# MyPGS Help Guide
# Register for a Course
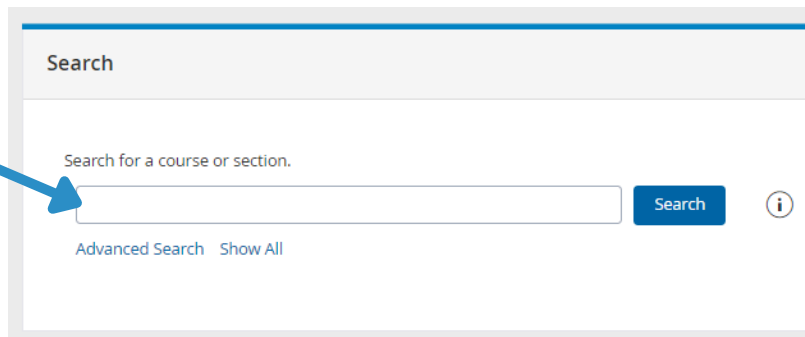
1. Log into ClassLink and click on the MyPGS Osceola Icon.



MyPGS
Osceola

**MyPGS**

2. Click on the "Professional Development"

Home    Professional Development    External PD    Help Guides

**My Courses**

∧    My Learning Opportunities

✓    Test Course
Section: 119952 | Testing, testing
Location: Online/Canvas

My Transcript            Learning Opportunity
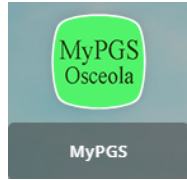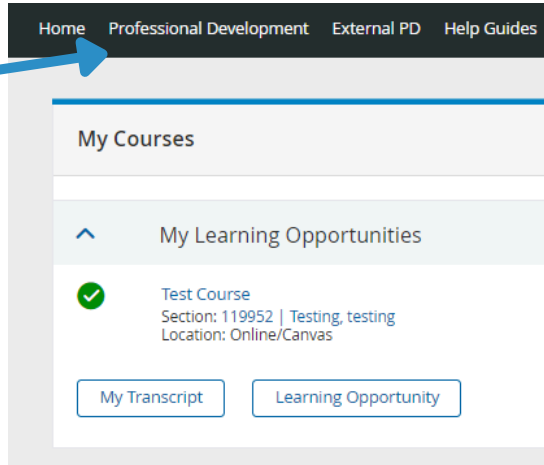
3. Use the Search Section.

**Search**

Search for a course or section.

[                              ]    Search    ⓘ

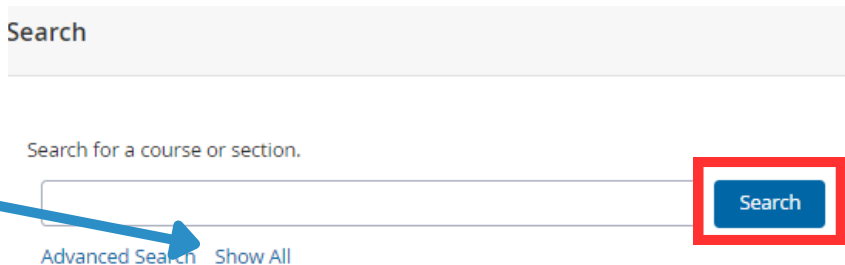Advanced Search    Show All
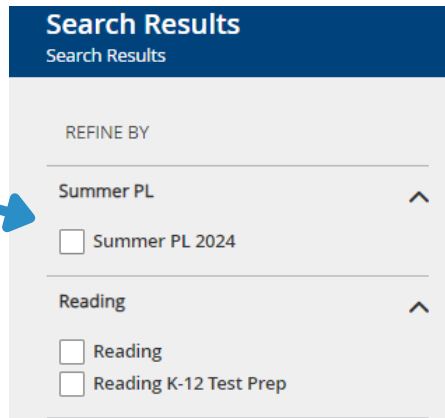
4. Two ways to find courses.

a. Type the course or section number, then click "Search" or click "Show All" .

**Search**
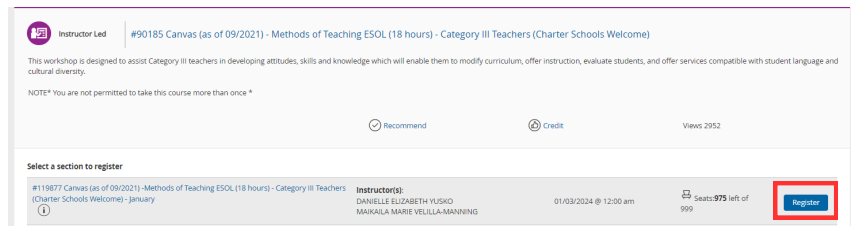
Search for a course or section.

[                              ]    Search

Advanced Search    Show All

b. Optional: Click the box to narrow down courses by a specific tag.

**Search Results**
Search Results

REFINE BY

Summer PL ∧

☐ Summer PL 2024

Reading ∧

☐ Reading
☐ Reading K-12 Test Prep

5. To attend click "Register".

Instructor Led    #90185 Canvas (as of 09/2021) - Methods of Teaching ESOL (18 hours) - Category III Teachers (Charter Schools Welcome)

This workshop is designed to assist Category III teachers in developing attitudes, skills and knowledge which will enable them to modify curriculum, offer instruction, evaluate students, and offer services compatible with student language and cultural diversity.

NOTE* You are not permitted to take this course more than once *

⊘ Recommend          ⊘ Credit          Views 2952

Select a section to register

#119877 Canvas (as of 09/2021) - Methods of Teaching ESOL (18 hours) - Category III Teachers
(Charter Schools Welcome) - January     Instructor(s):
ⓘ                                        DANIELLE ELIZABETH YUSKO     01/03/2024 @ 12:00 am     Seats:975 left of     Register
                                         MAIKAILA MARIE VELILLA-MANNING                           999
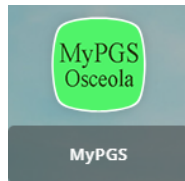
**Important Tip:**
You cannot register if the class is "Full", however, some courses offer a waitlist.
If the course provides a waitlist and a participant cancels, the person at the top of the waitlist automatically fills the seat. You will receive an MYPGS system email if you are moved from a waitlist into a course.
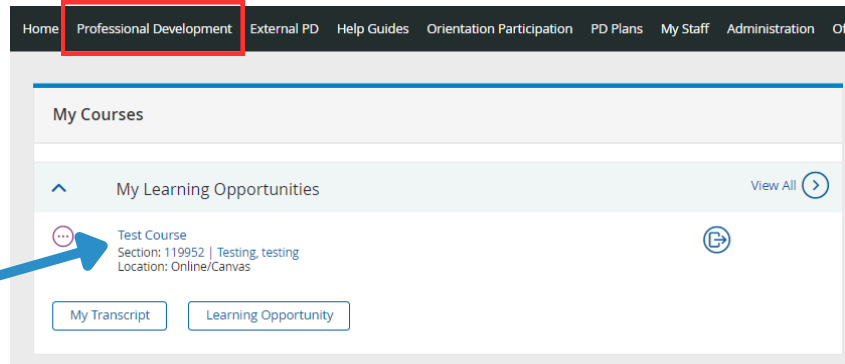
# MyPGS Help Guide
## View Course & Section Details

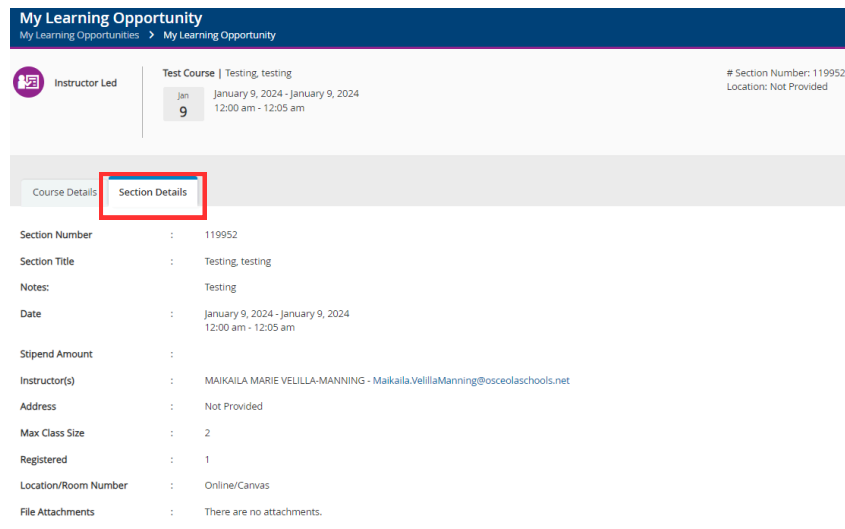1. Log into ClassLink and click on the MyPGS Osceola Icon.

