

Portfolio Submission Directions

Our portfolio submissions page opens at midnight (U.S. central time) on May 1 and closes at 11:59 pm (U.S. central time) on June 15. Don't hesitate to email me if you have any difficulties.

IMPORTANT

To submit an entry during the May 1-June 15 window, that individual entry must be complete. You can not share a video or a specific written piece now and then wait to submit the rest of that entry at a later date. This is to ensure that we have everything for individual candidates with nothing lagging behind in the system.

TO START SUBMISSION

Go to the submissions link: <https://www.instructionalcoaching.com/certifications/submit/>

The submission form will automatically appear on this page on April 30.

TASK

Entry 1: The Impact Cycle

For this task, you must submit the following evidence.

Section 1A: Identify Phase

(The teacher [referred to throughout as "Impact Cycle Teacher"] and the PEERS goal must be the same in sections 1A, 1B, and 1C.)

Artifact	Format
Video 1A: Video showing the Impact Cycle Teacher's classroom before the PEERS goal is set.	<ul style="list-style-type: none">● video clip is no more than 5 minutes long● video clip includes the Impact Cycle Teacher● entire clip is fully audible● video clip is ideally the footage used to get a picture of current reality in the classroom
Video 2A: Video of a coaching conversation showing the coach and the Impact Cycle Teacher discussing which data will be collected and how to gain a clear picture of current reality in the classroom	<ul style="list-style-type: none">● video clip is no more than 5 minutes long● video clip includes both the coach and the Impact Cycle Teacher● entire conversation is fully audible

<p>Written Material 1A: A PDF document containing any of the student interviews, samples of student work, and/or observation data that the Impact Cycle Teacher used to gain a clear picture of current reality.</p>	<ul style="list-style-type: none"> • no more than 10 pages long • any pages beyond these parameters will not be scored • all pages are saved and submitted with all written materials for Entry 1A as a single PDF document
<p>Video 3A: Video showing the coach and the Impact Cycle Teacher engaging in the Identify Questions conversation</p>	<ul style="list-style-type: none"> • video clip is no more than 10 minutes long • video clip includes both the coach and the Impact Cycle Teacher • entire conversation is fully audible
<p>Written Material 2A: A PDF copy of the written PEERS goal that the Impact Cycle Teacher developed with the coach after the Identify Questions conversation</p>	<ul style="list-style-type: none"> • PEERS goal is a complete sentence • PEERS goal includes all elements of PEERS • PEERS goal is saved and submitted with all written materials for Entry 1A as a single PDF document
<p>Written Material 3A: A copy of at least 10 PEERS goals that the coach set and achieved with 10 different teachers</p>	<ul style="list-style-type: none"> • does not include the PEERS goal for the Impact Cycle Teacher • each goal must be a complete sentence • each goal must include all elements of PEERS • all PEERS goals are saved and submitted with all written materials for Entry 1A as a single PDF document
<p>Written Material 4A: Complete PEERS goal data for each PEERS goal in Written Material 3 that shows the data tracking from baseline to achieving the PEERS goal</p>	<ul style="list-style-type: none"> • does not include the PEERS goal data for the Impact Cycle Teacher • each PEERS goal must have data that show its progress over time (baseline data, at least two checkpoints between baseline and achieving the PEERS goal, and final data once the PEERS goal was achieved) • data for each PEERS goal must be clearly labeled to correspond with Written Material 3A and must include an explanation of why the data were measured in the manner they were • all data are saved and submitted with all written materials for Entry 1A as a single PDF document
<p>Written Material 5A: The coach's complete instructional playbook (as described in Knight, Hoffman, Harris, & Thomas, 2020)</p>	<p>Includes</p> <ul style="list-style-type: none"> • Table of Contents (a listing of instructional strategies in the areas that teachers most frequently request support), • One-Page Summary for each strategy on the Table of Contents, sufficient Checklists for each strategy, • An explanation of the coaching audience and

