



January 4, 2010

ProTeach Portfolio
Technical Guide



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Welcome!

Welcome to the *ProTeach Portfolio* Technical Guide. Our objective in preparing this guide is to make the technological and online aspects of the *ProTeach Portfolio* straightforward and easy to learn.

This guide provides many answers and step-by-step instructions with screen shots for the mechanics of registering for the *ProTeach Portfolio* and subsequently using your private, secure *ProTeach Portfolio* website. Once inside your *ProTeach Portfolio* account, you will find the online system easy to learn and use.

We also provide you with tips and techniques for using your everyday online tools -- and other free tools outside the *ProTeach Portfolio* system -- to make it easy for you to prepare images, PDFs and other files for upload and easy viewing.

Should you have any questions, please e-mail (waproteach@ets.org) or call (888-977-6824) the *ProTeach Portfolio* Contact Center. We are here for you Monday through Friday, 8 a.m. to 5 p.m. Pacific Time. Our experienced candidate care representatives are fully prepared to help candidates like you use online technologies to author and submit your *ProTeach Portfolio*.

Our best regards,

The ProTeach Portfolio Technical Team

ProTeach Portfolio is powered by LiveText technology.

Before you begin

Make sure you have the prerequisite system requirements

Internet Connection

An Internet connection is required. A high-speed Internet connection (DSL/Cable/T1) is highly recommended and encouraged. A 56K dial-up Internet connection is the minimum requirement.

Supported Internet Browsers

The following browser platforms are supported:

- Mozilla Firefox 1.0 or later (PC and Mac)
Download free at www.firefox.com
Made possible by the Mozilla Foundation
- Microsoft Internet Explorer 6.0 or later** (PC)
Download free at www.microsoft.com/windows/internet-explorer
Sourced from Microsoft Corporation
***Certain advanced software capabilities that are fully functional in Internet Explorer 7.0 or later may not be available in Internet Explorer 6.0.*

For the best online experience, our technical team recommends using Firefox (PC or Mac) or Internet Explorer 7.0 or later (PC).

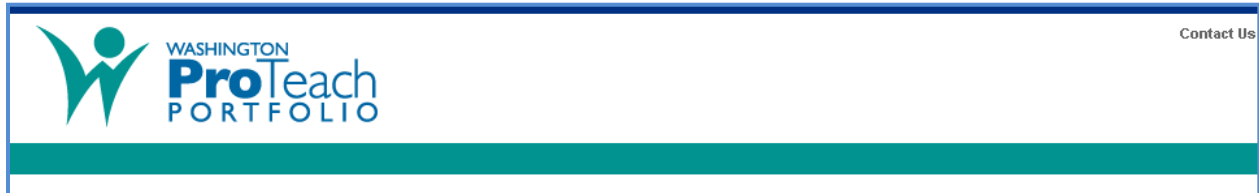
The *ProTeach Portfolio* online system has been developed in accordance with industry standards. Different browsers and versions, to varying degrees, conform to or depart from industry standards at their sole discretion. The full extent to which the *ProTeach Portfolio* system may or may not perform as expected on other browsers and versions, beyond those listed above, has not been determined. Therefore, other browsers are not supported.

Learn where and how to get technical help

Obtaining Technical Answers and Support

If you experience technical difficulties or challenges, please take a moment to refer first to the contents of this guide. It contains many answers to various how-to and other questions.

If you do not find an answer, please click the **Contact Us** link located in the upper right corner of every page in your private, secure *ProTeach Portfolio* website and follow the instructions provided for assistance.



Monday through Friday, from 8 a.m. to 5 p.m. Pacific Time, experienced candidate care representatives at the *ProTeach Portfolio* Contact Center are available to help with questions received by e-mail and by phone.

For technical inquiries, e-mail (starting at the **Contact Us** link) is preferable to phone.

For logged in users, the Contact Us link will be updated from time to time to *automatically* gather information to help diagnose your particular situation more quickly. Also, on technical matters, e-mail responses serve as a handy written reference for your records.

E-mails are received and automatically acknowledged 24 hours a day, 365 days a year. During *ProTeach Portfolio* Contact Center hours, e-mails receive a response from a candidate care representative in the order received, often within a few hours but not more than 24 hours.

If you prefer to call, please call during *ProTeach Portfolio* Contact Center hours to confer with an experienced candidate care representative.

E-mail: waproteach@ets.org

Phone: 888-9PROTCH (888-977-6824)

NOTE: Always include your candidate ID number in every e-mail sent to the *ProTeach Portfolio* Contact Center and be prepared to provide your candidate ID number when you call. Your candidate ID number is located in the "My Candidacy" section of your private, secure *ProTeach Portfolio* website.

Registration

Register for Your *ProTeach Portfolio* Account

Start Here for Initial Registration

Locate and click the sign-up link under "Building and Submitting Your Portfolio" on the *ProTeach Portfolio* home page (www.waproteach.org). This link will take you seamlessly to <https://waproteach.livetext.com>, a secure site on which the *ProTeach Portfolio* system resides. Whether you are registering, working on your portfolio, or accessing your scores, your information is secure.

WASHINGTON ProTeach PORTFOLIO

Home Overview The Entries Scoring Overview Registration & Submission Guides & Documentation FAQs Preparing Candidates

What is the *ProTeach Portfolio*? >
ProTeach Portfolio is the online evidence-based assessment that you must successfully complete to earn your professional certificate in Washington.
 Learn more >

Welcome to the Washington *ProTeach Portfolio*

Professional Certificate Standards & Criteria >
 The *ProTeach Portfolio* is developed based on 3 standards and 12 criteria.

About the Portfolio: An Emphasis on Student Voice >
 The use of student voice is a key part of the education reform movement in Washington.

The Entries >

Registration & Submission >
 Register online for the *ProTeach Portfolio* and begin the process of earning your Washington professional certificate.

Building and Submitting Your Portfolio >
 Learn about the online environment in which you will build and submit your portfolio.

I'm ready to sign up now! (Beginning Jan. 4, 2010)

Spotlight
 Registration for *ProTeach Portfolio* begins January 4, 2010.

Important Note
2-Year Renewal: Residency certificates expiring in 2010 and 2011 are eligible for a 2-year renewal once you register for the *ProTeach Portfolio*.

Important Note
 Download the Needs Assessment. It is essential to completing your *ProTeach Portfolio*.

Register for the First Time


Having all reference materials and payment information on hand will help you provide the most complete and accurate information as required by the state. You will need your WA residency certificate and a form of online payment (i.e., credit card or e-check). If you have these materials on hand, initial registration takes approximately 10 minutes.

Please note that the information you enter during registration will be saved as you click the appropriate buttons and navigate to the next page.

For initial registration, proceed down the path for New Candidates.

New Candidates are those who have not begun registering as an initial candidate. New Candidates are those who do not yet have a username and password in the system. Once a username and password have been obtained at the beginning of the registration process (after verifying eligibility), there is no need to ever use the New Candidates process again.

Returning Candidates include any individual who has started initial registration and passed the point of obtaining a username and password. From that point forward, the individual always signs in as a Returning Candidate. Returning Candidates sign in to their existing account to finish registration, update their profile, build and submit their *ProTeach Portfolio*, privately access their scores when released, and re-register and resubmit entries as desired.


Contact Us

Register for Your *ProTeach Portfolio* Account

The *ProTeach Portfolio* is an evidence-based assessment designed for teachers seeking the Washington professional certificate. Teachers who hold a residency certificate must meet the passing score set on the *ProTeach Portfolio* in order to earn their professional certificate.

Your *ProTeach Portfolio* account is your gateway to your own private, secure website where you will build and submit your portfolio online.

To register, you will need your Washington residency certificate number and a method of online payment (e.g., credit card, e-check).

Important Updates

2-Year Renewal: Residency certificates expiring in 2010 and 2011 are eligible for a 2-year renewal once you register for the *ProTeach Portfolio*.

Regularly check the [ProTeach Portfolio website](#) for the latest updates and information.

New Candidates

If you hold a valid Washington residency certificate, have taught for a minimum of 2 years and have accumulated at least 1.5 FTE, register now to create your *ProTeach Portfolio* account.

[Create Account](#)

Returning Candidates

User Name:

Password:

[Sign In](#)

[Forgot User Name / Forgot Password](#)

Registration Process Overview for New Candidates

New Candidates, below is an overview of the registration process:

1. **Verify Eligibility:** Asks for identifying information to check eligibility status as determined and confirmed by Washington. (Eligibility can be verified at this point without obligation to proceed further to create an account, register or pay.)
2. **Confirm Personal Details:** Double checks to make sure record found is yours rather than someone else's record.
3. **Create Account:** Permits eligible individuals to create a user account (username and password) with limited capabilities until payment is received.

At first, this limited-use account is only capable of proceeding through the remaining steps of initial registration. It will save your registration information as you progress. If you sign out or exit, you may sign in as a **Returning Candidate** to resume where you stopped. Upon completion of initial registration with payment, your registration date (date of payment) is established and your account will be enabled with additional functionality: your *ProTeach Portfolio* workspace and tools.


4. **Verify E-mail and Activate Account:** Makes sure that the *ProTeach Portfolio* system can communicate with you by using the e-mail address provided by you in the prior step. (Proceed to your e-mail Inbox to retrieve message and click embedded link to verify the e-mail address you have chosen to use for *ProTeach Portfolio*. It is best to complete this e-mail verification step any time prior to selecting submission deadline date.)
5. **Complete Candidate Profile:** Collects details of your profile as required by the state.
6. **Select Submission Deadline Date:** Presents 2 choices based on the day you are registering. (Verify e-mail if not done already.)
7. **Accept Terms of Service:** Presents terms for acceptance and requires your electronic signature.
8. **Confirm Payment Amount:** States the amount owed to make sure it is as expected.
9. **Select Payment Method:** Asks for choice of credit card or e-check.
10. **Input Payment Details:** Asks for details of either credit card or e-check payment.
11. **Registration Confirmation:** Confirms registration is finished by displaying details of your candidacy, including candidate ID number.
12. **Access your private, secure *ProTeach Portfolio* website.**

Note: Your registration date is the date on which you *finish* registration by paying. It is not the date on which you *start* registration, nor the date you create your limited-use account (capable only of registering).

Start Registration

Begin your *ProTeach Portfolio* registration by accessing <https://waproteach.livetext.com>, a secure site on which the *ProTeach Portfolio* system resides. That address will show in your browser bar.

Click the **Create Account** button under the New Candidates heading to register your *ProTeach Portfolio* account. In the next pages of this manual, you will create a *ProTeach Portfolio* account. To return to your *ProTeach Portfolio* account after it has been created, you will use the username and password that **YOU** created as a New Candidate.


Contact Us

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Your *ProTeach Portfolio* account is your gateway to your own private, secure website where you will build and submit your portfolio online.

To register, you will need your Washington residency certificate number and a method of online payment (e.g., credit card, e-check).

Important Updates

2-Year Renewal: Residency certificates expiring in 2010 and 2011 are eligible for a 2-year renewal once you register for the *ProTeach Portfolio*.

Regularly check the [ProTeach Portfolio website](#) for the latest updates and information.

New Candidates

If you hold a valid Washington residency certificate, have taught for a minimum of 2 years and have accumulated at least 1.5 FTE, register now to create your *ProTeach Portfolio* account.

[Create Account](#)

Returning Candidates

User Name:


Password:

[Sign In](#)

[Forgot User Name / Forgot Password](#)

Verify your eligibility by entering the required information EXACTLY as it appears on your WA residency certificate, including First Name, Last Name and your WA residency certificate number.

Click the **Verify and Continue>>** button.