2. Click on the "Professional Development".

3. Click on the title of the course.

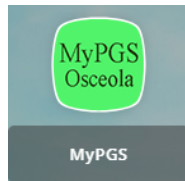You are taken to the Course Details.

4. Click on "Section Details" to view Instructors and more specific details.
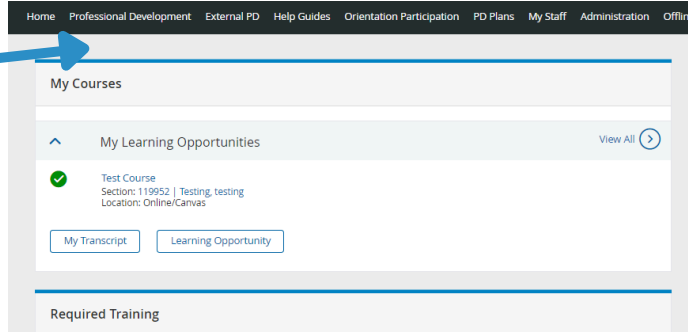
# MyPGS Help Guide
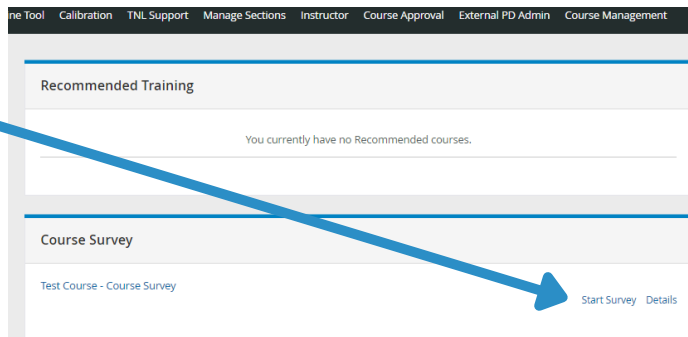# Completing Surveys

1. Log into ClassLink and click on the MyPGS Osceola Icon.

2. Click on the "Professional Development".

3. Click on "Start Survey".

4. Complete each part.

Example of Part 1:

5. Click on "Record & Go to next Category"

Example of Part 2:

**Section Title:** Testing, testing
**Section #:** 119952
**Start Date:** 01/09/2024
**Notes:** Testing

**Question 1: Please respond to the following questions.**

* What is one specific way you can utilize a key learning from this session?

Comments:

* What feedback, if any, do you have about this course?

Comments:

Record & Return to Menu

6. Click 'Record & Return to Menu" once you have completed the survey. This will take you back to the Course Survey section with the survey status showing "Completed".

Course Survey

Take the Survey

| Select each category to complete the survey. | Description | Completion Status |
|---|---|---|
| • Course Survey Rating Questions | | ✅ Completed |
| • Course Survey Open Response Questions | | ✅ Completed |
| ⊞ **Click here to view your full completion status.** | Return to My Courses | |

## Important Note:

Surveys must be completed to receive Inservice Credit.

# MyPGS Help Guide
## Withdraw from a Course

1. Log into ClassLink and click on the MyPGS Osceola Icon.
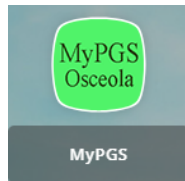
2. Click on the "Professional Development".
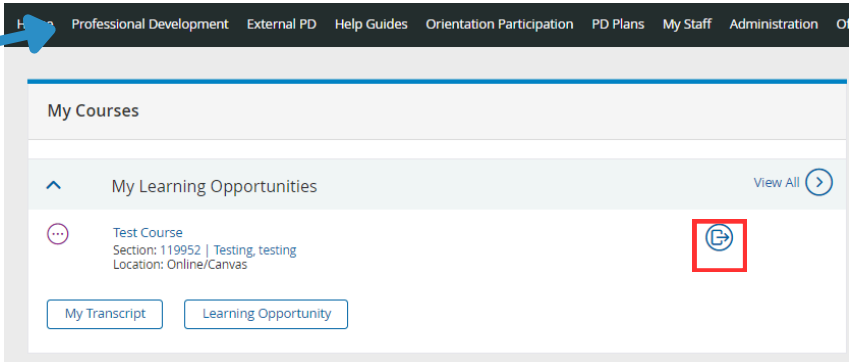
3. Click "Door Icon" to withdraw.

4. Click "Withdraw".
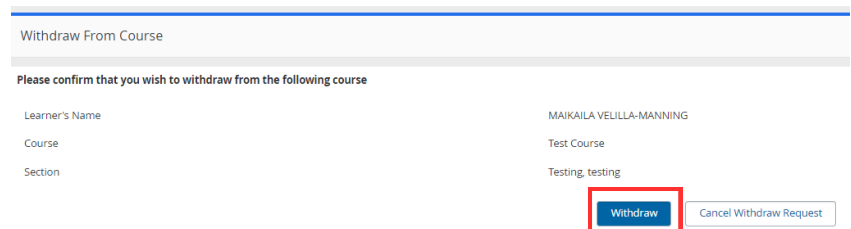
5. You will receive confirmation on screen and a MYPGS system email:
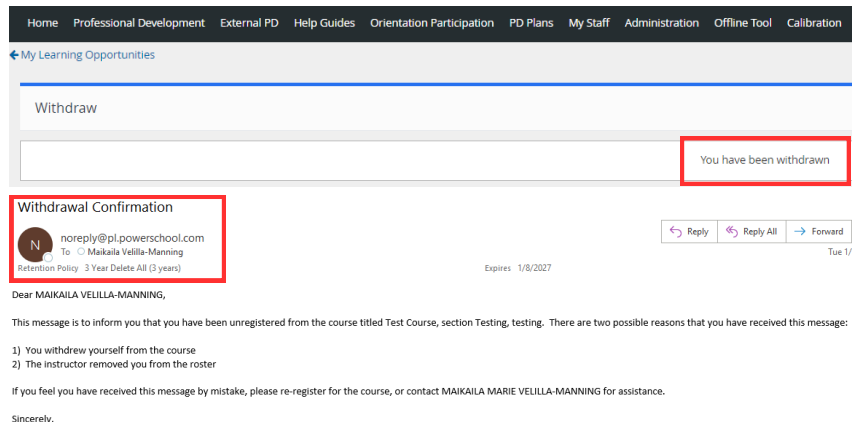
### Important Note:
Once the course has started you cannot withdraw.
Please email the instructor to inform them that you cannot attend.
To find the instructor's name and more information, refer to the Help Guide - View Course & Section Details.

# MyPGS Help Guide
## Your MyPGS Transcript

1. Log into ClassLink and click on the MyPGS Osceola Icon.
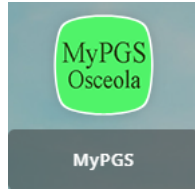
2. Click on the "Professional Development".
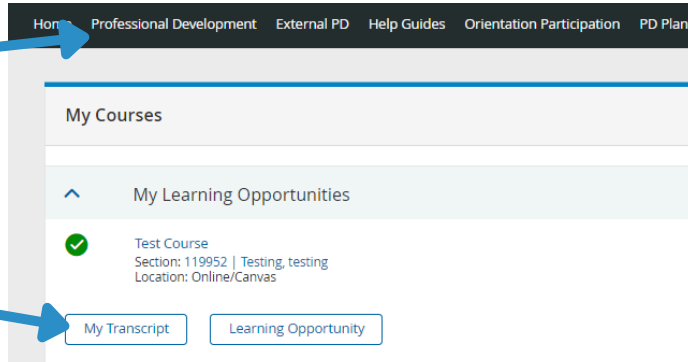
3. Click on "My Transcript".

