

# ClassLink ClassMate

Introduction to:  
**Act 48**



- Introduction to Act 48
- Employee Setup
- Creating Act 48 Activities
- Assigning Act 48 Activities
- ClassLink Hosted Site Information
- Creating the Act 48 Export File
- Uploading Export File to PDE
- Recording Act 48 file uploads in ClassMate
- Act 48 Reports available in ClassMate



## Act 48 Introduction – Information from PDE

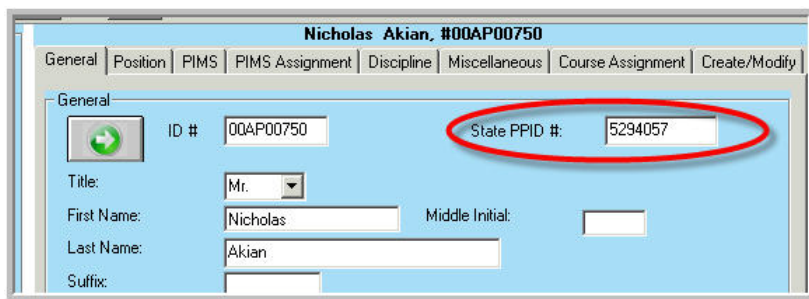
- Beginning July 1, 2000, **Act 48** of 1999 requires all educators holding Pennsylvania public school certification including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility and all vocational certificates to maintain certificates.
- Educators must maintain their certificates as active by earning six collegiate credits or six PDE-approved in-service credits or 180 continuing education hours or any combination of the above every five calendar years.

**NOTE:** Each collegiate credit is equal to 30 continuing education hours. All credits and hours must be related to an educator's certificate type or area of assignment, unless enrolled in an administrative program or approved by the school board.

## Getting Started Employee Setup

Employee information fields are required in ClassMate to use the Act 48 functionality. If you do **NOT** use ClassMate to perform the **Staff PIMS Submission** it is possible there may be employee setup steps required .

Double Click **My Modules**>Double click **Personnel Management**>Click **Employee Management**



A screenshot of the ClassMate employee profile page for Nicholas Akian, #00AP00750. The page has tabs for General, Position, PIMS, PIMS Assignment, Discipline, Miscellaneous, Course Assignment, and Create/Modify. The General tab is active. The State PPID # field is circled in red and contains the value 5294057. Other fields include ID # (00AP00750), Title (Mr.), First Name (Nicholas), Last Name (Akian), and Middle Initial.

**All** Professional/Certified Employees must have their State PPID # entered in ClassMate. The State PPID # box is in **Employee Management**>**General Tab**.

If the State PPID #'s for the employee is **NOT** populated, the PPID # **MUST** be entered into ClassMate before using the **Act 48** functionality.

Note: Employees who need a PPID and receive **Act 48** hours are most commonly Instructors and Administrators

## Getting Started

### Employee Setup

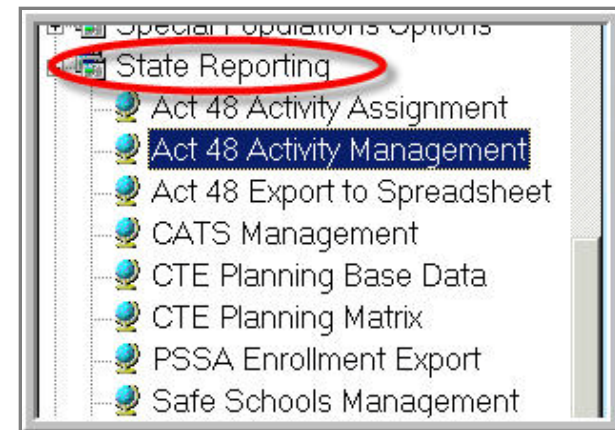
The State PPID # can often be obtained from the Directors Office or Payroll Department. The office that holds the number varies from school to school .

If your school uses another software package to perform their Staff PIMS Submission you can obtain the PPID's from the outside software package.

## Act 48 Activities

### Creating

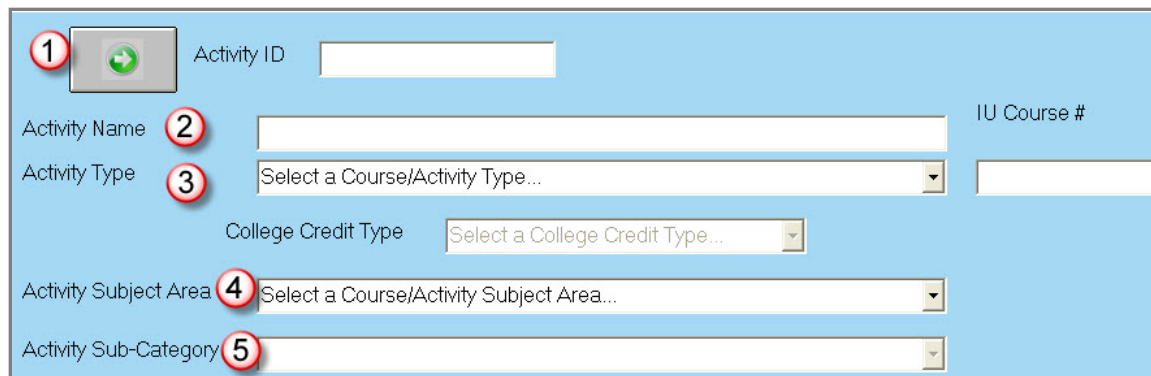
Double Click **My Modules**>Double click  
**State Reporting**>Click  
**Act 48 Activity Management**



