

# **Act 48 Tutorial Guide**

**Building an Item in Advance to  
Collect Feedback and Submit  
Hours to PERMS**

**Please refer to the notes below for detailed instructions of each step.**



Down here! This is where detailed instructions of the steps will appear for each slide. If you would like to make this section larger, click and drag the three grey dots above this text box upwards.

# Step 1 - Creating an Item

Admin User

Example School Portal

Support | Messages | Logout

Menu

Supervision Management

All Items

My Supervision Items

45 Pending Verification

Expires Soon

68 Expired

All Users' Progress

1 Templates

Add Item

My Compliance Items

User Management

Group Management

Questionnaire Management

Reporting

Portal Management

My Supervision Items

Add Item

Select Tag

Active

Search

Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
!	0/2	2 Pending	Published 2019-01-21 Math Assessment	⊙	01/21/2019	01/21/2019	View
✓	1/1	0 Pending	Published 2019-01-21 Problem Solving	⊙	01/21/2019	01/21/2019	View
✓	2/2	0 Pending	Published 2019-01-21 Reading Assessment	⊙	01/21/2019	01/21/2019	View
✓	12/12	0 Pending	Published Acceptable Use Policy		08/18/2017	11/23/2018	View
!	17/18	0 Pending	Published Acknowledgment and/or Sign-Off Item		09/01/2018	09/30/2018	View
!	1/25	0 Pending	Published Act 114 Federal Criminal History Background Check Clearance (Revised)		---	---	View
!	2/5	1 Pending	Published Act 151 PA Child Abuse Background Check Clearance		---	---	View
!	3/10	0 Pending	Published Act 34 PA Criminal History Background Check Example		---	---	View
⊙	0/0	0 Pending	Published Act 44 - Emergency Drills		01/01/2019	01/30/2019	View
⊙	0/0	0 Pending	Published Act 44 - Emergency Plan Review		08/01/2019	08/31/2019	View
!	1/2	1 Pending	Published Act 44 - Mandated Trainings	⊙	03/01/2018	06/30/2019	View

From the Supervision Management submenu...

1. Select Templates

COMPLY

BY EDULINK

Admin User

Example School Portal

Support | Messages | Logout

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Supervision Management

All Items

0

Pending Verification

0

Expires Soon

0

Expired

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All Users' Progress

Templates

Add Item

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User Management

Group Management

Questionnaire Management

Reporting

Portal Management

Compliance Items

Add Item

Select Tag

Template

Search

Q

Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
<div></div>	0/0	<div>Template</div>	Acceptable Use Policy Template		08/01/2017	08/31/2017	<div>View</div>
<div></div>	0/0	<div>Template</div>	Acknowledgment and/or Sign-Off Item Template		08/15/2018	08/31/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 114 Federal Criminal History Background Check Clearance		—	—	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 151 PA Child Abuse Background Check Clearance Template		—	—	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 34 PA Criminal History Background Check Clearance Template		—	—	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 44 - Emergency Drills Template		12/01/2018	12/30/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 48 Item (Physical Sign-in and PD Feedback Form) Template	<div></div>	08/20/2018	08/20/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 48 Item (Submission of Previously Earned Hours) Template	<div></div>	09/01/2018	09/01/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Antihazing Law (PDE Required) Template		07/01/2018	06/30/2019	<div>View</div>
<div></div>	0/0	<div>Template</div>	Board Policy Review Template		08/01/2017	08/31/2017	<div>View</div>
<div></div>	0/0	<div>Template</div>	Bullying Prevention (Practice Item) Template		12/01/2018	12/01/2018	<div>View</div>

1

From the list of Templates, locate the template called “Act 48 Item (Physical Sign-In and PD Feedback Form) Template”

1. Select View

**COMPLY BY EDULINK**

Admin User  
Example School Portal  
Support | Messages | Log Out

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My Compliance Items

- User Management
- Group Management
- Questionnaire Management
- Reporting
- Portal Management

### Act 48 Item (Physical Sign-In and PD Feedback Form)

Template

Cycle Progress:

Description:  
**Act 48 item**

Instructions:  
Duplicate this template to use on your portal. Once duplicated, edit as needed the instructions, resource links, documents, start and end dates, person of contact, reminders, questionnaire, etc. Then assign users and publish.

**Purpose** - The purpose of this item is to track attendance at an upcoming in-service, gather feedback about the session, and submit Act 48 hours to PERMS.

**Step 1** - Please physically sign-in at the in-service.

**Step 2** - At the completion of the in-service, complete the questionnaire to provide feedback (click the blue Complete Questionnaire button).

**Step 3** - When finished with the Questionnaire, be sure to click the green Submit for Approval button.

**Note** - Once this compliance item is approved by the Act 48 Coordinator, your hours will be submitted to PERMS and you will receive an email.

Resource Links

Compliance Cycle Type: Item Timeline

Start Date: 08/20/2018

End Date: 08/20/2018

Recurrence: Not Applicable

Person of Contact:

Approval Stages: Act 48 Approver

User Requirements: Questionnaire Required

Reminders: 1 Day after the End Date

Act 48:

Hours: 1

Provider: Example School

Activity Type: Act 48 Professional Development Activity

Course Type: Teaching and Learning Professional Development

Course Sub Type: Teaching Techniques and Strategies

Template Actions

Duplicate

From the item's detail page...

1. Select Actions
2. Select Duplicate (from the Actions button drop down menu)

Note: This will copy the template to your portal so that you can customize it to the unique needs of your district.

**COMPLY BY EDULINK**

Admin User  
Example School Portal  
Support | Messages | Logout

Menu

**Edit Compliance Item** [Draft] [Close] [Publish] [Save]

**Title:** \*  
2019-01-21 Curriculum Development

**Description:** \*  
Act 48 Item

**Compliance Cycle Type:** \*  
Item Timeline

**Start Date:** \*  
2019-01-21

**End Date:** \*  
2019-01-21

**Instructions:** \*

Duplicate this template to use on your portal. Once duplicated, edit as needed the instructions, resource links, documents, start and end dates, person of contact, reminders, questionnaire, etc. Then assign users and publish.