Verify Eligibility

As approved by the [Professional Educator Standards Board \(PESB\)](#), eligibility to register for the *ProTeach Portfolio* is established when you have accumulated 1.5 FTE (Full Time Equivalent).

Verification of your eligibility should be immediate at the time of registration if you have accumulated at least 1.5 FTE. Follow the on-screen instructions if your eligibility is not immediately verified.

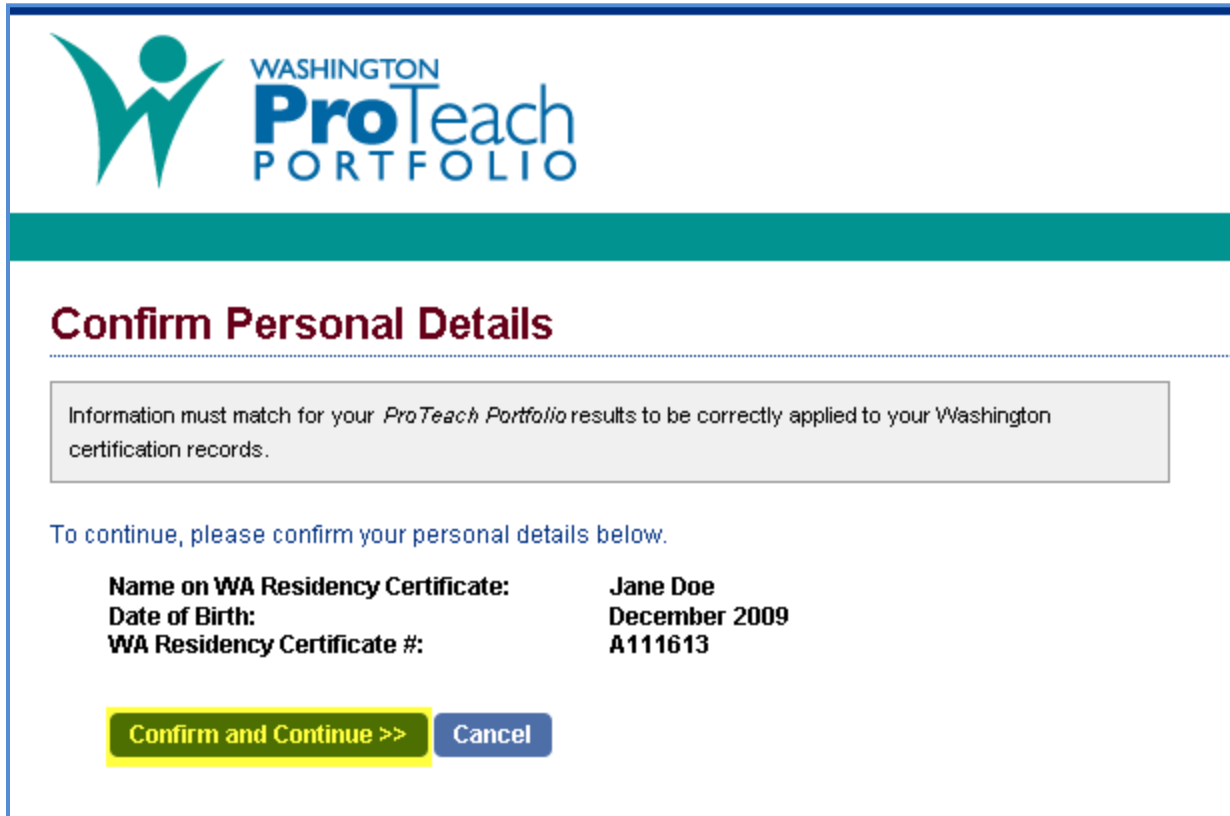
Enter all information EXACTLY as it appears on your Washington (WA) residency certificate.

* indicates required field

* First Name:	<input type="text" value="Jane"/>	Enter first name EXACTLY as it appears on your WA residency certificate
* Last Name:	<input type="text" value="Doe"/>	Enter last name EXACTLY as it appears on your WA residency certificate
* WA Residency Certificate #:	<input type="text" value="A111613"/>	Enter your WA residency certificate number

The Verify Eligibility step obtains input from you and matches it against information updated daily by the state.

If the system finds a match and if the state indicates you are eligible, then the matching record is presented onscreen for verification that this is your record rather than someone else's record. (If a record other than your own is displayed onscreen, please e-mail or call the *ProTeach Portfolio* Contact Center.)



WASHINGTON ProTeach PORTFOLIO

Confirm Personal Details

Information must match for your *ProTeach Portfolio* results to be correctly applied to your Washington certification records.

To continue, please confirm your personal details below.

Name on WA Residency Certificate:	Jane Doe
Date of Birth:	December 2009
WA Residency Certificate #:	A111613

Confirm and Continue >> **Cancel**

If and only if you see your personal information displayed correctly onscreen, confirm your personal details by clicking the following button:

Confirm and Continue >>

Create Account

Your *ProTeach Portfolio* account is your private, secure website for all of your *ProTeach Portfolio* work.

Keeping your e-mail address current is imperative. All communication from *ProTeach Portfolio* will be via e-mail. The Professional Educator Standards Board (PESB) and Educational Testing Service (ETS) are not responsible for e-mail notifications not received by the candidate due to invalid or incorrect e-mail addresses.

Enter the information below to create your *ProTeach Portfolio* account.

* indicates required field

* Username: Must be at least 6 characters

* Password: Must be at least 6 characters and include at least one letter and one number, must NOT be the same as the username

* Confirm Password:

* E-mail: Ex: johndoe@yahoo.com

* Confirm E-mail:

Submit and Continue >>

Cancel

To create your account, enter a username, password, and valid e-mail address.

Before you press the **Submit and Continue >>** button, please read this important note.

Important Note about E-mail:

All communication from *ProTeach Portfolio* will come via e-mail.

This includes, for example, notification when your score results are released, confirmations of actions completed, and self-initiated messages for retrieving forgotten username and resetting your password. This is why the registration process takes great care at this early stage to be sure that you can retrieve messages sent to the e-mail address you provide on this page. Ideally, the e-mail address that you provide will be one that you access regularly 365 days a year on an ongoing basis.

The Professional Educator Standards Board (PESB) and Educational Testing Service (ETS) are not responsible for e-mail notifications not received by the candidate due to invalid or incorrect e-mail addresses. Keep your e-mail address current.

When you press the **Submit and Continue >>** button, the system will automatically send you an e-mail verification message with a verification link that must be clicked to confirm the e-mail address you have chosen to use for your *ProTeach Portfolio* account.



Candidate Profile

✓ You have successfully signed up!

- To continue, your e-mail address must be verified.
- An e-mail message with the verification link will be sent to the e-mail address on file.
- To verify, click on the link in the e-mail message.

Edit your personal and professional information below and save to apply changes to your profile.

* indicates required field

Enter Personal Information

The e-mail verification message with embedded verification link should arrive within a few minutes of your pressing the **Submit and Continue >>** button.

While you wait for the message's arrival or if you cannot access your Inbox from the computer you are using at this time, you may complete your Candidate Profile information and press either the **Save** or **Save and Continue >>** button.

For the incoming e-mail verification message, the sender is

Name: *ProTeach Portfolio*

E-mail Address: waproteach@livetext.com.

If you do not find the system-generated message from *ProTeach Portfolio* in your Inbox, then please look in your SPAM, Junk or Bulk Mail folders for that correspondence.

Please take a moment to add waproteach@livetext.com to your contacts, address book or safe sender list to ensure incoming correspondence arrives in your Inbox.

Always be sure to keep your e-mail address current by signing in and editing your candidate profile. As stated previously, this is important because all communication from *ProTeach Portfolio* is delivered via e-mail.

Candidate Profile

Complete your candidate profile information. At any time, you may press the **Save** button to save what you have entered so far. Most fields can be modified at any time during your candidacy, should your candidate profile information need updating over time.

The candidate profile information is organized into two major sections: Personal Information and Professional Information.

Tips to Ease Navigation: You may use a mouse or keyboard to select fields and choices. To use the keyboard, press the tab key to move forward to the next field, shift+tab to move backward to the prior field, up/down arrows to move up and down a short drop-down list of choices, the first letter of a choice to jump to the next choice in a long drop-down list beginning with that letter (e.g., for State/Province, press W for Washington).

* indicates required field

Enter Personal Information

* Salutation: Ms

* First Name: Jane

Middle Initial:

* Last Name: Doe

* Street: 600 ProTeach Road

* City: Seattle

* Country: United States

* State/Province: Washington

* ZIP/Postal Code: 98102 Ex: 55555

* Work ZIP: 98103 Ex: 55555

* Primary Phone: 2065551212 Ex: 555550123

Alternate Phone: 2065559999 Ex: 555550123

Gender: Female

Ethnicity: Multi-racial

* Do you plan to apply for disability accommodations? No

Enter Professional Information

* Teacher Preparation: Other

* Employer: Bishop Blanchet High School - Seatt Start typing a few letters to populate

* Subjects Teaching: (Choose all that apply)

- Music
- English and Language Arts**
- Communications
- Composition
- English
- Journalism
- Language Arts

Use Ctrl (PC) or Cmd (Mac) and click to select multiple options

* Levels of Teaching: (Choose all that apply)

- 9th Grade
- 10th Grade**
- 11th Grade
- 12th Grade
- Undergrad

Use Ctrl (PC) or Cmd (Mac) and click to select multiple options

* Endorsement: (Choose all that apply)

- Music: General
- Music: Instrumental
- Theatre Arts**
- Visual Arts
- Designated Career and Technical Education**
- Agriculture Education

Use Ctrl (PC) or Cmd (Mac) and click to select multiple options

* Years Teaching In-State: 2-4

Years Teaching Out-of-State:

* Professional Growth Team:

- Jill Jones *
- Kent Kendall *
- Laura Long *
-
-

* Have you participated in a formal support provider program? No None

Select one option from the box above.

Save **Save and Continue >>**

The next area of your candidate profile is Professional Information. At any time, you may press the **Save** button to save what you have entered so far.

Tips to Ease Navigation: The Employer field is a live search. It searches over 900 records provided by the state for any employer containing the exact character string you type. Type a few characters (e.g., high school) and wait a few moments. The list of matching

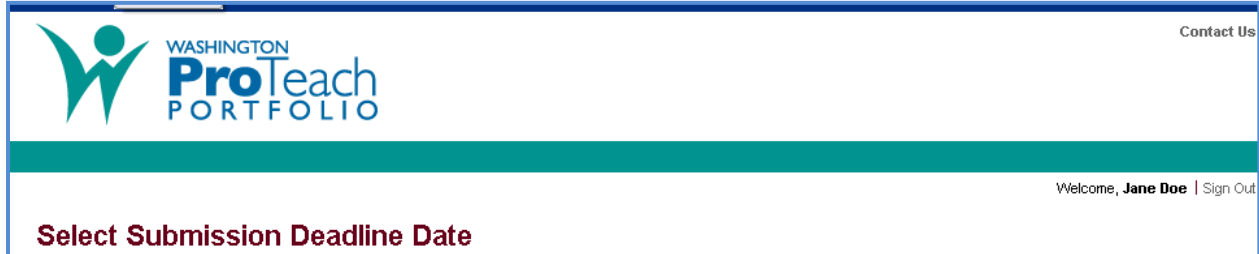
employers will appear. If none appears, press space bar to add a space after the end of a whole word. Use your mouse or the down arrow key to select the appropriate choice. If the list appears and disappears before you make a choice, place your cursor in the input box again after the last whole word and press the space bar to trigger the search again.

Some fields offer the selection of multiple choices (subjects taught, grades taught, etc.). To make multiple selections in these fields, hold down the Control (PC) or Command (MAC) key and click your choices. This will select/highlight each choice. If you should need to unselect a choice, continue holding down the Control (PC) or Command (MAC) key and click the highlighted item again. Highlight will be removed.

