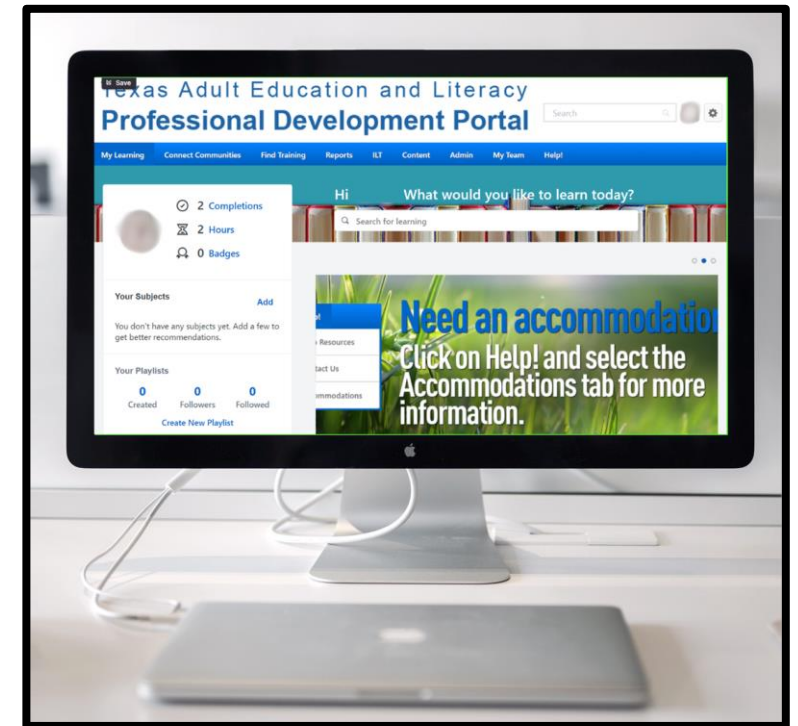


TRAIN PD @ TCALL

Navigating the PD Portal: Essential Tips and Training Strategies for AEL Professionals

Jessica Beaty

PD Portal Coordinator



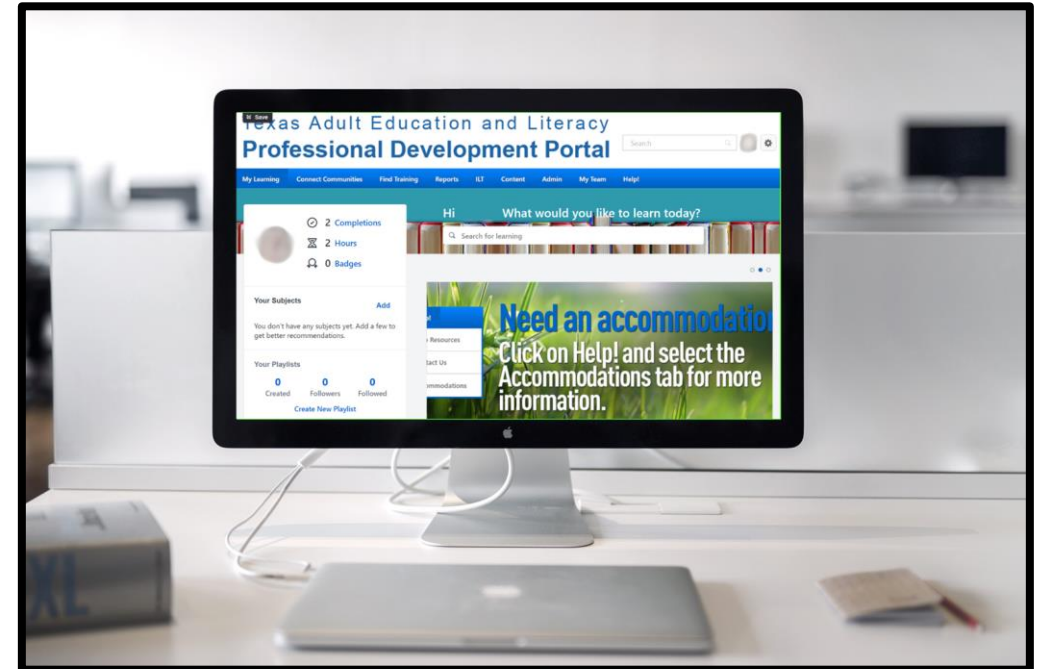
About TCALL

Texas
Center for the
Advancement of
Literacy and
Learning

- Established in 1989 by the Board of Regents at Texas A&M University Grant funded by the Texas Workforce Commission
- Provide access to research-based training, knowledge, services, information, and resources for the field of Adult Education and Literacy
- Support quality Adult Education and Literacy programs
- Provide a central communication network for AEL practitioners