## Act 48 Activities

### Creating

- 1** Click the **Green** Next ID button to auto create the next sequential ID
- 2** Enter the Activity Name
- 3** Select an Activity Type  
If the Activity was an IU Course, enter the Course # in the IU Course # box  
If the Activity was a College Course, select a College Credit type from the College Credit Type drop down
- 4** Select an Activity Subject Area
- 5** Select an Activity Sub-Category  
Note: This option is new to ClassMate version 18.0a & was added as per PDE 2010-11 requirements.



The screenshot shows a form for creating an activity. It includes the following fields and controls:

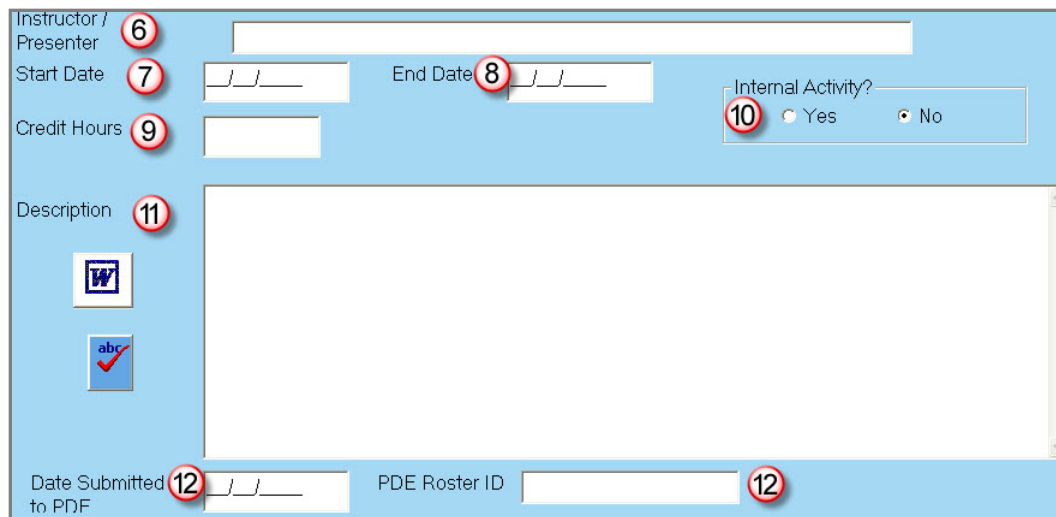
- 1**: A button with a green arrow pointing right, labeled "Next ID".
- Activity ID**: A text input field.
- Activity Name**: A text input field.
- Activity Type**: A dropdown menu with the text "Select a Course/Activity Type...".
- College Credit Type**: A dropdown menu with the text "Select a College Credit Type...".
- Activity Subject Area**: A dropdown menu with the text "Select a Course/Activity Subject Area...".
- Activity Sub-Category**: A dropdown menu.
- IU Course #**: A text input field located to the right of the Activity Name field.

## Act 48 Activities

### Creating

- 6 Enter the **Instructor/Presenter Name**
- 7 Enter the **Start Date**
- 8 Enter the **End Date**
- 9 Enter the **Credit Hours Earned**  
(# of Act 48 hours earned, example: 6)

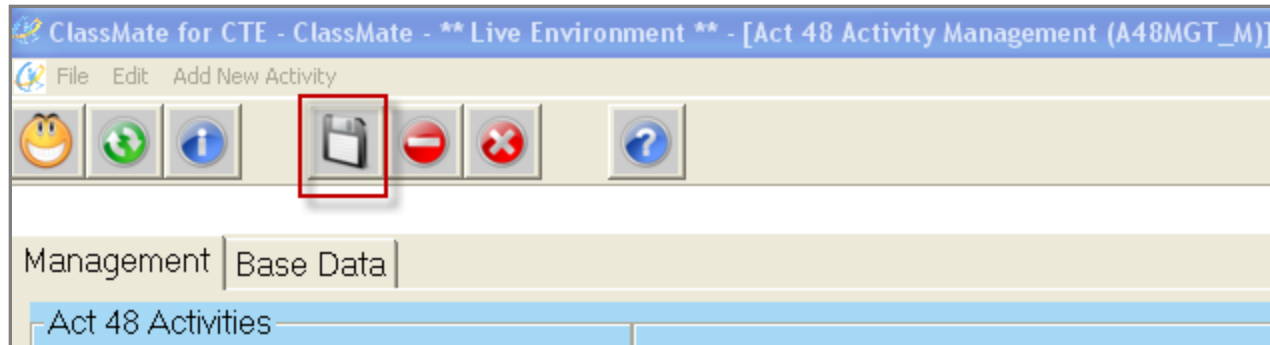
- 10 **Internal Activity** : held at your site  
Click **Internal Activity Yes** . Defaults to No
- 11 Enter a description of the activity  
or activity agenda
- 12 These fields will be entered after the file  
is submitted to PDE. Enter the Date Submitted  
to PDE & PDE Roster ID.



