



PASSPORT INSTRUCTOR Guide

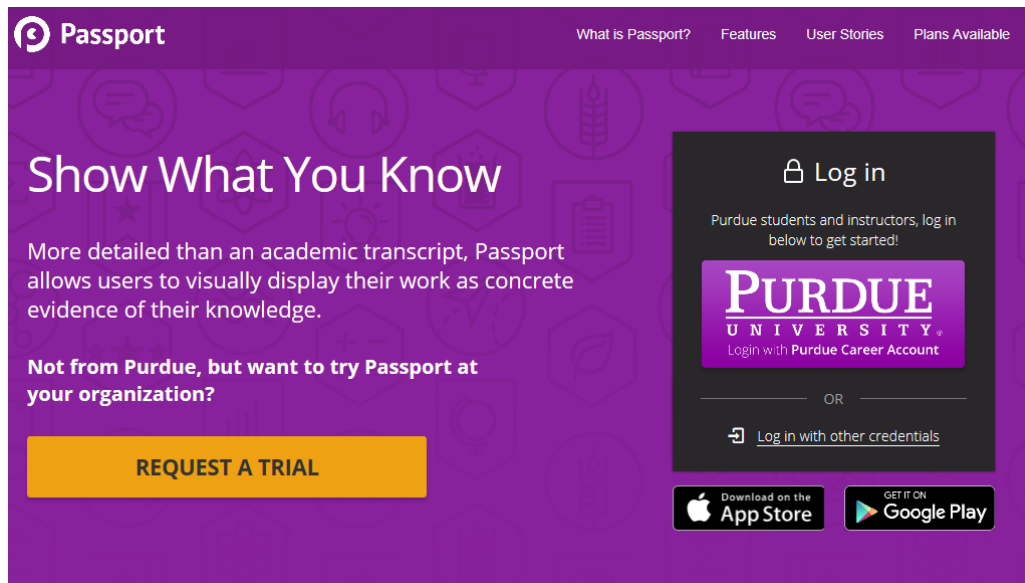
WWW.OPENPASSPORT.ORG

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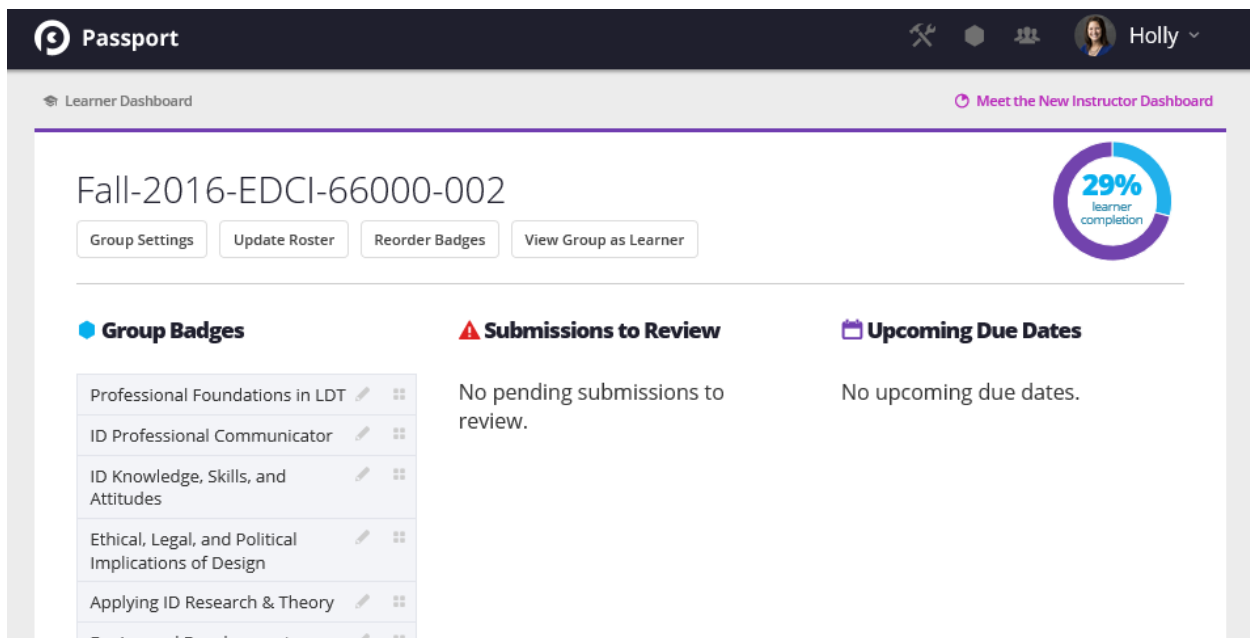
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Resetting a challenge submission	Error! Bookmark not defined.