When finished with this page, press the **Save and Continue >>** button.

Save and Continue >>

This will bring you to the Select Submission Deadline Date.



Pause: [Have you verified your e-mail address?](#)

If you have not yet retrieved your e-mail verification message from your Inbox and clicked the embedded link to verify your e-mail address, it is important that you do so before proceeding further. Please sign out and take that action before selecting a submission deadline date. The sign out button is located in the upper right corner of your web page.

All of the information you previously provided in your candidate profile is retained while you sign out to verify your e-mail address. To return to the registration process, sign in as a Returning Candidate using your username and password. You will be returned to the page you just left, in order to complete your registration.

Access Your E-mail Inbox



Go to your e-mail Inbox to retrieve the e-mail verification message.

For the incoming e-mail verification message, the sender is

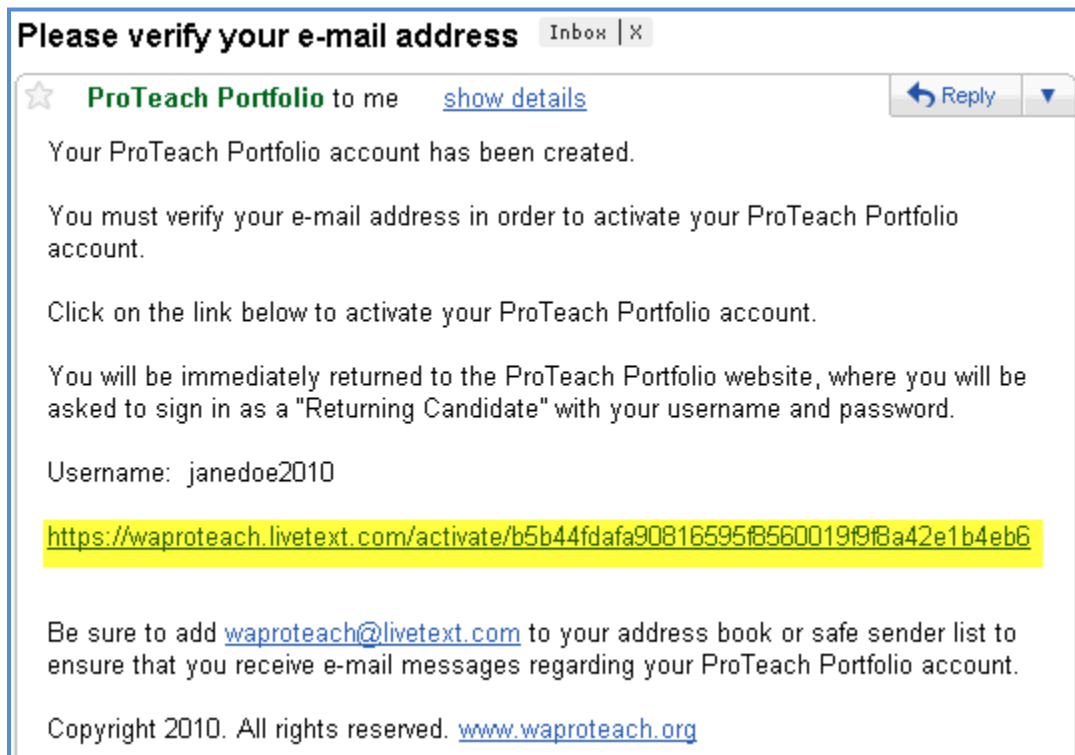
Name: *ProTeach Portfolio*

E-mail Address: waproteach@livetext.com.

If you do not find the system-generated message from *ProTeach Portfolio* in your Inbox, then please look in your SPAM, Junk or Bulk Mail folders for that correspondence.

Be sure to add waproteach@livetext.com to your contacts, address book or safe sender list to ensure that you receive all e-mail messages from *ProTeach Portfolio*.

Once found, open the message and click the embedded link to verify your e-mail address.




After clicking the embedded link, you will be immediately returned to the *ProTeach Portfolio* website, where you will be asked to sign in as a **Returning Candidate** with your username and password.

Register for Your *ProTeach Portfolio* Account

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To register, you will need your Washington residency certificate number and a method of online payment (e.g., credit card, e-check).

 You have successfully verified your e-mail address. Please sign in to continue

New Candidates

If you hold a valid Washington residency certificate, have taught for a minimum of 2 years and have accumulated at least 1.5 FTE, register now to create your *ProTeach Portfolio* account.

[Create Account](#)

Returning Candidates

User Name:

Password:

[Sign In](#)

[Forgot User Name](#) / [Forgot Password](#)

Once signed in as a Returning Candidate, you will resume the registration process from where you previously stopped. From there, you may continue the remaining steps of registration. If you follow this guide’s sequence exactly, you would resume registration at Select Submission Deadline Date.

Welcome, **Jane Doe** | Sign Out

Select Submission Deadline Date

Your date of registration: 12/20/2009 **Dates are illustrative only.**
Your registration window: 11/24/2009 through 01/20/2010 *

* All policies and rules regarding changes, cancellation and refunds will apply to you for this period. Please see www.waproteach.org for details.

The submission deadline date that you choose is the date by which your portfolio must be submitted for scoring.

- ▶ Choose the submission deadline date you believe will give you enough time to complete your portfolio to the best of your abilities.
- ▶ Consider personal and professional demands when making this choice.

If you believe your personal and/or professional commitments will not allow you to submit your portfolio by either of these submission deadline dates, we recommend that you register during the [next registration window](#).

Dates in this technical guide are not real (illustrative only). Candidates will be presented with accurate dates based on their particular registration date.

Select your submission deadline date:

Select	Submission Deadline Date	Score Release Date	Fee
<input type="radio"/>	January 27th, 2010	February 10th, 2010	\$495 + \$125 = \$620
<input checked="" type="radio"/>	March 27th, 2010	April 10th, 2010	\$495

Dates are illustrative only.

Next, choose your portfolio submission deadline date by selecting the radio button associated with the date by which you wish to submit your portfolio. The 2 submission deadline dates presented to you are based on the day you choose to register. Fees associated with each submission deadline date are presented with each date.

Clarification Note: Your registration date is the date on which you *finish* registration by paying. It is not the date on which you *start* registration, nor the date you create your limited-use account that you have used to step through registration to this point. On the Select Submission Deadline Date page, since you have not yet finished registration, your date of registration will be presented as today's date (the date you are signed in and viewing that page) in anticipation of your finishing the registration process on the same day. The displayed registration window is based on that registration date. The Select Submission Deadline Date page will display to you the 2 submission deadline dates associated with the displayed date of registration and the displayed registration window. **From one day to the next, registration windows, available submission deadline dates and applicable fees may change.** Until you have finished all registration steps and paid, the dates and fee amounts displayed are **not** locked in for your registration. Payment is the last required step of registration; after which, your registration window and selected submission deadline date are both considered to be locked.

Once you have selected a submission deadline date, press the **Submit** button.

This will bring you to the Accept Terms of Service page.

Welcome, **Jane Doe** | Sign Out

Accept Terms of Service

Attestation of Your Own Work

Each entry in your ProTeach Portfolio, whether initial or resubmitted, must be entirely and distinctly your own work. Software is utilized to scan all written commentary for overlap with previous submissions or with another candidate's submissions. If such overlap is detected, scores will be voided and an investigation with the ETS Office of Testing Integrity may be initiated. Results of all investigations conducted are forwarded to the Professional Educator Standards Board (PESB) (WAC 181-87-050, Misrepresentation or Falsification in the Course of Professional Practice).

By my electronic signature below, I hereby attest that the portfolio I submit is entirely my own work.

Electronic Signature: First Name Last Name

Use of Your Portfolio

By my electronic signature below, I hereby give permission for my submitted portfolio to be used by the Professional Educator Standards Board (PESB) for research purposes leading to the development of exemplars, improvement of the assessment, establishing effective state policy or other appropriate and necessary official state business. No candidate work will be used for commercial or retail purposes.

Electronic Signature: First Name Last Name

Student and Adult Release Forms

The Professional Educator Standards Board (PESB) Assistant Attorney General directed that all candidates secure the

Several areas within Terms of Service require your explicit electronic signature. Read each area very carefully. Each area describes the terms to which you must agree and to which you will be held as a *ProTeach Portfolio* candidate. To accept the Terms of Service, type into each box the First Name and Last Name used to create your account (as shown in the upper right corner of the page). The system does not allow you to copy and paste your signature.

PESB and ETS Confidentiality Guidelines

- Every precaution is taken and the highest industry standards are kept to ensure the security and privacy of all electronic data and candidate work.
- All employees, contractors, or scorers who have access to information about the identity or performance of candidates will be required to understand the strictly confidential nature of *ProTeach Portfolio* information.

By my electronic signature below, I have read and understand the Confidentiality Guidelines as stated above.

Electronic Signature: First Name Last Name

By my electronic signatures, I hereby accept these Terms of Service.

Accept & Submit

Select the acceptance check box, and press the **Accept & Submit** button.

Confirm Payment Amount

The total fee to complete the transaction you have requested is \$495. Please click on Next to proceed to payment.


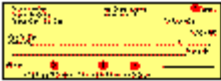
Next

An onscreen statement displays the amount of the fee due, so you can confirm that amount is as expected before proceeding to pay.

Review the amount to be paid, and press the **Next** button.

[Return to Home page.](#)

Payment Details		Shipping Information	
Currency	USD	First/Last Name:	Jane Doe
Amount	495.00	Company:	
		Street Address 1:	600 ProTeach Road
		Street Address 2:	
		Country:	US
		City:	Seattle
		State/Postal Code:	WA 98102
		Province/Postal Code:	
		State/Postal Code:	

Payment Method	
	Pay with a Credit Card or Debit Card with a Visa/MasterCard logo
	Have funds transferred directly from your bank account. Must be a US Bank.

Continue

Next, choose your payment method by selecting either credit card or e-check. Press the **Continue** button.

For Credit Card Payment

Enter the payment and billing details. All fields in bold are required. Enter credit card type, card number, expiration date and verification code. Next, check the two boxes to use "ship to name and address" for "bill to name and address," respectively.

[Select a Different Method of Payment](#)

Payment Details		Shipping Information	
Currency	USD	First/Last Name:	Jane Doe
Amount	495.00	Company:	
		Street Address 1:	600 ProTeach Road
		Street Address 2:	
		Country:	US
		City:	Seattle
		State/Postal Code:	WA 98102
		Province/Postal Code:	
		State/Postal Code:	

All fields in bold are required.

Credit Card

VISA MasterCard American Express DISCOVER

Credit Card Type: MasterCard

Credit Card Number: 555544443332222

Expiration Date: 03 - Mar / 2011

Card Verification Number: 555 [What Is This?](#)

VERIFIED by VISA MasterCard SecureCode

Billing Information

Use Ship To Name for Bill To Name

First/Last Name: Jane Doe

Use Ship To Address for Bill To Address

Company:

Street Address 1: 600 ProTeach Road

Street Address 2:

Country: United States


City: Seattle

State/Postal Code: Washington 98102

Phone Number:

Email Address:

Type the code shown



Bill to name and bill to address must match your credit card statement. If either does not, uncheck the appropriate box and modify the information at this point to match exactly. (Changing name or address here is for payment purposes only. It will not modify your candidate profile information.)

For security purposes, a security code is displayed as an image. Input the security code shown. (If you cannot read the code, you may display a new image by pressing the **Try a new code** button as many times as necessary to get a code you can see clearly and interpret.)

If all is correct, press the **Buy** button. Your credit card will be immediately charged.

