Alabama State Department of Education

Alabama Council for
Leadership Development

ACLD

**Instruction Leadership Profession Study Application
(ILPSA)**

Provider User Guide

Provided by HMB Inc.

HMB

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Overview

This guide is for providers to learn how to access ILPSA to complete professional study applications.

The purpose of the online application system is to allow professional study providers to access, complete and submit the applications to ACLD.

Description of a Professional Study:

Professional study that constitutes a professional learning unit (PLU) requires multiple professional development experiences over time and addresses the Alabama Standards for Instructional Leaders and aligns with the Alabama Standards for Professional Learning.

Relevant Links

ILPSA Home Page: https://leadershipalsde.egrantsmanagement.com/

Obtaining Access to ILPSA

This section explains how to request access and a username for ILPSA.

Requesting a Username

A username can be obtained by submitting a request to ACLD. Please submit all requests through the following web form located at
https://leadershipalsde.egrantsmanagement.com/EmailAgency.aspx.

1. Complete all parts of the form and make sure you provide a working email address.
2. Please check the box next to 'Access Request?' and include the name of the Professional Study Provider in which you are associated.
3. Click the "Send" button once the form has been completed.

Once your request has been reviewed and approved, you will receive an email with your new username. Selecting the link inside the email will allow you to set your password for the ILPSA application.

Example email:

Greetings John Doe:

Your username is 'jdoe'.

A request was recently submitted to grant you access to ILPSA. Please visit
https://leadershipalsde.egrantsmanagement.com/User/SetPassword.aspx?guid=72082ECF-5637-47F0-B777EB621E445CC1 to set your password. This link will expire on 12/24/2009 11:14:04 AM Eastern Standard Time.

Thank you.

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ILPSA Navigation

This section explains how to log on to ILPSA.

Logging On

To log on to ILPSA, perform the following:

1. Open the ILPSA logon page at the following location:
   https://leadershipalsde.egrantsmanagement.com/Login.aspx
2. Type your username.
3. Type your password.
4. Click the login button.

Exploring the ILPSA Home Page

After you log on to ILPSA, you will be redirected to the home page.

1. **Session Timeout** – The counter located at the top left hand of your screen is your session counter. Once the counter gets down to zero you will be logged off of the system. The timer will start over every time a page is saved or when a link is clicked inside the application. Please save your data often.
2. **Current Provider** – The provider name listed at the top right hand of the screen is the current provider whose data you are viewing.
3. **User** – At the top right hand corner of the application, underneath the provider name you will notice your name. This signifies that you are currently logged in.
4. **Applications** - You have two different options for navigating to the applications. One is by clicking on the "Professional Study Applications" link inside the left hand menu. The other option is selecting the "View Application" link at the top of the home page next to your provider name.

Exploring the Professional Study Applications Page

After selecting the "View Application" or "Professional Study Applications" link from the home page you will be directed to the Professional Study Applications page. This page allows you to start a new application or select an existing application.

1.) Select the appropriate fiscal year (current year is default) by adjusting the fiscal year in the drop down list.
2.) Once you have the correct fiscal year selected, click on the standard of your choice to start working on your application.

Jonn Doe [Logout]

Home > Search > Instructional Leader Professional Study Applications

Instructional Leader Professional Study Applications

tions

*Please select the appropriate fiscal year and then click the standard for which you wish to access applications.

2009 ▾ :Selected Fiscal Year

STANDARD	APPROVED APPLICATIONS	ACTIVE APPLICATIONS
1 Planning for Continuous Improvement	1	0
2 Teaching and Learning	0	0
3 Human Resources Development	0	0
4 Diversity	0	0
5 Community and Stakeholder Relationships	0	0
6 Technology	0	0
7 Management of the Learning Organization	0	0
8 Ethics	0	0

Exploring the Professional Study Applications Page Continued

3.) Once a standard is selected a list of current applications will appear.
4.) In order to start a new application, click the "Start New Application" link.
5.) To edit an existing application, click "Edit/View Application" link next to the appropriate application title.

Home > Search > Instructional Leader Professional Study Applications

Instructional Leader Professional Study Applications

*Please select the appropriate fiscal year and then click the standard for which you wish to access applications.

