

# TRAIN PD @ TCALL

## Fulfill Your Learning Needs with the PD Portal

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# About TCALL

**T**exas  
**C**enter for the  
**A**dvancement of  
**L**iteracy and  
**L**earning

- 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

## Texas Adult Education and Literacy Professional Development Portal



Welcome to Cornerstone OnDemand. | [Please Sign-in](#)

Login

Username:

Password:

[Forgot Username or Password?](#)

LOGIN

Need Help? Send an email to [pdportal@tamu.edu](mailto:pdportal@tamu.edu)  
Accounts become inactive after 6 months of no use.

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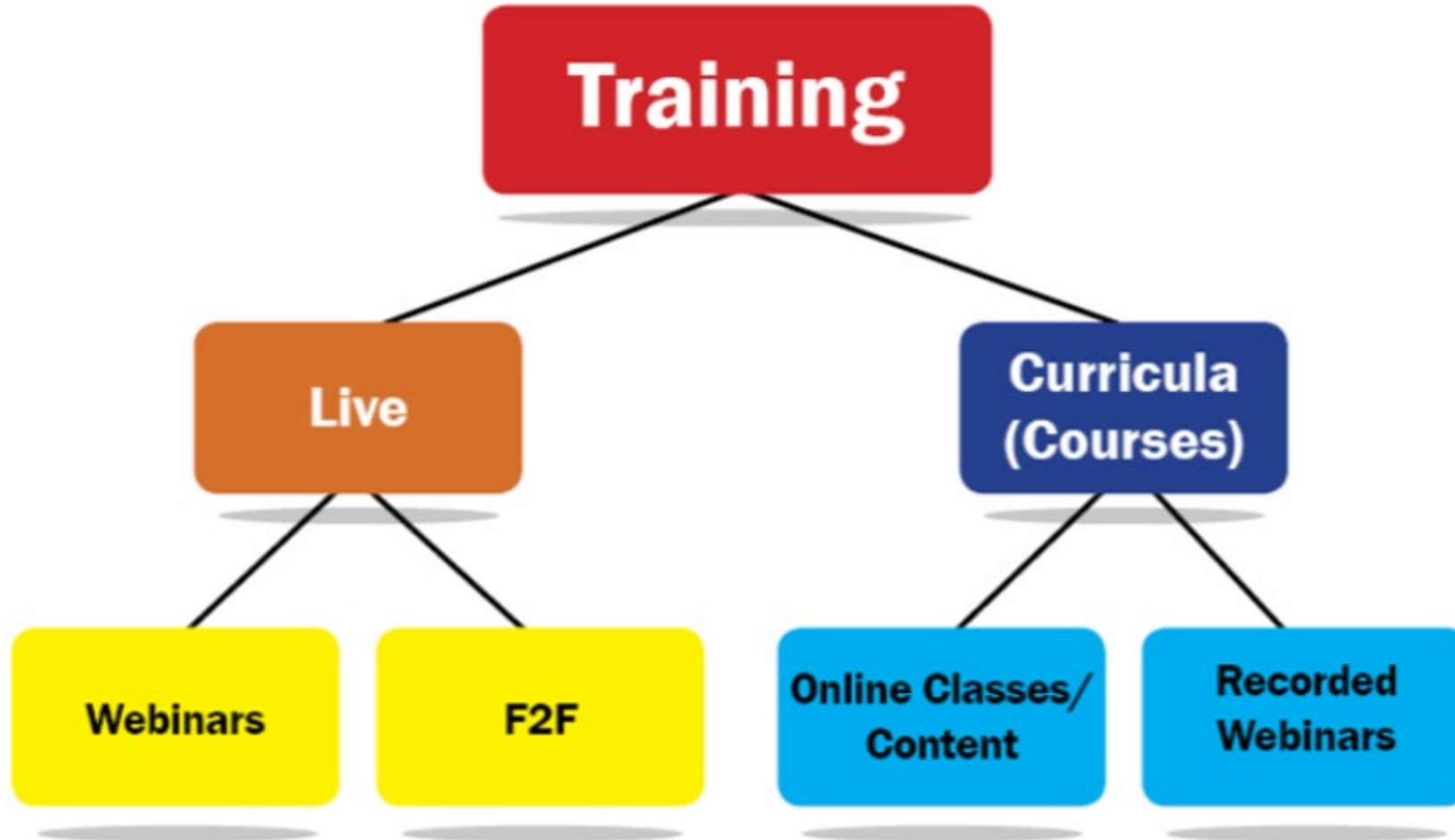
# PD Portal Accounts

