Creating District-Based PD

Audience: District-Based Course Requesters

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

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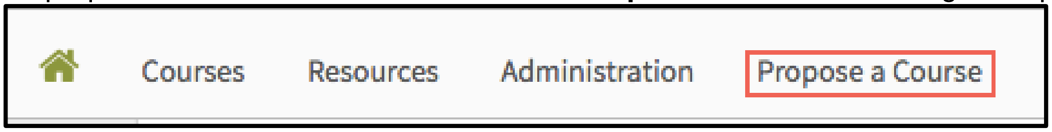
Important Reminders:

- 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.

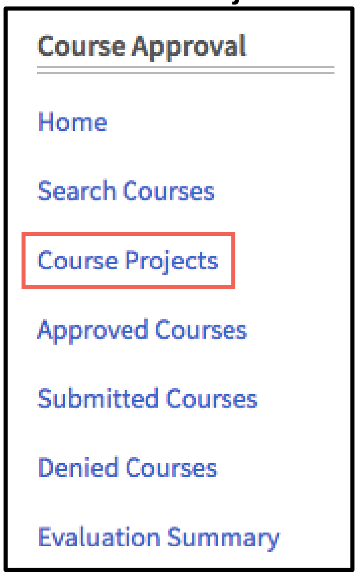
Creating a New Learning Opportunity

Proposing a Course

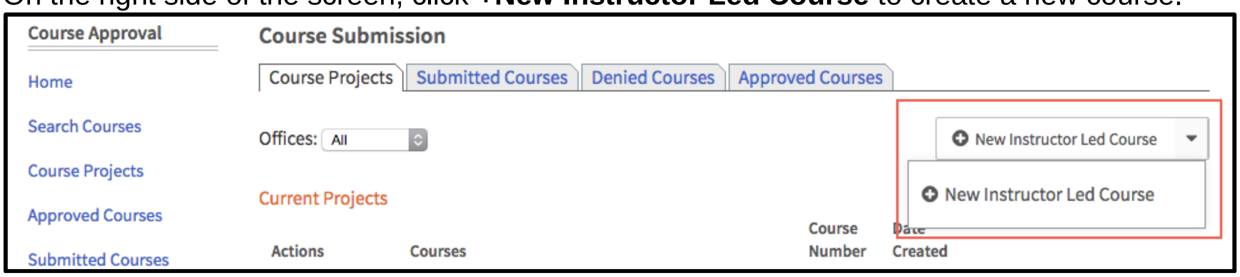
- To propose a create a new course, click the **Propose a Course** tab along the top of the screen.



- Click **Course Projects** in the menu on the left.



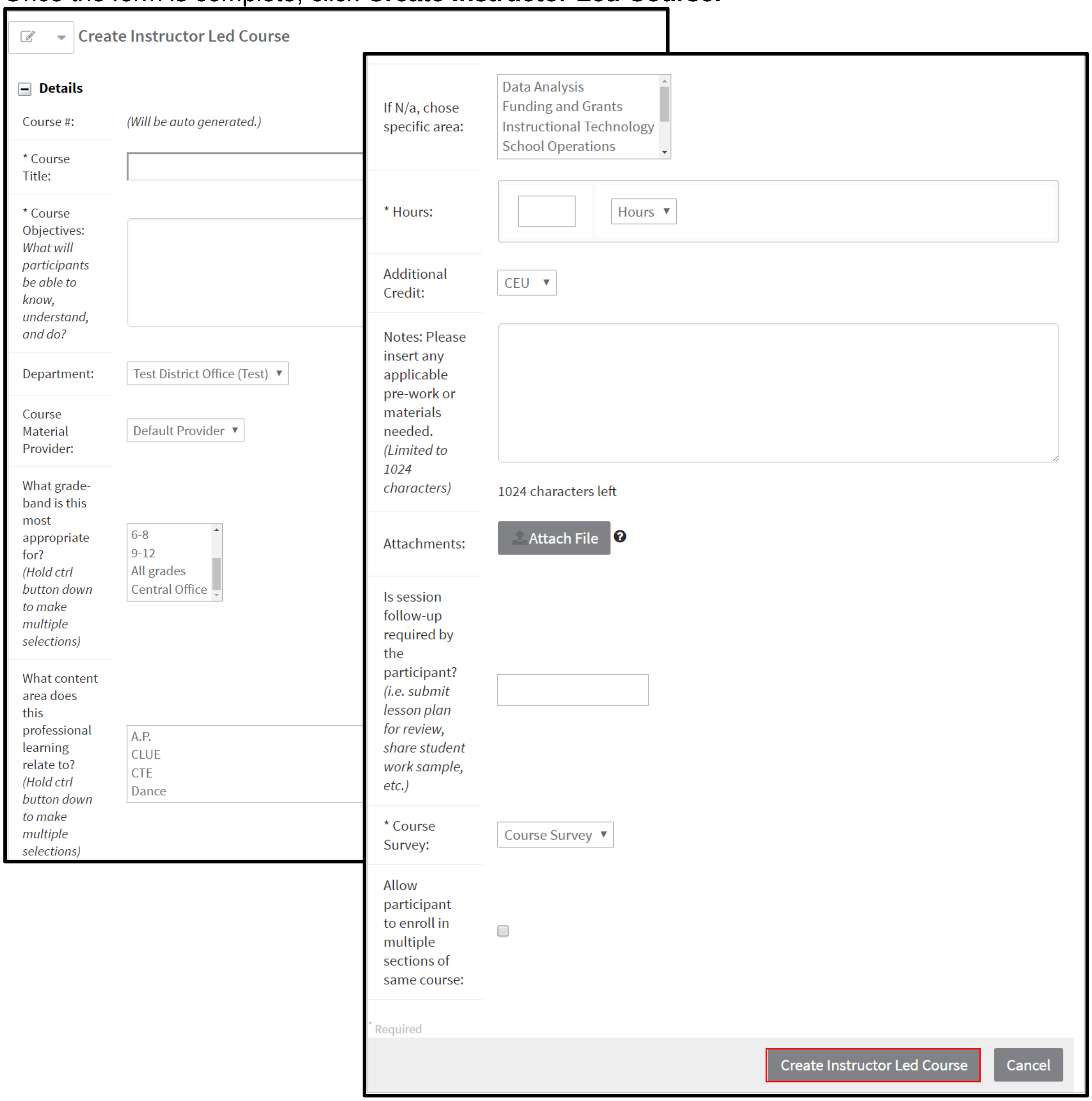
- On the right side of the screen, click **+New Instructor Led Course** to create a new course.



