Launching a Professional Dispositions Assessment (PDA/A-PDA)

Access Your Portfolio

1. Click on the **Main Menu Icon**.
2. Click on the **My Coursework** option.
3. Select your portfolio and then the **PDA assessment** associated with your course.
   For Advanced programs, a list of courses will be generated after step 6.

Add Content

In order to launch a PDA, you must first add content to the portfolio page. To begin adding content, use the **Add Content** drop-down menu to select the appropriate method for adding content.

Use the **Add Content** menu to select **Text Block**.
4. Paste or Type *Please assess me.*
5. Click Save, and then Close.

Simply adding content to your portfolio or assignment does not grant your instructor access to it for assessment. In order to complete this process, you must actually submit your work.

6. Click on the green Submit button. For Advanced programs, a list of courses will be generated for you to select from.
Name of Assessor(s)

A submission window will drop down on the screen.

7. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit or view your disposition. As you type, matches in the system will appear.

8. When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.

9. Click **Submit**.

Review Submission

A message will appear to indicate that your content has been submitted.

Click on the **Review Submission** button if you would like to review the submission that you just made.

*If you do not see the "Content Submitted" message, or the "Status: Submitted" flag, your content has not been submitted.*