The NSTA Learning Center

May 2010

PD Plan & Portfolio Tool
Getting Started
How-To Guide

Getting Started Creating a PD Plan Using the *My PD Plan & Portfolio* Tool 2

Getting Started Creating a PD Plan Using the *My PD Plan & Portfolio* Tool

My Professional Development (PD) Plan & Portfolio allows you to create a plan that outlines your PD experiences over time. You may upload portfolio files, such as samples of student work, certificates of completion, or augmented lesson plans, and generate written reflections that demonstrate your growth as you complete your plan.

Below are steps you can follow, with screenshots taken in May 2010 of the different sections of the PD Plan & Portfolio tool, designed to assist you in the implementation of your plan.

Have questions?
If you have questions about this *How-to-Guide* or regarding the Learning Center, please submit a Help Desk ticket at:
http://learningcenter.nsta.org/help/ticket.aspx

You may contact a member of the Help Desk staff via phone by calling 703-312-9270.

1 Creating and accessing a PD Plan & Portfolio space is easy! After logging into the Learning Center, select the *MY PD Plan & Portfolio* tab from the Learning Center tools menu.

Note: You must be logged into the Learning Center to access this tool!

2 If you have never accessed *My PD Plan & Portfolio* space before, you must provide a name for your plan & portfolio in the form field provided.

3 Once you have created a name for your *My PD Plan & Portfolio* space, you can access its main menu by selecting its corresponding link.

4 The first time you access *My PD Plan & Portfolio* space, you may want to select the "Get Started . . ." button.

You might also want to view a short animation that provides an overview of the tool's various features.

5 Within the *Select Goal Categories* form, check the year(s) that your professional development plan & portfolio will address. Also check the professional development categories that you want visible within your portfolio space. Click the *Update* button at the bottom of the page when done.

The NSTA Learning Center

My Professional Development Plan and Portfolio

BACK TO LEARNING CENTER
MY ACCOUNT

Welcome | Select Goal Categories | Define/Measure Goals | View Status | Generate Report

Select Goal Categories

Select Professional Development Timeframes & Categories

This page represents the first step toward developing your professional development plan and portfolio (PDPP) using this NSTA PDPP set of web-based tools. As you review the specific professional development categories below, reflect upon those areas of your professional practice that you would like to improve. To help you organize and simplify your personal PDPP journey, you can select only those categories you intend to address in this plan to be displayed within your personal portfolio space. You can return to this screen at any time and add additional categories to your plan if needed.

Once you complete this page, you can define specific goals for each of the selected categories.

Select Timeframe

In addition to specifying personal goal categories for your portfolio, you can also identify the general timeframe that your portfolio will reflect by choosing a range of years below. Choose all that apply:

Current and future years ...

☐ 2009 ☐ 2010 ☐ 2011 ☐ 2012

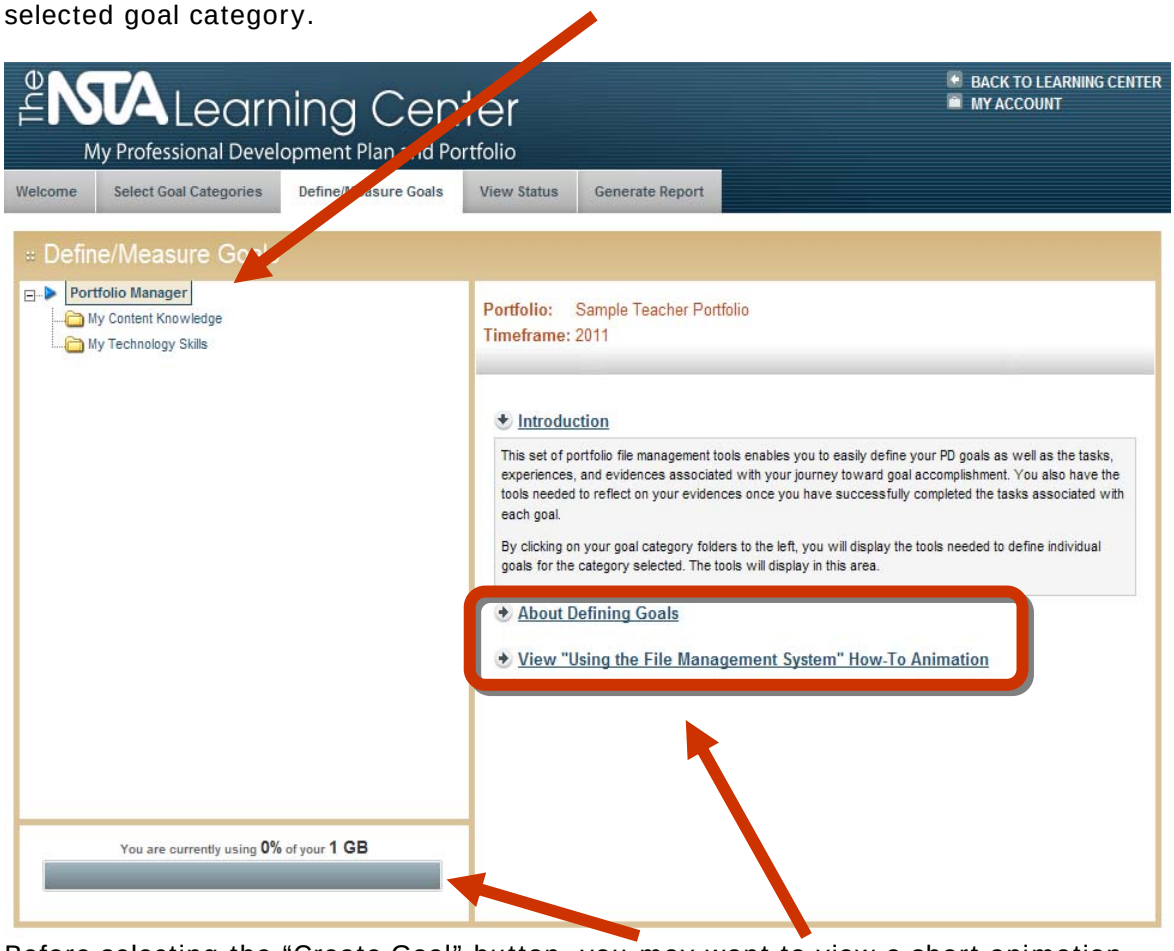
Past years (if you plan to document previously-completed PD activities) ...

☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐ 2007 ☐ 2008

Check PDP categories to make visible in your Portfolio

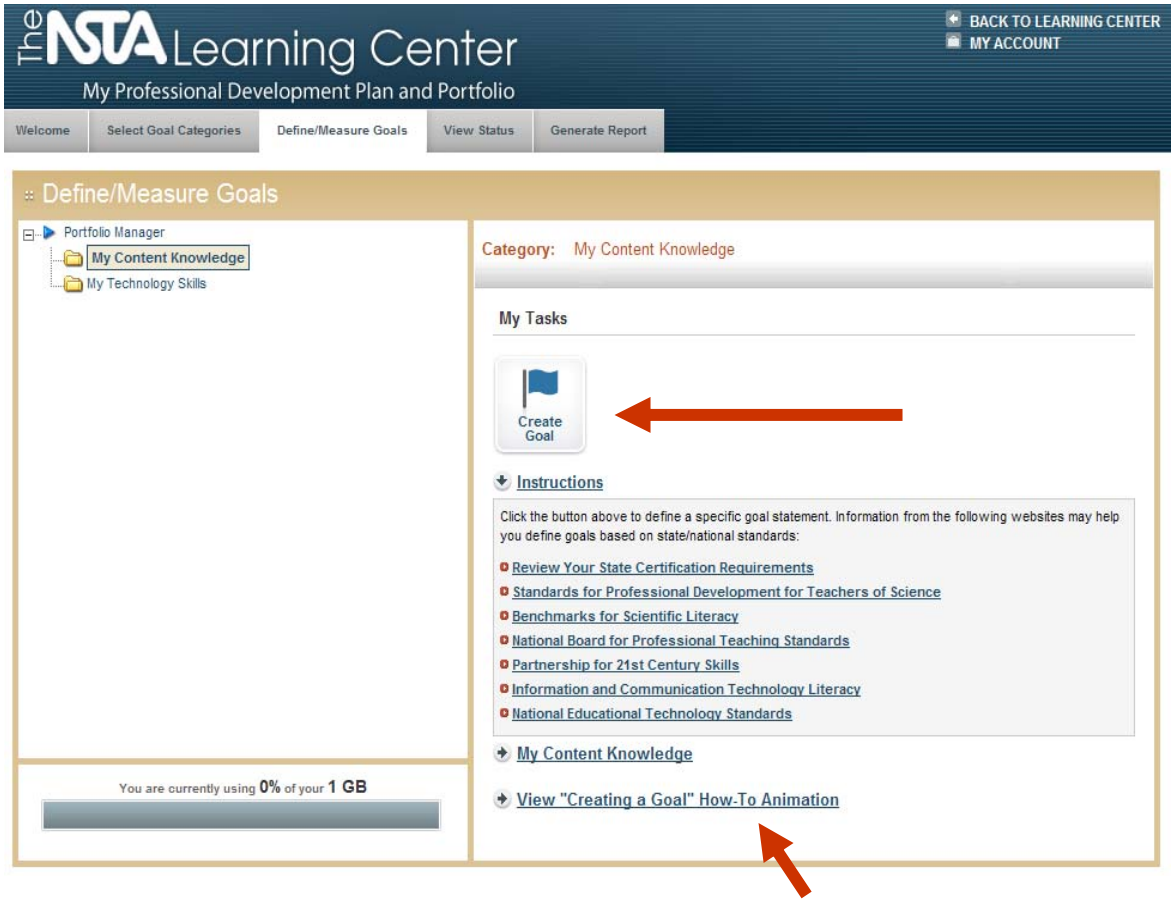
Visible	Category	Description
☐	My Content Knowledge	Select this category if you plan to develop goals that address improving your understanding of content knowledge and concepts associated with a specific science content area (Earth/Space Science, Physical Science, Life Science). You may also want to consider goals associated with your understanding of the nature of science, inquiry, safety issues, and the role of science in the community.
☐	My Content Pedagogy	This category of professional development goals might address improving your ability to design and implement instructional experiences using methods and strategies related to science instruction (i.e. inquiry-based learning, problem based learning, etc.). Goals associated with general teaching skills as well as curriculum concerns might also be included in this category.
☐	My Assessment/Evaluation Skills	Select this category if you hope to improve your ability to design, implement, and analyze strategies to measure and evaluate learning. Goals in this category might also address strategies for self-evaluation and continuous improvement methodologies.

