



**PROFESSIONAL
LEARNING
TRAJECTORIES**

-

**Student
User Manual**

-

Fall 2006

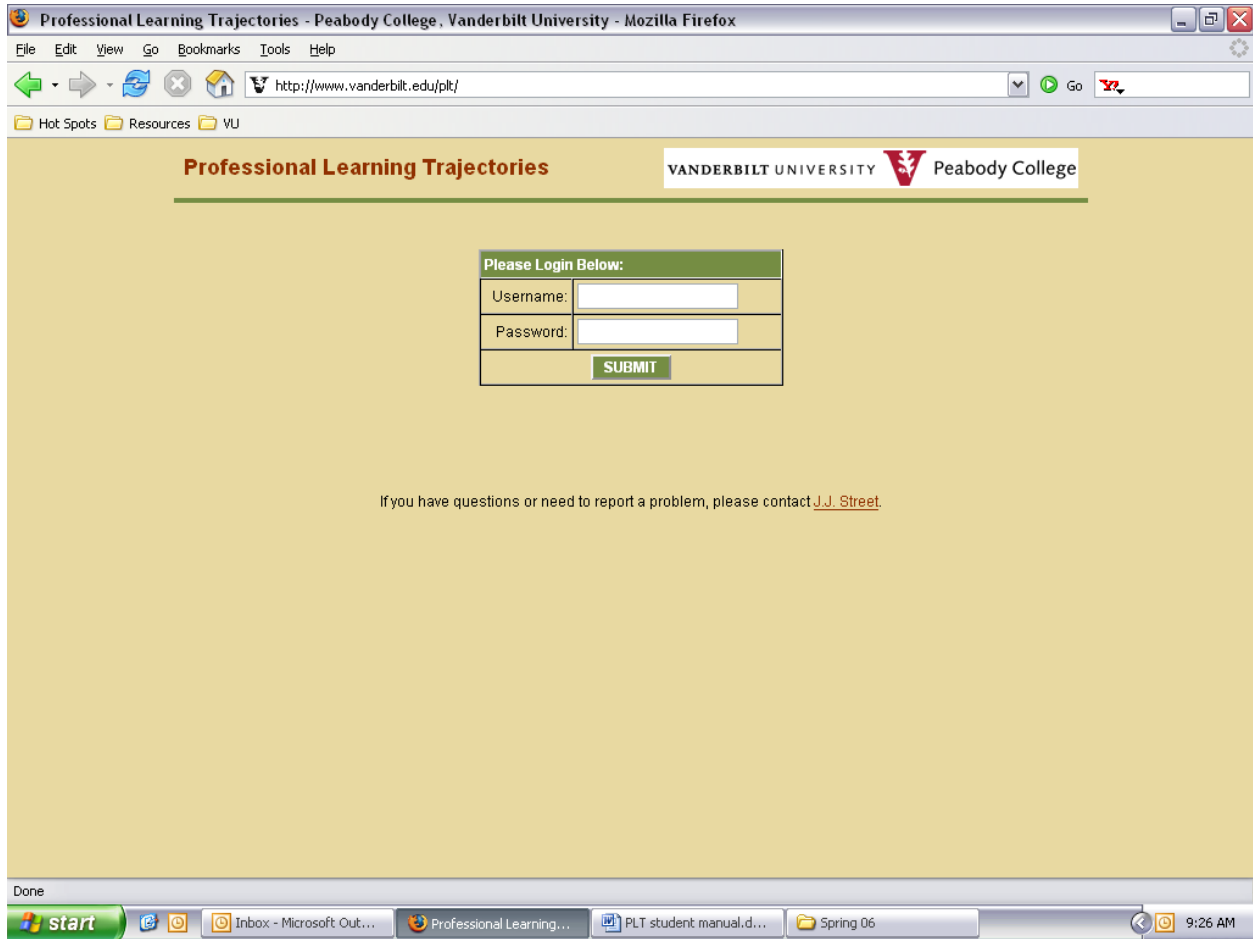
TABLE OF CONTENTS

Log in	3
Profile	4-5
Main Menu	6
Courses	7
View/Upload Assignments	8

If have any other questions or require further assistance, please contact:

JJ Street
Department of Teaching and Learning
615-322-4022
jj.street@vanderbilt.edu

LOG-IN



1. Go to www.vanderbilt.edu/plt
2. Your username is your first initial and last name. (example: jstreet)
3. The first time you log in, your password is the same as your username.

