

# ED INFORM

## DIGITAL PORTFOLIO OVERVIEW & PROCEDURES



**Grades K-9**

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# 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 accessed through a web browser or mobile App.



**Account Login**

Please log in below.

Login

PARENTS

# 2 WAYS TO LOG IN - WEB

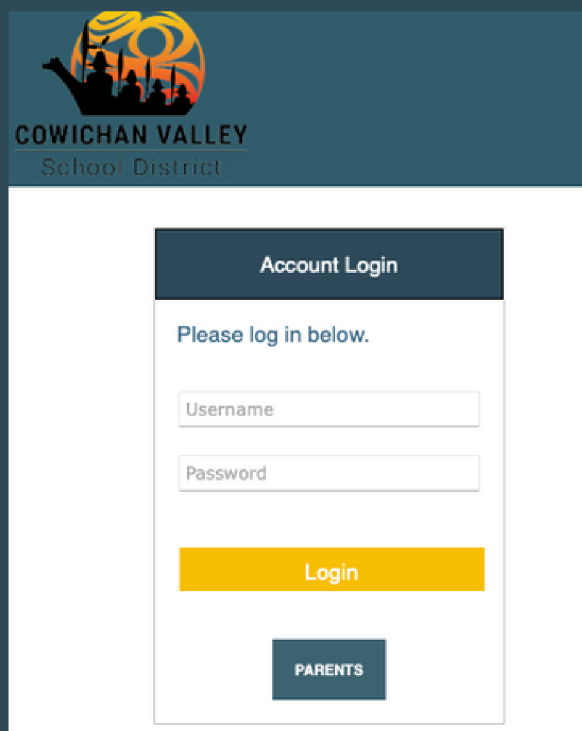
## Cowichan Schools Website:

[www.sd79.bc.ca](http://www.sd79.bc.ca)

> click **Staff**

> click **SSDAS**

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



The screenshot shows the Cowichan Valley School District logo at the top. Below it is a white box titled "Account Login" with the text "Please log in below." Inside the box are two input fields for "Username" and "Password", followed by a yellow "Login" button. At the bottom of the box is a dark blue button labeled "PARENTS".

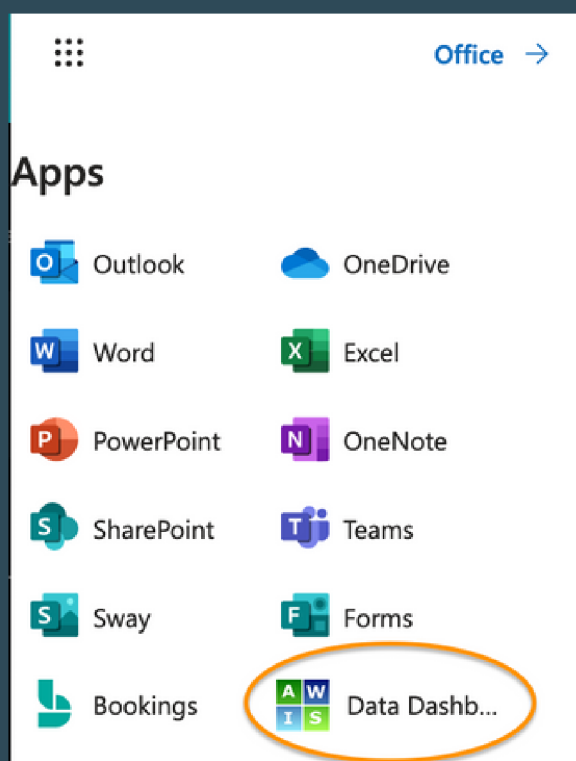
## Office 365:

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.

A screenshot of the 'Change Password' form. At the top are two circular icons: a green checkmark and a red circle with a slash. Below them is the title 'Change Password'. There are two input fields: 'New Password:' and 'Confirm Password:'. A green checkmark icon is visible at the top left of the form area.

### Note:

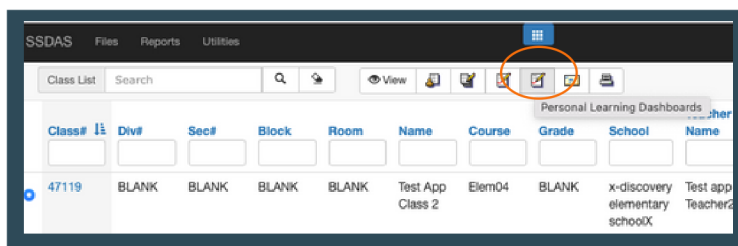
This only changes the password for SSDAS direct web based login and for the Ed Inform App.

