



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.

The NSTA Learning Center
My Professional Development Plan and Portfolio

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

BACK TO LEARNING CENTER
MY ACCOUNT

Welcome to My PD Plan & Portfolio Tool!

Welcome to *My Professional Development Plan and Portfolio Tool*! This flexible and easy-to-use tool collection represents web-based resources designed to help you reflect upon, plan, manage, organize, and report those experiences defining your own professional development journey across a specified time period. The tools help you complete the following steps in the creation of your own personal PD plan and portfolio:

- Step One: Identify your professional development (PD) goal categories
- Step Two: Describe your specific PD goals
- Step Three: Define action items and portfolio artifacts (evidence)
- Step Four: Upload evidence files
- Step Five: Review goal status and reflect on your accomplishments
- Step Six: Automatically generate your PD reports

Select the button below to begin (or continue) your PD plan and portfolio journey:

My Portfolio
Get started (or continue) using this tool!

Tool Overview
View a short animation describing the various features of this tool, or download the "Portfolio Help" PDF (0.5 MB) for assistance on how to get started.

Sample Reports
View a sample PD portfolio report (PDF file).

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

WelcomeSelect Goal CategoriesDefine/Measure GoalsView StatusGenerate 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

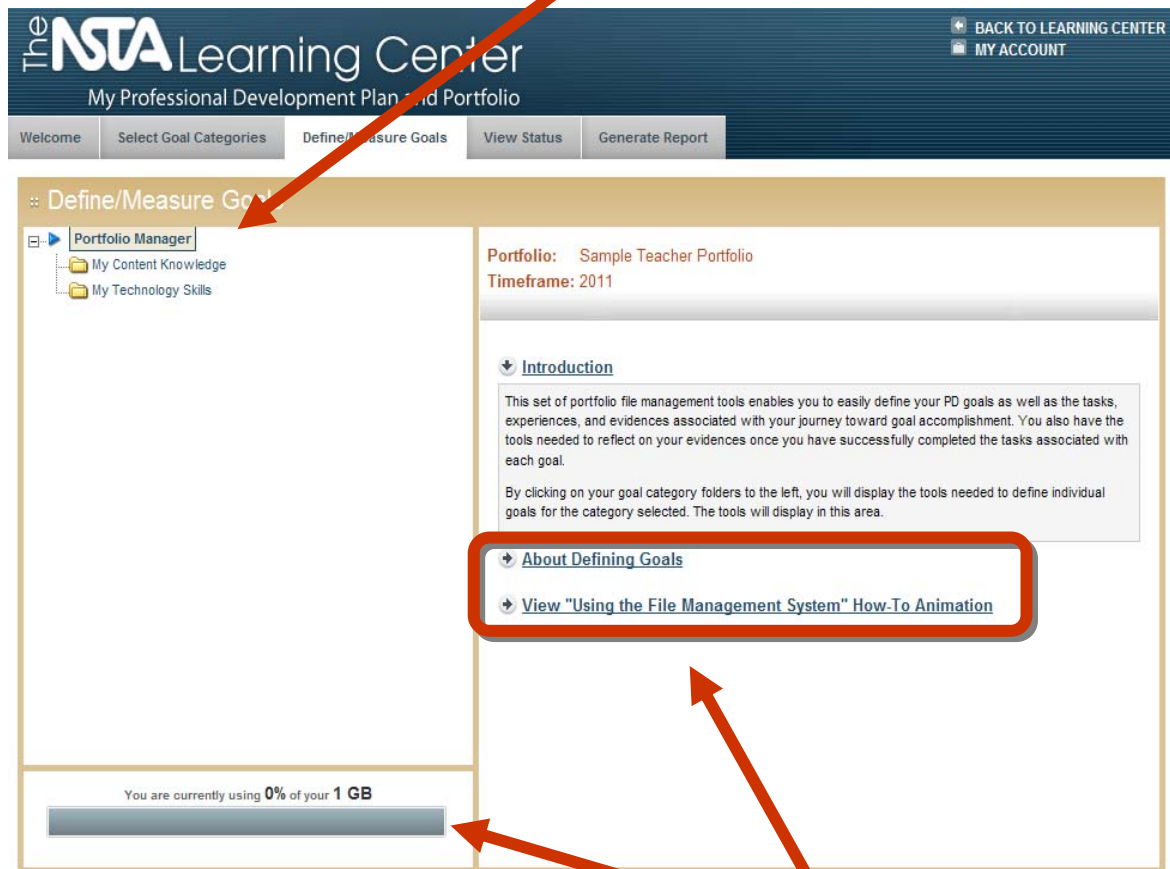
Check PDP categories to make visible in your Portfolio

Visible	Category	Description
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

NSTA

Page 6

- 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.

