User Guide
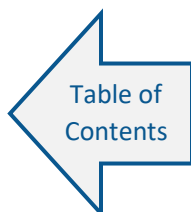
PA Adult Education Resources PD Portal

Table of Contents

Click on any heading to be taken directly to that topic.
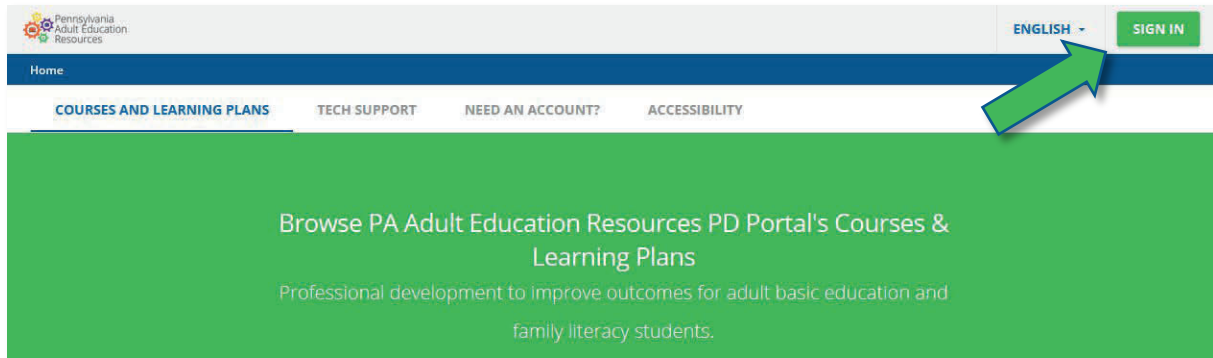
Table of Contents

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

Logging in

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

ENGLISH ▼   SIGN IN

Home

COURSES AND LEARNING PLANS   TECH SUPPORT   NEED AN ACCOUNT?   ACCESSIBILITY

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

Professional development to improve outcomes for adult basic education and
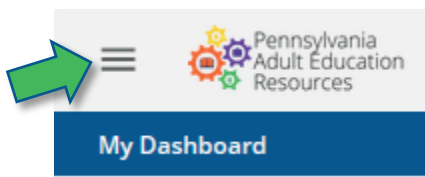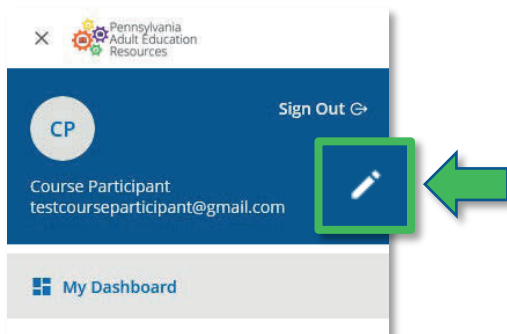family literacy students.

Username: _____ (email address)
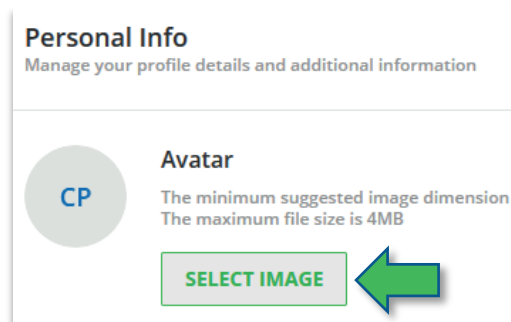
Password: _____ (default is changeme)