6 After you submit the goal category form, you will be presented with the *Define/Measure Goals* window. You must first select the goal category in the portfolio manager window (in this example you would click on either "My Content Knowledge" or "My Technology Skills" folder) in order to access the "Create Goal" button for the selected goal category.



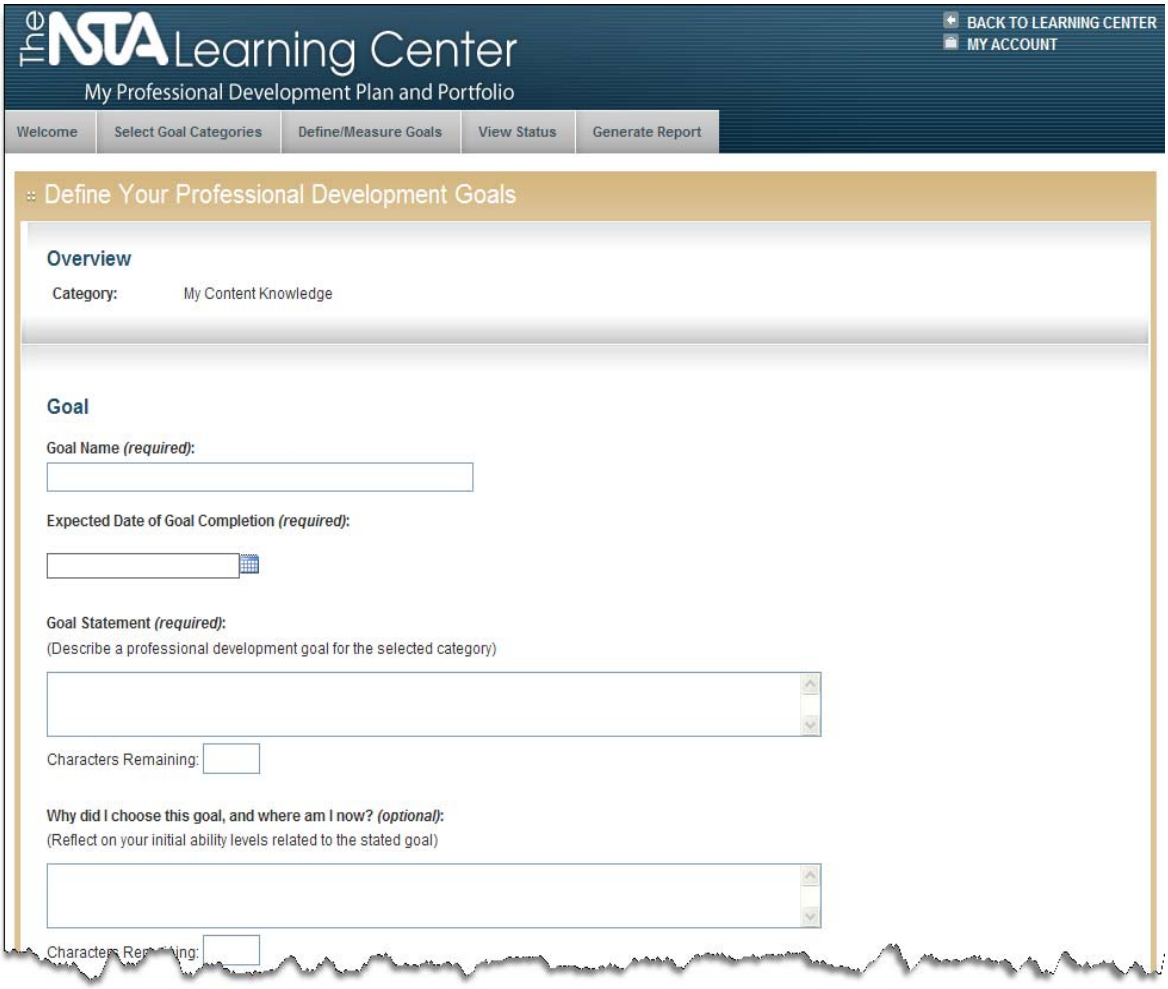
Before selecting the "Create Goal" button, you may want to view a short animation about creating goals. You have up to 1 GB of storage space dedicated to your PD Plan & Portfolio.

7 Create a goal for your selected goal category by clicking on the “Create Goal” button and answering the questions provided in the following screen. You may want to review the links provided to assist you as reference.