4. Scroll down to view the courses on your transcript.

5. There are additional options to narrow the date range of your transcript and print or email your transcript.

**Important Note:**

Course Surveys must be completed for the course to count for credit.

Credits are not awarded until the survey has been completed.

To complete a survey and receive credit, Click the link under "Survey".

6. To complete a survey, click the link under the "Survey" column.

| # | Survey | | Component # | Component | Course # | Section # | Title |
|---|--------|---|-------------|-----------|----------|-----------|-------|
| 1. | Survey completed January 10, 2024 | Edit | 1002453 | CAREER EDUCATION BASIC | 95880 | 119952 | Test Course |
| 2. | Survey completed April 20, 2022 | Edit | 8414009 | STRESS AND ITS MANAGEMENT | 90441 | 111484 | Managing Stress |
| 3. | Survey completed May 3, 2022 | Edit | 6511019 | SCHOOL SAFETY | 88808 | 111697 | 2021-2022 School Safety (Active Shooter) |

7. To print a course certificate, click the link under the "Certificate #" column.

| Course # | Section # | Title | Credit Hours | Start Date | End Date | Certificate # | Registration Status | Grade |
|----------|-----------|-------|--------------|------------|----------|---------------|---------------------|-------|
| 95880 | 119952 | Test Course | 1.0 Points Certification | 01/09/2024 | 01/09/2024 | 79524063 | Completed | Credit |
| 90441 | 111484 | Managing Stress | 1.0 Points Certification | 04/12/2022 | 05/12/2022 | 16822849 | Completed | Credit |
| 88808 | 111697 | 2021-2022 School Safety (Active Shooter) | 1.0 Points Certification | 04/01/2022 | 04/30/2022 | 43105937 | Completed | Credit |

## Inservice Credits:

- Certification credits are issued for courses that meet the Professional Learning Standards and certification renewal requirements
- Non-Certification credits are for courses that meet the Professional Learning Standards but are not for certification renewals.

## Bankable Credits for Instructional Staff:

- English for Speaker Other Languages Endorsement (ESOL)
- Reading Endorsement
- Reading Difficulties and Deficiencies (RDD)
- Autism Spectrum Disorder Endorsement (ASD)
- Teaching Students with Disabilities (SWD)

# Process Flow of External PDs

| CREATE | APPROVAL | COMPLETION | TRANSCRIPT |
|---|---|---|---|
| Enter an External PD Request for non-MyPGS Courses. | Submit for Site Administrator's approval and ensure it receives Professional Learning approval. | Update request and provide proof of completion. Resubmit for final approval. | The request is added to your transcript upon receiving final approval. |

**Important Tips:**

- Professional Support Staff may submit job-relevant college courses through MyPGS as an External PD for course credit.

- Instructional and Administrative Staff do not need to submit college courses. FL DOE re-certification requires an official college transcript.

- Inservice points are awarded for learning time in increments of one hour. Points are not earned for travel or meal times.

- Example activities include job-related workshops, conferences, and Professional Learning Communities (PLCs) that increase employees' knowledge, skills, or behavior.

- All out-of-state requests must be submitted at least 30 days prior to the event and require School Board approval.

# MyPGS Help Guide
# External PD Request

1. Log into ClassLink and click on the MyPGS Osceola Icon.
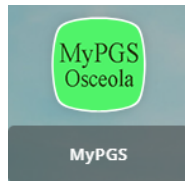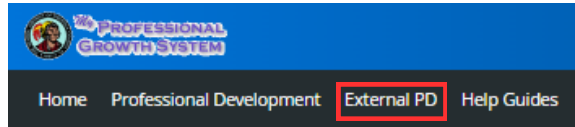
2. Click "External PD".

3. Click "External PD Request".

**Create New External PD Request**

**ACTION**

1.    ⊕ External PD Request
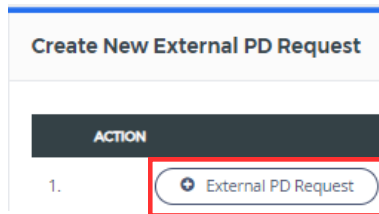
4. A request form will populate assigning your External PD a number.

**#55666 - External PD Request (start)**

← Back    Options ▾

🖫 Save Changes    🖶

▶ Submit to Supervisor    ▾
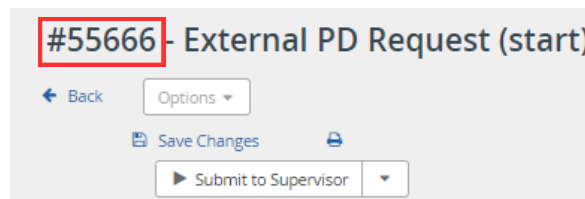
Complete the required fields.

5. Click "Upload" to add your proof of registration in PDF format.

Upload Agenda

After you upload an attachment, please click on Save changes, prior to submission.

⬆ Upload

Note: All documents should be uploaded in a PDF format.
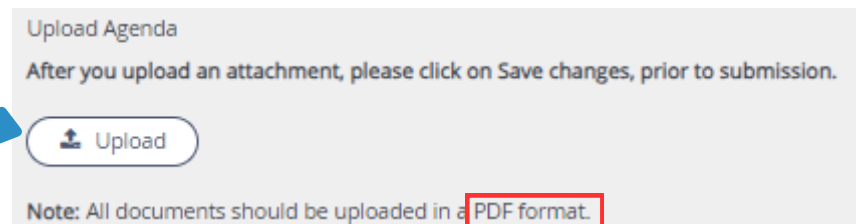
**Important Tip:**
"Agenda" is proof that you are enrolled in the training and all uploaded files must be in a PDF format. Examples include but are not limited to: Program Agenda, Email Verification, and Course Syllabus.

6. Professional Support Staff Only: If the training is a college course, you must add the Course "Prefix", "Course Number", and "Credit Hours".

If College Course

**If College Course**
Prefix

Course Number

Credit Hours
entered by the PD Petitioner,

7. Once form is complete, scroll up to the top of the form and Click "Save Changes" and then Select "Submit to Supervisor" twice.

**#55666 - External PD Request**

← Back    Options ▾

🖺 Save Changes    🖶

▶ Submit to Supervisor    ▾

nsaction #55666 is    (start) and is

**External PD Request F**

▶ Submit to Supervisor

▶ Cancel

8. Type your Site Administrator's name and click "Search".

**Submit To Supervisor**    ⊗

Please select a recipient.

Search    **Search**    ▼ Add filter    ▾

394 results.

FIRST NAME    LAST NAME ▾

a. Verify that your Site Administrator is correct and then click "Select".

Please select a recipient.

Search    **Search**    ▼ Add filter    ▾

394 results.

| | | FIRST NAME | LAST NAME ▾ |
|---|---|---|---|
| Select | 📇 | MAYNOR | ACIEGO ZACAPA |
| Select | 📇 | KATIE | ADAMS |
| Select | 📇 | RYAN | ADAMS |
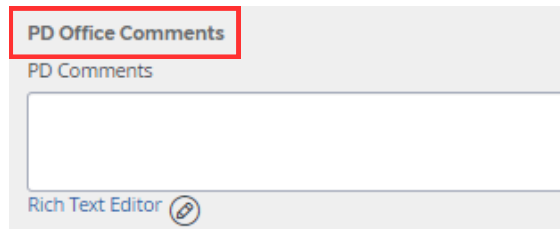
b. Click "Confirm".

**Submit To Supervisor**

Please confirm this action.

