

Account	Bal.
Non-bankable	50
ESOL	67
Reading	0

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

**TRACK - VIEW CREDENTIAL** Show Instructions

**john doe** (North East Florida Educational Consortium)

Credential Type:

Certificate Number:

Required Points:

Validity Start Date:

Validity End Date:

Archived

**CREDENTIAL AREAS**

Reconcile	View	Delete	Code	Credential Area	Type	Status	Renew Req.	Renew This Period	Pts. Req.
			4150-7	AC HEAT ME	Subject Coverage	Expertise In Field	<input type="checkbox"/>	<input type="checkbox"/>	200

[Add New Credential Area](#)

**Points Balance**

Account	Bal.
Non-bankable	50
ESOL	67
Reading	0
	117

[more info...](#)

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.

**TRACK - RECONCILE CREDENTIAL AREA**  
**john doe** (North East Florida Educational Consortium) Show Instructions

**Adaptive Physical Education (1060:E)**  
 Type: **Endorsement** Total Points: **112**  Renew this period  
 Status: **Expertise In Field** Pts Per Year: **23**  Requires Renewal  
**POINTS APPLIED:** 112 **POINTS REMAINING:** 0

Reset Auto-Calc Reconcile Verify

**RECONCILE POINTS:**  
**all-inclusive classroom**  
 Available: 8 Applied: 92

NON-BANKABLE		Available	Applied
Completed	Title		
09/13/2011	American Culture in the classroom	57	20

BANKABLE		Available	Applied
Bank	Completed	Title	
ESOL	09/13/2011	all-inclusive classroom	8 92

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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.