

# Welcome to the SiD Diploma Portfolio Training!

We will begin at 1:30. This session will be recorded and posted on MNABE.org and the SiD Help Site.

If you are having technical issues, please contact Brad Hasskamp ([brad.hasskamp@state.mn.us](mailto:brad.hasskamp@state.mn.us) or 651-582-8594).

# Adult Diploma Portfolio in SiD

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# The SiD Diploma Portfolio is now LIVE!

## Overview

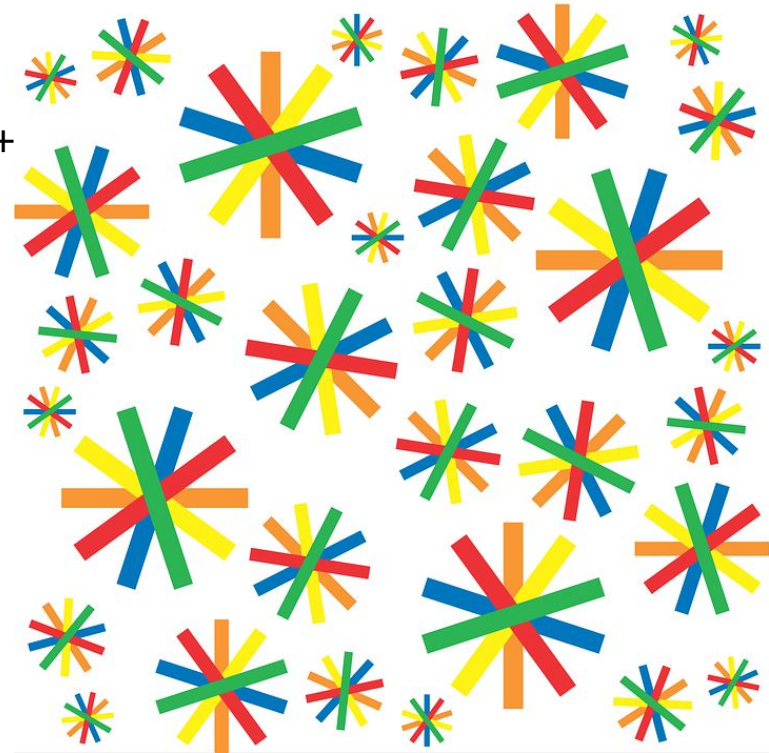
It can be found at the same place where you have been creating transcripts. The entire portfolio is on 1 page. (50+ fewer clicks per portfolio!)

This replaces the Learner Web portfolio system.

## Training

This training will cover the basics of using the SiD diploma portfolio system.

Please share this training information with the relevant staff in your diploma program.



# Brief Diploma Portfolio Timeline



**TODAY:** No new student portfolios should be started in the Learner Web System. (However, students with current portfolios started or under review are okay as long as they are finished and submitted by June AT THE LATEST.)

**February 3:** We will provide some follow up training and dive into your issues and questions on the portfolio system at the Working Group Meeting.

**June 30:** Learner Web diploma portfolio system shuts down and all Learner Web portfolios will be eliminated. (Transcripts and diplomas still in SiD.)

# On student screen, go to “Adult Diploma”

SD Home Person Search Students Classes Staff Volunteers Reports Admin SuperSite Hotline Help

[8] Kangaroo, Captain

Summary Assessment Schedule Benchmarks Logs History Time Info **AdultDiploma**

Health issues; will not be in class until mid-October. 09/25/19

Reporting Period: 07/01/19 to 06/30/20 (95 Hours)

Last Test in Subject	Level Gain	PreTest EFL	Max EFL	Pre Test	Last	Form	Prim	Sec
• CASAS GOALS Math	No	ABE 6	ABE 6	05/21/19	05/21/19	917	249	
• TABE 11/12 Language	No	ABE 1	ABE 1	10/29/18	10/29/18	11 E	312	
• CASAS Reading	N/A	None	None	01/01/01	02/23/18	187	236	

Tennessee Yes

SSN [Mouse Over](#)

Birthdate 2/24/1990

Gender Male

Hispanic No

Race Asian

County None Selected

Postsecondary or professional degree	10/04/16
Non-US Education	12/01/18
Low Income	10/04/17
MFIP	11/07/16
MFIP Expiration Date	10/14/18
Work Based Project	07/01/15



First Entry	08/30/16
First Hours	08/09/16
Last Hours	01/06/20
Lifetime Hours	257.25

# Adult Diploma tab - new symbols



[8] Kangaroo, Captain ⏪ ⏩ (2 of 33)

Summary Assessment Schedule Benchmarks Logs History Time Info **AdultDiploma**



## English Language Arts

**Reading**  



-Reading Measures-

**Language**  

-Language Measures-

**Speaking and Listening**  

-Speaking and Listening Measures-

**Writing**  

-Writing Measures-

[Change to Alphabetical Sorting](#)

0 of 20 Competencies Completed

# Uploaded files and comments appear under each competency

[8] Kangaroo, Captain

Summary Assessment Schedule Benchmarks Logs History Time Info AdultDiploma

**English Language Arts**

Reading

Assessment GED (2014 Version)

