

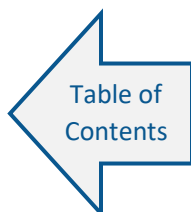
User Guide

PA Adult Education Resources PD Portal

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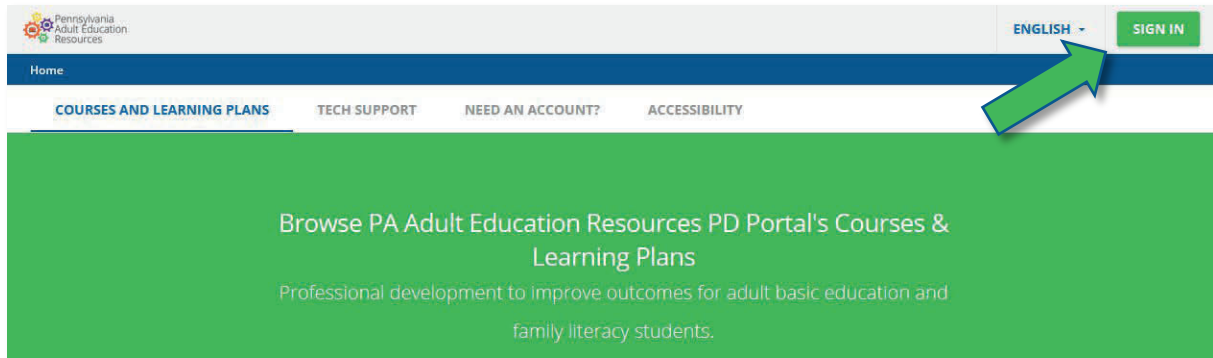
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Logging in

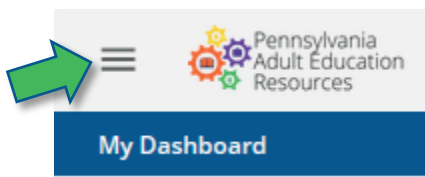
Go to: <https://pdportal.paadulthoodresources.org>



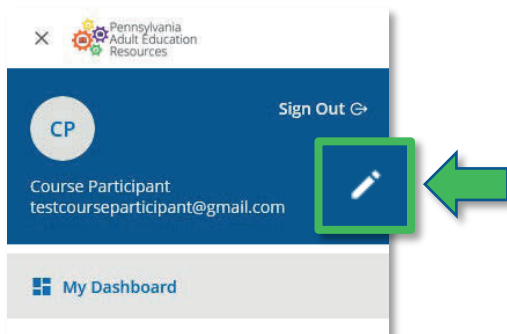
Username: _____ (email address)

Password: _____ (default is changeme)

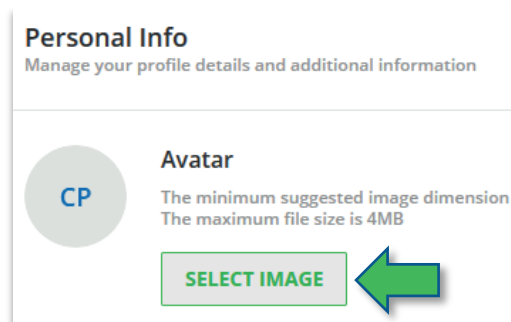
Customizing Your Profile



1. Click the **menu icon** in the upper left corner of your screen to access the menu.



2. Click on the **pencil icon** to edit your personal info.



3. Click **Select Image** 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 on the title of the catalog to open it so you can see ALL courses.

Click here to open the Professional Learning Opportunities Catalog

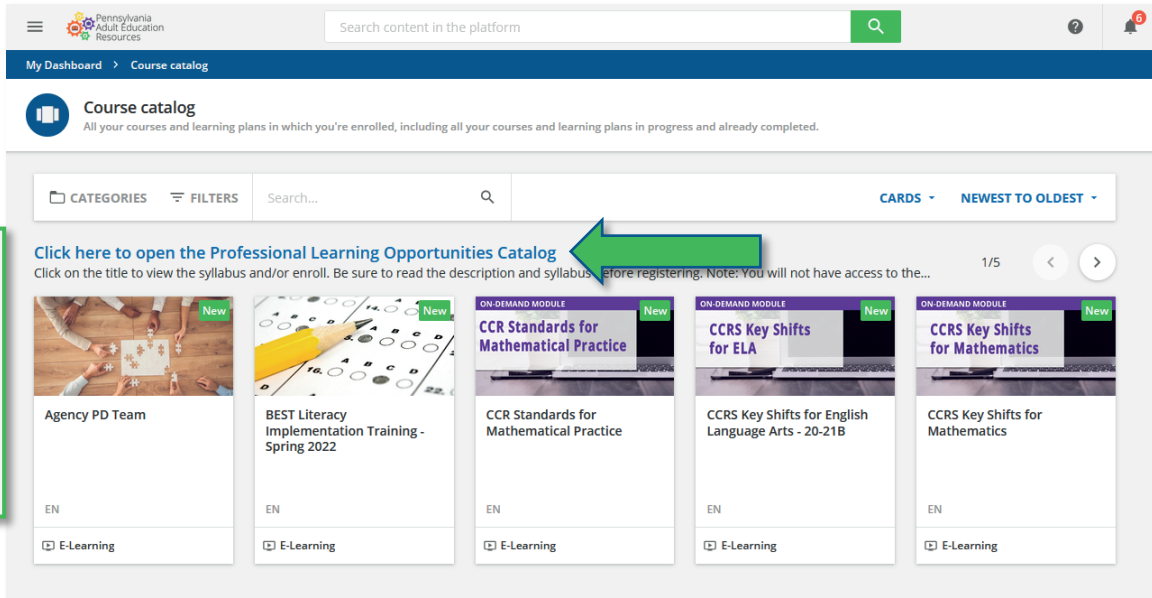
If you have already logged in, follow these steps to navigate to the Professional Learning Opportunities Catalog from your dashboard.

