

# Creating School-Based PD

Audience: School-Based Course Requesters



This document provides a step-by-step walkthrough for creating an instructor-led learning opportunity.

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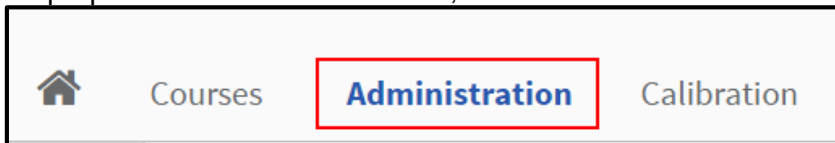
### Important Reminders:

- Every Course is required to have at least ONE section. (Participants enroll in a section).
- You should set **Class Times** for Every Section that you create.
- Credit is set at the course level and awarded upon the completion of a section. The credit you establish at the course level can be applied to all sections of that course.

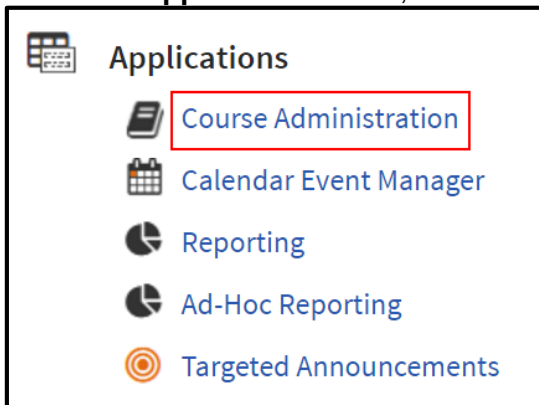
## Creating a New Learning Opportunity

### Proposing a Course

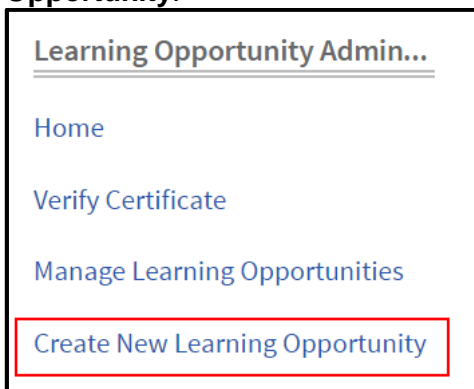
- To propose a create a new course, click the **Administration** tab along the top of the screen.



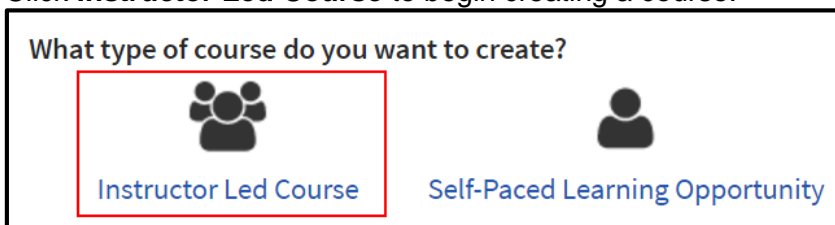
- Under the **Applications** menu, select **Course Administration**.



- Under the **Learning Opportunity Administration** menu, select **Create New Learning Opportunity**.



- Click **Instructor Led Course** to begin creating a course.



## Populating All Relevant Fields

### Course Proposal Form

- Once you have added a new instructor led course, you will create a test course by completing the form that is generated.
- Complete the form noting that required fields are identified by an asterisks (\*).
- Once the form is complete, click **Create Instructor Led Course**.

Create Instructor Led Course

Details

Course #:  
(Will be auto generated.)

\* Course Title:

\* Course Objectives:  
What will participants be able to know, understand, and do?