Get Started – Passport overview

Login



After logging in, you will be taken to the homepage, which lists the groups you have access to.



Homepage

On the left-hand navigation, you will see all of the badges in the group.

Passport

Learner Dashboard

Meet the New Instructor Dashboard

Fall-2016-EDCI-66000-002

Group Settings Update Roster Reorder Badges View Group as Learner

29% learner completion

Group Badges

Professional Foundations in LDT		
ID Professional Communicator		
ID Knowledge, Skills, and Attitudes		
Ethical, Legal, and Political Implications of Design		
Applying ID Research & Theory		
Design and Development		

Submissions to Review

No pending submissions to review.

Upcoming Due Dates

No upcoming due dates.

In the middle of the page, you will see all of the challenges students have submitted for.

Image 1. View when no submissions have been submitted.

Passport

Learner Dashboard

Meet the New Instructor Dashboard

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Group Settings Update Roster Reorder Badges View Group as Learner

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Design and Development		

Submissions to Review

No pending submissions to review.

Upcoming Due Dates

No upcoming due dates.

Image 2. View when submissions have been submitted.

The screenshot shows the Passport Learner Dashboard for the course Fall-2016-EDCI-66000-002. The dashboard includes a header with the Passport logo, user profile (Holly), and navigation links. A circular progress indicator shows 29% learner completion. Below the course title, there are buttons for Group Settings, Update Roster, Reorder Badges, and View Group as Learner. The main content area is divided into three sections: Group Badges, Submissions to Review, and Upcoming Due Dates. The Submissions to Review section is highlighted with a red box and contains two items for review.

Passport Learner Dashboard

Fall-2016-EDCI-66000-002

Group Settings Update Roster Reorder Badges View Group as Learner

Group Badges

- Professional Foundations in LDT
- ID Professional Communicator
- ID Knowledge, Skills, and Attitudes
- Ethical, Legal, and Political Implications of Design
- Applying ID Research & Theory
- Design and Development
- Instructional Design and

Submissions to Review

- Explain key concepts and principles related to instructional design. 1
- Ensure that assessment is aligned with instructional goals, anticipated learning outcomes, and instructional strategies. 1

Upcoming Due Dates

No upcoming due dates.

View group as a learner


If at any time you wish to see what the student sees, you have the option to “View Group a Learner”





This screenshot is similar to the previous one, but it highlights the 'View Group as Learner' button with a red box. The button is located in the top navigation bar of the main content area, below the course title and other management buttons.

Passport Learner Dashboard

Fall-2016-EDCI-66000-002

Group Settings Update Roster Reorder Badges View Group as Learner

 Passport

 Holly ▾

GROUP MENU

Home

Badges 20

My Scorecard

Members

INSTRUCTOR TOOLS

Instructor Scorecard

Edit Members

Reorder Badges


Edit Group

Group Awardees

Fall-2016-EDCI-66000-002


Fall-2016-EDCI-66000-002

Badges




Professional Founda...

This competency domain is an explicit recognition of the current professional status of the instructional



ID Professional Com...

Communication as a skillset is absolutely vital and essential for an ID in the field. Communication



ID Knowledge, Skills,...

UPDATE AND IMPROVE KNOWLEDGE, SKILLS, AND ATTITUDES PERTAINING TO THE INSTRUCTIONAL

Reviewing Challenge Submissions

Finding challenges to review from homepage

When a student has submitted a challenge, you can click on the challenge in the “Submissions to Review” box.