About the PD Portal

- Access to high quality professional development (PD) training
- Complete PD at your own pace
- Access PD transcript and certificates of completion
- Connect and collaborate with fellow adult educators statewide

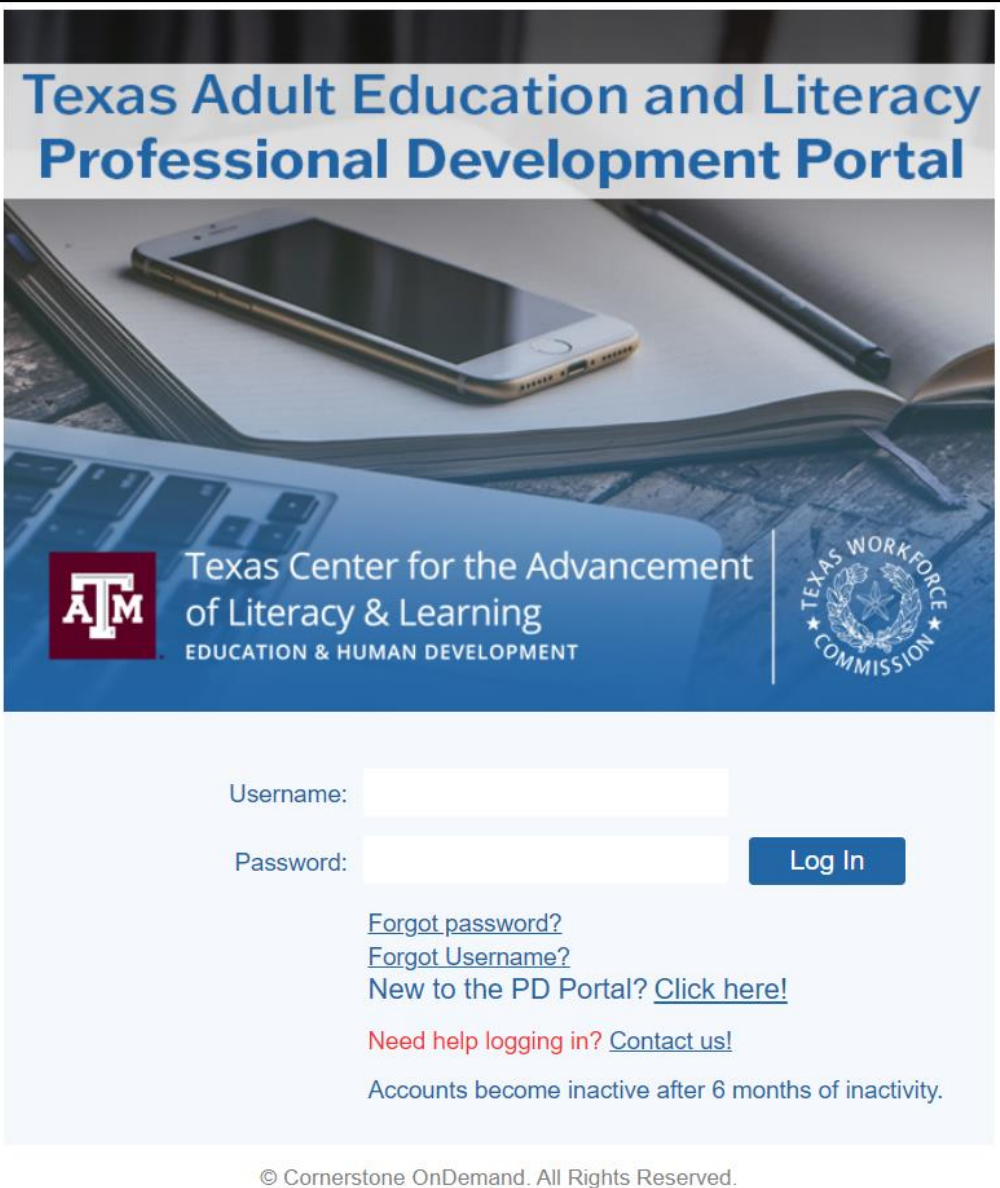


Objectives & Tasks

Objective: Participants will be able to identify how to navigate the PD Portal.