1. Click the **menu icon** in the upper left corner of your screen to access the menu.

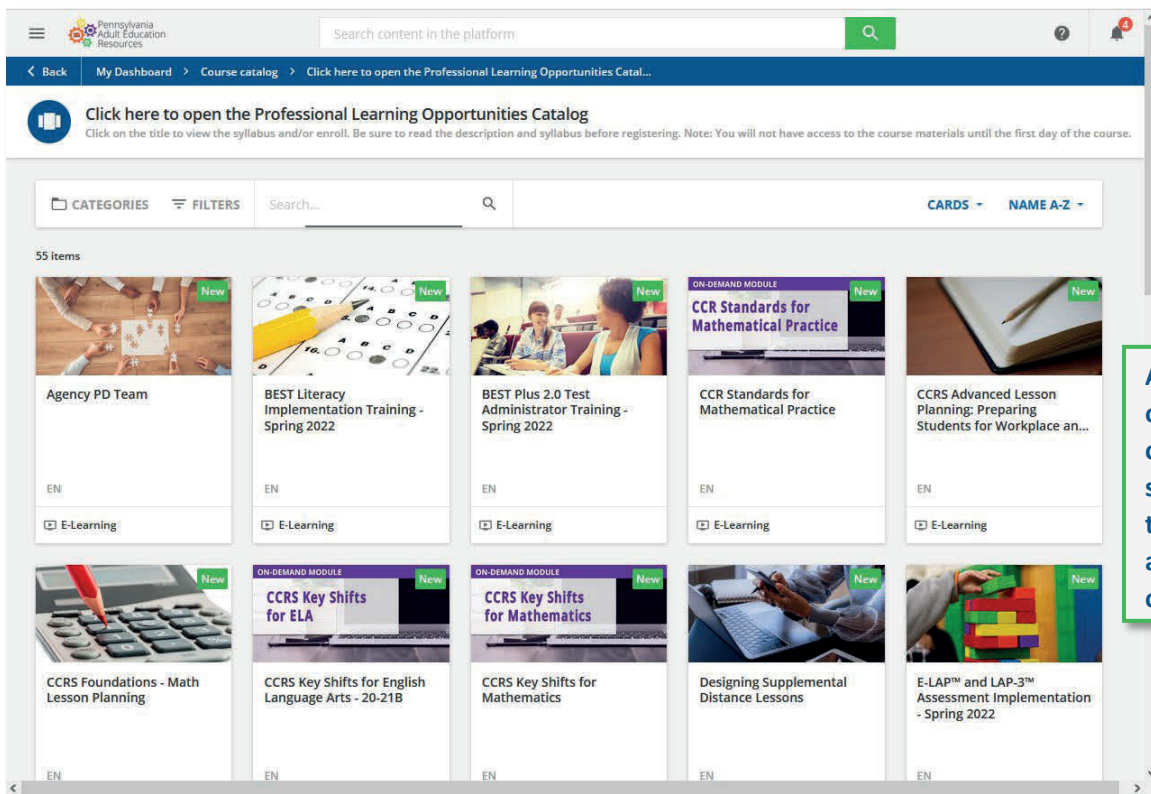
2. Click on **Course Catalog**.

On the catalog page, click on the title of the catalog to open it so you can see **all** the courses.

Click on the title of the catalog to open it so you can see ALL courses.



After you open the catalog, scroll down to see all the available courses. Click on a course that interests you to learn more about the offering.



Registration and Enrollment Process

Follow the steps below or [watch this video on how to enroll in a course](#).

1. Browse the Professional Learning Opportunities Catalog to view current offerings.
2. Click on a course that interests you to learn more about the offering.
3. Review the description. Click the **Preview** button to **download the syllabus** to determine if this is the best professional learning opportunity for you. It's important to review the syllabus because it lists the start date for the offering, any prerequisites, assignment due dates, required webinars, and resources needed to complete the course.
4. **Get approval from your administrator** to enroll in the training.

The screenshot shows a course page for "Strategies for Working With Students With Learning Differences". At the top, there are tabs for "E-Learning" and "ENGLISH". A "PREVIEW" button is highlighted with a callout: "Click Preview to download the syllabus." On the right side, there is an "ENROLL" button highlighted with a callout: "Click Enroll." Below the "ENROLL" button, there is a section for "Enrollment Options" and "Course Details". The "Course Description" section contains text about the course's design for adult basic education (ABE), adult secondary education (ASE), and English as a second language (ESL) instructors and classroom aides. The "Course Details" section includes "Time to Complete: Unlimited Access" and "Credits (CEUs)".

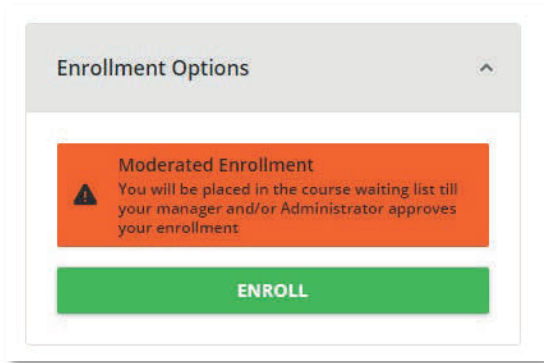
Enrolling in the Course

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 choose **GO TO MY COURSES** to see all the courses in which you are enrolled or **START LEARNING** to visit the course. For on-demand courses and modules, you can immediately begin working in the course. For courses with a specific start date, the course materials and activities will become available on the course start date.

The screenshot shows a notification titled "Enrollment Successful". The text reads: "You have been enrolled in the course Strategies for Working With Students With Learning Differences". At the bottom, there are two buttons: "GO TO MY COURSES" and "START LEARNING".

