ED INFORM
DIGITAL PORTFOLIO OVERVIEW & PROCEDURES

Grades K-9

Version 1.0

INDEX

WHAT IS
ED INFORM?

Ed Inform is a digital portfolio tool for ongoing sharing of student learning and descriptive feedback to students and parents. The system is continually being customized through Cowichan Valley Teacher feedback.

Ed Inform provides one method through which the Ministry Reporting Framework requirements around ongoing communication of student learning may be met.

The system may be accesed through a web browser or mobile App.

2 WAYS TO LOG IN - WEB

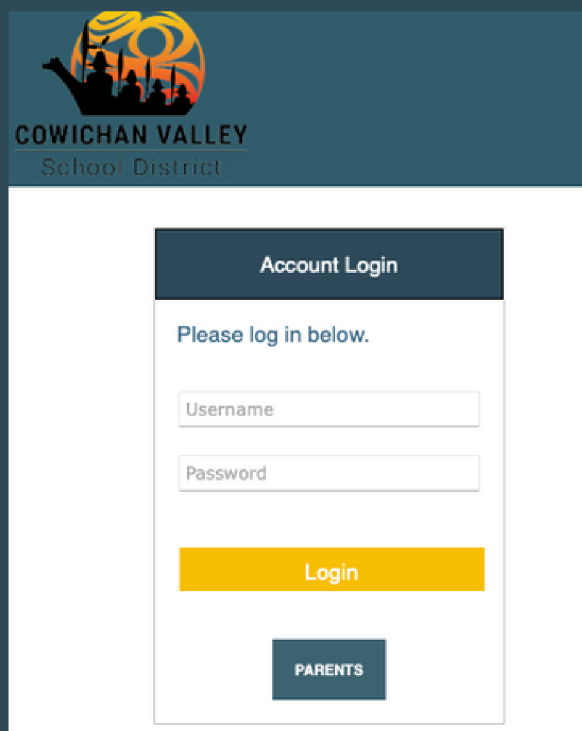**Cowichan Schools Website:**
www.sd79.bc.ca
> click *Staff*
> click *SSDAS*

Log in with SSDAS credentials. (These are different than your O365 Username and Password.)

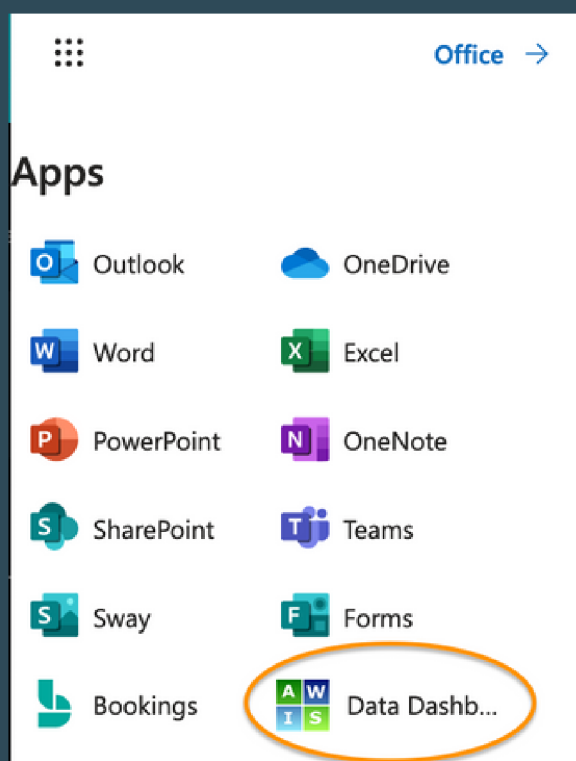**Office 365:**
On a laptop or iPad browser, log in to your Office 365 account:

> click the "Waffle" (top left)
> click Data Dashboard (click *All apps*, if not visible)
> login is automatic

Note:
If you are unable to login, contact Technology Services Support Desk by putting in a ticket. Submit tickets under *Support* in Office 365 Apps ("waffle", top left).

