



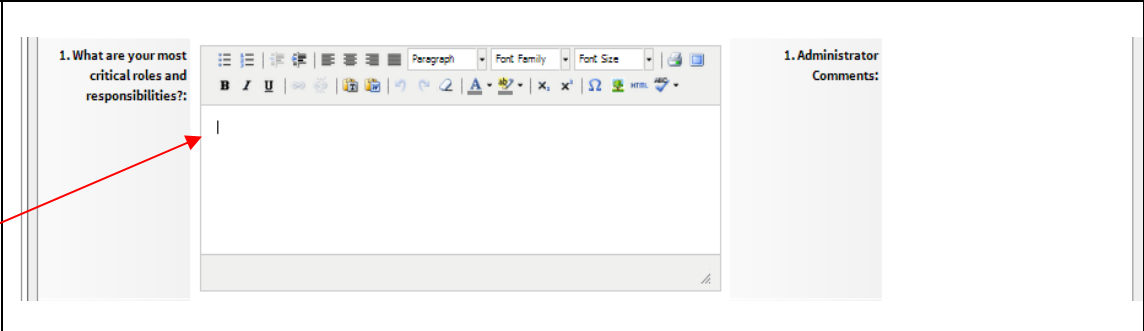
Teachers: Non-Classroom Teacher (NCT) Working Portfolio

Steps in PDE³

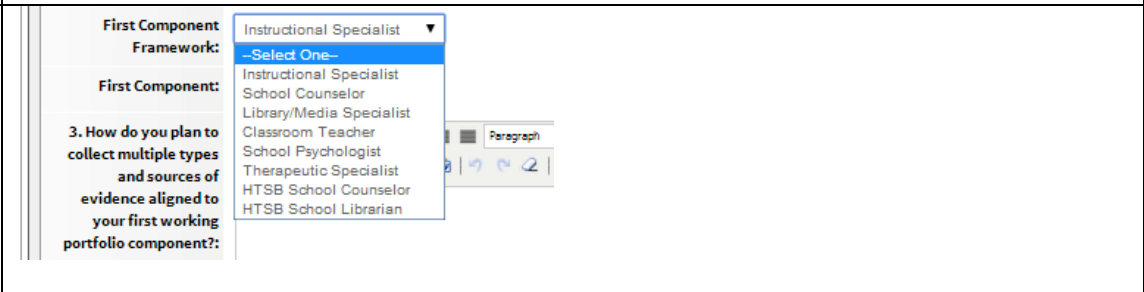
<p>Getting Started</p> <p>1. After logging in to your PDE³ account, click on <i>Educator Effectiveness</i> tab.</p>	
<p>2. Click on <i>Educator Effectiveness Non-Classroom 2014-2015</i></p>	
<p>3. Click on <i>Working Portfolio</i> tab.</p>	
<p>4. Click on <i>5 Activities</i>.</p>	
<p>5. Click on <i>Beginning Conference</i></p>	

Step 1: Completing the Beginning Conference (Teacher)

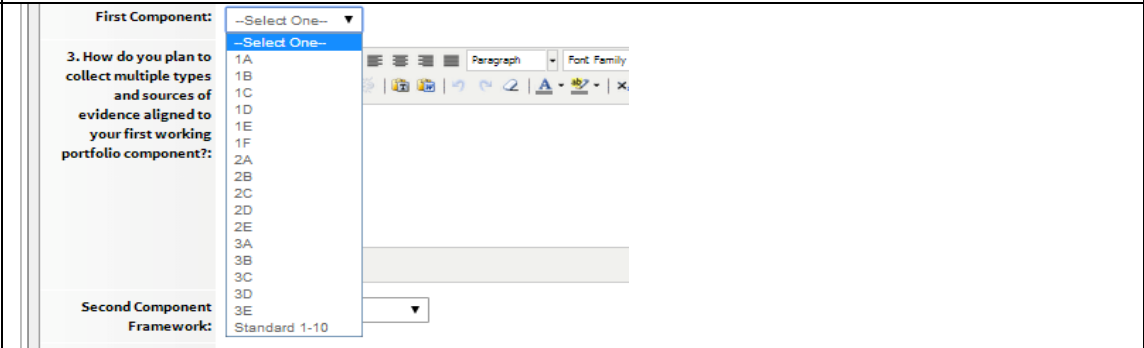
1. Type directly into the text box, to answers the questions.