Populating All Relevant Fields

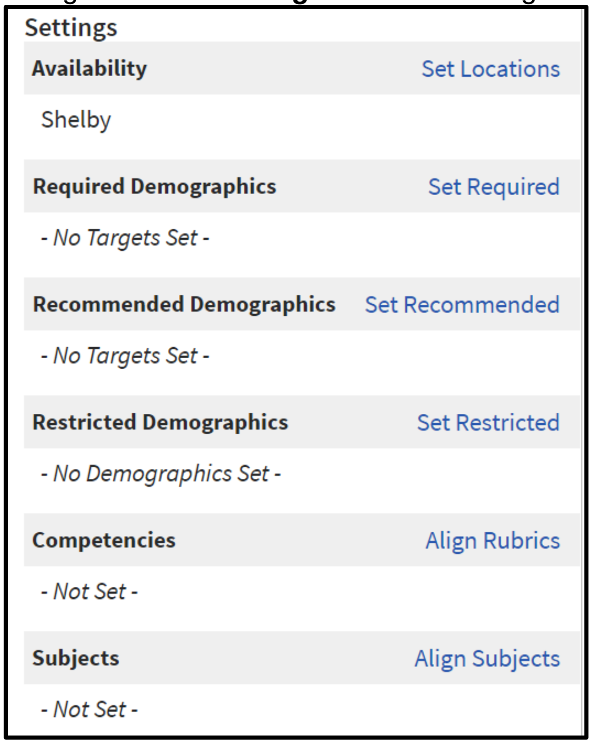
Course Proposal Form

- 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.**



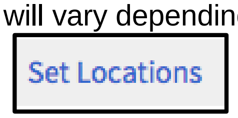
Accessing the Settings

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



Availability

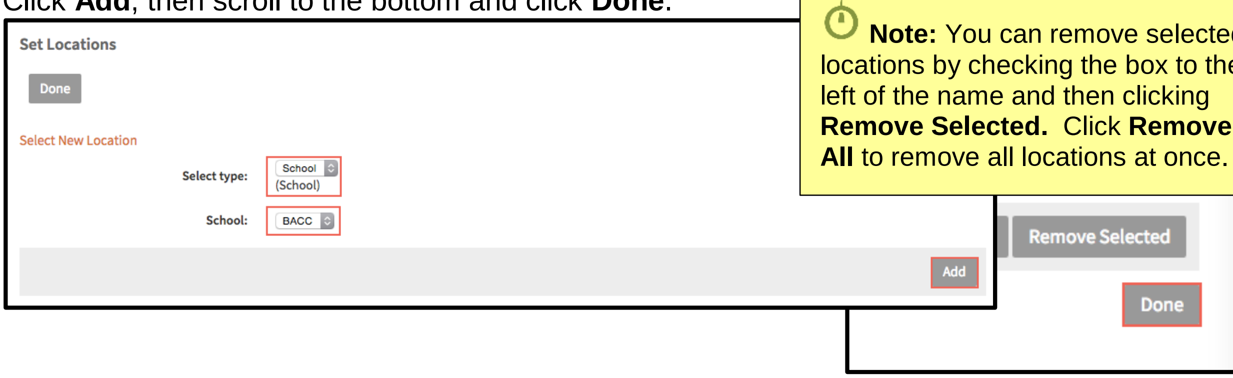
- Click **Set Locations** to determine the locations where users will be able to see the course. Options will vary depending on your level of access in the system.