RECOMMENDED
SSDAS INITIAL SETUP

The SSDAS system allows authentication through Office 365 for the web view. However, at this time, the mobile App does not. This means your username and password is different on the App than O365. One recommended first step is to update your password in the SSDAS system - (so that you can create the password you wish)

Step 1

Follow the Office 365 login procedures from the previous page.
If this does not work contact Technology Services by submitting a ticket or calling 2507480321 ext 217.

Step 2

On the side menu click change password.

Step 3

Enter your **New Password** twice and click the green check mark.
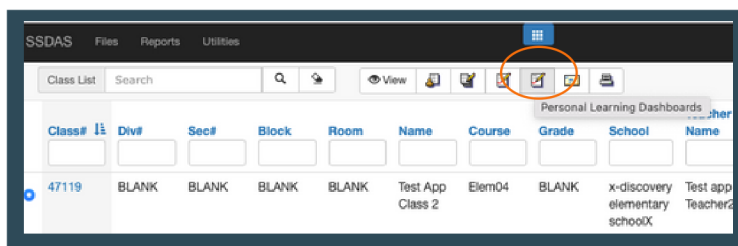
Note:
This only changes the password for SSDAS direct <u>web based login</u> and for the Ed Inform App.

NAVIGATING TO
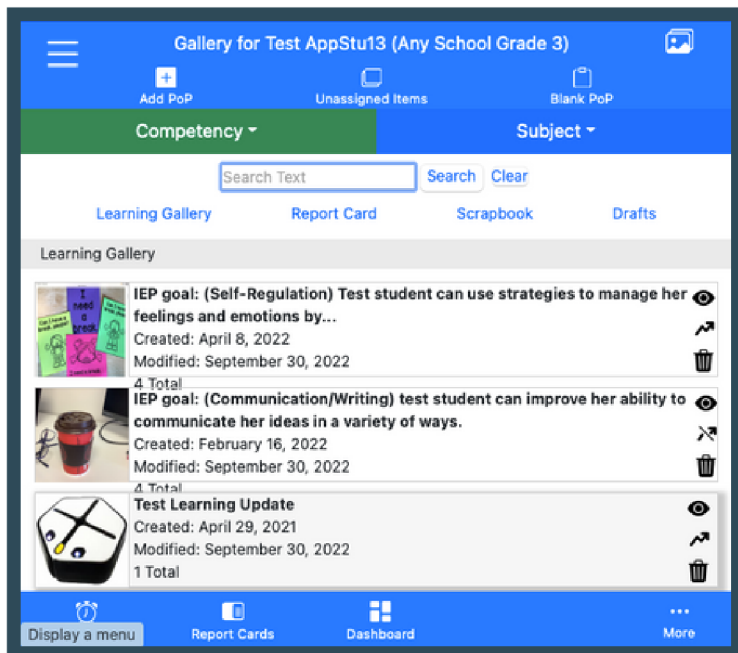## STUDENT GALLERY - WEB

On the left side menu click on Grading. It will open a class listing.

Place a dot beside the class and then click on the Personal Learning Dashboard to open the digital portfolio gallery.
FYI: Updated icons are under development.

The digital portfolio screen will open to the first student on your class list. Click the "hamburger three lines" on the top left to select a different student to view.