Learner Dashboard

Meet the New Instructor Dashboard

Fall-2016-EDCI-66000-002

Group Settings

Update Roster

Reorder Badges

View Group as Learner

Group Badges

Professional Foundations in LDT

ID Professional Communicator

ID Knowledge, Skills, and Attitudes

Ethical, Legal, and Political Implications of Design

Applying ID Research & Theory

Design and Development

Instructional Design and

Submissions to Review

Explain key concepts and principles related to instructional design. 1

Ensure that assessment is aligned with instructional goals, anticipated learning outcomes, and instructional strategies 1

Upcoming Due Dates

No upcoming due dates.

Finding challenges to review from Instructor Scorecard

Or you can click on the “Instructor Scorecard” and search by badge.

Welcome to the Scorecard

Review and grade learner submissions. To get started, choose a badge below.

Download Data for all Badges (csv)

Professional Foundations in LDT

ID Professional Communicator

ID Knowledge, Skills, and Attitudes

Click on the badge that the challenge is part of – for this example, we'll use, “Explain key concepts and principles related to instructional design” challenge. This challenge is part of the Applying ID Research & Theory badge.





When you select the badge, it will show all of the students in your group and the status of each challenge in that badge category.

The screenshot shows the Passport interface with a dark header bar containing the Passport logo. Below the header, there is a navigation bar with a dropdown menu set to 'Applying ID Research', a 'Download (csv)' button, a 'Show Admins' button, and a 'Filter by:' section with options: All (selected), Approved, Denied, Pending, and Late. Below the navigation bar is a table with the following structure:

Learner	Explain key...	Apply syste...
★ [Name]	✓Approved	✓Approved
[Name]
★ [Name]	✓Approved	✓Approved
[Name]
[Name]
[Name]
★ [Name]	✓Approved	✓Approved
[Name]
[Name]
[Name]	🕒	✓Approved
★ [Name]	✓Approved	✓Approved
[Name]	⚠️	✓Approved

The table displays student progress for the 'Applying ID Research' badge. The 'Explain key...' column shows 'Approved' or '...' status. The 'Apply syste...' column shows 'Approved' or '...' status. A red box highlights a warning icon (⚠️) in the 'Explain key...' column for the last student.

Instructor Scorecard emblem code

		Waiting for [redacted] to re-submit for this challenge.	
★ [redacted]	✓ Approved	✓ Approved	
[redacted]		✓ Approved	


- A purple triangle with an exclamation point – is challenge needs to be reviewed.
- A clock emblem – is a challenge that has been reviewed and denied.
- A star that appears by the student's name (and is highlighted in purple) means that the student has completed all of the challenges in this badge category.

You can click on the purple triangle to review a student's submission.

Passport

Holly

[Back to scorecard](#)



Submission
on 12/1/2017, 2:46 PM
Explain key concepts and principles related to instructional design. - Applying ID Research & Theory
Number of submission attempts: 2 (See another version)

Open Text
Supra-Badge: Professional foundations in LDT
Sub-Badge: Applying ID Research & Theory
Challenge: Explain key concepts and principles related to instructional design.

For the competency "Explain key concepts and principles related to instructional design," I have selected two case studies from EDCI-53100. These case studies take concepts and principles from two different learning theories, and adapts them to instructional design problems I was having at my employer.

This challenge requests evidence that must demonstrate the interpretation of instructional design concepts