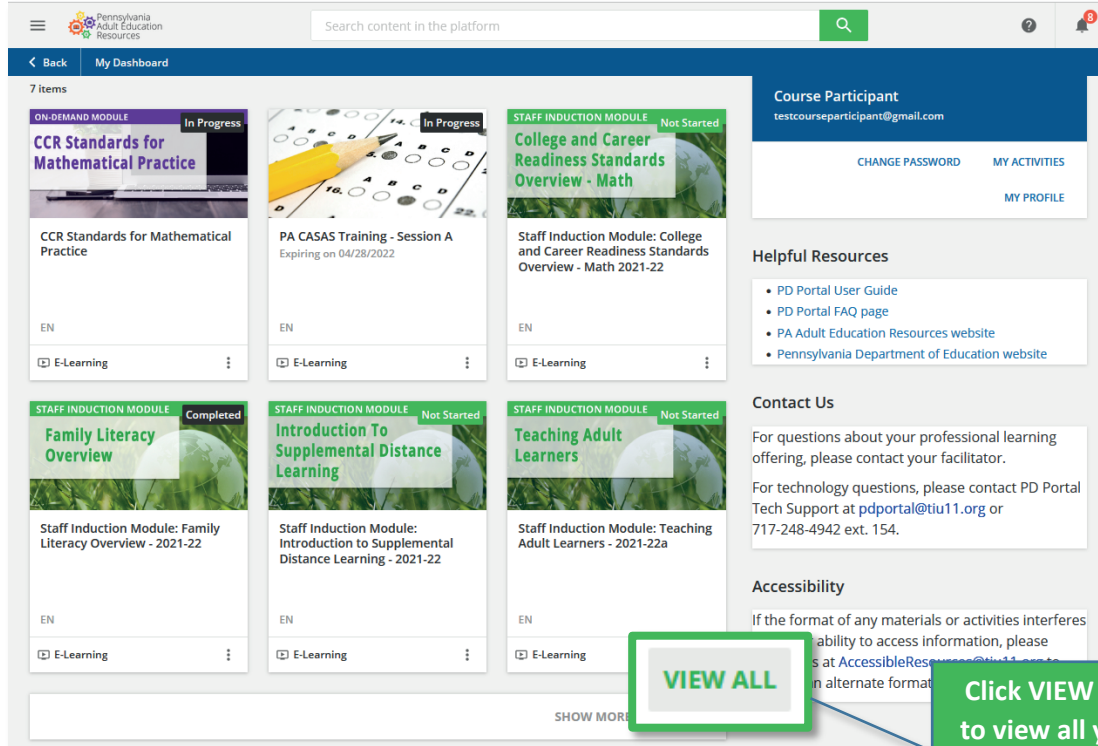
If the course you want to enroll in requires approval or has a waiting list, you will see a message letting you know that you will be placed on a waiting list until your enrollment is approved. Click the **ENROLL** button.



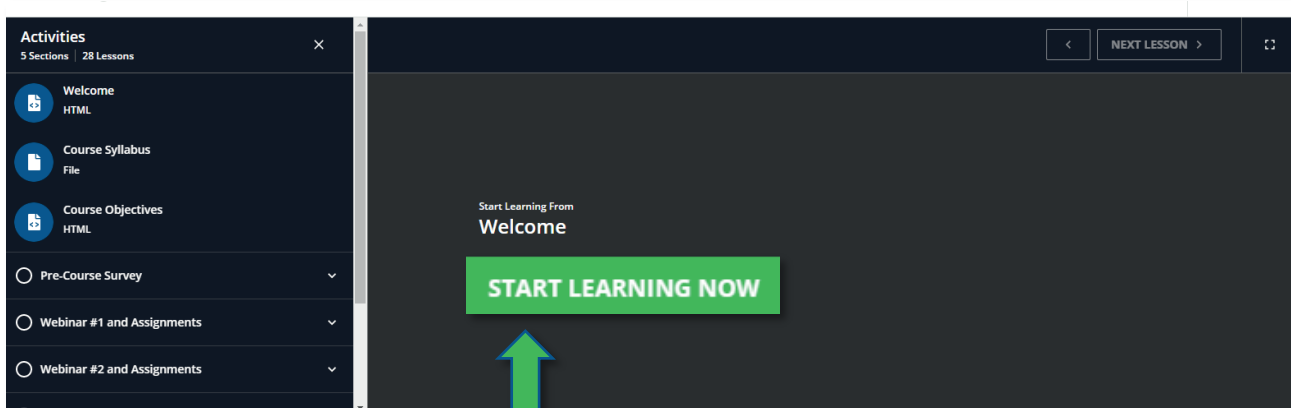
A message will appear on the screen. Someone from the Professional Development System will follow up with you.

Accessing Your Course

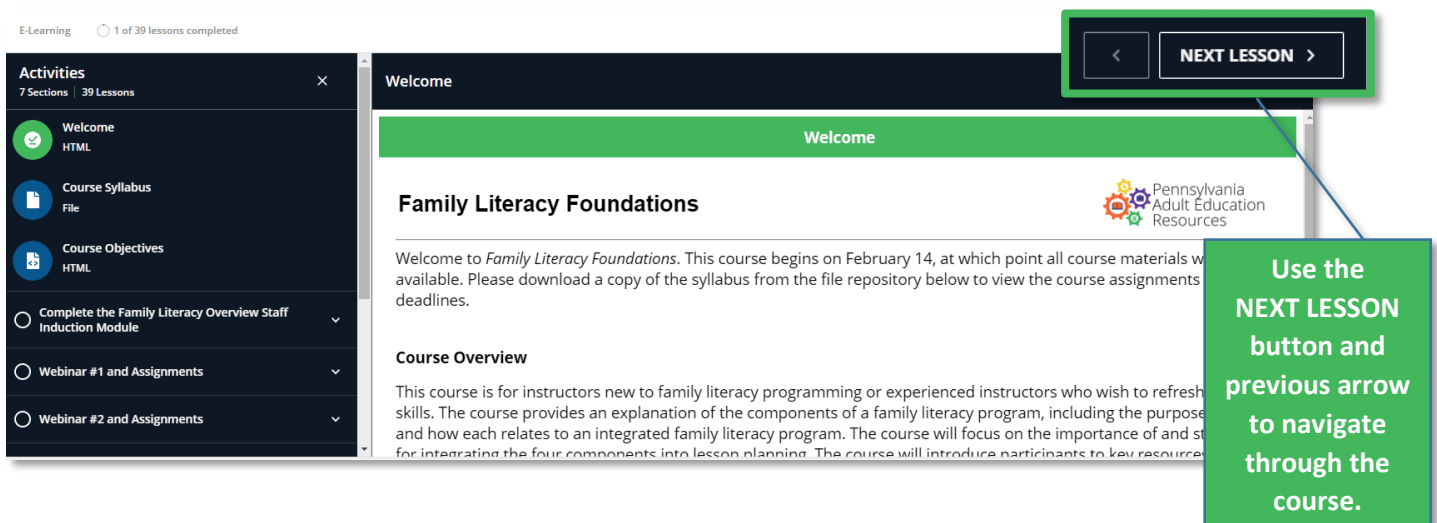
From your Dashboard, click on the course. If you don't see the course name, click on **VIEW ALL** at the bottom of the screen to view **all** the courses in which you are enrolled.



Navigating Your Course



Click the **Start Learning Now** button to begin your course.



Use the **NEXT LESSON** button and previous arrow to navigate through the course.

The Welcome screen provides important information about your course, including the course start date, your facilitator's name and email address, and contact information for technical support. Be sure to download the syllabus before your course begins and save it or print it to help you keep track of assignments, any required meetings or webinars, and due dates.

