



ADMINISTRATOR QUICK GUIDE

The Professional Development Dossier (PDD) Online System

1. Online registration is required in order to gain system access and submit D/E strands for your teacher(s). To access the PDD online system and register for an account, visit <http://www.teachnm.org>.
2. Click on the "First-time Registration" link to begin the registration process.
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 (*). Please be sure that you register with your correct affiliation and member type.
 - Member Type – select OTHER
 - 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 username and password will be displayed on the page that follows. These codes will also be emailed to you at the email address that you provided within the registration form.
5. Once your account has been activated you may proceed to login to the PDD online system. Activation may take between 24-48 hours upon receipt of your registration. If you are unable to login after this time, please 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 and you will arrive on a page where you will be asked to enter your access codes. Enter your username and password in the fields provided (be sure to enter them exactly as they were issued as they are case sensitive).
7. Immediately after logging in you will arrive on the Administrative Review main menu, which includes a session grid. To begin a Strands D/E, click on the appropriate green checkmark in the grid as follows:
 - For new submissions, click on the "New Submissions" green checkmark.
 - 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 to choose, please contact the teacher directly to inquire.
8. In the session 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 pages that follow before you proceed. Once you are ready to submit your scores, scroll to the bottom of the page and click on the button labeled "Complete Administrative Review".

Completing the Form - Important To Note:

- Teachers who are submitting a dossier for the first time will need to have both Strands D and E completed.
 - 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*).
9. On the D/E form page there is a button to access the teacher's dossier FTP directory. This directory consists of the files that the teacher submitted for review. 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.
 10. Once you have reviewed the dossier, submit the D/E 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:
 - Check the "Mark This Review as Completed" box.
 - Click the SAVE button BEFORE closing the review form window.