2009 ▾ :Selected Fiscal Year

STANDARD	APPROVED APPLICATIONS	ACTIVE APPLICATIONS
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8 Ethics	0	0

Standard 1: Rationale

This standard addresses the need to prepare instructional leaders who value and are committed to edu...more

Start New Application

	STANDARD 1 APPLICATIONS			
ACTION	APPLICATION TITLE	REVISION	STATUS	PREVIOUS REVISIONS
Edit/View Application	LEA Leadership Teams	0	ACLD Approved	N/A

Navigation menu:
- Home
- Search
- Professional Study Applications
- Address Book
- Contact ACLD
- My Profile

Exploring the Standard Application Sections Page

Selecting/Starting an application from the Professional Study Applications page will direct you to the Standard Application Sections page. This page allows you to:

- Change/View application status
- Navigate to all the application pages
- Print applications
- Add new activities

Application Status

The current application status is shown at the top of the application section page. The application can be in one of the following:

Not Started	Application has been selected, but has not been started.
Draft Started	Application is ready to be edited by the provider.
Submit to ACLD	Application has been completed by the provider and is waiting on approval from ACLD.
ACLD Approved	Application has been approved and is available for the public.
ACLD Returned	Application requires updates before it can be approved.
ACLD Revision Reviewed	Application has not been approved.
Revision Started	Application available for providers to update.

- Application Status can be changed by selecting the link next to "Change Status To:"

Provider Checklist

The" Provider Checklist" is used to assure that the application meets all professional development standards, key indicators of knowledge, and key indicators of ability, as applicable. If all requirements have not been fulfilled, you will receive an error message next to each page/activity.

- Selecting anyone of the provider checklist pages will navigate you to a detail screen of the particular section (see example below).

Provider Checklist

Alignment to Key Indicators of Knowledge

Requirement Fulfilled ✓

Requirement not Fulfilled ✗

STANDARD / INDICATOR	FULFILLED
1. Knowledge to lead the articulation, development, and implementation of a shared vision and strategic plan for the school that places student and faculty learning at the center.	✓
2. Knowledge to align instructional objectives and curricular goals with the shared vision.	✓
3. Knowledge to allocate and guard instruction time for the achievement of goals.	✓
4. Knowledge to create a school leadership team that is skillful in using data.	✓
5. Knowledge to use approved methods and principles of program evaluation in the school improvement process.	✓

Application Home

General Section

All pages in the "General Section" are required and must be completed. An error message will appear next to each page that still needs to be completed or updated. Also, the print icon to the right of each page will display the page as a pdf. The entire General Section can be printed by clicking on the link at the bottom of the section labeled "View/Print All".

GENERAL SECTION		
SECTIONS	**VIEW MESSAGES**	**PRINT**
Title		🖨
Assurances/Certification		🖨
Abstract	🛑	🖨
Application Details	The application abstract must be completed.	
Method Of Evaluation		🖨
Supporting Documents		🖨
View/Print All		🖨

Activity Section

Each activity must be aligned to at least one professional development standard, key indicator of knowledge, and key indicator of ability in the "Activity Section". An error message will appear next to each activity that needs to be completed or updated. The "Activity Section" lists all the current activities that have been added to your application. The display order of activities is chronological by start date, and then within the same start date, activity title. Also, selecting the link labeled "*Create New Activity" at the top of the section allows you to add a new activity. The entire Activity Section can be printed by clicking on the link at the bottom of the section labeled "View/Print All".

Application Expiration

Each application will expire three years from the earliest activity start date. Once an application expires you will no longer be able to edit or revise the application.

Active Applications

In order for you application to show up in the public search functionality you must have an active activity. An activity is active when the current date falls between the start and end date of one activity in the application. You are allowed to annually revise your application by contacting ACLD.

Approved Application

Download the entire application and Save As "Name of Agency/LEA_PLUACLD#_Application Title". For example, a professional study in Newton City Schools should be saved as "Newton City Schools_PLUACLD#_Differentiated Instruction".

Print Option

The entire application can be printed by clicking on the link at the top of the General Section labeled "View/Print Entire Application".