For e-Check Payment

Enter the payment and billing details. **All fields in bold are required.** Enter the account type, routing number and account number. As illustrated below, this information can be found on the bottom of your check. Next, check the two boxes to use “ship to name and address” for “bill to name and address,” respectively.

Select a Different Method of Payment

Payment Details		Shipping Information	
Currency	USD	First/Last Name:	Jane Doe
Amount	495.00	Company:	
		Street Address 1:	600 ProTeach Road
		Street Address 2:	
		Country:	US
		City:	Seattle
		State/Postal Code:	WA 98102
		Province/Postal Code:	
		State/Postal Code:	

All fields in bold are required.

Bank Account		Billing Information	
Your Name	Your Bank Name	1001	
Pay To The Order Of		\$	
		DOLLARS	
Memo:			
Account Type:	Checking Account		
Bank Name:			
1 Routing Number:	271170264		
2 Account Number:	25121214		
Check Number:			

You must enter the Bank Account Holders Name & Address for Billing Information

Use Ship To Name for Bill To Name

First/Last Name: Jane Doe

Use Ship To Address for Bill To Address

Company:

Street Address 1: 600 ProTeach Road

Street Address 2:

Country: United States


City: Seattle

State/Postal Code: Washington 98102

Phone Number:

Email Address:

Type the code shown



Bill to name and bill to address should match your bank statement. If either does not, uncheck the appropriate box and modify the information at this point to match exactly. (Changing name or address here is for payment purposes only. It will not modify your candidate profile information.)

For security purposes, a security code is displayed as an image. Input the security code shown. (If you cannot read the code, you may display a new image by pressing the **Try a new code** button as many times as necessary to get a code you can see clearly and interpret.)

If all is correct, press the **Buy** button.

When paying with e-check, a transaction authorization box pops open. Check the box that you have read and accept the conditions, and then press **Continue**.

By checking the box below, I hereby authorize ETS to deduct from my checking or savings account indicated below, at the financial institution named below, \$495.00 for payment. I understand the authorization is to remain in full force and effect until ETS has received notification from me in such time and such manner as to afford ETS and the financial institution a reasonable opportunity to act on it.

I have read and accept the conditions above.

After pressing Continue, you may see an onscreen message while the transaction is processing. **Do not interact with your computer until the transaction concludes. Do not attempt to resubmit your payment.** If a receipt page is not displayed within 2 minutes, please contact the *ProTeach Portfolio* Contact Center. Our candidate care representatives will contact the credit card processing service, as needed.

Registration Confirmation

Registration Confirmation Onscreen

After payment is submitted, your *ProTeach Portfolio* Registration Confirmation appears. On this page, you will find your unique **Candidate ID** number and payment confirmation, in addition to other important items describing your current candidacy. Review the information.

Print a copy of this page for your records. *Note: For WA residency certificate extensions and other communication with the state, you may need this hard-copy documentation as evidence of the transaction and your ProTeach Portfolio registration.*

Registration Confirmation

**Print this page and retain a
hardcopy for your records.**

The information below describes your current candidacy with *ProTeach Portfolio*.

Your candidate ID number is unique to you and is used for identification purposes.

- You will be asked to provide your candidate ID number each time you call the *ProTeach Portfolio* Contact Center.
- You should include your candidate ID number in every e-mail and all correspondence.

Changes, refunds and cancellations are permitted only during your registration window.

Candidate ID:	WA3CFA499
Entries currently registered:	Entry 1, Entry 2, and Entry 3
Current registration window:	November 24th, 2009 - January 20th, 2010
Submission deadline date:	March 27th, 2010
Scores release date:	April 10th, 2010
Date of last payment:	December 20th, 2009
Total amount of last payment received:	\$495
Confirmation number for last payment:	10250182

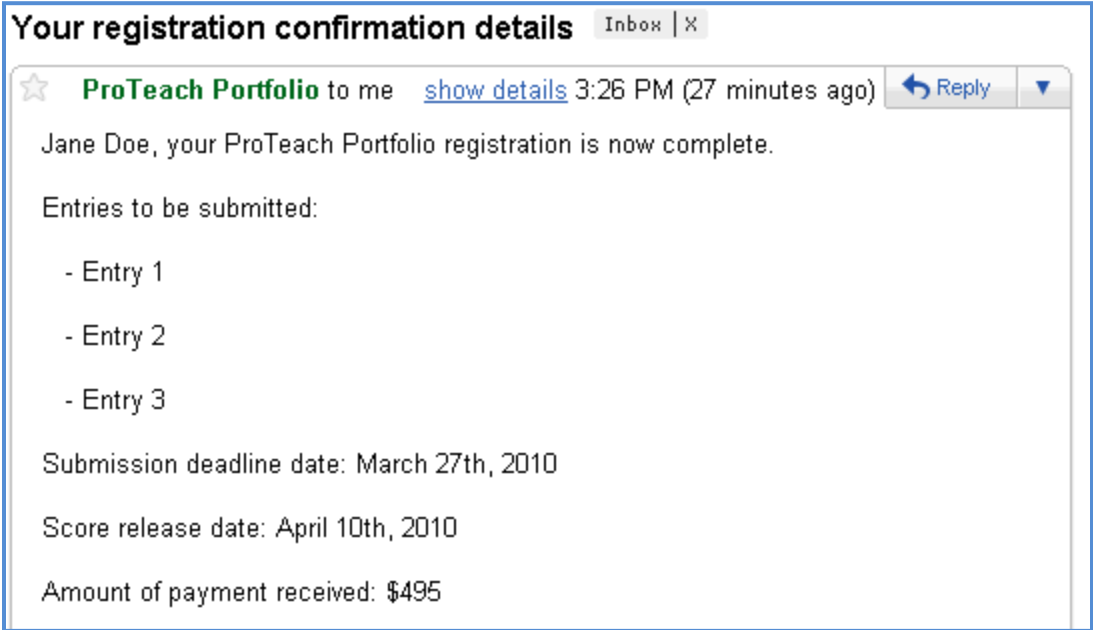
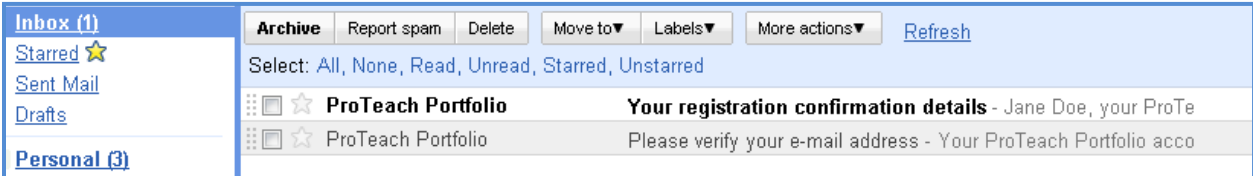
Begin building your *ProTeach Portfolio* >

With the completion of payment, your registration window is established, your submission deadline date is selected and your private, secure *ProTeach Portfolio* website is enabled.

Click the ***Begin building your ProTeach Portfolio*** link to proceed to your *ProTeach Portfolio* workspace and tools.

Registration Confirmation E-mail

You will also receive an e-mail message confirming the details of your registration.



All communication about ProTeach Portfolio is conducted via e-mail. It is imperative that you always keep your e-mail address current in your private, secure ProTeach Portfolio website.

Keep abreast of ProTeach Portfolio information by regularly accessing our website: <http://www.waproteach.org>.

Log in to your ProTeach Portfolio account at: <http://waproteach.livetext.com>. Sign in as a "Returning Candidate" with your username and password.

Username: janedoe2010

Keep this e-mail message for your records and for future reference. In one place, it contains the details of your current candidacy plus other important reminders and information.

You are also able to reference and view this information at any time during your candidacy in the "My Candidacy" section of your private, secure *ProTeach Portfolio* website.

You now have full access to your private, secure *ProTeach Portfolio* website where you will build, store and submit your portfolio. By signing in as a Returning Candidate with your username and password, **only you** will be able to access your *ProTeach Portfolio* website.

We strongly recommend that you keep your username and password confidential to protect your *ProTeach Portfolio* work and your score results.

Keep abreast of updated *ProTeach Portfolio* information at www.waproteach.org.

Authoring & Submission

You are ready to begin authoring your online *ProTeach Portfolio*. Upon completion of registration, your account is enabled with *ProTeach Portfolio* tools and workspace. For your convenience, your private, secure *ProTeach Portfolio* website is available 365 days a year, 24 hours a day. On the Registration Confirmation page, click the ***Begin building your ProTeach Portfolio*** link to proceed directly to My Portfolio.

Registration Confirmation

The information below describes your current candidacy with *ProTeach Portfolio*.


Your candidate ID number is unique to you and is used for identification purposes.

- You will be asked to provide your candidate ID number each time you call the *ProTeach Portfolio* Contact Center.
- You should include your candidate ID number in every e-mail and all correspondence.

Changes, refunds and cancellations are permitted only during your registration window.

Candidate ID:	WA3CFA499
Entries currently registered:	Entry 1, Entry 2, and Entry 3
Current registration window:	November 24th, 2009 - January 20th, 2010
Submission deadline date:	March 27th, 2010
Scores release date:	April 10th, 2010
Date of last payment:	December 20th, 2009
Total amount of last payment received:	\$495
Confirmation number for last payment:	10250182

Begin building your *ProTeach Portfolio* >


Contact Us

My Candidacy
My Profile
My Schedule
My Portfolio
My Scores

Welcome, **Jane Doe** | Sign Out

▶ My Portfolio

- Release Forms
- School/Class Profiles
- Entry 1
- Entry 2
- Entry 3
- Submit Entries

My Portfolio

Your *ProTeach Portfolio* consists of 3 entries and at least 1 School/Class Profile. Initial candidates must submit all 3 entries at the same time. Once submitted for scoring, entries cannot be modified in any way.

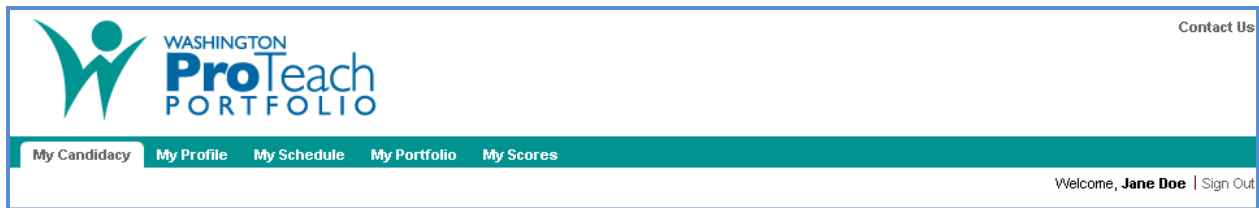
The links on the left connect you to each entry, where you provide your written commentary and artifacts in accordance with each entry's directions. You must collect and retain all appropriate release forms. Click submit only when you have completed your *ProTeach Portfolio* to the best of your ability or have reached your submission deadline date.

Each entry requires you to submit written response and artifacts as evidence of your practice as it relates to the professional certificate standards and criteria.

- Entry 1, Professional Growth and Contributions**, measures your analysis of and reflection on professional growth and its impact on student learning.
- Entry 2, Building a Learning Community**, measures your description and analysis of the learning environment established in the single class or classroom.
- Entry 3, Curriculum, Instruction and Assessment**, measures your analysis of and reflection on your curriculum, instruction and assessment, as well as your impact on the learning of 3 focus students.

Alternatively, if you previously signed out, you may sign in as a **Returning Candidate** at <https://waproteach.livetext.com>, using the username and password YOU created. This will bring you into your private, secure *ProTeach Portfolio* website. You arrive at the My Candidacy area, which describes your current candidacy with *ProTeach Portfolio*.