Hide a learning update (lu) from view until ready by tapping 👁

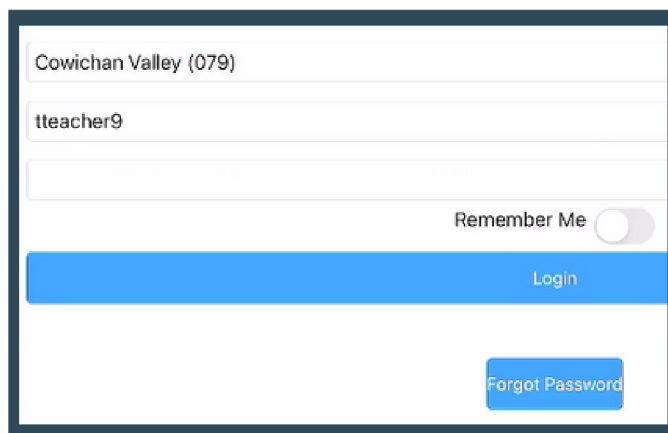Hide or show the Proficiency Scale in a lu using 📈

NAVIGATING TO
STUDENT GALLERY - APP

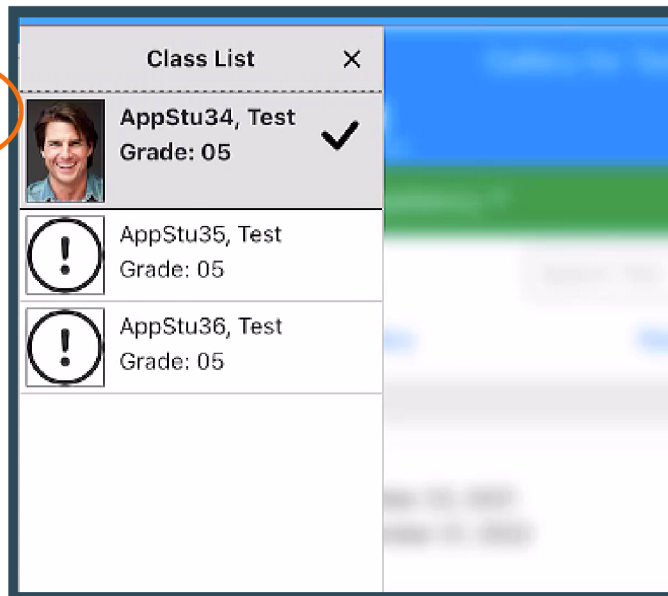On your iPad or Phone tap on the **Ed Inform App**

Select Cowichan Valley (079) and enter your username and password.

Reminder: This is **not** your O365 Username and Password.

Click on the **lower** "hamburger three lines" to show your class list and tap on the student whose gallery you wish to view or edit.
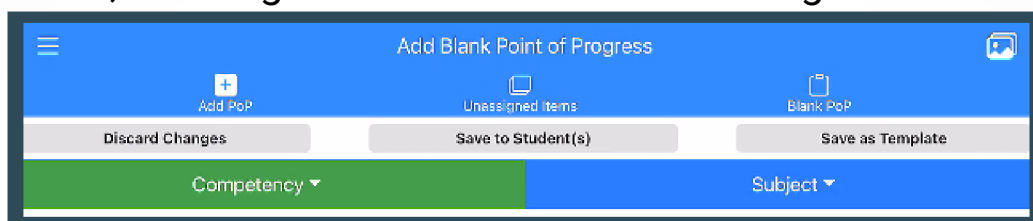