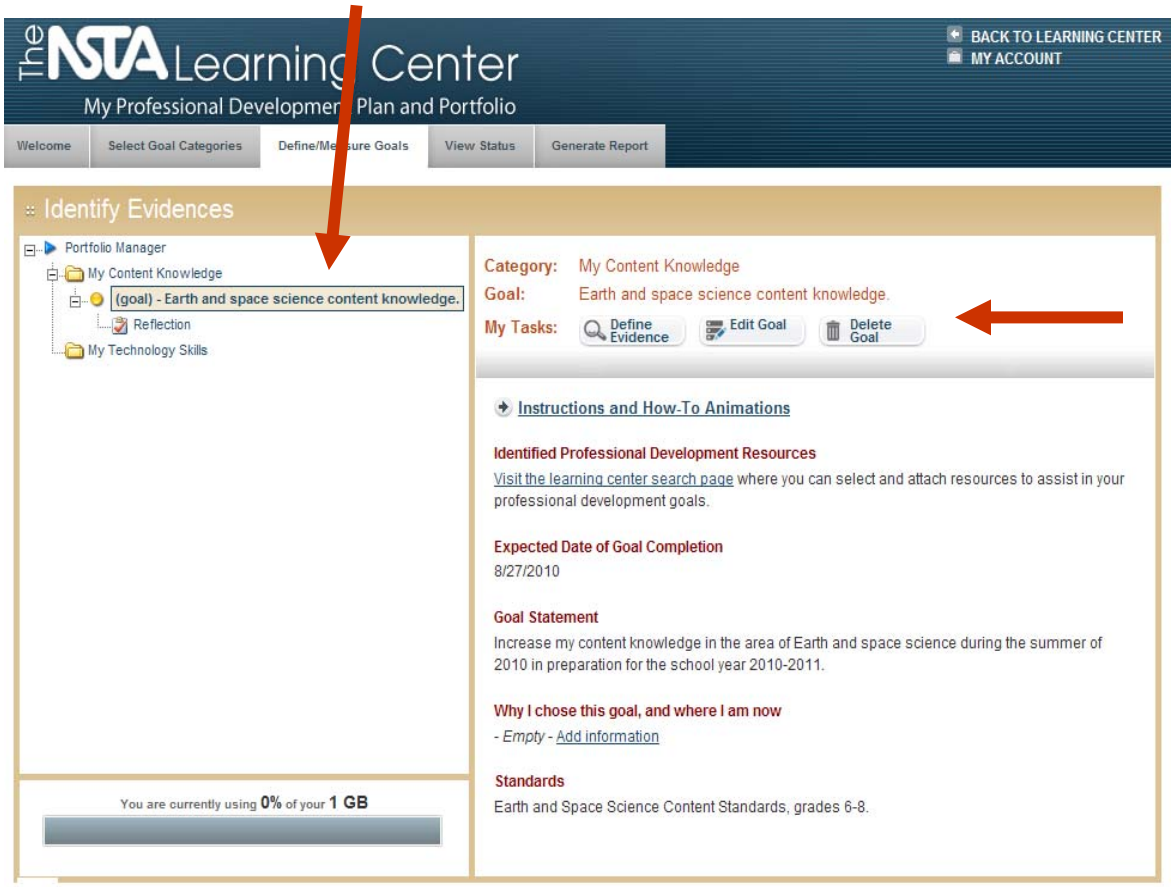


You may want to view the “Creating a Goal” How-To Animation to assist you in the process of creating your goal.

8 Answer the questions provided in the form. Note that some of the questions are required and others are optional. Questions to answer include name of your goal, its expected date of completion, and goal statement, etc. Click the *Save Goal* button at the bottom of the page when done.



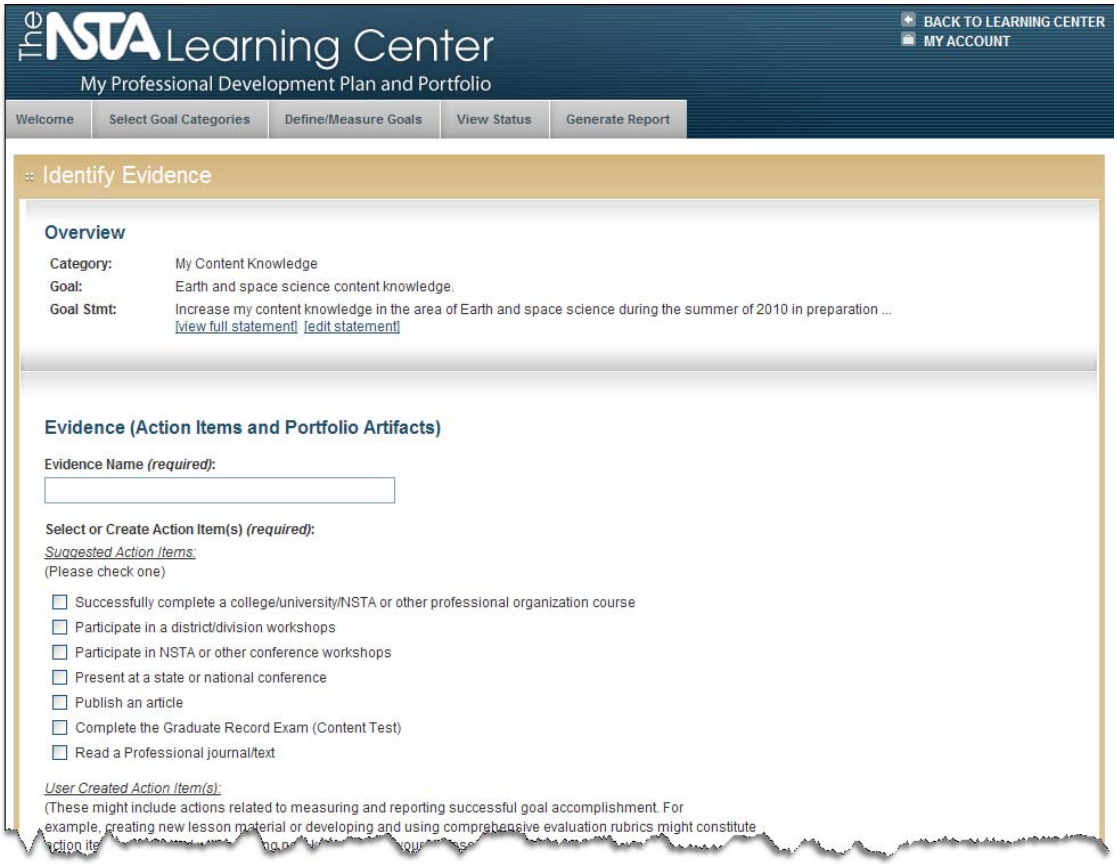
9 After you create and save your goal statement, click on its name within the *Portfolio Manager* (left side of the screen) to reveal the "Define Evidence," "Edit Goal," and "Delete Goal" buttons.