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.**

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.
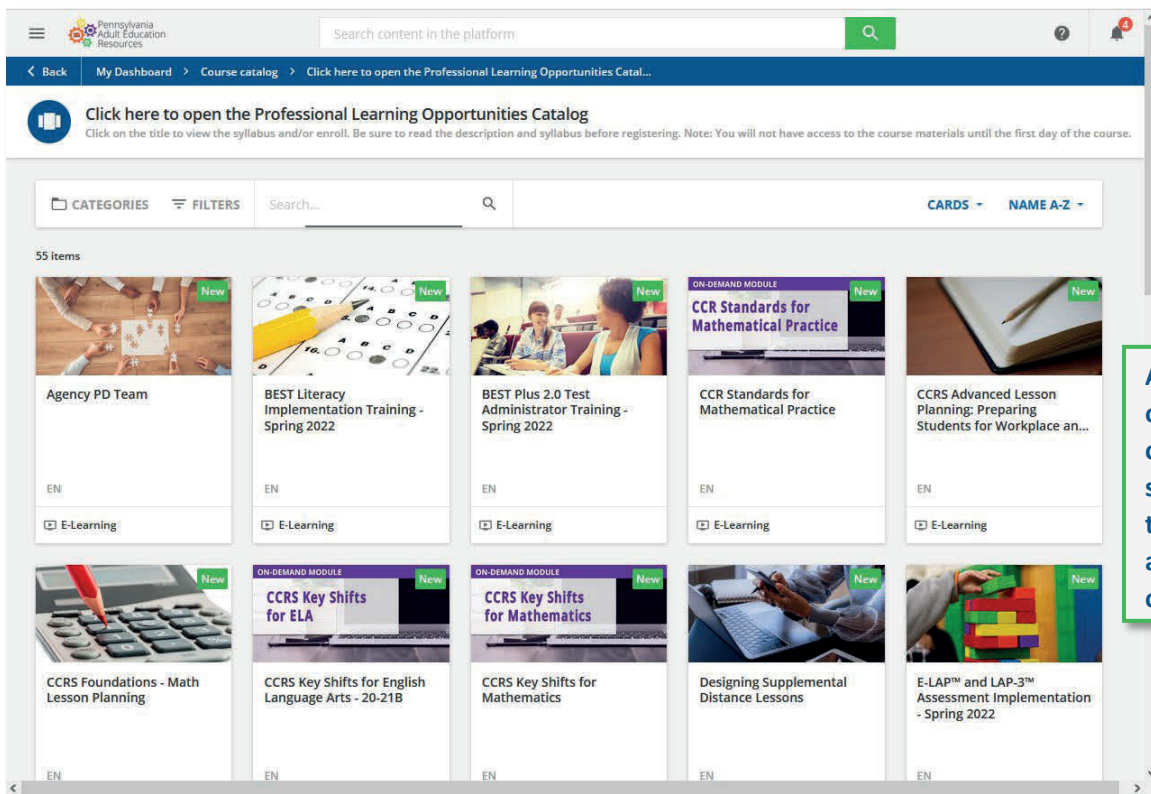
2. Click on **Course Catalog**.

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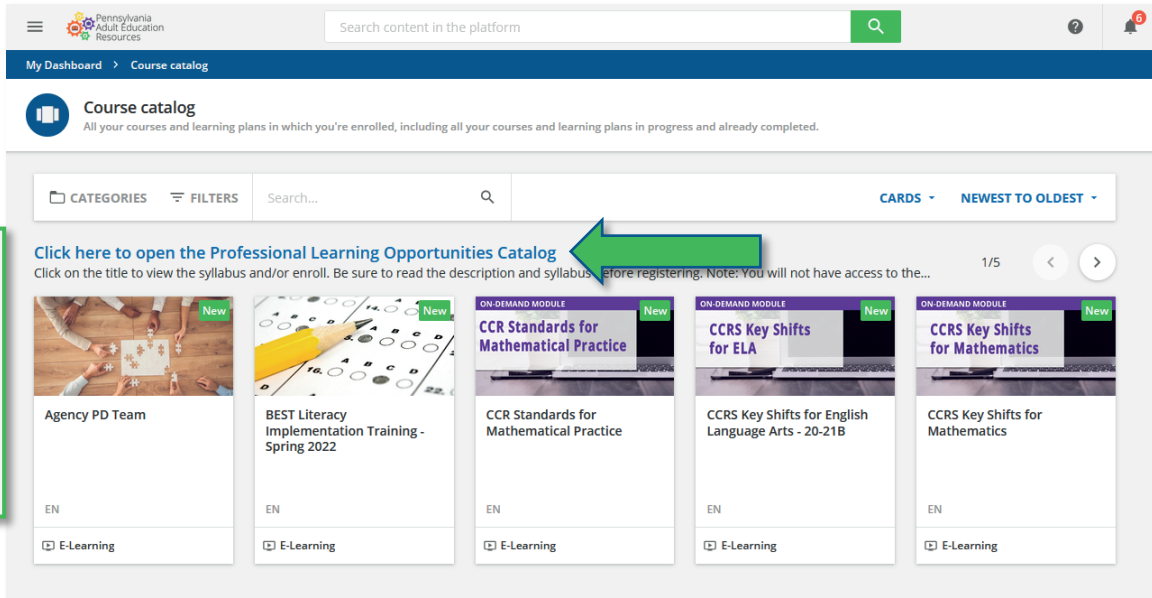
After you open the catalog, scroll down to see all the available courses. Click on a course that interests you to learn more about the offering.

After you open the catalog, scroll down to see all the available courses.

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.

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.