Hide a learning update (lu) from view until ready by tapping 👁

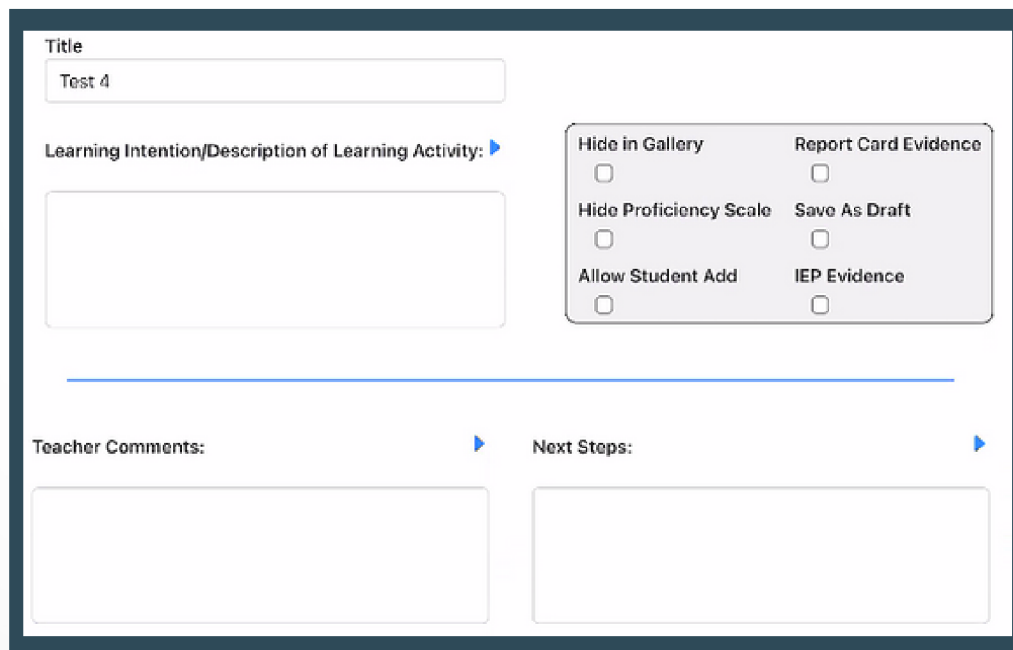Hide or show the Proficiency Scale in a lu using 📈

CREATE A NEW
LEARNING UPDATE

You may add a new Learning Update (currently called "Point of Progress" in app) to one student, many students or save a template for repeated use by tapping Add PoP, entering information and then saving.

Fill in each of the areas: *Title, Learning Intention/Description of Learning Activity, Teacher Comments* **(if ready),** *Next Steps* and set any permission settings and flags using the check boxes.

Note: You only need a title to save a PoP. You may come back anytime to complete comments and next steps. However, if you push a PoP out to the entire class or multiple students before you have all the desired information, you need to go individually to each student's gallery to update after the initial save.

ADDING
EVIDENCE OF LEARNING

Pictures, Video and Files

Step 1

Open the desired Learning Update and click on the Add Evidence button.
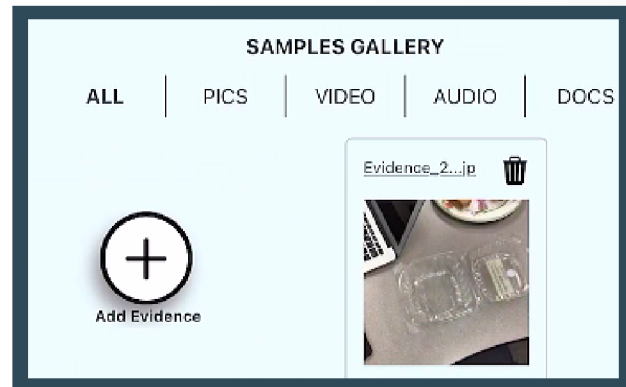
Step 2

Tap Select Files or drag one or more files to the upload area. Review your files selected and then click Save Changes at the top of the window.