- [GED-Read-Sci-Kangaroo.pdf](#) ✕

See reading score on GED transcript submitted for Life Science competency ✕

Upload supporting docs

Add comment

Change to Alphabetical Sorting

20 of 20 Competencies Completed

Submit to MDE

The screenshot shows a user interface for managing competencies. At the top, there's a header for "[8] Kangaroo, Captain" with navigation tabs: Summary, Assessment, Schedule, Benchmarks, Logs, History, Time, Info, and AdultDiploma. Below this, the "English Language Arts" section is active, showing a "Reading" competency. A green bar indicates the assessment used: "Assessment GED (2014 Version)". A list of documents is shown, including "GED-Read-Sci-Kangaroo.pdf" with a red 'x' icon. A comment below the document reads "See reading score on GED transcript submitted for Life Science competency" with a red 'x' icon. Red annotations highlight the "Upload supporting docs" icon (a folder) and the "Add comment" icon (a pencil). On the right side, there's a sidebar with an "AdultDiploma" tab, a "Change to Alphabetical Sorting" button, and a status "20 of 20 Competencies Completed". A red box highlights a "Submit to MDE" button at the bottom of the sidebar.

- If one document can be used for several competencies, upload the document one time and refer to it via comments on other competencies

# What should I name the documents when I upload them in the SiD portfolio system?

## Document Upload Naming Convention:

- Start with type of evidence (ABE, GED, HSTran, etc.)
- Add a dash
- Add section/domain/other qualifier, if specific or relevant (e.g. ABE-WritingELA, GED-Math, or HS Tran-Sci)
- Add a dash
- Add student last name

## Examples:

- ABE-WritingELA-Hasskamp
- GED-ELA-Sci-SS-Hasskamp
- \_\_\_HSTran-Math-Sci-SS-Hasskamp



# Uploading Tips



- A. Two uploads max per section.
- B. Uploads can be in Adobe PDF or in a Microsoft Office format. If you have a link to a recording or evidence online, please enter it in the comments.
- C. You do not need to upload duplicative evidence in multiple sections!
- D. If you have evidence that fits in multiple areas, label it for each area in the naming convention when uploading.
- E. Upload the Student Writing in the ELA-Writing Section.
- F. Upload the Student Resume in the Employability-Developing a Future Pathway Section.
- G. No upload or comment needed in Employability-Self Management.
- H. Be careful when scanning!
- I. Make sure uploads are legible, clear and navigable to someone not at your program.



# What comments should I add?

- Comments will likely be used less in SiD than in Learner Web.
- Less space for comments in SiD. (One comment per section.)
- There is not an advisor notes section in SiD.
- When applicable evidence was uploaded in other section of portfolio, add comment to note where evidence can be found. (Examples include GED Transcripts, High School Transcripts, Student Work, etc.)
- Use comments sparingly and try to contain most info in the upload, potentially by reviewing your **cover sheets\***.
- Make sure comments are meaningful, understandable and not already in the upload.

# \*Cover Sheets

Time to Review!



**Less info in comments means more info needed in cover sheets!**

Brad and Jodi are reviewing current programs' cover sheet use and will be sharing new MDE-suggested templates at the February Working Group Meeting.

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# Check Before Submitting!



Is all the expected information included in the upload or comment?

Is the upload clear to someone not at my site?

Check the Completions Options document before uploading.

EXAMPLE - ABE Instruction:

1. Student-produced evidence with best work that highlights competency at highest level
2. Evaluation from Instructor and potentially others
3. Citation of competency or standard(s) best met/demonstrating mastery (from domain's content standards)
4. Student hours estimate in area or domain
5. Program instructional description that shows how all standards are integrated into instruction (course description, checklist, or outline)

# Submission Form

Learner Web info remains on this form for programs finishing Learner Web portfolios. These fields will be removed when all programs are using SiD portfolio.

The screenshot shows a web form with the following sections and fields:

- Adult Diploma Location:** A dropdown menu with the text "-Choose Adult Diploma Location-".
- Learner Web ID:** A text input field with the placeholder "Learner Web ID".
- Learner Web Class:** A text input field with the placeholder "Learner Web Class".
- One-Paragraph Description of the ABE Adult High School Diploma Student (Required):** A large text area with the placeholder "Describe the Student".
- Any additional information that reviewers and/or the Minnesota Department of Education should consider?:** A large text area with the placeholder "Additional Information".
- Buttons:** A blue button labeled "submit to MDE" and a grey button labeled "Cancel".

Annotations on the form include:

- A red box containing the text: "Required fields if your program is uploading supporting documents to Learner Web rather than using SiD".
- Red dotted arrows pointing from the red box to the "Learner Web ID" and "Learner Web Class" input fields.
- A red box around the "submit to MDE" button.

# After submitted - before MDE action:

Submitted Competency Completions	<a href="#">Change to Alphabetical Sorting</a>
<b>English Language Arts</b>	Submitted on 1/6/2020
Reading: Assessment GED (2014 Version)	
Language: Assessment ACT	

# Once Passed:

On Diploma Page:



Diploma approved by MDE on this date

Passed on 1/16/2020

[Adult Diploma Certificate](#)

[Adult Diploma Transcript](#)

MDE Comment:

Click links to run, print documents as reports

History Item automatically generated:

Group	Item	Effective Date	Your Site	End Date	Status	Comment
Goal - NRS Primary	State Competency Based Diploma	1/16/2020	Yes		Met	Automated

**Your  
Questions  
and  
Thoughts!**





# NEXT STEPS

1. Share this training information with the relevant staff in your diploma program.
2. Try out the SiD Portfolio System before February 3.
3. Document questions on the portfolio system or transition to ask on February 3.
4. Plan and make the transition with your diploma program staff.
5. Other next steps?