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**.

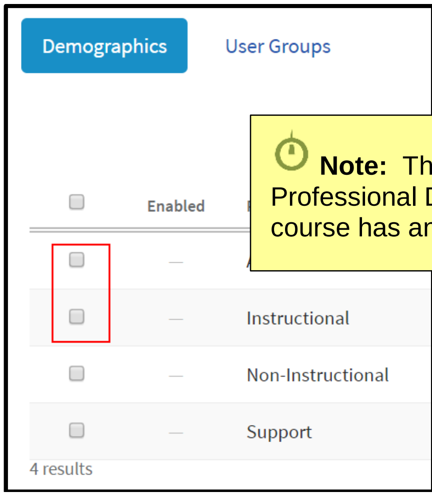
Note: You can remove selected locations by checking the box to the left of the name and then clicking **Remove Selected.** Click **Remove All** to remove all locations at once.



Required/Recommended/Restricted Demographics

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

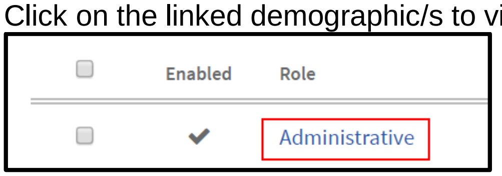
- Check the box next to the desired demographic to select it.



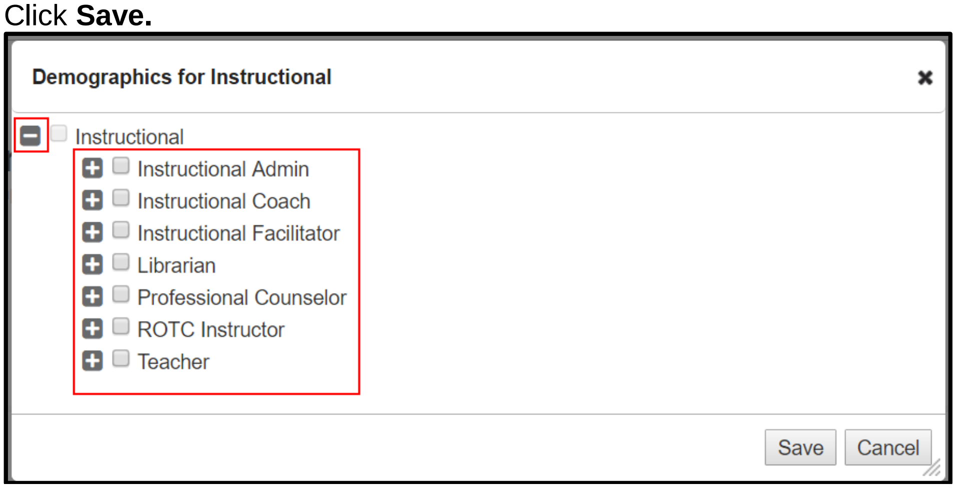
Note: This option will put the course in a demographics required channel on the Professional Development tab. This setting should be used sparingly and only if the course has an end date. If not, the course will remain in the channel indefinitely.

- Click **Enable** when finished selecting demographics

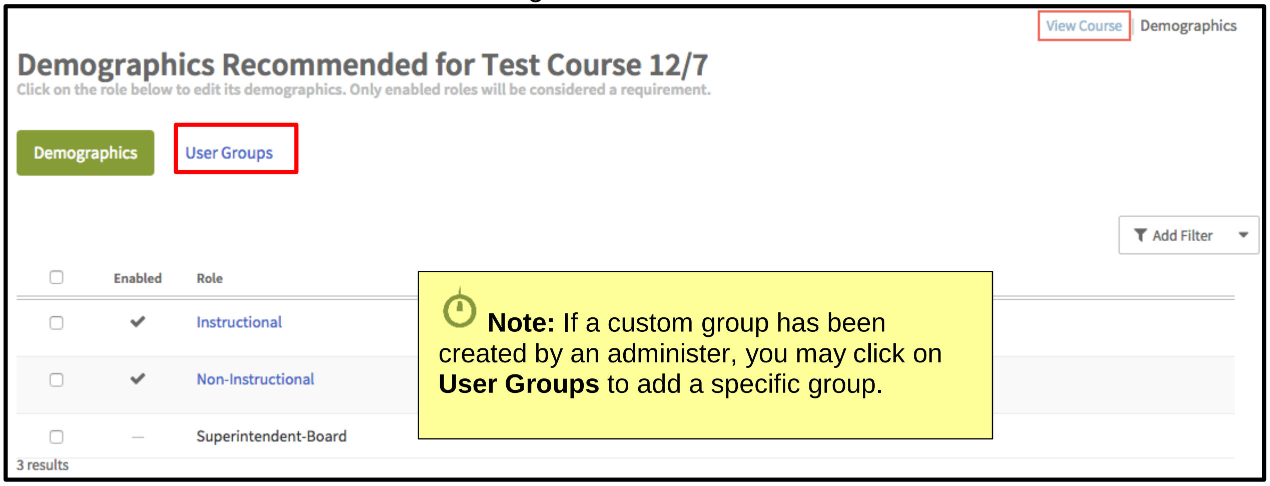
- Once demographics are enabled, they will appear as hyperlinks.
- Click on the linked demographic/s to view additional options.