ADDING
EVIDENCE OF LEARNING

Audio from built-in Recorder

Step 1

Click the top left "hamburger three lines" and select *Audio Capture.*
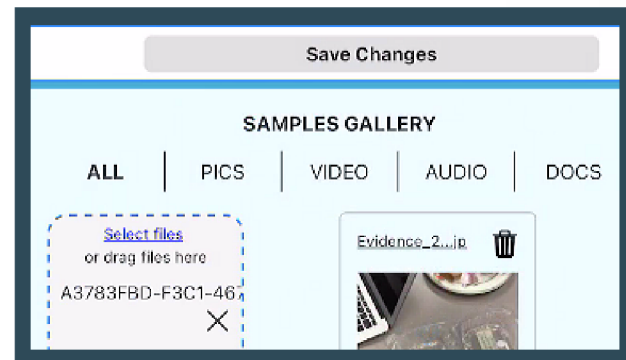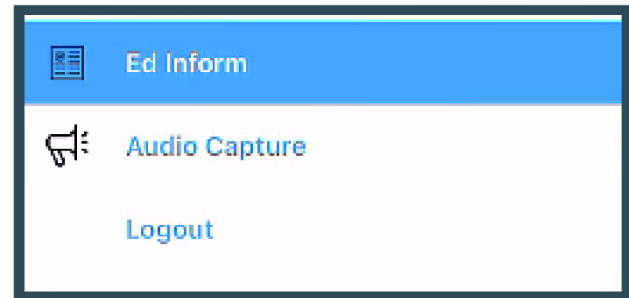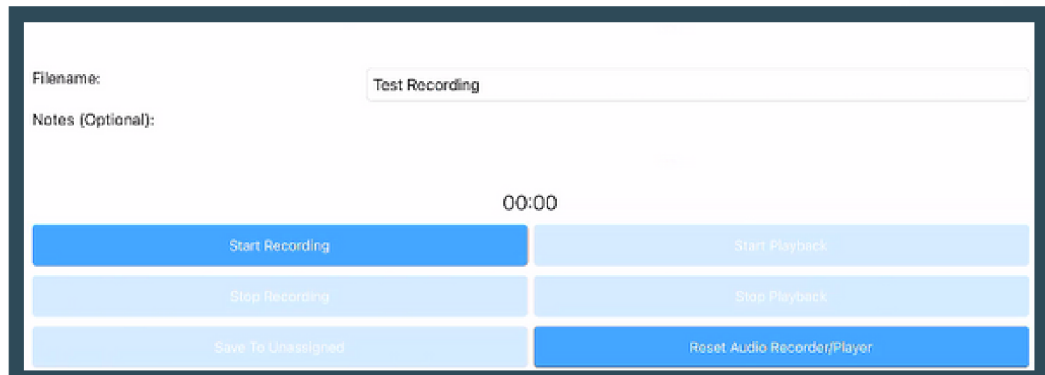
🔲	**Ed Inform**
📢	Audio Capture
	Logout

Step 2

Name the recording and click Start Recording.

Filename: Test Recording

Notes (Optional):

00:00

Start Recording	Start Playback
Stop Recording	Stop Playback
Save To Unassigned	Reset Audio Recorder/Player

Step 3

Preview the recording if desired and then click *Save to Unassigned*. This

Save To Unassigned

stores the file in the Scrapbook - from there you assign it to the desired PoP.
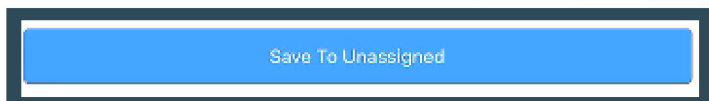
Step 4

Locate the recording in the Scrapbook, tap and assign it to an existing Point of Progress.

STUDENTS
ADDING EVIDENCE

Allowing Students to Add Evidence

You may choose to allow student to add evidence to a Learning Update. This is done through the *Allow Student Add* check box inside a PoP. You may change this setting at anytime. If checked, when a student is viewing a PoP, they will be able to add to the *Samples Gallery* and be able to enter text into the *Student Self Reflection* field. All other fields remain protected.

|	
Hide in Gallery ☐	Report Card Evidence ☐
Hide Proficiency Scale ☐	Save as Draft ☐
Allow Student Add ☑	IEP Evidence ☐

Note: It may appear that students can alter other fields, but those changes will not save.

FILTERS
EXPLAINED

There are multiple flags and filters in Ed Inform to help organize information.