Candidate ID:	WA3CFA499
Entries currently registered:	Entry 1, Entry 2, and Entry 3
Current registration window:	November 24th, 2009 - January 20th, 2010
Submission deadline date:	March 27th, 2010
Scores release date:	April 10th, 2010
Date of last payment:	December 20th, 2009
Total amount of last payment received:	\$495
Confirmation number for last payment:	10250182



Your private, secure *ProTeach Portfolio* website is organized with the following tabs. Each tab has a landing page and subordinate pages.

- My Candidacy:** Describes your current candidacy with *ProTeach Portfolio*.
- My Profile:** Provides the self-service ability to update the information in your candidate profile including your e-mail address (*ProTeach Portfolio's* only means of communicating with you), your password (your account's primary protection from intrusion), and the other Personal Information and Professional Information supplied by you during registration. Most information in your candidate profile can be modified at any time during your candidacy. Please keep your candidate profile information current.
- My Schedule:** Provides the self-service ability to modify your current candidacy's schedule by changing your current submission deadline date to the other submission deadline date presented to you at the time of registration (permissible only during your registration window; a change fee will apply) or by cancelling your current registration completely (refunds issued only if cancellation occurs during your registration window). After you submit your portfolio for scoring, this tab will also present the links needed to re-register for resubmission of one or more entries, should you wish to do so.
- My Portfolio:** Provides an overview of portfolio requirements, as well as all entry directions, guiding prompts and links to various resources designed to help you build your *ProTeach Portfolio*. It is in this section of your private, secure *ProTeach Portfolio* website that you build, store and submit your *ProTeach Portfolio*. This section also warehouses all of your uploaded artifacts that you select to attach to your portfolio. You may edit your portfolio online as often or as much as you wish until you submit your entries for scoring (after which, no modifications are permitted). You may view your portfolio online at any time throughout your candidacy, even after your entries have been submitted for scoring.
- My Scores:** Describes information about the scoring process and serves as the location of your score report, after scores have been released.

More specific information about each of the above sections follows.

My Candidacy Tab

This area describes your current candidacy with *ProTeach Portfolio*.

Your candidate ID uniquely identifies you and should be provided when contacting the *ProTeach Portfolio* Contact Center by e-mail, on the phone, or in writing.

The entries for which you are currently registered to submit are listed under this tab, along with your current registration window (which governs aspects of your current candidacy, such as available submission deadline dates). The submission deadline date for which you are currently registered and its associated score release date are stated. The recorded date of your last payment, the total amount of payment received and the confirmation number for that payment are provided to serve as evidence of your registration and payment.

We recommend that you print this page and retain a hard copy for your records.

The hard copy may be requested as supporting documentation in communications with the state, e.g., when requesting WA residency certificate extensions.

The screenshot displays the 'My Candidacy' tab in a web application. At the top, there is a navigation bar with links for 'My Candidacy', 'My Profile', 'My Schedule', 'My Portfolio', and 'My Scores'. A 'Welcome, Jane Doe' message is visible in the top right corner. The main content area is titled 'My Candidacy' and includes a sub-header: 'The information below describes your current candidacy with *ProTeach Portfolio*.' Below this, a text box explains the candidate ID number and provides two bullet points: 'You will be asked to provide your candidate ID number each time you call the *ProTeach Portfolio* Contact Center.' and 'You should include your candidate ID number in every e-mail and all correspondence.' A note states: 'Changes, refunds and cancellations are permitted only during your registration window.' A table-like structure lists registration details:

Candidate ID:	WA3CFA499
Entries currently registered:	Entry 1, Entry 2, and Entry 3
Current registration window:	November 24th, 2009 - January 20th, 2010
Submission deadline date:	March 27th, 2010
Scores release date:	April 10th, 2010
Date of last payment:	December 20th, 2009
Total amount of last payment received:	\$495
Confirmation number for last payment:	10250182

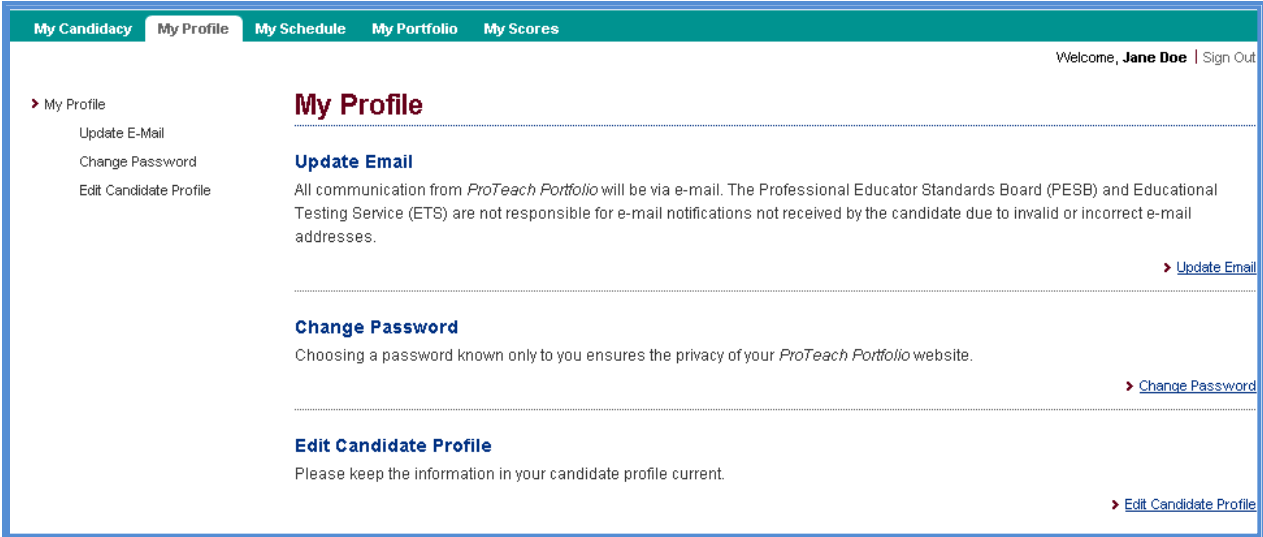
Below the table, the 'ProTeach Portfolio Contact Center' section provides contact information: 'Experienced representatives are available to assist you Monday – Friday, 8 a.m. – 5 p.m., Pacific Time.' The phone number is '888-9-PROTCH (888-977-6824)' and the email address is 'waproteach@livetext.com'. A note at the bottom states: 'You can expect an e-mail response within 24 hours of your inquiry.'

For convenient reference, the My Candidacy tab also contains the e-mail address, phone number, and hours of the *ProTeach Portfolio* Contact Center.

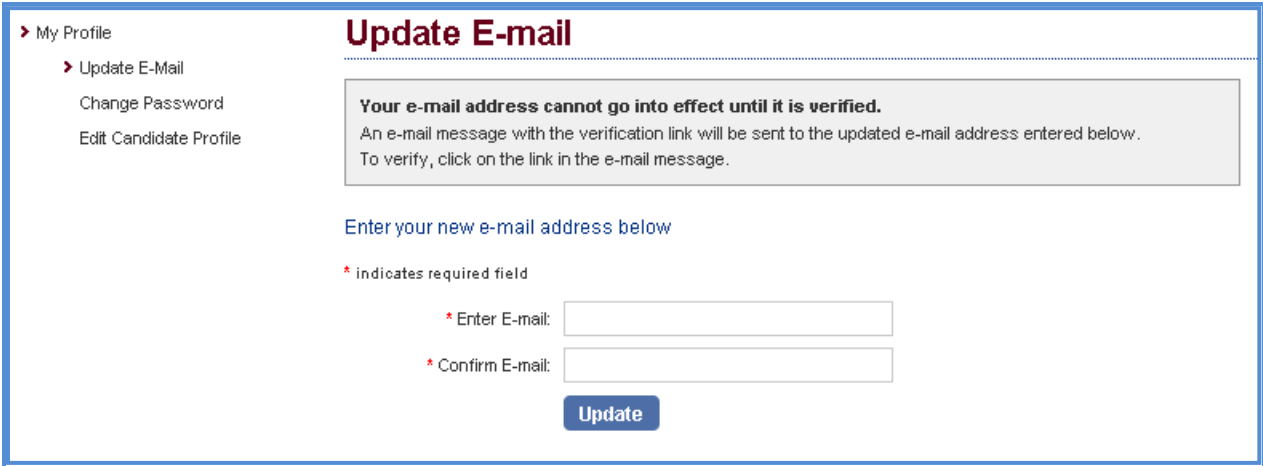
My Profile Tab

The My Profile tab provides the self-service ability to update your candidate profile including your e-mail address (*ProTeach Portfolio's* only means of communicating with you), your password (your account's primary protection from intrusion), and most other Personal Information and Professional Information supplied by you during registration.

Most information in your candidate profile can be updated at any time during your candidacy. It is important to keep your information current.



When updating your e-mail address, be aware that the new e-mail address will not go into effect until it is verified by you. To do so, you must repeat the same e-mail verification step that you completed when initially establishing your *ProTeach Portfolio* account. This involves retrieving an e-mail message from the Inbox of your updated e-mail address and clicking on an embedded verification link. Until this step is completed, your old-e-mail address will remain in effect.



Together, your username and password serve as the primary safeguard for protecting your *ProTeach Portfolio* website from intrusion by others. **Only you** know and can see your password; even the *ProTeach Portfolio* Contact Center cannot see your password. For security purposes, it is advisable to update your password from time to time. There is no need to write your password down. If you forget it, a link on the sign-in page makes it easy for you to self-reset your password to a new one. If you feel you must write down your password, please keep it separated from your username.

➤ My Profile

- Update E-Mail
- Change Password
- Edit Candidate Profile

Change Password

Enter your new password below

* indicates required field

* Current Password:

* New Password:

* Confirm New Password:

Update

The Personal Information and Professional Information supplied by you during registration and kept in your candidate profile can be updated and kept current in this area of your *ProTeach Portfolio* website.

➤ My Profile

- Update E-Mail
- Change Password
- Edit Candidate Profile

Edit Candidate Profile

Edit your personal and professional information below and save to apply changes to your profile.

* indicates required field

Enter Personal Information

* Salutation: ▼

* First Name:

Middle Initial:

* Last Name:

* Street:

* City:

* Country: ▼

* State/Province: ▼

* ZIP/Postal Code: Ex: 55555

My Schedule Tab

The My Schedule tab provides the self-service ability to change your submission deadline date (permissible only during your registration window; change fee applies) or cancel your current registration completely (refunds issued only if cancellation is completed during your registration window).

The screenshot shows the 'My Schedule' tab selected in a navigation menu. The page title is 'My Schedule'. On the left, there is a sidebar with a 'My Schedule' link and two sub-links: 'Change Submission Deadline Date' and 'Cancel Registration'. The main content area has a heading 'My Schedule' followed by a sub-heading 'Change Submission Deadline Date'. Below this, there is a paragraph explaining that during the registration window, the submission deadline date can be changed for a \$75 fee. A link 'Change Submission Deadline Date' is provided. Below that is another sub-heading 'Cancel Registration' followed by a paragraph explaining the refund policy. A link 'Cancel Registration' is also provided.

Your registration window governs the 2 submission deadline dates available to you. For a fee and at any time during your registration window, you may change your current submission deadline date to the submission deadline date not originally selected at the time of registration. Fees associated with the change are presented onscreen.

In this area, you may also cancel your current registration completely. Partial refunds are issued only if you cancel your registration during your registration window. The amount of your refund is specified online and will be completed automatically upon cancellation. After your registration window closes, no refunds are issued and you forfeit all fees paid if you abandon or do not submit your entries for scoring.

Immediately upon cancellation of your registration as a *ProTeach Portfolio* candidate, all written textbox responses in entries you have not yet submitted for scoring will be automatically and permanently discarded. You will not be able to recover your work.