- 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.**



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



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

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

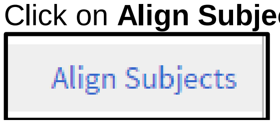
Note: This option will put the course in a demographics Recommended channel on the Professional Development Tab. This setting should be used sparingly and only if the course has an end date. If not, the course will remain in the channel indefinitely. Additionally, you should not recommend and require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

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

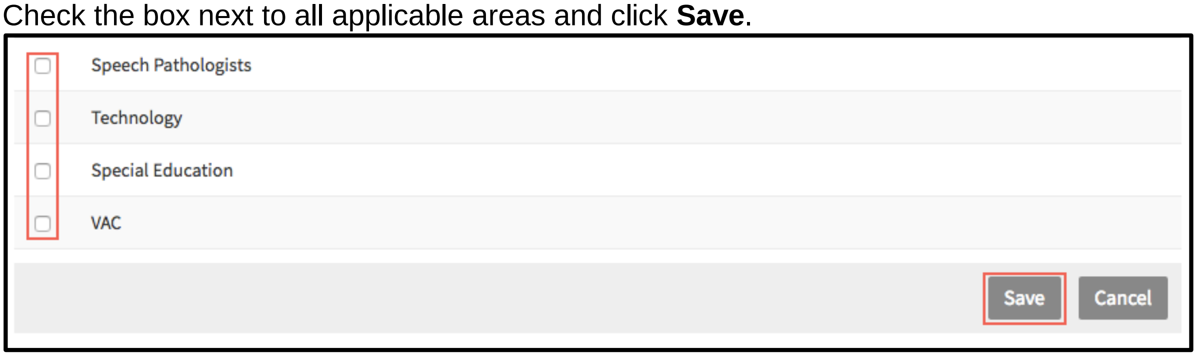
Note: This option will allow you to restrict who can view the course in the catalog. This setting works with location and supersedes selections made under Set Required or Set Recommended.

Subjects

- Click on **Align Subjects**.



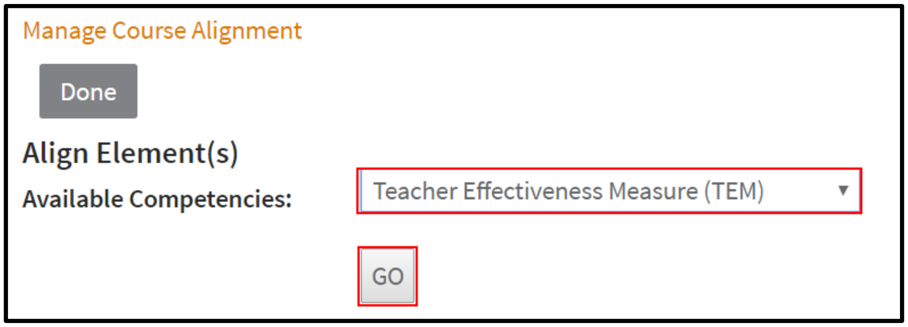
- Check the box next to all applicable areas and click **Save**.



Competencies

- Click **Align Rubrics**.

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

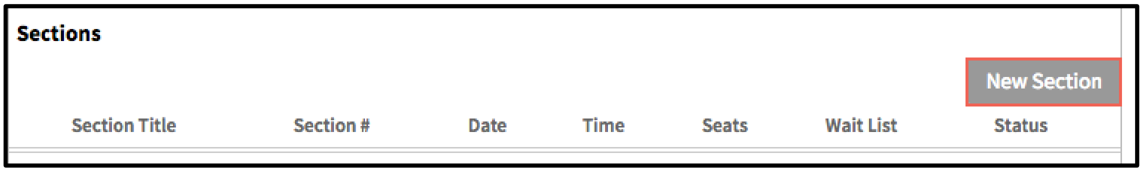


- Place checkmarks in the necessary boxes and click **Align to Elements**.