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.
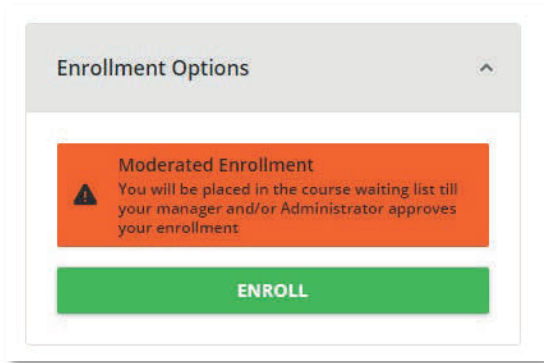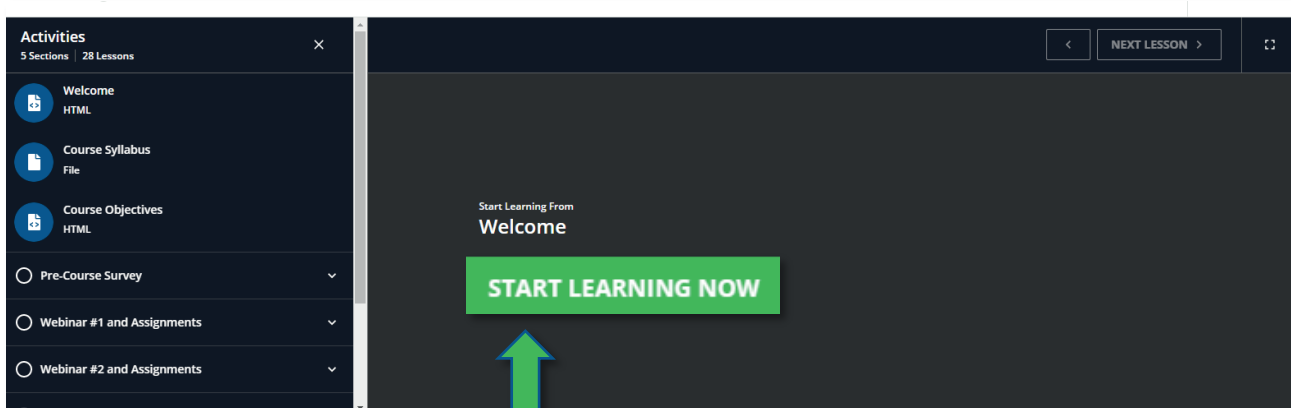

A message will appear on the screen. Someone from the Professional Development System will follow up with you.
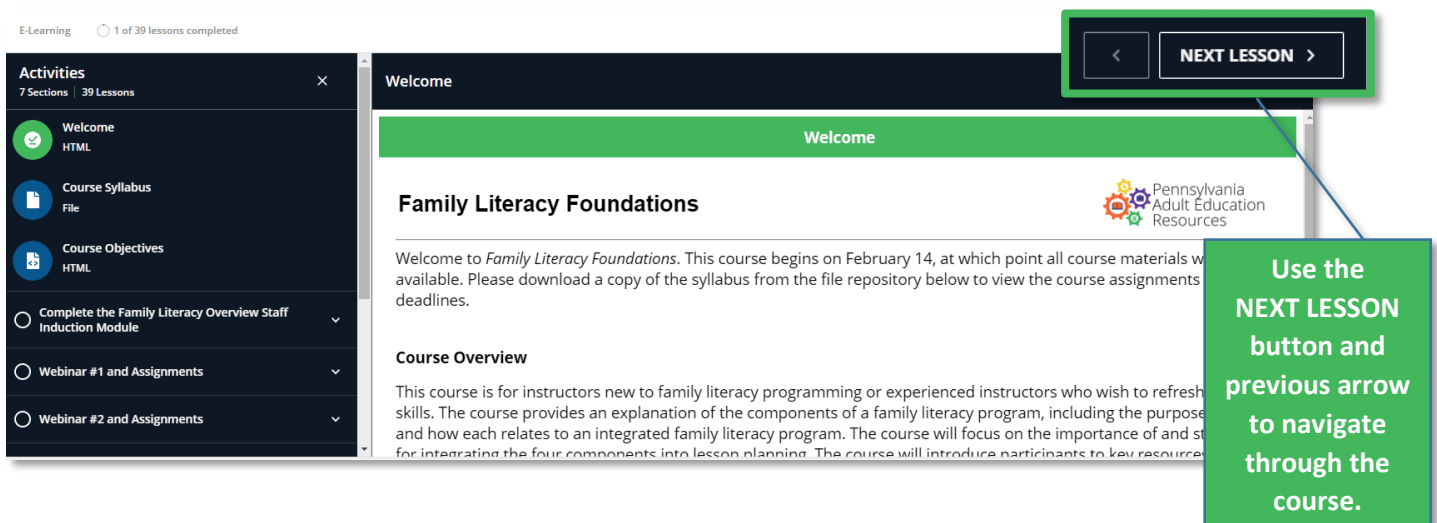
Accessing Your Course

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.