The screenshot shows a web form for creating an Act 48 activity. The form is light blue and contains the following fields and controls:

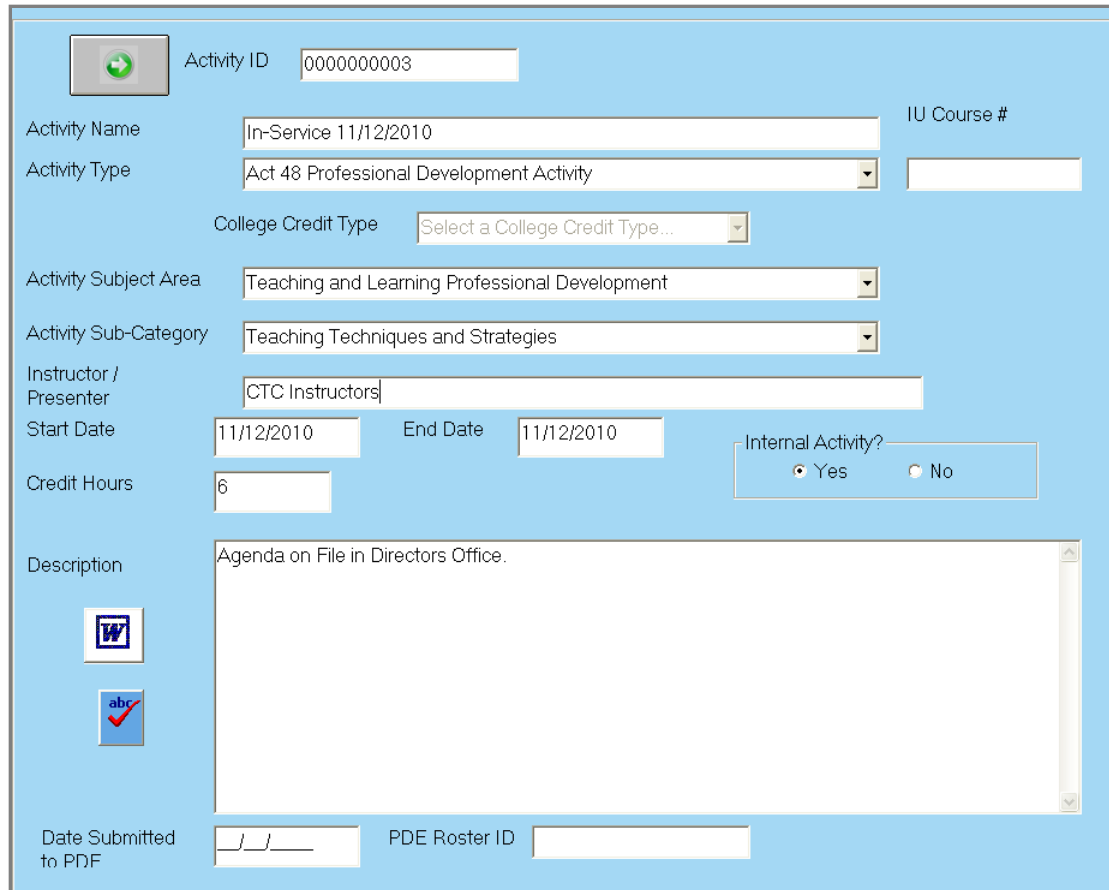
- Instructor / Presenter**: A text input field with a red circle containing the number 6 next to it.
- Start Date**: A date selection field with a red circle containing the number 7 next to it.
- End Date**: A date selection field with a red circle containing the number 8 next to it.
- Credit Hours**: A text input field with a red circle containing the number 9 next to it.
- Internal Activity?**: A radio button group with two options: "Yes" (with a red circle containing the number 10) and "No".
- Description**: A large text area with a red circle containing the number 11 next to it. To the left of the text area are two icons: a blue square with a white 'W' and a blue square with a white 'abc' and a red checkmark.
- Date Submitted to PDF**: A date selection field with a red circle containing the number 12 next to it.
- PDE Roster ID**: A text input field with a red circle containing the number 12 next to it.

Click the **Save** icon to save the activity



## Sample Act 48 Activity

The screenshot below demonstrates a completed created Act 48 Activity.