	<p>how the playbook meets their current needs</p> <ul style="list-style-type: none"> ● Playbook is saved and submitted with all written materials for Entry 1A as a single PDF document
<p>Written Material 6A:</p> <p>Teacher feedback form from the Impact Cycle Teacher that follows the template provided by ICG and confirms</p> <ul style="list-style-type: none"> ● the partnership relationship between the Impact Cycle Teacher and the coach ● the implementation of the Impact Cycle to bring about improved student outcomes in the Impact Cycle Teacher's classroom ● the use of a dialogical coaching approach when implementing the Impact Cycle in the Impact Cycle Teacher's classroom 	<ul style="list-style-type: none"> ● uses ICG feedback form template ● includes feedback form from the Impact Cycle Teacher ● Impact Cycle Teacher feedback form is saved and submitted with all written materials for Entry 1A as a single PDF document
<p>Written Material 7A:</p> <p>A Listening & Questioning Checklist that the coach completed after watching and reflecting on video clips 1-3</p>	<p>uses the Listening & Questioning Checklist provided by ICG</p>
<p>Written Material 8A:</p> <p>Coach's written reflection on the Identify phase that analyzes the coach's strengths and areas for growth as a dialogical coach</p>	<ul style="list-style-type: none"> ● no more than 2 pages long ● pages are typed, double-spaced, have 1-inch margins, and use 12-point regular Times New Roman font any pages beyond these parameters will not be scored

Entry 1A Checklist

Total submissions for this section:

- **Video clips 1A-3A** (All videos in which speakers use languages other than English must include English subtitles. 3 video links shared with the certification@instructionalcoaching.com YouTube page. Please make sure your videos are labeled "unlisted")
- **Written Materials 1A-8A** combined into a single PDF document labeled "Entry 1A Written Materials" (All written materials must be written in English.)

TASK**Section 1B: Learn Phase**

(The teacher [referred to throughout as "Impact Cycle Teacher"] and the PEERS goal must be the same in sections 1A, 1B, and 1C.)

Artifact	Format
Written Material 1B: A copy of the checklist(s) from the coach's instructional playbook that the coach used to explain the selected strategy to the Impact Cycle Teacher	<ul style="list-style-type: none">● no more than 3 pages long● any pages beyond these parameters will not be scored
Video 1B: Video of the coach and the Impact Cycle Teacher discussing the checklist(s) for the selected strategy dialogically	<ul style="list-style-type: none">● video clip is no more than 5 minutes long● video clip includes both the coach and the Impact Cycle Teacher● entire conversation is fully audible
Video 2B: Video of the coach modeling the strategy in any of the 6 modeling options: <ol style="list-style-type: none">1. in the class with students present,2. in the class without the students present,3. co-teaching,4. watching another teacher use the strategy (with the coach),5. watching another teacher use the strategy (without the coach), or6. using video	<ul style="list-style-type: none">● video clip is no more than 5 minutes long● video clip includes the coach and/or the Impact Cycle Teacher depending on the modeling option selected by the Impact Cycle Teacher● entire conversation/class is fully audible
Video 3B: Video of the Impact Cycle Teacher using the strategy with students after reviewing the checklist(s) with the coach and after watching the modeling of the strategy	<ul style="list-style-type: none">● video clip is no more than 5 minutes long● video clip includes the Impact Cycle Teacher and students● entire conversation/class discussion is fully audible

<p>Written Material 2B:</p> <p>Teacher feedback form from the Impact Cycle Teacher that follows the template provided by ICG and confirms</p> <ul style="list-style-type: none"> the partnership relationship between the Impact Cycle Teacher and the coach the implementation of the Impact Cycle to bring about improved student outcomes in the Impact Cycle Teacher’s classroom the use of a dialogical coaching approach when implementing the Impact Cycle in the Impact Cycle Teacher’s classroom 	<ul style="list-style-type: none"> uses ICG feedback form template includes feedback form from the Impact Cycle Entry teacher shown in the Entry 1B video clips Impact Cycle Teacher feedback form is saved and submitted with all written materials for Entry 1B as a single PDF document
<p>Written Material 3:</p> <p>Coach’s written reflection on the Learn phase that analyzes the coach’s strengths and areas for growth as a dialogical coach</p>	<ul style="list-style-type: none"> no more than 2 pages long pages are typed, double-spaced, have 1-inch margins, and use 12-point regular Times New Roman font any pages beyond these parameters will not be scored

Entry 1B Checklist

Total submissions for this section:

- Video clips 1B-3B** (All videos in which speakers use languages other than English must include English subtitles. 3 video links shared with the certification@instructionalcoaching.com YouTube page. Please make sure your videos are labeled “unlisted”)
- Written Materials 1B-3B** combined into a single PDF document labeled “Entry 1B Written Materials” ” (All written materials must be written in English.)