Click VIEW ALL to view all your courses.
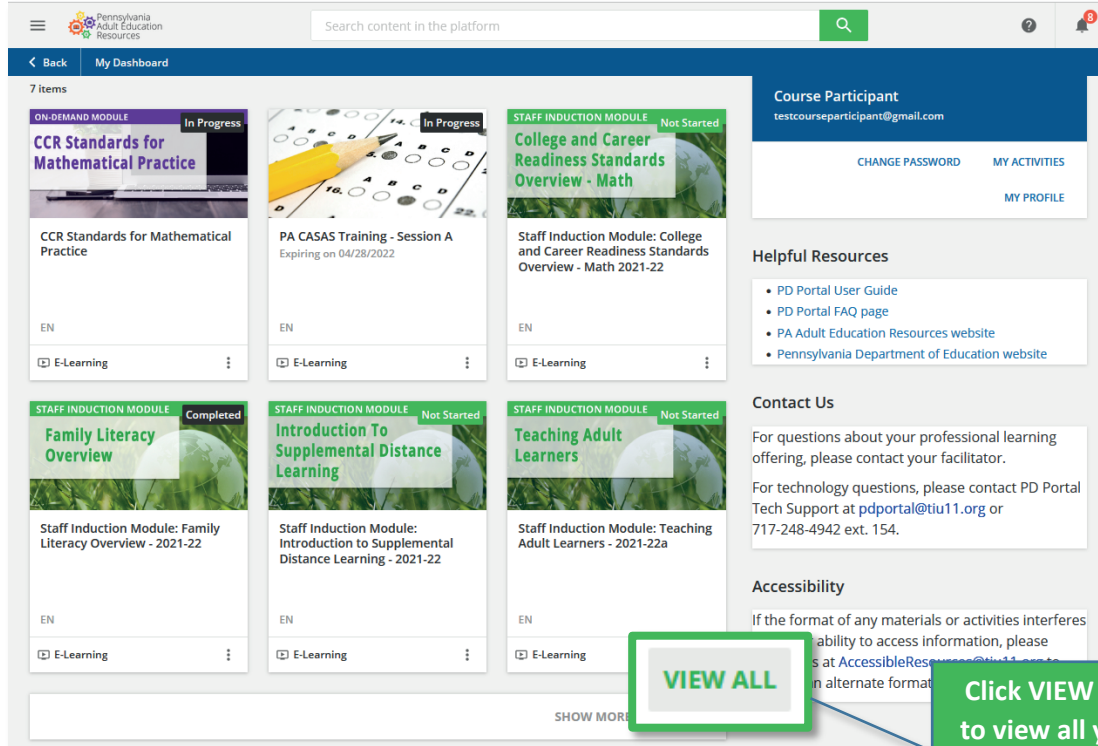
Navigating Your Course

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.

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.

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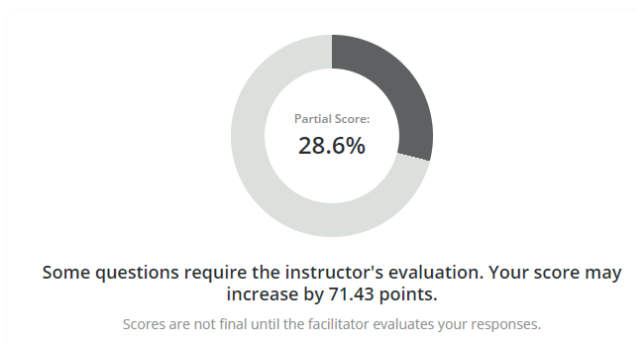
A **gray icon with a dotted line** means the activity is in progress.