**Confirm**    Cancel

**Important Tips:**

- Please let your administrator know that you have an External PD submitted for their approval to speed up the process.

- The External PD Request requires multiple steps. This is the first step in the process.

- Once the Administrator approves your request it flows to the Professional Learning Que. You can check the status of your request on the main External PD tab.
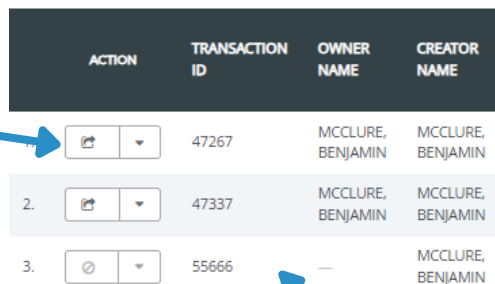
9. All communication explaining reason for denial is found in your request under "PD Office Comments".

**PD Office Comments**

PD Comments

Rich Text Editor

10. When using the External PD tab, notice the "Creator Name" will be your name. However, "Owner Name" changes throughout the process.

| | ACTION | TRANSACTION ID | OWNER NAME | CREATOR NAME |
|---|---|---|---|---|
| 1. | | 47267 | MCCLURE, BENJAMIN | MCCLURE, BENJAMIN |
| 2. | | 47337 | MCCLURE, BENJAMIN | MCCLURE, BENJAMIN |
| 3. | | 55666 | VELILLA-MANNING, MAIKAILA | MCCLURE, BENJAMIN |

11. When "Owner Name" is you, the request is in your possession and has not been completed.

| | ACTION | TRANSACTION ID | OWNER NAME | CREATOR NAME |
|---|---|---|---|---|
| | | 47267 | MCCLURE, BENJAMIN | MCCLURE, BENJAMIN |
| 2. | | 47337 | MCCLURE, BENJAMIN | MCCLURE, BENJAMIN |
| 3. | | 55666 | — | MCCLURE, BENJAMIN |

When "Owner Name" is blank, (--), it is being processed through Professional Learning Queues.

**Important Tip:**

- When you are listed as the owner, the request requires your attention.

- After confirming the request has been approved it remains in your possession.

- Finally, upon completing the training, you must revisit the request and finalize the process to receive credit.

7. Click "External PD".



8. Click dropdown and select "Open".



**Important Tip:**

Your request requires attendance, proof of completion, and a course survey. These sections do not populate until your request has made it through initial approvals.
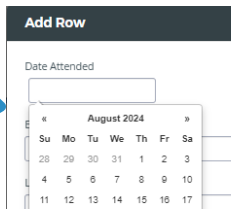
9. Scroll down to "Attendance Information" and click "Add".
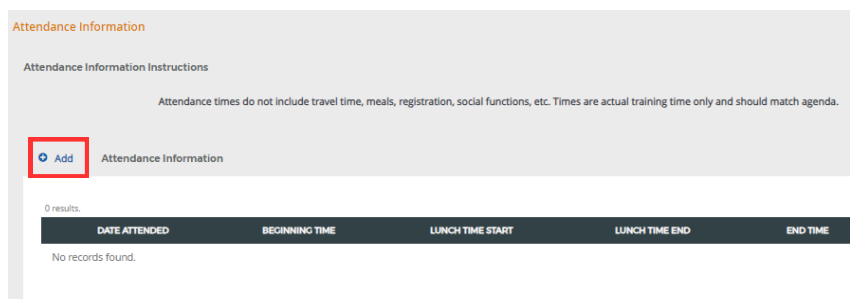


**Important Tip:**
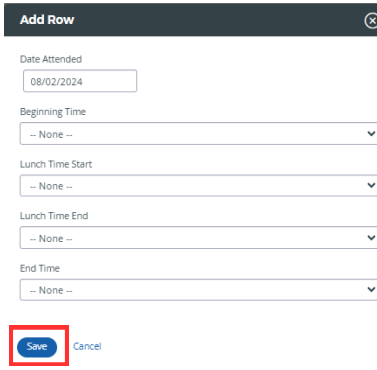
If a certificate is awarded with the number of hours, attendance information is not needed. Skip to step 10.

**a. Select the first day of attendance.**
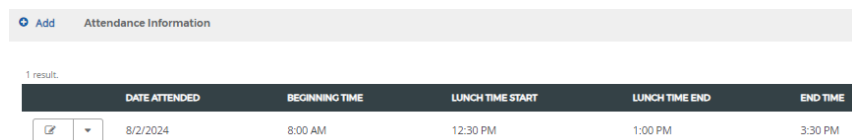
**Add Row**

Date Attended

| « | | | August 2024 | | | » |
|---|---|---|---|---|---|---|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |

**b. Click dropdown to select times of attendance, including lunch time, and click "Save".**

**Add Row** ⊗

Date Attended
08/02/2024

Beginning Time
-- None --

Lunch Time Start
-- None --

Lunch Time End
-- None --

End Time
-- None --

**Save** Cancel
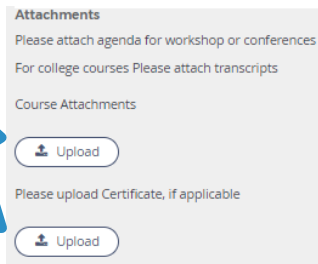
**c. Continue clicking "Add" until all attendance times are inputted.**

⊕ Add   Attendance Information

1 result.

| | DATE ATTENDED | BEGINNING TIME | LUNCH TIME START | LUNCH TIME END | END TIME |
|---|---|---|---|---|---|
| ✎ ▾ | 8/2/2024 | 8:00 AM | 12:30 PM | 1:00 PM | 3:30 PM |

**10. Attach either Proof of Completion or Certificate in PDF Format.**
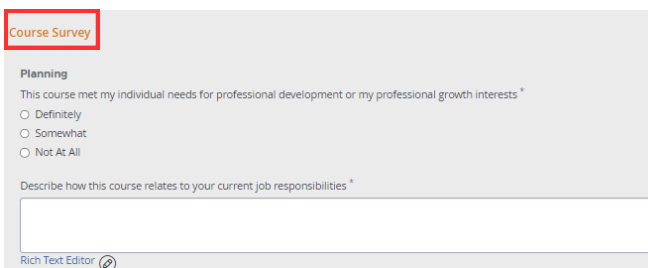
**Attachments**

Please attach agenda for workshop or conferences

For college courses Please attach transcripts

Course Attachments

⬆ Upload

Please upload Certificate, if applicable

⬆ Upload

**Important Tip:**

Proof of completion is required to receive credit. Examples include but are not limited to: Certificate of Completion, Screen capture of your account portal, Handouts from the day of the event with your name printed, Email thanking you for attending, or Agenda with times attended highlighted.

**11. Complete the Course Survey. You must complete the survey in full including the text boxes.**

**Course Survey**

**Planning**
This course met my individual needs for professional development or my professional growth interests *
○ Definitely
○ Somewhat
○ Not At All

Describe how this course relates to your current job responsibilities *

Rich Text Editor 📎

**Important Tip:**
Course survey text boxes cannot be left blank. Responses must be complete sentences, as we are unable to approve requests until all requirements are met. Responses such as N/A, None, Not Applicable cannot be accepted.

12. Click "Save Changes" and then Select "Submit for Approval" twice.

#55666 - In Progress: Submit for Credit

← Back   Options ▼

🖫 Save Changes   🖨

▶ Submit for Approval   ▼

▶ Submit for Approval
▶ Cancel
▶ PD Help

Transaction #       In       and is owned by VELILL
**External PD Request Form Instr**

Exter       lege courses (for Profes
by the School District of Osceola County.
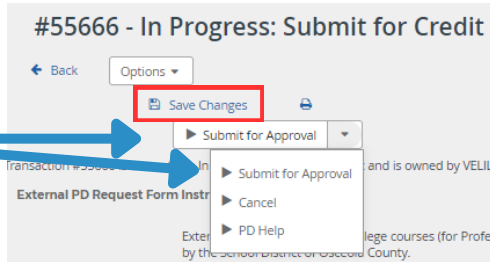
13. Once submitted, the request remains on your list until it receives final approval.