2. For each component, select the **Component Framework**, using the drop down menu.



3. For each component, select the **Component**, using the drop down menu.

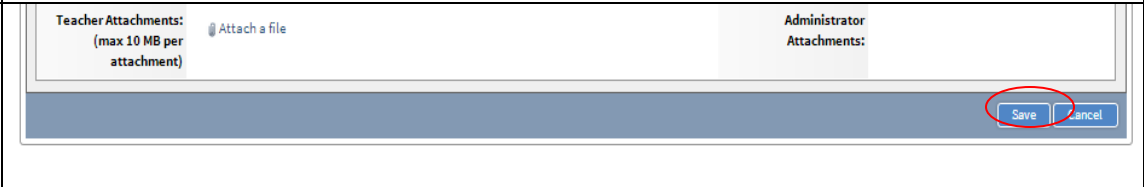


4. Click on *Attach a file*, to add a file.

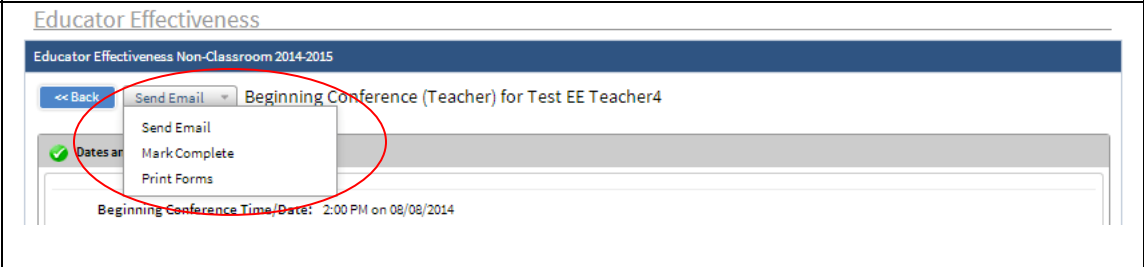
Ex: You completed the template in Word, or have additional context you wish to provide.



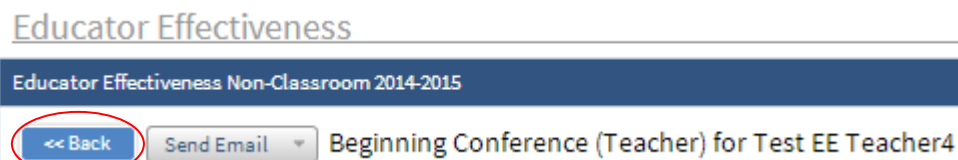
5. Click on *Save* to save all the changes to the document.



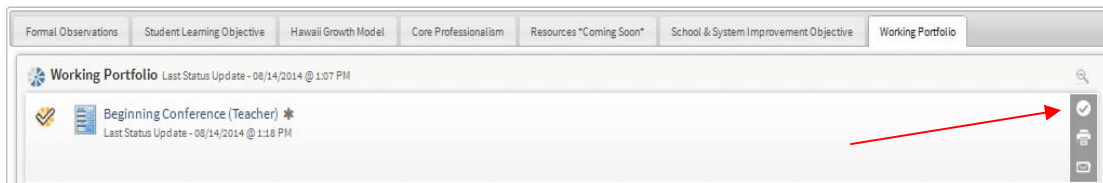
6. Use the drop down menu to send an email to an administrator, mark this step complete, or print the form.




7. Click on the *back* button to return to the Working Portfolio page.

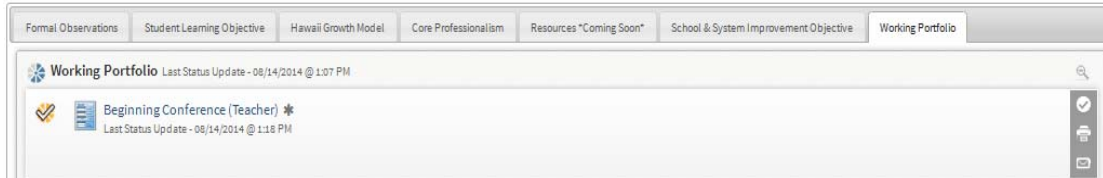


8. On the Working Portfolio page, you can use the icons to mark the step complete, print forms, or email your administrator.