TASK

Section 1C: Improve Phase

(The teacher [referred to throughout as "Impact Cycle Teacher"] and the PEERS goal must be the same in sections 1A, 1B, and 1C.)

Artifact	Format
Video 1C: A video showing the coach and the Impact Cycle Teacher engaged in conversation about the PEERS goal in the four improve areas: Confirm Direction, Review Progress, Invent Improvements, and Plan Next Actions, including the discussion once the students achieve the PEERS goal	<ul style="list-style-type: none">• may submit between 1 and 4 video clips for this section, depending on how many conversations are involved to show all four stages of Improve (one video clip may potentially show more than one of the four stages of Improve)• each clip can be no longer than 5 minutes• video clip includes both the coach and the Impact Cycle Teacher• entire conversation is fully audible
Video 2C: Video showing instruction in the Impact Cycle Teacher's classroom after the PEERS goal is achieved	<ul style="list-style-type: none">• video clip is no more than 5 minutes long• video clip includes the Impact Cycle Teacher• entire clip is fully audible
Written Material 1C: Teacher feedback form from the Impact Cycle Teacher that follows the template provided by ICG and confirms <ul style="list-style-type: none">• the partnership relationship between the Impact Cycle Teacher and the coach• the implementation of the Impact Cycle to bring about improvements in the Impact Cycle Teacher's classroom• the use of a dialogical coaching approach when implementing the Impact Cycle in the Impact Cycle Teacher's classroom	<ul style="list-style-type: none">• uses ICG feedback form template• includes feedback form from the Impact Cycle Teacher shown in the Entry 1C video clips• Impact Cycle Teacher feedback form is saved and submitted with all written materials for Entry 1C as a single PDF document
Written Material 2C: Coach's written reflection on the Improve phase that analyzes the coach's strengths and areas for growth as a dialogical coach	<ul style="list-style-type: none">• no more than 2 pages long• pages are typed, double-spaced, have 1-inch margins, and use 12-point regular Times New Roman font• any pages beyond these parameters will not be scored

Entry 1C Checklist

Total submissions for this section:

- **between 2 and 5 video clips** (labeled 1C, 2C, etc.) (All videos in which speakers use languages other than English must include English subtitles. Video links shared with the certification@instructionalcoaching.com YouTube page. Please make sure your videos are labeled "unlisted")
- **Written Materials 1C and 2C** combined into a single PDF document labeled "Entry 1C Written Materials" (All written materials must be written in English.)

TASK

Entry 2: Collaborative Culture

For this task, you must submit the following evidence.

Artifact	Format
<p>Written Material 1:</p> <p>A letter from the coach's direct supervisor (school or district administrator) explaining the agreements in place between the leader and the coach in the following key elements of coaching success:</p> <ul style="list-style-type: none">• Role clarity for the coach role (a complete listing of all of the tasks that the coach is supposed to do and the tasks the coach is not supposed to do)• Confidentiality in coaching interactions• How the coach spends work time (percentage of time spent on each job task, especially how much of the coach's time is spent with teachers working in Impact Cycles)• Meetings that occur between the coach and the leader (frequency, topics discussed)• The leader's theoretical perspective on what good coaching involves (especially support for a partnership approach/dialogical coaching model)• Evidence that the coach has built trust with teachers and that many teachers voluntarily work with the coach in Impact cycles	<ul style="list-style-type: none">• letter is printed on school or district letterhead• letter is signed by the leader• letter includes contact information for the leader (phone number and email address)• letter answers all elements of the prompt at left• entire letter is saved and submitted with Written Material 2 as a single PDF document
<p>Written Material 2:</p> <p>Teacher feedback forms that follow the template provided by ICG and confirms</p> <ul style="list-style-type: none">• the partnership relationship between the teacher and the coach• the implementation of the Impact Cycle to bring about improvements in the teachers' classrooms• the use of a dialogical coaching approach when implementing the Impact Cycle in the teachers' classrooms	<ul style="list-style-type: none">• uses ICG feedback form template• includes feedback forms from at least 10 teachers (not including the Impact Cycle Teacher in Entry 1)• all teacher feedback forms are saved and submitted with Written Commentary 1 as a single PDF document