Click the "Define Evidence" button above to access a form that will enable you to describe the action items you plan to experience that will lead toward goal accomplishment, as well as define the evidence(s) that you will include in your electronic portfolio to indicate successful completion of each action item. Don't forget to view the how-to animations if needed!

10 Complete the form provided describing the action items you plan to experience that will lead toward goal accomplishment, as well as define the evidence that you will include in your electronic portfolio to indicate successful completion of each action item.

Notice that some items are required and others are optional. Click on the *Save Evidence* button at the bottom of the page when done.



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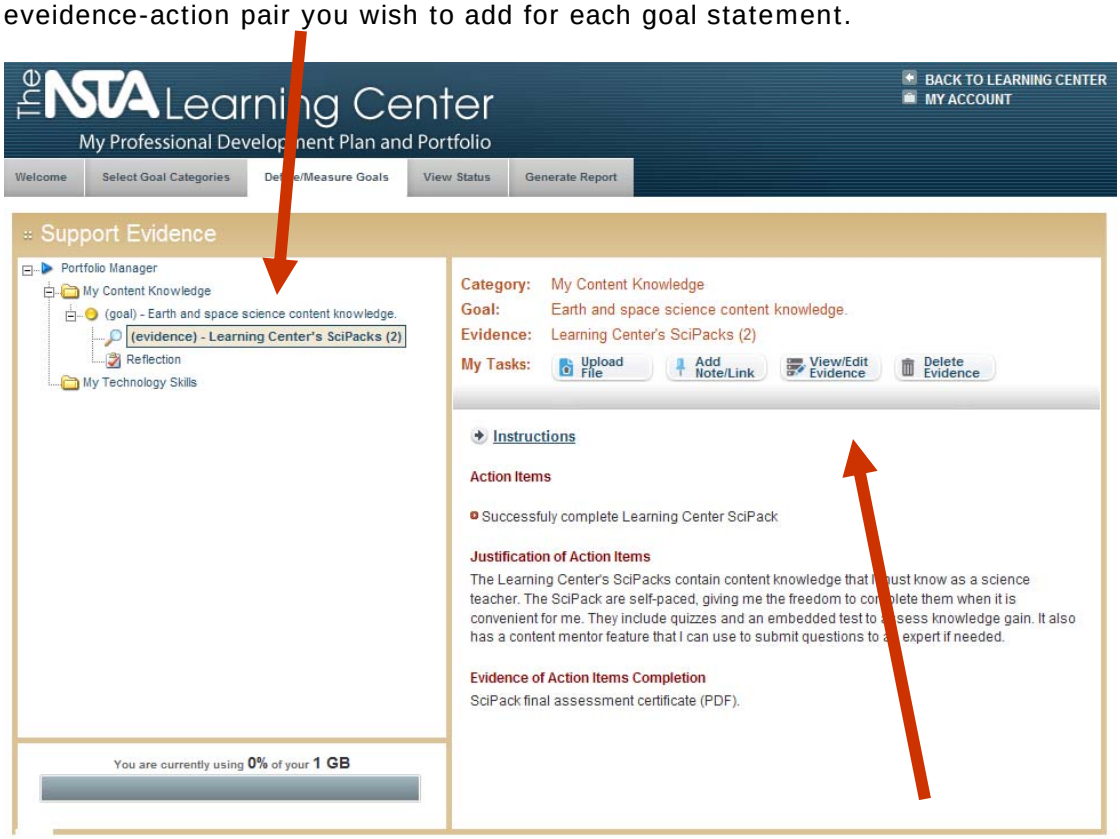
After you create and save your evidence and action, you'll see the screen below. Click on the evidence's name to reveal its information on the right side of the screen.

If you wish to add more evidences and action item pairs, click on the goal's name within the *Portfolio Manager* section and repeat steps 9 and 10. Do this for each eveidence-action pair you wish to add for each goal statement.

