ASCD PD INFOCUS
Step-by-Step Guide

PD InFocus is an online platform that features hundreds of hours of videos showing research-based teaching practices and job specific training courses in action. This platform makes it easy for certified employees to earn PD Clock Hours and gives M-DCPS support personnel the opportunity to train and access resources virtually 24/7.

To get started search, identify, and select the five core required courses and courses required for your specific job category.

Below is a step-by-step guide to view training courses through ASCD PD InFocus:

Try It:

1. Sign on to M-DCPS Portal from [www.dadeschools.net](http://www.dadeschools.net) and click Portal

![Portal Login](image)

2. Log into the portal by using your employee number as the username and your personal password

![Login Screen](image)
3. Click on Professional Development Opportunities

4. Click on PD InFocus; if it does not appear, click the drop-down arrow

5. You will land on the ASCD PD InFocus website. Locate the greenish bar to the left and click on ‘Channels’
6. Then click on **M-DCPS Support Staff Development**

![Image of PD in Focus](image)

7. The first five (5) required core courses will be located under the ‘**Professional Growth**’ channel; search for the first word of the title of the course

![Image of Professional Growth](image)

8. Most paraprofessional, interventionist, and clerical courses are located under ‘**Building Teacher**’ Capacity

![Image of Building Teacher Capacity](image)
9. Most custodian, bus driver, bus aide, security, food service, after school care, and all other job category courses are located under the ‘Professional Growth’ channel.

10. The course category titled “All Support Personnel” is located under the ‘Professional Growth’ channel.

11. After selecting your respective channel (based on your job category), courses are located under ASCD or M-DCPS ‘Building Teacher Capacity’ or ‘Professional Growth’.

12. All Job categories are located on the Human Resources & Development website. Click on “Online Support Personnel Training” to the far left.

13. The job categories are listed.

14. After completing each course fill out the Support Personnel Course Evaluation, located as an assignment after each video on ASCD PD InFocus.

15. You can also access the evaluation on the Human Resources & Development Online Support Personnel Training web page.


17. Again, upon completion of each course fill out the ‘Support Personnel Course Evaluation’ located on the course assignment or on the Online Support Personnel Training webpage.

Your Professional Growth is Important to Us!