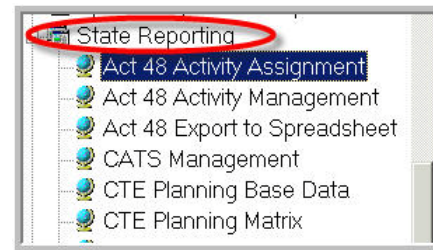
The screenshot shows a web form for creating an Act 48 Activity. The form is filled out with the following information:

- Activity ID:** 0000000003
- Activity Name:** In-Service 11/12/2010
- Activity Type:** Act 48 Professional Development Activity
- College Credit Type:** Select a College Credit Type...
- Activity Subject Area:** Teaching and Learning Professional Development
- Activity Sub-Category:** Teaching Techniques and Strategies
- Instructor / Presenter:** CTC Instructors
- Start Date:** 11/12/2010
- End Date:** 11/12/2010
- Credit Hours:** 6
- Internal Activity?:** Yes (selected), No
- Description:** Agenda on File in Directors Office.
- Date Submitted to PDF:** / /
- PDE Roster ID:**

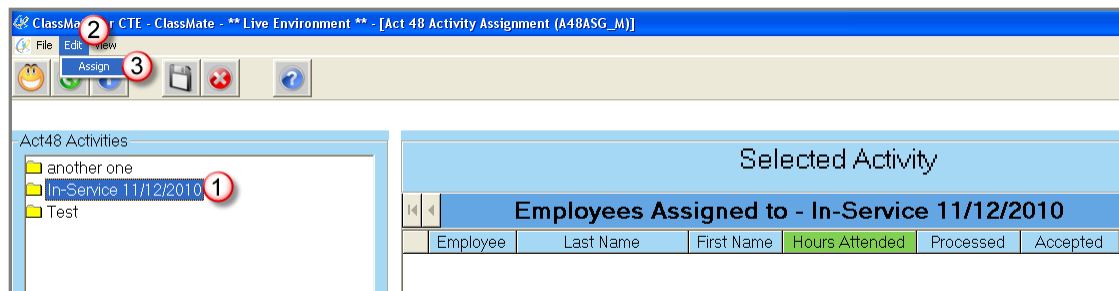
## Getting Started

### Assigning Act 48 Activities

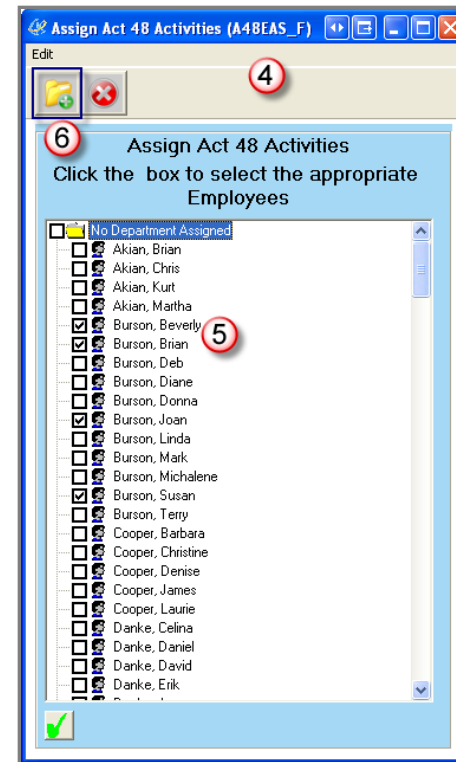
Double Click **My Modules** > Double click **State Reporting** > Click **Act 48 Activity Assignment**



- 1 Select the **Activity** to be assigned
- 2 Click the word **Edit** located on the top of the screen
- 3 Click the word **Assign** located on the top of the screen. The Assign Act 48 Activities box will appear



- 4 The Assign Act 48 Activities Box will appear
- 5 Click the box to select the appropriate Employee participating in the activity. If you have employees organized in groups and all employees of a particular group attended the activity click in the box next to the groups name
- 6 Click the Assign icon (Yellow folder with plus sign icon) located on toolbar to assign the activity to those employees