REPOSITORY INSTRUCTORS

Search All Folders...

- Course Syllabus
- NCFL Lesson 3
- ESL Lesson Speaking and Listening

1 - 3 of 7

Course Instructors
1 Instructor

Dyan Schauer
Email

Be sure to scroll down to view other course activities, such as your instructor's contact information and files in the course Repository.

You may need to click the arrows in the lower right corner of the Repository to view all the items.

If your lesson is an interactive module, as shown below, work through all the sections to complete the activity. If you stop the module and start it again later, the system will ask you if you want to resume where you left off.

Menu Transcript Resources

- Introduction
 - Welcome
 - Navigation Tips
 - Module Overview
 - Objectives: 1 - 4
 - Objectives: 5 - 8
 - Activity: What is your familiarity with CCRS?
 - End of Introduction
- Why Use the CCRS?
 - Why use the CCRS?
 - CCRS General Information
 - College and Career Readiness
 - The Workforce Innovation and Opportunity Act
 - Adult Education and Family Literacy Guidelines
 - Adult Education and Family

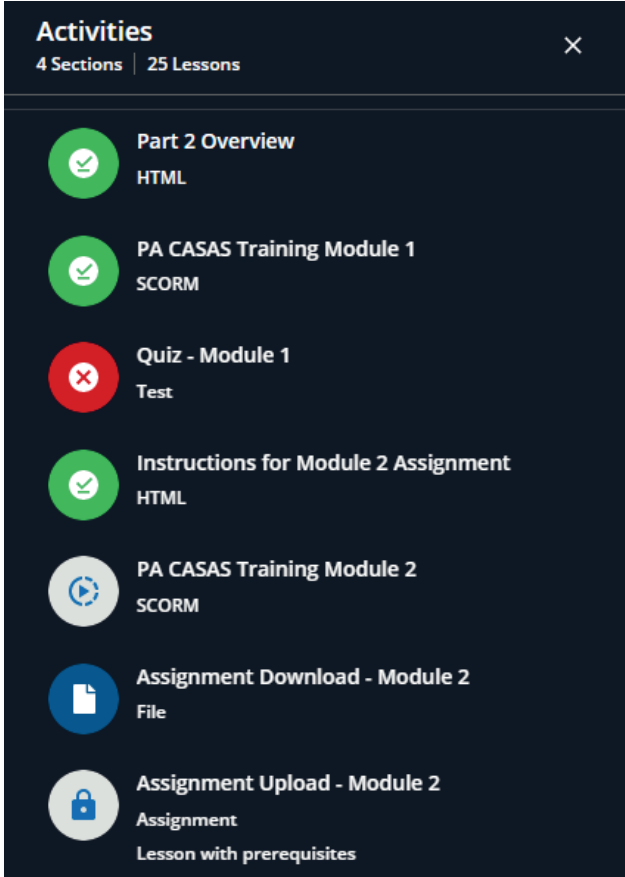
College and Career Readiness Standards Overview: Math
INTRODUCTION

College and Career Readiness Standards Overview: Math








WELCOME TO THE MODULE
Staff Induction Module Series

Search... [Speaker] [Pause] [Progress Bar] [Refresh] [PREV] [NEXT]

Viewing Assignment Status



Activities
4 Sections | 25 Lessons

-  Part 2 Overview
HTML
-  PA CASAS Training Module 1
SCORM
-  Quiz - Module 1
Test
-  Instructions for Module 2 Assignment
HTML
-  PA CASAS Training Module 2
SCORM
-  Assignment Download - Module 2
File
-  Assignment Upload - Module 2
Assignment
Lesson with prerequisites

Icon Descriptions



A **green icon with a check mark** means the activity is completed.



A **red icon with an x** means the activity was completed but did not receive a passing score or still needs to be graded by the instructor.



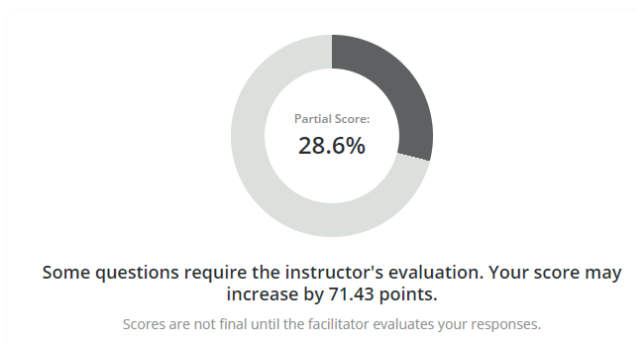
A **gray icon with a dotted line** means the activity is in progress.



A **blue icon** means you have not started the activity.



The **lock symbol** means the activity is not available yet or you must complete other activities to unlock that activity.