The NSTA Learning Center
My Professional Development Plan and Portfolio

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

Define/Measure Goals

Portfolio Manager

- My Content Knowledge
- My Technology Skills

Category: My Content Knowledge

My Tasks

Create Goal

Instructions

Click the button above to define a specific goal statement. Information from the following websites may help you define goals based on state/national standards:

- Review Your State Certification Requirements
- Standards for Professional Development for Teachers of Science
- Benchmarks for Scientific Literacy
- National Board for Professional Teaching Standards
- Partnership for 21st Century Skills
- Information and Communication Technology Literacy
- National Educational Technology Standards

My Content Knowledge

View "Creating a Goal" How-To Animation

You are currently using 0% of your 1 GB

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.

The screenshot shows the NSTA Learning Center interface. At the top, the header includes the NSTA logo and the text 'Learning Center' and 'My Professional Development Plan and Portfolio'. Navigation links for 'BACK TO LEARNING CENTER' and 'MY ACCOUNT' are in the top right. A menu bar contains 'Welcome', 'Select Goal Categories', 'Define/Measure Goals' (which is active), 'View Status', and 'Generate Report'. The main content area is titled 'Define Your Professional Development Goals' and has a yellow border. It contains an 'Overview' section with 'Category: My Content Knowledge'. Below this is a 'Goal' section with three required fields: 'Goal Name (required):' with a text input, 'Expected Date of Goal Completion (required):' with a date picker, and 'Goal Statement (required):' with a large text area and a 'Characters Remaining' counter. There is also an optional section: 'Why did I choose this goal, and where am I now? (optional):' with a text area and a 'Characters Remaining' counter. The bottom of the form has a decorative torn-edge effect.

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

Define Your Professional Development Goals

Overview
Category: My Content Knowledge

Goal
Goal Name (required):

Expected Date of Goal Completion (required):

Goal Statement (required):
(Describe a professional development goal for the selected category)

Characters Remaining:

Why did I choose this goal, and where am I now? (optional):
(Reflect on your initial ability levels related to the stated goal)

Characters Remaining:

- 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.

The screenshot displays the NSTA Learning Center interface. At the top, the header includes the NSTA Learning Center logo and navigation links: "Welcome", "Select Goal Categories", "Define/Measure Goals", "View Status", and "Generate Report". On the right, there are links for "BACK TO LEARNING CENTER" and "MY ACCOUNT".

The main content area is titled "Identify Evidences". On the left, the "Portfolio Manager" shows a tree structure with folders for "My Content Knowledge", "Reflection", and "My Technology Skills". A goal named "(goal) - Earth and space science content knowledge." is highlighted under "My Content Knowledge".

On the right, the goal details are shown:

- Category:** My Content Knowledge
- Goal:** Earth and space science content knowledge.
- My Tasks:** Define Evidence, Edit Goal, Delete Goal

Below the goal details, there are sections for "Instructions and How-To Animations", "Identified Professional Development Resources" (with a link to the learning center search page), "Expected Date of Goal Completion" (8/27/2010), "Goal Statement" (Increase my content knowledge in the area of Earth and space science during the summer of 2010 in preparation for the school year 2010-2011.), "Why I chose this goal, and where I am now" (Empty - Add information), and "Standards" (Earth and Space Science Content Standards, grades 6-8.).

At the bottom left, a progress bar indicates "You are currently using 0% of your 1 GB".

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.