The screenshot shows a user interface for 'Cancel Registration'. On the left, a sidebar menu includes 'My Schedule', 'Change Submission Deadline Date', and 'Cancel Registration'. The main content area is titled 'Cancel Registration' and contains a red warning message: 'Immediately upon cancellation of your registration as a ProTeach Portfolio candidate, all written textbox responses in entries that you have not submitted for scoring will be automatically and permanently discarded. You will not be able to recover your work.' Below this, a grey box explains the refund policy: 'You will be refunded a portion of your registration fee if you choose to cancel at any time during your registration window.' It lists four refund scenarios: \$200 of the \$495 initial fee, \$75 of the \$145 resubmission fee, \$75 of the \$150 resubmission fee, and \$100 of the \$200 resubmission fee. A note states that no refunds are issued after the registration window closes and that late and change fees are nonrefundable. The 'Refund Amount' is listed as \$200. At the bottom, there is a blue 'Cancel Registration' button.

About Resubmission

After you submit your entries for scoring, the information under your My Schedule tab will change and provide the self-service ability to re-register for resubmission of one or more entries, as needed or desired.

The screenshot shows the 'My Schedule' page. The top navigation bar includes 'My Candidacy', 'My Profile', 'My Schedule', 'My Portfolio', and 'My Scores'. The user is logged in as 'Jane Doe'. The main content area is titled 'My Schedule' and features a 'Register for Resubmission' link in the sidebar. The main text explains that users can resubmit as many entries as they wish, with fees varying by the number of entries and which ones are resubmitted. It notes that the registration date defines the submission window and that users must select between two submission deadline dates. A blue 'Register for Resubmission' button is located at the bottom right of the main content area.

To re-register for resubmission, you follow a sequence of steps similar to those of initial registration. The date on which you pay for resubmission defines your new registration window, and you must select a new submission deadline date. Resubmission fees vary based on the entry(ies) you choose to resubmit for scoring.

My Portfolio Tab

The My Portfolio tab provides an overview of the *ProTeach Portfolio's* construct and requirements. It contains resources designed to help you build your portfolio, as well as links to the Needs Assessment, Student/Adult Release Forms, Writing Guidelines, Rubrics, Student Voice document, Professional Growth Activities Log and other documents. Under the My Portfolio tab, you will build, store and submit your entries by the submission deadline date you selected at the time of registration.

Your *ProTeach Portfolio* consists of 3 entries and at least 1 School/Class Profile. The navigation links located on the left of your screen under the My Portfolio tab connect you to each entry. Guiding prompts are provided within every textbox in which you will provide your written commentary and reference your artifacts in accordance with each entry's directions.

Only those entries for which you have registered to submit or resubmit for your current candidacy will be available to build, store and submit. For initial candidates, all 3 entries must be submitted at the same time. Resubmission candidates may re-register and select for resubmission any combination of up to 3 entries. **After submitted for scoring, entries cannot be modified in any way**, but can still be viewed throughout your candidacy.

Review the overview information for Entry 1, Entry 2 and Entry 3 under the My Portfolio tab.

▶ My Portfolio

- Release Forms
- School/Class Profiles
- Entry 1
- Entry 2
- Entry 3
- Submit Entries

My Portfolio

Your *ProTeach Portfolio* consists of 3 entries and at least 1 School/Class Profile. Initial candidates must submit all 3 entries at the same time. Once submitted for scoring, entries cannot be modified in any way.

The links on the left connect you to each entry, where you provide your written commentary and artifacts in accordance with each entry's directions. You must collect and retain all appropriate release forms. Click submit only when you have completed your *ProTeach Portfolio* to the best of your ability or have reached your submission deadline date.

Each entry requires you to submit written response and artifacts as evidence of your practice as it relates to the professional certificate standards and criteria.

- Entry 1, Professional Growth and Contributions**, measures your analysis of and reflection on professional growth and its impact on student learning.
- Entry 2, Building a Learning Community**, measures your description and analysis of the learning environment established in the single class or classroom.
- Entry 3, Curriculum, Instruction and Assessment**, measures your analysis of and reflection on your curriculum, instruction and assessment, as well as your impact on the learning of 3 focus students.

Below is a synopsis of the steps in each entry.

Entry 1

The first 4 steps are connected to one another and to the Needs Assessment.

Step 1

- Complete the Needs Assessment to determine 1 goal for each of the 12 criteria
- Identify the standards and criteria you will address in your goals
- Select 3 goals as the focus for Steps 2-4 in this entry

Step 2

- State the new skills, knowledge and/or abilities you need to meet your 3 focus goals
- Identify research and literature you will use as you work to meet your 3 focus goals
- Decide what evidence you will collect to demonstrate that your professional growth has had a positive

Student and Adult Release Forms are provided for you to download, complete and retain as hard copy in your local files. Signed release forms should **not** be uploaded to your *ProTeach Portfolio*. Before you are permitted to submit your entries for scoring, you will be required to attest that signed release forms are in your possession.

▶ My Portfolio

- ▶ Release Forms
- School/Class Profiles
- Entry 1
- Entry 2
- Entry 3
- Submit Entries

Release Forms

The [Professional Educator Standards Board \(PESB\)](#) requires release forms for the inclusion of any student or adult work used in your entries.
Do **NOT** submit these forms, but retain them with your records. Random audits of Student Release Form and Adult Release Form records may be conducted.

Student Release Form

[Download and print Student Release Form](#)

Adult Release Form

[Download and print Adult Release Form](#)

At least 1 School/Class Profile should be linked to your *ProTeach Portfolio*. Under the My Portfolio tab, click the link School/Class Profiles link on the left side of your screen. Press the **Create** button to proceed.

▶ My Portfolio

- Release Forms
- ▶ School/Class Profiles
- Entry 1
- Entry 2
- Entry 3
- Submit Entries

School/Class Profiles

The School/Class Profile provides scorers with an understanding of your general teaching context. This information is reviewed by scorers, but it is **NOT** scored.

- No more than 3 School/Class Profiles can be created.
- Link 1 completed School/Class Profile to each entry.
- The same School/Class Profile may be linked to multiple entries.

Create

To ensure that scorers have an understanding of your general teaching context, you should link a School/Class Profile to each entry for which you are registered. You may use the same School/Class Profile for multiple entries, or you may create different School/Class Profiles for each entry. The number of School/Class Profiles you may create is limited to no more than the number of entries for which you are currently registered. If you are registered for 3 entries, you can create up to 3 School/Class Profiles.

Enter the necessary information in order to complete the online School/Class Profile. When entering percentages, make sure they add to 100% if applicable. The fields do not perform calculations for you. Do not cite names. Secondary teachers should use one class period. Press the **Save** button.

School/Class Profile

The School/Class Profile provides scorers with an understanding of your general teaching context. This information is reviewed by scorers, but it is **NOT** scored.

- Do not cite names
- Secondary teachers use one class period

Enter School/Class Profile Information

Student Class Enrollment: % Males
 % Females

Grade Level(s) in your Class:

Subject(s) Taught:

You can edit any previously created School/Class Profile at any time prior to submission of your entries for scoring. From this page, you can also link a School/Class Profile to one or more of your entries, or create a new School/Class Profile(s).

School/Class Profiles

The School/Class Profile provides scorers with an understanding of your general teaching context. This information is reviewed by scorers, but it is **NOT** scored.

- No more than 3 School/Class Profiles can be created.
- Link 1 completed School/Class Profile to each entry.
- The same School/Class Profile may be linked to multiple entries.

School/Class Profile 1

School/Class Profile 2

School/Class Profile 3

Building Your ProTeach Portfolio Entries

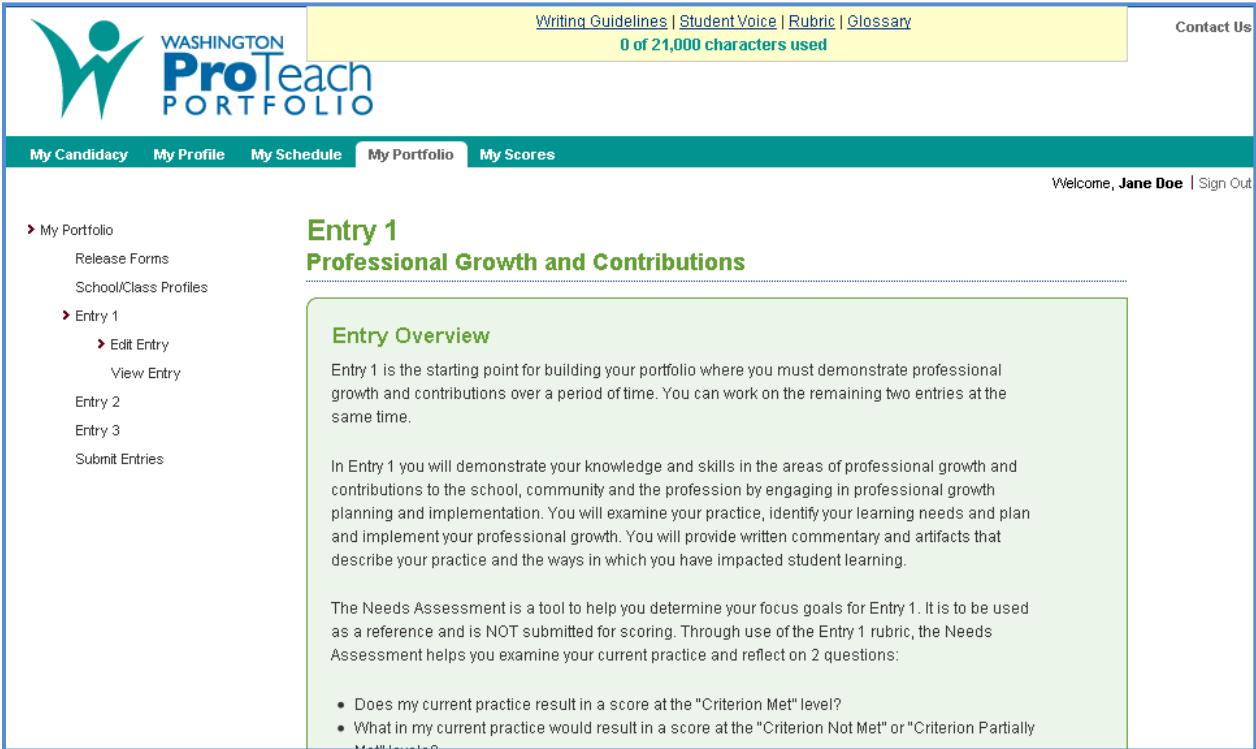
On the landing page of the My Portfolio tab, you will see a list of steps for each of the 3 entries. Please read those steps. When you are ready to begin work on an entry, click the Entry 1, Entry 2 or Entry 3 link located on the left side of your screen. All 3 entries have similar online tools. This guide references Entry 1 in screen shots when introducing those tools.

Read what is required of the entry, including the **Overview, Standards and Criteria, What You Have to Do for this Entry, and How to Compose Your Written Commentary.**

Each entry has two subordinate pages: Edit Entry and View Entry.

Edit Entry is for adding, modifying and saving your written commentary and for uploading and attaching your artifacts. When you click Entry 1, you land in Edit Entry mode. The next several pages discuss how to use the areas of Edit Entry mode.

View Entry is for seeing what you have saved, including seeing functional hyperlinks to artifacts that you reference in your written commentary. To view an entry at any time, click the entry page (e.g., Entry 1, Entry 2, Entry 3) and click View Entry.

