



ADMINISTRATIVE USER QUICK GUIDE

The Professional Development Dossier - Submitting Strands D and E

1. **Online registration is required** in order to gain system access and submit D/E strands for your teacher(s), registration is only required once. To access the PDD online system, go to <http://www.teachnm.org>.
2. Click on the **"First-time Registration"** link to begin the registration process (this link is located directly below the Professional Development Dossier picture).
3. Be sure to read all information on the pages that you encounter during the registration process. You must enter valid and current information in all fields. **Required fields may be noted by an asterisk (*) and include:**
 - o First and last name
 - o Address, Phone and other contact information
 - o Email address must be valid
 - o **Member Type – select OTHER**
 - o **Affiliation – select your CENTRAL OFFICE**
4. Once you have completed the registration form, **click on the "Submit" button** at the bottom of the page. Your access codes will be displayed on the page that follows. These codes will also be emailed to you at the email address that you provided in the form. Access codes consist of a username and password.
5. When your registration account has been activated, you can proceed to login to the PDD online system. Activation can take between 24-48 hours after receipt of your registration. If you are not able to login after this time contact the PDD helpdesk at pddhelp@visionlink.org.
6. To login to the system, return to <http://www.teachnm.org/>, click on the **"Returning Login"** link (this link is located directly below the Professional Development Dossier picture), you will arrive on a page where you can enter your codes.
7. Enter your username and password in the fields provided, be sure to enter them exactly as they were issued, acknowledging any capital letters.
8. Immediately after logging in, you will arrive on the Administrative Review main menu, this menu includes a session's grid. To begin a review, click on the appropriate green checkmark in the grid as follows:
 - o For new submissions, click on the "New Submissions" green checkmark.
 - o For resubmissions, click on the checkmark that corresponds to the session under which the educator *originally submitted*, these are noted below the "Re-Submission in Session" column. If you do not know which session please contact the teacher directly to inquire.
9. In the sessions grid, click on the hotlink with the name of the educator or his/her VL number – both links will take you to the same view. You will need to review the specific instructions on the page that follows before you proceed. When you are ready to proceed, scroll to the bottom of the page and click on the "Complete Administrative Review" button to go to the D/E form.

Completing the Form - Important To Note

- o **Teachers who are submitting a dossier for the first time will need to have the entire form completed.**
- o **Teachers who are resubmitting one or more individual strands for rescoring need to only have Strand D re-confirmed (also known as an administrative re-review).**

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10. On the D/E form page there is a button to access the teacher's dossier FTP directory. This directory consists of the actual files and content that the teacher submitted for review. You can click on this button to view the list of files. To view the content of the files click on the hotlink for the file, downloading the file into view can take a few seconds or several minutes. If you find that you are unable to view the file please contact the PDD helpdesk. Next you can proceed to completing the form.
 11. To submit the form, review its information and confirm the appropriate details by clicking into the radio button fields. For both new submission and resubmission reviews, be sure to:
 - o **Check the "Mark This Review as Completed"**
 - o **Click the SAVE button BEFORE closing the review form window.**