**Purpose:** - The purpose of this item is to track attendance at an upcoming in-service, gather feedback about the session, and submit Act 48 hours to PERMS.

**Step 1:** - Please physically sign-in at the in-service.

**Step 2:** - At the completion of the in-service, complete the questionnaire to provide

**Reminders:** (1) reminders

**Questionnaire:** Professional Development Feedback Form (Basic) Template Copy

**Resources:** No resources currently exist

**Recurrence:** Not setup

**Approval Stages:** No approval stages currently exist.

**Tags:** None selected  
Act 48

On the Edit Compliance Item page...

1. Edit the Title to the name of the Act 48 event (i.e. 2019-01-21 Bullying Prevention Training).

Note: The title of the event is what will be recorded at PERMS. By including the date of the event at the beginning of the title, your Act 48 items will be organized and listed by year on the All Items page or My Supervision Items page.

1. Modify the Start and End Dates by clicking on the calendar icons.

Note: For most inservice events, the start and end date are the same date... that is, the day of the event.

1. Delete the red text appearing in the instructions box.

**Edit Compliance Item**

Start Date \* January 21, 2019 End Date \* January 21, 2019

Instructions: \*

**Step 2** - At the completion of the in-service, complete the questionnaire feedback (click the blue Complete Questionnaire button).

**Step 3** - When finished with the Questionnaire, be sure to click the Approval button.

**Note** - Once this compliance item is approved by the Act 48 administrator, the item will be submitted to PERMS and you will receive an email.

Owner: Admin User

Person of Contact \*

What is required of the user? \*

- ☒ Completed Questionnaire
- ☐ Uploaded Evidence/Attachment
- ☐ No User Requirements

**Add User(s)**

Search: admin

Results:

Name	Email	Action
Cathy Admin	cathyadmin@school.com	Add
Example Admin	exampleadmin@school.com	Add
Olivia Admin	oliviaadmin@school.com	Add
Sally Admin	sallyadmin@school.com	Add
School Admin	schooladmin@school.com	Add
Andrew Administrator	andrewadmin@school.com	Add
Administrative Assistant	admin@school.com	Add
Jane Doe	jane.doe@school.com	Add

Roster Preview

The following users will be added to the roster:

Name	Email
Admin User	admin@school.com

**Save Roster**

Scroll down and for Person of Contact...

1. Select +Add Person
2. Type name in search bar
3. Click the green Search button
4. Click the appropriate name or click add to move the name to the Roster Preview
5. Check that the name appears under Roster Preview
6. Select Save Roster



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All Users' Progress

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Add Item

My Compliance Items

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Questionnaire Management

Reporting

Portal Management

Edit Compliance Item

Draft

Close

Publish

Save

Title \*

2019-01-21 Curriculum Development

Description \*

Act 48 Item

Compliance Cycle Type \*

Item Timeline

Start Date \*

January 21, 2019

End Date \*

January 21, 2019

Instructions \*

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Step 2 - At the completion of the in-service, complete the questionnaire to provide feedback (click the blue Complete Questionnaire button).

Step 3 - When finished with the Questionnaire, be sure to click the green Submit for Approval button.

Note - Once this compliance item is approved by the Act 48 Coordinator, your hours will be submitted to PERMS and you will receive an email.

Owner

Admin User

Make Private

off

on Not visible to other supervisors.

Reminders

(1) reminders

1 Day after the End Date

+ Add Reminder

Questionnaire

Professional Development Feedback Form (Basic) Template Copy

Include Questionnaire \* (Manage)

Professional Development Feedback Form (Basic) Template Copy

Resources

No resources currently exist

Recurrence

Not setup

Approval Stages

No approval stages currently exist.

Which supervisor(s) are responsible for approving this compliance item?

+ Add Supervisor Stage of Approval and related Supervisor(s)

Tags

None selected

Act 48

Scroll up and from the right column...

1. Select the green Approval Stages link
2. Select the blue +Add Supervisor Stage of Approval and Related Supervisor(s) link

The screenshot shows the 'Edit Compliance Item' interface. On the left is a sidebar with navigation options. The main form has fields for Title (2019-01-21 Curriculum Development), Description (Act 48 Item), Compliance Cycle Type (Item Timeline), Start Date, and End Date. A 'Make Private' toggle is present. Below these are sections for Reminders, Questionnaire, Resources, Recurrence, and Approval Stages. An 'Add User(s)' pop-up is open, showing a search bar (3), a list of results (5), and a 'Roster Preview' section (6). The 'Approval Stages' section on the right has a 'Name/Position' field (1) containing 'Act 48 Approver' and an '+ Add Approver' button (2).

Within the Add Supervisor Stage of Approval section...

1. Type "Act 48 Approver" under Name/Position
2. Select the blue +Add Approver link

In the Add Users pop up menu...

1. Type the name in the search bar
2. Click the green Search button
3. Click the appropriate name or click add to move the name to the Roster Preview
4. Check that the name appears under Roster Preview
5. Select Save Roster

The screenshot shows the 'Edit Compliance Item' form. On the left, there are fields for 'Owner' and 'Person of Contact', both with 'Admin User' as the default. Below these are radio buttons for 'What is required of the user?': 'Completed Questionnaire' (selected), 'Uploaded Evidence/Attachment', and 'No User Requirements'. On the right, there's a 'Tags' section with a green 'Act 48' tag highlighted by a red box (1). Below the tags is a toggle for 'Act 48 Hours a Week' with 'No' selected and 'Yes' highlighted by a blue box (2). To the right of this toggle is a text input for 'Hours' with the value '1' highlighted by a green box (3). Below the toggle are dropdown menus for 'Activity Type' (highlighted by an orange box (4) with 'Act 48 Professional Development Activity' selected), 'Course Type' (highlighted by a purple box (5) with 'Standards Area Curriculum and Assessment' selected), and 'Sub Type' (highlighted by a cyan box (6) with 'Curriculum Development' selected). At the bottom right, there's a toggle for 'Apply to Para-Educator' (set to 'Yes') and a dropdown for 'CEC Performance Based Standard'. In the top right corner, there are buttons for 'Draft', 'Close', 'Publish', and 'Save', with the 'Save' button highlighted by a green box (7).

