

Micro-Credentials User Guide

SUBMISSION DEADLINES

CURRENT TERM

Spring 2022

Enrollment
Opens: 3:30 PM, January 14, 2022
Closes: 10:00 PM, April 20, 2022
Limit: 100 earners per micro-credential

Submission Deadline
Date Recommended: May 4, 2022
Final Deadline: 10:00 PM, May 25, 2022

We recommend submitting all work by the recommended submission date above so that there is time to make any changes requested by your assessor and resubmit prior to the final submission deadline.

QUICK LINKS

[Micro-Credentials Help](#)
[About Micro-Credentials](#)

Library of Micro-Credentials

The "Library of Micro-Credentials" is where learners can browse the badge image link to its specific page.



Educator Self-Assessment and

Issuing Organization: Division of Elementary and Secondary Education
Estimated Time to Complete: 6 hours
Competency: The educator engages in self-reflection and professional growth.
Key Method: The educator engages in self-reflection and professional growth plan (P)



Providing Feedback to Promote

Issuing Organization: Division of Elementary and Secondary Education
Estimated Time to Complete: 6 hours
Competency: The educator provides effective feedback to promote learning.

Please make note of the current term you are enrolled in. Once this term closes, any work not submitted will be lost. The lefthand side of the Library of Micro-Credentials will always have the necessary dates and information to ensure that your work is submitted on time.

Micro-Credentials User Guide

Upload and Submission

Once you are ready to upload files, visit the Submission for Self-Assessment and Professional Growth Micro-Credential page. To upload, click "Add submission." After uploading files and clicking "Save changes," the options at the bottom of the page will become "Edit submission" and "Submit assignment."

"Save changes" saves what you currently have uploaded but does not officially submit your work. Clicking "Edit submission" allows you to continue adding or removing files at a later time. You may visit the submission page as many times as necessary.

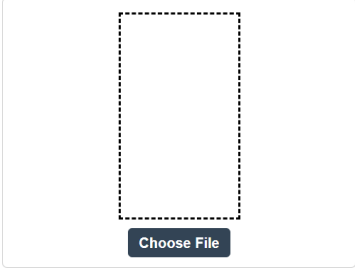
Artifacts and Evidence | Educator Self-Assessment and Professional Growth Micro-Credential

Submission Reminder

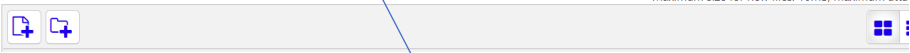
"Save changes" saves what you currently have uploaded but does not officially submit your work. Clicking "Edit submission" allows you to continue adding or removing files at a later time. Clicking "Submit assignment" will officially submit your work and you will no longer be able to upload files.

Do not click "Submit assignment" until you have uploaded all required components to this page and are ready for an assessor to score your submissions.

Video/Audio submissions



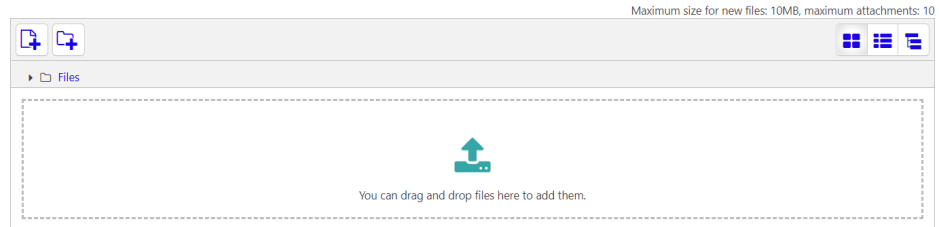
File submissions



Once you have uploaded your video, please check to ensure that it plays.

Micro-Credentials User Guide

File submissions



Files of these types may be added to the submission:

- .pdf
- .doc
- .docx
- .odt
- .rtf
- .txt
- .png
- .gif
- .jpeg
- .jpg


Remember all non-video files should be uploaded as Word documents or PDFs.

There is only one page for submissions; all documents go on this one page.

In addition to ensuring that your video file plays and that all non-video files are in the correct format, please make sure that you have uploaded **all documents** before clicking "save changes".

Micro-Credentials User Guide

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Wednesday, May 25, 2022, 10:00 PM
Time remaining	106 days 8 hours
Last modified	Tuesday, February 8, 2022, 12:03 PM
File submissions	 Micro-Credentials Sample Submission File.docx

[Edit submission](#)

Make changes to your submission.

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

"Submit assignment" will officially submit your work and you will no longer be able to upload files.

Do not click "Submit assignment" until you have uploaded *all* required components to the page and are ready for an assessor to score your submissions.