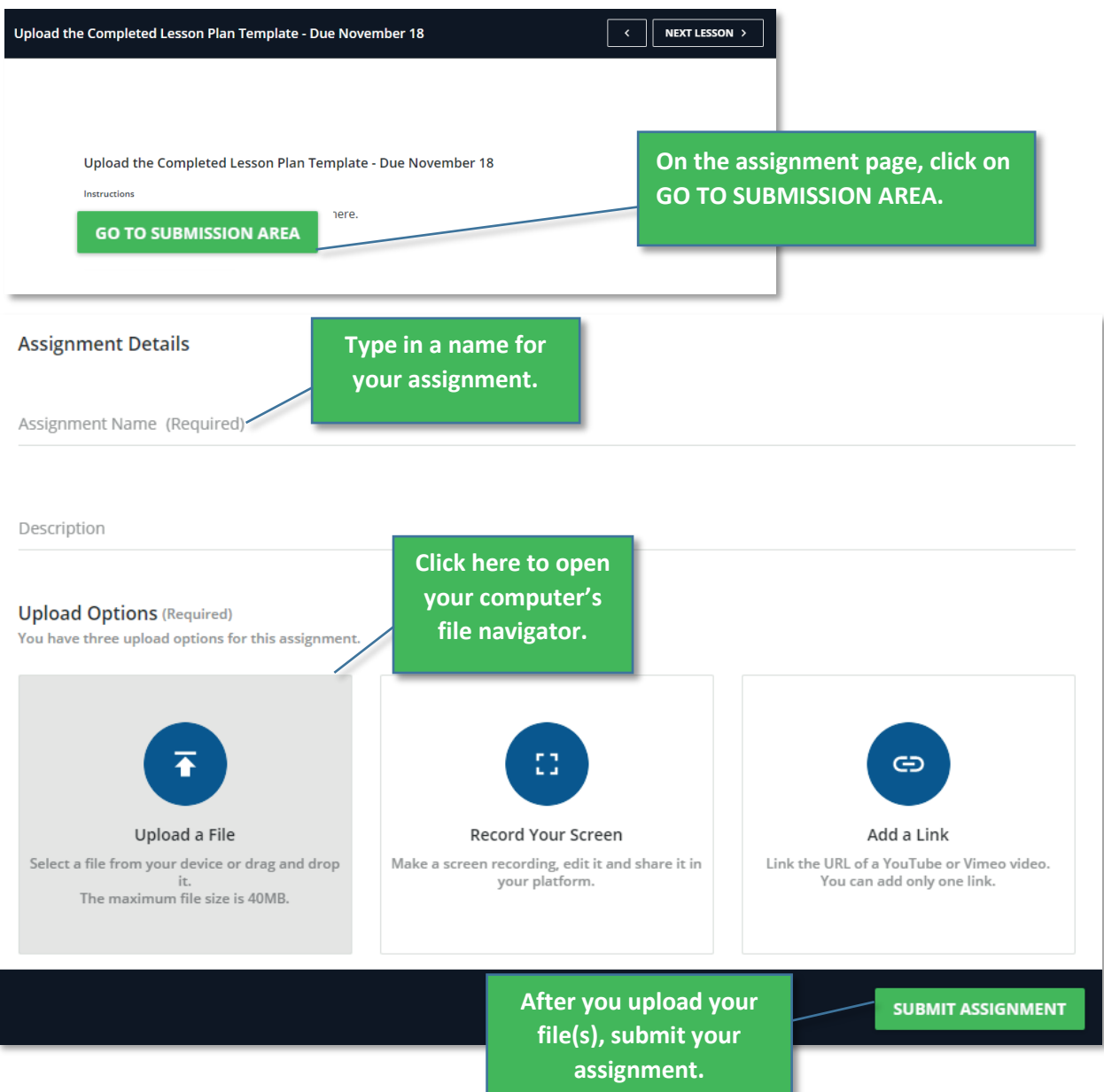


A Note About Quiz Scores: *If a quiz you have taken includes only multiple-choice questions, your quiz will be scored automatically through the PD Portal, and the percentage will reflect the percentage of questions you answered correctly. If the quiz includes multiple-choice questions and text response questions or all text response questions, then it will require facilitator grading before a final score posts. Facilitators grade course assignments within three to five business days.*

Uploading a Document

Professional learning opportunities in the PD Portal often include activities where you may need to upload an assignment or a certificate of completion from another course. 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 green button that says **GO TO SUBMISSION AREA**.
3. Type in a name for your assignment where it says **Assignment Name**.
4. Click on the **Upload a File** button. Once your file navigator is open, locate and double-click on the file you would like to upload. The file will upload.
5. Click the green **SUBMIT ASSIGNMENT** button to finish submitting your assignment.
6. The assignment screen will say “Assignment is in evaluation. Wait for your final score.”

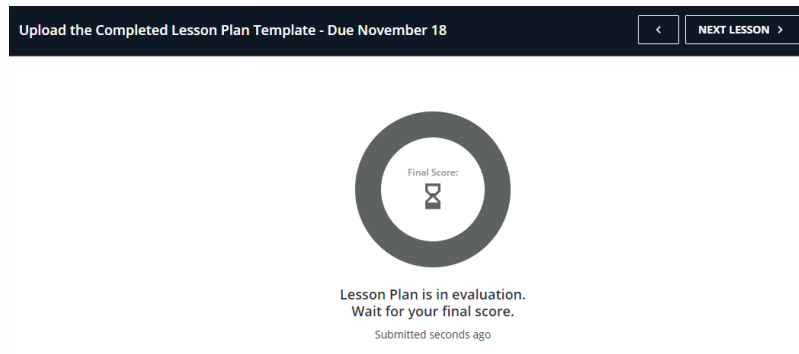


The screenshot shows the assignment submission page for "Upload the Completed Lesson Plan Template - Due November 18". It includes a navigation bar with a "NEXT LESSON" button. The main content area has several sections:

- Instructions:** A green callout box points to the "GO TO SUBMISSION AREA" button with the text: "On the assignment page, click on GO TO SUBMISSION AREA."
- Assignment Details:** A green callout box points to the "Assignment Name (Required)" field with the text: "Type in a name for your assignment."
- Description:** A green callout box points to the "Upload Options (Required)" section with the text: "Click here to open your computer's file navigator."
- Upload Options:** Three options are shown: "Upload a File" (selected), "Record Your Screen", and "Add a Link".
- Submission:** A green callout box points to the "SUBMIT ASSIGNMENT" button with the text: "After you upload your file(s), submit your assignment."

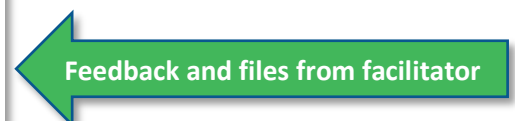
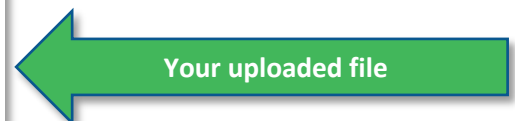
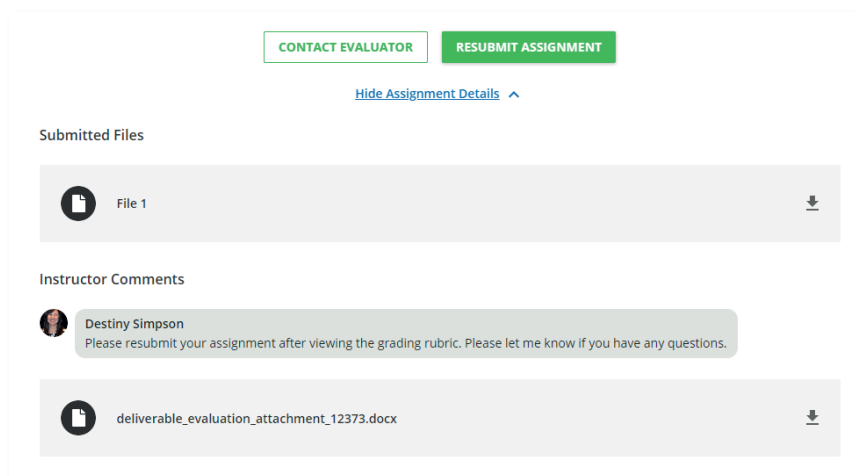
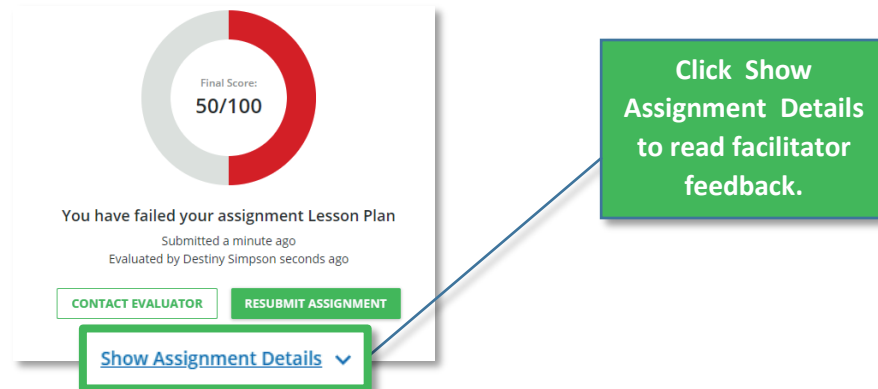
Viewing Your Feedback on Uploaded Assignments