From the green Act 48 details section...

1. Select the green Act 48 link
2. Click on the No/Yes toggle to change the position to "Yes"
3. Type in the appropriate number of hours
4. Choose the appropriate Activity Type
5. Choose the appropriate Course Type
6. Choose the appropriate Sub-Type
7. Select Save, and Publish

Admin User  
Example School Portal  
[Support](#) | [Messages](#) | [Logout](#)

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Questionnaire Management

Reporting

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Edit Compliance Item

Published
Close
Unpublish
Save

Title: \*

2019-01-21 Curriculum Development

Description: \*

Act 48 Item

Compliance Cycle Type: \*

Item Timeline

Start Date \*

January 21, 2019

End Date \*

January 21, 2019

Instructions: \*

B I U S x<sub>2</sub> x<sup>2</sup> T<sub>1</sub>

Purpose - The purpose of this item is to track attendance at an upcoming in-service, gather feedback about the session, and submit Act 48 hours to PERMS.

Step 1 - Please physically sign-in at the in-service.

Step 2 - At the completion of the in-service, complete the questionnaire to provide feedback (click the blue Complete Questionnaire button).

Step 3 - When finished with the Questionnaire, be sure to click the green Submit for Approval button.

Make Private
or ☒ On Not visible to other supervisors.

Reminders (1) reminders

Questionnaire

Professional Development Feedback Form (Basic) Template Copy

Include Questionnaire [Manage](#)

Professional Development Feedback Form (Basic) Template Copy

Resources No resources currently exist

Recurrence Not setup

Approval Stages (1) approval stages

Tags None selected

Act 48 Active - (1) hours

Before Closing the edit page and Adding Users, access the Professional Development Feedback Form and make any desired changes.

From the Edit Compliance Item page...

1. Select the green Questionnaire tab link
2. Select the green Manage button which will take you to the Questionnaire Management page

Admin User

Example School Portal

Support | Messages | Logout

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Supervision Management

My Compliance Items

User Management

Group Management

Questionnaire Management

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Portal Management

View All Questionnaires

Add Questionnaire

Active

Q

Status	Title	Created By	Last Modified	Actions
Draft	Emergency Drill Report Form	EduLink Admin	01/16/2019	Actions
Published	Fire Drill Report (Monthly)	Admin User	03/27/2018	Actions
Published	Inspection Form	EduLink Admin	05/04/2018	Actions
Published	New Hire - Acknowledgment and Signature	EduLink Admin	03/27/2018	Actions
Published	Practice Video Training	Admin User	04/26/2018	Actions
Published	Professional Development Feedback Form (Basic)	EduLink Admin	12/06/2018	Actions
Published	Professional Development Feedback Form (Basic) Template Copy	Admin User	01/27/2019	Actions
Published	Request for Conference Approval Form (Kutztown Area SD)	Example Admin	06/11/2018	<div>Delete</div> <div>Edit</div> <div>Duplicate</div> <div>Archive</div> <div>Preview</div> <div>Actions</div>
Published	School District PD Feedback Form	Admin User	01/27/2019	Actions
Published	Student Assistance Program (SAP) - Policy and Training Acknowledgement	EduLink Admin	02/07/2018	Actions
Published	Suicide Awareness and Prevention - Policy and Training Acknowledgement	EduLink Admin	12/21/2017	Actions

From the Questionnaire Management page, locate the questionnaire called Professional Development Feedback Form (Basic) Template Copy. This is the questionnaire that was copied to your portal when you duplicated the item.

- Next to the questionnaire, select Actions
- Then select Edit from the dropdown menu

From the Edit Questionnaire page...

1. Change the title as needed (i.e., "Your School District Name" PD Form)
2. The templated questionnaire comes with a few basic questions. Edit, duplicate and/or delete the existing questions as needed. If desired, add more questions using Add tool box (select, drag, and drop questions into the working area as needed).
3. Click the green Save button to save your work. Click the blue Preview button to preview the questionnaire.
4. Select the white Close button to exit.

Admin User

Example School Portal

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View All Questionnaires

Add Questionnaire

Active

Q

Status	Title	Created By	Last Modified	Actions
Published	Acceptable Use Policy Signature	EduLink Admin	04/09/2018	Actions
Published	Acknowledgment and Electronic Signature	EduLink Admin	07/02/2018	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	EduLink Admin	12/14/2017	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	Admin User	05/16/2018	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Brad Ryba	12/04/2018	Actions
Published	Act 151 PA Child Abuse Background Check Clearance	EduLink Admin	02/22/2018	Actions
Published	Act 34 PA Criminal History Background Check Clearance	EduLink Admin	03/13/2018	Actions
Published	Act 44 - Emergency Drills	EduLink Admin	11/21/2018	Actions
Published	Act 44 - Emergency Plan Review Acknowledgment and Electronic Signature	EduLink Admin	11/21/2018	Actions
Published	Alcohol, Chemical and Tobacco Abuse Program Training Acknowledgement	EduLink Admin	01/29/2018	Actions
Published	Antihazing Law - Policy Acknowledgement	EduLink Admin	01/22/2018	Actions

Leave the Questionnaire Management page, and navigate your way back to the Act 48 compliance item you were building.

