Linked Learning Certification Portal
Getting Started Guide

This document is a guide to the different sections, components, and features of the Linked Learning Alliance certification platform. The Linked Learning certification platform is designed to provide a collaborative environment for pathway teams to collect key artifacts and data. Over time these can be used to support continuous improvement efforts, provide a record of key partners and resources, and demonstrate your pathway’s success in offering youth in your community a high-quality Linked Learning experience with proven results leading to Linked Learning certification.

This guide is organized to align with page icons on the left-hand side navigation bar in the platform. Please refer to the information below to learn more about what users can expect on each page of the platform.

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The home page looks slightly different depending on your role. The district administrator’s home page shows all registered schools and pathways in the district and includes an invoice link in the navigation bar (image 1). There is additional guidance for district users in the “District Administrators” section. If you are not a district administrator but have access to multiple pathways you will see tiles for each pathway and may choose which you would like to view (image 2). If you have access to one pathway you will see the pathway home page (image 3). The pathway home page displays your pathway’s name and certification status, including a timeline with a history of your pathway’s journey. Below that you’ll find announcements about professional learning networking opportunities offered by the Alliance to support your pathway development.
Multiple pathway view of all pathways associated with the logged in user.

Pathway homepage view.
Pathway Profile

This page has three different tabs. The overview tab has basic information about your pathway pulled from your interest form. Please review this page periodically to make sure it is accurate and that nothing needs to be updated. Pathways will be asked to review and update this section along with a subset of data points annually. Keeping your data, as well as team and partner information updated helps streamline the certification process for your team, provides necessary access to team members, and preserves institutional knowledge of team members and partner relationships to help ensure sustainability of your pathway work.
The **team** tab is where certification leads will list their team members. You can list as much of your team as you would like—including core academic and CTE teachers, coaches, and coordinators. However, not everyone will necessarily need access to the portal if they do not plan on contributing directly to the certification process. Leads can still list that person but not grant portal access. We leave this decision up to the certification lead and permissions can be changed at any time. More information on how to grant access to pathway team members can be found in the [Login Guide](#).

**Team changes**

It is important to keep your team page up to date and to accurately reflect the roles of individuals on your pathway team. It is especially important to keep the Pathway Lead and Certification Lead accurate as these two roles are the main points of contact for the Alliance and have specific permissions within the certification portal.

Editing a contact (using the pencil icon) will allow you to update a person’s title, email/phone, portal access, and subjects, but not their role. Replacing a contact (using the circular arrow) will remove the person listed and replace their role with another contact. If a team member is no longer active or you would like to remove them completely from the pathway, you can click the X to remove. The certification lead should ensure that anyone listed as an “Undefined Pathway Contact” gets updated with a proper role, or removed completely.

Roles such as certification lead, pathway lead, WBL coordinator, and counselor will always be visible regardless of whether there is a person assigned to that role. We have intentionally left it open for you to define your own team based on your pathway structure.

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**Pathway team page**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
<th>Updated</th>
<th>Portal Access</th>
<th>Edit</th>
<th>Replace</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miya Libes</td>
<td>Manager, Special Projects</td>
<td>Pathway Lead</td>
<td>Y</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dan Storz</td>
<td>Counselor</td>
<td>Work-Based Learning Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Newsom</td>
<td>Principal</td>
<td>Teacher</td>
<td>2/22/2021</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Liaison</td>
<td>Jorge</td>
<td>Advisory Board Member</td>
<td>2/22/2021</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On the **partners** tab, you will list your industry partners, higher education partners, and community-based organizations that support your pathway. Here you can indicate your main point of contact as well as notes on their relationship with your pathway. Including partners on this page will be important information for reviewers to see during the certification process.

*Pathway partners page*

*Adding new partners*
Certification

Here you will see the process steps for certification and where both the pathway and district team can monitor progress. This page will look different based on which type of certification you are working towards, which is indicated at the top.