3.   ⊘   ▼   55666   —   MCCLURE, BENJAMIN
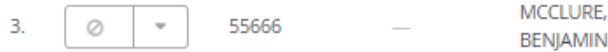
*Once approved, your request will no longer show on your "Request" active screen and will appear on your transcript.

**Important Tip:**

- Approvals are processed in the order they are received.

- You should monitor your request as you may need to update it if further information is required for approval.

- If "Owner Name" has your name, you must update the request and resubmit.

14. Scroll down to "History" to see the most recent activity if you require further assistance.

History

<All Actors> ▼       <All Actions> ▼

41 minutes ago        Assigned to MAIKAILA VELILLA-MANNING.
MAIKAILA VELILLA-MANNING

yesterday             Unassigned from MAIKAILA VELILLA-MANNING.
MAIKAILA VELILLA-MANNING

yesterday             Reassigned from BENJAMIN MCCLURE to MAIKAILA VELILLA-MANNING.
MAIKAILA VELILLA-MANNING

yesterday             Submitted from Pending PD Office Approval to In Progress: Submit for Credit and reassigned from MAIKAILA VELILLA-

15. Only "Completed" requests appear on your transcript.

#34661 - Completed

← Back   Options ▼

🖨
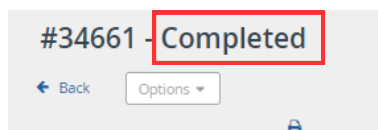
# MyPGS Help Guide
## Print External PD for Travel Reimbursement

1. Log into ClassLink and click on the MyPGS Osceola Icon.
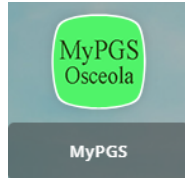
2. Click "External PD"
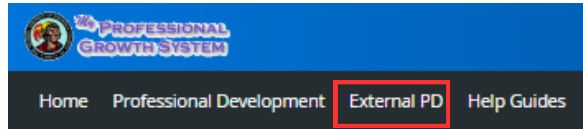
3. Select dropdown and click "All"
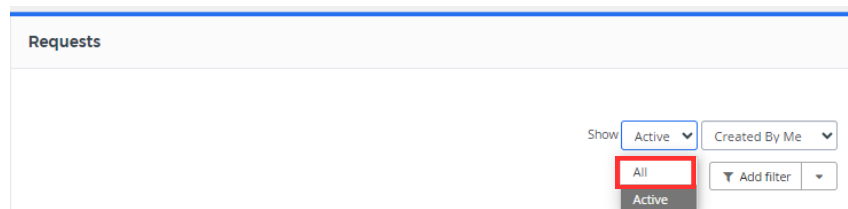
4. Locate request, click dropdown, and select "Open".
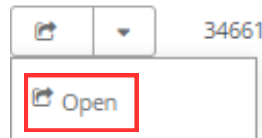
5. Click printer icon and choose destination
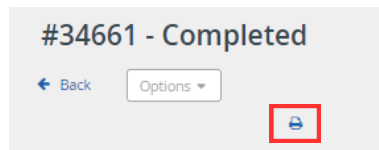
**Important Note:**

This serves as your Travel Authorization to be submitted with your Travel Voucher for reimbursement.

# MyPGS Help Guide
## Administrator External PD Approval

1. Log into ClassLink and click on the MyPGS Osceola Icon.
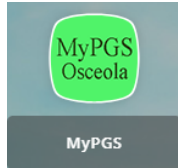
2. Click on the "External PD".
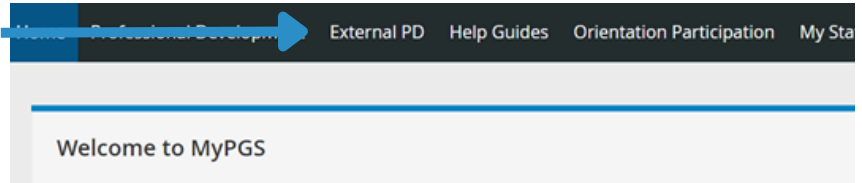
### Important Tip:
When the system is operating properly your External PD Tab will show "Request Pending Approval". If this section is missing, follow the steps below.

3. Click "Created by Me" and select "Owned by Me".

3. Click on "Add Filter".
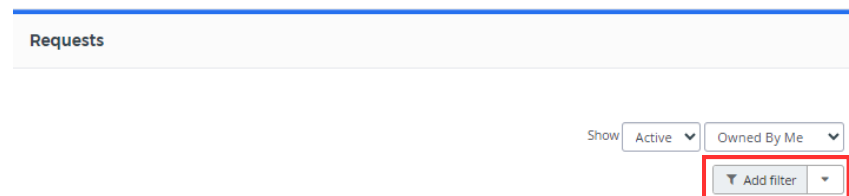
4. The filter toggle will appear on the left side of the screen.
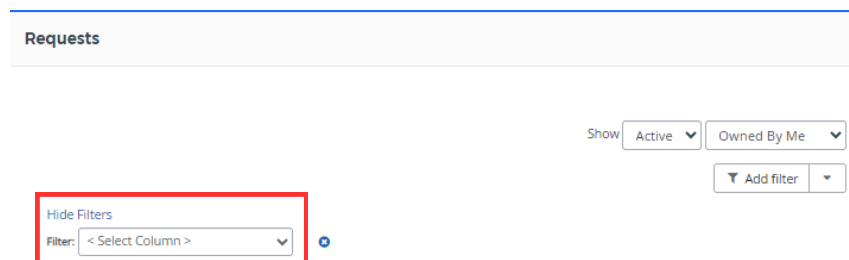
6. Choose "Creator Name" and "Contains" and type the employee's last name.

Hide Filters
Filter: Creator Name ∨    Contains ∨    [            ]    ⊗
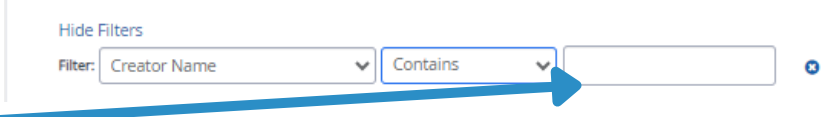
7. Click dropdown next to folder icon and select "Open".

2.    ☐ ▾    55666    VELILLA-MANNING, MAIKAILA
      ☐ Open
      ⊘ Unassign
      ⇄ Reassign
      🗑 Delete
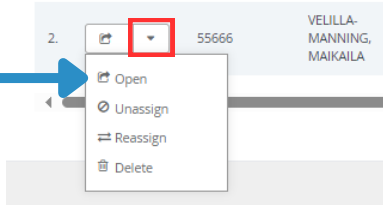
8. Review request and determine approval status.

**#55666 - Pending Supervisor Approval**
← Back
      💾 Save Changes    🖨
      ▶ Approve  ▾
Transaction #55666 is currently in Pending Supervisor Approval and is owned by VELILLA-MANNING, MAIKAILA.
**Supervisor Authorization**
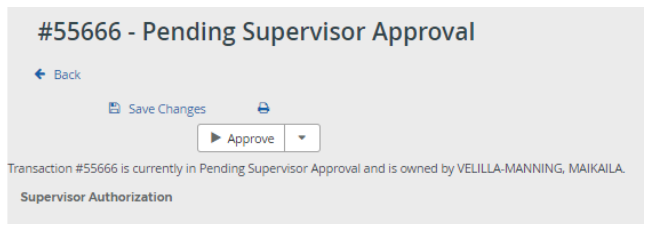
9. If denied for any reason, you must add an explanation under "Supervisor Comments".

