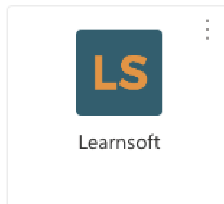
April 2025

PD Credit for Teacher Reclassification
PD Participant Guidance
How to Upload Your Portfolio

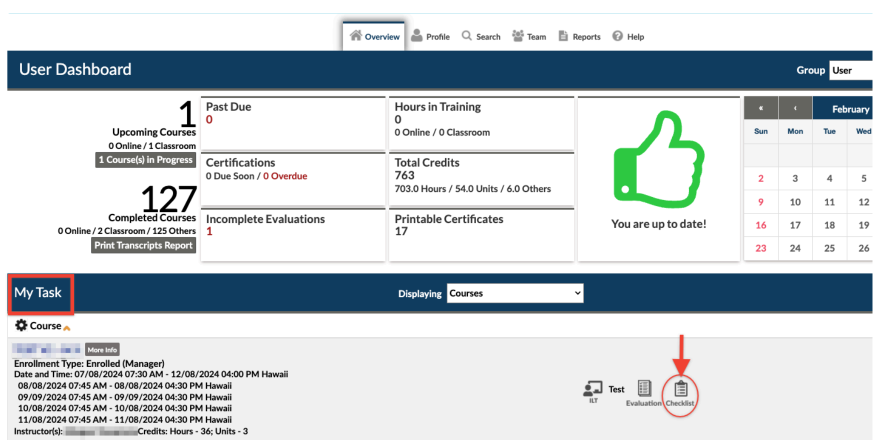
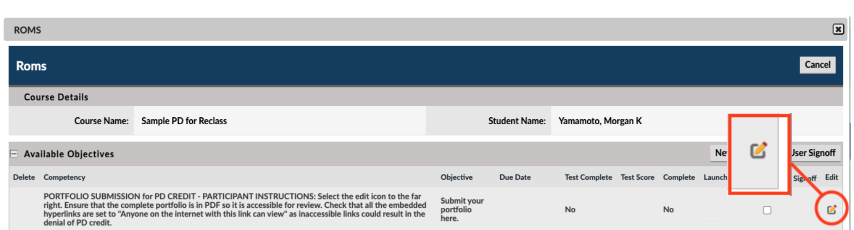
Log in to the Learnsoft System.

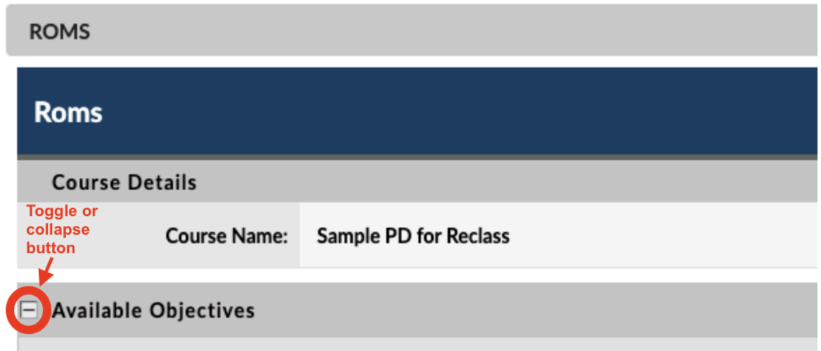
Click on the Learnsoft tile on the My Apps dashboard.



Need help logging in?	If you require technical assistance, please submit a ticket through Service Now help.hidoe.org, or call the IT Help Desk (808) 564-6000, Monday through Friday from 7:45 a.m. to 4:30 p.m., excluding holidays.

Uploading Your Portfolio

1. Once logged in, in the User Dashboard, locate the course to which you want to upload your portfolio under **My Task**. 2. Click on the **Checklist** icon. NOTE: Participants must complete the **test** and **evaluation** in addition to the **checklist** to receive their PD credits.	
Click on the pencil icon under **Edit.**	

<table>
<tr>
<td>TIP: If the **Edit** icon is not visible, click on the box with the collapse button.</td>
<td>
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1. Insert the link to your portfolio in the **Student Comments** field.
   NOTE: Check that all embedded links are set to "Anyone on the internet with this link can view". Inaccessible links could result in the denial of PD credit.
2. Click **Save**.
3. To exit, click on the "X" to close the window.

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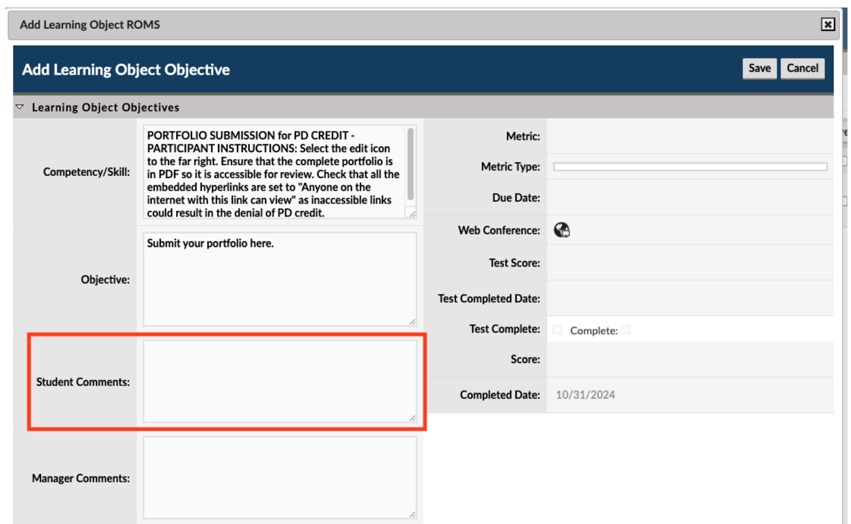
<td>
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NOTE TO COURSE PARTICIPANTS:
If the instructor has not approved the final portfolio and revisions are necessary, repeat the steps above.

The portfolio upload instructions are shown **above**, and the instructions for the tests and evaluations are shown **below**.

Important Information Regarding PD Credits:

Credits will be released **after** the course "end date" once all three requirements are completed. Please allow the instructor and PD office time to process your credits. PD credits should be released within 21 calendar days after the 'end date' listed in the details for the course. You do not need to contact us after completing your checklist and evaluation to verify your status. You are responsible for monitoring your transcript. If you have not received your credits after 21 days, please then reach out to the instructor. The instructors are responsible for following up with the PD office.

Pre- and Post-Examinations:

- Log in to Learnsoft.
- On your User Dashboard, find the course under "My Tasks."
- Click the "Test" icon. There are two tests also referred to as Pre and Post Examinations.
    1. **Pre-Examination**
        - Complete all questions in the "Pre-Examination."
        - Click "**Submit**." Click "**Next**." Do not click "Exit."
        - Your Pre-Examination results appear in the next window, take a screenshot for your records. The table with the date serves as proof of completion regardless of the score.
    2. **Post-Examination**
        - Read the full document. Complete the Post-Examination question.
        - Click "Submit."
        - Your Post-Examination results appear in the next window, take a screenshot for your records. The table with the date serves as proof of completion regardless of the score.
        - Click "Exit."

    Important: Capture each exam's results before moving on or closing its results window.

Evaluation:

- Click the "Evaluation" icon.
- Complete **ALL** 11 evaluation questions.
- **Important: Click "Save" at the bottom of the evaluation before closing the window. Your PD credits are contingent upon your saved evaluation.**
- **Tip:** After saving, if you return to the evaluation and see your answers, you can disregard any "Incomplete Evaluations" indicator on your dashboard. Your evaluation has been successfully saved.