

# New Mexico Teacher Licensure Advancement Professional Development Dossier

## Electronic Submission, Software Options

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### Overview

In general, as you submit documents for your dossier, you will be able to use standard software packages.

Because there are so many different kinds of software systems, platforms and versions however, this document is designed to let you know what files will be acceptable for dossiers submitted electronically during the Feb 1st – March 1st submission period.

### Professional Development Dossier Templates

PDD Templates, which you are encouraged to use, will be available beginning October, 27th 2004 on the TeachNM web site.

These templates, released using a Microsoft Word file format can be used to organize content and submissions.

You can download the templates, use them to complete your materials, and then upload them directly to the online teacher licensure advancement system Feb 1st – March 1st. The templates have been constructed using an older Word file format so that nearly everyone on PCs and Macs can download and use, or convert if necessary, the dossier template.

### Submitting Additional Information

In addition to the dossier templates, you may of course submit other information and artifacts. This can be done in a variety of ways.

- Option a) Include graphics and images in the dossier template document directly. Depending on your technical skills and interests, this could include photographs, data from spreadsheets, scanned images and so forth which can be integrated into Word documents. Online “how-to” guides will be available soon to explain how to do this.
- Option b) Attach other files to your online dossier directly, by uploading other files in other formats. This could include PowerPoint slides or spreadsheet files, or even audio and video files.
- Option c) While you are encouraged to upload documents to the online licensure system, you will also have the ability to fax documents to your online licensure advancement account. More information is provided later in this document.

## Acceptable File Formats

You may submit electronic files in a variety of formats. You may create your work in any of the programs listed below. Alternately, you may create your work in any other software program—as long as you can save your work in one of the following file formats.

The point is that the dossier reviewers will be able to use the following to review your submissions to the online dossier system. If you submit materials in some other file format, reviewers will not be able to review your materials.

- Text / Document files: Microsoft Word, version 97 or later; Adobe PDF, version 5 or later; or ClarisWorks version 4.0 or later.  
See word/page limits for dossiers.
- Spreadsheet files: Microsoft Excel, version 97 or later; Adobe PDF, version 5 or later; or Claris Works version 4.0 or later.  
See word/page limits for dossiers.
- Slides files: Microsoft PowerPoint, version 97 or later; Hyper Studio, version 3.0 or later; Hyper Card, version 2.3 or later; or Adobe PDF, version 5 or later;  
No more than 30 slides.  
Audio formats: Windows Media version 7 or later; QuickTime version 5 or later.  
Duration: (3 minute maximum for each work example).
- Video formats: Windows Media version 7 or later; QuickTime version 5 or later.  
Macromedia Flash version 6 or later.  
Duration: (3 minute maximum for each work example).
- Image formats: JPEG, TIFF, GIFF, or Adobe PDF, version 5 or later.
- Technical Notes: Depending on your level of technical expertise, you may be aware that there are detailed settings for some of the programs listed above. We believe that being overly specific is not helpful. We are more interested in your dossier content than the particular technical settings you choose. However, only if you are comfortable with and able to use the more technical features, we offer the following suggestions:
- Set image, photo and scanned image resolutions to 96 to 300 dots per inch, and no more.
  - Similarly, please keep audio and video files small by using low sample rates when you record or edit these materials.
  - For PDF file formats, we suggest that you encode all fonts and set the resolution options to 300 dpi or less.

## **Alternate Submission Methods**

First, no matter how you choose to submit your dossier materials, you must have an online account with the online teacher licensure advancement system. You will receive specific instructions on how to do this when the online system is ready. You can begin preparing your materials, now, however with the PDD Templates.

Second, there are two ways to submit your dossier materials: by uploading electronic files on-line or by fax-to-file. Uploading the files means you will transfer files from a computer to the web-based online system. Fax-to-File means you can submit your materials through a fax machine. Using a fax, though, means that you cannot submit audio or video files, your materials cannot be in color, and they will be limited by the clarity or resolution of the fax machine you use to submit your materials.

You may not mail your dossier materials.

## **Submitting Payment**

When you submit your materials for review, you can either pay online with a credit card or you may mail a check. You will receive instructions on how to do this when the system is ready.

## **Help and Support**

Over the next few months you will be learning more about additional training sessions, online tutorials, online help, and phone numbers you can call for additional assistance. We look forward to working with you.

If you have any special needs that require further accommodation, please contact the Public Education Department, Licensure Office for further assistance.

Please know that we are striving to make the technical aspects of this system as minimal as possible. We care most about the content that you are submitting and how it reflects your actual work. The technical proficiency of your submission is not a criterion in and of itself.