Today's Tasks:

1. Request an account
2. Search for & request professional development
3. View active transcript
4. Locate certificates of completion
5. Join & post in Connect Communities



The screenshot shows the login page for the Texas Adult Education and Literacy Professional Development Portal. The header features the title "Texas Adult Education and Literacy Professional Development Portal" in blue text. Below the header is a blue banner with the Texas Center for the Advancement of Literacy & Learning logo (ATM) and the Texas Workforce Commission logo. The main content area contains a login form with fields for "Username:" and "Password:", a "Log In" button, and links for "Forgot password?", "Forgot Username?", and "New to the PD Portal? Click here!". A red link "Need help logging in? Contact us!" is also present. A note at the bottom states "Accounts become inactive after 6 months of inactivity." The footer includes the copyright notice "© Cornerstone OnDemand. All Rights Reserved."

Texas Adult Education and Literacy
Professional Development Portal

ATM Texas Center for the Advancement
of Literacy & Learning
EDUCATION & HUMAN DEVELOPMENT

TEXAS WORKFORCE
COMMISSION

Username:

Password:

[Forgot password?](#)
[Forgot Username?](#)
New to the PD Portal? [Click here!](#)

Need help logging in? [Contact us!](#)

Accounts become inactive after 6 months of inactivity.

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PD Portal Accounts

- To qualify for an account, you simply need to work with adult education & literacy in some capacity.
- One account per person
- How/Where to apply