1. Select Supervision Management
2. Select the My Supervision Items tab

Admin User

Example School Portal

Support | Messages | Logout

Menu

Supervision Management

All Items

My Supervision Items

40 Pending Verification

Expires Soon

47 Expired

All Users' Progress

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My Supervision Items

Add Item

Select Tag

Active

Search

Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
	0/0	0 Pending	Published 2019-01-21 Curriculum Development		01/21/2019	01/21/2019	View
!	0/2	2 Pending	Published 2019-01-21 Math Assessment		01/21/2019	01/21/2019	View
✓	1/1	0 Pending	Published 2019-01-21 Problem Solving		01/21/2019	01/21/2019	View
✓	2/2	0 Pending	Published 2019-01-21 Reading Assessment		01/21/2019	01/21/2019	View
✓	12/12	0 Pending	Published Acceptable Use Policy		08/18/2017	11/23/2018	View
!	17/18	0 Pending	Published Acknowledgment and/or Sign-Off Item		09/01/2018	09/30/2018	View
!	1/25	0 Pending	Published Act 114 Federal Criminal History Background Check Clearance (Revised)		—	—	View
!	2/5	1 Pending	Published Act 151 PA Child Abuse Background Check Clearance		—	—	View
!	3/10	0 Pending	Published Act 34 PA Criminal History Background Check Example		—	—	View
	0/0	0 Pending	Published Act 44 - Emergency Drills		01/01/2019	01/30/2019	View
	0/0	0 Pending	Published Act 44 - Emergency Plan Review		08/01/2019	08/31/2019	View

From the My Supervision Items page...

1. Select View next to your created item



# Step 2 - Adding Users

**2019-01-21 Curriculum Development** Published Actions

**Item Details:**

**Purpose** - The purpose of this item is to track attendance at an upcoming in-service, gather feedback about the session, and submit Act 48 hours to PERMS.

**Step 1** - Please physically sign-in at the in-service.

**Step 2** - At the completion of the in-service, complete the questionnaire to provide feedback (click the blue Complete Questionnaire button).

**Step 3** - When finished with the Questionnaire, be sure to click the green Submit for Approval button.

**Note** - Once this compliance item is approved by the Act 48 Coordinator, your hours will be submitted to PERMS and you will receive an email.

**Resource Links**

-

**Documents**

-

**Questionnaire Preview**

[Example School PD Form](#)

**Roster**

No user cycles currently in the roster.

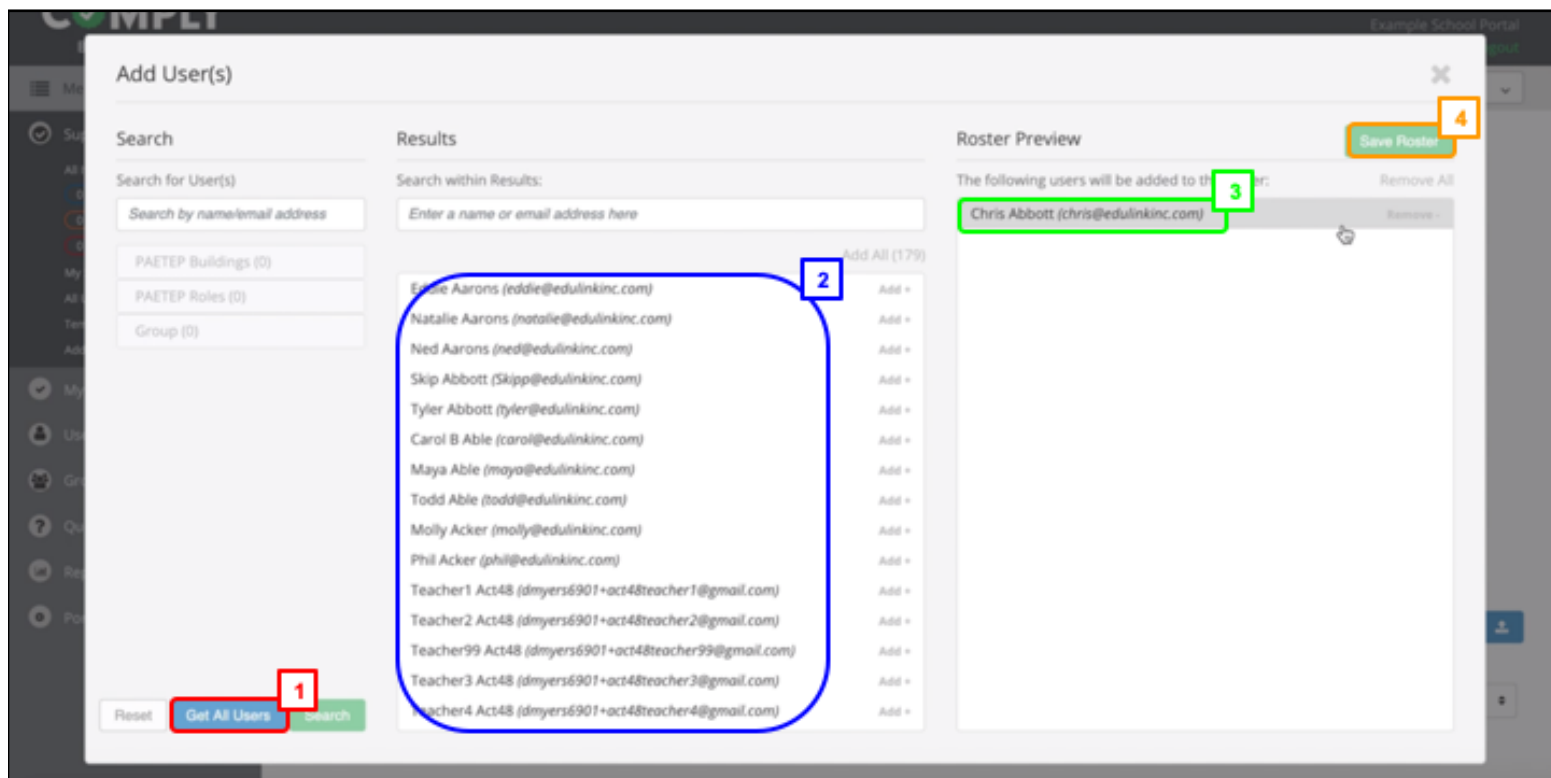
[Approve](#) [Reopen](#) [Modify Due Date](#) [Nudge](#) [Message](#) [Remove](#) [Print](#)

Current Cycle: 01/21/2019 - 01/21/2019 **1** [Add Users](#)

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From the Item's Details page...