Entry 2 Checklist

Total submission:

- **Written Materials 1-2 combined into a single PDF document labeled "Entry 2 Written Materials"**
(All written materials must be written in English.)

Written Document Submissions

Labeling: At the start of each PDF file for each entry, have a cover sheet that includes the name and number of the entry, your name, and your email address. Do not include any identifying information on the rest of the PDF.

Text: All written portfolio entries should be the number of pages specified in the directions for that entry and have text that is doubled-spaced with 1-inch margins and 12-pt. Times Roman font. Any text beyond those parameters will not be scored.

Uploading: To upload your written portfolio entry pieces, all of the required documents for each entry must be in a **single PDF file** for that entry. To submit, you will go to the portfolio entry you wish to submit, click “Browse” to find the file on your computer, and then follow the directions to upload that file. Most servers can handle a document with attachments up to 21 MB in size, and 21 MB is a very large size for a text document. If there are photos and such in the document, though, going past 21 MB can happen. If that occurs, save that file as a “reduced” PDF. (Go to **File**, then **Export**, then the **Quartz Filter** drop-down menu, then **Reduce File Size**, then **Save**.)

Video Submission

Options: In terms of the guidelines themselves (which start on **page 10** of this document), you’ll see that I’ve divided them into two categories: candidates who have a Gmail (or G suite) email address, and people who do not. Long story short: Having a Gmail (or G Suite) address makes this process much easier. If you do not have a Gmail address, consider opening a Gmail account solely for certification video uploading purposes.

If you decide to convert your existing email address to a Gmail account (the second method in the guidelines), avoid using the email address you have through your employer for that. They may not want their internal email addresses converted to Gmail. Again, in this instance, opening a brand new Gmail account solely for the purposes of video uploading is a better idea (and enables you to use the simpler directions in the first set of directions).

Uploading: On the submissions page that opens May 1, you can also paste the secure YouTube links for your videos in the box provided for all entries with a video component.

To Finish Submission

Once you have uploaded everything you intend to submit this year, click “submit” at the bottom of the submissions page. Once the June 15 submission deadline has passed for this year, I will send each candidate an email confirming the materials that we have for you to score.

Frequently Asked Questions

FAQ: *Can candidates can submit the same video or forms content for more than one entry in the portfolio? The answer to that question is “Yes” but actual physical submissions will need to treat those items as separate.*

Here’s what I mean:

Let’s say Candidate Meryl wants to use a video clip of a conversation between herself and a teacher for both part of Entry 1A (Identify Phase) and for Entry 1B (Learn Phase). Meryl also wants to submit her Listening and Questioning Effectively Form that she completed for that video with both entries. She can do that, but she needs to physically submit the video and the form as part of both entries. Each entry must be sent to us complete and independent of other entries. If Meryl were to send the video and form with the materials for Entry 1A, but attached a note to her Entry 1B submission that said “See Entry 1A for this video and form,” then I would consider Entry 1B incomplete and could not have it scored. The candidate would need to send that video and form both as part of Entry 1A submission and then send it again as part of Entry 1B submission. We have no guarantee that those entries would be scored by the same scorers, so each entry needs to stand alone. Got it? Let me know if any part of this is unclear.

ICG Coaching Certification Directions for Uploading Video Components

The issue of video submissions has long been a complicated one for professional certifications. We have attempted to make this element of submission as easy as possible for you and to enable you to maintain control and ownership of the videos.