Department:  
Test District Office (Test)

Course Material Provider:  
Default Provider

What grade-band is this most appropriate for?  
(Hold ctrl button down to make multiple selections)  
6-8  
9-12  
All grades  
Central Office

What content area does this professional learning relate to?  
(Hold ctrl button down to make multiple selections)  
A.P.  
CLUE  
CTE  
Dance

If N/a, chose specific area:  
Data Analysis  
Funding and Grants  
Instructional Technology  
School Operations

\* Hours:  
 Hours

Additional Credit:  
CEU

Notes: Please insert any applicable pre-work or materials needed.  
(Limited to 1024 characters)  
  
1024 characters left

Attachments:  

Attach File

Is session follow-up required by the participant?  
(i.e. submit lesson plan for review, share student work sample, etc.)

\* Course Survey:  
Course Survey

Allow participant to enroll in multiple sections of same course:  
☐

Required

Create Instructor Led Course

Cancel

School-Based Course Request  
Updated 08/30/2016

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**performance  
matters**

## Accessing the Settings

- Once the course has been created, begin completing the course **Settings**.
- Navigate to the **Settings** menu on the right side of your screen.

Settings	
Availability	Set Locations
Shelby	
Required Demographics	Set Required
- No Targets Set -	
Recommended Demographics	Set Recommended
- No Targets Set -	
Restricted Demographics	Set Restricted
- No Demographics Set -	
Competencies	Align Rubrics
- Not Set -	
Subjects	Align Subjects
- Not Set -	

### Availability

- Click **Set Locations** to determine the locations where users will be able to see the course. Options will vary depending on your level of access in the system.

Set Locations



**Note:** Only individuals with the specified location will have the ability to view this course from the catalog. If you do not select at least one location, the course will not appear in any course catalog searches conducted by end users.

- Use the **Select Type** drop-down menu to select the Region, County, District, or School.
- Depending on your selection, you will need to select the *specific* Region, County, District, or School from the second drop-down menu.
- Click **Add**, then scroll to the bottom and click **Done**.

Set Locations

Done

Select New Location

Select type: School (School)

School: BACC

Add



**Note:** You can remove selected locations by checking the box to the left of the name and then clicking **Remove Selected**. Click **Remove All** to remove all locations at once.

Remove Selected

Done

## Required/Recommended/Restricted Demographics


- Click **Set Required**/Recommended/Restricted to set required demographics for the course.

**Set Required**

- Check the box next to the desired demographic to select it.

Enabled	Role
<input checked="" type="checkbox"/>	—
<input type="checkbox"/>	Instructional
<input type="checkbox"/>	Non-Instructional
<input type="checkbox"/>	Support

4 results

 **Note:** This option will put the course in a demographics required channel on the Professional Development tab. This setting should be used sparingly and only if the course has an end date. If not, the course will remain in the channel indefinitely.

- Click **Enable** when finished selecting demographics

**Enable** Disable

- Once demographics are enabled, they will appear as hyperlinks.
- Click on the linked demographic/s to view additional options.

Enabled	Role
<input checked="" type="checkbox"/>	Administrative

- Select the demographics by using the plus (+) to expand and place a check in all the boxes of the demographics you want to include.
- Click **Save**.

**Demographics for Instructional**

☒ Instructional

- ☐ Instructional Admin
- ☐ Instructional Coach
- ☐ Instructional Facilitator
- ☐ Librarian
- ☐ Professional Counselor
- ☐ ROTC Instructor
- ☐ Teacher

Save Cancel

- The demographics you selected will appear in the list.
- Click **View Course** to return to the settings.

**Demographics Recommended for Test Course 12/7**  
Click on the role below to edit its demographics. Only enabled roles will be considered a requirement.

**Demographics** **User Groups**

☐ Enabled Role

<input type="checkbox"/>	✓	Instructional
<input type="checkbox"/>	✓	Non-Instructional
<input type="checkbox"/>	—	Superintendent-Board

3 results

**Note:** If a custom group has been created by an administrator, you may click on **User Groups** to add a specific group.

[View Course](#) Demographics

[Add Filter](#)

- Click **Set Recommended** and follow the same steps as above to set recommended demographic criteria.