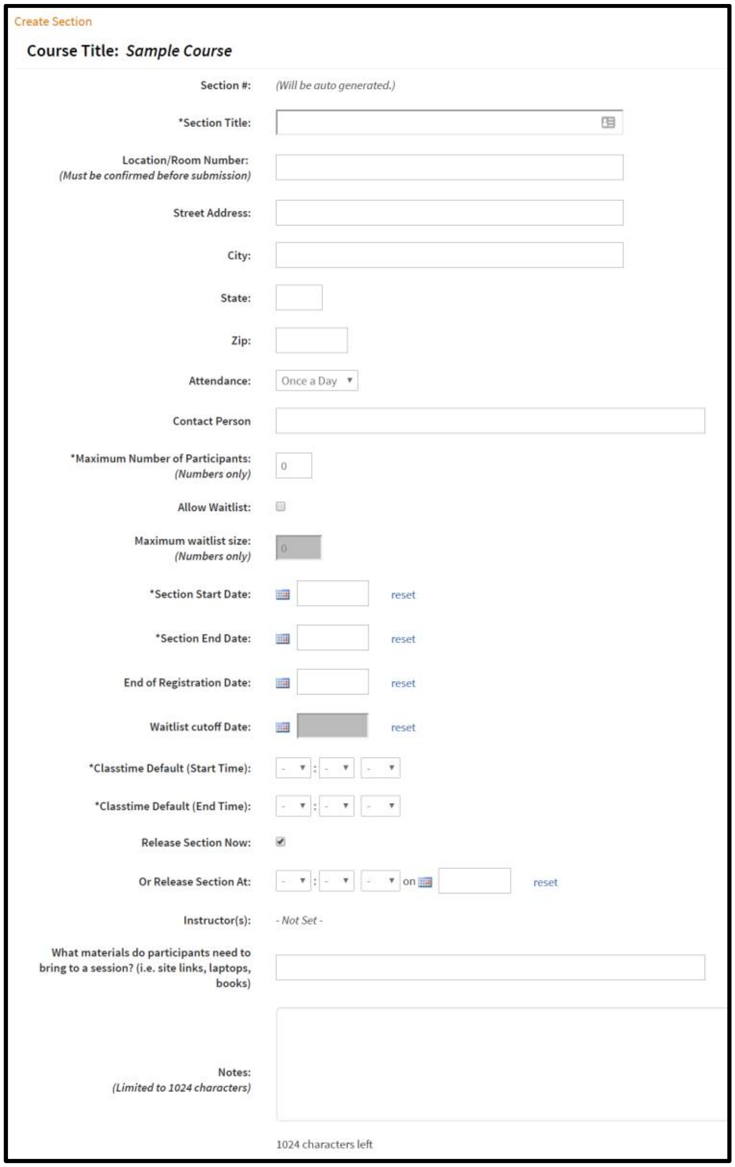
- Click **Done** to return.

Creating a Section

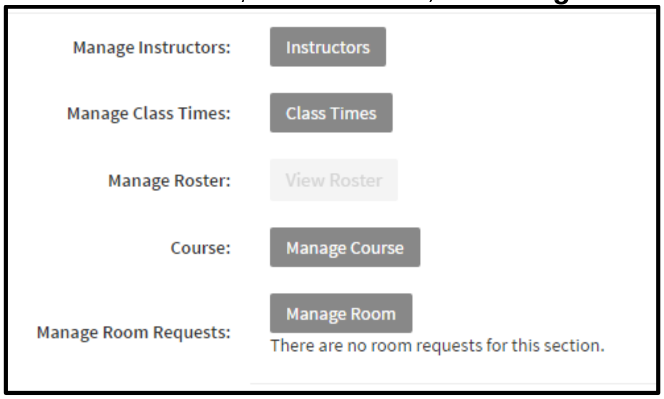
- Scroll to the bottom of the screen and click on **New Section.**



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

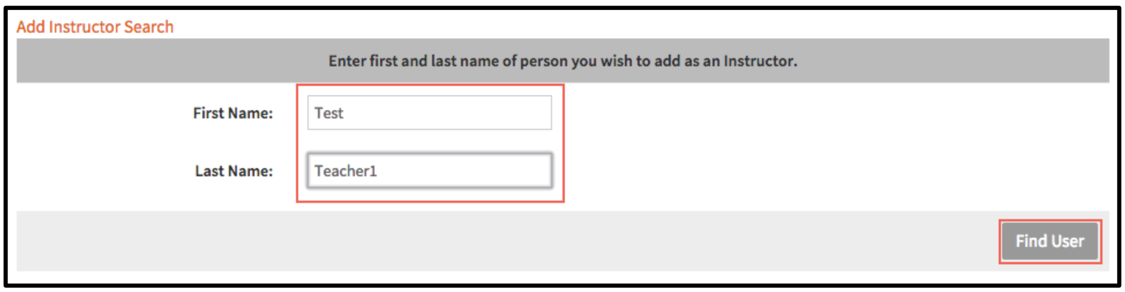


- Once your section has been created, you will see a summary of your section. Scroll to the bottom to the **Instructors**, **Class Times**, or **Manage Course** buttons for your section.