☒ Approve




☐ Deny & Allow Resubmission

☐ Deny

Submit Grade

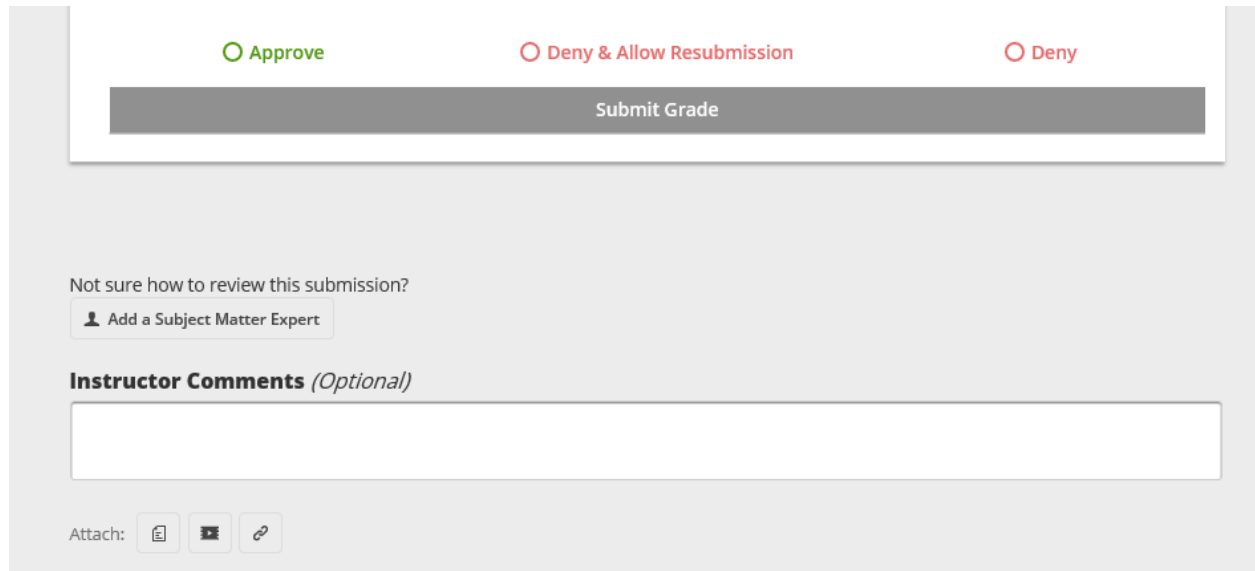
Not sure how to review this submission?
[Add a Subject Matter Expert](#)

Instructor Comments (Optional)

Attach:   

Challenge submission review options

For each challenge, there are three options: 1) Approve, 2) Deny & Allow Resubmission, and 3) Deny.



The screenshot shows a review interface for a challenge submission. At the top, there are three radio button options: "Approve" (green), "Deny & Allow Resubmission" (red), and "Deny" (red). Below these options is a grey button labeled "Submit Grade". Underneath the "Submit Grade" button is a section titled "Not sure how to review this submission?" with a button labeled "Add a Subject Matter Expert". Below this is a section titled "Instructor Comments (Optional)" with a large text input field. At the bottom left, there is an "Attach:" label followed by three icons: a document icon, a video icon, and a link icon.

For our use, we will use the “Approve” and “Deny & Allow Resubmission” options.

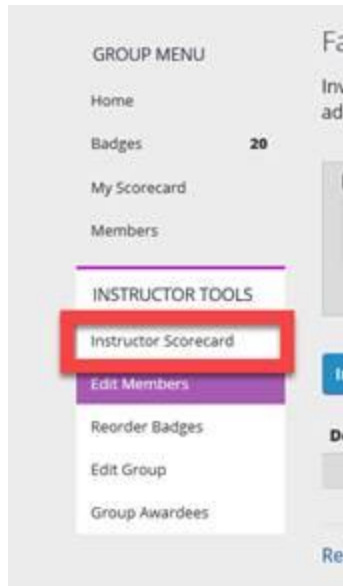
- “Approve” is used when the student’s challenge submission is correct and no changes are needed.
- “Deny & Allow Resubmission” is used when a student’s challenge is not correct and needs to be updated.
- “Deny” is not used in these badge-earning courses.

