

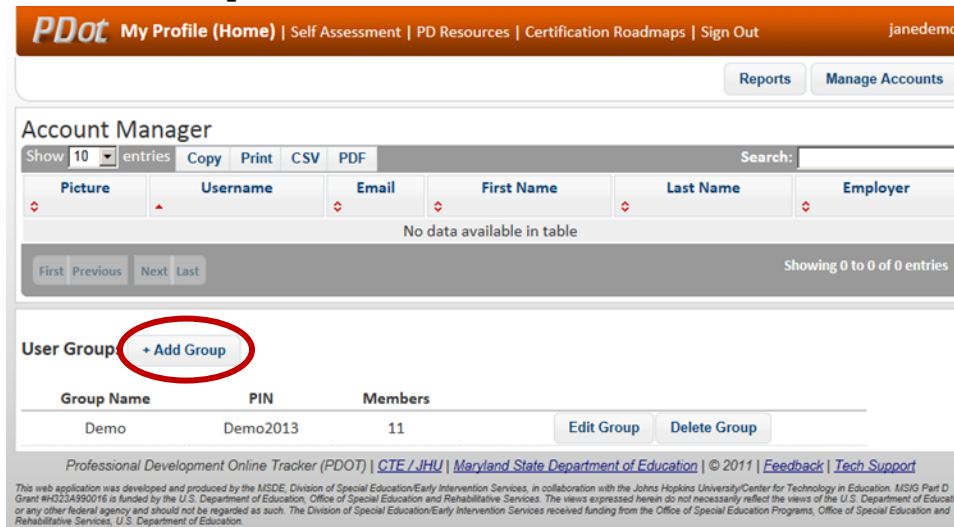
# Professional Development Online Tracker (PDOT) Managing Group Data Using PIN Codes

Assigning PIN codes to a group of users allows a manager to access information and data on individuals, as well as the whole group. These instructions provide steps for setting up a group PIN code and creating reports on users assigned to a specific group.

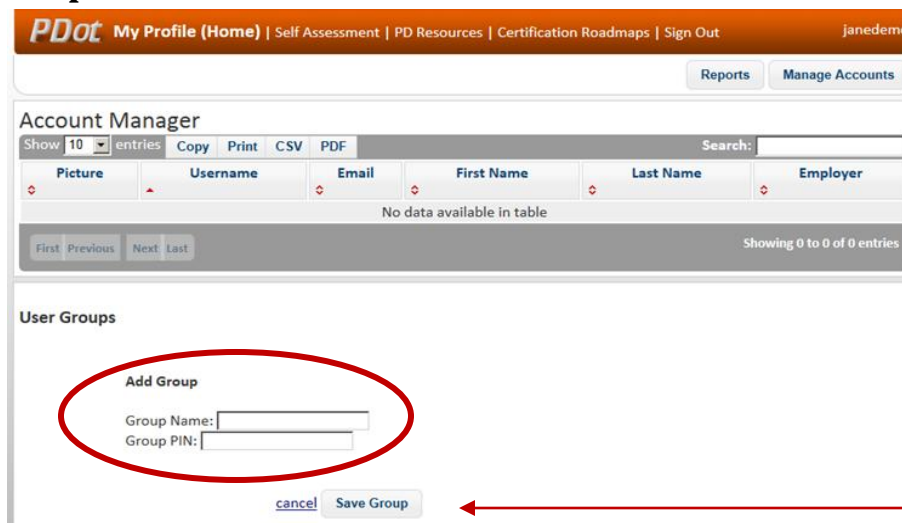
1. Go to: <http://pdot.marylandlearninglinks.org> and enter your Username and Password. Your account should have PIN GROUP Permissions assigned to you.
2. Click **Manage Accounts**.



3. Click **Add Group**



4. Type in a **Group Name**. Create a **Group PIN** code and type it in the textbox. Click **Save Group**.



Be sure to have members of your group use this PIN code when creating a PDOT account.

# Professional Development Online Tracker (PDOT) Creating Group Reports Using PIN Codes

Reports on groups assigned a PIN code can be accessed by users with PIN Group access permissions.

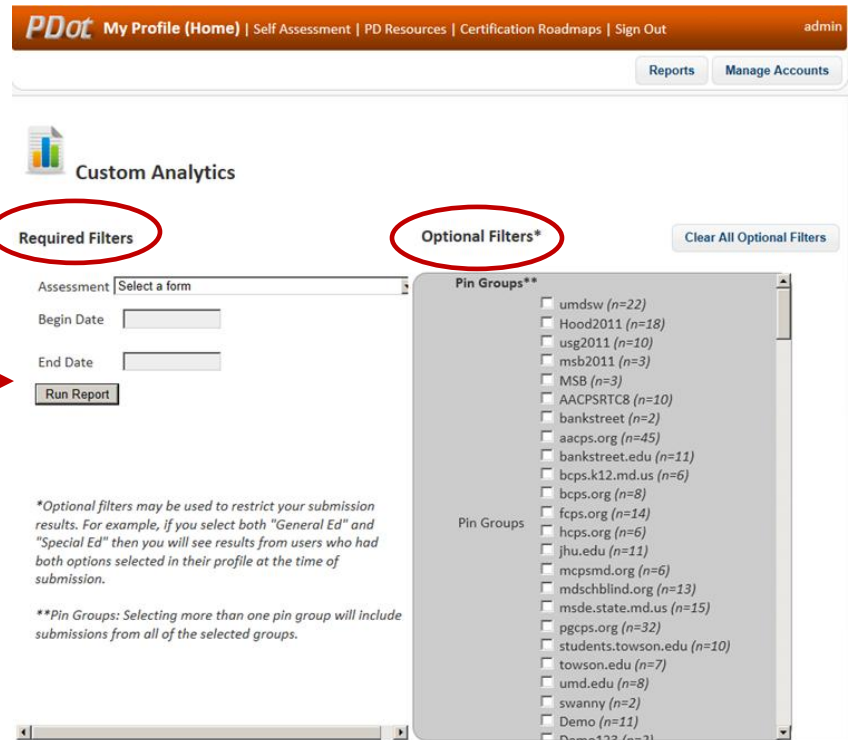
1. Go to: <http://pdot.marylandlearninglinks.org> and enter your Username and Password. Your account should have PIN GROUP Permissions assigned to you.
2. Click **Reports**.



3. Identify the **Required Filters** (Assessment – Select a Form; Begin Date; End Date)

4. Click the desired **Pin Group(s)** and any other **Optional Filters**. Use the scroll bar on the right to view more filter options.

5. Click **Run Report**.

A screenshot of the PDOT Custom Analytics page. The top navigation bar is orange and contains the text 'PDot My Profile (Home) | Self Assessment | PD Resources | Certification Roadmaps | Sign Out' and the user name 'admin'. Below the navigation bar, there are two buttons: 'Reports' and 'Manage Accounts'. The main content area is titled 'Custom Analytics' and contains a 'Required Filters' section with a dropdown menu for 'Assessment' (labeled 'Select a form'), input fields for 'Begin Date' and 'End Date', and a 'Run Report' button. The 'Optional Filters\*' section is circled in red and contains a list of 'Pin Groups\*\*' with checkboxes next to each group name and count. The 'Run Report' button is highlighted with a red arrow. Below the 'Run Report' button, there are two footnotes: '\*Optional filters may be used to restrict your submission results. For example, if you select both "General Ed" and "Special Ed" then you will see results from users who had both options selected in their profile at the time of submission.' and '\*\*Pin Groups: Selecting more than one pin group will include submissions from all of the selected groups.'