Quick Reference Guide



A Guide for Volunteer Tutors

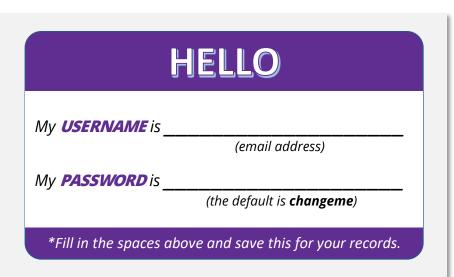
ACCESSING THE PD PORTAL

Type <u>https://pdportal.paadultedresources.org</u> into your desired browser's address bar.



USERNAME & PASSWORD

- Speak with your tutor coordinator if you do not already have a PD Portal account.
- Be sure to store your credentials in a safe, secure location!
- If it is your first time signing in, you will have to change the temporary password, which is *changeme*.



AVAILABLE MODULES

Work with your tutor coordinator to identify which of the Tutor Training modules you will take. Mark the checkboxes accordingly below for future reference.



- **MODULE 1:** Tutoring Routines
- **MODULE 2:** Teaching Adults
- **MODULE 3:** Teaching Adult Basic Education
- **MODULE 4:** Teaching English as a Second Language
- **MODULE 5:** Lesson Planning
- **MODULE 6:** Using Textbooks & Authentic Materials
- **MODULE 7:** Preparing Students for the HS Equivalency Exams
- MODULE 8: Teaching Strategies

SIGN IN TO THE PD PORTAL

- 1. On the PD Portal landing page, click on the **SIGNIN** button on the top right corner of the screen.
- 2. Enter your credentials in the Sign In pop-up window.
- 3. Click the **SIGN IN** button on the bottom right corner of the **Sign In** pop-up window.

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VIEW THE PROFESSIONAL LEARNING OPPORTUNITIES CATALOG

- If Not Signed In: A quick view of the catalog can be accessed on the PD Portal landing page. You can expand the catalog by clicking on Professional Learning Opportunities Catalog > .
- If Signed In: Click on the menu icon (Ξ) located on the top left of the screen. After the menu expands, click on
 Course catalog to access a quick view of the catalog. You can expand the catalog by clicking on

Professional Learning Opportunities Catalog >

ENROLLMENT & REGISTRATION

- 1. In the course catalog, locate and select one of the Tutor Training modules that you and your tutor coordinator identified together as a professional learning opportunity you will take.
- 2. Review the description and syllabus.
- 3. Click on the **ENROLL** button on the right column.
- 4. You will see a confirmation of your registration on the screen.
- 5. Repeat the steps above as necessary for other Tutor Training modules.

NAVIGATING THE MODULES

- 1. Access the module you want to view from the *My Courses* section of the *My Dashboard* (home) page. If you cannot find the module, scroll down and click on LOAD MORE or VIEW ALL MY COURSES AND LEARNING PLANS.
- 2. Click on the GO TO COURSE START button.
- 3. To move from one course activity to another, you can click on the **PREVIOUS NEXT** buttons or use the course menu on the right column. Scroll down to view other course activities and resources that may be off-screen, such as the File Repository and the instructor's contact information.
- 4. The primary instructional activity occurs in the course activity labeled "Learning Module," which is identified by the 🛐 (zipped file) icon. To navigate this course activity, you can click on the **PREV NEXT** buttons or use the menu items on the left column. Use the timeline bar to review the audio as needed.
 - Some slides within this course activity may require full or partial completion before allowing you to proceed to the next slide. Follow the instructions on the slide to proceed.
 - You must view every slide in this course activity to unlock the Course Evaluation (required).

TIPS

- If you are experiencing tech problems, please contact pdportal@tiu11.org.
- Open the Resources tab in the Learning Module and download the presentation notes to review the Learning Module contents offline.
- If you notice a lag in the responsiveness of the tutor modules, check your internet connection speed and/or close unnecessary programs running in the background. Restart your system as needed.
- Speakers or headphones are required to hear the Learning Module audio that accompanies most slides.
- You may pause or exit the learning module and continue your progress at a later time.