**Supervisor Comments**
Site Administrator Comments *
[                                              ]
Rich Text Editor 🖇

10. Click dropdown next to approve and select proper approval status and click "Confirm".

**#55666 - Pending Supervisor Approval**
← Back
      💾 Save Changes    🖨
      ▶ Approve  ▾
Transaction #55666 is currently      ▶ Approve    pproval and is owned by VELIL
**Supervisor Authorization**    ▶ Deny
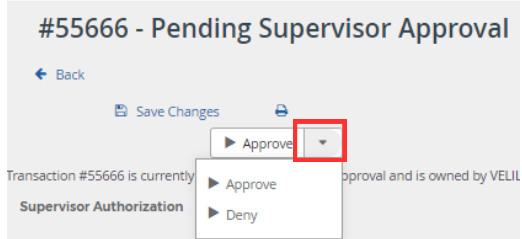
Employee receives an automated email confirming administrator's completion.

The School District of Osceola County                    Updated: August 2024

# MyPGS Help Guide
# Create a Course

1. Log into ClassLink and click on the MyPGS Osceola Icon.

2. Click "Course Management".
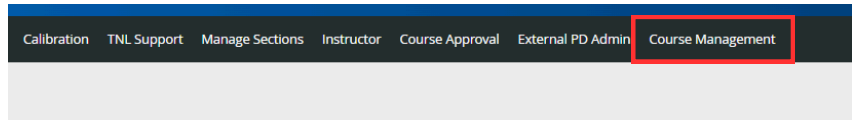
3. The Course Approval Home allows you to either create new courses or search for existing courses.

a. To create a new course Click "Course Projects".
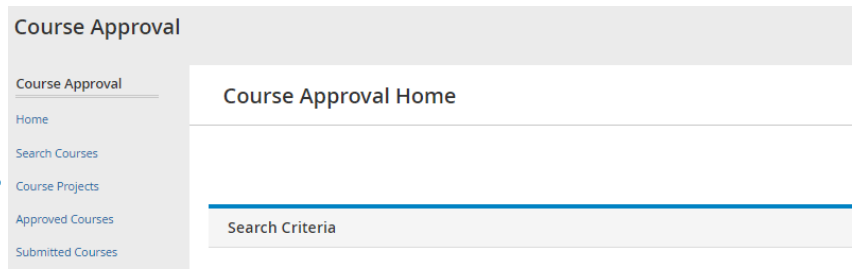
b. Click "New" and select "Instructor Led Course".
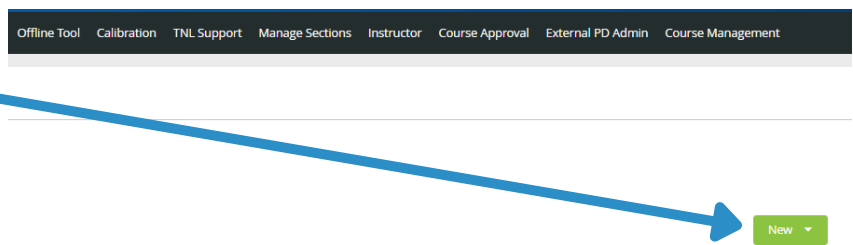
c. Complete the form up to "FOR PD USE ONLY".

**4. Click "Create Instructor Led Course".**

| | |
|---|---|
| Evaluation Method, Staff: | Changes in instructional or learning environment practices [A] |
| Evaluation Method Student: | Results of State or District developed/standardized student growth m |
| Implementation Method: | Structured Coaching/Mentoring [M] |
| Learning Method: | Knowledge Acquisition Workshop [A] ⌄ |
| Primary Purpose: | FL Educators Certificate Renewal [C] ⌄ |
| * Banked Course: | No ⌄ |
| Archived: | ☐ |
| Course Repository: | *Professional Development Catalog (*Office of Professional Develop |

[ Create Instructor Led Course ]   [ Save Draft ]   [ Cancel ]

**Important Note:**
"Availability" defaults to "Osceola".
Your course will be available District-wide. To adjust the Availability:

**5. Navigate to the right side of the screen and click "Set Locations".**

Settings

Availability                                    Set Locations

  Osceola

Required Demographics                   Set Required

  - No Targets Set -

**a. Click "Select type" and select "Individual School/Department".**

**b. Click "Category" and select "District" for a department or "School".**

Select New Location

| | |
|---|---|
| Select type: | Individual School/Department ⌄ |
| | (District,Category,SubCategory,School/Department Level,Indivi |
| District: | Osceola ⌄ |
| Category: | District ⌄ |
| SubCategory: | District ⌄ |
| School/Department Level: | District Office - DO ⌄ |
| Individual School/Department: | BUSINESS & FINANCE ⌄ |

Example using a School:

Select New Location

c. Select appropriate School level and Individual School from drop down lists.

Select type: Individual School/Department ▾
(District,Category,SubCategory,School/Departr

District: Osceola ▾

Category: School ▾

SubCategory: School ▾

School/Department Level: Elementary Schools - EL ▾

Individual School/Department: CYPRESS ELEMENTARY ▾

d. Click "Add". ➡ Add

**Important Tip:**

You must remove the Osceola default from the availability.
Otherwise, the course will remain available district-wide.

e. Select the box for "Osceola".

Current Locations

District

☐ Osceola

Category

SubCategory

School/Department Level

Individual School/Department

☐ CYPRESS ELEMENTARY

f. Click "Remove Selected" and Click "Done".

Remove All     Remove Selected

Verify Availability only lists desired location.

6. It is not required to set "Required Demographics" or "Recommended Demographics".

This is only needed on rare occasions.

**Settings**

| Availability | Set Locations |
|---|---|
| Osceola | |

| Required Demographics | Set Required |
|---|---|
| - No Targets Set - | |

| Recommended Demographics | Set Recommended |
|---|---|
| - No Targets Set - | |

| Restricted Demographics | Set Restricted |
|---|---|
| - No Demographics Set - | |

**Important Note:**

It is not required to set "Restricted Demographics", however some courses only apply to certain roles. To adjust Restricted Demographics:

7. Click "Set Restricted".

**Settings**

| Availability | Set Locations |
|---|---|
| Osceola | |

| Required Demographics | Set Required |
|---|---|
| - No Targets Set - | |

| Recommended Demographics | Set Recommended |
|---|---|
| - No Targets Set - | |

| Restricted Demographics | Set Restricted |
|---|---|
| - No Demographics Set - | |

| Resources | Manage Resources |
|---|---|
| - Not Set - | |

a. Click box to set the correct demographics.

Demographics | User Groups

| | ENABLED | ROLE |
|---|---|---|
| ☐ | — | Administration |
| ☐ | — | Instructional |
| ☐ | — | NonInstructional |
| ☐ | — | Other Users |
| ☐ | — | Test |

5 results

b. Click "Enable" and then Click " Done".

| | ENABLED | ROLE |
|---|---|---|
| ☐ | — | Administration |
| ☑ | — | Instructional |
| ☐ | — | NonInstructional |
| ☐ | — | Other Users |
| ☐ | — | Test |

5 results

Enable    Disable    Done

Verify Course Details are correct and click "Done"

**Important Note:**

A course number is generated. You will need to reference this number in the future.

8. Click "New Section".

New Section

| SEATS | WAIT LIST | STATUS | OPERATION COST ($): |
|---|---|---|---|

a. Complete appropriate fields.

Create Section

Course Title:  TEST

| | |
|---|---|
| Section #: | (Will be auto generated.) |
| *Section Title: | |
| Stipend Amount: | |
| Instructor(s): | - Not Set - |
| Outside Instructor(s): | |
| Outside Instructor Organization: | |
| *Location/Room Number: | |
| Street Address: | |
| Facility City: | |
| Facility State: | FL |
| Facility ZIP: | |
| Attendance: | Once a Day ▾ |
| * Maximum Number of Participants: (Numbers only) | |
| Allow Waitlist: | ☑ |
| Minimum # Registrants: (Numbers only) | |
| Maximum waitlist size: (Numbers only) | 0 |

b. Set the "Start" and "End Date".

*Start Date:     Reset

*End Date:     Reset

c. Set the "End of Registration Date" to the deadline after which participants cannot self-enroll.

*End of Registration Date:     Reset

Waitlist cutoff Date:     Reset

d. Set the "Start" and "End Time".