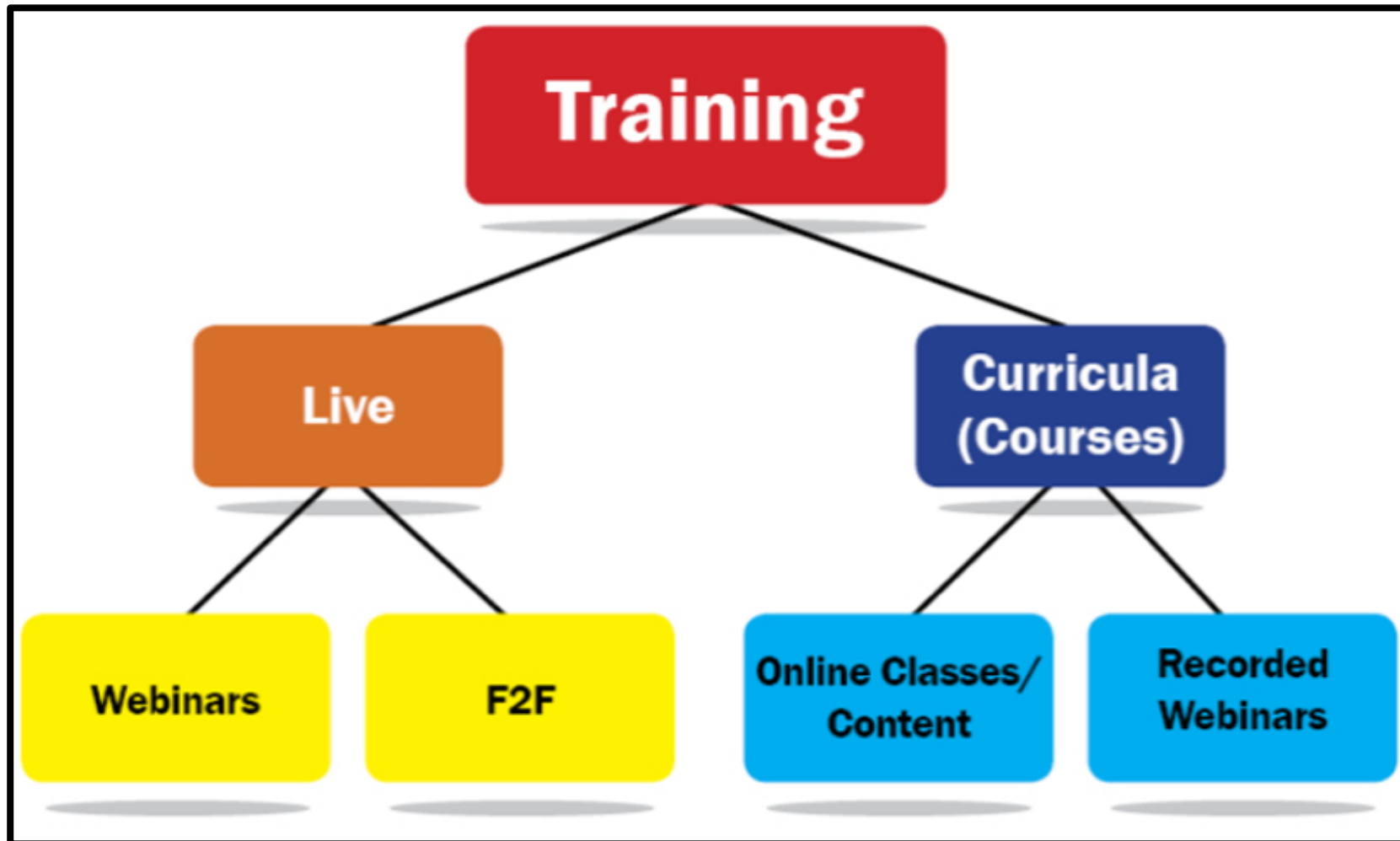
DEMO

**How to Create a
PD Portal
Account**

PD Portal Terminology

- **Banners:** scrolling announcements
- **Carousels:** collection of training
- **Learner Home:** PD Portal homepage
- **Navigation Tabs:** drop-down menus to access different parts of the PD Portal
- **Sidebar:** highlights your transcript details
- **Transcript:** collection of your training that is registered for, in progress, or have completed

Types of Available Training



Searching for LIVE Training

Find Training tab > Events
Calendar

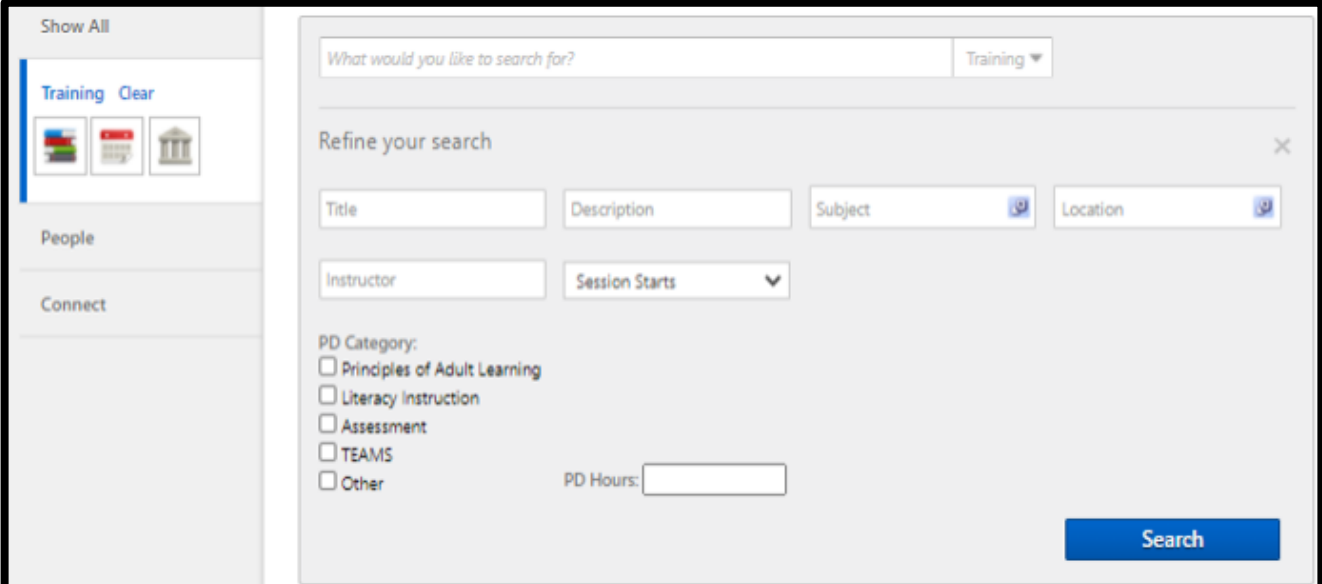
1. Select the month of the training session.
2. Click on training title.
3. Click on the Request button.
4. View your active transcript to see event training details or launch the live webinar.