Video Release Forms from Students and Colleagues

Because of the way you’ll be sharing videos with ICG, you will never surrender ownership of the videos. Thus, we do not need signed forms from you concerning the permission you receive from parents and colleagues to have children and coworkers appear in your videos. If your employer requires those forms (and most do), then obtain them from all of the appropriate people, and keep them in your possession.

The Instructional Coaching Group will use your videos solely for scoring purposes and will not use them for any other purpose than scoring the candidate’s portfolio.

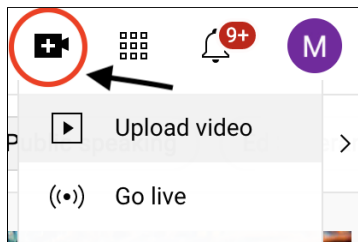
How to Upload Video

During the May 1-June 15 submission window, you will submit text pieces via the ICG website, and you will share video clips via private, secure YouTube links. YouTube recently changed its process for creating YouTube channels and sharing links, so please follow the process below.

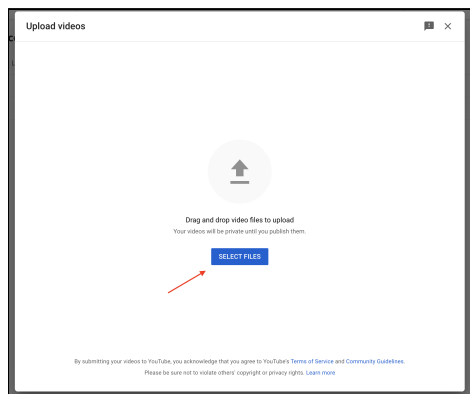
Option 1: For Candidates with a Gmail Email Address

If you have a Gmail address (either a private one or one that is part of a G Suite through your employer), then this process is much simpler for you than for non-Gmail addresses. Follow these steps with your Gmail account:

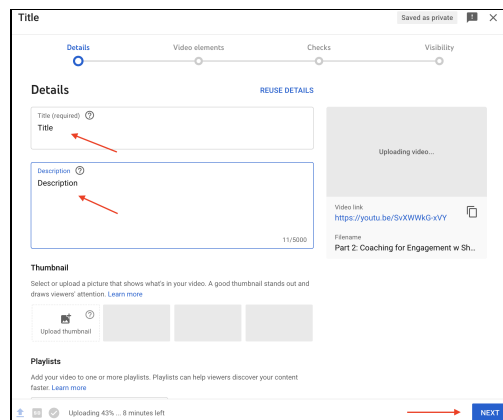
7. Log in to YouTube using your Gmail account.
8. Click on the **video icon** at the top right hand side of the window, which can be found next to your user icon, messages, apps, and notifications. Click **Upload Video**.



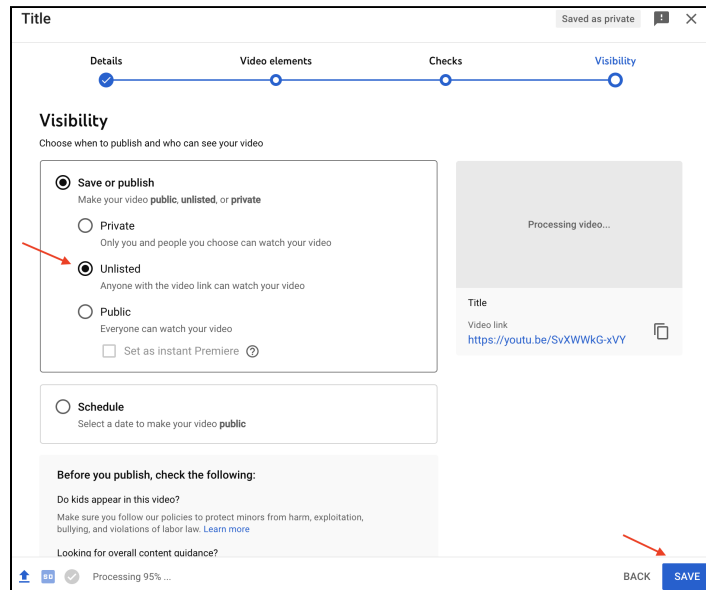
9. Then, press '**select files to upload**' to find the video file saved on your computer. Or, you can drag and drop it into the window.