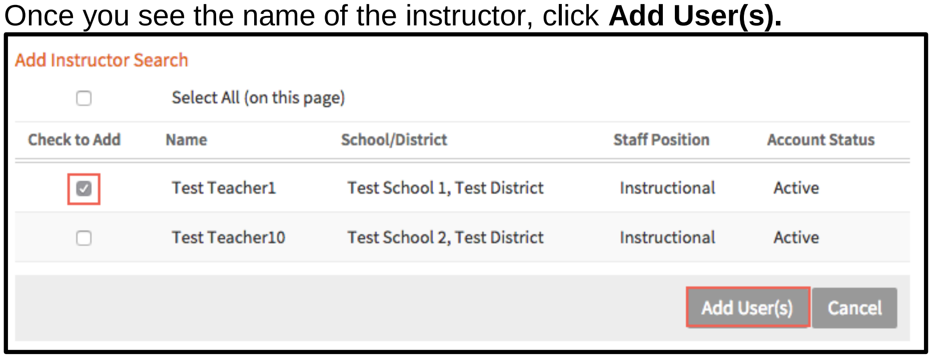


Instructors

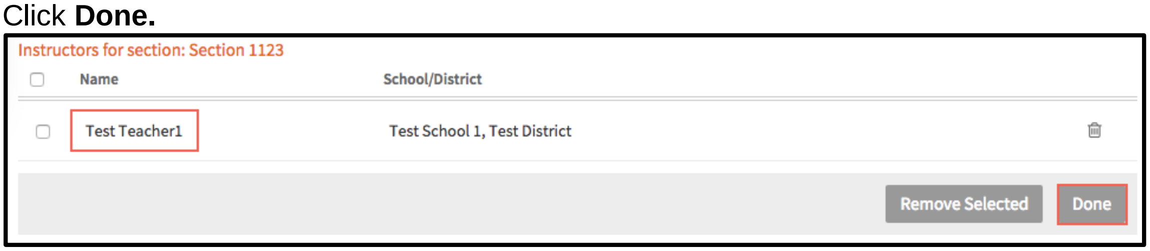
- To assign an instructor to your section, click **Instructors**.
- Search for an Instructor by **first or last name**, for this purpose use **Test.Teacher1**.
- Click **Find User**.



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

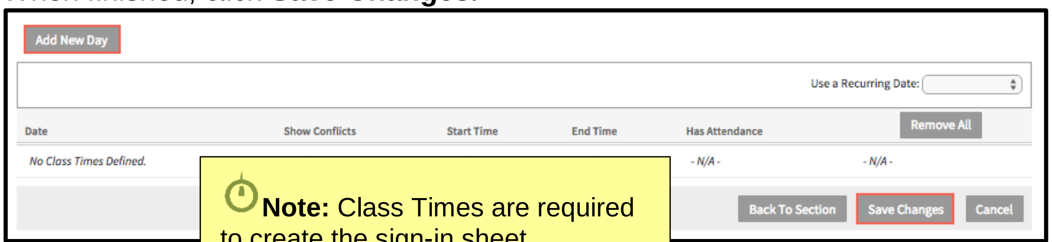


- Once the instructor is added, you will see it in the Instructors for Section list.
- Click **Done.**



Class Times

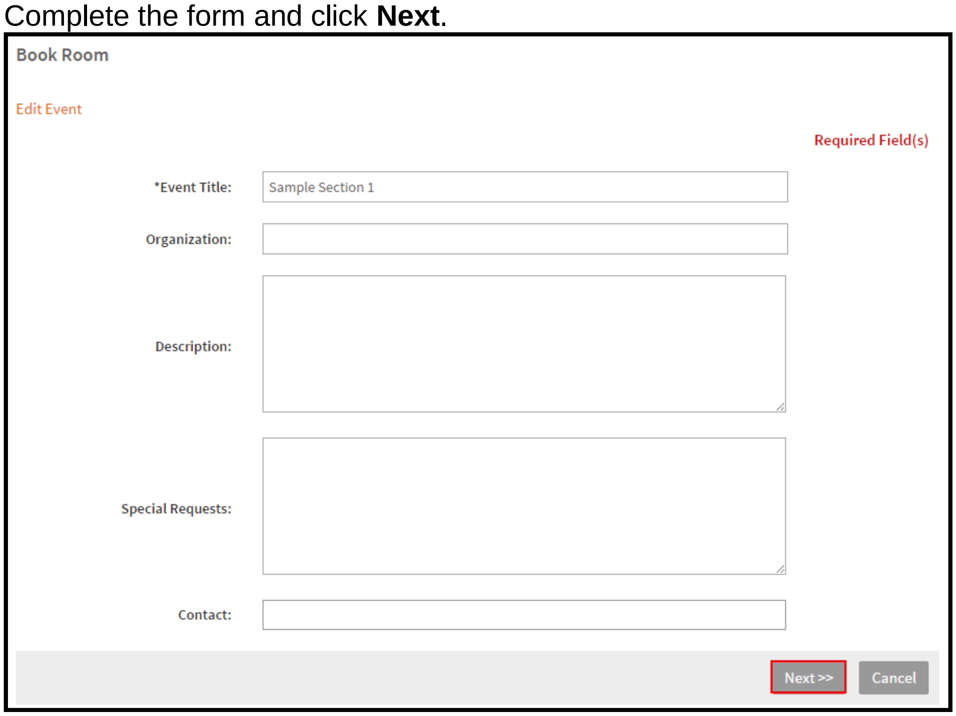
- To set specific meeting times for your section, click **Class Times**.
- To set a new time, click **Add New Day**
- The date will default to the **Start Date** you entered on the section form.
- The times will default to the **Start Time** and **End Times** entered on the section form. Adjust as needed.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