The screenshot shows a training event page. At the top, a box highlights the date '27' and the title 'Maximizing Digital Literacy: Innovative Lesson Ideas for Instructors' with the time '2:00 PM CDT - Zoom Room'. Below this, the event ID '230927_MaDigLit_Web_Winkle' is displayed. The event details include: 'Wed, Sep 27, 2023, 2:00 PM - 4:00 PM CDT' with a 'Register by Wed, Sep 27, 2023, 2:10 PM CDT' deadline; 'TCALL Zoom Account > Zoom Room USA'; '2 hours' duration; 'English (US)' language; 'Literacy Instruction' category; '176 out of 200 seats available'; and contact information for Michele Vick (9798459678, michelevick@tamu.edu). A 'Show More' link is present. The 'PARTS / SCHEDULE' section shows the event on 'SEP 27' with the same title and location. A blue 'Request' button with a dropdown arrow is at the bottom right.

Search for **ASYNCHRONOUS** Training

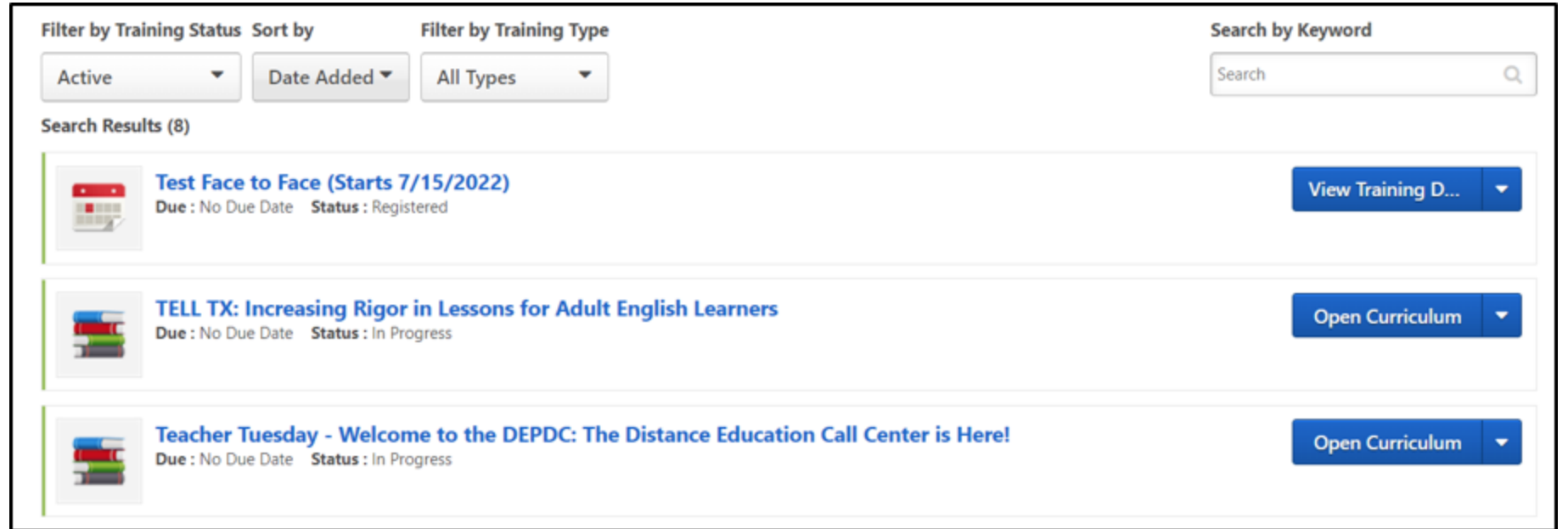
Find Training tab > Search

1. Click on Training in the left sidebar.
2. Click on Refine Search
3. Fill in your search parameters (i.e., keywords, PD category, PD hours).
4. Click the Search button.