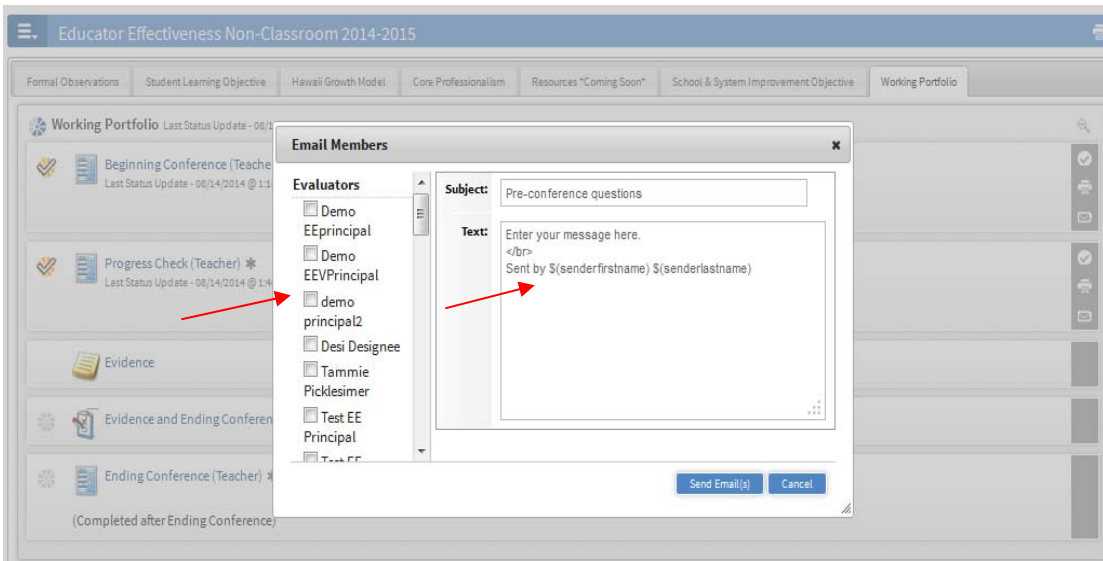


Step 2: Sending an Email

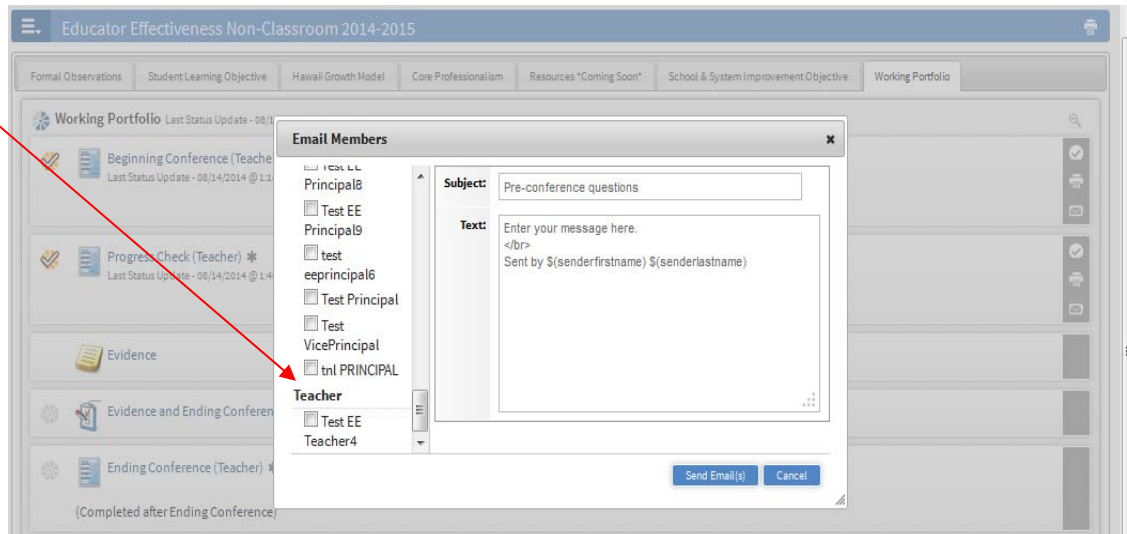
1. Click on the  to send an email (or the drop down menu in the portfolio page) to inform the evaluator that all questions are answered.



2. In the left column select the evaluator(s) to whom the email will be sent. Edit the text to change the default message.