Core Competency and Subject

These flags are set by the teacher and allow the gallery to be filtered to show specific Learning Updates that relate to specific core competencies and subject areas.
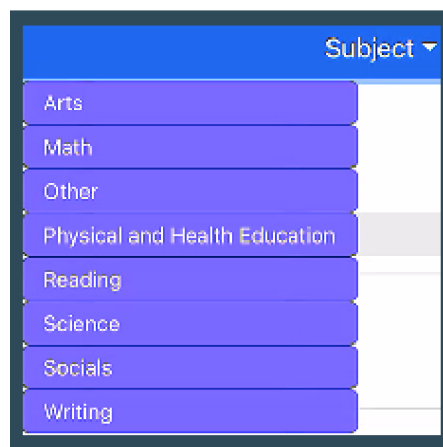
Learning Gallery / Report Card / Scrapbook / IEP

Item flags, with the exception of the *Learning Gallery*, are set by the teacher to allow parents and students to easily find related items. Tapping *Learning Gallery* takes you to the top of the entire gallery, while the others jump you to a listing with specific flags set. For example a Learning Update container that contains IEP goal evidence.
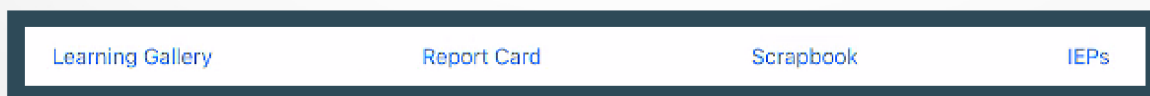
SCRAPBOOK
ITEMS

The scrapbook is setup to serve two functions:

- it is designed to hold quick captures of artifacts about student learning that the teacher is not going to provide written explanation about, but would be of interest to parents and students. This type of information is described as "dinner table" conversation items.
  - scrapbook items can be added to Learning Updates later if desired.

- it is designed to provide an area where teachers may hold artifacts until they are ready to assign to a student or students.
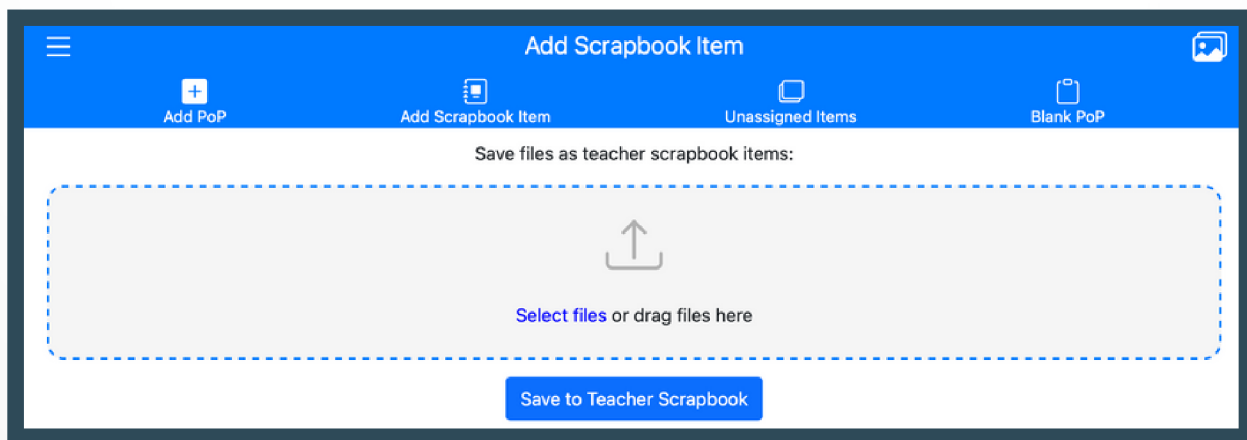
Note: student scrapbook functions are presently being redesigned and will be available soon.
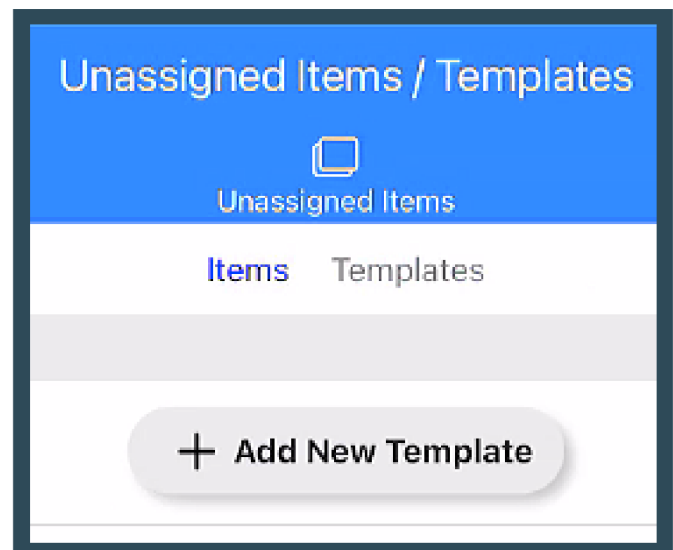
TEMPLATES
REUSE / MULTI-ADD