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



To view your score and feedback from the facilitator:

1. Click on the assignment name from the course activity menu on the left.
2. View your score in the center of the screen.
3. Click on **Show Assignment Details** to read the facilitator's feedback and access any additional resources (if provided).
4. If you need to resubmit an assignment, click on the **RESUBMIT ASSIGNMENT** button below your score.



Posting to the Discussion Forums

Some courses offered in the PD Portal 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 a discussion forum](#).

Locating a Discussion

Option 1: You will be provided with a direct link to a discussion within your course activities. This is a quick shortcut that takes you directly to a discussion where you can join in the conversation.

Discussion Forum #1: Student-Centered Approach to Goal Planning
 Due October 7, 2021

Throughout the course, there will be multiple discussion forum posting assignments where you will post a response to the forum, as well as respond to the postings of others enrolled in the course.

Your first discussion will involve the following:

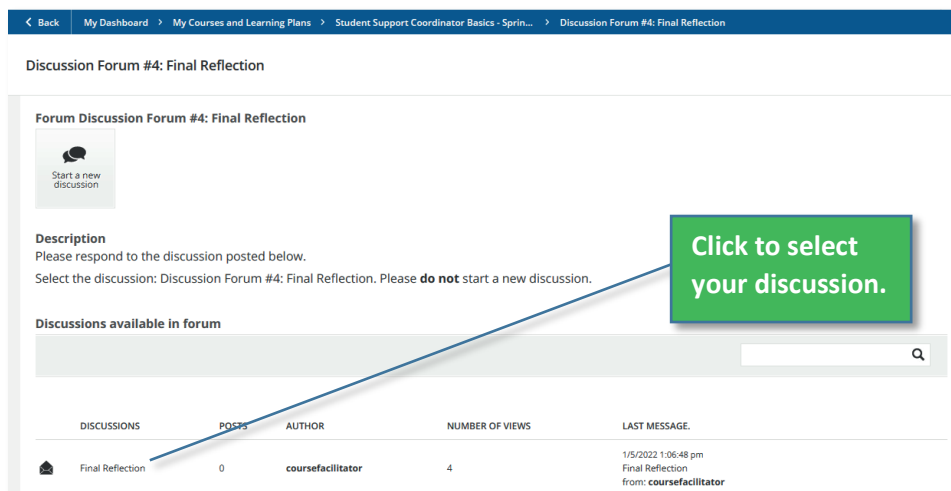
- View the [Student-Centered Approach video](#) in the PD Portal.
- View the goal-planning resources on the [Wakelet](#).
- Choose one resource to share in the discussion forum.
- Review and discuss the goal-planning resources with your peers.

Post your responses in [Discussion Forum #1: Student-Centered Approach to Goal Planning](#)

Click the link to go directly to the discussion.

Option 2: You can also navigate to a discussion by going to the **Forum** section of the course, which is located below the course activities. Click on a topic in the **FORUM** column.

Clicking on the forum topic takes you to a new page (see below) where you can select your discussion from the **DISCUSSIONS** list.

