

Quick Reference Guide

A Guide for Volunteer Tutors

ACCESSING THE PD PORTAL

Type <http://pdportal.paadultedresources.org> 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's your first time signing in, you will have to change the temporary password, which is **changeme**.

HELLO

My **USERNAME** is _____
(email address)

My **PASSWORD** is _____
*(the default is **changeme**)*

**Fill in the spaces above and save this for your records.*

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 **SIGN IN** 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.

Quick Reference Guide

A Guide for Volunteer Tutors


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 (☰) located on the top left of the screen. After the menu expands, [Course catalog](#) [Professional Learning Opportunities Catalog](#) > f the catalog. You can expand the catalog by clicking on

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.
- Scroll to the bottom of the page to access the File Repository where you will be able to 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.