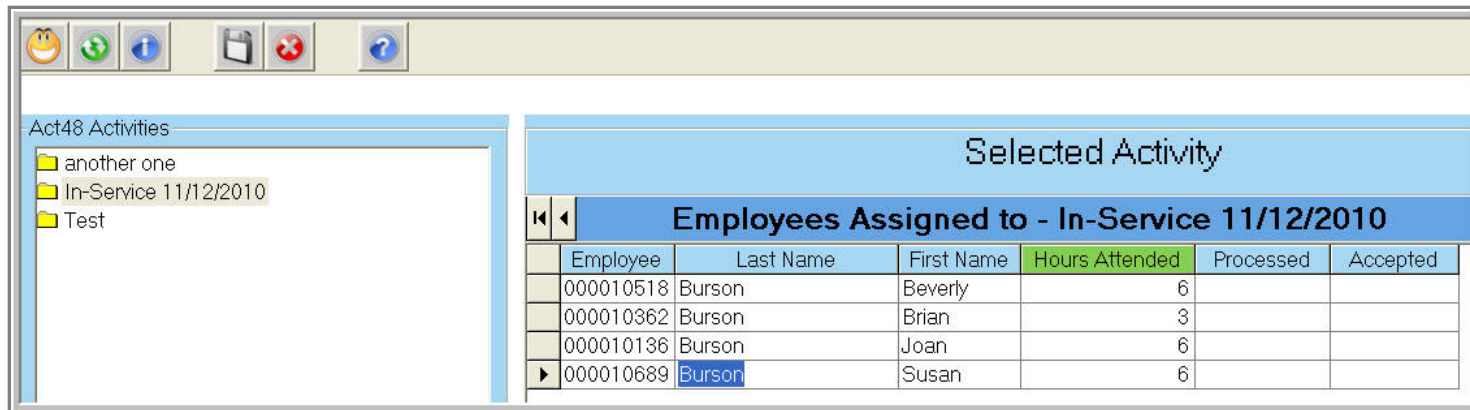


## Sample Activity with Employees Assigned

If an employee should receive less hours than previously entered in the Act 48

Management module, manually change the hours in the **Hours Attended** box for the particular employee.

- For example: An employee might have only attended an in-service for half of the day because they went home sick. Instead of the employee receiving 6 hours they only should only receive 3 hours.
- If you edit the hours , Click **Save** (Floppy Disk Icon) before existing the module.



The screenshot shows a software interface with a sidebar on the left titled "Act48 Activities" containing folders for "another one", "In-Service 11/12/2010", and "Test". The main area is titled "Selected Activity" and displays a table titled "Employees Assigned to - In-Service 11/12/2010".

Employee	Last Name	First Name	Hours Attended	Processed	Accepted
000010518	Burson	Beverly	6		
000010362	Burson	Brian	3		
000010136	Burson	Joan	6		
000010689	Burson	Susan	6		

## ClassLink Hosted Site Information

For clients who are hosted by ClassLink you will need to connect to LaunchPad before Exporting & uploading your Act48 file to PDE.

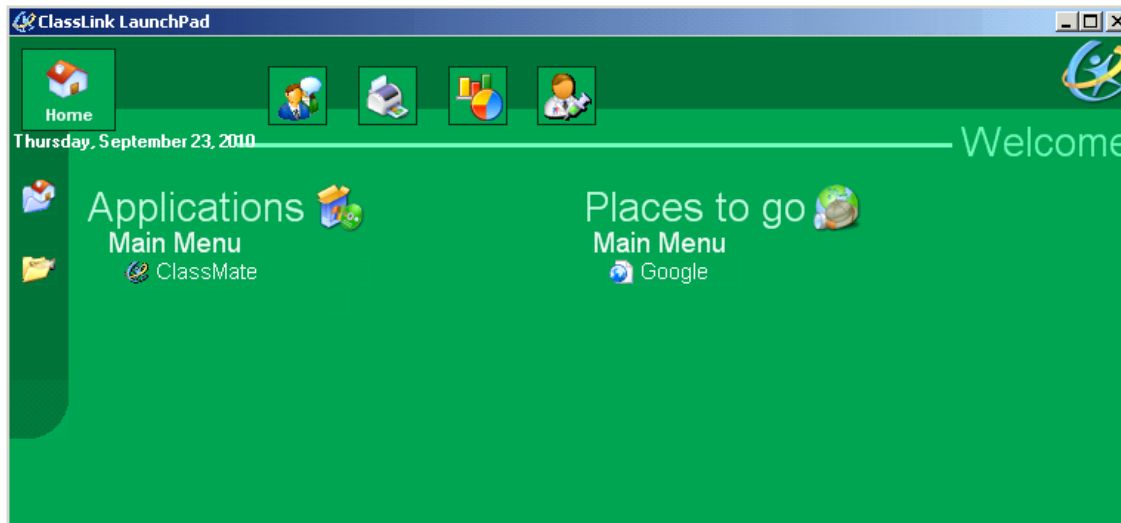
### Connecting to LaunchPad

- Click your Internet Browser (ex: Internet Explorer, FireFox, etc) type in <http://www.classlink.com/sites/schoolacronymcm>
- Click the **Back Again** button
- At the Windows Server login enter your **Username & Password**
  - Username is first initial, last name: example: jdoe
  - Password is typically Password1, unless you change it

If you need assistance with the **LaunchPad URL** for your site or your LaunchPad username/password please contact the ClassLink Helpdesk at: 1-888-963-7550 ext: 101.

