PDP App Trainer Tutorial

# Introduction

Welcome to the Personal Development Planner (PDP) app on ServiceNow, designed to help you, as a trainer, manage and guide your students' professional development. This tutorial will guide you through the app’s key features, allowing you to create and update tasks and objectives for your students.

# Getting Started

## Accessing the PDP App as a Trainer

1. Open ServiceNow: Navigate to your institution’s ServiceNow instance.
2. Search for the PDP App: In the All Menu, type "Personal Development Planner" or "PDP".
3. Select the PDP App: Choose the PDP application from the list to enter the trainer view.

## Dashboard Overview

As a trainer, you will have access to:

* My Students Dashboard: View the status of tasks assigned to your students.

You can also see your students’ progress and review their completed tasks and objectives.

# Creating and Managing Objectives and Tasks for Students

## Creating New Objectives and Tasks

1. Using the ‘Create New’ Modules:
   * Navigate to the ‘Create New’ module from the PDP application.
   * Select either ‘Create New Objective’ or ‘Create New Task’ depending on what you wish to create.
2. Filling Out Objective/Task Details:
   * When creating a new objective, specify the student(s), set deadlines, and outline expectations or milestones.
   * For tasks, input specific instructions, due dates, and assign them to the relevant students.
3. Assigning Objectives and Tasks:
   * Once the details are filled out, assign the objective or task to one student. You can select students from the provided list within the app.

## Updating Student Objectives and Tasks

1. Track Progress:
   * Use the PDP Tasks > All menu to view the current state of any task. You can see whether a student has marked it as in progress, done, or skipped.
2. Update Objectives/Tasks:
   * If a student requires an extension or task details need to be changed, enter the specific task or objective record, make your changes, and select ‘Update’ to modify it.
3. Changing Task States:
   * You can also change the state of a task (e.g., marking it as done) from the PDP Tasks list context menu.