

Linked Learning Certification Portal

Getting Started Guide

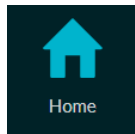
This document is a guide to the different sections, components, and features of the Linked Learning Alliance certification platform. The Linked Learning certification platform is designed to provide a collaborative environment for pathway teams to collect key artifacts and data. Over time these can be 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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Home Page



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.

Home

Users

Bookings

Messages

Support

My Profile

Logout









DISTRICT
Inquirer test district

SUPERINTENDENT
New Contact

Inquirer Test HS

PATHWAY	CERTIFICATION LEAD	CERTIFICATION STATUS
BioMed (TEST)		<div><div></div>Candidate</div>
Candidate		<div>View Pathway</div>
LLACP-313 Pathway		<div><div></div>Candidate</div>
Candidate - Expires: 5/26/2023		<div>View Pathway</div>
LLACP-332 test pathway		<div><div></div>Candidate</div>
Candidate - Expires: 6/3/2023		<div>View Pathway</div>
LLACP 294 pathway		<div><div></div>Silver Certified</div>
		<div>View Pathway</div>
LLACP 312 Pathway		<div><div></div>Silver Certified</div>
		<div>View Pathway</div>
LLACP 332 test	miya cl	<div><div></div>Candidate</div>
Candidate		<div>View Pathway</div>

District view of all schools and pathways within the district

 Home
 Pathway
 Certification
 Data
 Messages
 Support
 My Profile
 Logout

Miya Libes

EMAIL
miya@linkedlearning.org

TITLE
Manager, Special Projects

CONTACT NUMBER
415 260-3137

SCHOOL
Webinar High School

PATHWAY

Art is Revolution (AIR)
Webinar High School

ROLE
Pathway Lead

Switch to Pathway

Silver Certified

PATHWAY








Certification Platform Design
Webinar High School

ROLE
Pathway Lead

Switch to Pathway

Candidate - Expires: 2/5/2023

Multiple pathway view of all pathways associated with the logged in user

 Home
 Pathway
 Certification
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PATHWAY
Webinar High School
Certification Platform Design

2020-2021

2020-2021

2024-2025

Gold Awarded

Candidacy Established

Silver Certification In Progress

Gold Awarded

ANNOUNCEMENT

Welcome!

Welcome to the Linked Learning Alliance's certification portal! We're excited to have you join our community. This platform is intended to be used as both a collaborative space for pathway teams to grow as well as

On this home page, you'll periodically see announcements, news, and engagement opportunities from the Linked Learning Alliance as well as a visual representation of your on-going certification journey. If you are engaged.

Once you select your pathway, we recommend exploring the different features of the platform utilizing the icons on the left-hand bar starting with the [Pathway](#) icon where you can enter key pathway, team, and pathway data.

From there, go to the [Certification](#) icon to navigate to the different certification components, including sections for entering pathway and student [data](#), and uploading relevant [artifacts](#).

As always, feel free to reach out to the Linked Learning Alliance certification team via the "Support" function or directly via email at certification@linkedlearning.org.

ANNOUNCEMENT

Certification Leads to Update Team Page

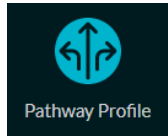
If you are your pathway's certification lead, please add or remove team members on the Pathway Team page. There, you'll also be able to grant access to this portal to other members of your pathway team.

Pathway homepage view


Students, unlimited.

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.




Home




Pathway




Certification



Data



Messages



Support

PATHWAY
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Overview

Team

Partners

PATHWAY LEAD
Miya Libes


SCHOOL
Webinar High School

DISTRICT
Inquirer test district

PATHWAY
Certification Platform Design

PRIMARY INDUSTRY
Technology

SECONDARY INDUSTRY
Information and Communication Technologies

CERTIFICATION STATUS

 Candidate
Since 2021

Save

Year Pathway was started
2014

Grades in Pathway
☒ 9th
 ☒ 10th
 ☒ 11th
 ☒ 12th

Year of first graduating cohort (if known)
2018

Website
www.pathway.com

Billing Contact
BILL TO *

Billing Address
STREET *

[Pathway overview page](#)


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.