## ClassLink Hosted Site Information

- On the **LaunchPad** site
  - Click **ClassMate** found under **Applications>Main Menu**
  - Login to ClassMate and then proceed with the exporting your Act48 file from ClassMate.
- Once you have your export files exported from ClassMate you must access the Internet from the LaunchPad by clicking on Google.
- Once the Internet Browser is open you can go to the PDE Site and proceed.
- This is a Sample of what the LaunchPad screen looks like, please note your LaunchPad screen may look a little different.



## Getting Started

### Creating an Act 48 Export File

Double Click **My Modules** > Double click **State Reporting** > Click **Act 48 Export to Spreadsheet**



## Creating an Act 48 Export File

When the module opens select the start date & end date range of activities you want to export

**ClassMate Recommendation :** We recommend that you create the export file the same day that you create & assign the Act 48 activities that way the dates you used are still fresh in your mind or you still have the documentation in front of you for those activities.

For Include Processed Activities – leave No

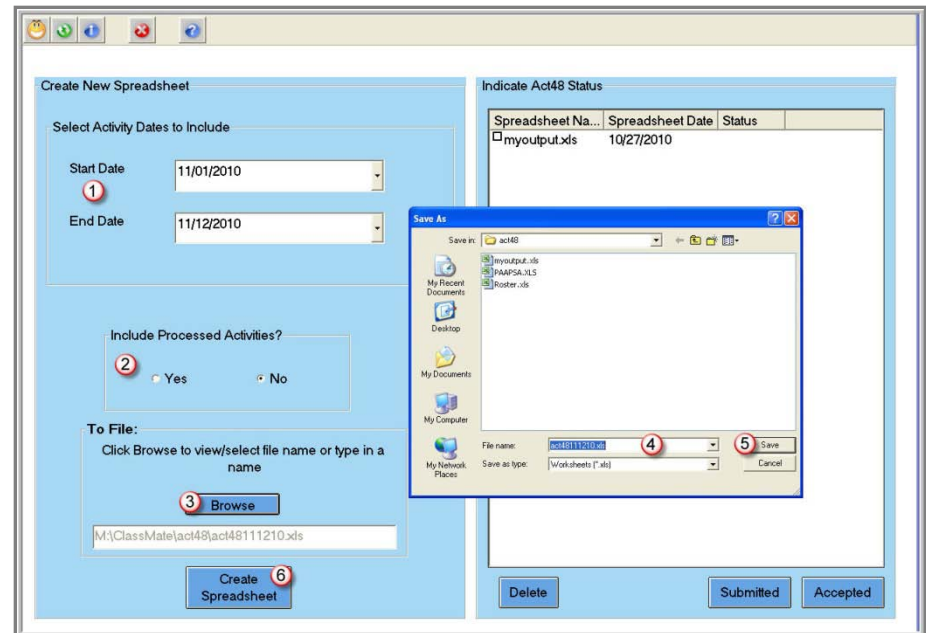
Click the Browse button

Name your file

example name scheme:  
act48111210 (this is the date I'm creating the file)

Click Save

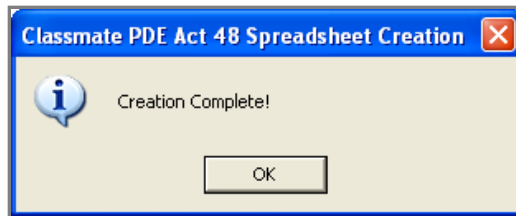
Click Create Spreadsheet



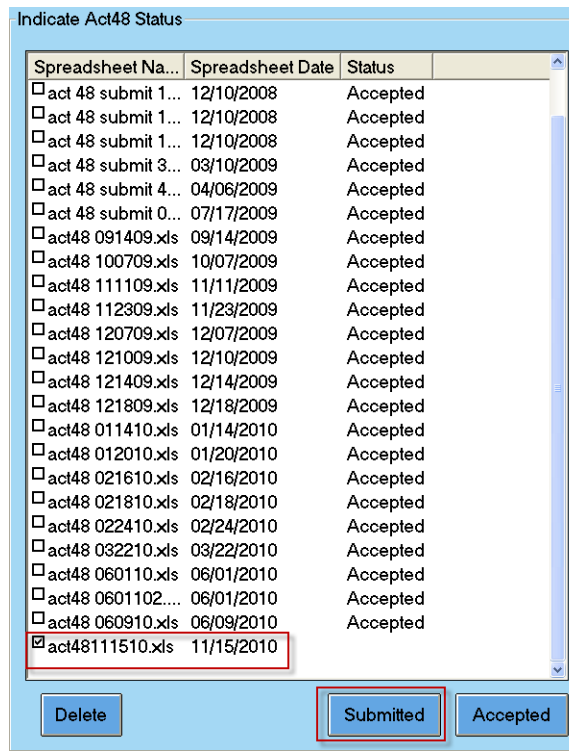
# Act 48 – Creating Export File

After click the Create Spreadsheet button a Progress bar will appear  
 Once the file has been created a Creation Complete! Window will appear