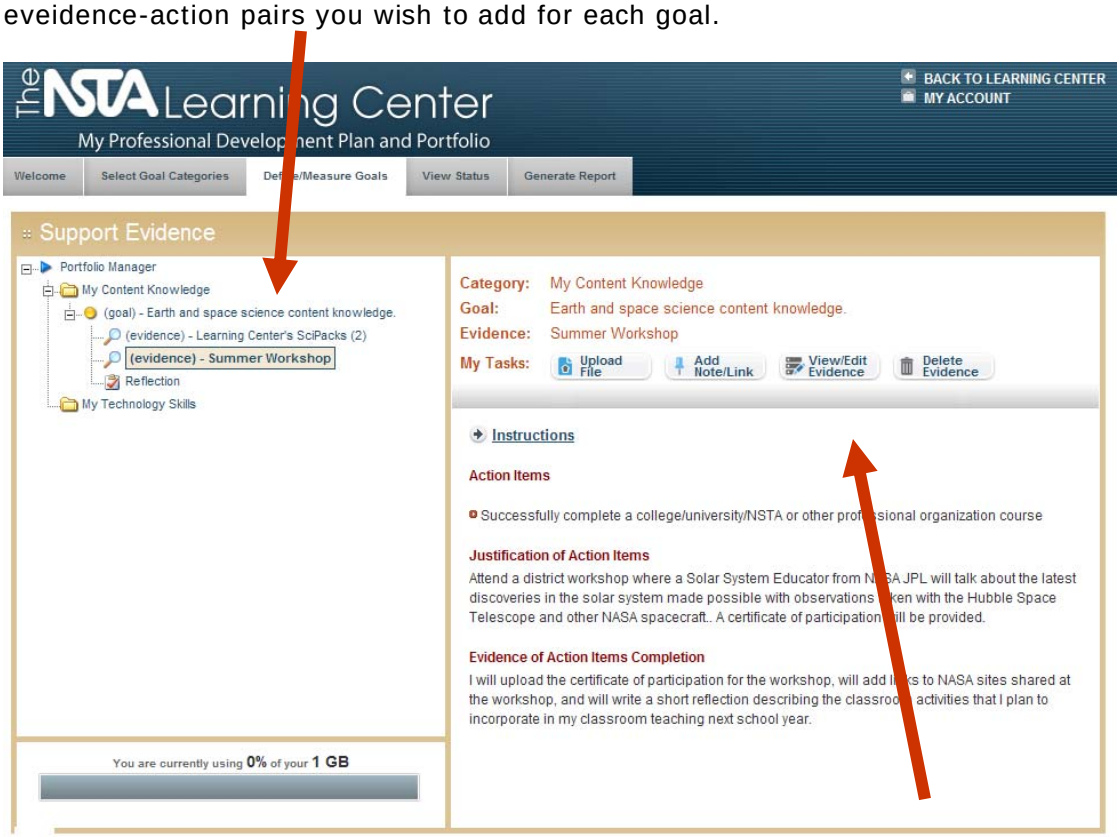


On this screen you can also "Upload File" (your evidence), "Add a Note/Link," "View/Edit Evidence," or "Delete Evidence."

12

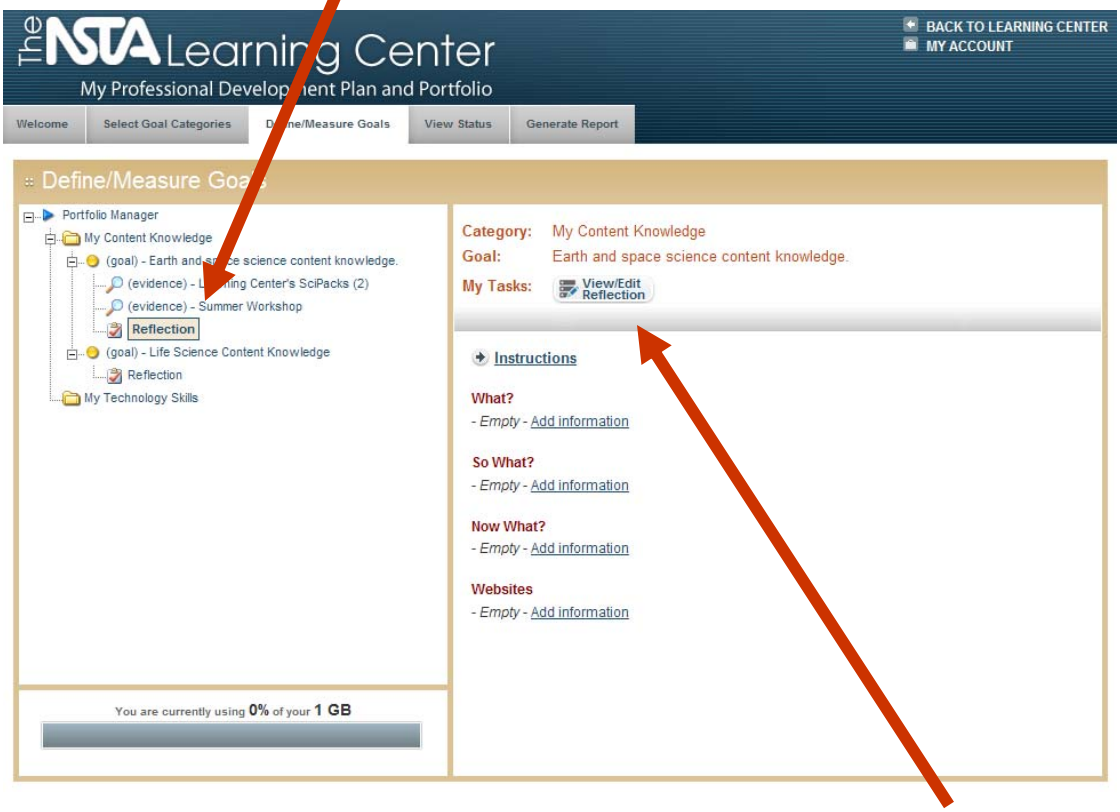
The screen below shows our example after a second evidence-action pair was added to the Earth and space science content knowledge goal. The new evidence added in this example is titled: “Summer Workshop.”

