How to Upload Reflections

Logon to TEAL
https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

Enter your Username and Password.
Click Logon.

If you cannot logon Contact:

Laura Aguirre, Administrative Assistant
At Texas LEARNS
(make sure to ask for Laura)
Toll Free: 1.866.696.4233
Direct Line: 713.696.0701
Fax: 713.696.0797

PLEASE NOTE At the time of the printing of this workbook, this was the system that was in place. With Adult Education in Texas moving to the Texas Workforce Commission (effective 9/1/2013). At some point in the future the CredITS system will move to TWC. At that time an addendum to this process will be made available.
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This is the TEAL main page. Click on the Applications tab at the top, And then you will see CredITS. To get into CredITS, Click where it says Staff.

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Click My Credential.

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To add your PDPW Assignment (or any reflection)
Click the **PD option** drop down box, and select the type of reflection you are uploading.
The **click Add Activity**.

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Fill in the form as indicated.
If the information you are seeking is not on the drop down lists,
Click the “+” to add a new one.
Fill in all fields that have a red *.
All dates are selected from the popup calendar.
Click Next>> when finished.

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Assign points to the core content areas you chose. Make sure this is the same as you stated in Component 6, Question 1 of your reflection. Click Next>>.

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You will now upload your PDPW Assignment or other reflection. Click **Reflection** from the drop down box.

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Next click **Browse** to locate your PDPW assignment.

In the last module you were instructed to save this completed document to your desktop. Navigate to your desktop and locate the completed PDPW Assignment that you saved from the PDPW Workshop. Click **Open**.

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Once the reflection appears in the box, click “Upload.”

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Click Submit for Approval.

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The CredITS system will ask you one final time if you are sure you wish to submit.
Click **OK** to confirm that you are ready to submit the reflection for scoring.
Scoring takes approximately two weeks.
If the reflection meets the requirements in the scoring rubric, the status of the reflection will appear on the “My Credentials” Page as Approved (a green check mark).

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As you can see the My Credential page has allot of information on it! Think of it like a transcript. The My Credential Pages shows you the status of each of your reflections.

If the reflection is returned for revision, a blue circle with a bar across it will appear in the status column. Click on the title for the reflection and make sure to read the feedback that was provided by the scorers.

Reflections that have been approved will have a green check.

Reflections that are being scored will have a red X.

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# How to Upload Reflections

On the far right hand side of the page you will see one of four symbols next to each reflection.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Blue Circle" /></td>
<td>This symbol, a <em>blue circle with a bar thru it</em>, means that you have uploaded a reflection and have saved it to submit for scoring at a later time.</td>
</tr>
<tr>
<td><img src="image" alt="Yellow Arrow" /></td>
<td>A <em>yellow arrow</em> means that your reflection has been reviewed and was not approved. Click on name of the reflection to view the feedback from the scorers. Revise your reflection and resubmit it.</td>
</tr>
<tr>
<td><img src="image" alt="Red X" /></td>
<td>This symbol <em>red X</em>, does not mean your reflection was rejected, it simply means we are still reviewing it.</td>
</tr>
<tr>
<td><img src="image" alt="Green Check" /></td>
<td>If you see a <em>green check</em> like this it means your reflection has been approved!</td>
</tr>
</tbody>
</table>

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The system will not notify you of activity in the CredITS system. You need to log on regularly and check the status of submitted reflections.

When you have a reflection that needs to be revised, a Yellow Arrow will appear in the status column. Click on the name of the reflection to view the comments from the scorers. The comments will specifically state any information that is missing from the reflection. Revise your reflection and resubmit it in CredITS.

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