



Instructions for Using Ed Inform Digital Portfolio Platform

1. Login to Ed Inform, choosing School District Quesnel (28)

2. Starting a template

Option A (preferred):
Choose Blank Sample

Option B: Select Camera, Video, Audio or Files to build template around a common picture, video, audio or file ("Add to New").

The screenshot shows a 'Blank Sample' assessment form with the following sections and callouts:

- Top Bar:** Camera, Video, Audio, Files, Unassigned Items.
- Buttons:** DISCARD CHANGES, SAVE CHANGES.
- Competencies/Subjects:** Communication, Personal and Social Awareness, Thinking, Mathematics, Other, Reading (highlighted), Science, Social Studies, Writing.
- Buttons:** + TAG STUDENTS TO SAMPLE.
- Form Fields:** Title, Learning Intention/Description of Learning Activity.
- Buttons:** Hide Sample in Gallery, Hide Performance Scale, Allow Student Add.
- Table:** + ADD TO SELECTED, SELECT ALL. Table with 3 rows: Test, Test Student 1 Grade 01 ✓; Test, Test Student 2 Grade 01 ✓; Test, Test Student 3 Grade 01 ✓.
- Section:** Learning Evidence. Sub-sections: All, Pictures, Video, Audio, Documents.
- Text:** There is no evidence to display for this assessment.
- Section:** Teacher Comments/Feedback.
- Section:** Next Steps.
- Section:** Grade Performance for this Learning Snapshot. Options: Emerging, Developing, Proficient (highlighted), Extending.
- Bottom Bar:** Reminders, Report Cards, More.

8. Select relevant Core Competencies (green) and Subjects (blue) and **Save Changes** only when template is ready!

3. Tag students, selecting all if for everyone

4. Hide sample or scale makes the assessment or scale invisible to parents until ready. Allow students to add evidence.

5. Write a brief "Title" to describe your assessment and "Learning Intention/Description" connected to learning outcomes of BC Curriculum.

6. If applicable, write "Teacher Comments" and "Next Steps" comments that apply to *all* students.

7. Note that performance standard options include emerging, developing, proficient & extending. If choosing not to hide, set all to proficient and customize later.

Customizing a post for each student

9. From the Gallery, **collect evidence** using device or in-app camera, video or audio recordings. You have the option to "Store for Later" or "Add to Existing" assessment. Provide a date and student-specific description for "Filename"

The screenshot shows the 'Gallery' screen with a green header. Below the header are icons for Camera, Video, Audio, Files, Unassigned Items, and Blank Sample. The 'Audio' icon is highlighted with a red circle and an arrow pointing to the text 'Audio recordings (max 5 min)'. Below the icons is a form for recording with fields for 'Filename:' and 'Notes (Optional):'. A timer shows '00:02'. There are buttons for 'START RECORDING', 'START PLAYBACK', 'STOP RECORDING', and 'STOP PLAYBACK'. Below these are three buttons: 'STORE FOR LATER', 'ADD TO NEW', and 'ADD TO EXISTING', all circled in red. At the bottom, there are icons for Reminders, Report Cards, and a 'More' icon (three dots) circled in red with an arrow pointing to the text 'To adjust default settings...'. A red arrow also points from the text in the first paragraph to the 'Filename' field.

Video recordings
(max 1.5 min)

Audio recordings (max 5 min)

To adjust default settings...

Select QuickCapture Options

- Live Capture
- Camera Roll
- None

For App Settings, set the QuickCapture Options to "None" or "Camera Roll"

More Options...

