User Guide

PA Adult Education Resources PD Portal

Pennsylvania
Adult Education
Resources

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Click on any heading to be taken directly to that topic.

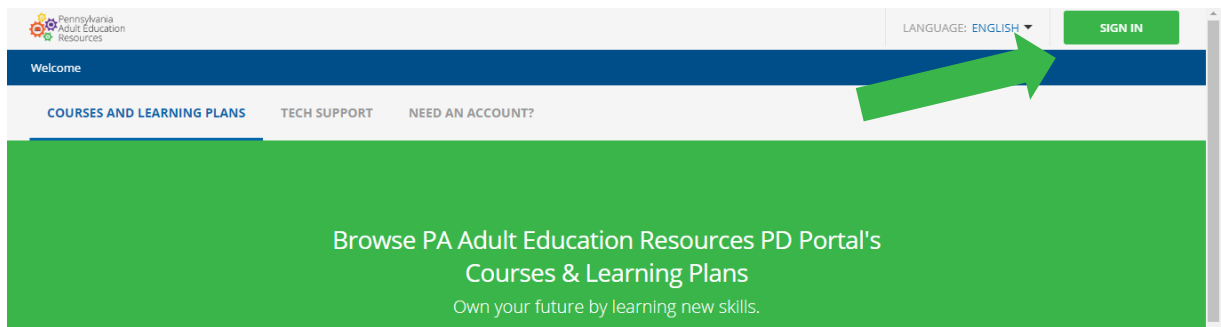**Look for this icon throughout the document to return to the Table of Contents.**

Logging in

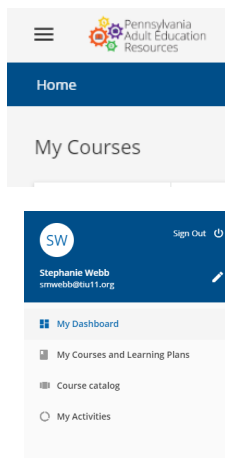Go to: https://pdportal.paadultedresources.org/learn

Username: _____ (email address)

Password: _____ (default is changeme)

Customizing Your Profile

Click ☰ to access the menu.

Click on **My Dashboard** to go to the home page.

Click on **the pencil icon** to edit your profile.

Click on **your initials** to add a profile photo.

Viewing the Professional Learning Opportunities Catalog

If you haven't logged in yet, you can browse the Professional Learning Opportunities Catalog **from the home page**.

Click here to view **all** learning opportunities

Click here to scroll left to right to view learning opportunities
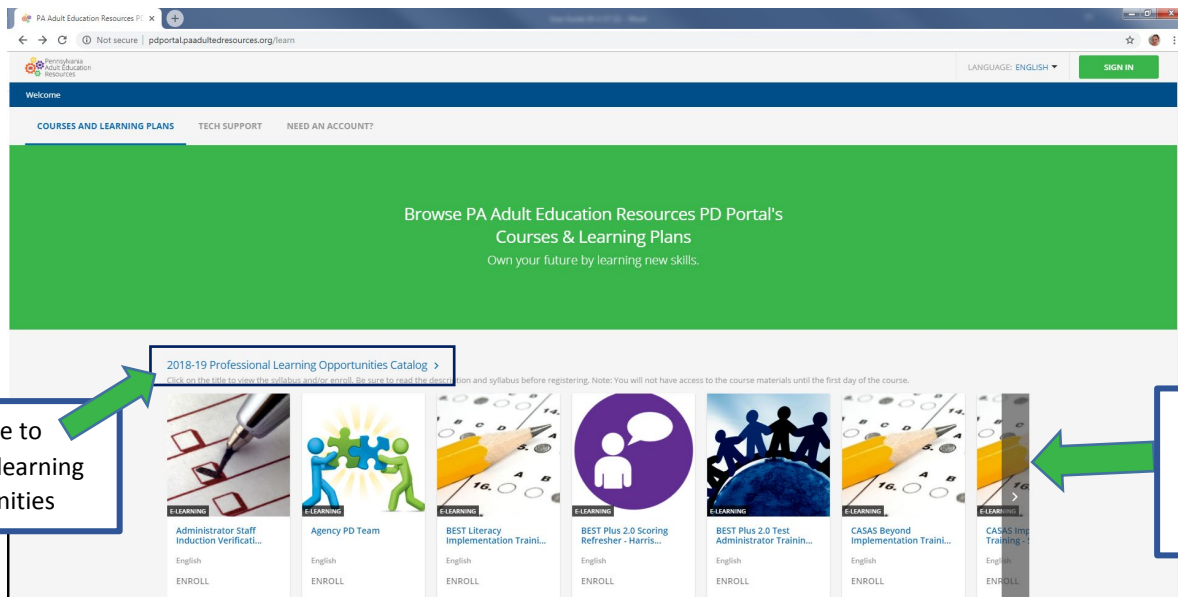
After you have logged in, follow these instructions to access the Learning Opportunities Catalog **from your dashboard.**