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.
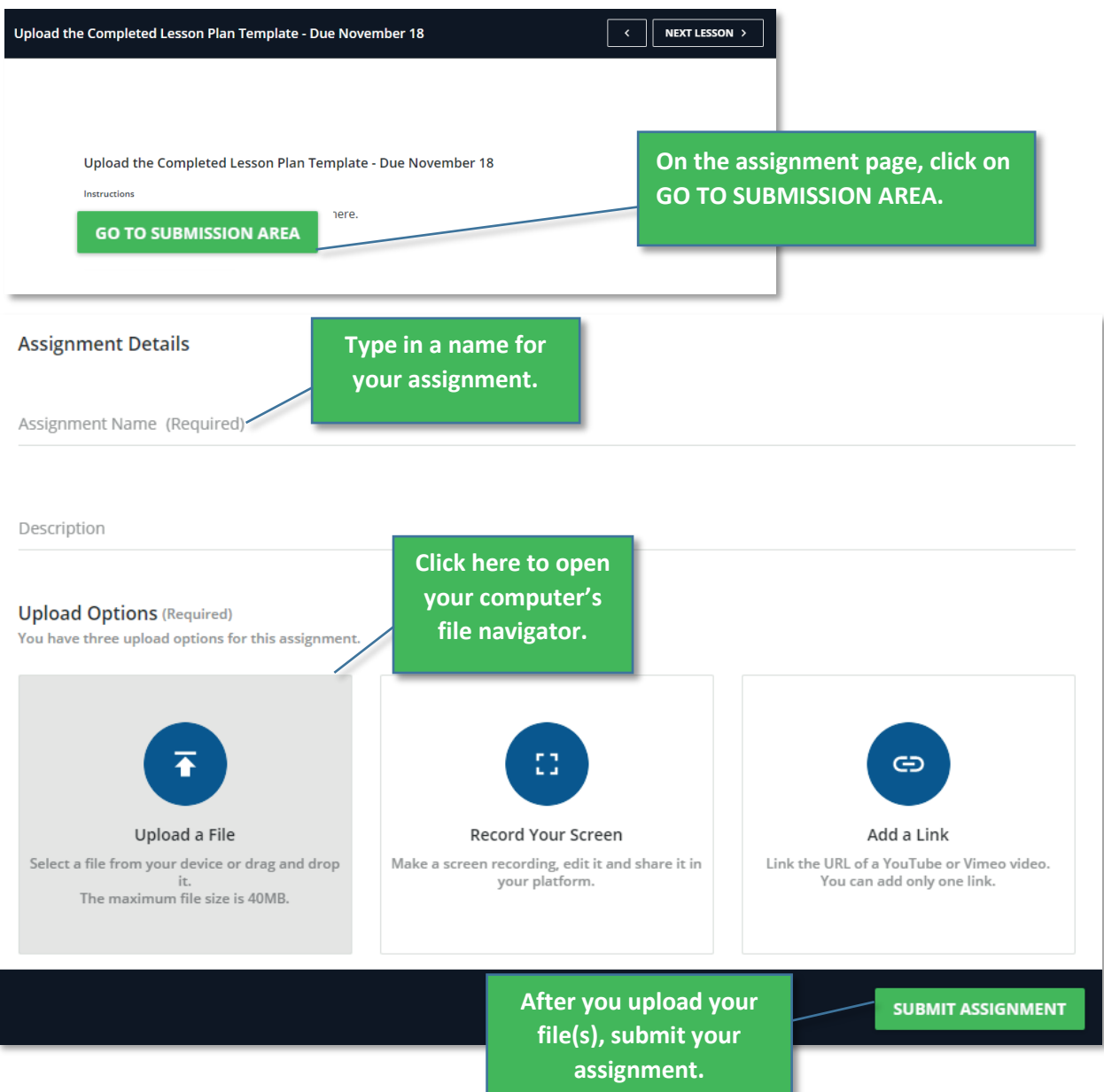
Partial Score:
28.6%

Some questions require the instructor's evaluation. Your score may increase by 71.43 points.

Scores are not final until the facilitator evaluates your responses.

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."

Upload the Completed Lesson Plan Template - Due November 18   < | NEXT LESSON >

Upload the Completed Lesson Plan Template - Due November 18

Instructions

here.

GO TO SUBMISSION AREA

On the assignment page, click on GO TO SUBMISSION AREA.

Assignment Details

Type in a name for your assignment.

Assignment Name (Required)

Description

Click here to open your computer's file navigator.

Upload Options (Required)
You have three upload options for this assignment.

Upload a File
Select a file from your device or drag and drop it.
The maximum file size is 40MB.

Record Your Screen
Make a screen recording, edit it and share it in your platform.

Add a Link
Link the URL of a YouTube or Vimeo video. You can add only one link.

After you upload your file(s), submit your assignment.

SUBMIT 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:
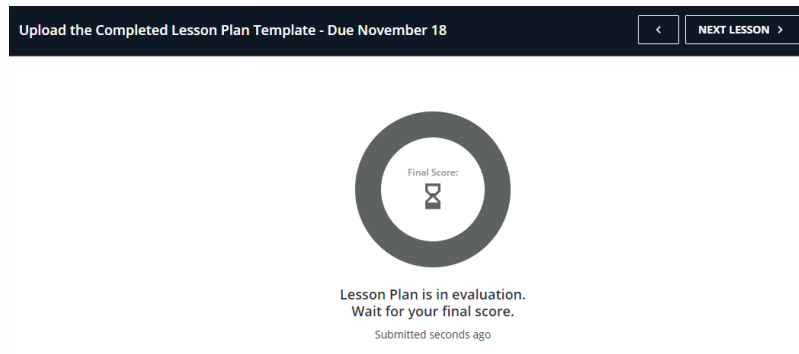
To view your score and feedback from the facilitator:

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.

Click Show Assignment Details to read facilitator feedback.