Instructor Comments

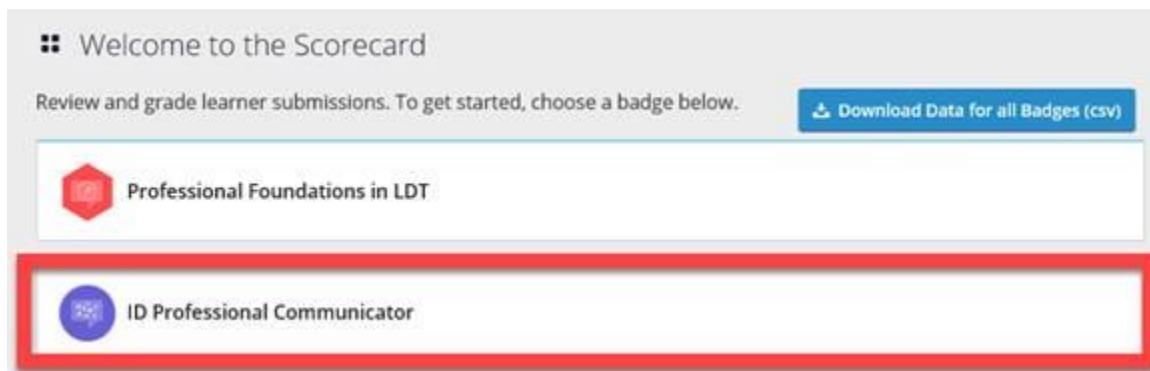
For each denied submission, you will need to inform the student of what they need to fix in for their submission to be approved. You are also able to attach comments in the form of a PDF file or Word document.

Changing the status of a challenge

In certain situations, you may accidentally approve a challenge. In order to change the status back to “Deny & Allow Resubmission,” you will need to access the “Instructor Scorecard” option in the Instructor Tools section.



Select the badge in which was accidently approved.




Select the challenge which was accidently approved.

...	✓Approved	✓Approved	✓Approved
...	✓Approved	✓Approved	✓Approved
...	✓Approved

It will ask you in the upper right-hand corner if you wish to rescore the submission.

[Back to scorecard](#)



Submission
on 3/29/2017, 3:36 PM
Deliver presentations that effectively engage audiences and communicate clear messages - ID Professional Communicator
Number of submission attempts: 2 ([See another version](#))


Submission **approved** on 4/4/2017 by **Holly Fiock**.
Score: Approved

Do you want to rescore this submission?
☐ Yes

Select “Yes” and the following screen will appear.

Passport Holly

[Back to scorecard](#)






Submission
on 12/1/2017, 2:46 PM
Explain key concepts and principles related to instructional design. - Applying ID Research & Theory
Number of submission attempts: 2 ([See another version](#))

[Approve](#) [Deny & Allow Resubmission](#) [Deny](#)
Submit Grade

Not sure how to review this submission?
[Add a Subject Matter Expert](#)

Instructor Comments (Optional)

Attach:   

Instructor Scorecard

At any point, you can click on the “Instructor Scorecard” and search by badge.

Holly

GROUP MENU

Home
Badges 20
My Scorecard
Members

INSTRUCTOR TOOLS
Instructor Scorecard
Edit Members
Reorder Badges
Edit Group
Group Awardees

Fall-2016-EDCI-66000-002
Fall-2016-EDCI-66000-002
Badges

Professional Founda...

This competency domain is an explicit recognition of the current professional status of the instructional

ID Professional Com...

Communication as a skillset is absolutely vital and essential for an ID in the field. Communication

ID Knowledge, Skills,...

UPDATE AND IMPROVE KNOWLEDGE, SKILLS, AND ATTITUDES PERTAINING TO THE INSTRUCTIONAL

Holly

Welcome to the Scorecard

Review and grade learner submissions. To get started, choose a badge below.

Download Data for all Badges (csv)

Professional Foundations in LDT

ID Professional Communicator

ID Knowledge, Skills, and Attitudes

Click on any badge to access the scorecard.

Passport

Holly

Ethical, Legal, and Political Implications of Design

Applying ID Research & Theory



Design and Development

Once you select a badge, you will have access to all of the challenges in that badge.