Click here to view **all** learning opportunities

Click here to scroll left to right to view learning opportunities
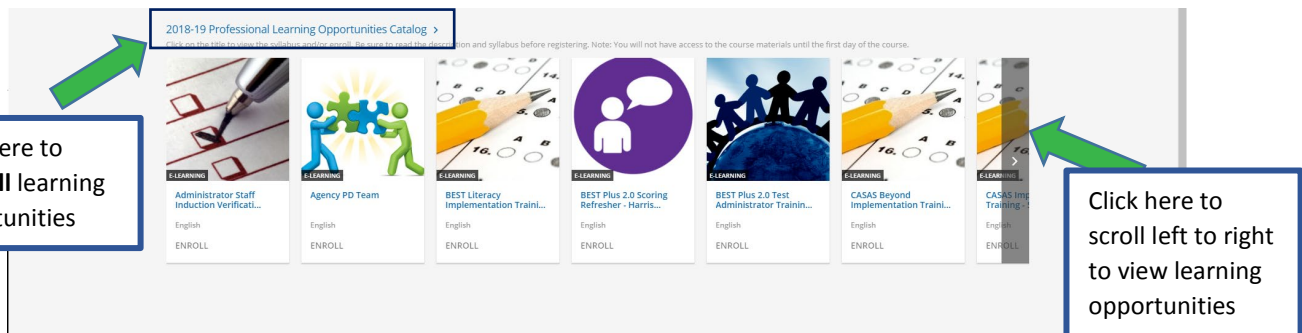
Browse the course offerings and click on a course that interests you to learn more about the offering.

Registration and Enrollment Process

1) Browse the Professional Learning Opportunities Catalog to view current offerings.
2) Review the description and **download the syllabus** to determine if this is the best professional learning opportunity for you. It's important to review the syllabus because it contains the beginning and end dates for the offering, prerequisites, assignment due dates, required webinars, and resources needed to complete the course.
3) **Get approval from your administrator** to enroll in the training.
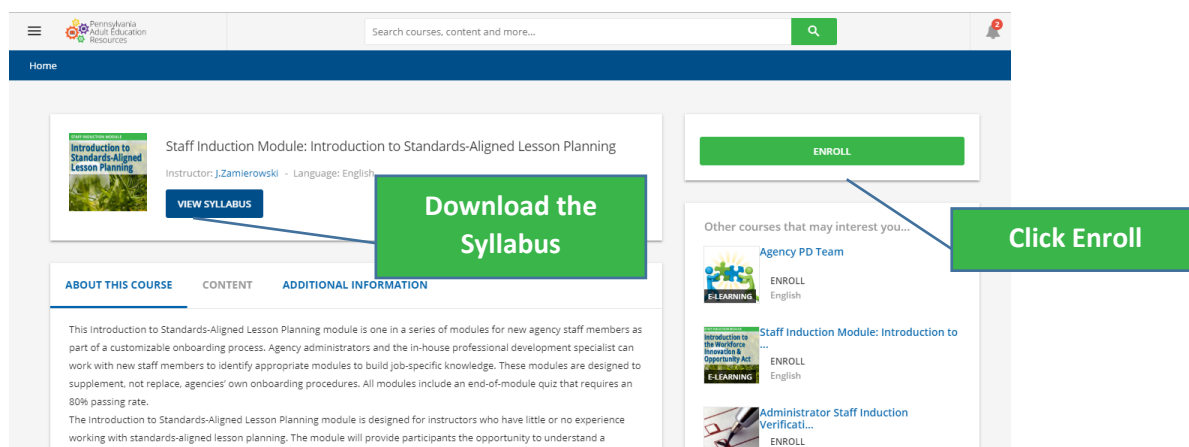