The screenshot shows a search interface with a left sidebar and a main search area. The sidebar has a 'Show All' link at the top, followed by 'Training Clear' with three icons (a book, a person, and a building). Below this are sections for 'People' and 'Connect'. The main search area has a search bar with the placeholder text 'What would you like to search for?' and a dropdown menu set to 'Training'. Below the search bar is a 'Refine your search' section with a close button (X). This section contains several input fields: 'Title', 'Description', 'Subject' (with a dropdown arrow), 'Location' (with a dropdown arrow), 'Instructor', and 'Session Starts' (with a dropdown arrow). Below these fields is a 'PD Category' section with five checkboxes: 'Principles of Adult Learning', 'Literacy Instruction', 'Assessment', 'TEAMS', and 'Other'. To the right of these checkboxes is a 'PD Hours' input field. At the bottom right of the search area is a blue 'Search' button.

Access Your Transcript



The screenshot displays a user interface for accessing a transcript. At the top, there are three filter sections: 'Filter by Training Status' with a dropdown set to 'Active', 'Sort by' with a dropdown set to 'Date Added', and 'Filter by Training Type' with a dropdown set to 'All Types'. To the right is a 'Search by Keyword' search bar. Below these filters, it says 'Search Results (8)'. Three training items are listed:

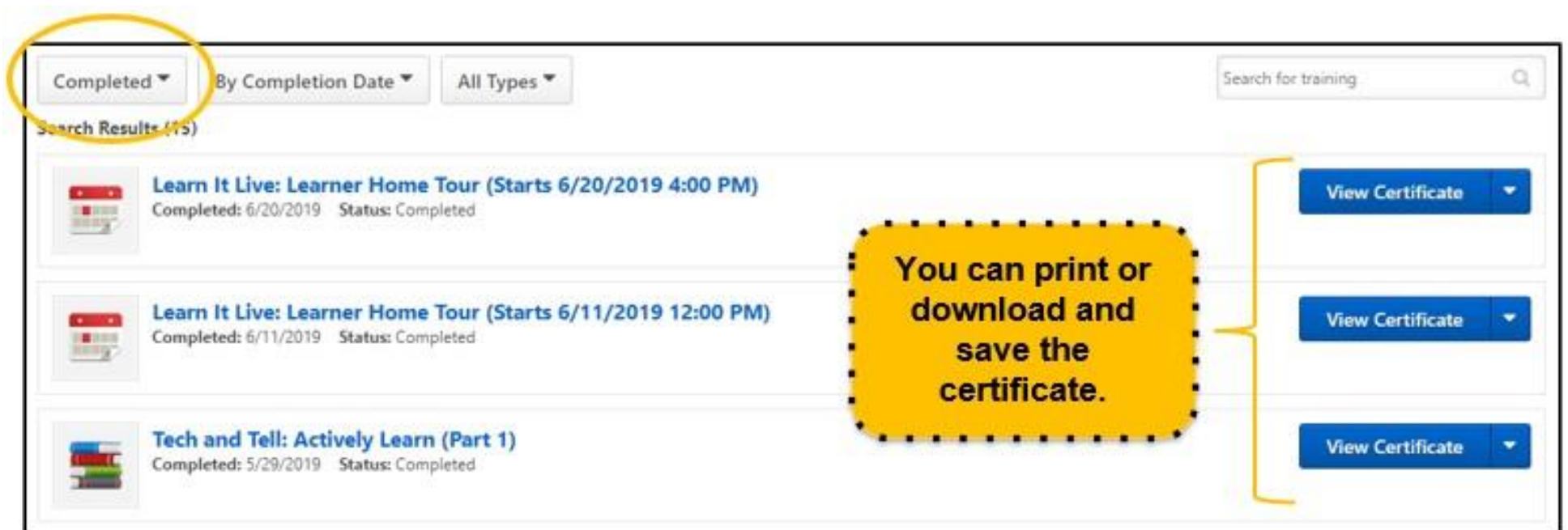
- Test Face to Face (Starts 7/15/2022)**
Due : No Due Date Status : Registered
Action: View Training D...
- TELL TX: Increasing Rigor in Lessons for Adult English Learners**
Due : No Due Date Status : In Progress
Action: Open Curriculum
- Teacher Tuesday - Welcome to the DEPCD: The Distance Education Call Center is Here!**
Due : No Due Date Status : In Progress
Action: Open Curriculum