1. Select the blue Add Users icon button

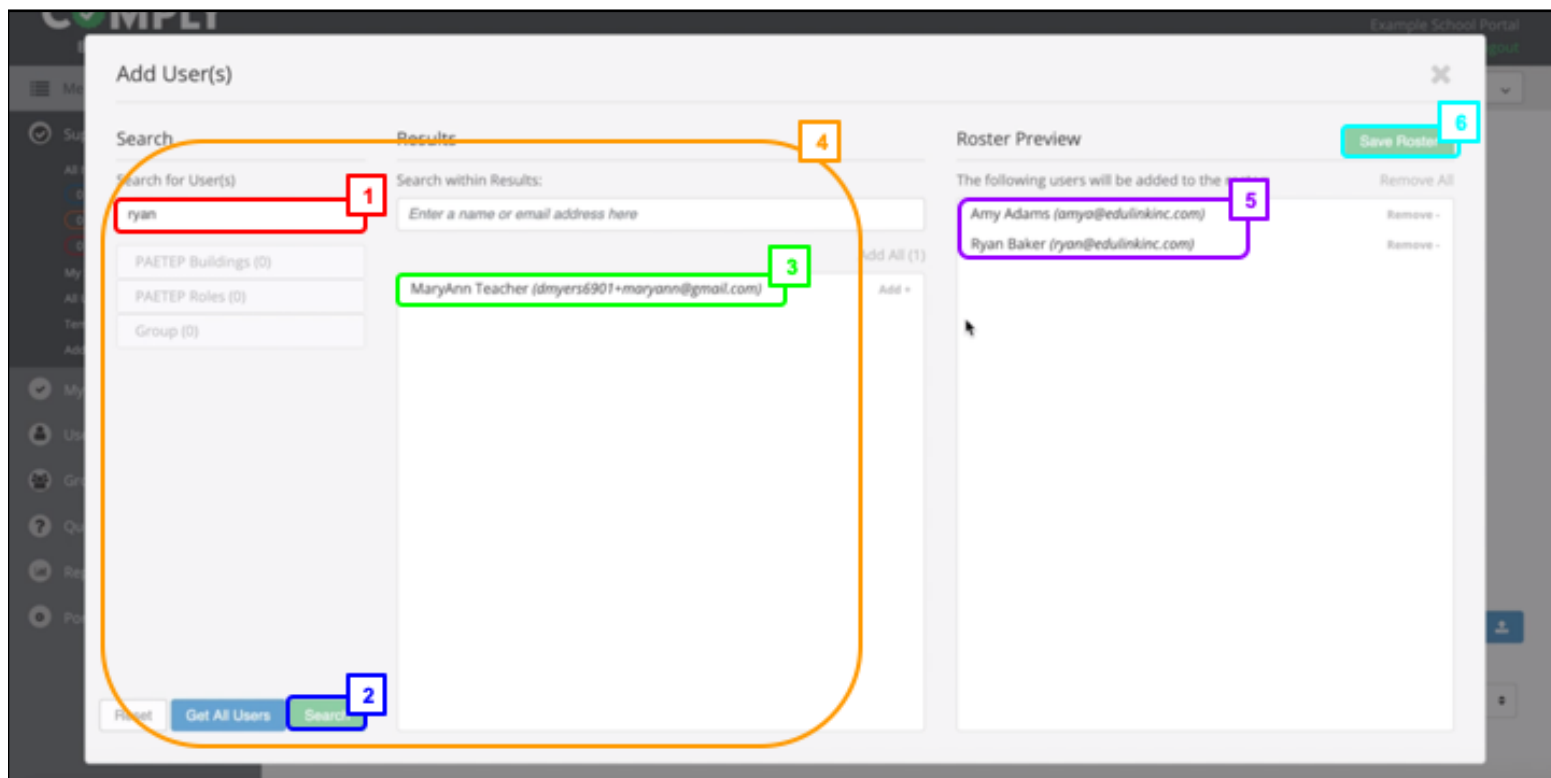


**There are three basic ways to add users. You may add users from a list of all users, individually, or by utilizing groups.**

**Option 1 - Add users from a list of all users in your system**

1. Select the blue Get All Users button
2. Select the the appropriate names under the results column, adding them to the Roster Preview
3. Review names under Roster Preview
4. Select Save Roster