Enrolling in the Course

Click the **Enroll** button. **If the course has available space**, you will be enrolled in the course, and a notification will appear on the screen.
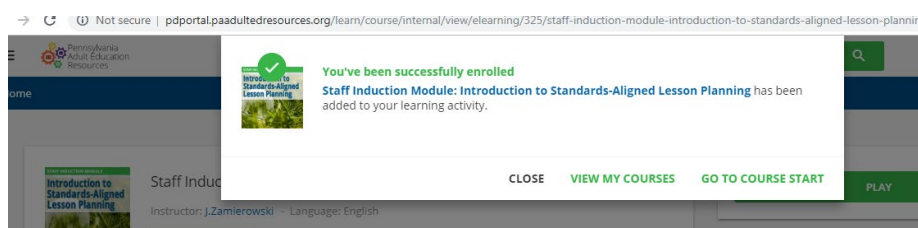
From this screen, you can **VIEW MY COURSES** or **GO TO COURSE START** immediately to begin the course.

If the course has a waitlist, a message will appear on the screen, and someone from the Professional Learning Opportunities Project will follow up with you.
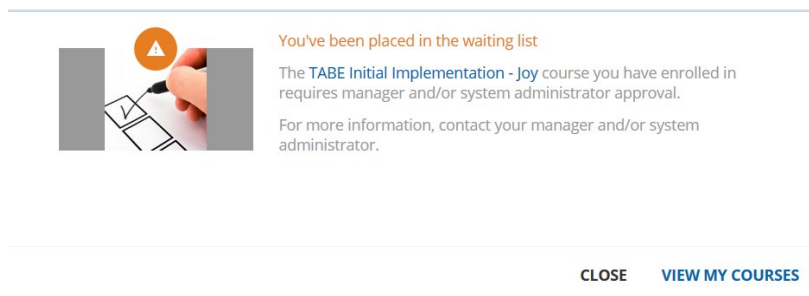
Accessing Your Course

From the home page, click on the course to access the course materials. If the course name does not appear, click on **VIEW ALL MY COURSES AND LEARNING PLANS**.

Navigating Your Course

Click "**GO TO COURSES START**" to begin learning.

Read through the Welcome screen, then click on the **Previous** and **Next** buttons to navigate through your course.

Be sure to scroll down to view other course activities, such as file resources in the File Repository area, your instructor's contact information, and discussion forums (if used by your course).

If your lesson is an interactive, online module (as shown below),
work through all sections to complete the activity.
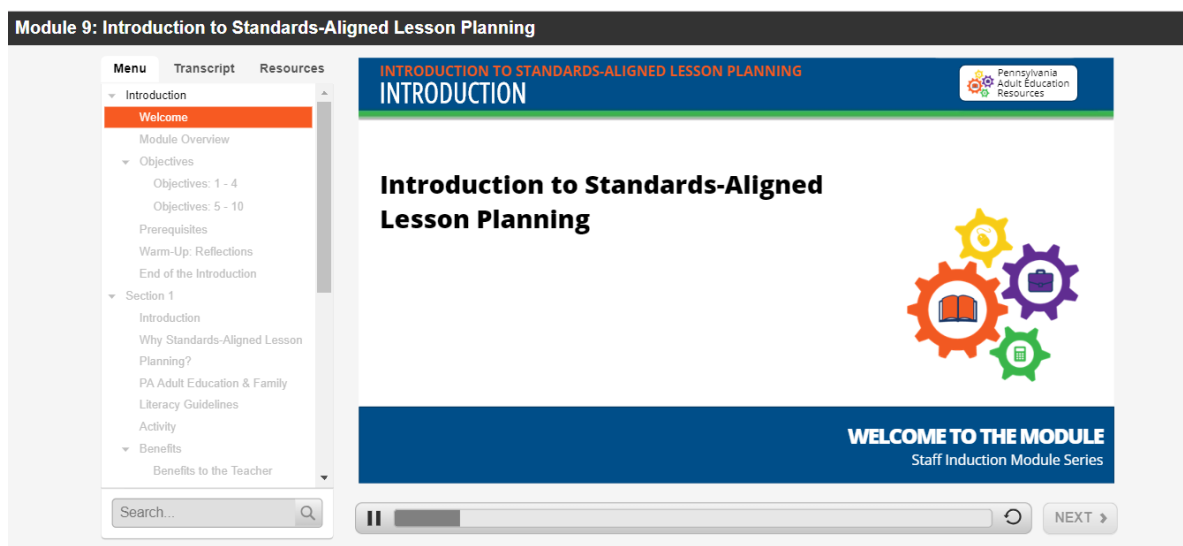
Uploading a Document