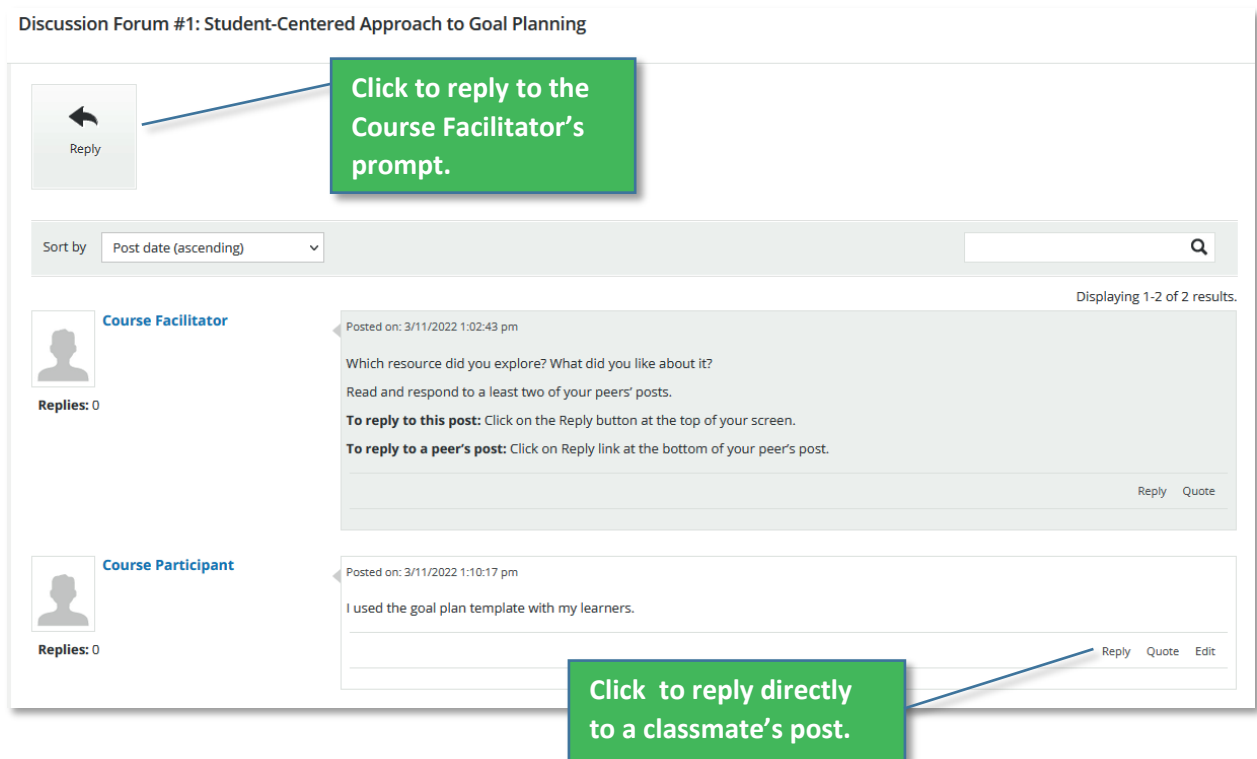


The screenshot shows the 'Discussion Forum #4: Final Reflection' page. It includes a 'Start a new discussion' button, a description, and a table of discussions available in the forum. A green callout box points to the 'Final Reflection' entry in the table.

DISCUSSIONS	POSTS	AUTHOR	NUMBER OF VIEWS	LAST MESSAGE.
Final Reflection	0	coursefacilitator	4	1/5/2022 1:06:48 pm Final Reflection from: coursefacilitator

Participating in the Discussion

On the discussion page, respond to the facilitator’s discussion prompt by clicking the **Reply** button located in the upper left corner of the screen. You can reply directly to another participant’s response by clicking the **Reply** text located under their response.



Discussion Forum #1: Student-Centered Approach to Goal Planning

Click to reply to the Course Facilitator’s prompt.

Sort by Post date (ascending)

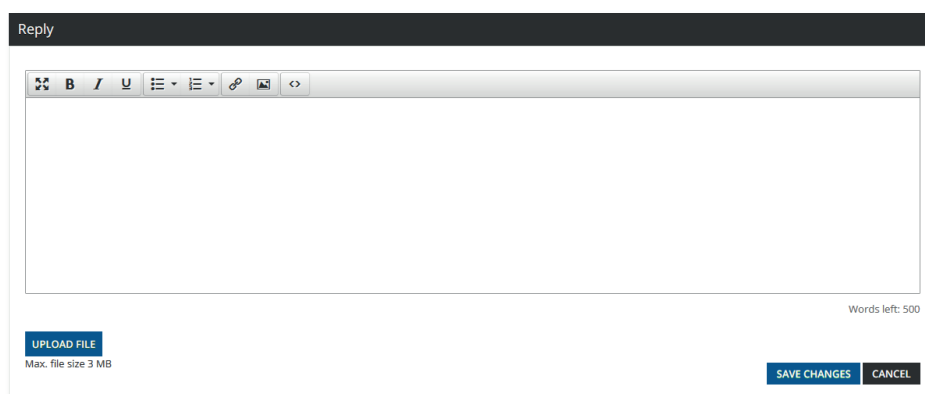
Course Facilitator
Posted on: 3/11/2022 1:02:43 pm
Which resource did you explore? What did you like about it?
Read and respond to a least two of your peers’ posts.
To reply to this post: Click on the Reply button at the top of your screen.
To reply to a peer’s post: Click on Reply link at the bottom of your peer’s post.

Course Participant
Posted on: 3/11/2022 1:10:17 pm
I used the goal plan template with my learners.

Click to reply directly to a classmate’s post.

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

1. 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.
2. Type your response into the text editor, then click the **Save Changes** button to post your response.



Reply

Rich text editor toolbar with buttons for Bold, Italic, Underline, Bulleted List, Numbered List, Link, Image, and Code.

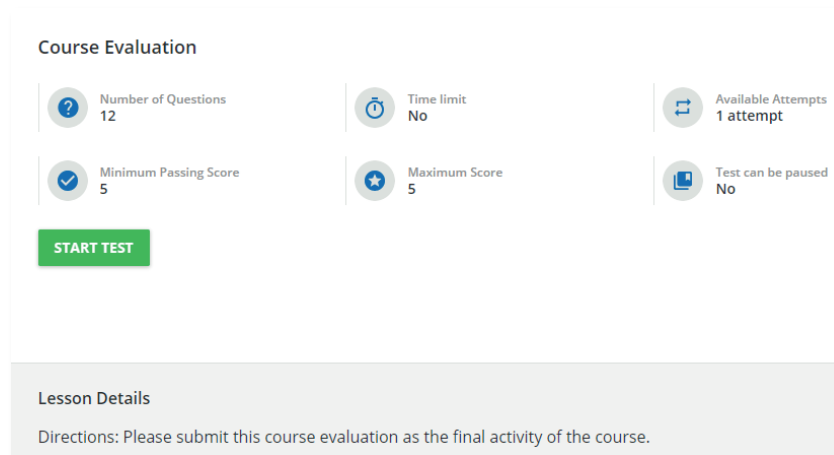
Words left: 500

UPLOAD FILE
Max. file size 3 MB







SAVE CHANGES CANCEL

Course Evaluation

The last required activity of every course is the course evaluation. You will **not** be marked as completed in the course unless you submit the evaluation. For facilitated courses, your facilitator will need to grade the evaluation to mark you as completed in the course. For on-demand modules, you will be marked completed when the evaluation is submitted.