- Logout
- Parent Accounts
- App Settings

CANCEL

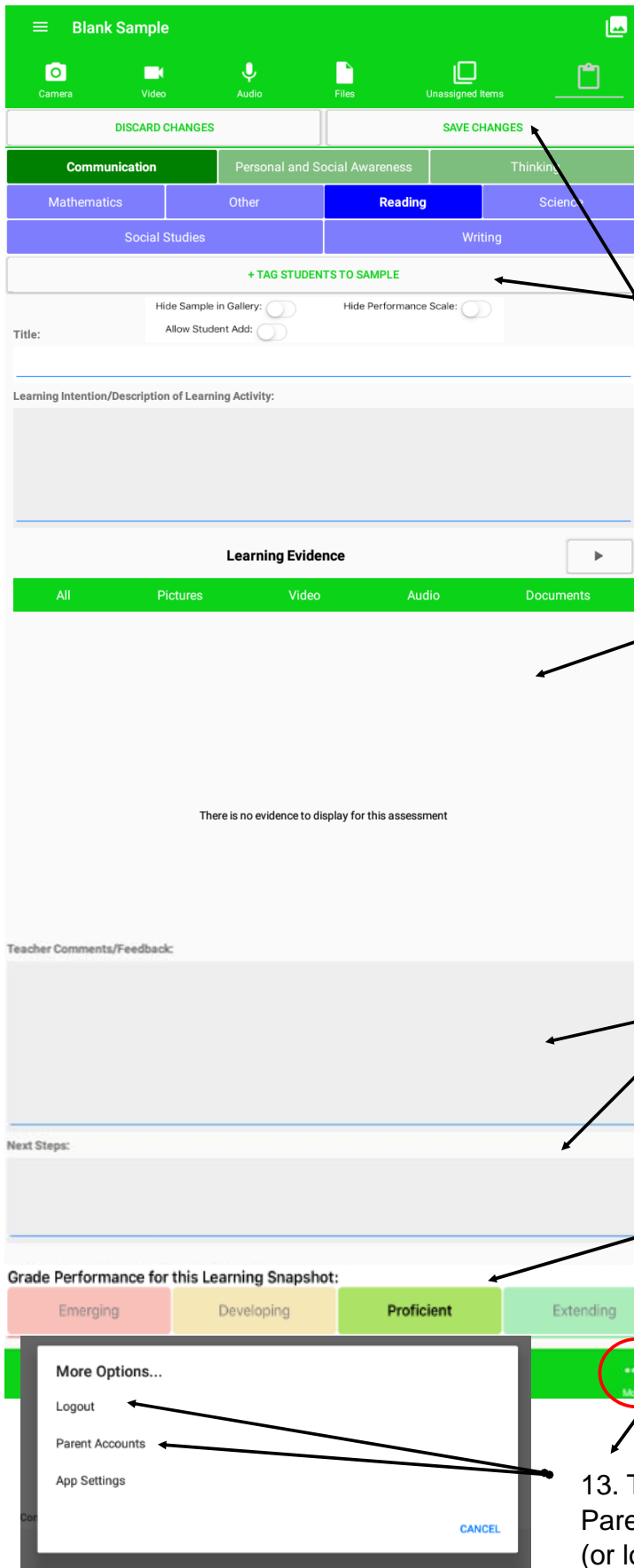
10. Assign evidence to assessment

b. view student learning gallery

a. choose a student

c. selecting an assessment from the Learning Gallery, select "Unassigned Items" to add to the assessment.