The clocks on the left of each step will indicate when you have completed the requirements for that specific step. **You can also click on the steps to be directed to the corresponding pages** such as pathway profile, pathway data, and provide artifacts. You can work on different sections simultaneously.

*If your pathway had documents in our previous system, you have the ability to download those and use them in future certifications, if they are still relevant, through the link in the top right-hand side of the page.*

Click “Provide Artifacts” to navigate through to the narrative and artifacts component of the certification process.
Providing Artifacts

The artifacts section is structured with tabs at the top to reflect each strand of the Linked Learning standards. Each tab contains related domains and the associated standards. For each domain you will see the description, a link to sample artifacts, and resources to help guide you.

On each page there is a prompt and a place to add your narrative for the domain followed by a button to upload artifacts. All uploaded artifacts will be added to your pathway’s artifact library and can be used throughout the process.

Once your team is satisfied with the information provided for that standard, you can mark it as complete. As you do this, the clocks on the left will turn green and the progress bar at the top will show progress as well.

Certification narrative and artifacts upload page by standard.
Pathway Data

In the data section, you will see the tabs at the top for overarching data and the three strands. Enter information based on the guidance provided in the headings of each section, paying attention to demographic and subgroup questions. Data should be entered for the most recently completed school year. The year listed for data collection will update annually in early July. Please check that the year listed in the heading correctly reflects the most recent complete school year. Pathways will also enter data annually for a subset of questions for the years they are not pursuing certification. For more information on the requested data, view our Data Guide also available in the support section of the certification portal, described below.

We are very excited by the potential of this section as it will be able to provide a spotlight for pathways to see year over year data as time goes on. The data will help pathways identify how they are doing in comparison to the district as a whole as well as areas where they need to focus on improvement. Based on the information they collect, pathways will be better able to make data-informed decisions as they strive towards equitable outcomes for their students, and the information will be available to everyone on the team.

*Be sure to save your data often as the system has an automated log out after two hours of inactivity.*
Messages

On each section of the Data and Artifacts pages there will be a View/Add Messages button. Team members can use this feature to leave messages and comments for each other as well as ask for targeted support and feedback from reviewers and the Alliance team. Messages are tagged to the specific domain, providing greater clarity on where support is needed.

All comments/messages will be consolidated and visible from the Messages page. Here users will see comments broken into sections based on the category and page on which they were submitted.

Support

On the Support page users can find answers to frequently asked questions and useful resources they can refer to throughout the certification process. Resources include overviews, templates, and tools. Both sections will continue to expand and evolve as new needs arise. If your question is not answered by the information on this page, you can submit a help request which gets sent to the Alliance certification team.
My Profile

This section allows users to update their basic contact information. Please check this section periodically to ensure that your email address, phone number, job title, and associated school/organization are accurate. You can also use this page to switch between pathways if you are associated with more than one.
Updating User Profile

User pathways
**District Administrators**

District-level users, such as Linked Learning directors, CTE coordinators, College and Career directors have access to additional features and information within the certification portal. These features will allow them to have a better picture of the work their pathways are doing towards certification.

**District Users**

District users can add district-level team members via the “Users” section in a similar fashion to the pathway team page. As with pathway team users, not all district-level users will want or need access to the certification portal. This page should also be reviewed annually and kept up to date, as it helps the Alliance identify who from the district should be consulted and included in district pathway work.

**District Comparison Data**

Districts have the ability to annually enter the district comparison data once via the Data button on their homepage. The data entered will then populate the comparison data points for all pathways within the district and overwrite any comparison data the pathway has entered.

**Invoices**

Launching later in 2021, district users will be able to access and review all outstanding invoices for their pathways. Users will be able to download individual as well consolidated pathway invoices.

**Additional Resources**

Additional resources to support your certification process are available in the Support section of the portal as well as in the Resources section of the Linked Learning Alliance website.

As always, the Linked Learning certification team is here to assist you and is happy to answer any questions you may have. Please email certification@linkedlearning.org for additional support.