Click OK



In the Indicate Act48 Status grid click the checkbox next to the file Name < click the Submitted button



## Getting Started

### Uploading Act 48 file to PDE

- Open Internet Browser (FireFox, Internet Explorer, Safari, etc)
- Go to PDE Website-

[http://www.pde.state.pa.us/portal/server.pt/community/pennsylvania\\_department\\_of\\_education/7237](http://www.pde.state.pa.us/portal/server.pt/community/pennsylvania_department_of_education/7237)



The screenshot shows the Pennsylvania Department of Education website in a browser window. The page features a navigation menu on the left with categories like Log In, Department Information, Newsroom, and Offices. The main content area includes a 'WELCOME TO THE PENNSYLVANIA DEPARTMENT OF EDUCATION' banner with links for Students, Families, Teachers, Administrators, and Library/Partners. Below this is a 'Hot Topics' section with links to 'Standards Aligned System', 'Proposed 2010-11 Education Budget', and 'Act 114 Requirements - Federal Fingerprinting'. There is also a 'Latest News' section with recent announcements and a 'Welcome from Secretary Zahorchak' section with a photo of the secretary and a message about the website's development.

# Act 48 – Uploading File to PDE

- If you already have a portal username & password click on Log in
- If you do not have a portal username & password click on Register
  - If you have to create a portal username & password you will also need to speak with your school's PDE application approver about obtaining access to the PERMS (Act 48) application
  - Who the PDE application approver is varies at each school
- For any questions concerning the PERMS Website and uploading your Act 48 please contact PDE at: 717-772-4944

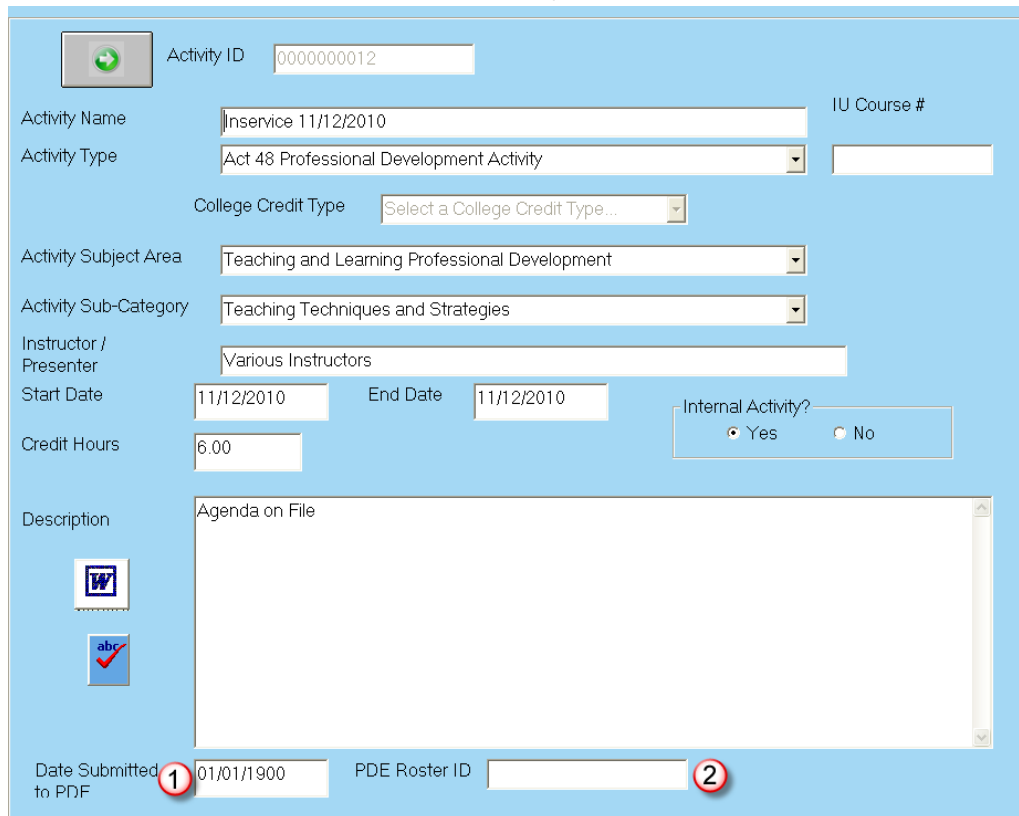


The screenshot shows the Pennsylvania Department of Education website. The header includes the state logo and navigation links for PA State Agencies and Online Services. A search bar is present. The main content area features a 'WELCOME TO THE PENNSYLVANIA DEPARTMENT OF EDUCATION' banner with five categories: Students, Families, Teachers, Administrators, and Library/Partners. A sidebar on the left contains a 'PDE Search' box and a 'Log In' button, which is highlighted with a red box. Other sidebar options include Register, Forgot Password, Department Information, Find an Institution, Newsroom, Access Services, and Offices.