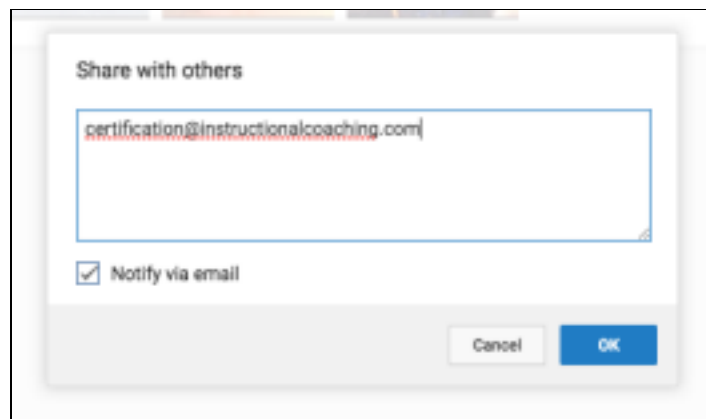
10. Next, name your video, provide a detailed description of the video (to which part of which entry it belongs), scroll down to select your audience, and then click the **Next** button.



11. You will then see a box with the title **Video Elements**. You do not need to do anything here. Just click **Next**.
12. You will then see a box with the title **Checks**. You do not need to do anything here. Just click **Next**.
13. Now you will be in a section titled **Visibility**. Select **Unlisted**. Then click **Save**.



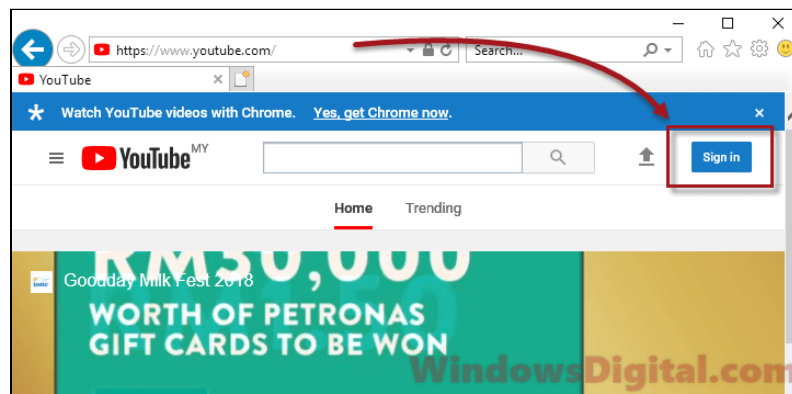
14. Click the **edit button** in the videos management panel. Click the **three-dotted icon**. Select **Share privately** option. Share it with ICG by typing **certification@instructionalcoaching.com**. Click the Save and go back to YouTube Studio button.



Option 2: For Candidates with a nonGmail Email Address

If you do not have a Gmail email account, you will need to make your email address compatible with Gmail. (We recommend doing so with a private email address, not with your email address from your employer.) These directions show how to make your email address Gmail compatible so that you can then submit your video clips securely via YouTube.

1. Go to **YouTube.com**. Click on the **Sign In** button at the top right corner of the webpage.



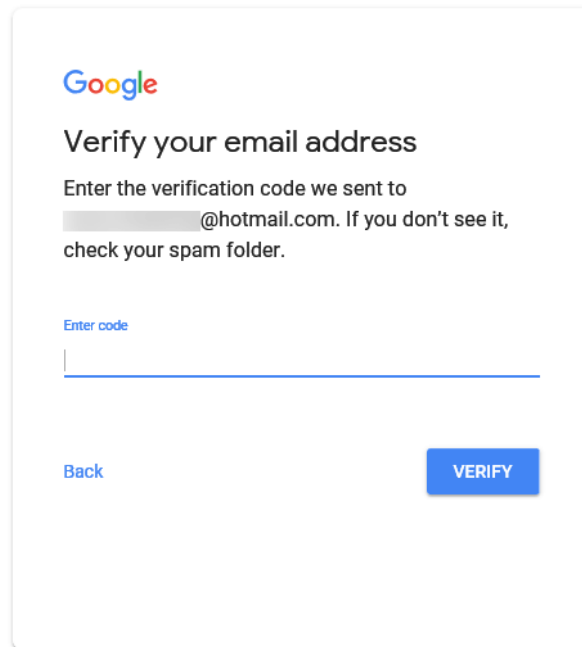
2. On the Sign In form, click on the **Create account** link.