# NAVIGATING TO STUDENT GALLERY - WEB

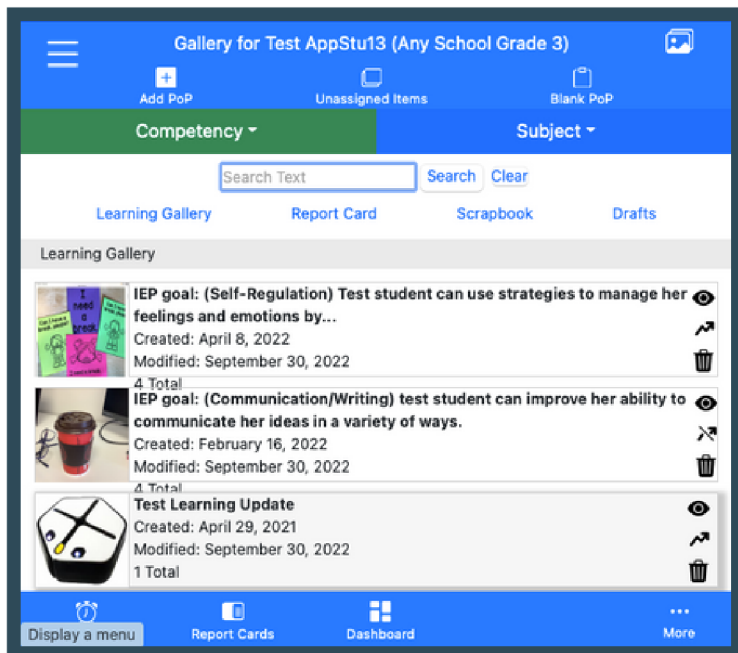
On the left side menu click on Grading. It will open a class listing.




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 

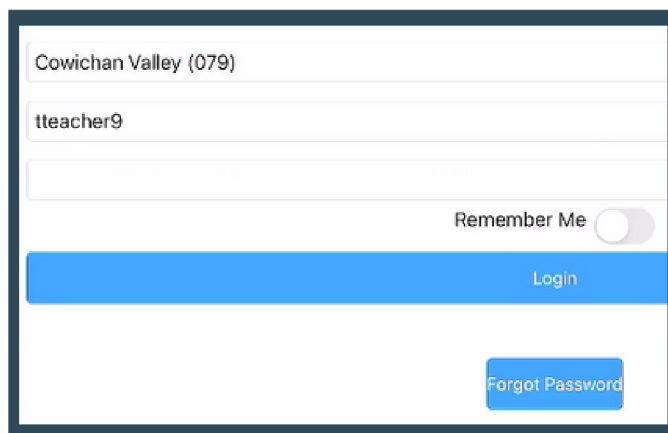
# NAVIGATING TO STUDENT GALLERY - APP

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

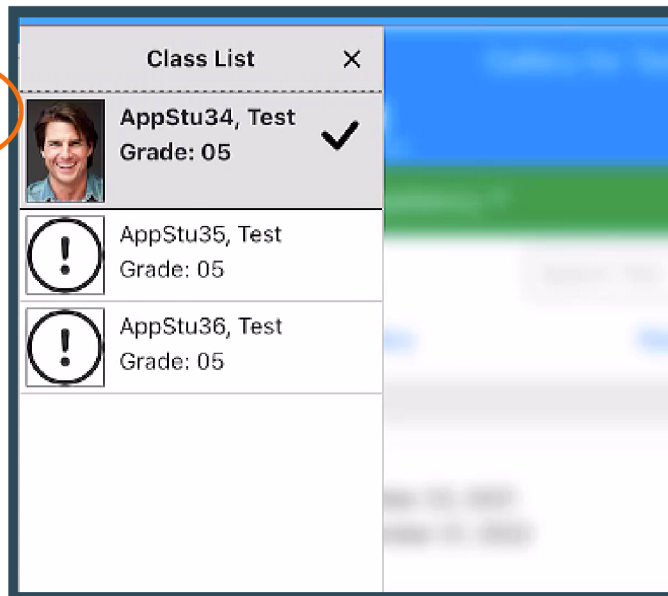



Select Cowichan Valley (079) and enter your username and password.