If you wish to add more evidences and action item pairs, click on the goal’s name within the *Portfolio Manager* section and repeat steps 9 and 10. Do this for each eveidence-action pairs you wish to add for each goal.



On this screen you can also “Upload File” (your evidence), “Add a Note/Link,” “View/Edit Evidence,” or “Delete Evidence.”

13 After uploading all your evidences for a goal, you need to complete a general *Reflection* form to declare your goal "completed." You must complete a *Reflection* for each goal.

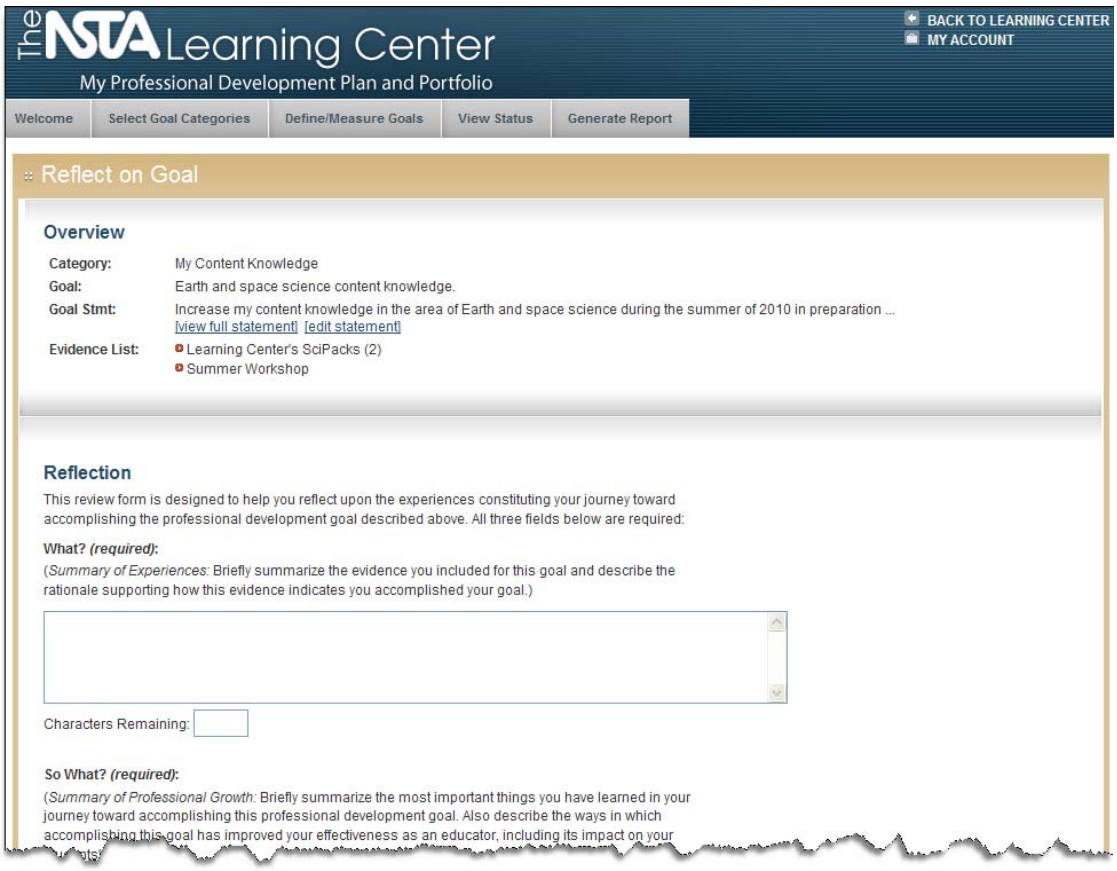


Click the "View/Edit Reflection" button to open the form and answer the questions "What?", "So What?", and "Now What?"

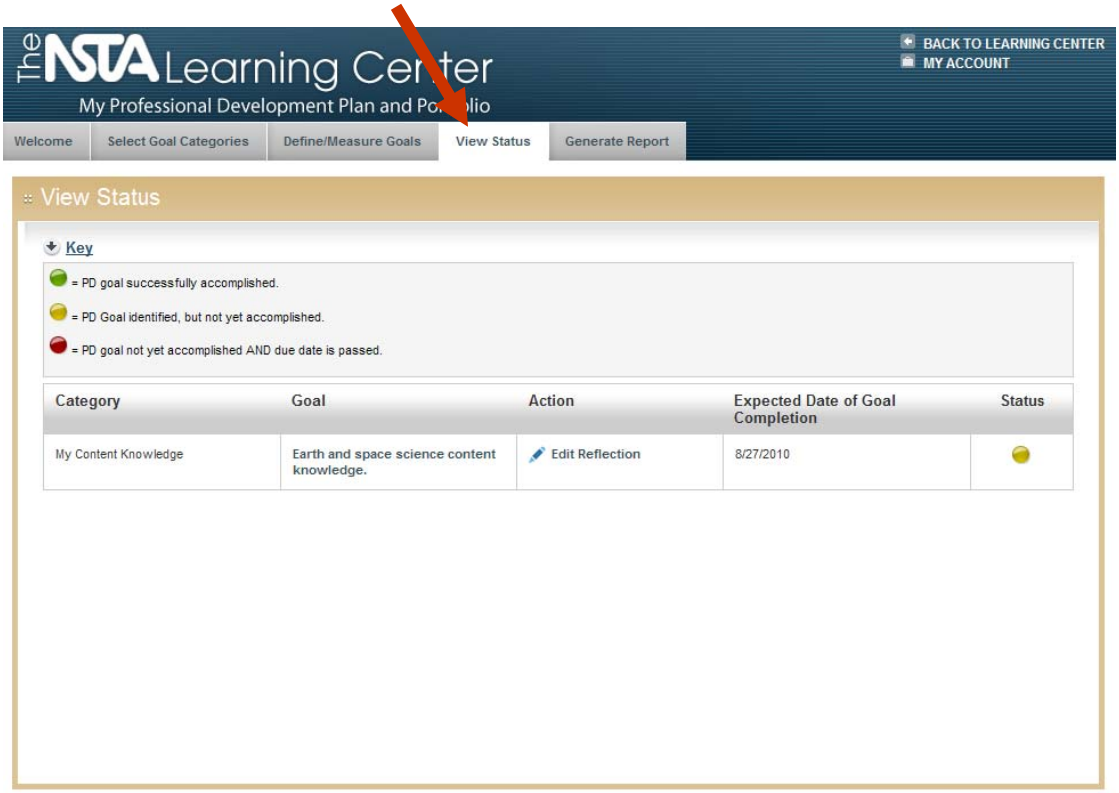
14 Complete the form provided reflecting on your goal, actions completed, and evidences submitted. You may share information regarding how accomplishing your goal increased your effectiveness as an educator.