Professional learning offerings in the PD Portal often include activities where you may have to upload a certificate of completion from another course or an assignment. Below are the steps to upload a document or watch this video on how to upload a document.

1. From your course activity menu, open the desired assignment.
2. Click the area that says **Drop your file here** to open your computer's file navigator.
3. Once the file navigator is open, locate and click on the file you would like to upload.
4. When your file navigator closes, you will see a new field where you must enter your name. Type your name into the field, then click the **SUBMIT MY ASSIGNMENT** text.
5. Your file will upload, and the assignment will say "Waiting for evaluation."
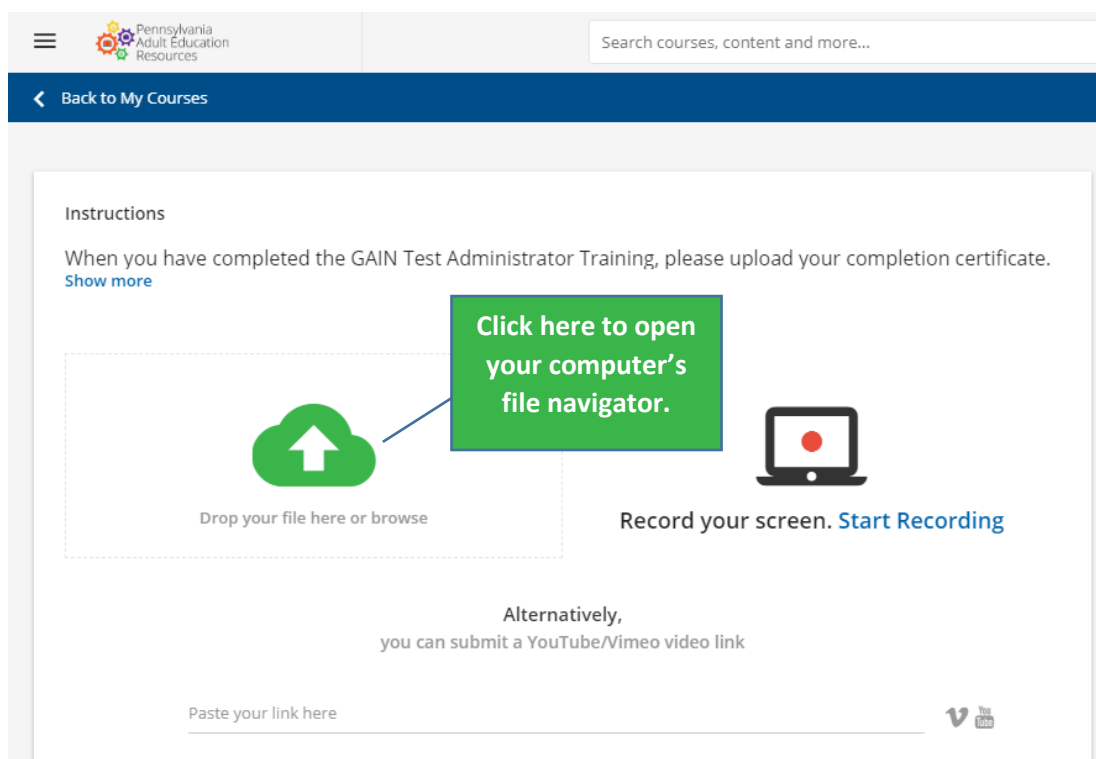
Viewing Assignment Status