Start Time:   -  :  -    -

End Time:   -  :  -    -

**Don't forget to add Class Times and Instructors by clicking the buttons at the bottom of the page after clicking Create.**

Cancel Deadline:     Reset

Or Release Section At:   -  :  -    -   on     Reset

e. Select "Funding Source" if participants receive stipends.

Funding Source:
☐ Curriculum- Elementary (Approver: Asst. Sup. Elementary)
☐ Curriculum- High (Approver: Asst. Sup High)
☐ Curriculum- Middle (Approver: Asst. Sup. Middle)
☐ E.S.E. Other (Approver: Director of E.S.E.)
☐ I.D.E.A. (Approver: Director of E.S.E.)
☐ No Funds Needed (School Principal or Office Administrator)
☐ Professional Development Budget (Approver: Director of P.D.)
☐ Reading Categorical (Approver: Asst. Sup.)
☐ School Funds- Budget (Approver: School Principal)
☐ School Funds- Other (Approver: School Principal)
☐ School Funds- SAC/SIP (Approver: School Principal)
☐ SIG 1003a (Approver: Asst. Sup. )
☐ Title I (Approver: Special Programs Director)
☐ Title II (Approver: Director of P.D.)
☐ Title II ( Approver: Special Programs Director)
☐ Title III (Approver: Director of Multicultural Ed.)
☐ Federal Grants:
☐ Other:

Other Federal Grant :

Other :

File Attachments     Attach File ❓

Required

f. Click "Create"

Create     Cancel

## Important Note:
A section number is generated. You will need to reference this number in the future.

9. Click "Instructors".

Actions:

Manage Instructors: [ Instructors ]

Manage Class Times: [ Section Date And Time ]

Course: [ Manage Course ]

a. Search for instructor by name.

Add Instructor Search

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

First Name: [ ]

Last Name: [ ]

Find User

b. Select the box next to instructor's name and click "Add User(s)".

| | Name | Employee Id | School/District |
|---|---|---|---|
| ☐ | MAIKAILA VELILLA-MANNING | | PROFESSIONAL DEV DO |

Add User(s)    Cancel

Repeat step a and b if there are additional instructors.

c. Click "Done".

| ■ | Name | School/ |
|---|---|---|
| ☐ | MAIKAILA MARIE VELILLA-MANNING | PROFE! |

Remove Selected    Done

10. Click "Section Date and Time".

Actions:

Manage Instructors: [ Instructors ]

Manage Class Times: [ Section Date And Time ]

Course: [ Manage Course ]

a. Click "Add A New Class Time" and the time you set for the course will automatically populate.

Section Time Details

Alter the Class Times for this section. No Changes will be sa

Add A New Class Time

| DATE | START TIME | END TIME | HAS ATTENDANCE |
|---|---|---|---|

b. Click "Save & Exit" and verify "Class Times" has been updated.

Add A New Class Time

| DATE | START TIME | END TIME | HAS A |
|------|-----------|----------|-------|
| 10/02/2024 | 9 : 00 AM | 5 : 00 PM | No |

Save & Exit    Save    Cancel

Don't forget to add Class Times and Instructors by cli

Cancel Deadline:    - Not Set -

Class Times:    •10/02/2024 09:00:00 AM - 05:00:00 PM

c. Click "Done".

Actions:

Manage Instructors:    Instructors

Manage Class Times:    Section Date And Time

Course:    Manage Course

* Required

Edit    Done

11. Click "Course Management".

Calibration    TNL Support    Manage Sections    Instructor    Course Approval    External PD Admin    Course Management

12. Click "Course Projects".

PROFESSIONAL GROWTH SYSTEM

Home    Professional Deve

Course Approval

Home

Search Courses

Course Projects

Approved Courses

Submitted Courses

13. Click "Submit for Review".

TEST

Course Details:    Sections:    Geographic Availability:    98029    August 22, 2024    Submit For Review

For additional information, reference the Help Guide - Manage Courses.

# MyPGS Help Guide
## Manage Courses

1. Log into ClassLink and click on the MyPGS Osceola Icon.

2. Click "Course Management".
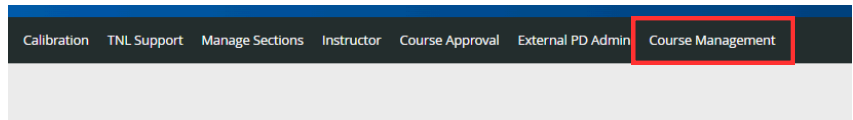
3. Click "Approved Courses".
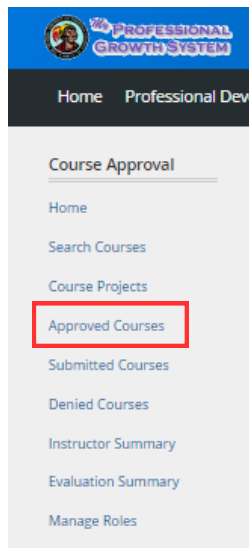
4. Once "Status" is a green check, it is approved, and you can continue.

There is a "Status Key" to explain the various stages.

**Status Key**
- Incomplete
- Denied
- Submitted
- Project
- Approved

**Important Tip:**

If the status is "Denied", open the course and read the "Comments" to know what to update and resubmit for approval.

5. Click dropdown arrow and select "Manage Course"

⊙   ✓   98029   **TEST**

🖉 Manage Course
👁 View Course
🗐 Copy Course
🗄 Archive
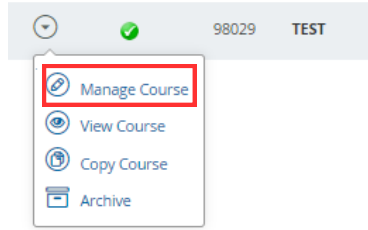
6. Scroll down to "Sections" and select the dropdown list to "View Roster".

Sections

| Status | | Section | Section # | Instructor(s) |
|---|---|---|---|---|
| 1. ✓ | Action Menu ☑ Edit ▾ | TEST | 123307 | MAIKAILA MARIE VEL MANNING |

☑ Edit
☞ View Roster
🗐 Copy
⊘ Cancel Selection
🗑 Delete

7. Click "Add Learner"

| Manage Multiple Credits | Add Learner | Add Learner Advanced | Email All | Export | Messages |
| Edit Attendance | Waitlist | Show Survey Results | Sign In Sheet | Remove Participants | Name Tags |
| Reset Section | Submit Credit | Enrollment History |
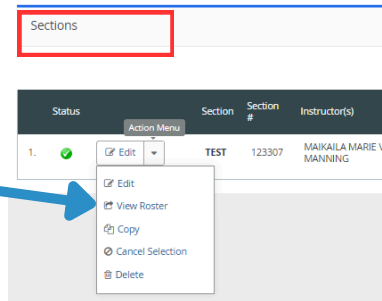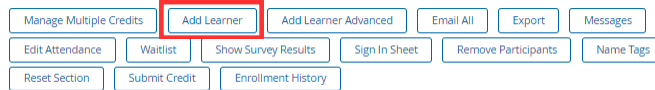
a. Search for participant.

Add Learner Search

Learner Information

First Name: [          ]

Last Name: [          ]

Middle Name: [          ]

Employee ID: [          ]

System Admin Rights: [ ----- SELECT ONE ----- ▾]

Active: [ Active ▾]

Location

Choose Location: [--- ▾] [--- ▾] [--- ▾] [--- ▾]

Demographics

- Not Set -

Select Demographics: [ Select Demographics ]

Courses

Search by course: [ Search By Course ]

[ Search ] [ Reset ] Cancel
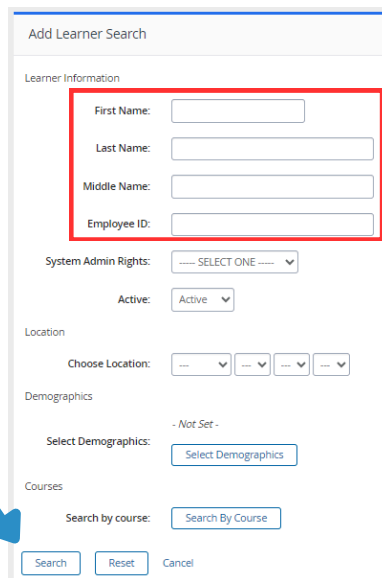
b. Click box for participant and then click "Add User(s)".

