

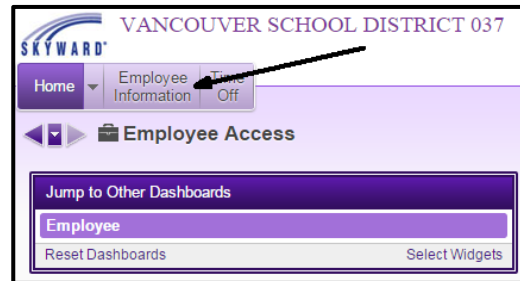


## Professional Development Directions to print/view credit report in Skyward

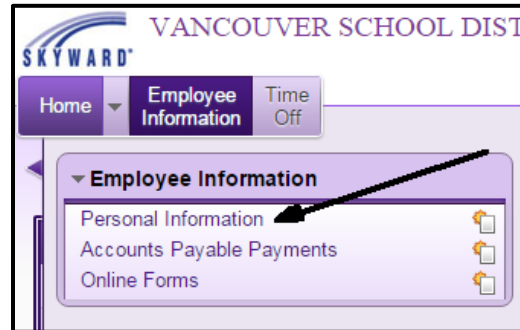
### Please NOTE:

- The credits listed in Skyward have already been converted to quarter credit. The conversion for clock hours to quarter credits is 10 clock hours= 1 quarter credit. For example, .3 quarter credits = 3 clock hours.
- To collect a complete listing of all clock hours earned, you may want to print the clock hours from Employee Access, the VPS clock hour transcript (see Quick Guide directions, available on Staff Portal) and your most recent ESD 112 clock hour transcript.

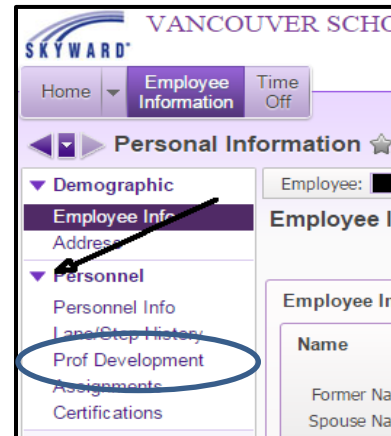
1. Login to Skyward
2. Click on the Employee Information tab at the top of your page.



3. Then select Personal Information which will open up your view for Step 2.



4. Click on the arrow next to Personnel, so that it is facing down, to view menu options. Then select "Prof Development".



5. All credits are viewable on the screen. To view most recent at the top, click inside the column header "Completed".
6. If you would like to print a copy, select the excel icon in the upper right-hand side.