Options

- My Learning > View Your Transcript
- Transcript View
- My Transcript Carousel

Locate Certificates of Completion

1. Navigate to your transcript.
2. Change **Active** to **Completed**.



The screenshot displays a user interface for viewing training transcripts. At the top, there are three filter buttons: 'Completed' (circled in yellow), 'By Completion Date', and 'All Types'. To the right is a search bar labeled 'Search for training'. Below the filters, the text 'Search Results (15)' is visible. The main content area lists three completed training items, each with a small icon, a title, a completion date, and a status of 'Completed':

- Learn It Live: Learner Home Tour (Starts 6/20/2019 4:00 PM)**
Completed: 6/20/2019 Status: Completed
- Learn It Live: Learner Home Tour (Starts 6/11/2019 12:00 PM)**
Completed: 6/11/2019 Status: Completed
- Tech and Tell: Actively Learn (Part 1)**
Completed: 5/29/2019 Status: Completed

Each item has a blue 'View Certificate' button to its right. A yellow callout box with a dashed border is positioned over the middle item, containing the text: 'You can print or download and save the certificate.' A yellow bracket on the right side of the callout points to the 'View Certificate' buttons for the middle and bottom items.

Joining a Connect Community

Connect Communities > All Communities

1. Scroll down to **Browse Communities.**
2. Select the community of interest.
3. Click on **Join Community.**



Posting in a Connect Community

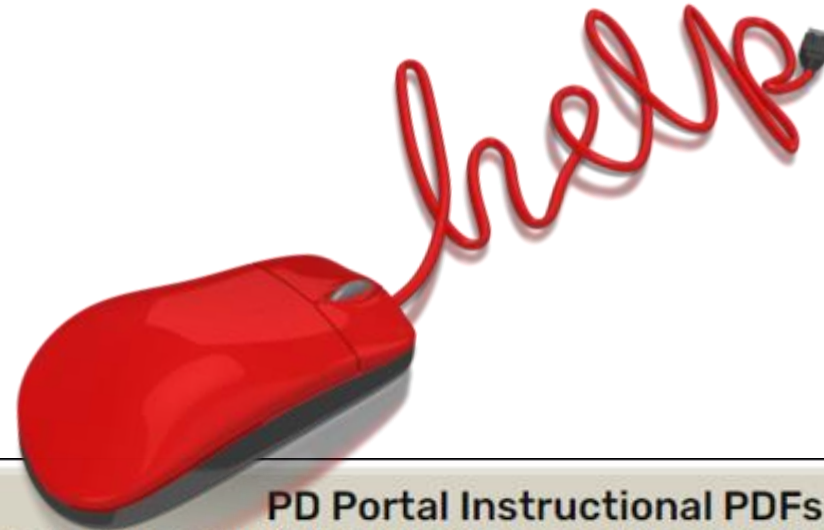
1. Navigate to a Connect Community.
2. Click on Topics.
3. Select the topic folder that best fits your post.
4. Click the down arrow on **Create Posting**.
5. Select **Create Discussion**.
6. Write, add link, upload a document...
7. Click **Post**.



PD Portal Help

HELP! > Help Resources

- Contact Us form
- Email: PDPortal@tamu.edu
- Phone: (800) 441-7323
- Instructional handouts @ <https://tcall.tamu.edu/PD-Portal.html>



PD Portal Instructional PDFs

Below is where you will find all the info you need for getting started, navigating, and succeeding in the PD Portal! Click on the links below for detailed help instructions.

Before Beginning

- [Adjusting Pop-ups in Google Chrome](#)
- [Adjusting Pop-ups in Mozilla Firefox](#)
- [Creating a PD Portal Account](#)
- [Overview of Learner Home](#)
- [Picking Subjects of Interest](#)

Troubleshooting

- [Launching a Live Webinar - Desktop & Laptop](#)
- [Launching a Live Webinar - Mobile Device](#)
- [PD Portal FAQs](#)
- [Resetting Your Password](#)
- [Toggling to and from Curriculum Player and Connect Communities](#)
- [Using the Curriculum Player](#)

Navigating the Portal

- [Adding an External Training](#)
- [Joining and Posting in Connect Communities](#)
- [Updating User Record](#)
- [Viewing Your Active Transcript](#)

Search for Training

- [Requesting a Live Webinar](#)
- [Search for Training: Global Search](#)
- [Search for Training: Learning Search](#)
- [Using the Events Calendar to Find Live Training](#)

After a Training

- [Completing Evaluations](#)
- [Locating Certificates of Completion](#)
- [Reviewing Content in Course Already Completed](#)
- [Running a Report for Completed Professional Development](#)
- [Taking a Test](#)

Don't Forget!

