

You need a PD Plan to use the PD Activity Request function in X2-Aspen.

Think of the PD Plan as the folder that contains your PD activity records. Setting up your PD plan is quick and easy, just follow these easy steps.

1. Check you license information in X2-Aspen, because you will need your DESE License Code when you create the plan. Using the Change View menu at the upper right corner of the screen, select **Staff**. In Staff View, select top tab **My Info**, side tab **Licenses**, and your current licenses will appear. (If you do not currently have a DESE license, skip to Step 3.)

The screenshot shows the X2-Aspen interface for Curriculum Office 2011-2012. The user is logged in as KATZ, MEEKAY. The interface includes a top navigation bar with 'Curriculum Office 2011-2012' and 'KATZ, MEEKAY'. Below this is a menu bar with 'Pages', 'My Info', 'Gradebook', 'PD', and 'Tools'. The 'My Info' section is active, showing 'My Record :: KATZ, MEEKAY'. The 'Licenses' section is selected, displaying a table of licenses. The table has columns for Type, DESE Code, Description, Subject, Level, IssDate, ExpDate, Primary, Status, Active, LicenseNo, and StateID. Three licenses are listed: Initial (04D3, Elementary), Professional (02P3, Early Childhood: Students with and without Disabil...), and Professional (79U2, Principal/Assistant Principal).

Type	DESE Code	Description	Subject	Level	IssDate	ExpDate	Primary	Status	Active	LicenseNo	StateID
<input type="checkbox"/> Initial	04D3	Elementary		1-6	2/29/2000		N	Licensed	N	999999	
<input type="checkbox"/> Professional	02P3	Early Childhood: Students with and without Disabil...		PreK-3	4/1/1990	6/16/2014	N	Licensed	N	999999	
<input type="checkbox"/> Professional	79U2	Principal/Assistant Principal		PreK-6	7/1/2010	6/30/2015	Y	Licensed	Y	999999	

2. Choose the license that you want to connect to your PD Plan. This should be the license you are currently working under. For that license, make a note of the DESE Code.

DESE Code _____

3. Select the **PD Plans** left tab. If you do not have a current PD Plan, the display will be blank. (If you have a PD Plan, you can now proceed directly to the PD Activity Request.)

Curriculum Office 2011-2012
KATZ, MEEKAY

Change View Select School Set Preferences Log Off
Staff View

Pages My Info Gradebook PD Tools
Options Reports Help

My Record :: KATZ, MEEKAY

0 of 0 selected *All Records*

DESE Code	Type	Status	LicenseNo	Subject	Level	Renewal	IssDate	ExpDate	Description
No matching records									

Details
Attendance
Schedule
Schools
Licenses
Degrees
Course Work
PD Plans
Details
Personal Goals
Action Plans
Activities
Attendance
Requests
Reviews
Positions
Extra-curricular Activities
Snapshots

4. If you do not have a PD Plan, go to **Options** and Select **Add**.

Pages My Info Gradebook PD Tools
Options Reports Help

Options
Add
Query...
Snapshots...
Show Selected
Omit Selected

KATZ, MEEKAY

5. A New PD Plan screen will appear. Enter your DESE License Code in the **DESE License Code** box. Your remaining licensure information will populate the screen. (If you are not currently licensed, skip this step.)

6. Enter the **Renewal Date**, which will be the Expiration Date of your license. If there is no Expiration Date, you do not have professional status for your license. If your license has Initial status, the Renewal Date is five years after you began using this license. If you don't have Professional or Initial status, enter the last day of the current school year (6/30) and the year.

7. Click **Save**. Congratulations! You now have a PD Plan, and you can now make a PD Activity Request.