4 / 4 parts completed

DOWNLOAD YOUR CERTIFICATE
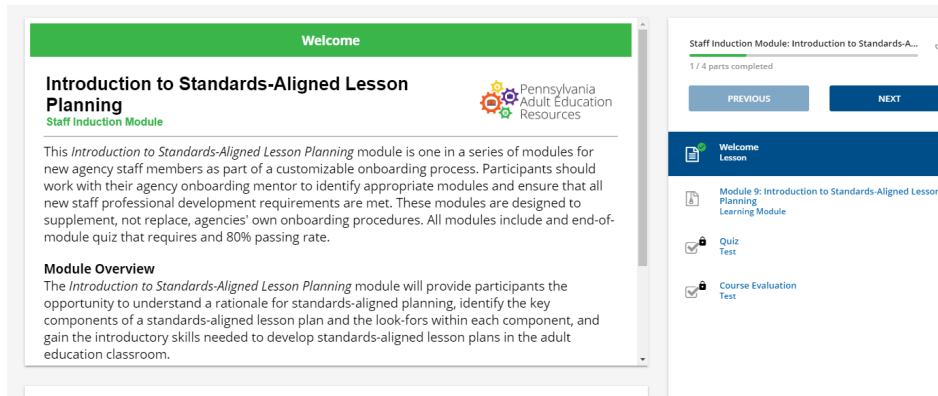
Welcome
Lesson

Module 9: Introduction to Standards-Aligned Lesson Planning
Learning Module

Quiz
Test

Course Evaluation
Test

Icon Descriptions

Staff Induction Module: Introduction to Standar...
2 / 4 parts completed — Progress tracker

– Activity is locked

– Completed

– In progress

– Completed, but did not pass or may need to be scored by the instructor

– You must complete a prior activity or activities in order to access this resource, or the resource is not available yet.

*Keep in mind that some of your activities may show as completed, but they may still need to be scored by the instructor.

Quiz Test

If the quiz you have taken contains only multiple-choice questions, your quiz will be scored automatically through the PD Portal, and the percentage will reflect the percentage of questions you answered correctly. If the quiz contains multiple-choice questions and text response questions or all text response questions, then it will require facilitator feedback before a final score posts. Facilitators grade course assignments twice weekly.

Viewing your Feedback on Uploaded Assignments

After you have uploaded your documents, your screen will look like this to indicate that your facilitator has not yet graded your assignment:

Instructions
Assignment #2a:
Creation, Implementation, and Reflection of 4 ELP-Aligned Lesson Plans
Show more

Destiny Simpson
Submitted 0 days ago   *Waiting for evaluation*

To view your score and feedback from the facilitator:

1) Click on the assignment name from the course activity menu on the right.
2) View your score in the center of the screen.
3) Click on the score to read the facilitator's feedback and access any additional resources (if provided).
4) If you need to resubmit an assignment, click on the re-submit assignment link below your score.

Instructions
Assignment #2a:
Creation, Implementation, and Reflection of 4 ELP-Aligned Lesson Plans
Show more

Destiny Simpson
Submitted 0 days ago   50/100 >

RE-SUBMIT ASSIGNMENT

Evaluated by:	Your score and status:
← **Destiny Simpson** d Evaluated on: 2 minutes ago	50/100 FAILED

Submitted files:

☁ File 1   **Your uploaded file**
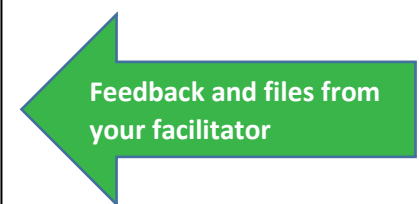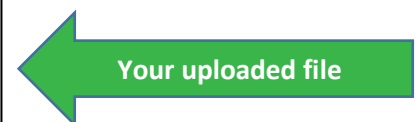
RE-SUBMIT ASSIGNMENT

Instructor comments:

Destiny Simpson
Please resubmit your assignment after viewing the document. We can also meet to discuss the assignme...
Show more

☁ deliverable_evaluation_attachment_1392.docx   **Feedback and files from your facilitator**

Leave a comment:

Write your comment here.

Posting to the Forums (Discussion Boards)

Some courses offered by Professional Learning Opportunities include discussion forums which are designed to foster conversation among participants about various course topics. To see how to participate in discussion forums, follow the steps below or watch this video on how to post to the discussion forum.

In courses that contain discussion forums, the **Forums** section is always located below the course activity menu.