At the bottom of the form, you have the option to include websites of interest related to your goal. It is within this form that you are able to declare your professional development goal as "completed."

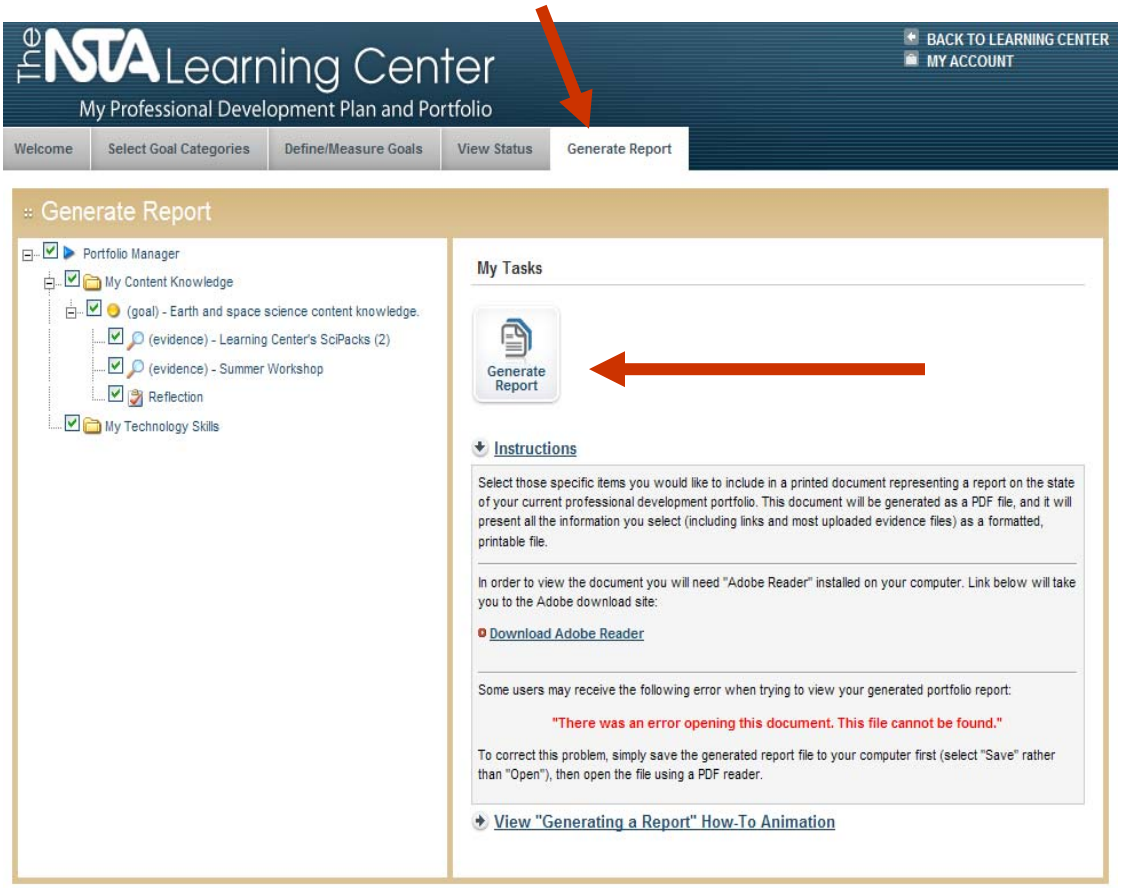
Notice that some items are required and others are optional. Click on the *Save Reflection* button at the bottom of the page when done.



15 Select the *View Status* tab at any time to see the green, yellow, or red status of completion of your goal category depending on your progress and the date you chosed as expected date of goal completion.



16 Select the *Generate Report* tab to access the report generator function. You may generate a report at any time. Select the items you want to include in the report by checking on the boxes provided, and click the *Generate Report* button. The report is a PDF file that can be saved to your computer to e-mail as an attachment, or to print and deliver by hand or via postal mail.



The date you generate the report is included in your report.

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