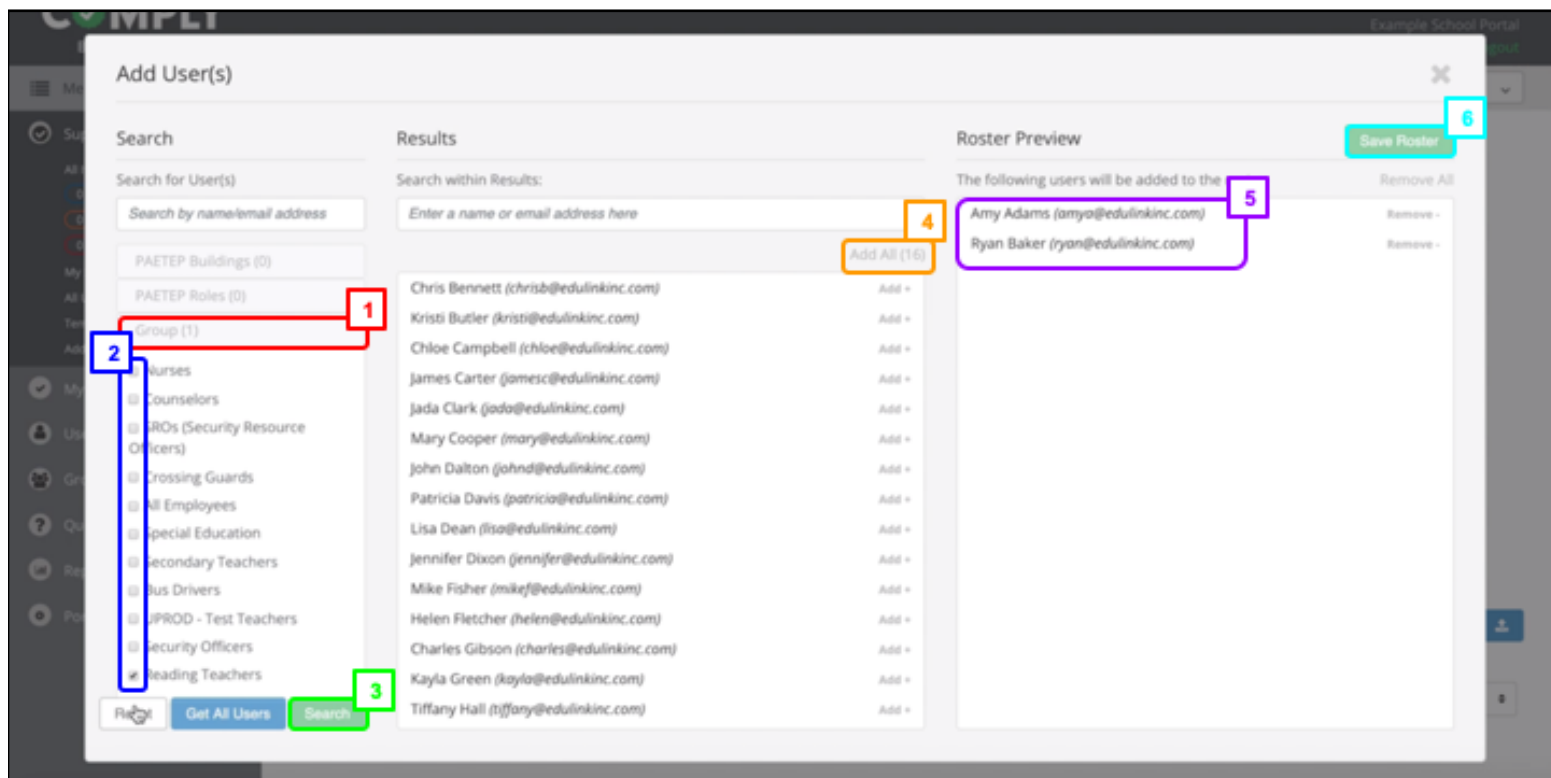
Note: Upon Save Roster, users will be assigned to the item and each user will receive an email. The email that each user receives, includes the important details of the item (i.e., instructions, due date, person of contact, act 48 details, etc.). The email also includes a hyperlink, allowing the user to quickly access the item within Comply.



## Option 2 - Add users by searching for individual names

1. Type the name of user
2. Select the green Search button or hit the Return key on your keyboard
3. Select the appropriate name from the results column, adding to the Roster Preview column
4. Repeat steps 1-3 for all users that will be in attendance
5. Review names under Roster Preview
6. Select Save Roster

Note: Upon Save Roster, users will be assigned to the item and each user will receive an email. The email that each user receives, includes the important details of the item (i.e., instructions, due date, person of contact, act 48 details, etc.). The email also includes a hyperlink, allowing the user to quickly access the item within Comply.



### Option 3 - Add users by utilizing groups

Note - this option assumes that Groups have been created in advance. To learn more about creating or managing Groups, from your Comply portal select the green Support link. From the FAQ section of the Support page, locate the article on How to create and manage groups.

1. Select Group
2. Check the groups that will be in attendance
3. Select the green Search button
4. Select Add All
5. Review names under Roster Preview, removing users if desired
6. Select Save Roster

Note: Upon Save Roster, users will be assigned to the item and each user will receive an email. The email that each user receives, includes the important details of the item (i.e., instructions, due date, person of contact, act 48 details, etc.). The email also includes a hyperlink, allowing the user to quickly access the item within Comply.



# Step 3 - Approving Users

Once users attend the inservice, complete the questionnaire, and submit for approval, you will need to approve submissions in order to submit Act 48 hours to PERMS. When users complete their questionnaire and submit for approval, you will receive email listing the users needing Approval.

Prior to approving each user, you may want to...

- Modify their Act 48 hours
- Review their completed questionnaire

The screenshot displays the '2019-01-21 Reading Assessment' page. On the left is a sidebar with navigation links: Expires Soon, Expired, My Supervision Items, All Users' Progress, Templates, Add Item, My Compliance Items, User Management, Group Management, Questionnaire Management, Reporting, and Portal Management. The main content area includes instructions, a note about Act 48 hours, resource links, documents, and a roster table. The roster table has columns for Name, Due Date, Completed, Act 48 - All, History, Evidence, and Notes. Two users are listed: Amy Adams and Baker, Ryan. A pop-up window titled 'Amy Adams - Submission Status' is open, showing fields for Hours (1.5) and Submitted Date (January 21, 2019). Red, blue, and green boxes with numbers 1, 2, and 3 highlight specific actions: 1 points to the clock icon in the roster, 2 points to the Hours field in the pop-up, and 3 points to the Save button.

**2019-01-21 Reading Assessment** Published Actions

Instructions:  
**NO ACTION IS REQUIRED.** The purpose of this item is to submit previously earned Act 48 hours. No action is required.

Note - When the Act 48 hours for this item have been successfully submitted to PERMS, you will receive an email notification.

Resource Links  
 -

Documents  
 -

**Roster**

Approve Reopen Modify Due Date Nudge Message Remove Print

Current Cycle: 01/21/2019 - 01/21/2019 Add Users +

Name	Due Date	Completed	Act 48 - All	History	Evidence	Notes
Adams, Amy	01/21/2019		<span>🕒</span>			<span>Actions</span> <span>Approve</span>
Baker, Ryan	01/21/2019		<span>🕒</span> (1.5)			<span>Actions</span> <span>Approve</span>

**Amy Adams - Submission Status**  
 Not Submitted

Hours\*  
 1.5

Submitted Date\*  
 January 21, 2019

Save Close

## Modify individual users Act 48 hours (Optional)

Prior to Approving, modify the Act 48 hours for individual users where appropriate. Note - if a user was the presenter, you may want to increase their hours. If a user left the session early or arrived late, you may want to reduce their hours. To modify an individual user's Act 48 hours....