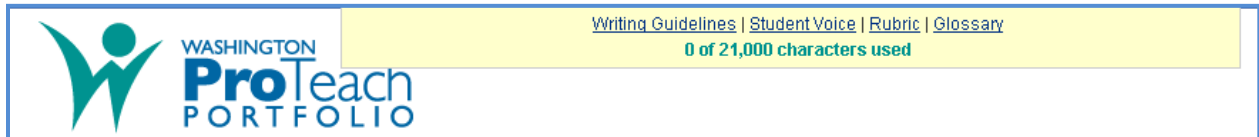


Edit Entry mode contains all entry directions for each entry, guiding prompts and the following primary tools for authoring. To keep navigation simple, all textboxes and tools needed to assemble a given entry are located on one page for each respective entry. Scroll up and down on the entry page, as needed, to access each textbox and tool for that entry. Listed below are the tools that are discussed in more detail in the pages that follow.

- Floating Tool Bar
- Character Counter
- Expandable Instructions
- Textboxes
- Save Changes Button
- Link School/Class Profile
- Attach Artifacts

Floating Tool Bar

Each entry has a floating tool bar located at the top of your screen that moves with you as you build your portfolio. Links to frequently used resources (e.g., rubrics, glossary, writing guidelines) are conveniently placed on this floating tool bar. Also located on this floating tool bar is an automatic character counter that counts characters used (vs. maximum allowed) as you type or paste your written commentary responses and reference your artifacts in textboxes.



Character Counter

Each entry limits the total number of “characters” you may type in your written commentary. A character is counted by every letter, every punctuation mark and every space you type. As you are typing your written commentary online, the automatic counter visible on the floating tool bar at the top of your screen displays the number of characters you have used out of the allowable number of characters for that entry. Individual textboxes do not have any character limits, giving you flexibility in responding to the guiding prompts within each textbox. The system automatically prevents you from exceeding the total character limit for each entry. You will not be able to submit any entry that exceeds the maximum character limit.

- Entry 1: 21,000 characters (approximately 14 typed pages)
- Entry 2: 21,000 characters (approximately 14 typed pages)
- Entry 3: 24,000 characters (approximately 16 typed pages)

Expandable Instructions

Onscreen instructions for each entry can be expanded (click the + sign) or contracted (click the - sign) as needed. It is important to read all instructions thoroughly. Be sure to begin by carefully reviewing the **Standards and Criteria** being measured in each respective entry. Specific entry instructions are detailed in the expandable sections titled **What You Have to Do for this Entry** and **How to Compose Your Written Commentary**.

Standards and Criteria

The following Washington Professional Teaching Standards and Criteria represent the focus of this entry. The evidence you submit needs to address and will be scored according to the following:

Standard 2: A successful candidate for the professional certificate shall demonstrate the knowledge and skills for professional development by

- b. Using professional standards and district criteria to assess professional performance and plan and implement appropriate growth activities
- c. Remaining current in subject area(s), theories, practice, research and ethical practice

Standard 3: A successful candidate for the professional certificate shall demonstrate the knowledge and skills for professional contributions to the improvement of the school, community and profession by

- a. Advocating for curriculum, instruction and learning environments that meet the diverse needs of each student
- b. Participating collaboratively in school-improvement activities and contributing to collegial decision-making

What You Have to Do for this Entry

How to Compose your Written Commentary

Textboxes

In response to guiding prompts located within each textbox, type or paste your written commentary in the textboxes provided. As you type within character limits, your work is automatically saved every 2 minutes. For uniformity among candidates, no formatting of written commentary is permitted. If you choose to work outside of the *ProTeach Portfolio* website by using a Word document, for example, all formatting will be stripped from your work when it is inserted into textboxes. Font size and line spacing are the same for every candidate. No bolding and no underlining is permitted. The online automatic character counter will provide the total number of characters used after your written commentary has been inserted into a textbox.

In your written commentary, you must reference every artifact that you choose to attach to a textbox. To correctly create a hyperlink to an artifact that you reference in a textbox, type or paste the EXACT filename of your artifact – including the file extension – between square brackets, e.g., [Student_Work1.pdf]. Upper case and lower case do matter. Characters used in referencing files, including brackets, count toward total characters used in your entry. After you press the **Save Changes** button located on the bottom of each entry, this bracketed reference will become a functional hyperlink in **View Entry mode only**.

To view an entry at any time, first press the **Save Changes** button located at the bottom of each entry page and then click **View Entry** located under each respective entry listed on the left side of your screen.

You may edit your written commentary as much and as often as you wish, until you choose to submit your *ProTeach Portfolio*. No changes to your portfolio are permitted after you have submitted it for scoring. However, you will still be able to view your portfolio via your private, secure *ProTeach Portfolio* website, even after your entries are submitted for scoring.

Step 2: Proposed New Learning: Research, Knowledge/Skills, and Application

Textbox 1.2.1

Proposed New Learning: Research, Knowledge/Skills, and Application – Guiding Prompts

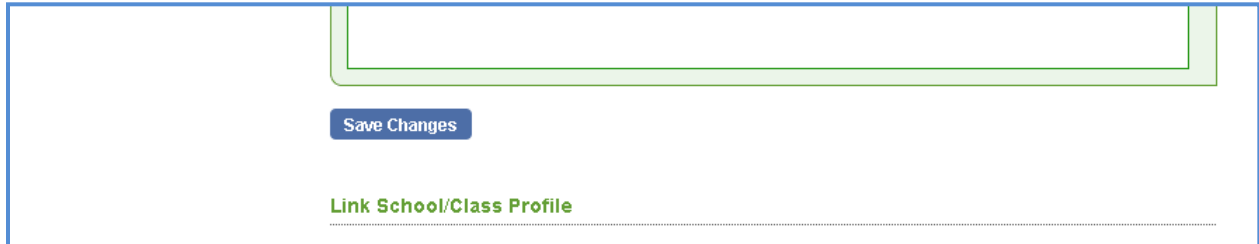
- State the new skills, knowledge and/or abilities you will need in order meet your 3 focus goals.
- What current professional research and literature will you use as you work to meet your 3 focus goals?
- What specific evidence will you need to collect in order to demonstrate your professional growth has had a positive impact on student learning?

Attach files, as needed. Scroll down to locate your list of artifacts. Where the artifact is referenced inside this textbox, type the complete name of your file between [] brackets.

Type or paste your responses here, including bracketed references to artifacts previously attached via browse and upload (listed at bottom of each entry page). For example, [Student_Work1.doc] was previously attached, is listed at bottom of this page, and can be referenced in the [textboxes](#) of this entry or the other entries. Characters used in referencing your files, including the brackets, do count toward your total characters used. To keep responses uniform among candidates, formatting is not allowed for this assessment and will not transfer if information is pasted.

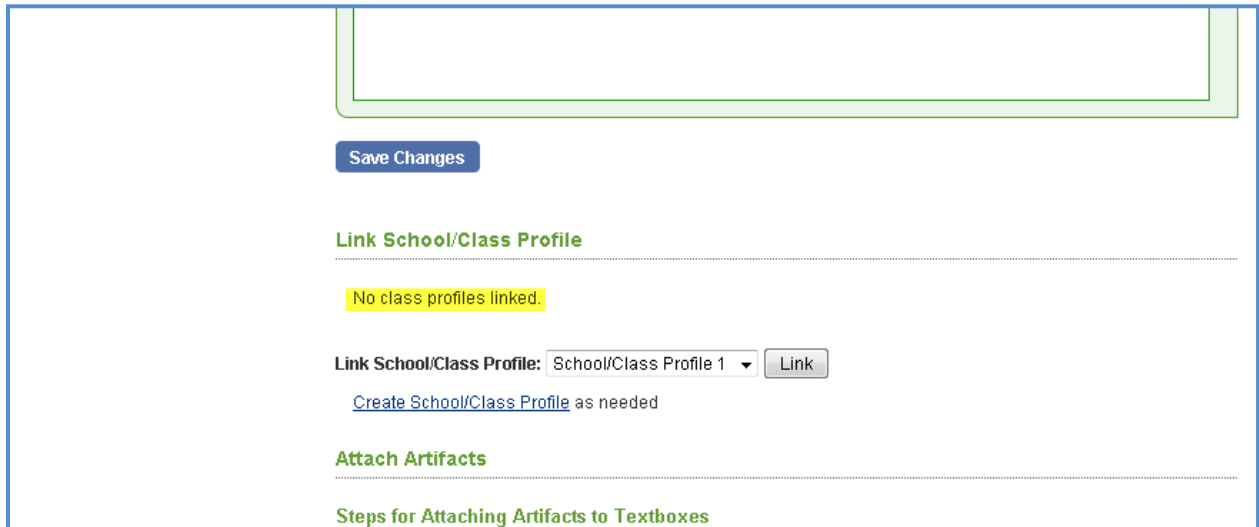
Save Changes Button

Press the **Save Changes** button located at the bottom of each entry page to save your work. Always press **Save Changes** before you leave the Edit Entry page. When editing an entry within character limits, your work is auto-saved every 2 minutes. If you leave the Edit Entry page without saving, then when you return to that Edit Entry page, you will be asked if you wish to use the latest auto-saved version. At most, 2 minutes of your work may not have been captured if you did not press **Save Changes** before leaving the page.



Link School/Class Profile

Although you may have previously created a School/Class Profile(s) using the online form, none are automatically linked to entries until you take the action to specifically link a School/Class Profile to each entry.



Use the provided drop-down list located under the Link School/Class Profile at the bottom of each entry page to choose a previously created and saved School/Class Profile. Press the **Link** button to link the School/Class Profile of your choice to that respective entry. A link is also provided to create a School/Class Profile as needed. If desired, click **remove** to remove the linkage. The School/Class Profile is NOT counted as an artifact.

Link School/Class Profile

- [School/Class Profile 1 \(remove\)](#)

Link School/Class Profile:

[Create School/Class Profile](#) as needed

Attach Artifacts

Each entry has specific artifact requirements. Be sure to carefully read the section titled, “What You Have to Do for this Entry” located in each entry that provides details about the respective artifact requirements. The maximum number of artifacts per entry is below:

- Entry 1: 10 artifacts (student work and/or teacher instructional), plus 2 pages of your Professional Growth Activities Log
- Entry 2: 12 artifacts (student work and/or teacher instructional)
- Entry 3: 15 student work artifacts and 7 teacher artifacts

Each artifact must be only 1 page in length (e.g., student work, pictures, PowerPoint, letters, scanned images). Scorers will not read beyond the first page of each attached artifact. Scorers will not consider any artifact that exceeds the artifact limit for the respective entry.

When choosing artifacts, carefully consider those documents that will provide the strongest and most salient evidence. If you want to use an assignment response from a student and the response is multiple pages, choose the 1 page that is most significant; a complete response is not necessary.

You may choose to submit the same artifact for more than one entry. If you choose to do that, you must reference that same artifact within each textbox of the respective entries.

Clearly reference all artifacts within your written commentary (see the Textboxes section above for details regarding referencing artifacts within your written commentary). Scorers will access each attached artifact as they are reading in order to gather the evidence that the written commentary and artifacts together provide.

Carefully read the instructions for attaching artifacts, located at the bottom of each entry page. Press the **Browse** button to browse your computer for the files you wish to attach in your portfolio. Permissible file types include those with the following file extensions: .doc, .xls, .ppt, .pdf, .jpeg, .gif, .png and .txt. **Any other file type will NOT be scored.** Press the **Upload** button to upload each selected file from your computer to your *ProTeach Portfolio*. Each uploaded file will be displayed in one, consolidated list at the bottom of each entry. Any uploaded file from your list may be referenced in the written commentary of any entry.