# Act 48 – Recording file uploads in ClassMate

Once your file show Proceed – Success on the PDE PERMS Site return to ClassMate

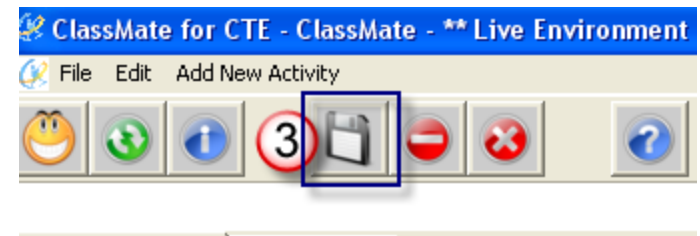
- 1) Go to **Modules < State Reporting < Act 48 Activity Management**
- 2) Enter Date Submitted to PDE & PDE Roster ID – you will obtain the Roster ID from the PDE Perms site by viewing the Roster
- 3) Click the Save icon (Floppy disk icon) on toolbar



The screenshot shows the 'Act 48 Activity Management' form in ClassMate. The form includes the following fields and options:

- Activity ID:** 000000012
- Activity Name:** Inservice 11/12/2010
- Activity Type:** Act 48 Professional Development Activity
- College Credit Type:** Select a College Credit Type...
- Activity Subject Area:** Teaching and Learning Professional Development
- Activity Sub-Category:** Teaching Techniques and Strategies
- Instructor / Presenter:** Various Instructors
- Start Date:** 11/12/2010
- End Date:** 11/12/2010
- Credit Hours:** 6.00
- Internal Activity?:** Yes (selected), No
- Description:** Agenda on File
- Date Submitted to PDF:** 01/01/1900
- PDE Roster ID:** (empty field)

Red circles with numbers 1 and 2 are placed over the 'Date Submitted to PDF' and 'PDE Roster ID' fields, respectively.



# Act 48 – Recording file uploads in ClassMate

Once your files show Proceed – Succeed on the PDE PERMS Site return to ClassMate

- 1) Go to **Modules < State Reporting < Act 48 Export to Spreadsheet**
- 2) Click in the checkbox for the file you submitted to PDE
- 3) Click the Accepted button

Indicate Act48 Status

Spreadsheet Na...	Spreadsheet Date	Status
<input type="checkbox"/> act 48 submit 1...	12/10/2008	Accepted
<input type="checkbox"/> act 48 submit 1...	12/10/2008	Accepted
<input type="checkbox"/> act 48 submit 1...	12/10/2008	Accepted
<input type="checkbox"/> act 48 submit 3...	03/10/2009	Accepted
<input type="checkbox"/> act 48 submit 4...	04/06/2009	Accepted
<input type="checkbox"/> act 48 submit 0...	07/17/2009	Accepted
<input type="checkbox"/> act48 091409.xls	09/14/2009	Accepted
<input type="checkbox"/> act48 100709.xls	10/07/2009	Accepted
<input type="checkbox"/> act48 111109.xls	11/11/2009	Accepted
<input type="checkbox"/> act48 112309.xls	11/23/2009	Accepted
<input type="checkbox"/> act48 120709.xls	12/07/2009	Accepted
<input type="checkbox"/> act48 121009.xls	12/10/2009	Accepted
<input type="checkbox"/> act48 121409.xls	12/14/2009	Accepted
<input type="checkbox"/> act48 121809.xls	12/18/2009	Accepted
<input type="checkbox"/> act48 011410.xls	01/14/2010	Accepted
<input type="checkbox"/> act48 012010.xls	01/20/2010	Accepted
<input type="checkbox"/> act48 021610.xls	02/16/2010	Accepted
<input type="checkbox"/> act48 021810.xls	02/18/2010	Accepted
<input type="checkbox"/> act48 022410.xls	02/24/2010	Accepted
<input type="checkbox"/> act48 032210.xls	03/22/2010	Accepted
<input type="checkbox"/> act48 060110.xls	06/01/2010	Accepted
<input type="checkbox"/> act48 0601102....	06/01/2010	Accepted
<input type="checkbox"/> act48 060910.xls	06/09/2010	Accepted
<input checked="" type="checkbox"/> act48111510.xls	11/15/2010	Submitted

# Act 48 – Reports Available in ClassMate

Below is a listing of Act 48 Reports that are available in ClassMate.

- If you do not see these reports please contact the ClassMate System Administrator for your site and request that they be assigned to you.
- All Act 48 reports are located in ClassMate under **Reports < State Reporting**
- A48 CPE Master Activity List
- Act 48 Activities by Teacher
- Act 48 Activity Type by Date
- Act 48 Activity Type by Type
- Act 48 Activity Type Edit List
- Act48 Listing
- Act48 Sign-in Sheet

# ClassLink ClassMate

**ClassLink**  
**45 East Madison Ave**  
**Clifton, NJ 07011**

**888-963-7550**

[www.ClassLink.com](http://www.ClassLink.com)