**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.

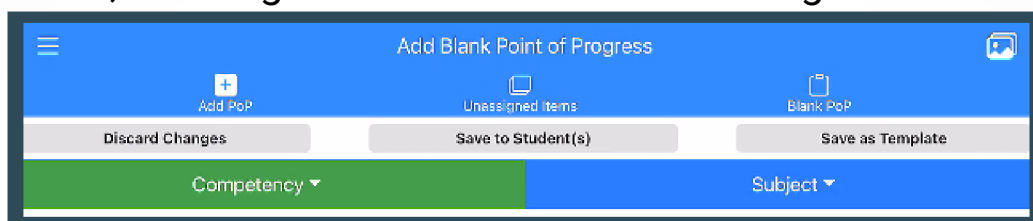


Hide a learning update (lu) from view until ready by tapping 

Hide or show the Proficiency Scale in a lu using 

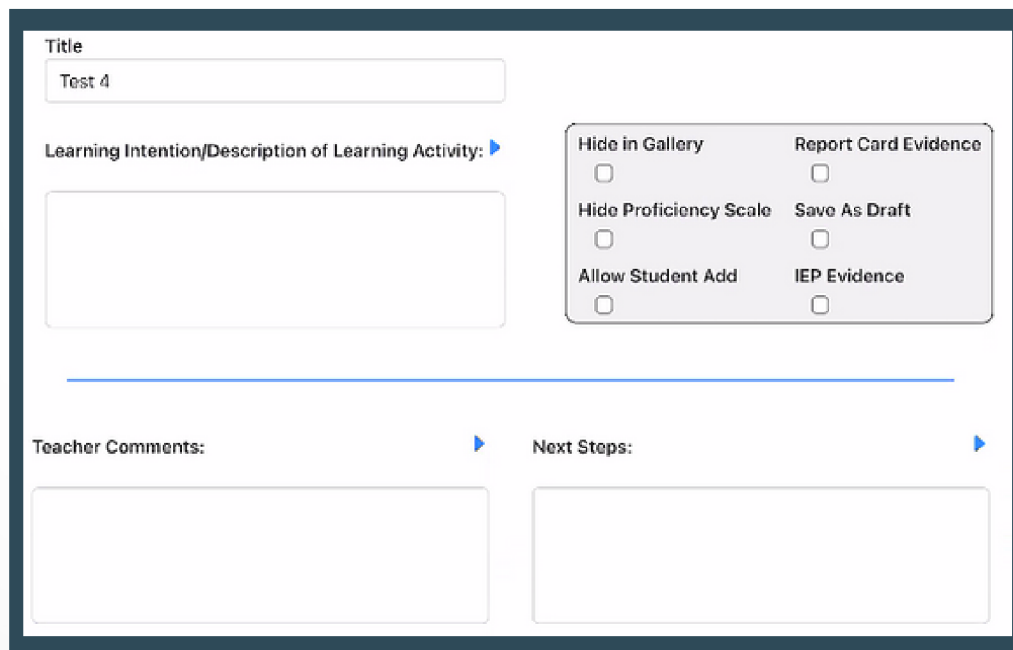
# CREATE A NEW LEARNING UPDATE

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.



The screenshot shows the 'Add Blank Point of Progress' screen. At the top, there is a blue header with a hamburger menu icon on the left, the title 'Add Blank Point of Progress' in the center, and a gallery icon on the right. Below the header, there are three icons: 'Add PoP' (a plus sign), 'Unassigned Items' (a folder icon), and 'Blank PoP' (a document icon). Under these icons are three buttons: 'Discard Changes', 'Save to Student(s)', and 'Save as Template'. At the bottom, there are two dropdown menus: 'Competency' (with a green background) and 'Subject' (with a blue background).

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.



The screenshot shows the 'Add Point of Progress' form. It has a white background with a dark blue border. At the top, there is a 'Title' field with the text 'Test 4'. Below the title field is a 'Learning Intention/Description of Learning Activity:' label with a blue arrow icon. To the right of this label is a table of checkboxes. Below the label is a large text area. At the bottom, there are two fields: 'Teacher Comments:' and 'Next Steps:', each with a blue arrow icon. Below these fields are two large text areas.