[Create School/Class Profile](#) as needed

Attach Artifacts

Steps for Attaching Artifacts to Textboxes

- Check the artifact limit for this entry.
- Click "Browse" to browse your computer for the files you choose to attach as artifacts for this entry.
- Accepted file types include .doc, .xls, .ppt, .pdf, .jpg, .gif, .png and .bt. Any other file type will **NOT** be scored.
- Click "Upload" to upload your selected files from your computer.
- Each uploaded file will be listed below.
- Where you have referenced an artifact within your written commentary inside a textbox, attach a file from your list below directly inside that textbox, as follows:
 - Type the complete name of your file, including the file extension, between [] brackets. Example: [studentvoice.doc]
 - Your file is now attached inside the textbox in which the artifact is referenced.
 - To verify that your file is attached inside a textbox, save your changes below and click 'View Entry' from the list on the left. Go to each textbox in which a file is referenced, click to open.
 - If the file does not open, click on 'Edit Entry' from the list on the left, and check the following:
 - The file has been uploaded.
 - The complete file name has been typed with the exact file extension.
 - The file name has been placed between [] brackets.

Attach Artifacts:

[Student_Work1.doc delete](#)

File Tips: Below are some tips and techniques to help you prepare files so they open quickly and easily for onscreen viewing.

- To prepare images (e.g., photos, clipart, scanned .jpg item) for the web, paste or click Insert Picture to place the image into PowerPoint and use Save As to save in JPEG (.jpg) format. If prompted, choose Current Slide Only; a 1-page JPG file will be made.
Need portrait orientation? Before pasting, click Design > Orientation > Portrait.
Remove title/text prompts? Before pasting, click Home > Layout > Blank.
- To prepare Word, PowerPoint, or Excel files containing images, click the image once and then click Picture Tools (appears on Word menu after image is clicked). Click Compress Pictures and select options for compressing *all pictures in document* for *web/screen*.
- To prepare PDFs for the web, use built-in PDF makers on Mac platforms. In recent 2007 versions of MS Office, you may have a built-in PDF maker. If so, in Word or PowerPoint or Excel, choose File, Save As, Other Formats, Save As file type PDF and select options for *minimum size (publishing online)*.

ALWAYS

Prepare your files: Prepare files of permitted length (1 page), file types (only .doc, .xls, .ppt, .pdf, .jpg, .gif, .png, .txt), and file size (most under 100KB, all under 350KB, never over 1MB). Suitably-sized files will upload promptly. Files over 1MB will not upload.

Name and upload your files: Give each file a unique name containing only letters, numbers, underscores (_), or hyphens (-). Any other character, symbol, or space will be replaced with an underscore (_) when you browse and upload. Notice the listed name.

Reference your file within a textbox: Between square brackets [], copy/ paste or type the complete name of your file, including the file extension. Exactly match the filename as listed after upload. Example: [studentvoice.doc] or [Student_Work1.pdf]. Click "Save Changes" to activate your hyperlinks (active only in 'View Entry' mode). In 'View Entry' mode, double-check each link by clicking it to open and view the underlying file. Stay within each entry's artifact limit.

If you need assistance beyond the above with the mechanics or digital techniques of constructing your portfolio, please e-mail or call the *ProTeach Portfolio* Contact Center for assistance.

Submit Your Completed *ProTeach Portfolio*

Submit Entries

Only when you have completed your *ProTeach Portfolio* to the best of your ability or have reached your submission deadline date, click the **Submit Entries** link located on the left navigation under the My Portfolio tab.

When you press the **Submit Entries** button located on the bottom of the page, all entries for which you have registered (e.g., Entry 1, Entry 2 and Entry 3 for initial candidates) will be submitted together. No changes to your portfolio are permitted after you have submitted it for scoring. However, you will still be able to view your portfolio via your private, secure *ProTeach Portfolio* website, even after you have submitted your entries for scoring.

WARNING: Once submitted for scoring, entries cannot be modified in any way, but you will be able to view your entries, even after they have been submitted for scoring.

Welcome, **Jane Doe**

▶ My Portfolio

- Release Forms
- School/Class Profiles
- Entry 1
- Entry 2
- Entry 3
- ▶ **Submit Entries**

Submit Entries

Click "Submit Entries" only when you have completed your *ProTeach Portfolio* to the best of your ability or have reached your [submission deadline date](#).

- Once submitted for scoring, entries cannot be modified in any way.
- You will always be able to view your entries, even after they have been submitted.

The following entries will be submitted:

- Entry 1, Professional Growth and Contributions
- Entry 2, Building a Learning Community
- Entry 3, Curriculum, Instruction and Assessment

By my electronic signature below, I hereby attest that my *ProTeach Portfolio* is entirely my own work and that I am in possession of completed and signed Student and Adult Release Forms, as required.

By checking this box and providing my electronic signature below, **I also understand that no modification can be made to any entry after I submit it for scoring.**

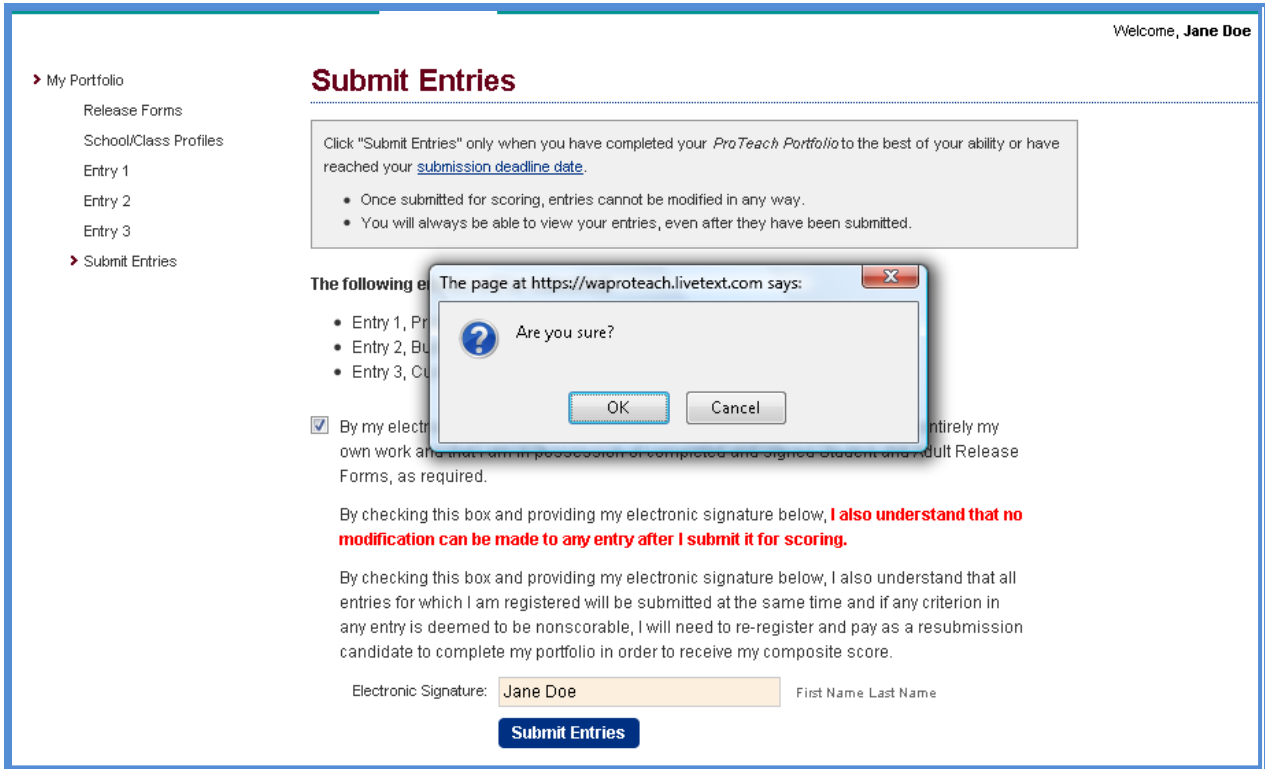
By checking this box and providing my electronic signature below, I also understand that all entries for which I am registered will be submitted at the same time and if any criterion in any entry is deemed to be nonscorable, I will need to re-register and pay as a resubmission candidate to complete my portfolio in order to receive my composite score.

Electronic Signature: First Name Last Name

Submit Entries

When you are ready to submit, carefully read all information presented on the page, select the acceptance check box and enter your electronic signature – the First Name and Last Name used to create your *ProTeach Portfolio* account (same name as displayed in the upper right corner of your screen).

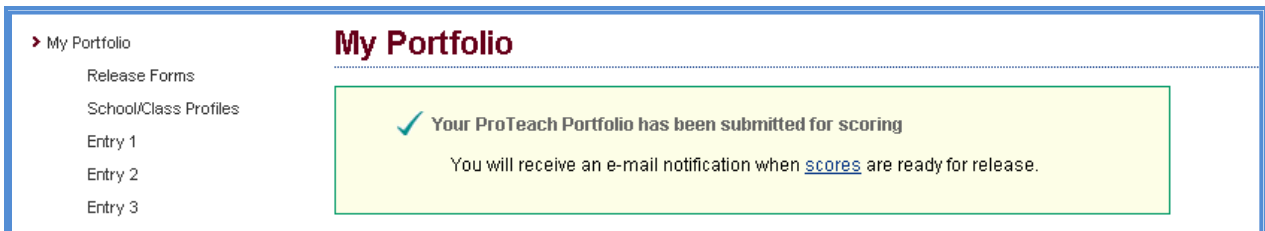
Press the **Submit Entries** button.



This is an irreversible step. If you are not sure, press **Cancel**.

Be sure to complete this step before your submission deadline date. Candidates who miss their submission deadline date or who submit an entry that contains nonscorable content will have to re-register and pay for resubmission in order to receive a composite score.

After you affirm your intent to submit by pressing **OK** on the message box, providing your electronic signature and pressing the **Submit Entries** button located on the bottom of the page, an onscreen submission confirmation message will be displayed to you. You will also receive confirmation of your submission via e-mail. When scores are ready for release, you will receive an e-mail notification.



My Scores Tab

The information provided under the My Scores tab describes aspects of scoring. When scores are ready for release, you will be notified via e-mail to access your score report in this section of your private, secure *ProTeach Portfolio* website. No score reports will be mailed to candidates. You can print as many copies of your score report as you wish from your private, secure *ProTeach Portfolio* website.

My Candidacy My Profile My Schedule My Portfolio **My Scores** Welcome, **Jane Doe** | Sign Out

► My Scores
About Scores

My Scores

You will receive an e-mail notification when scores are ready for release, approximately 8 weeks after each submission deadline date. You will access your scores on your private, secure *ProTeach Portfolio* website.

You can print unlimited copies of your score report from your private, secure *ProTeach Portfolio* website. No score reports will be mailed to you.

All scores will automatically be provided to the [Professional Educator Standards Board \(PESB\)](#), the Certification Office at the Office of the [Superintendent of Public Instruction \(OSPI\)](#) and the support provider identified at the time of registration.

My Candidacy My Profile My Schedule My Portfolio My Scores Welcome, **Jane Doe** | Sign Out

► My Scores
About Scores

About Scores

In order to pass the assessment, candidates must address the Professional Educator Standards Board (PESB) [3 standards and 12 criteria](#) of the professional certificate. Each criterion receives a score, then all 12 criterion scores are summed to achieve a composite score, which will be used to determine pass/not pass.

Feedback is provided for each individual criterion based on the rubric. This feedback will be helpful when deciding whether or not to resubmit an entry.

All scores are retained in your *ProTeach Portfolio* website. As long as you remain eligible for the assessment, you may [resubmit entries](#) as many times as you wish to achieve the passing score.

When resubmitting entries, your highest score for each criterion — whether it was earned on the initial submission or on the resubmitted entry — will always be used to determine your composite score. Scorers will not know that any entry is a resubmission nor will they have access to any scores associated with previous submissions.