PROFILE

Professional Learning Trajectories - Peabody College, Vanderbilt University - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.vanderbilt.edu/plt/index.php?task=mainView&msg=You+have+been+successfully+logged+in.

Hot Spots Resources VU

Professional Learning Trajectories VANDERBILT UNIVERSITY Peabody College

CANDIDATE MENU **LOGOUT**

You have been successfully logged in. Please update your profile.

My Profile

NOTE: Only enter a password if you intend to change it from its current value. Otherwise, leave the password field blank and it will remain the same.

Username:	sdent
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
First Name:	Stu
Last Name:	Dent
Affiliation:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	-SELECT-
Zip/Postal Code:	<input type="text"/>
Non-USA State, Country:	<input type="text"/>
<small>(Enter for non-USA addresses only, include state/province if applicable and country name)</small>	
Department:	<input checked="" type="radio"/> DTL <input type="radio"/> SPED <input type="radio"/> Both <input type="radio"/> None

Done

start | Inbox - Microsoft Out... | Professional Learning... | PLT student manual.d... | Spring 06 | 9:27 AM

The first time you log in to the system you will be prompted to update your password and enter your personal information on this screen.

In the future, you can update your personal information and change your password by clicking MY PROFILE on the CANDIDATE MENU.

PROFILE (cont.)

Professional Learning Trajectories - Peabody College, Vanderbilt University - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.vanderbilt.edu/plt/index.php?task=mainView&msg=You+have+been+successfully+logged+in.

Hot Spots Resources VU

Advisor 2:

Select the courses you are enrolled in:

<input type="checkbox"/> EDUC-1020 [Fall 2006 - Wadsworth, L.]	<input type="checkbox"/> EDUC-1020 [Fall 2006 - Wadsworth, L.]
<input type="checkbox"/> EDUC-1020 [Fall 2006 - Wadsworth, L.]	<input checked="" type="checkbox"/> EDUC-1234 [Fall 2006 - Faculty, J.]
<input type="checkbox"/> EDUC-2040 [Fall 2006 - Wang, X.]	<input type="checkbox"/> EDUC-2040 [Fall 2006 - Wang, X.]
<input type="checkbox"/> EDUC-2040 [Fall 2006 - Wang, X.]	<input type="checkbox"/> EDUC-2115 [Fall 2006 - Dickinson, D.]
<input type="checkbox"/> EDUC-2120 [Fall 2006 - Neitzel, C.]	<input type="checkbox"/> EDUC-2130 [Fall 2006 - Sanders, T.]
<input type="checkbox"/> EDUC-2170 [Fall 2006 - Sanders, T.]	<input type="checkbox"/> EDUC-2210 [Fall 2006 - LeCompte, K.]
<input type="checkbox"/> EDUC-2215 [Fall 2006 - Kim, Y.]	<input type="checkbox"/> EDUC-2216 [Fall 2006 - Brackett, J.]
<input type="checkbox"/> EDUC-2217 [Fall 2006 - Rowe, D.]	<input type="checkbox"/> EDUC-2250 [Fall 2006 - Greene, C.]
<input type="checkbox"/> EDUC-2270 [Fall 2006 - Granier, D.]	<input type="checkbox"/> EDUC-2290 [Fall 2006 - McTamaney, C. / Lawrence, C.]
<input type="checkbox"/> EDUC-2291 [Fall 2006 - McTamaney, C. / Lawrence, C.]	<input type="checkbox"/> EDUC-2310 [Fall 2006 - Morrison, H.]
<input type="checkbox"/> EDUC-2320 [Fall 2006 - Vasser, T.]	<input type="checkbox"/> EDUC-2340 [Fall 2006 - Hardenbrook, M.]
<input type="checkbox"/> EDUC-2350 [Fall 2006 - Tenore, B.]	<input type="checkbox"/> EDUC-2360 [Fall 2006 - Verrier, T.]
<input type="checkbox"/> EDUC-2430 [Fall 2006 - Hathaway, J.]	<input type="checkbox"/> EDUC-2530 [Fall 2006 - Jimenez, B.]
<input type="checkbox"/> EDUC-2550 [Fall 2006 - Kim, Y.]	<input type="checkbox"/> EDUC-2690 [Fall 2006 - Smrekar, C.]
<input type="checkbox"/> EDUC-2701 [Fall 2006 - McTamaney, C. / Lawrence, C.]	<input type="checkbox"/> EDUC-2920 [Fall 2006 - Milner, R.]
<input type="checkbox"/> EDUC-2960 [Fall 2006 - Dickinson, D.]	<input type="checkbox"/> EDUC-2960 [Fall 2006 - Holt, C.]
<input type="checkbox"/> EDUC-2960 [Fall 2006 - Smrekar, C.]	<input type="checkbox"/> EDUC-2960 [Fall 2006 - Schauble, L.]
<input type="checkbox"/> EDUC-2980 [Fall 2006 - Vandenberg, M.]	<input type="checkbox"/> EDUC-3000 [Fall 2006 - McTamaney, C. / Lawrence, C.]
<input type="checkbox"/> EDUC-3001 [Fall 2006 - McTamaney, C. / Lawrence, C.]	<input type="checkbox"/> EDUC-3005 [Fall 2006 - McTamaney, C. / Lawrence, C.]
<input type="checkbox"/> EDUC-3006 [Fall 2006 - McTamaney, C. / Lawrence, C.]	<input type="checkbox"/> EDUC-3008 [Fall 2006 - Holt, C.]
<input type="checkbox"/> EDUC-3009 [Fall 2006 - Holt, C.]	<input type="checkbox"/> EDUC-3050 [Fall 2006 - Smrekar, C.]