The screenshot shows the 'Identify Evidence' page within the NSTA Learning Center. The header includes the NSTA logo and 'Learning Center' text, with links for 'BACK TO LEARNING CENTER' and 'MY ACCOUNT'. A navigation bar contains 'Welcome', 'Select Goal Categories', 'Define/Measure Goals', 'View Status', and 'Generate Report'. The main content area is titled 'Identify Evidence' and includes an 'Overview' section with fields for Category, Goal, and Goal Stmt. Below this is the 'Evidence (Action Items and Portfolio Artifacts)' section, which contains a text box for 'Evidence Name (required)', a section for 'Select or Create Action Item(s) (required)' with a list of suggested items, and a section for 'User Created Action Item(s)'.

The NSTA Learning Center
My Professional Development Plan and Portfolio

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

Identify Evidence

Overview

Category: My Content Knowledge
Goal: Earth and space science content knowledge.
Goal Stmt: Increase my content knowledge in the area of Earth and space science during the summer of 2010 in preparation ...
[View full statement](#) | [Edit statement](#)

Evidence (Action Items and Portfolio Artifacts)

Evidence Name (required):

Select or Create Action Item(s) (required):
Suggested Action Items:
(Please check one)

- ☐ Successfully complete a college/university/NSTA or other professional organization course
- ☐ Participate in a district/division workshops
- ☐ Participate in NSTA or other conference workshops
- ☐ Present at a state or national conference
- ☐ Publish an article
- ☐ Complete the Graduate Record Exam (Content Test)
- ☐ Read a Professional journal/text

User Created Action Item(s):
(These might include actions related to measuring and reporting successful goal accomplishment. For example, creating new lesson material or developing and using comprehensive evaluation rubrics might constitute action items.)

11

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 evidence-action pair you wish to add for each goal statement.

The screenshot displays the NSTA Learning Center interface. At the top, there's a dark blue header with the NSTA Learning Center logo and navigation links: "BACK TO LEARNING CENTER" and "MY ACCOUNT". Below the header is a navigation bar with tabs: "Welcome", "Select Goal Categories", "Define/Measure Goals", "View Status", and "Generate Report". The main content area is titled "Support Evidence". On the left, a "Portfolio Manager" sidebar shows a tree structure with "My Content Knowledge" expanded, containing a goal "(goal) - Earth and space science content knowledge.", an evidence item "(evidence) - Learning Center's SciPacks (2)", "Reflection", and "My Technology Skills". The right pane shows details for the selected evidence. It includes fields for "Category: My Content Knowledge", "Goal: Earth and space science content knowledge.", and "Evidence: Learning Center's SciPacks (2)". Below these are "My Tasks" with buttons: "Upload File", "Add Note/Link", "View/Edit Evidence", and "Delete Evidence". Further down, there's an "Instructions" section, followed by "Action Items" (listing "Successfully complete Learning Center SciPack"), "Justification of Action Items" (a paragraph about SciPacks), and "Evidence of Action Items Completion" (listing "SciPack final assessment certificate (PDF)"). At the bottom, a storage indicator shows "You are currently using 0% of your 1 GB".

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 evidence-action pairs you wish to add for each goal.

NSTA Learning Center
My Professional Development Plan and Portfolio

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

Support Evidence

Portfolio Manager

- My Content Knowledge
 - (goal) - Earth and space science content knowledge.
 - (evidence) - Learning Center's SciPacks (2)
 - (evidence) - Summer Workshop
 - Reflection
 - My Technology Skills

Category: My Content Knowledge
Goal: Earth and space science content knowledge.
Evidence: Summer Workshop

My Tasks: Upload File | Add Note/Link | View/Edit Evidence | Delete Evidence

Instructions

Action Items

- Successfully complete a college/university/NSTA or other professional organization course

Justification of Action Items

Attend a district workshop where a Solar System Educator from NASA JPL will talk about the latest discoveries in the solar system made possible with observations taken with the Hubble Space Telescope and other NASA spacecraft. A certificate of participation will be provided.

Evidence of Action Items Completion

I will upload the certificate of participation for the workshop, will add links to NASA sites shared at the workshop, and will write a short reflection describing the classroom activities that I plan to incorporate in my classroom teaching next school year.

You are currently using 0% of your 1 GB

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.