Home

Pathway

Certification

Data

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Certification Platform Design

Overview
Team
Partners

Please add members of your pathway team on this page. Your pathway team may include both CTE and core academic teachers, school and district staff, and external supporters such as parent liaisons and advisory board members. Only team members who will be adding information and artifacts or providing direct support should be given portal access. Team members who receive portal access will receive an email instructing them on how to log in to the system.

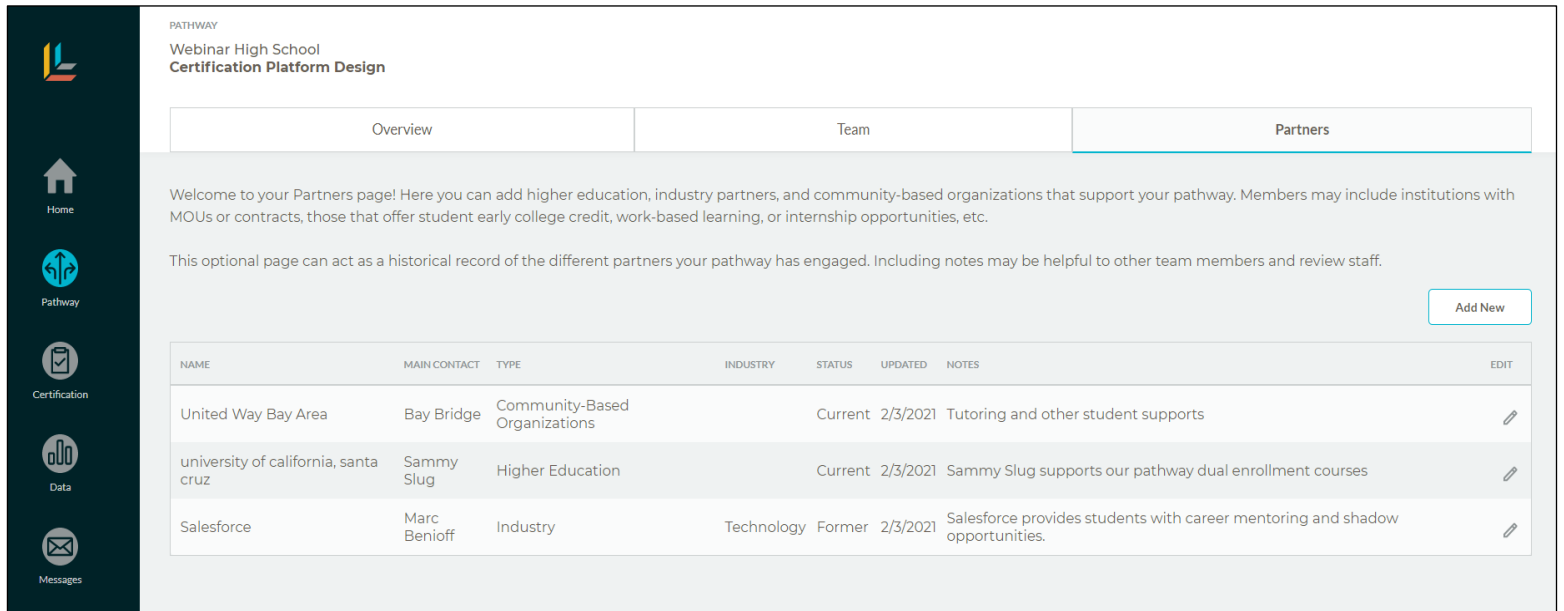
When identifying a team member's role, choose the option that most closely describes their responsibilities. Team members who are no longer part of the pathway can be removed or replaced. Team members who are listed as "Undefined Pathway Contact" should be removed or have their role updated.