Hide in Gallery	Report Card Evidence
<input type="checkbox"/>	<input type="checkbox"/>
Hide Proficiency Scale	Save As Draft
<input type="checkbox"/>	<input type="checkbox"/>
Allow Student Add	IEP Evidence
<input type="checkbox"/>	<input type="checkbox"/>

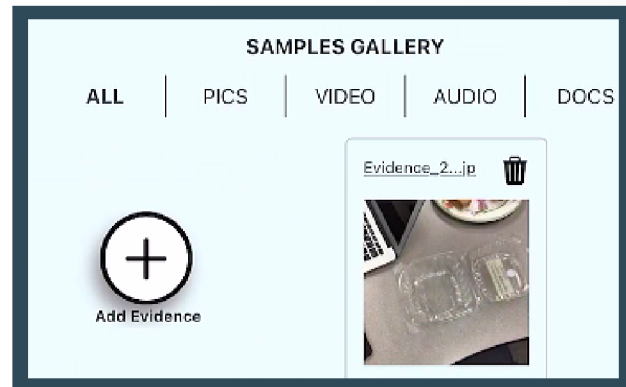
**Note:** You only need a title to save a PoP. You may come back anytime to complete comments and next steps. However, if you push a PoP out to the entire class or multiple students before you have all the desired information, you need to go individually to each student's gallery to update after the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

# ADDING EVIDENCE OF LEARNING

## Pictures, Video and Files

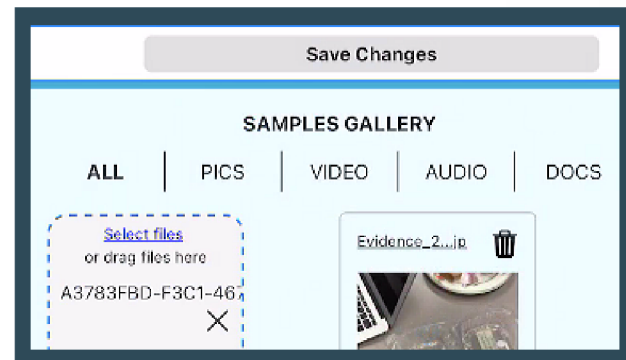
### Step 1

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.

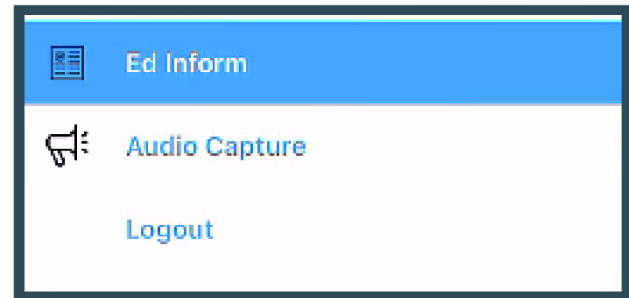


# ADDING EVIDENCE OF LEARNING

## Audio from built-in Recorder

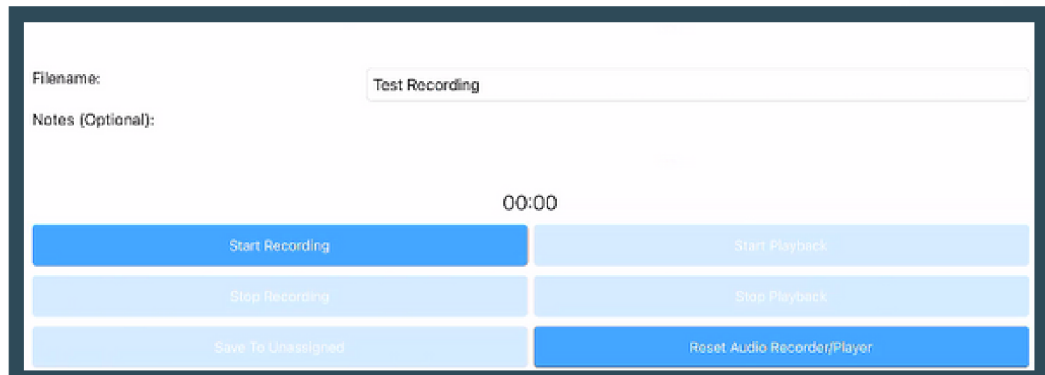
### Step 1

Click the top left "hamburger three lines" and select **Audio Capture**.