The screenshot shows the NSTA Learning Center interface. At the top, there's a navigation bar with links like 'Welcome', 'Select Goal Categories', 'Define/Measure Goals', 'View Status', and 'Generate Report'. The main content area is titled 'Define/Measure Goals'. On the left, a 'Portfolio Manager' shows a tree view of goals and evidence. The right side displays details for a selected goal: 'Category: My Content Knowledge', 'Goal: Earth and space science content knowledge.', and 'My Tasks: View/Edit Reflection'. Below this, there are sections for 'Instructions', 'What?', 'So What?', 'Now What?', and 'Websites', each with an 'Add information' link. A red arrow points from the 'View/Edit Reflection' button to the 'What?' section.

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.

The screenshot shows the 'Reflect on Goal' form in the NSTA Learning Center. The header includes the NSTA Learning Center logo and navigation links: 'BACK TO LEARNING CENTER' and 'MY ACCOUNT'. Below the header is a navigation bar with tabs: 'Welcome', 'Select Goal Categories', 'Define/Measure Goals', 'View Status', and 'Generate Report'. The main content area is titled 'Reflect on Goal' and contains two sections: 'Overview' and 'Reflection'.

Overview

Category: My Content Knowledge
Goal: Earth and space science content knowledge.
Goal Stmt: Increase my content knowledge in the area of Earth and space science during the summer of 2010 in preparation ...
Evidence List: Learning Center's SciPacks (2), Summer Workshop

Reflection

This review form is designed to help you reflect upon the experiences constituting your journey toward accomplishing the professional development goal described above. All three fields below are required:

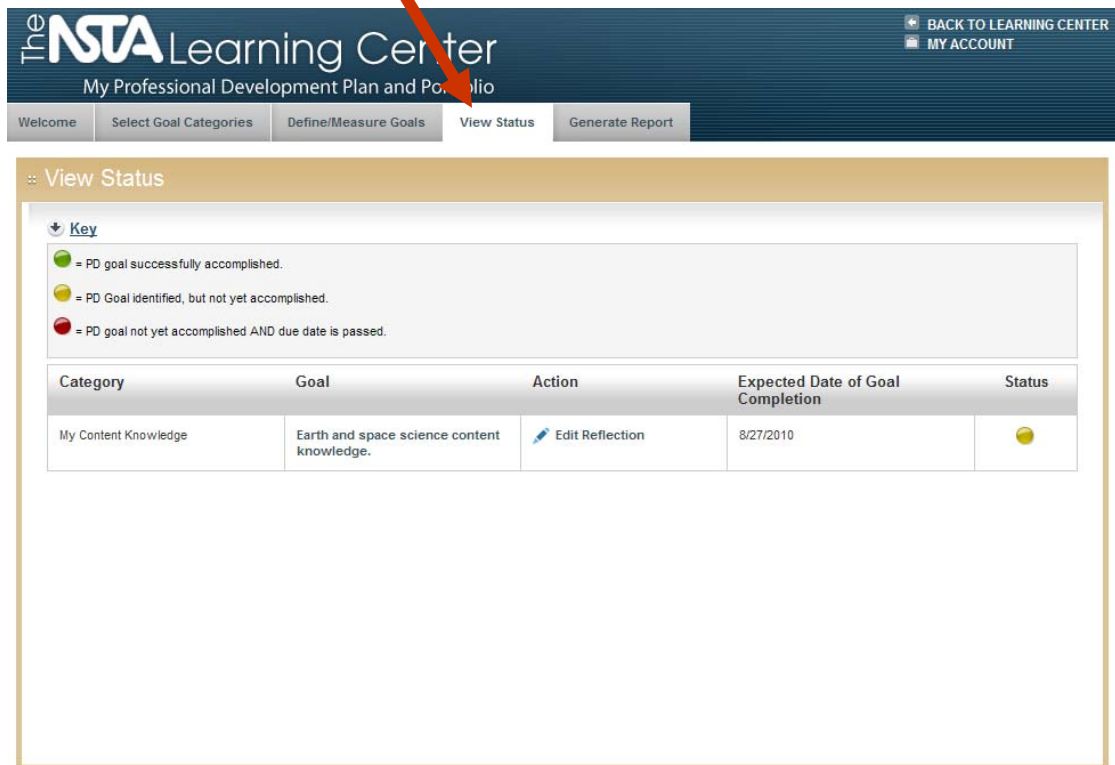
What? (required):
(Summary of Experiences: Briefly summarize the evidence you included for this goal and describe the rationale supporting how this evidence indicates you accomplished your goal.)