Add New

NAME	TITLE	ROLE	UPDATED	PORTAL ACCESS	EDIT	REPLACE	REMOVE
		Certification Lead					
Miya Libes	Manager, Special Projects	Pathway Lead		Y			
		Work-Based Learning Coordinator					
Dan Storz		Counselor	2/3/2021	N			
		Pathway Coach					
Parent Newsom	Principal	Teacher	2/23/2021	N			
Parent Liaison	jorge	Advisory Board Member	2/23/2021	N			

Pathway team page

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.



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Certification Platform Design

Overview Team **Partners**

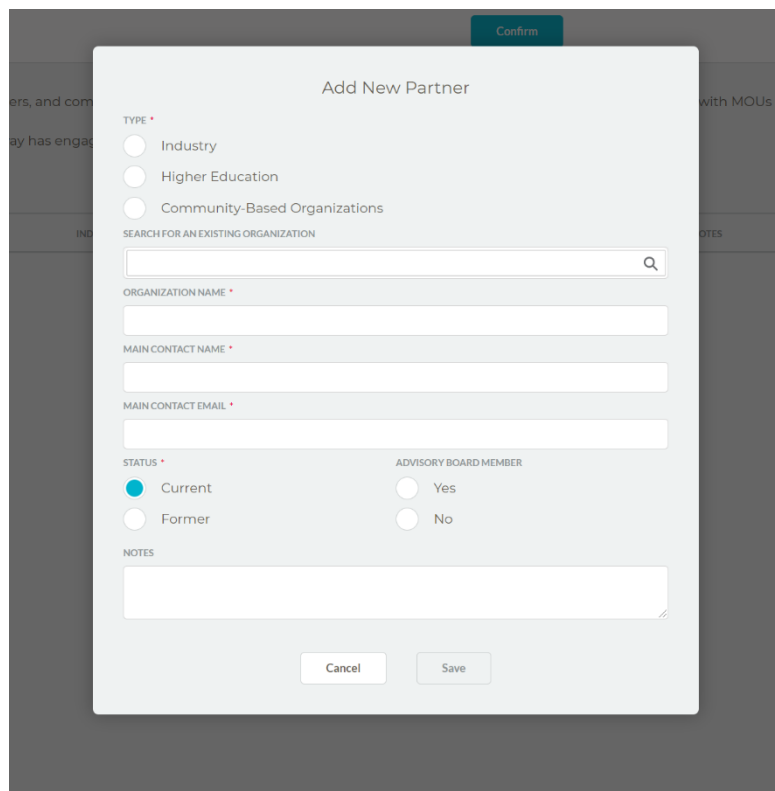
Welcome to your Partners page! Here you can add higher education, industry partners, and community-based organizations that support your pathway. Members may include institutions with MOUs or contracts, those that offer student early college credit, work-based learning, or internship opportunities, etc.

This optional page can act as a historical record of the different partners your pathway has engaged. Including notes may be helpful to other team members and review staff.

[Add New](#)

NAME	MAIN CONTACT	TYPE	INDUSTRY	STATUS	UPDATED	NOTES	EDIT
United Way Bay Area	Bay Bridge	Community-Based Organizations		Current	2/3/2021	Tutoring and other student supports	
university of california, santa cruz	Sammy Slug	Higher Education		Current	2/3/2021	Sammy Slug supports our pathway dual enrollment courses	
Salesforce	Marc Benioff	Industry	Technology	Former	2/3/2021	Salesforce provides students with career mentoring and shadow opportunities.	

Pathway partners page



Confirm

Add New Partner

TYPE *

☐ Industry

☐ Higher Education

☐ Community-Based Organizations

SEARCH FOR AN EXISTING ORGANIZATION

ORGANIZATION NAME *

MAIN CONTACT NAME *

MAIN CONTACT EMAIL *

STATUS *

☒ Current

☐ Former

ADVISORY BOARD MEMBER

☐ Yes

☐ No

NOTES

Cancel Save

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.