1. From the Act 48 roster column, select the Act 48 clock icon for an individual user
2. From the Act 48 details pop-up, edit the number of hours as needed
3. Select Save, then Close. Repeat as needed for other users.





The screenshot shows a web application interface for curriculum development. The top navigation bar includes links for Questionnaire Management, Reporting, and Portal Management. The main content area is titled "2019-01-21 Curriculum Development" and contains sections for Resource Links, Documents, and a Questionnaire Preview. Below these is a "Roster" section with a table of users. The table has columns for Priority, Name, Due Date, Completed, Act 48 - All, History, Evidence, and Notes. Two users are listed: Adams, Amy and Baker, Ryan. Each user row has an "Approve" button. A red box labeled "1" highlights the "Approve" button for Adams, Amy. An "Approval" pop-up window is open, showing a form with fields for "Action" (set to "Approved"), "Completed Date" (set to "January 21, 2019"), and a "Calendar" icon. A blue box labeled "2" highlights the "Calendar" icon, and a green box labeled "3" highlights the "Ok" button at the bottom of the pop-up.

## Approving Users - Users can be approved individually or in bulk.

To approve an individual user and submit their hours to PERMS...

1. Select the green Approve button across from their name

From the Approval pop-up...

1. Change the date to the date of the inservice by selecting the Calendar icon
2. Select Ok

Note: Upon Approve, hours will be automatically submitted to PERMS. The submission process can take up to 30 seconds to process. While the system is waiting for a response from PERMS, the Act 48 clock icon for each user will turn blue, indicating that the status is pending. Once submitted to PERMS, the Act 48 clock will either turn green (successful submission/hours received) or turn red (submission error). If there is an error in submitting hours to PERMS (indicated by the red clock), the Approver will receive an email indicating the error. To fix any errors and resubmit, click on the red clock, read the error message sent back from PERMS, make the necessary adjustments, then click Save and Resubmit.

The screenshot displays the '2019-01-21 Reading Assessment' page. On the left sidebar, navigation links include 'Expires Soon', 'Expired', 'My Supervision Items', 'All Users' Progress', 'Templates', 'Add Item', 'My Compliance Items', 'User Management', 'Group Management', 'Questionnaire Management', 'Reporting', and 'Portal Management'. The main content area shows instructions: 'NO ACTION IS REQUIRED. The purpose of this item is to submit previously earned Act 48 hours. No action is required.' It also lists 'Person of Contact: Admin User', 'Approval Stages: Act 48 Approver', 'User Requirements: Nothing Required of User', and 'Reminders:'. Below this, 'Act 48' details are provided: 'Hours: 1.5', 'Provider: Example School', 'Activity Type: Act 48 Professional Development Activity', 'Course Type: Teaching and Learning Professional Development', and 'Course Sub Type: Teaching Techniques and Strategies'. The 'Roster' section features a filter dropdown currently set to 'Priority'. A red box labeled '1' highlights this dropdown, and a blue box labeled '2' highlights the 'Approved' button. Below the filter, a table lists users, with 'Adams, Amy' shown. A red box labeled 'b' highlights the 'Select All' checkbox. A green box labeled '3' highlights the 'Completed Date' field, which is set to 'January 21, 2019'. A red box labeled 'a' highlights the '25' users per page selector. A red box labeled '4' highlights the 'Ok' button in the bottom right corner.

To bulk approve users...

1. Change the Roster filter from Priority to Pending. Note - this will sort the list by those users that are pending and needing approved.
  - a. Make sure all users are listed (25 users per page, 50 users per page, 100 users per page, etc.)
  - b. Check the select all users box
2. Select the bulk Approve button
3. Change Completed Date to the end date of the inservice
4. Select Ok

Note: Upon Approve, hours will be automatically submitted to PERMS. The submission process can take up to 30 seconds to process. While the system is waiting for a response from PERMS, the Act 48 clock icon for each user will turn blue, indicating that the status is pending. Once submitted to PERMS, the Act 48 clock will either turn green (successful submission/hours received) or turn red (submission error). If there is an error in submitting hours to PERMS (indicated by the red clock), the Approver will receive an email indicating the error. To fix any errors and resubmit, click on the red clock, read the error message sent back from PERMS, make the necessary adjustments, then click Save and Resubmit.

# Creating Your Next Act 48 Item

COMPLY BY EDULINK									
Admin User Example School Portal Support   Messages   Logout									
Menu									
My Supervision Items									
Add Item Select Tag Active Search									
Supervision Management									
All Items									
My Supervision Items									
40 Pending Verification 7 Expires Soon 47 Expired All Users' Progress Templates Add Item									
My Compliance Items									
User Management									
Group Management									
Questionnaire Management									
Reporting									
Portal Management									
Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions		
1/18	0 Pending	Published	2019-01-21 Curriculum Development	0	01/21/2019	01/21/2019	View		
0/2	2 Pending	Published	2019-01-21 Math Assessment	0	01/21/2019	01/21/2019	View		
1/1	0 Pending	Published	2019-01-21 Problem Solving	0	01/21/2019	01/21/2019	View		
2/2	0 Pending	Published	2019-01-21 Reading Assessment	0	01/21/2019	01/21/2019	View		
12/12	0 Pending	Published	Acceptable Use Policy		08/18/2017	11/23/2018	View		
17/18	0 Pending	Published	Acknowledgment and/or Sign-Off Item		09/01/2018	09/30/2018	View		
1/25	0 Pending	Published	Act 114 Federal Criminal History Background Check Clearance (Revised)		---	---	View		
2/5	1 Pending	Published	Act 151 PA Child Abuse Background Check Clearance		---	---	View		
3/10	0 Pending	Published	Act 34 PA Criminal History Background Check Example		---	---	View		
0/0	0 Pending	Published	Act 44 - Emergency Drills		01/01/2019	01/30/2019	View		
0/0	0 Pending	Published	Act 44 - Emergency Plan Review		08/01/2019	08/31/2019	View		

**The most efficient way to create your next Act 48 item is to duplicate one that you have already created.** Duplicating an item saves you time by copying over details/settings that will remain the same.