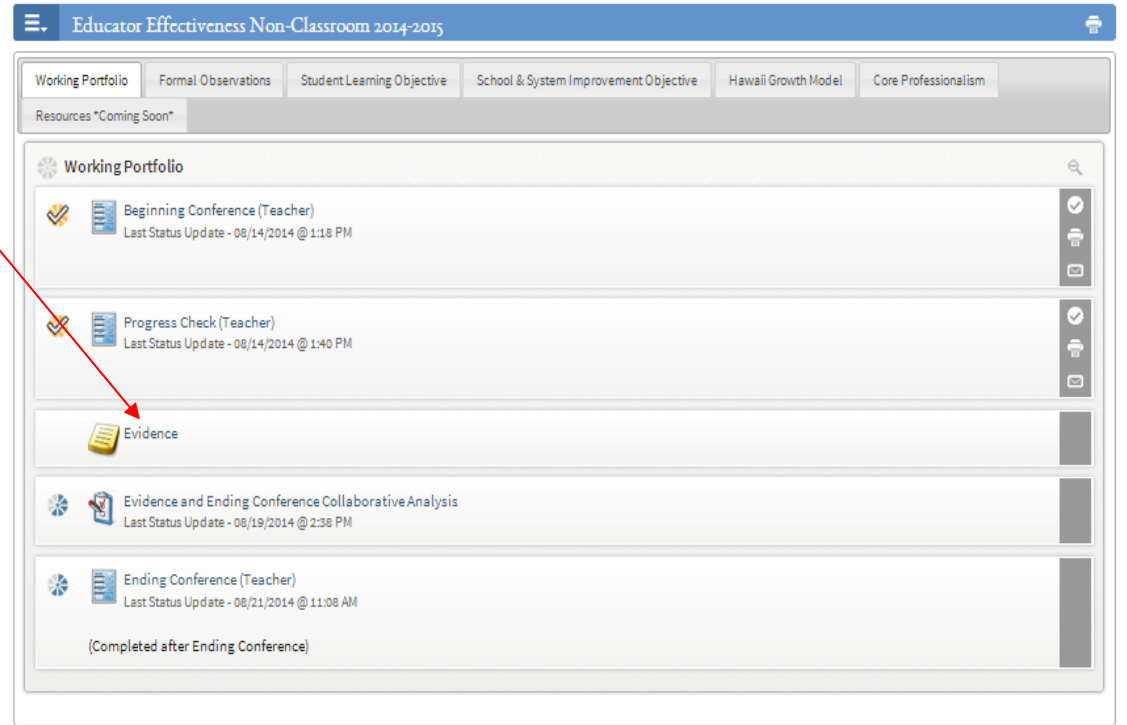


3. Scroll to the bottom to send a copy of the email to yourself.

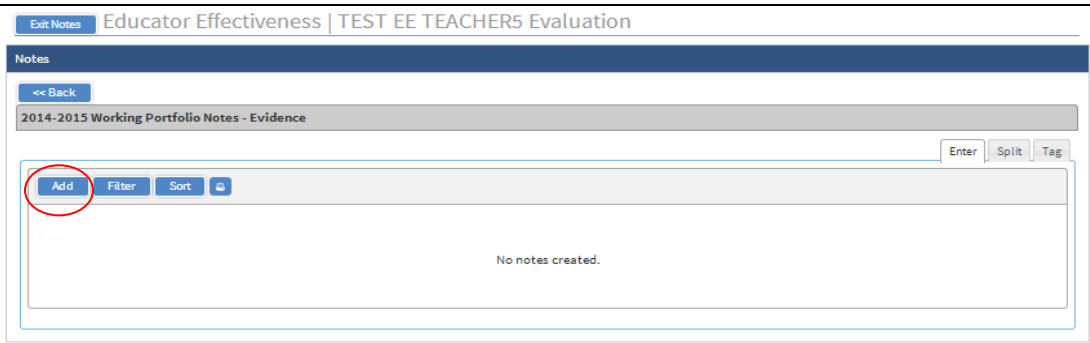


Step 3: Completing the Evidence