A screenshot of the Google Sign in form. The form is titled 'Sign in to continue to YouTube'. It includes a text input field for 'Email or phone', a 'Forgot email?' link, and a 'Not your computer? Use InPrivate windows to sign in. Learn more' link. At the bottom, there is a 'Create account' link highlighted with a red rectangular box, and a 'NEXT' button.

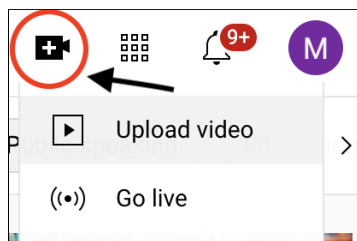
3. Enter your name, your existing email address, and your desired password.

A screenshot of the Google 'Create your Google Account' form. The form is titled 'Create your Google Account to continue to YouTube'. It includes fields for 'First name' (Alvin) and 'Last name' (Nyau), 'Your email address' (vin123@hotmail.com), and 'Password' and 'Confirm password' fields. A note states 'You'll need to confirm that this email belongs to you.' and there is a 'Create a Gmail account instead' link. At the bottom, there is a 'Sign in instead' link and a 'NEXT' button.

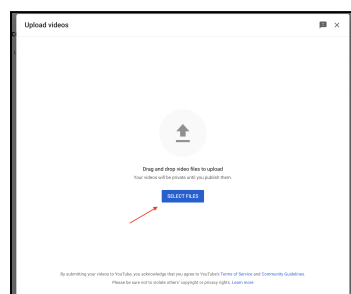
- Google will then send a piece of **verification code** to that entered email address.
- Check on your email account. **Copy** the code and **paste** over to the **Enter code screen**. Click on the **Verify** button after entering the code.



- Follow the rest of the on-screen instructions to complete the sign up for YouTube account.
- When the account creation is successful, you can then sign into YouTube.com using that particular email address. Once you are signed in, follow the instructions below.
- Click on the **video icon** at the top right hand side of the window, which can be found next to your user icon, messages, apps, and notifications. Click **Upload Video**.



- Then, press '**select files to upload**' to find the video file saved on your computer. Or, you can drag and drop it into the window.



10. Next, name your video, provide a detailed description of the video (to which part of which entry it belongs), scroll down to select your audience, and then click the **Next** button.

The screenshot shows the 'Details' tab in YouTube Studio. The 'Title' field is highlighted with a red arrow. The 'Description' field is also highlighted with a red arrow. The 'Thumbnail' section is visible below the description. The 'Checks' section shows 'Uploading video...' and a 'Video link' field with the URL 'https://youtu.be/SvXWWkG-xVY'. The 'Visibility' section shows 'Uploading 43% ... 8 minutes left'. A red arrow points to the 'NEXT' button at the bottom right.

11. You will then see a box with the title **Video Elements**. You do not need to do anything here. Just click **Next**.
12. You will then see a box with the title **Checks**. You do not need to do anything here. Just click **Next**.
13. Now you will be in a section titled **Visibility**. Select **Unlisted**. Then click **Save**.

The screenshot shows the 'Visibility' tab in YouTube Studio. The 'Save or publish' section is selected, showing options for 'Private', 'Unlisted', and 'Public'. The 'Unlisted' option is selected with a red arrow pointing to it. The 'Schedule' section is also visible. The 'Before you publish, check the following:' section is at the bottom. A red arrow points to the 'SAVE' button at the bottom right.

14. Click the **edit button** in the videos management panel. Click the **three-dotted icon**. Select **Share privately** option. Share it with ICG by typing **certification@instructionalcoaching.com**. Click the **Save** and go back to YouTube Studio button.