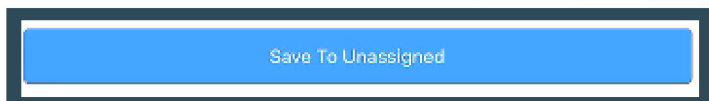
### Step 2

Name the recording and click **Start Recording**.



### Step 3

Preview the recording if desired and then click **Save to Unassigned**. This 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 <input type="checkbox"/>	Report Card Evidence <input type="checkbox"/>
Hide Proficiency Scale <input type="checkbox"/>	Save as Draft <input type="checkbox"/>
Allow Student Add <input checked="" type="checkbox"/>	IEP Evidence <input type="checkbox"/>

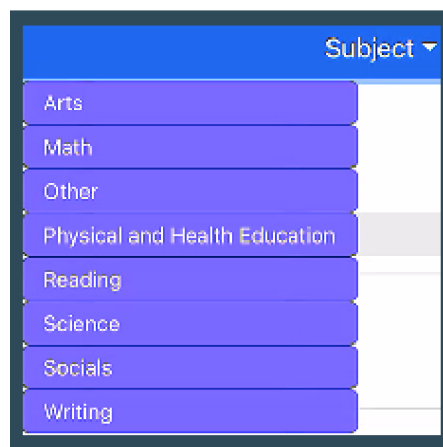
**Note:** It may appear that students can alter other fields, but those changes will not save.

# FILTERS EXPLAINED

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

## Core Competency and Subject

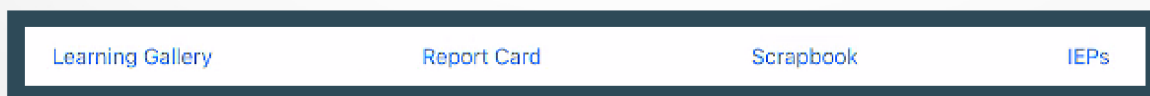
These flags are set by the teacher and allow the gallery to be filtered to show specific Learning Updates that relate to specific core competencies and subject areas.



## 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.

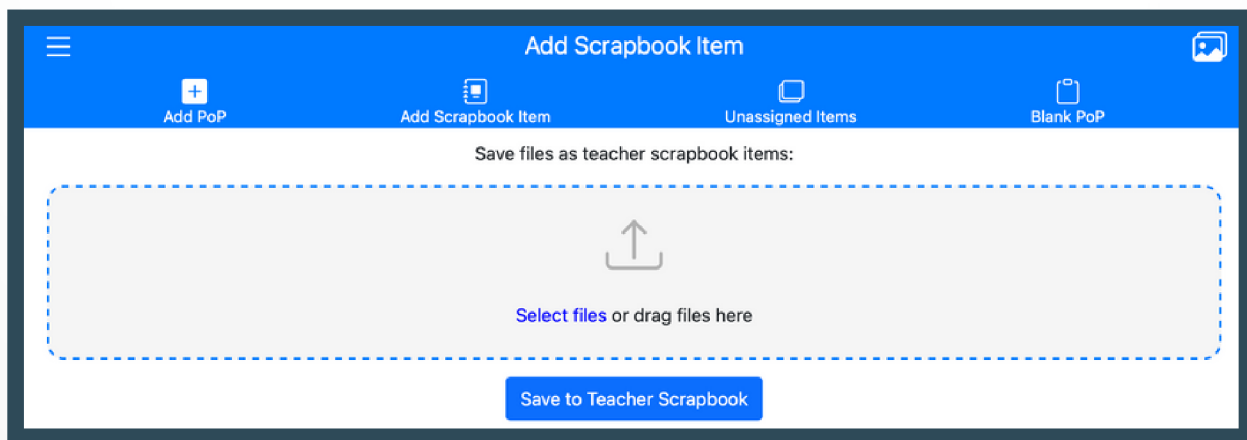
Tapping **Learning Gallery** takes you to the top of the entire gallery, while the others jump you to a listing with specific flags set. For example a Learning Update container that contains IEP goal evidence.