Your uploaded file

Feedback and files from facilitator
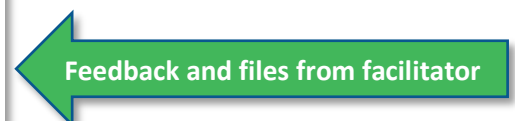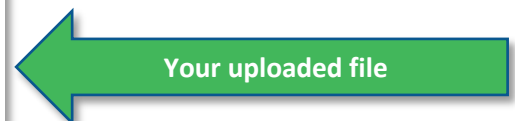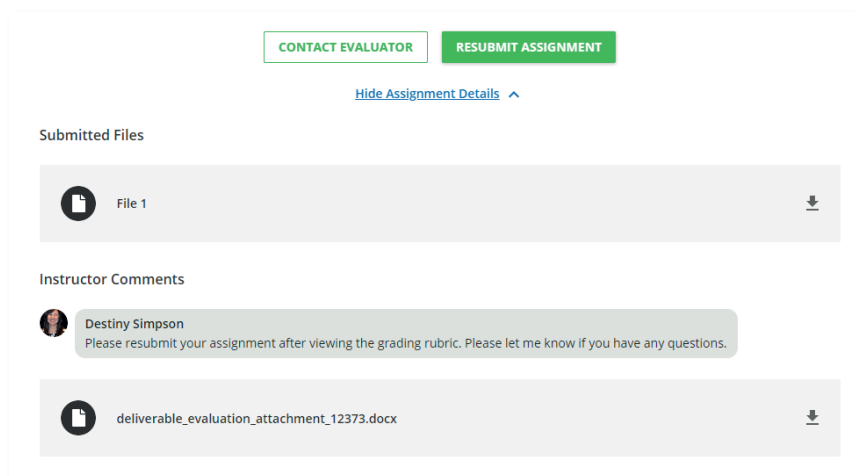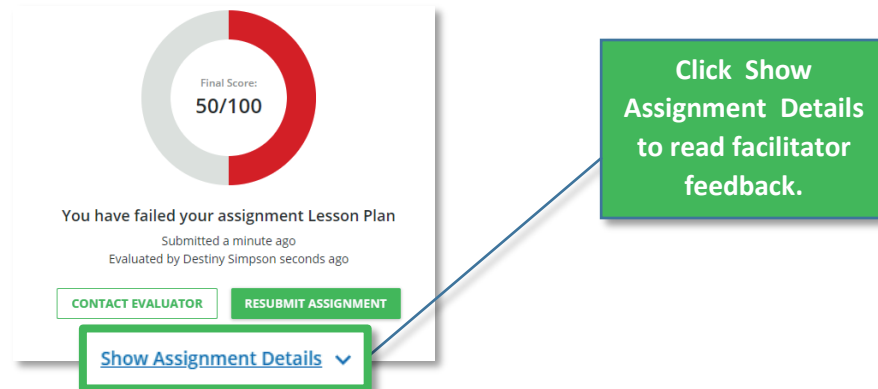
Posting to the Discussion Forums

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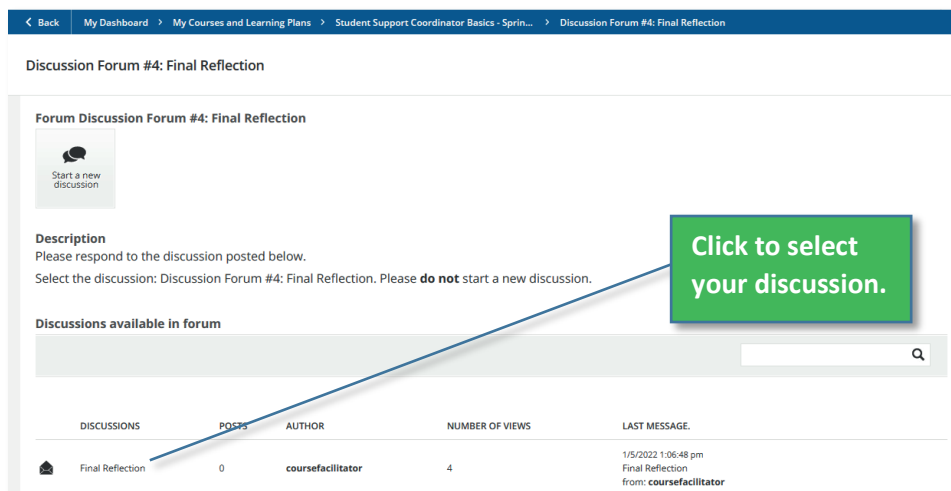
Option 2: You can also navigate to a discussion by going to the **Forum** section of the course, which is located below the course activities. Click on a topic in the **FORUM** column.