 Home
 Pathway
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 My Profile

You can track your pathway's progress through certification on this page. Click on the individual components to complete the different certification steps.


 **Silver Certification** In Progress


Earlier Reviews 



MARK AS COMPLETE



 **Update Pathway Profile** 

February 3, 2021



 **Provide Pathway Data**


 **Provide Artifacts**

 **District Confirmation** 

 **Submit Payment** 

February 1, 2021

 **Review Feedback** 



Files that you uploaded to the old Linked Learning Certification system are available here. To access them, click the View Files button below. You can download the folder and use these files as artifacts in your current reviews.

[View Files](#)

ARTIFACTS SUBMITTED DATE

DATA SUBMITTED DATE

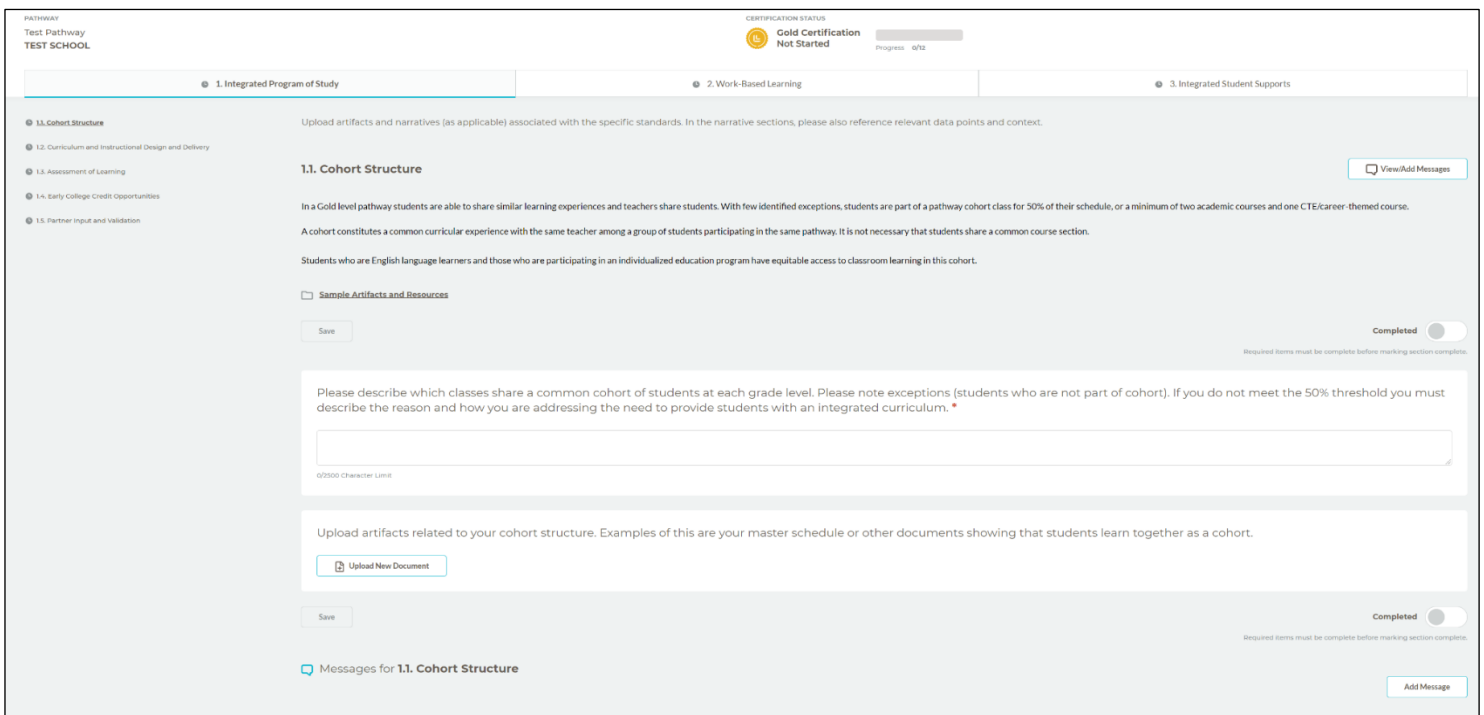
Pathway certification steps

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.