Course Evaluation

 Number of Questions 12	 Time limit No	 Available Attempts 1 attempt
 Minimum Passing Score 5	 Maximum Score 5	 Test can be paused No

[START TEST](#)

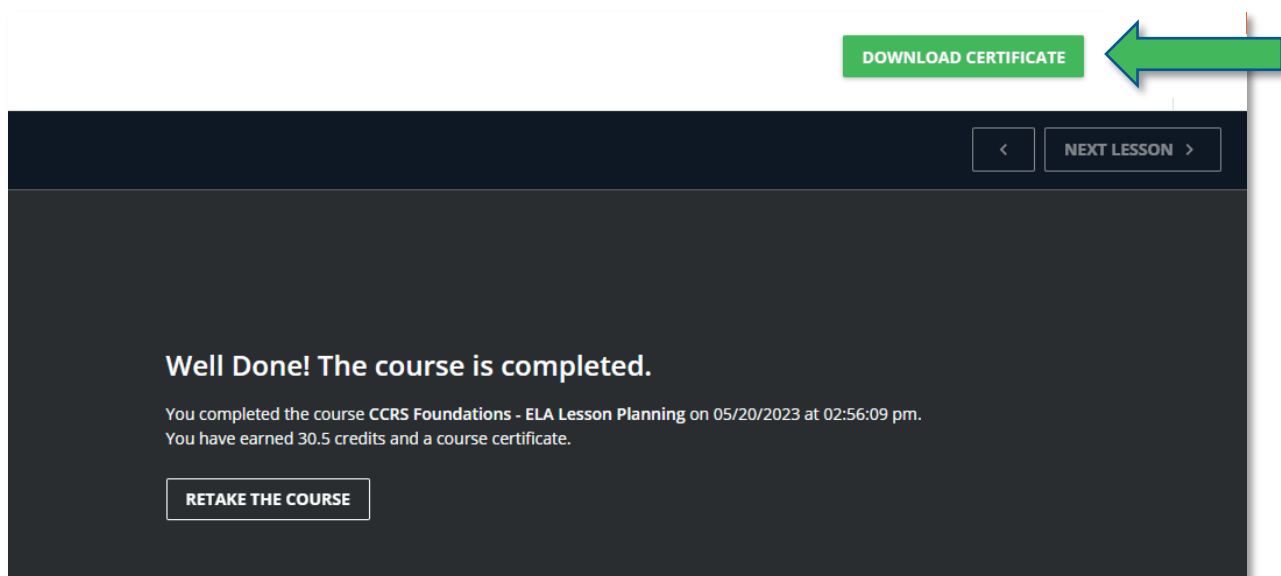
Lesson Details

Directions: Please submit this course evaluation as the final activity of the 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** the **CERTIFICATE** in the course.



[DOWNLOAD CERTIFICATE](#)

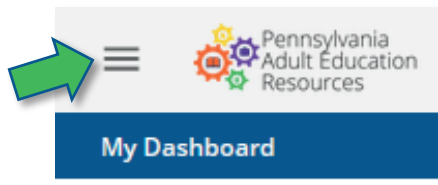
< [NEXT LESSON](#) >

Well Done! The course is completed.

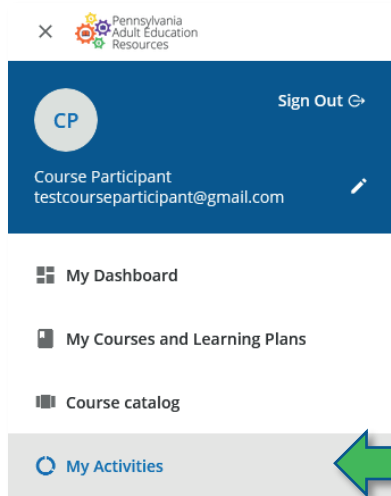
You completed the course **CCRS Foundations - ELA Lesson Planning** on 05/20/2023 at 02:56:09 pm.
You have earned 30.5 credits and a course certificate.

[RETAKE THE COURSE](#)

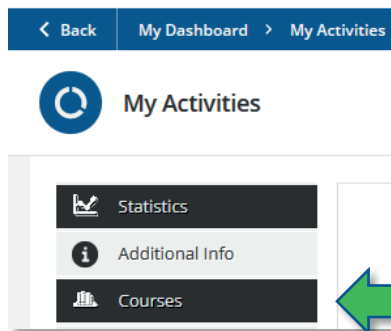
You can download a certificate for any course you completed in the PD Portal by following the directions below.



1. Click the **menu icon** in the upper left corner of your screen to access the menu.

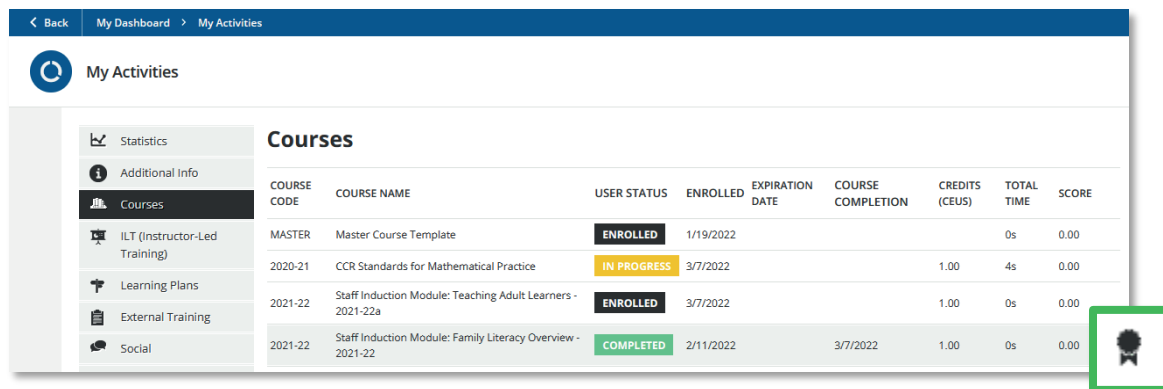


2. Click on **My Activities**.



3. Click on **Courses**.

4. On the right side of the course information row, you should see an icon that looks like a certificate. Click on the icon to download your certificate. If you do not see a certificate icon, contact your facilitator to ensure you completed all course requirements.



Receiving Act 48 Credit

Act 48 credit is awarded quarterly for an 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 number has been entered into the PD Portal for the user.

Please contact 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 facilitator using the contact information on your course syllabus.

For More Frequently Asked Questions

Visit the PD Portal FAQ page on the PA Adult Education Resources website:

<https://www.paadultedresources.org/pd-portal-faq/>

Questions About the PD Portal or Technical Assistance

Email PD Portal Tech Support at pdportal@tiu11.org or call 717-248-4942 ext. 154. Our business hours are Monday – Friday, 8:00 a.m. – 4:00 p.m. We will respond to your request within one business day.

Accessibility Information

The Pennsylvania Professional Development System (PDS) strives to provide equitable access to course materials and activities for all participants. If the format of any materials or activities interferes with your ability to fully participate, please contact AccessibleResources@tiu11.org. Adaptation of methods, materials, or testing may be made as required to provide for equitable participation.