Reminders Report Cards More

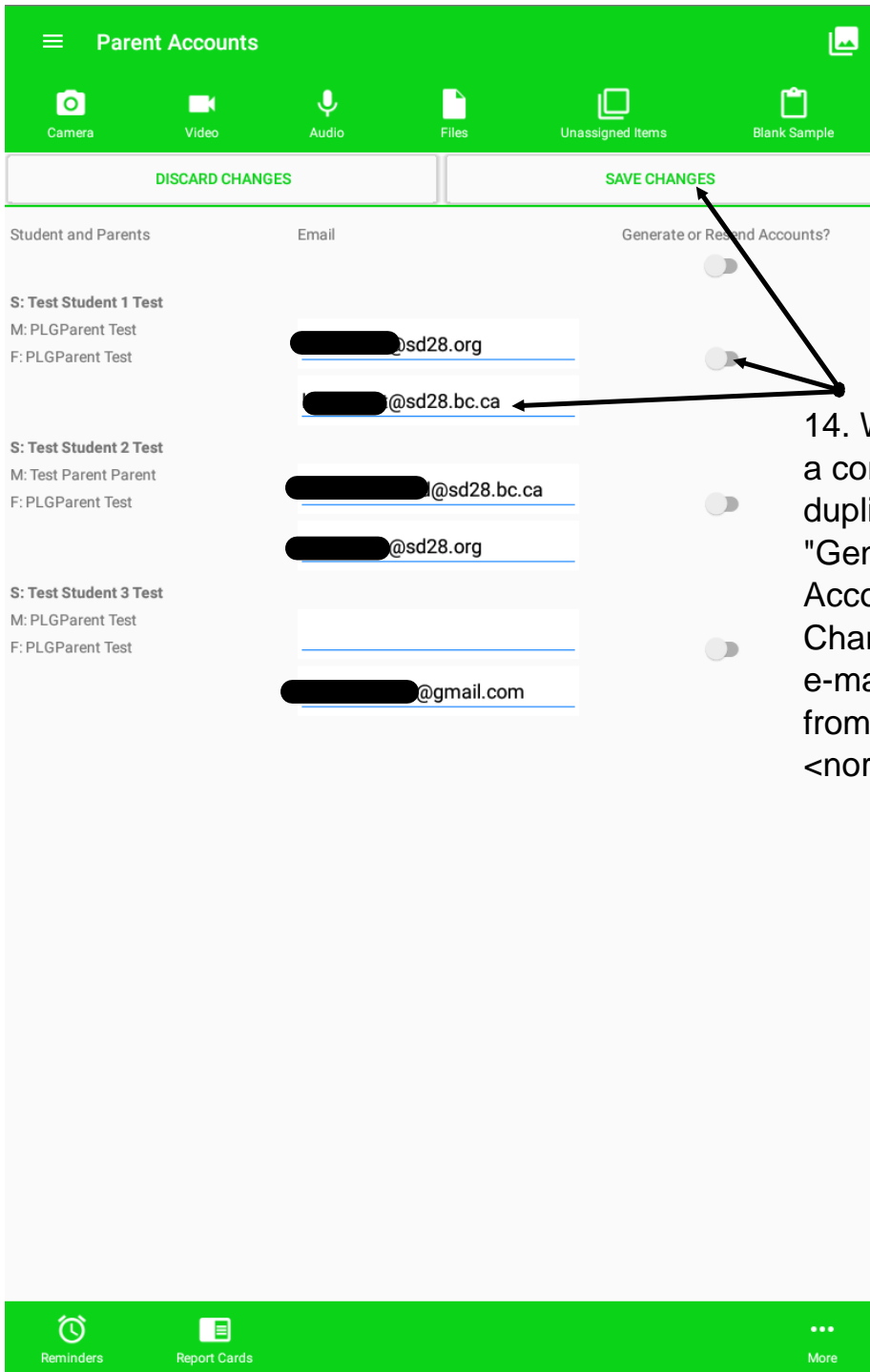


12. When ready to share with parents, unhide sample in Gallery and "Save Changes".

"Unassigned Items" are inserted as "Learning Evidence"

11. Complete feedback in Teacher Comments and Next Steps. Assign a performance standard.

13. To activate Parent Accounts (or logout)...

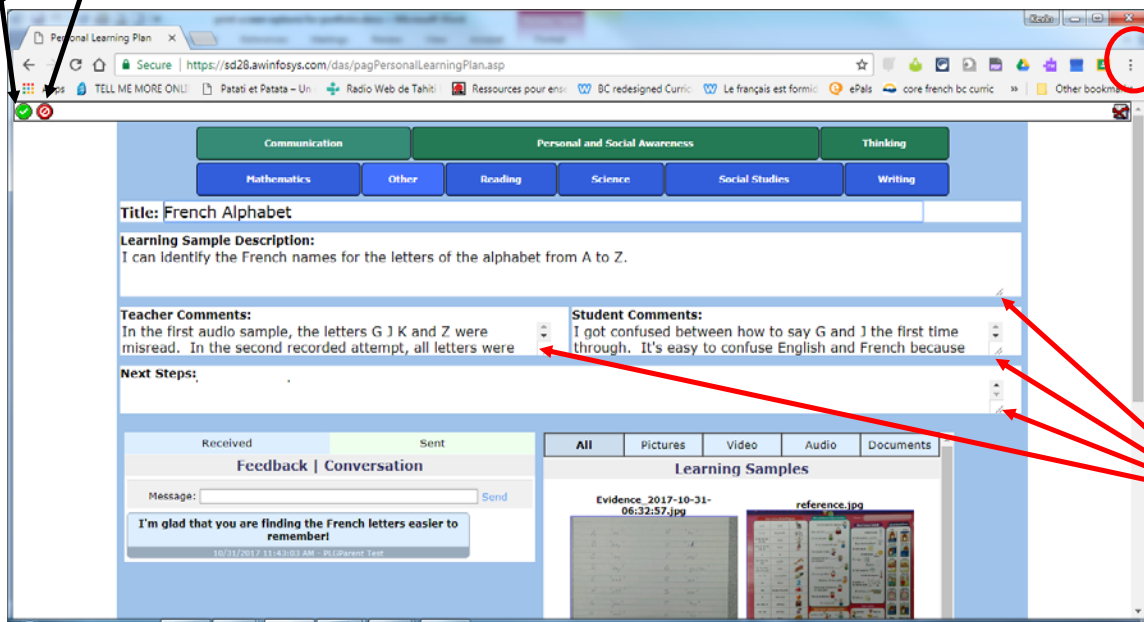


14. When BOTH lines have a correct e-mail (can have duplicates), toggle "Generate or Resend Accounts" switch. "Save Changes" will send parents e-mails with entry process from this e-mail address: <noreply@awinfosys.com>.

10. Printing Options when viewing single assessment in SSDAS

select print from the drop-down menu

Be aware that the green circle check mark will save changes and change the date of the post! Choose the red circle to discard changes.



** adjust sizing on corners to expand comment boxes