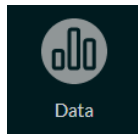
Once your team is satisfied with the information provided for that standard, you can mark it as complete. As you do this, the clocks on the left will turn green and the progress bar at the top will show progress as well.



The screenshot shows the 'Certification narrative and artifacts upload page by standard'. The interface includes a top navigation bar with 'PATHWAYS', 'Test Pathway', and 'TEST SCHOOL'. A 'CERTIFICATION STATUS' bar shows 'Gold Certification Not Started' with a progress indicator at 0/75. Below this are three tabs: '1. Integrated Program of Study', '2. Work-Based Learning', and '3. Integrated Student Supports'. The left sidebar lists standards: '1.1. Cohort Structure', '1.2. Curriculum and Instructional Design and Delivery', '1.3. Assessment of Learning', '1.4. Early College Credit Opportunities', and '1.5. Partner Input and Validation'. The main content area is for '1.1. Cohort Structure'. It contains a description of cohort structure, a 'Sample Artifacts and Resources' section with a 'Save' button, a text input field for describing classes sharing a common cohort (0/2500 Character Limit), an 'Upload New Document' button, and a 'Messages for 1.1. Cohort Structure' section with an 'Add Message' button. A 'Completed' toggle switch is visible on the right side of the main content area.

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.


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CERTIFICATION STATUS



Candidate Since 2021

Progress 19/118

Overarching

1. Integrated Program of Study

2. Work-Based Learning

3. Integrated Student Supports

Other Data

Please enter data for your pathway. Where comparison group data is requested, please enter district-level data. Please make sure to save your work regularly.

Save

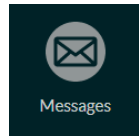
View/Add Messages

Enrollment

TOTAL PATHWAY ENROLLMENT	2021-2022		N/A OR DID NOT COLLECT	EXPLAIN YEAR-OVER-YEAR VARIANCE
Number of students in pathway *	100			
Number of 9th grade students in pathway *	25		Select an Option	
Number of 10th grade students in pathway *	25		Select an Option	
Number of 11th grade students in pathway *	20		Select an Option	
Number of 12th grade students in pathway *	30		Select an Option	
ENROLLMENT: PATHWAY DEMOGRAPHICS - ETHNICITY	2021-2022		N/A OR DID NOT COLLECT	EXPLAIN YEAR-OVER-YEAR VARIANCE
American Indian/Native Alaskan *			N/A	