[Set Recommended](#)

**Note:** This option will put the course in a demographics Recommended channel on the Professional Development Tab. This setting should be used sparingly and only if the course has an end date. If not, the course will remain in the channel indefinitely. Additionally, you should not recommend and require the same course

- Click **Set Restricted** and follow the same steps as above to set restricted demographic criteria.

[Set Restricted](#)

**Note:** This option will allow you to restrict who can view the course in the catalog. This setting works with location and supersedes selections made under Set Required or Set Recommended.

## Subjects

- Click on **Align Subjects**.

[Align Subjects](#)

- Check the box next to all applicable areas and click **Save**.

<input type="checkbox"/>	Speech Pathologists
<input type="checkbox"/>	Technology
<input type="checkbox"/>	Special Education
<input type="checkbox"/>	VAC

[Save](#) [Cancel](#)

## Competencies

- Click **Align Rubrics**.



- Select a competency from the dropdown menu.
- Click **GO**.

A rectangular dialog box with a white background and a thin black border. At the top left, the text "Manage Course Alignment" is written in orange. Below it is a grey button labeled "Done". Underneath is the text "Align Element(s)" in bold. Below that is the text "Available Competencies:" followed by a dropdown menu. The dropdown menu is open, showing the text "Teacher Effectiveness Measure (TEM)" and a downward arrow. Below the dropdown menu is a grey button labeled "GO".

Manage Course Alignment

Done

Align Element(s)

Available Competencies: Teacher Effectiveness Measure (TEM) ▼

GO

- Place checkmarks in the necessary boxes and click **Align to Elements**.

Two grey buttons with black text. The first button is labeled "Align to Elements" and the second button is labeled "Cancel". Both buttons have a thin black border.

- Click **Done** to return.

A rectangular dialog box with a white background and a thin black border. At the top left, the text "Manage Course Alignment" is written in orange. Below it is a grey button labeled "Done".

Manage Course Alignment

Done

## Creating a Section

- Scroll to the bottom of the screen and click on **New Section**.

Sections						
Section Title	Section #	Date	Time	Seats	Wait List	Status
						<a href="#">New Section</a>

- Complete the entire form noting that required fields are identified with an asterisk(\*).
- Click **Create** to create a new section.

Create Section

Course Title: *Sample Course*

Section #: *(Will be auto generated.)*

\*Section Title:

Location/Room Number:   
*(Must be confirmed before submission)*

Street Address:

City:

State:

Zip:

Attendance:

Contact Person:

\*Maximum Number of Participants:   
*(Numbers only)*

Allow Waitlist: ☐

Maximum waitlist size:   
*(Numbers only)*

\*Section Start Date:

\*Section End Date:

End of Registration Date:

Waitlist cutoff Date:

\*Classtime Default (Start Time):

\*Classtime Default (End Time):

Release Section Now: ☒

Or Release Section At:    on

Instructor(s):

What materials do participants need to bring to a session? (i.e. site links, laptops, books)

Notes:   
*(Limited to 1024 characters)*

1024 characters left



- Once your section has been created, you will see a summary of your section. Scroll to the bottom to the **Instructors**, **Class Times**, or **Manage Course** buttons for your section.

Manage Instructors: [Instructors](#)

Manage Class Times: [Class Times](#)

Manage Roster: [View Roster](#)

Course: [Manage Course](#)

Manage Room Requests: [Manage Room](#)  
There are no room requests for this section.

## Instructors

- To assign an instructor to your section, click **Instructors**.
- Search for an Instructor by **first or last name**, for this purpose use **Test.Teacher1**.
- Click **Find User**.

**Add Instructor Search**

Enter first and last name of person you wish to add as an Instructor.

First Name:

Last Name:

[Find User](#)

- Once you see the name of the instructor, click **Add User(s)**.