1. Click on Evidence



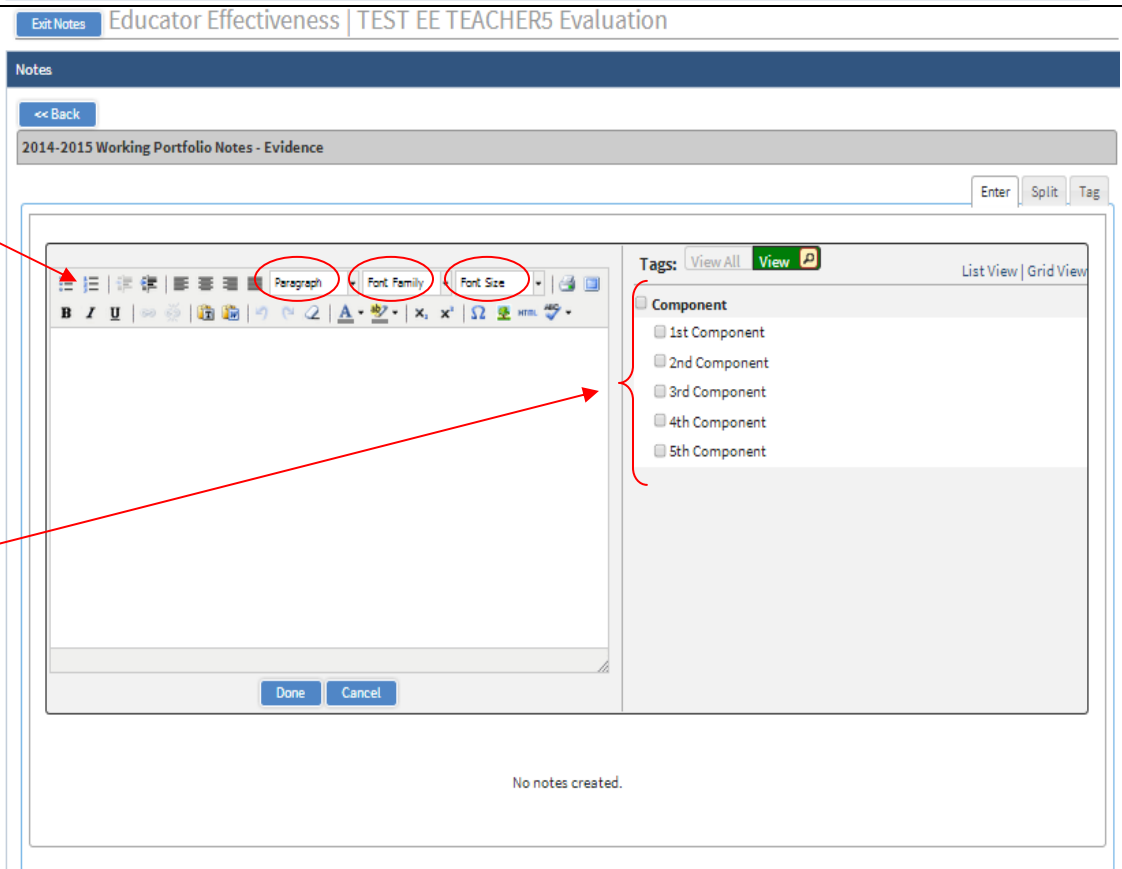
2. Click on *Add* to enter notes.



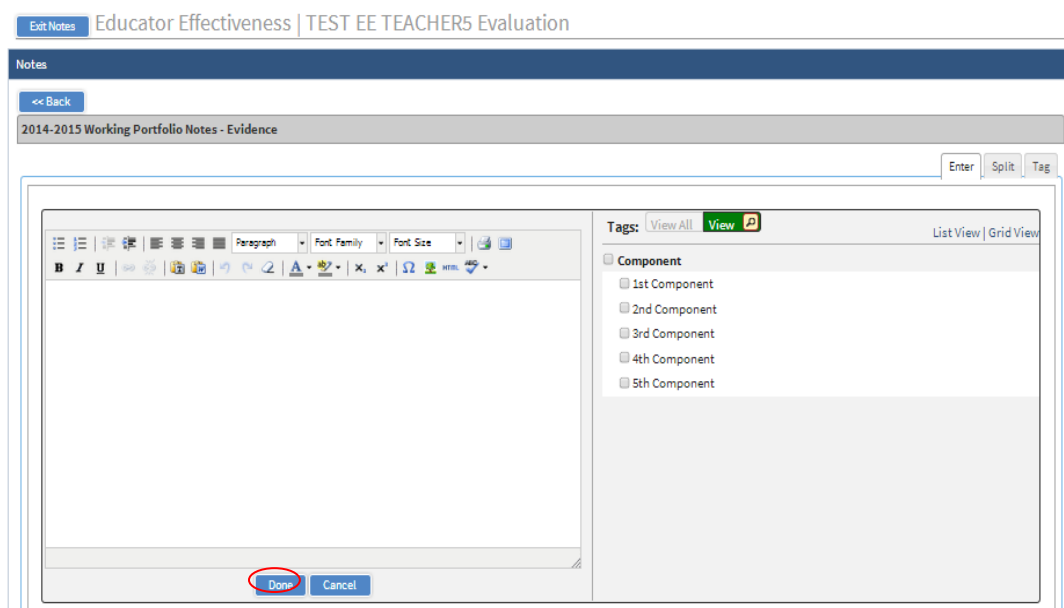
3. Type into the text box (equivalent to cover sheet)