Characters Remaining: []

So What? (required):
(Summary of Professional Growth: Briefly summarize the most important things you have learned in your journey toward accomplishing this professional development goal. Also describe the ways in which accomplishing this goal has improved your effectiveness as an educator, including its impact on your

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 chose as expected date of goal completion.

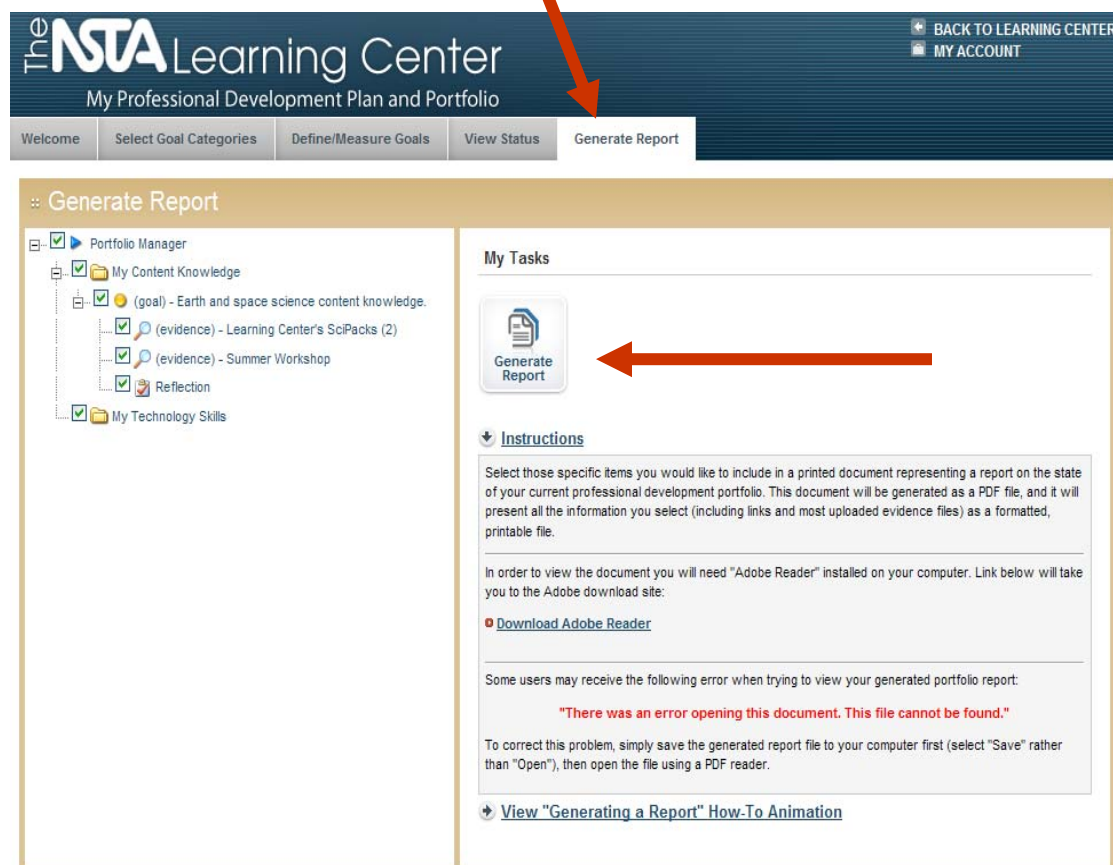


The screenshot displays the NSTA Learning Center interface. The top navigation bar includes links for 'Welcome', 'Select Goal Categories', 'Define/Measure Goals', 'View Status' (highlighted with a red arrow), and 'Generate Report'. The 'View Status' section contains a 'Key' explaining the status indicators: green for 'PD goal successfully accomplished', yellow for 'PD Goal identified, but not yet accomplished', and red for 'PD goal not yet accomplished AND due date is passed'. Below the key is a table with the following data:

Category	Goal	Action	Expected Date of Goal Completion	Status
My Content Knowledge	Earth and space science content knowledge.	Edit Reflection	8/27/2010	Yellow circle

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.

Thank you for using the Learning Center PD Plan & Portfolio Tool.

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.