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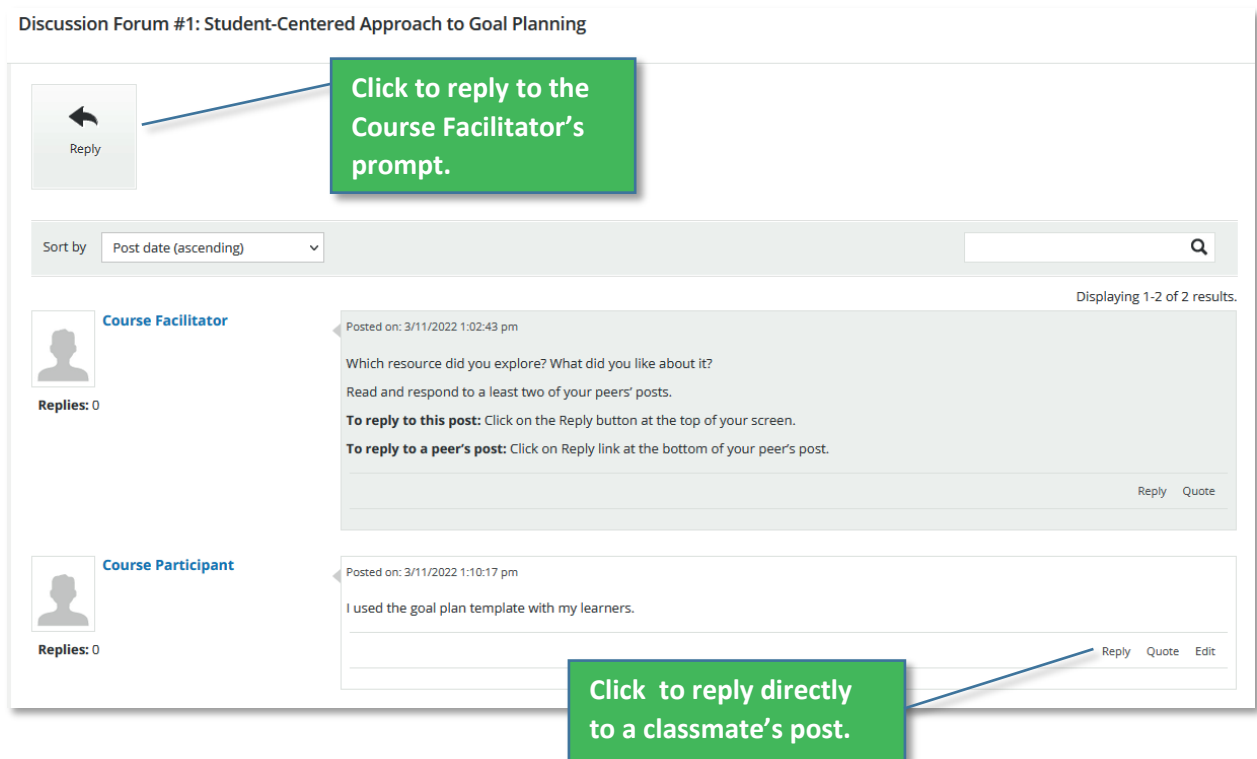
Participating in the Discussion

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.

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.
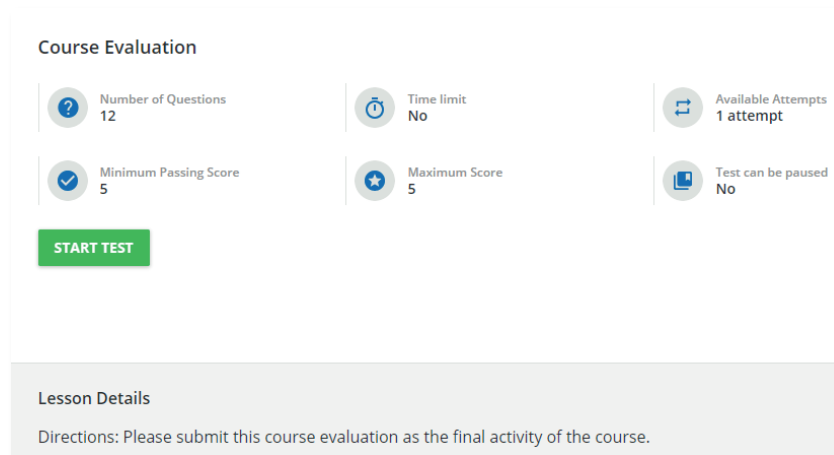
Course Evaluation