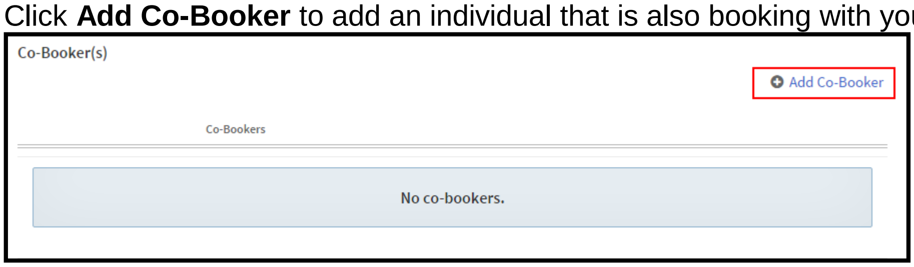
Note: Class Times are required to create the sign-in sheet.

Manage Room

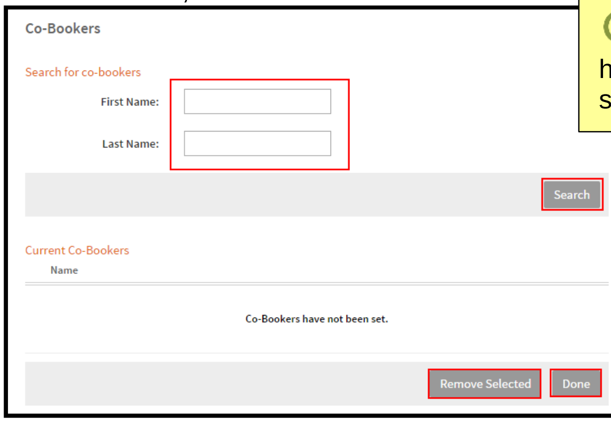
- Click **Manage Room** to request a room for your section.
- Complete the form and click **Next**.



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

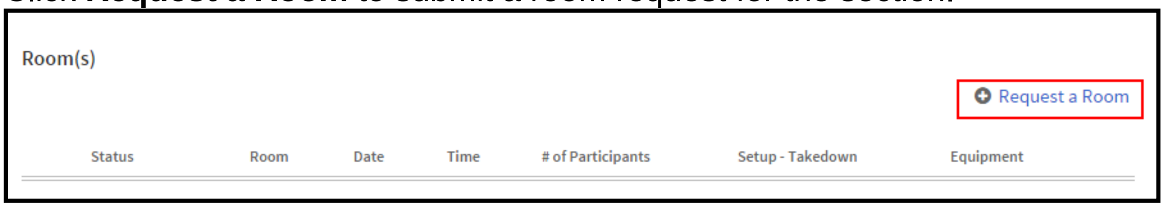


- Search for a Co-Booker by **first or last name**.
- Click **Search**.
- If a Co-Booker is already assigned to this section, you can remove them by checking the box next to their name, and clicking **Remove Selected.**
- When finished, click **Done**.