Passport


Applying ID Research
Download (csv)
Show Admins
Filter by:
All
Approved
Denied
Pending
Late


Learner	Explain key...	Apply syste...	
★	✓Approved	✓Approved	
	
★	✓Approved	✓Approved	
	
	
	
★	✓Approved	✓Approved	
	
	
	🕒	✓Approved	
★	✓Approved	✓Approved	
	⚠	✓Approved	

		Waiting for [redacted] to re-submit for this challenge.	
★ [redacted]	✓ Approved	✓ Approved	
[redacted]		✓ Approved	

- A purple triangle with an exclamation point – is challenge needs to be reviewed.
- A clock emblem – is a challenge that has been reviewed and denied.
- A star that appears by the student's name (and is highlighted in purple) means that the student has completed all of the challenges in this badge category.

To move from badge category to badge category, you can use the drop-down option at the top of the page.


Passport



Select a badge...
Professional Foundat
ID Professional Comm
ID Knowledge, Skills
Ethical, Legal, and
Applying ID Research
Design and Developme
Instructional Design
Systematic Design
Design Instructional
Select or modify exi
Develop Instructiona
Design Learning Asse
Evaluation and Imple
Evaluate Instruction
Implement, Dissemina
Planning and Analysi
Needs Assessment
Target Population an
Analysis Techniques
Analyze Technologies


Download (csv)
Show Admins
Filter by:
All
Approved
Denied
Pending
Late

Learner	Establish an...	Acquire and...
(Hale/)
Buckn	✓ Approved	✓ Approved
Carr, B
Casku
Exter
Hoke	✓ Approved	...

Important information for students

Submitting challenge materials

There is an open text box for students to write in their response. The response area is where the student will type their reflection. The best option for students is to copy and paste their reflection from a word document where you are able to catch spelling and grammatical errors prior to submitting challenge materials.



CHALLENGES

ID Professional Networ...


Technology, best practi...

[< Cancel](#)

ID Professional Networker (essential)

ID Knowledge, Skills, and Attitudes (essential)

Open challenge instructions















Holly's Submission






You must include **open text** to complete this submission.

Add resources (optional)

Add:

Write a response (required)