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.
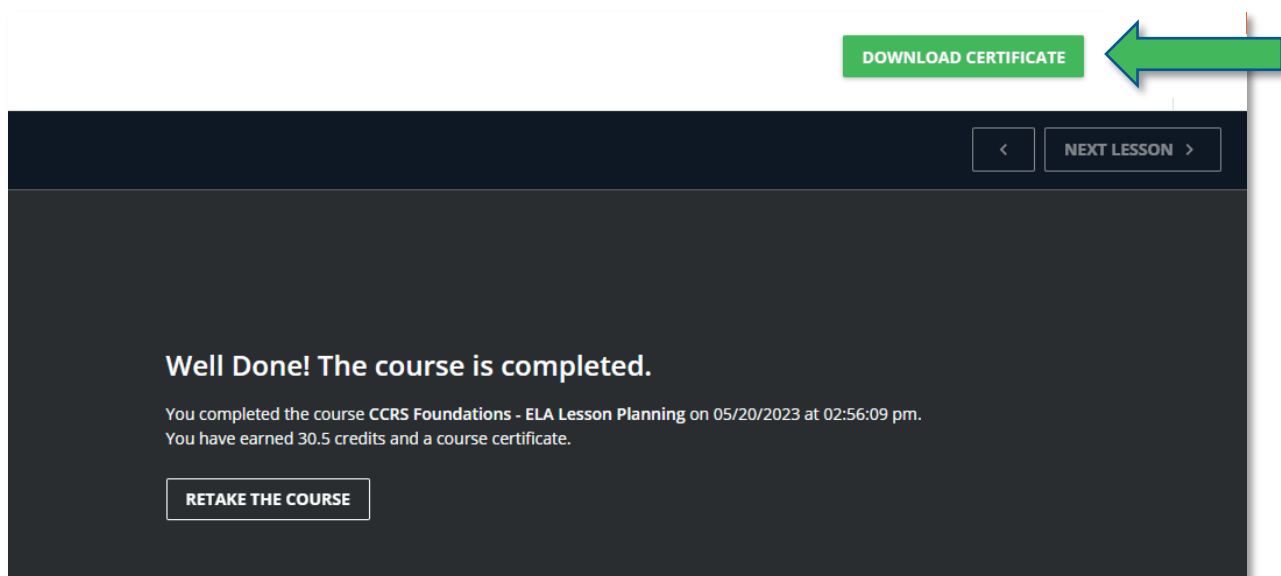
Downloading a Certificate of Completion

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.

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.
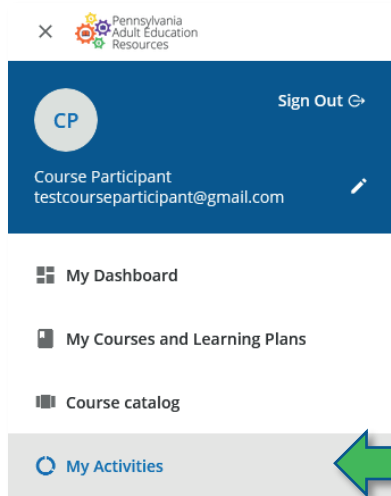
2. Click on **My Activities**.
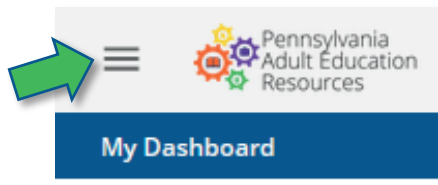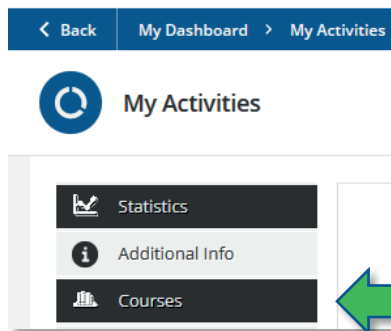

3. Click on **Courses.**

4. On the right of 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.
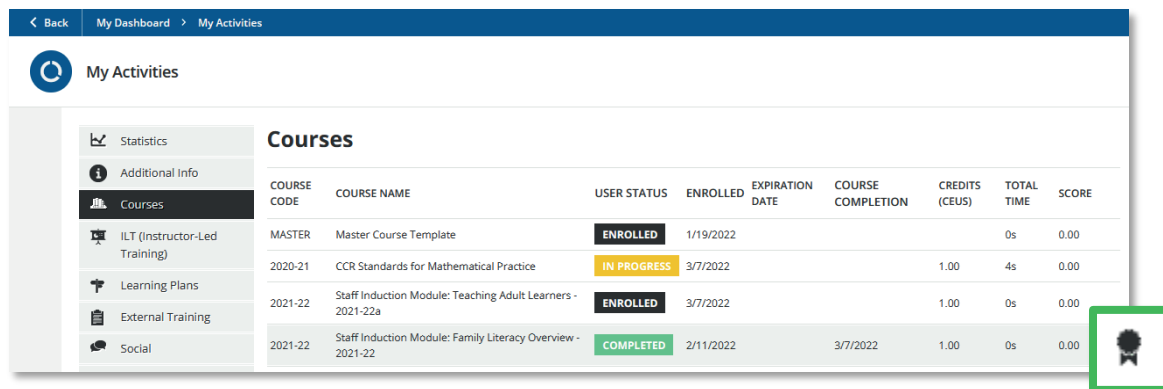- A PPID number has been entered into the PD Portal for the user.

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.