

Alaska Developmental Profile (ADP) Teacher Recording Quick Guide

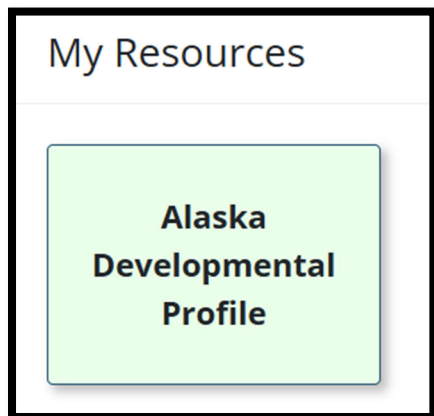
Logging into DEED Portal for the time

Access the DEED Portal: <https://portal.education.alaska.gov>. Click either Microsoft or Google, depending on your district's platform. Sign in using your District email address and corresponding password.

If you do not have an eligible Microsoft or Google organizational account, your special guest access must be set up by DEED in advance.

If you have any issues logging into the Portal, please contact: eed.portal@alaska.gov.

1. When logged into the portal, you may see the Alaska Developmental Profile box or a page for requesting access.



If you see the Alaska Developmental Profile, please click on it and proceed to the next step.

If you do not see the Alaska Developmental Profile, submit your Request Access form indicating that you are a teacher needing access to submit profiles.

Request Access

Welcome, . We found your sign-in, but we need a little more information before an administrator can review your access request.

Login Email

Communication Email (if different)

Job Title

School District / Organization

My Roles and Responsibilities
Please tell us about your work and how you use DEED services.

If logging in for the first time, verify teaching credentials to complete access to Alaska Developmental Profile teacher webapp.

DEED Home

Login Select

Please provide your information below consistent with your teacher certificate. To lookup your information online, [Search Here](#).

First name

Last name

ATI

Last four of SSN

2. Once confirmed as a teacher, you will confirm your school district and school

Picking Students

3. On the school page, scroll down to see the list of **Available Students**.

Available Student List

(Scroll up to see list of [selected students](#))

The list of available students was generated from the information district staff entered in to the Alaska Student ID System (ASIS). If students have changed schools after being entered into ASIS, this change will not show up in the DP web site. The list of available students shows all students who turned 5 on or after September 2, 2003. Use the manual lookup to search for students who do not show up in the school list.

AK ID	Last Name	Middle	First Name	M/F	DOB
27					04
28					004
27					04
28					05
28					004
24					04

- a. Starting in 2019, DTCs are uploading ADP student lists. If no students are available, please contact your DTC.
- b. Double click on the name of your student in the **Available Student List**. This will move the student's name to **Selected Students List** at the top.

[Log Out ifoy](#)
[Change School](#)
[Pick Students](#)
[Profile Students](#)
[Student Summary](#)

Developmental Profile

Double click to move student from Available list to Selected list. This will make the student unavailable to any other teacher to profile. (Please note: Some browsers will require the page to be [refreshed](#) to show movement from Available student list to Selected student list.) To remove a student from the Selected list, double click on the student name.

After selecting your students, click the 'Profile Students' button directly below your Assigned Students to continue.

Selected District: [Juneau Borough Schools](#)
 Selected School: [Gastineau Elementary](#) [Change School](#)

Gastineau Elementary Selected Students

(Scroll down to see list of [available students](#))

AK ID	Last Name	Middle	First Name	M/F	DOB
0.					
27					03
27					03
24					03
17					03
24					04
78					003

1 / 1 50 7 Row(s)

Profiling Students

4. Select Profile Students

- a. If you accidentally click on a student that is NOT in your class, double click their name to take them off a list.
5. To record ratings on a specific student, click **once** on the student name.