1. To join a conversation, click on any of the course topics located in the **Forum** column.
2. Clicking on the **Forum** column takes you to a new page where you can select your discussion of choice from the **Discussions** column.
3. You will again be taken to a new page where you can add your own comment to the discussion by clicking the **Reply** button located in the upper left corner of the screen, or you can reply directly to another participant's response by clicking the **Reply** text located under his or her response.

   It is important to post and respond to discussion forums in a timely manner and to revisit forums to review other course participants' feedback.

4. Whether you elect to write your own response or to reply to another participant's response, when you click **Reply**, a text editing box will open.
5. Type your response into the text editor, then click the **Save Changes** button to post your response.

Forum Assignment 1.2

Click to start a new discussion thread on a new topic.

Click to read and reply to discussion board posts.

Start a new discussion

Description
Discussion for Assignment 1.2

Discussions available in forum

DISCUSSIONS	POSTS	AUTHOR	NUMBER OF VIEWS	LAST MESSAGE.
Assignment 1.2 Discussion	0	mdm151@psu.edu	4	9/20/2017 11:30:52 am Assignment 1.2 Discussion from: **mdm151@psu.edu**

To reply to your instructor's prompt, click on the **Reply** button. To respond to a classmate's posting, click on the **Reply** button **below** his/her post.

Assignment 1.2 Discussion

Click to reply to your instructor's prompt.

Reply

Sort by   Post date (ascending)

Displaying 1-1 of 1 result.

Michael McCarty

Replies: 0

Posted on: 9/20/2017 11:30:52 am

Click reply to describe the data collection process at your agency in the area below.

Reply   Quote

Click to reply directly to a classmate's posting.

UPLOAD FILE
Max. file size 3 MB

Course Evaluation

Course Evaluation

Please submit this course evaluation in order to receive credit for completing the module.

☑	⏱	☑	?	⊕	⊠
0	**No**	**0**	**13**	**Unlimited**	**Yes**
Pass Mark	Time limit	Maximum Score	No. of questions	No. of attempts	Test can be resumed later

You will **not** receive a certificate of completion unless you submit the course evaluation.

Course Evaluation

✓ Waiting for final grade...

RETAKE THE TEST

BACK TO COURSE

Downloading a Certificate of Completion

Follow the directions below or watch this video on how to download a certificate.

Immediately after completing a course, you have the option to **DOWNLOAD YOUR CERTIFICATE**.

You can also access your certificates from the **Menu** icon. Click on the **Menu** icon on the top left side of the screen. This icon looks like three horizontal lines.
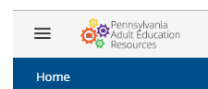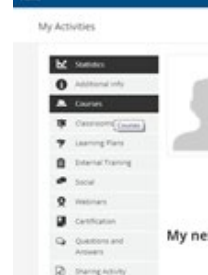
Click on **My Activities**.
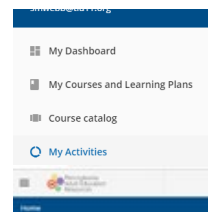
Click on **Courses**.

On the right of side of the course information row, you should see an icon that looks like a certificate.

Click on this icon to download your certificate.
If you do not see the certificate icon, please contact your course instructor to ensure that you have completed all of the course requirements.

Open the downloaded copy. Save an electronic copy and print a paper copy also.

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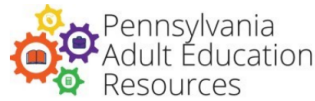
This certifies that   **YOU**   completed

**Staff Induction Module: Introduction to Standards-Aligned
Lesson Planning**

Joy Zamierowski   2/3/19   0.00

Receiving Act 48 Credit

Act 48 credit is awarded quarterly for each activity when all of the following criteria are met:

- The professional learning offering is eligible for Act 48 credit.
- The participant has completed all course activities, including the evaluation, and is marked as **Completed** in the PD Portal.
- A PPID# has been entered into the PD Portal for the user.

Please contact the PD Portal Tech Support at pdportal@tiu11.org if you have any questions about Act 48 credit.

Course Questions

Once you're participating in the course, questions about the course content should be directed to the instructor using the contact information on your course syllabus.

For more frequently asked questions:

http://www.paadultedresources.org/pd-portal-faq/

Questions about the PD Portal or technical assistance:

Please email pdportal@tiu11.org or call 717-248-4942 ext. 154. Tech Support will respond to your request within one business day.