

User Guide

PA Adult Education Resources PD Portal

Table of Contents

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

Logging in	2
Customizing Your Profile.....	2
Viewing the Professional Learning Opportunities Catalog	3
Registration and Enrollment Process.....	4
Enrolling in the Course	4
Accessing Your Course	5
Navigating Your Course.....	5
Viewing Assignment Status.....	8
Viewing Your Feedback on Uploaded Assignments.....	9
To view your score and feedback from the facilitator:.....	9
Posting to the Forums (Discussion Boards)	10
Course Evaluation	11
Downloading a Certificate of Completion	11
Receiving Act 48 Credit	13
Course Questions	13
For more Frequently Asked Questions:	13
Questions about the PD Portal or technical assistance:	13



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

Logging in

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

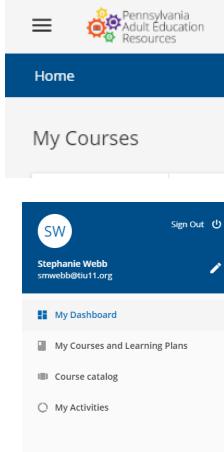


The screenshot shows the login page of the PA Adult Education Resources PD Portal. At the top, there is a logo for Pennsylvania Adult Education Resources. To the right of the logo are buttons for 'LANGUAGE: ENGLISH' and 'SIGN IN'. Below the logo, there is a 'Welcome' message and navigation links for 'COURSES AND LEARNING PLANS', 'TECH SUPPORT', and 'NEED AN ACCOUNT?'. A large green banner in the center of the page reads: 'Browse PA Adult Education Resources PD Portal's Courses & Learning Plans Own your future by learning new skills.'

Username: _____ (email address)

Password: _____ (default is changeme)

Customizing Your Profile



The screenshot shows the dashboard of the PA Adult Education Resources PD Portal. On the left is a sidebar with 'Home' and 'My Courses' options. The main content area shows a user profile for 'Stephanie Webb' with the email 'swebb@iu11.org'. Below the profile are navigation links: 'My Dashboard', 'My Courses and Learning Plans', 'Course catalog', and 'My Activities'.

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.

PA Adult Education Resources PD Portal's Courses & Learning Plans

Own your future by learning new skills.

2018-19 Professional Learning Opportunities Catalog >

Click on this title to view the syllabus and/or enrol. Be sure to read the description and syllabus before registering. Note: You will not have access to the course materials until the first day of the course.

 Administrator Staff Induction Verification English ENROLL	 Agency PD Team English ENROLL	 BEST Literacy Implementation Training English ENROLL	 BEST Plus 2.0 Scoring Refresher - Harrisburg English ENROLL	 BEST Plus 2.0 Test Administrator Training English ENROLL	 CASAS Beyond Implementation Training English ENROLL	 CASAS Imp Training English ENROLL
---	---	--	---	--	---	---

After you have logged in, follow these instructions to access the Learning Opportunities Catalog from your dashboard.

PA Adult Education Resources PD Portal

Home

My Courses

FILTERS

Search within results...

Stephanie Webb
smwebb@iu11.org

Sign Out

My Dashboard

My Courses and Learning Plans

Course catalog

My Activities

2018-19 Professional Learning Opportunities Catalog >

Click on this title to view the syllabus and/or enrol. Be sure to read the description and syllabus before registering. Note: You will not have access to the course materials until the first day of the course.

 Administrator Staff Induction Verification English ENROLL	 Agency PD Team English ENROLL	 BEST Literacy Implementation Training English ENROLL	 BEST Plus 2.0 Scoring Refresher - Harrisburg English ENROLL	 BEST Plus 2.0 Test Administrator Training English ENROLL	 CASAS Beyond Implementation Training English ENROLL	 CASAS Imp Training English ENROLL
---	---	--	---	--	---	---

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.

The screenshot shows a course listing for 'Staff Induction Module: Introduction to Standards-Aligned Lesson Planning'. The course is taught by J.Zamierowski in English. A large green button labeled 'Download the Syllabus' is overlaid on the course card. To the right, a sidebar shows other courses and a large green button labeled 'Click Enroll'.

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.

The screenshot shows a confirmation message: 'You've been successfully enrolled' for the 'Staff Induction Module: Introduction to Standards-Aligned Lesson Planning'. The message is displayed in a green box. Below the message, there are buttons for 'CLOSE', 'VIEW MY COURSES', 'GO TO COURSE START', and 'PLAY'.

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.

The screenshot shows a message: 'You've been placed in the waiting list' for the 'TABE Initial Implementation - Joy' course. The message indicates that manager and/or system administrator approval is required. Below the message, there are buttons for 'CLOSE' and 'VIEW MY COURSES'.

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**.

My Courses

Search courses, content and more...

FILTERS A-Z

Administrator Staff Induction Verificati... **NEW**
Agency PD Team **NEW**
GAIN Test Administrator Training - Sprin... **NEW**
Introduction to eData v2 for Adult Educa... **NEW**

English | Learner ... English | Learner ... English | Learner ... English | Learner ...

IT INDUCTION MODULE **NEW**
Introduction to Standards-Aligned Lesson Planning
Staff Induction Module: Introduction to ... **IN PROGRESS**
Supporting Adult Learner Transition: The...

English | Learner ... English | Instructor ...

VIEW ALL MY COURSES AND LEARNING PLANS

My Profile

SW
Stephanie Webb
smwebb@tiu11.org
CHANGE PASSWORD MY ACTIVITIES MY PROFILE

Helpful Resources

- PA Adult Education Resources website
- Pennsylvania Department of Education website
- PD Portal User Guide

Contact Us

For questions about your professional learning offering, please contact your facilitator.
For technology questions, please contact Bethaney Coldren at pdportal@tiu11.org or 717-248-4942 ext. 154.