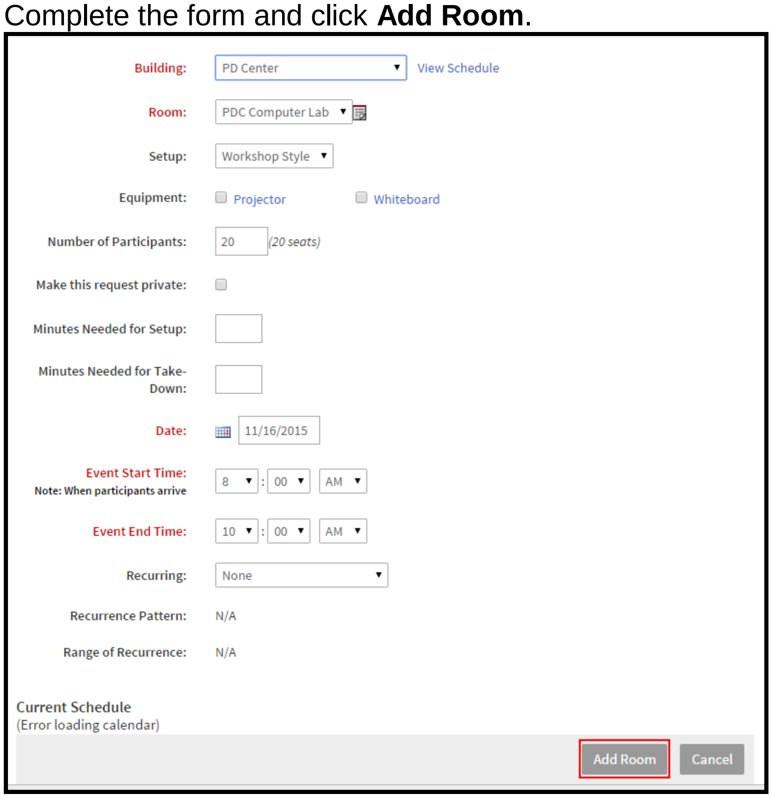


Note: Instructors must already have accounts in the My PGS system.

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



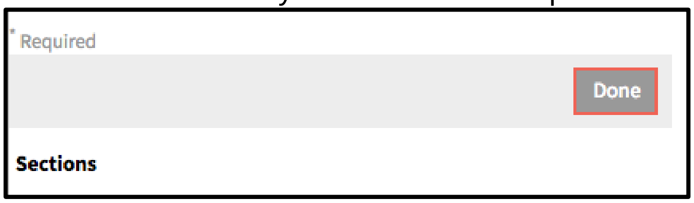
- Complete the form and click **Add Room**.



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

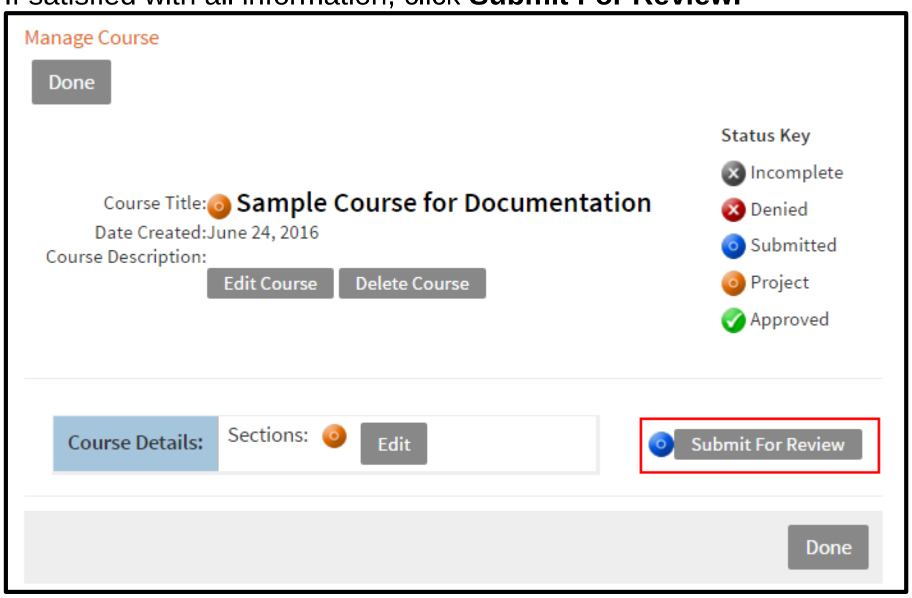
Manage Course

- 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.

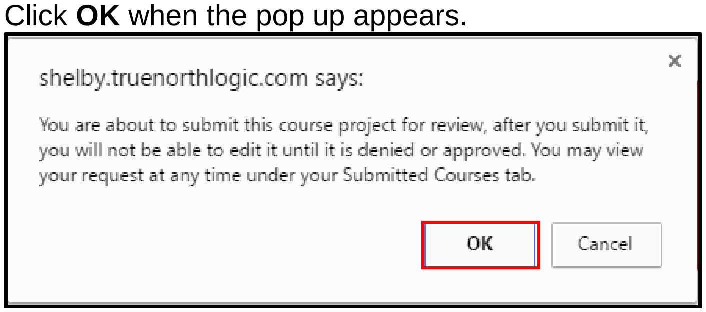


Submitting for Review

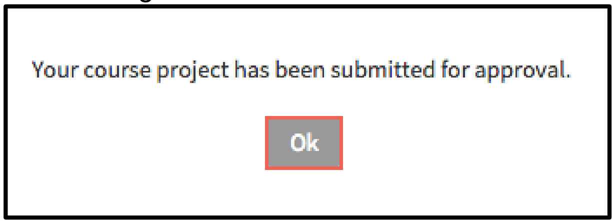
- If satisfied with all information, click **Submit For Review.**



- Click **OK** when the pop up appears.



- Click **Ok** again.



- The course and section will no longer appear in the **Current Projects** screen, it will now appear in **Submitted Courses**.