# 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.

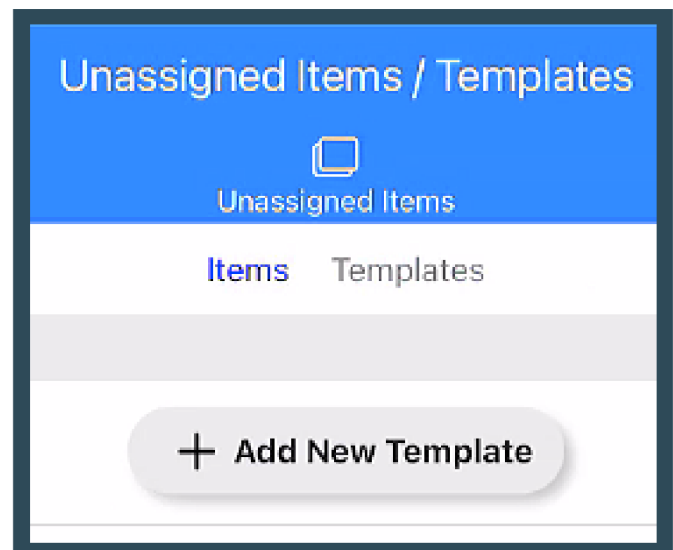
# TEMPLATES

## 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.

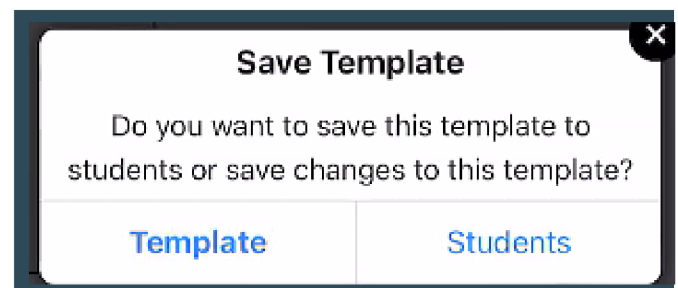
### Step 3

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.**

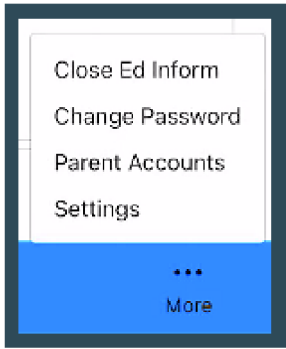


# PARENT ACCESS CONFIRMING EMAIL

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**

A screenshot of a web application interface for managing student and parent email addresses. The interface has three tabs: 'Student and Parents', 'Email', and 'Generate or Reset Accounts?'. The 'Student and Parents' tab is active. It shows a table with columns for student ID, parent ID, parent email, and a toggle switch. The table is divided into sections for each student.

Student and Parents		Email	Generate or Reset Accounts?
<input checked="" type="checkbox"/> Select All			
<b>S: Test AppStu34</b>			
P1: PLGParent AppStu34	ipad.rready@sd79.bc.ca		<input type="checkbox"/>
P2: PLGParent AppStu34	Rready@sd79.bc.ca		<input type="checkbox"/>
<b>S: Test AppStu35</b>			
P1: PLGParent AppStu35	tjohnson@awinfosys.com		<input type="checkbox"/>
P2: PLGParent AppStu35	support@awinfosys.com		<input type="checkbox"/>
<b>S: Test AppStu36</b>			
P1: PLGParent AppStu36	tjohnson@awinfosys.com		<input type="checkbox"/>
P2: -----	No email on file.		<input type="checkbox"/>

# PARENT ACCESS

## INVITING TO VIEW

### Step 1

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



The screenshot shows a user interface for managing accounts. At the top, there is a section titled "Generate or Reset Accounts?" with a toggle switch labeled "Select All" that is currently turned on. Below this is a table with two columns: account identifiers and email addresses. The table has two rows of data.

S: Test AppStu34	
P1: PLGParent AppStu34	ipad.rready@sd79.bc.ca
P2: PLGParent AppStu34	Rready@sd79.bc.ca

### 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](http://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](mailto:dtst@sd79.bc.ca)  
Rich Ready [rready@sd79.bc.ca](mailto:rready@sd79.bc.ca)  
Corina Fitznar [cfitznar@sd79.bc.ca](mailto:cfitznar@sd79.bc.ca)  
Glen Posey [gposey@sd79.bc.ca](mailto:gposey@sd79.bc.ca)