Navigating Your Course



Click “GO TO COURSES START” to begin learning.

Here's where you left off: **Module 9: Introduction to Standards-Aligned Lesson Planning**

GO TO COURSE START

RESUME WHERE YOU LEFT OFF

Staff Induction Module: Introduction to Standards-A... **1 / 4 parts completed**

GO TO COURSE START

RESUME WHERE YOU LEFT OFF

Welcome Lesson

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

Quiz Test

Course Evaluation Test

File repository area

Search all branches...

Course Syllabus

PD Portal User Guide

Instructor(s)

Joy Zamierowski

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."

The screenshot shows a web-based assignment submission interface. At the top, there is a header with the Pennsylvania Adult Education Resources logo and a search bar. Below the header, a blue navigation bar includes a 'Back to My Courses' link. The main content area has a white background. It features a section titled 'Instructions' with the text: 'When you have completed the GAIN Test Administrator Training, please upload your completion certificate.' followed by a 'Show more' link. To the left of this text is a dashed box containing a green cloud icon with an upward arrow and the text 'Drop your file here or browse'. To the right of the text is a green box with the text 'Click here to open your computer's file navigator.' A blue line points from this text to the 'Drop your file here or browse' box. To the right of the green box is a small icon of a tablet with a red dot on the screen and the text 'Record your screen. Start Recording'. Below these options is a section titled 'Alternatively,' with the sub-instruction: 'you can submit a YouTube/Vimeo video link'. A text input field labeled 'Paste your link here' is provided, with a YouTube and Vimeo icon to its right. The bottom of the page has a red horizontal bar.

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 Standard... 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:
 Destiny Simpson
d
Evaluated on: 2 minutes ago

Your score and status:
! 50/100 FAILED

Submitted files:
 File 1

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

Leave a comment:
 Write your comment here.

Your uploaded file

Feedback and files from your facilitator

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.

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

Click to read and reply to discussion board posts.

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.

Click to reply to your instructor's prompt.

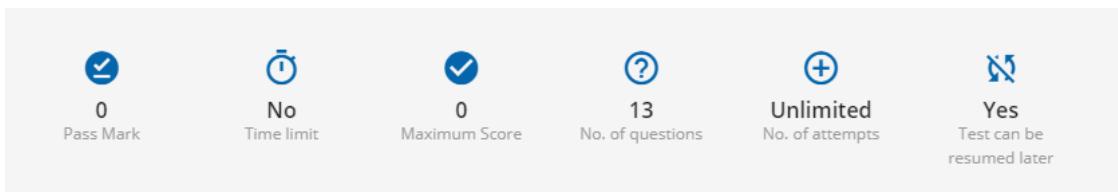
Click to reply directly to a classmate's posting.

Course Evaluation

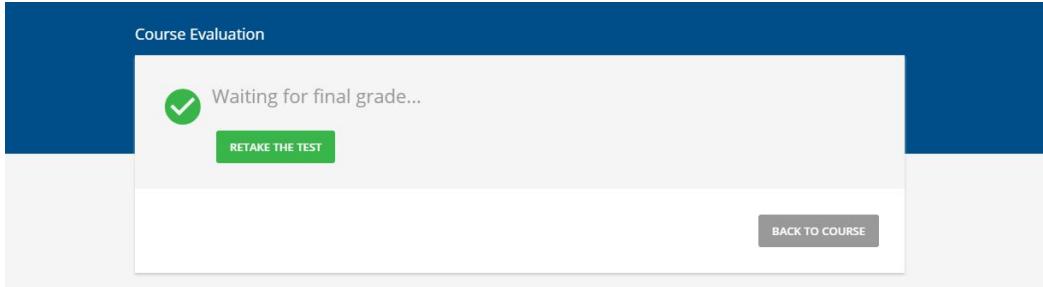


Course Evaluation

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



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



Downloading a Certificate of Completion



Follow the directions below or [watch this video on how to download a certificate](#).

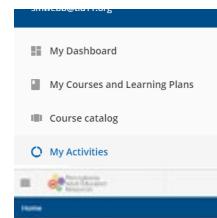
Immediately after completing a course, you have the option to **DOWNLOAD YOUR CERTIFICATE**.

The screenshot shows a course completion summary for 'Staff Induction Module: Introduction to Standards-Aligned Lesson Planning'. The summary indicates '4 / 4 parts completed' and features a trophy icon. A green arrow points to the 'DOWNLOAD YOUR CERTIFICATE' button on the right side of the page.

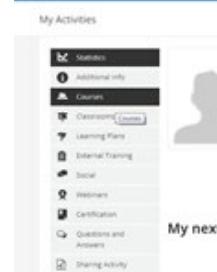
You can also access your certificates from the **Menu** icon. Click on the **Menu** icon on the top left side of the screen. This icon looks like three horizontal lines.



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.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED DATE	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
2018-19	Agency PD Team	COMPLETED	1/26/2019	1/26/2019		0s		
2018-19	Administrator Staff Induction Verification	SUBSCRIBED	1/26/2019	6/30/2019		0s	0.00	
2018-19	Staff Induction Module: Introduction to Standards-Aligned Lesson Planning	COMPLETED	1/26/2019	5/31/2019	2/3/2019	0h 52m	0.00	
2018-19	Supporting Adult Learner Transition: The Role of the ACT 48 Student Support Coordinator	IN PROGRESS	12/20/2018	3/1/2019		8.50	0s	0.00
2018-19	Introduction to eData v2 for Adult Education - February 2019	SUBSCRIBED	1/26/2019	3/12/2019		5.00	0s	0.00



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.



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.paaadultedresources.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.