B **I** **S** **I_x** 

Styles

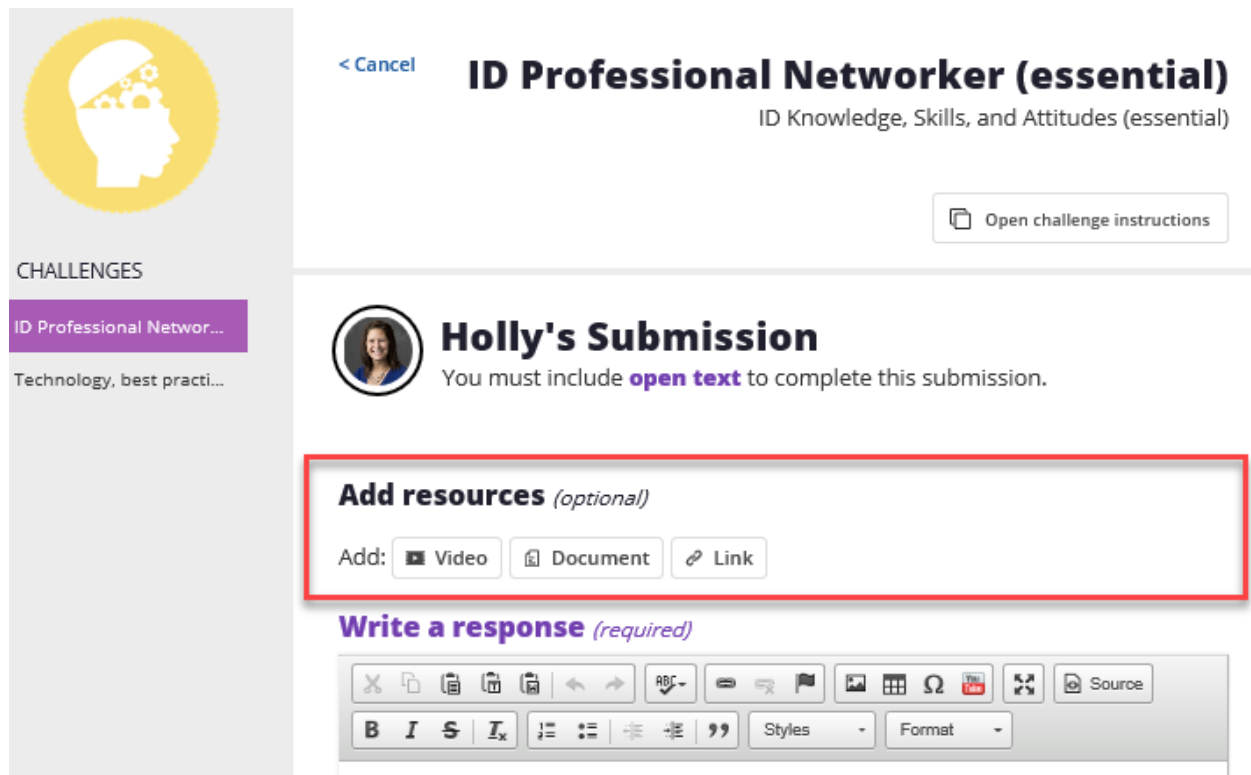
Format

By clicking the Submit button below, I agree to share this submission and any attached file(s) with administrators of this group. I understand that the information I choose to submit to Passport does not constitute a release of my education record by Purdue University as per the [FERPA statement](#).

Submit

Cancel

Students are able to add your artifact/evidence pieces in the resources section (red box below). Students can add videos, documents, and web links directly to their submission. NOTE: Students do not need to upload your Peer Reviews.



< Cancel

ID Professional Networker (essential)

ID Knowledge, Skills, and Attitudes (essential)

Open challenge instructions

Holly's Submission

You must include **open text** to complete this submission.

Add resources (optional)

Add:

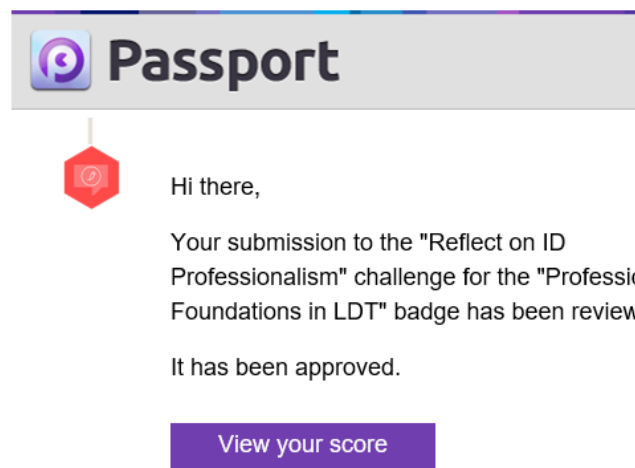
Write a response (required)

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, source, and other formatting options.

How do students know or check when a challenge has been approved?

The student has (2) ways of knowing if their challenge has been approved.

- 1) **Email.** Students will receive an email from Passport when a challenge is approved. The email will look like the following image:



- 2) **Passport.** Students can check the status of any challenge by accessing their Passport Account. In Passport, there is an option for “My Scorecard” on the left-hand navigation. Once they select this, they can click on the “Challenge” tab (highlighted in the red box). This will show all of the challenges and the status. By clicking the “Show incomplete challenges” option, it will eliminate all challenges that they have not submitted for.

Any challenges in green have been accepted or approved by the instructor.

Badge	Challenge	Type	Due Date	Status
	Reflect on ID Professionalism	Content Challenge	—	Accepted
	Write and edit messages that are clear, concise, and grammatically correct	Content Challenge	—	Incomplete
	Solicit, accept, and provide constructive feedback.	Content Challenge	—	Incomplete
	Deliver presentations that effectively engage audiences and communicate clear messages	Content Challenge	—	Needs Resubmit

General FAQ

Resetting a challenge submission

Students are unable to change a submission once it is submitted. If a student accidentally submitted to the wrong challenge, uploaded the incorrect materials, etc. – they will need to

contact the instructor to have the challenge reset. There is no “edit submission button” for student access.