You may wish to re-use a format or simply prepare a Learning Update ahead of sending out to students and parents. This is done by creating a template.

Step 1

Tap on *Unassigned Items*

Step 2

Tap on *Templates* and *Add New Template* and fill in your information. You may come back and edit before assigning to students.
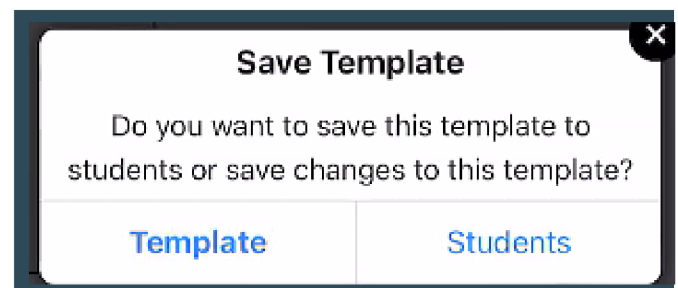
Step 3

Return to *Unassigned Items* at a future time and open the template.

Step 4

Either save edits or assign to students. This is triggered by clicking *Save Changes.*

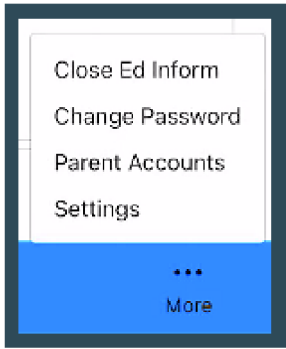*Select the students in the list and click Save.*

PARENT ACCESS
CONFIRMING EMAIL

To invite parents to view their student's digital portfolio, you need to confirm / update their email under **Parent Accounts**.

Step 1

On the lower right of the App Screen tap on the **three dots** *...More* icon**.**

Step 2

Tap on *Parent Accounts*

Step 3

Update email addresses as needed and click *save changes*

PARENT ACCESS
INVITING TO VIEW

Step 1

Invite parents by sliding the *Select All* slider or selecting only specific accounts.

Step 2

Click *Save Changes*. This will trigger an email invite.

Important

Before inviting any parents to view portfolios, please ensure you have sent home an informed consent form along with any other information about communication of student learning of which you want parents to be aware.

Click the link to be taken to a sample parent letter.
https://tinyurl.com/4zpzhpfe

GETTING SUPPORT

View the CSL site at
csl.sd79.bc.ca

If you have missing students Submit a support
ticket from your Office 365 All Apps list > Support

Lisa Read dtst@sd79.bc.ca
Rich Ready rready@sd79.bc.ca
Corina Fitznar cfitznar@sd79.bc.ca
Glen Posey gposey@sd79.bc.ca