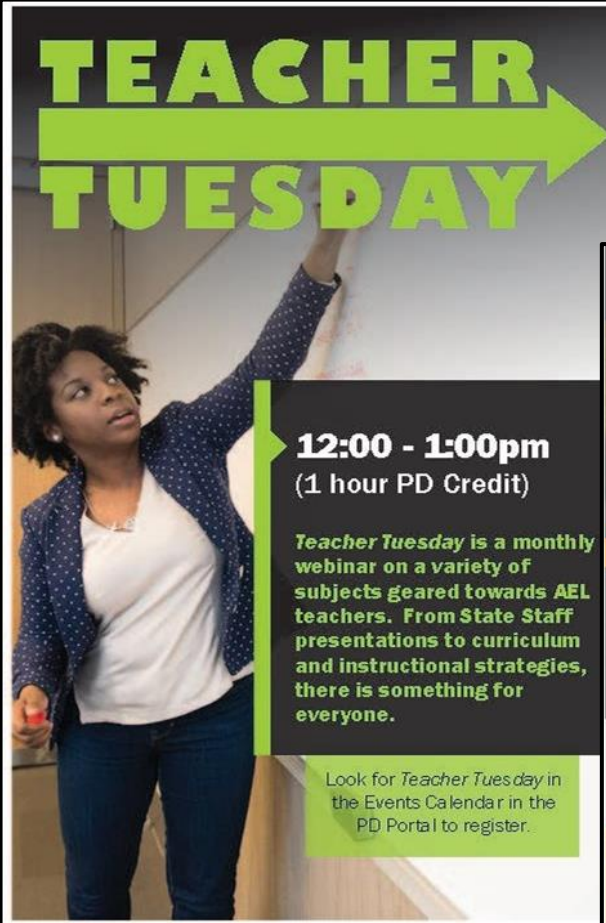
The Distance Education Call Center offers after hours support!

- Open 7 days a week from 7am-10pm.
- Call 1-833-498-2255
- Visit www.txdistanceedhelp.com

TEXAS ADULT EDUCATION
DISTANCE EDUCATION
PROFESSIONAL DEVELOPMENT &
CALL CENTER

Recommended PD

- **Live monthly webinars**
 - Teacher Tuesdays
 - Tech and Tell
- **Asynchronous Trainings**
 - Teaching Adult Learners
 - Holy Hippocampus: How Adults Learn (AEL Instructional Virtual Conference)
 - Self-Directed Learning




TEACHER TUESDAY

12:00 - 1:00pm
(1 hour PD Credit)

Teacher Tuesday is a monthly webinar on a variety of subjects geared towards AEL teachers. From State Staff presentations to curriculum and instructional strategies, there is something for everyone.

Look for *Teacher Tuesday* in the Events Calendar in the PD Portal to register.



Tech & Tell
Lunchtime Learning Sessions

Join Us for a Brown Bag Tech & Tell!

Are you looking for new and engaging activities you can bring to your classroom? Don't have the time or the knowledge to find digital tools?

Participate in live demonstrations of technology tools or websites that will help you keep your classroom organized, your students engaged, and your tech skills up to date.

Tech and Tell webinars are offered one or two times per month on Fridays from 11:30 - 12:30 pm CST.

To register for and access the Tech and Tell webinars, please go to the Texas AEL PD Portal: twc.csod.com

Recommended PD

- **Asynchronous Trainings continued...**
 - One Step At A Time: Remote Tutoring for Literacy Level Learners (Webinar)
 - Using the Change Agent Resources to Teach Reading
 - Using the Change Agent to Teach Writing
 - The Power of Customer Service
 - Open Educational Resources Enhance Adult Learning (DLTI Webinar)
 - Transformative Learning
 - Remote Tutoring 101 (Webinar)



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