- 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

# 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.

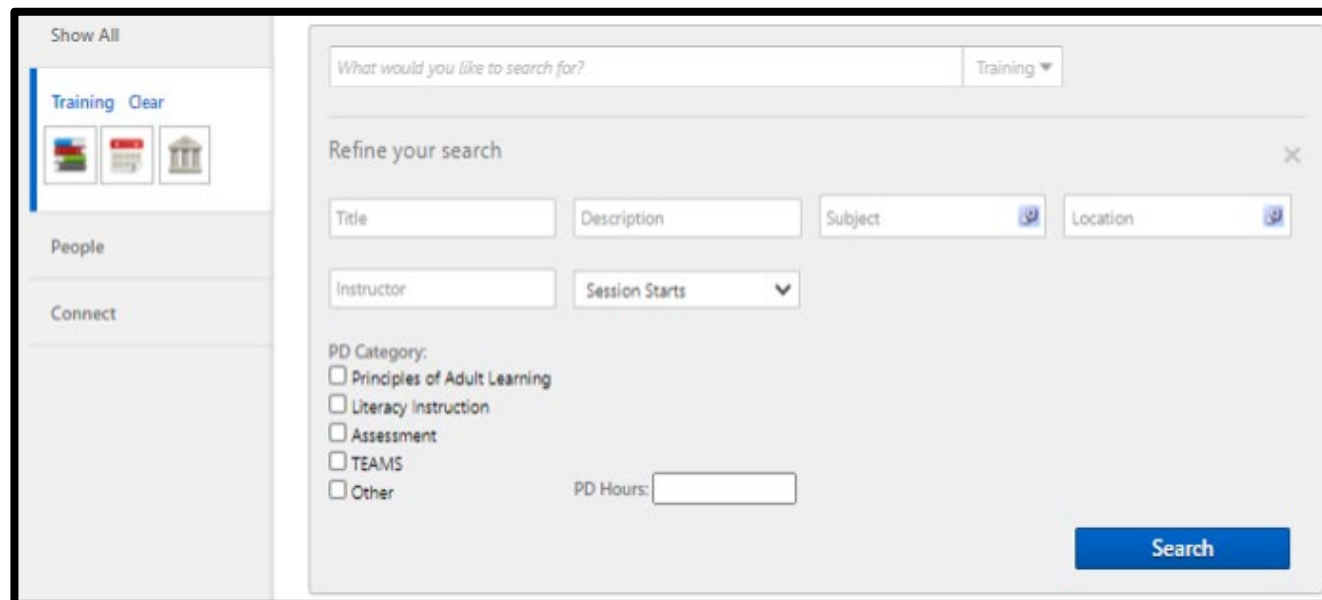
The screenshot shows a training event page. At the top, a box displays the date '27' and the event title 'Maximizing Digital Literacy: Innovative Lesson Ideas for Instructors' with a 'Zoom Room' icon and the time '2:00 PM CDT - Zoom Room'. Below this, the event ID '230927\_MaDigLit\_Web\_Winkle' is shown. 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'; a duration of '2 hours'; 'English (US)'; a category of 'Literacy Instruction'; '176 out of 200 seats available'; and the organizer 'Michele Vick' with contact information '9798459678' and '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 a 'Training' tab with a 'Clear' link and three icons. Below the sidebar 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. This section contains several input fields: 'Title', 'Description', 'Subject', and 'Location', each with a magnifying glass icon. Below these are 'Instructor' and 'Session Starts' (a dropdown menu). Underneath 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. A blue 'Search' button is located at the bottom right of the main search area.

# Access Your Transcript

The screenshot displays a user interface for accessing transcripts. 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 shows 'Search Results (8)'. Three results are visible:

- 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 shows a search results page with the following elements:

- Filter buttons: **Completed** (circled in yellow), **By Completion Date**, and **All Types**.
- Search bar: "Search for training" with a magnifying glass icon.
- Search Results (15):
  - 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 training item has a "View Certificate" button with a dropdown arrow.
- A yellow callout box with a dashed border contains the text: "You can print or download and save the certificate." A bracket on the right side of the callout points to the "View Certificate" buttons.

# 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](mailto:PDPortal@tamu.edu)
- Phone: (800) 441-7323
- Instructional handouts



## 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](#)