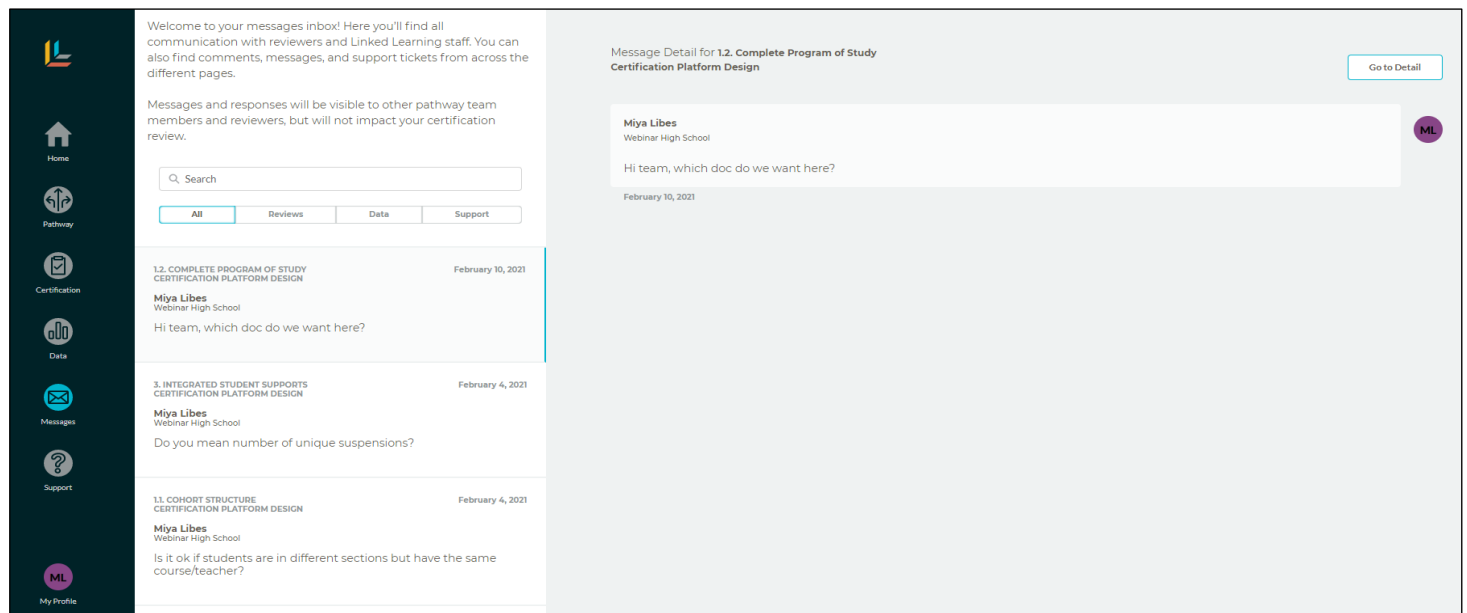
Pathway data page

Messages



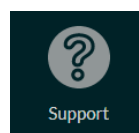
On each section of the Data and Artifacts pages there will be a View/Add Messages button. Team members can use this feature to leave messages and comments for each other as well as ask for targeted support and feedback from reviewers and the Alliance team. Messages are tagged to the specific domain,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