[Log Out jfof](#)
[Change School](#)
[Pick Students](#)
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[Student Summary](#)

Update Record

AK ID	Last Name	Middle	First Name	Gender	DOB	Grade	Attended Preschool
0_1025	mouse		mickey	M	9/2/2002	☒ 01 ☐ KG	☐ Yes ☒ No

Physical Well-Being, Health, and Motor Development

1. Demonstrates strength and coordination of Large Motor Muscles

	Rating
• Runs with an even gait and with few falls	☐ Does Not Demonstrate
• Maintains balance while bending, twisting or stretching	☐ Progressing
• Moves body into position to catch a ball, then throws the ball in the right direction	☒ Consistently Demonstrates
• Kicks large ball to a given point with some accuracy	
• Able to alternate weight and feet while skipping or using stairs	

2. Demonstrates strength and coordination of Small Motor Muscles

	Rating
• Cuts, draws, glues with materials provided	☐ Does Not Demonstrate
• Copies several letters or shapes	☐ Progressing
• Able to manipulate clothing fasteners (e.g., buttons, snaps, Velcro, zippers)	☒ Consistently Demonstrates
• Puts together and pulls apart manipulatives (e.g., blocks, beads, cubes) appropriately	

6. After entering all ratings, select Save Record.

11. Demonstrates phonological awareness	Rating
• Participates in and/or creates songs, rhymes, and games that play with sounds of language (e.g., claps out sounds or rhythms of language)	☐ Does Not Demonstrate
• Identifies initial sound of words, with assistance (e.g., book begins with the /b/ sound)	☐ Progressing
• Finds objects in a picture with the same beginning sound, with assistance	☒ Consistently Demonstrates
• Differentiates between similar-sounding words in pronunciation and listening skills (e.g., three and tree)	
12. Demonstrates awareness of print concepts	Rating
• Demonstrates how to follow text in proper order on a written page while reading or following along (e.g., for English, left to right and top to bottom)	☐ Does Not Demonstrate
• Recognizes difference between letters, words, and numerals	☐ Progressing
• Points to the title of a book when asked	☒ Consistently Demonstrates
• Reads own first name	
• Reads several examples of environmental print (e.g., boys, girls, exit, cereal boxes)	
13. Demonstrates knowledge of letters and symbols (Alphabet knowledge)	Rating
• Recognizes several upper case and lower case letters	☐ Does Not Demonstrate
• Prints several alphabet letters for given letter names	☐ Progressing
• Writes several upper case and lower case letters	☒ Consistently Demonstrates
• Writes his or her first name	
• Recognizes letters in his or her name	

[Save Record](#)

**Please Note: Partial records cannot be saved.
Ensure all entry is complete before saving record.**

7. The Profile Students page shows which students have been profiled.

[Log Out Jfof](#)
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[Student Summary](#)

Developmental Profile Available Students

Click Student to Update/Review Profile

Selected District: **Juneau Borough Schools**
 Selected School: **Gastineau Elementary**

Gastineau Elementary Profiling Students

Available Students						
AK ID	Last Name	Middle	First Name	M/F	DOB	DONE
0_1025	mouse		mickey	M	9/2/2002	Yes
27						Yes
27						No
27						No
24						No
17						No
24						Yes
78						Yes

Manually Adding

- a. If a student is not on the class list, you can do a search on the Pick Students page and manually add students or transfer them between schools.

Manual Lookup/Add Unlisted Student

Perform manual lookup of student/create new student if no match found. (* required)

First Name: *

Middle Initial:

Last name: *

Date of Birth: *

Gender: Male: ☒ Female: ☐ *

Available Student List
(Scroll up to see list of [selected students](#))

The list of available students was generated from the information district staff entered in to the Alaska Student ID System (ASIS). If students have changed schools after being entered into ASIS, this change will

- b. If the search does not find a student, you can automatically add the student to the list of selected students.

Please Note: Starting in 2019, you will need to know the student's AKSID in order to use the Manual Add feature.

Contacts:

For questions or help, please email:

- Supanika Ordonez Supanika.ordonez@alaska.gov
- Rachel Schweissing Rachel.schweissing@alaska.gov