Select the component the evidence addresses.

You may customize your document with the paragraph, font family and size drop down menu.



4. When you have completed typing in the text and selecting the component, click *done*.



5. If you click on *Attach File* you can upload supporting document(s).

The screenshot shows the 'Notes' interface for '2014-2015 Working Portfolio Notes - Evidence'. At the top, there are navigation buttons: '<< Back', 'Enter', 'Split', and 'Tag'. Below this is a toolbar with 'Add', 'Filter', 'Sort', and a trash icon. The main content area displays two notes. The first note is by 'Test EE Teacher5' (08/21/2014 02:20:28 PM HST) and contains the text 'asdasd asd asd asdasd asdasd asd'. To the right of this note, there are fields for 'Tags:' (No Tags) and 'Attachments:' (No file found), with an 'Attach File' button. A red arrow points from the text in the first column to this 'Attach File' button.

6. Select a file and click *upload*.

This screenshot is identical to the previous one, but with an 'Upload File' dialog box open in the center. The dialog box has a title bar 'Upload File' and a close button 'x'. It contains a 'File:' field with a 'Choose File' button and the text 'No file chosen'. Below the field are 'Upload' and 'Cancel' buttons. A note at the bottom of the dialog says '(Maximum file upload size is 10mb)'. A red arrow points from the text in the second column to the 'Choose File' button.

7. Click on the *sort* or *filter* buttons to customize your view of the evidence.

This screenshot is identical to the previous ones, but with a red arrow pointing from the text in the third column to the 'Filter' button in the toolbar.

Step 4: Evidence and Ending Conference Collaborative Analysis

1. Click on *Evidence and Ending Conference Collaborative Analysis*

Working Portfolio

- Beginning Conference (Teacher)
Last Status Update - 08/14/2014 @ 7:27 AM
- Progress Check (Teacher)
- Evidence
- Evidence and Ending Conference Collaborative Analysis**
- Ending Conference (Teacher)
(Completed after Ending Conference)

2. Click *View Feedback* in order see the evidence and collaborative analysis.

View Activity

<< Back **View Feedback** Educator Effectiveness Non-Classroom 2014-2015

Evidence and Ending Conference Collaborative Analysis

Download PDF

for Test EE Teacher20

Menu	By	Created Date	Activity	Component	Unsatisfactory	Basic	Proficient	Distinguished
1	<input checked="" type="checkbox"/> Candice Frontiera	09/15/2014	Evidence and Ending Conference Collaborative Analysis	1st Component		1		
				2nd Component			1	
				3rd Component			1	
				4th Component		1		
				5th Component			1	



View the ratings from your administrator.

Step 5: Ending Conference (Teacher)

1. Click on *Ending Conference (Teacher)*

Working Portfolio

- Beginning Conference (Teacher)
Last Status Update - 08/14/2014 @ 7:27 AM
- Progress Check (Teacher)
- Evidence
- Evidence and Ending Conference Collaborative Analysis
- Ending Conference (Teacher)**
Last Status Update - 08/22/2014 @ 10:30 AM
(Completed after Ending Conference)

<p>2. Answer the reflections questions to reflect after your ending conference.</p>	<p>1. What strengths has the working portfolio process helped you identify?:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
<p>3. Click on <i>Attach a File</i> then <i>Choose File</i> to add an attachment. Ex: You completed the template in Word, or have additional context you wish to provide.</p> <p>Click on <i>Remove</i> to delete the attached file.</p>	
<p>4. When you are finished, click <i>Save</i>.</p>	
<p>5. Click <i>Mark Complete</i> inside the step or the check mark on the Working Portfolio tab to update the step status.</p>	