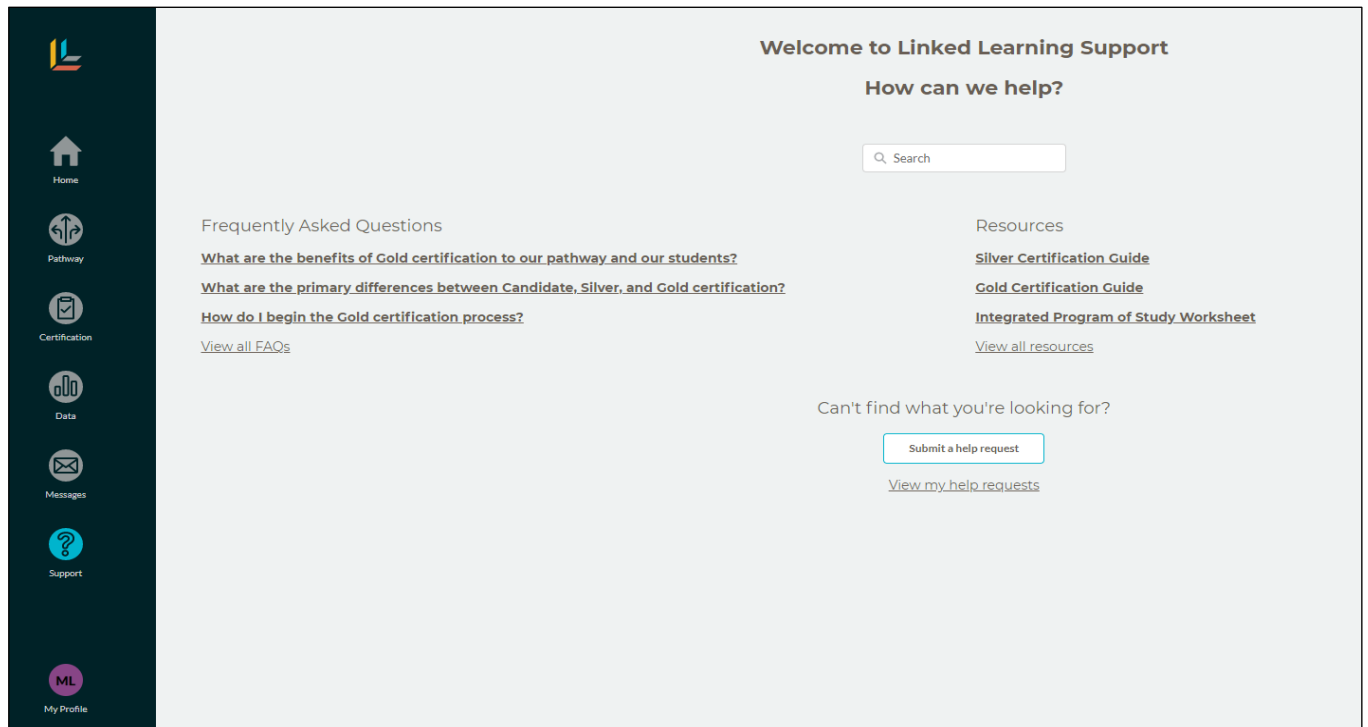


Messages page

Support



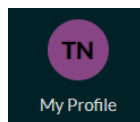
On the Support page users can find answers to frequently asked questions and useful resources they can refer to throughout the certification process. Resources include overviews, templates, and tools. Both sections will continue to expand and evolve as new needs arise. If your question is not answered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



The screenshot shows the 'Welcome to Linked Learning Support' page. On the left is a dark sidebar with icons for Home, Pathway, Certification, Data, Messages, Support, and My Profile. The main content area has a heading 'How can we help?' followed by a search bar. Below this are two columns: 'Frequently Asked Questions' with links to Gold certification benefits, differences between certification levels, and the Gold certification process, plus a 'View all FAQs' link; and 'Resources' with links to Silver, Gold, and Integrated Program of Study guides, plus a 'View all resources' link. At the bottom right, there's a 'Can't find what you're looking for?' section with a 'Submit a help request' button and a 'View my help requests' link.

Support page

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.

CONTACT NUMBER
415 867-5309

SCHOOL
Webinar High School

FIRST NAME *

Miya

TITLE

Manager, Special Projects

MIDDLE NAME

EMAIL *

miya@linkedlearning.org

LAST NAME *

Libes

WORK PHONE

415 867-5309

CURRENT SCHOOL/ORGANIZATION


Webinar High School

NEW SCHOOL/ORGANIZATION

Cancel

Save

Updating User Profile



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Miya Libes

EMAIL
miya@linkedlearning.org

CONTACT NUMBER
415 867-5309

TITLE
Manager, Special Projects

SCHOOL
Webinar High School

PATHWAY

Art is Revolution (AIR)

Webinar High School

ROLE

Pathway Lead

Switch to Pathway

Silver Certified

PATHWAY

Certification Platform Design

Webinar High School

ROLE

Pathway Lead

Current

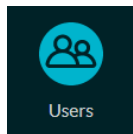
Candidate - Expires: 2/5/2023

User pathways

District Administrators

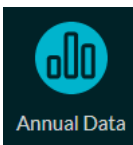
District-level users, such as Linked Learning directors, CTE coordinators, College and Career directors have access to additional features and information within the certification portal. These features will allow them to have a better picture of the work their pathways are doing towards certification.

District Users



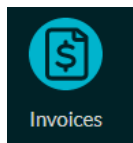
District users can add district-level team members via the “Users” section in a similar fashion to the pathway team page. As with pathway team users, not all district-level users will want or need access to the certification portal. This page should also be reviewed annually and kept up to date, as it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