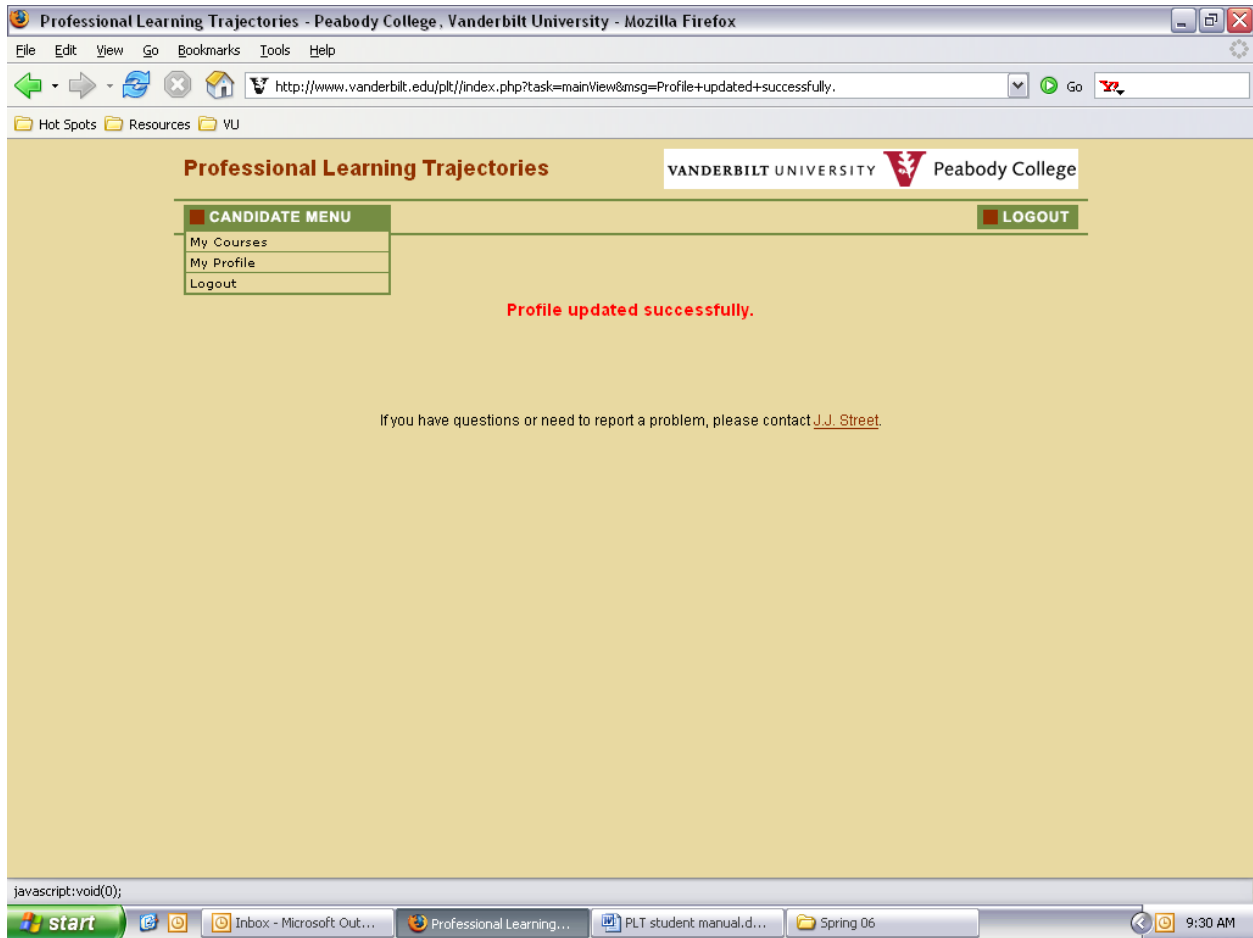
Done

start | Inbox - Microsoft Out... | Professional Learning... | PLT student manual.d... | Spring 06 | 9:29 AM

As you scroll down, you will also be asked to confirm the courses in which you are enrolled for the current semester.

Click “SUBMIT” to complete your profile.

CANDIDATE MENU



On the CANDIDATE MENU you will find links to:

1. “My Courses” - View your courses
2. “My Profile” - View/edit your personal information
3. “Logout” – Exit the system

COURSES

Professional Learning Trajectories VANDERBILT UNIVERSITY Peabody College

CANDIDATE MENU LOGOUT

My Courses

Course: SPED-5678 (Fall 2006)			
Actions	Assignment	File Uploaded	Date
There are no assignments set for this course. Check back soon for updated information.			

Course: EDUC-1234 (Fall 2006)			
Actions	Assignment	File Uploaded	Date
View/Upload	Final Paper	Download File	Sep 26, 2006
View/Upload	Content Knowledge Portfolio	Download File	Sep 26, 2006

If you have questions or need to report a problem, please contact [J.J. Street](#).

On the COURSES screen you can view a list of select assignments for your courses. You will be expected to upload a file for each of these assignments.

Select “View/Upload” to:

1. Upload a file for the first time
2. View a file previously uploaded
3. Upload an updated version of a file previously uploaded *

* Note – You will be able to update any file until it has been evaluated by a faculty member, at which time you will no longer have access to it.

VIEW/UPLOAD ASSIGNMENTS

View/Upload Assignment

NOTE: Uploaded files can be no larger than 2 MB.