To create your next Act 48 item, return to your My Supervision Items page...

1. Select View next to the item you want to duplicate

**COMPLY BY EDULINK**

Admin User  
Example School Portal  
Support | Messages | Logout

Menu

2019-01-21 Curriculum Development

Published Actions

1

2

Supervision Management

All Items

40 Pending Verification

7 Expires Soon

47 Expired

My Supervision Items

All Users' Progress

Templates

Add Item

My Compliance Items

User Management

Group Management

Questionnaire Management

Reporting

Portal Management

Cycle Progress:

Description:

Act 48 Item

Instructions:

**Purpose** - The purpose of this item is to track attendance at an upcoming in-service, gather feedback about the session, and submit Act 48 hours to PERMS.

**Step 1** - Please physically sign-in at the in-service.

**Step 2** - At the completion of the in-service, complete the questionnaire to provide feedback (click the blue Complete Questionnaire button).

**Step 3** - When finished with the Questionnaire, be sure to click the green Submit for Approval button.

**Note** - Once this compliance item is approved by the Act 48 Coordinator, your hours will be submitted to PERMS and you will receive an email.

Resource Links

-

Documents

-

Questionnaire Preview

Example School PD Form

Compliance Cycle Type:

Start Date:

End Date:

Recurrence:

Person of Contact:

Approval Stages:

User Requirements:

Reminders:

1 Day after the End Date

Act 48:

Hours: 1

Provider: Example School

Activity Type: Act 48 Professional Development Activity

Course Type: Standards Area Curriculum and Assessment

Course Sub Type: Curriculum Development

Item Timeline

01/21/2019

01/21/2019

Not Applicable

Admin User

Act 48 Approver

Questionnaire Required

Edit

Duplicate

Delete

Archive

Questionnaire Usage Report

From the item's detail page...

1. Select Actions
2. Select Duplicate (from the Actions drop down menu)

Note - Once duplicated, you will be taken to the Edit Compliance Item page. As you did for the previous item...

- Edit the items details (Title, Person of Contact, Dates, Approval Stage, and Act 48 details)
- Save, Publish, and Close.
- Add Users
- Print the sign in sheet (optional)
- Wait for users to attend the inservice, complete questionnaires, and submit for approval.
- Modify Act 48 hours for individual users, review completed questionnaires, and Approve.

# Creating a Questionnaire Usage Report

**A questionnaire usage report can be generated for this item. Questionnaire usage reports summarize the responses of all users on one exportable spreadsheet.**

<div>COMPLY BY EDULINK</div> <div> <div>Admin User</div> <div>Example School Portal</div> <div>Support   Messages   Logout</div> </div>									
<div>Menu</div> <div>My Supervision Items</div> <div>Add Item</div> <div>Select Tag</div> <div>Active</div> <div>Search</div>									
<div>Supervision Management</div> <div> <div>All Items</div> <div>My Supervision Items</div> <div>40 Pending Verification</div> <div>Expires Soon</div> <div>47 Expired</div> <div>All Users' Progress</div> <div>Templates</div> <div>Add Item</div> </div> <div>My Compliance Items</div> <div>User Management</div> <div>Group Management</div> <div>Questionnaire Management</div> <div>Reporting</div> <div>Portal Management</div>									
Status	Complete	Pending	Compliance Item Name	Act	Start Date	End Date	Actions		
0	1/18	0 Pending	Published 2019-01-21 Curriculum Development	0	01/21/2019	01/21/2019	View	1	
0	0/0	0 Pending	Draft 2019-01-21 Curriculum Development Copy		01/21/2019	01/21/2019	View		
1	0/2	2 Pending	Published 2019-01-21 Math Assessment	0	01/21/2019	01/21/2019	View		
1	1/1	0 Pending	Published 2019-01-21 Problem Solving	0	01/21/2019	01/21/2019	View		
1	2/2	0 Pending	Published 2019-01-21 Reading Assessment	0	01/21/2019	01/21/2019	View		
1	12/12	0 Pending	Published Acceptable Use Policy		08/18/2017	11/23/2018	View		
1	17/18	0 Pending	Published Acknowledgment and/or Sign-Off Item		09/01/2018	09/30/2018	View		
1	1/25	0 Pending	Published Act 114 Federal Criminal History Background Check Clearance (Revised)		---	---	View		
1	2/5	1 Pending	Published Act 151 PA Child Abuse Background Check Clearance		---	---	View		
1	3/10	0 Pending	Published Act 34 PA Criminal History Background Check Example		---	---	View		
0	0/0	0 Pending	Published Act 44 - Emergency Drills		01/01/2019	01/30/2019	View		

From the My Supervision Items page...

1. Select View next to the item you would like to create a report for



The screenshot shows the COMPLY BY EDULINK interface. The top navigation bar includes the user name 'Admin User' and links for 'Support', 'Messages', and 'Logout'. The sidebar menu on the left lists various management options. The main content area displays details for the '2019-01-21 Curriculum Development' item, including its cycle progress, description, instructions, and compliance cycle type. A red box labeled '1' highlights the 'Actions' dropdown menu, and a blue box labeled '2' highlights the 'Questionnaire Usage Report' option within the dropdown.

From the Item Details page...

1. Select Actions
2. Select Questionnaire Usage Report from the drop down menu

Follow the on screen directions for downloading the file. Note - The file will contain all the responses from completed questionnaires for this item.