



UNIVERSITY of NORTH CAROLINA WILMINGTON  
WATSON COLLEGE of EDUCATION  
PROFESSIONAL DEVELOPMENT SYSTEM

**Collaborative Portal Tutorial for PDS Principals**

**The Link to the WCE Collaborative Portal:** [https://appserv02.uncw.edu/wsed\\_Portal/login.aspx](https://appserv02.uncw.edu/wsed_Portal/login.aspx)

**Portal Video Tutorial for PDS Principals:** <http://www.screencast.com/t/20IMmiKJy7>

**To Start:** Log in to the portal using your unique PDS Username and Password. If you have misplaced or have not been provided this information, use the “forgot your password or username” feature to assist you. **Note:** You will need to enter your professional email to use this feature. Your email in your record in our WCE Database must match the email that you enter. If you receive a message indicating that it cannot find a match, please email Amy Carroll [carrollag@uncw.edu](mailto:carrollag@uncw.edu)

**Steps to Access the List of Active Partnership Teachers:**

- Follow the steps above to access the WCE Collaborative Portal
- At the Welcome Screen, click on the PDS Partners tab on the Main Menu
- Click on the School Planning tab and select “Display PDS Teachers at School”
- The screen will display list of PDS Teachers at your school
- Follow the instructions provided on the screen to inform us of any changes, keeping in mind the criteria for becoming a partnership teacher

**Principal Recommendation of a Partnership Teacher:**

In order for a teacher to begin the PDS Partnership Teacher Training, we do require a recommendation from you or your designated Site Coordinator. You are welcome work directly through your Site Coordinator, make your recommendation via the Collaborative Portal, or contact me at any time with your recommendation.

- Follow the steps above to access the WCE Collaborative Portal
- At the Welcome Screen, click on the PDS Partners tab on the Main Menu
- Click on the School Planning tab and select “Criteria for Identification of a Partnership Teacher”
- Click “Submit Teacher Names Interested in Hosting an Intern” to recommend a partnership teacher
- Click “Submit Teacher Names Interested in Hosting Field Experience Students” to recommend a field host