 For files over 2 MB, enter the name of the file in the "Filename" field and email it directly to JJ Street at jj.street@vanderbilt.edu with the course number, instructor and semester information included.

Semester:	Fall 2006
Course:	EDUC-1234
Assignment:	Final Paper
Consent to Use: <input checked="" type="radio"/> Yes <input type="radio"/> No - Do you consent to having your work on this assignment included in a study of teacher learning? Click here to download a document with more information.	
Current File:	200609260919_FinalPaper.doc Submitted: Sep 26, 2006
Upload File:	<input type="text"/> <input type="button" value="Browse..."/>
OR Filename:	<input type="text"/> <small>(Enter a filename here ONLY for files over 2 MB that cannot be uploaded.)</small>
Comments: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<input type="button" value="SUBMIT"/>	

On the VIEW/UPLOAD ASSIGNMENTS screen you can:

1. Give consent of use of your work in a study of teacher learning.
2. Choose a new file (up to 2MB) to upload by selecting "Browse".
3. In the "Comments" box, feel free to add any relevant information for the person reviewing the file.
4. Click "SUBMIT" to complete the upload. *

* CAUTION: If you previously uploaded a file for this assignment, you will see the file name and comments on the screen. When you choose a new file and/or enter new comments, the old information is overwritten and lost from the system when you click "SUBMIT". If your file is greater than 2MB, enter the file name in the field and email it to jj.street@vanderbilt.edu.