**Add Instructor Search**

☐ Select All (on this page)

Check to Add	Name	School/District	Staff Position	Account Status
<input checked="" type="checkbox"/>	Test Teacher1	Test School 1, Test District	Instructional	Active
<input type="checkbox"/>	Test Teacher10	Test School 2, Test District	Instructional	Active

[Add User\(s\)](#) [Cancel](#)

- Once the instructor is added, you will see it in the Instructors for Section list.
- Click **Done**.

**Instructors for section: Section 1123**

<input type="checkbox"/>	Name	School/District	
<input type="checkbox"/>	Test Teacher1	Test School 1, Test District	

[Remove Selected](#) [Done](#)

## Class Times

- To set specific meeting times for your section, click **Class Times**.
- To set a new time, click **Add New Day**
- The date will default to the **Start Date** you entered on the section form.
- The times will default to the **Start Time** and **End Times** entered on the section form. Adjust as needed.
- To add another day, repeat the above process.
- When finished, click **Save Changes**.

**Add New Day**

Use a Recurring Date:

Date	Show Conflicts	Start Time	End Time	Has Attendance	Remove All
No Class Times Defined.					

**Note:** Class Times are required to create the sign-in sheet.

**Back To Section** **Save Changes** **Cancel**

## Manage Room

- Click **Manage Room** to request a room for your section.
- Complete the form and click **Next**.

**Book Room**

[Edit Event](#)

**Required Field(s)**

\*Event Title:

Organization:

Description:

Special Requests:

Contact:

**Next >>** **Cancel**

- Click **Add Co-Booker** to add an individual that is also booking with you.

**Co-Booker(s)**

**Add Co-Booker**

**Co-Bookers**

No co-bookers.
----------------

- Search for a Co-Booker by **first or last name**.
- Click **Search**.
- If a Co-Booker is already assigned to this section, you can remove them by checking the box next to their name, and clicking **Remove Selected**.
- When finished, click **Done**.

Co-Bookers


Search for co-bookers

First Name:

Last Name:

Current Co-Bookers

Name
Co-Bookers have not been set.

 **Note:** Instructors must already have accounts in the My PGS system.

- Click **Request a Room** to submit a room request for the section.

Room(s)

Status	Room	Date	Time	# of Participants	Setup - Takedown	Equipment
--------	------	------	------	-------------------	------------------	-----------

- Complete the form and click **Add Room**.

Building:  [View Schedule](#)

Room:

Setup:

Equipment: ☐ Projector ☐ Whiteboard

Number of Participants:  (20 seats)

Make this request private: ☐

Minutes Needed for Setup:

Minutes Needed for Take-Down:

Date:

Event Start Time:  :  AM  
Note: When participants arrive

Event End Time:  :  AM

Recurring:

Recurrence Pattern: N/A

Range of Recurrence: N/A

Current Schedule  
(Error loading calendar)

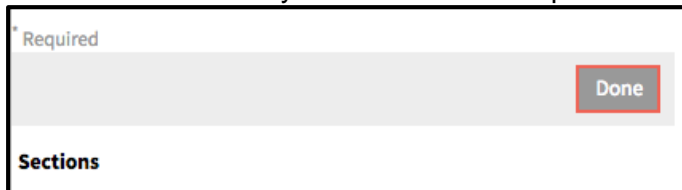
- Click **Back to Section** to return to the section.



A screenshot of a sidebar menu. The menu is enclosed in a black rectangular border. It contains three items: 'Back To Section' (highlighted with a red rectangular border), 'Room Management', and 'Book Room'.

## Manage Course

- Click **Manage Course** to return to the **Manage Instructor Led Course** screen to add more sections.
- Review your course.
- Click **Edit** to make any changes.
- Click **Done** to create your course/workshop.



A screenshot of a form titled 'Manage Course'. At the top left, there is a label '\* Required'. Below it is a large, empty rectangular input field. To the right of this field is a button labeled 'Done'. Below the input field, the word 'Sections' is displayed.