Add Learner Search

| ☑ | Name | Employee Id | School/District |
|---|---|---|---|
| ☑ | DANIELLE ELIZABETH YUSKO | | PROFESSIONAL DEVELO |
| | | | ☑ |
| | | | ☑ |

[ Add User(s) ] [ Add User(s) to Waitlist ] Cancel [ New Search ]

The School District of Osceola County      Updated: August 2024
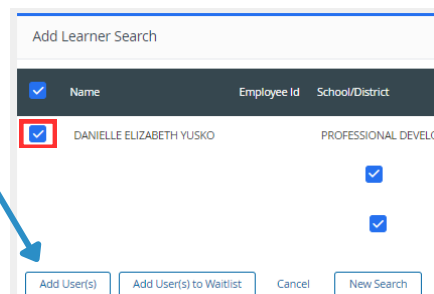
Repeat step 7 as needed for additional participants.
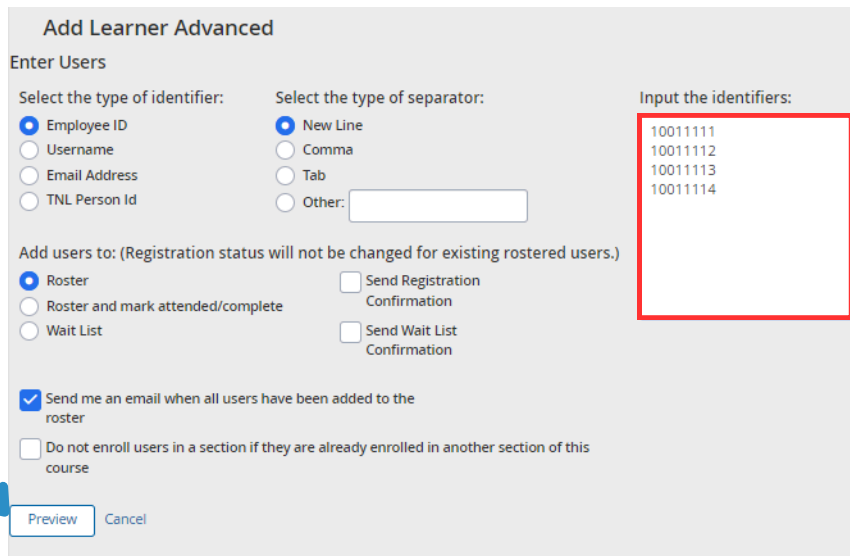
**Important Tip:**

When adding a large number of participants, and you have their employee ID numbers, you can follow the steps below to add participants in bulk. Otherwise, skip to step 9.
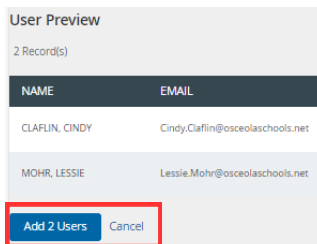
8. Click "Add Learner Advanced".

| Manage Multiple Credits | Add Learner | Add Learner Advanced | Email All | Export | Messages |
|---|---|---|---|---|---|
| Edit Attendance | Waitlist | Show Survey Results | Sign In Sheet | Remove Participants | Name Tags |
| Reset Section | Submit Credit | Enrollment History | | | |
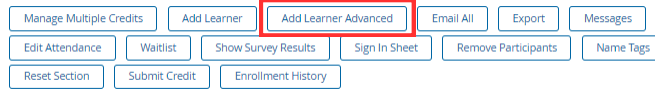
a. List the employee ID numbers in the "Input the identifiers" box and click "Preview".

### Add Learner Advanced
**Enter Users**

Select the type of identifier:
- ⦿ Employee ID
- ○ Username
- ○ Email Address
- ○ TNL Person Id

Select the type of separator:
- ⦿ New Line
- ○ Comma
- ○ Tab
- ○ Other: [        ]

Input the identifiers:
```
10011111
10011112
10011113
10011114
```

Add users to: (Registration status will not be changed for existing rostered users.)
- ⦿ Roster
- ○ Roster and mark attended/complete
- ○ Wait List

- ☐ Send Registration Confirmation
- ☐ Send Wait List Confirmation

- ☑ Send me an email when all users have been added to the roster
- ☐ Do not enroll users in a section if they are already enrolled in another section of this course

[Preview]  Cancel

b. Verify "User Preview" and click "Add # Users" if correct. Otherwise click "Cancel".

**User Preview**
2 Record(s)

| NAME | EMAIL |
|---|---|
| CLAFLIN, CINDY | Cindy.Claflin@osceolaschools.net |
| MOHR, LESSIE | Lessie.Mohr@osceolaschools.net |

[Add 2 Users]  Cancel

**Important Tip:**

Add Learner Advanced option requires processing time. The following two messages will appear on the course "Section Roster".

ℹ The users you have added are currently being processed by the system. The roster for this section will be uneditable until all the users have been added to the roster. You will receive an email once all users have been added to the section.

Add Learner Job     ⚠ Bulk Add Learner processing is scheduled for this roster. Roster functionality is limited until processing has completed.

c. When the course has been updated you will receive an email informing you that the participants have been added.

**Bulk Add Learners Job**

noreply@pl.powerschool.cc

To ○ Maikaila Velilla-Manning                    Fri 8/23

Retention Policy  3 Year Delete All (3 years)  Expires  8/23/2027

Your bulk add learners job submitted on 08/23/2024 04:06 PM has Completed.

**Important Tip:**
Once your roster is complete, or it is time for your training, print the sign in sheet.

9. Click "Sign in Sheet".

| Manage Multiple Credits | Add Learner | Add Learner Advanced | Email All | Export | Messages |
| Edit Attendance | Waitlist | Show Survey Results | Sign In Sheet | Remove Participants | Name Tags |
| Reset Section | Submit Credit | Enrollment History | | | |

Example:

#98029TEST

**Section:** 123307 | TEST
**Current Date:** Wednesday October 2, 2024
**Credit Hours:**

|  | Points | General |
| --- | --- | --- |
| Certification | 1.0 | - |

**Start Date:**      10/02/2024
**End Date:**        10/02/2024
**Maximum Number of Participants:**  25

10. Click "Print".

| Print | Print Section Code |

| # | Name | Employee Id | | School/Department Level / Individual School/Department | | 9:00 am - 5:00 pm |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | CLAFLIN, CINDY | | | District Office - DO, PROFESSIONAL DEVELOPMENT | | _____ |
| 2. | MOHR, LESSIE | | | District Office - DO, PROFESSIONAL DEVELOPMENT | | _____ |
| 3. | YUSKO, DANIELLE | | | District Office - DO, PROFESSIONAL DEVELOPMENT | | _____ |

# MyPGS Help Guide
## Close Out a Course

1. Log into ClassLink and click on the MyPGS Osceola Icon.
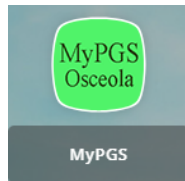
2. Click "Manage Sections".

3. Click "Course Administration".

4. Enter the Course, or Section, number then click on Search.

5. Click on the course's title.

6. Scroll down to "Sections" and click the dropdown arrow.

| | TITLE | SECTION # | START DATE |
|---|---|---|---|
| ⊙ | Testing, testing | 119952 | May 4, 2024 - May 4, 2024 |

Sections

7. Select "View Roster".

Sections

| | TITLE | SECTION # | START DATE |
|---|---|---|---|
| ⊙ | Testing, testing | 119952 | May 4, 2024 - May 4, 2024 |

- Edit
- Manage
- View
- View Status
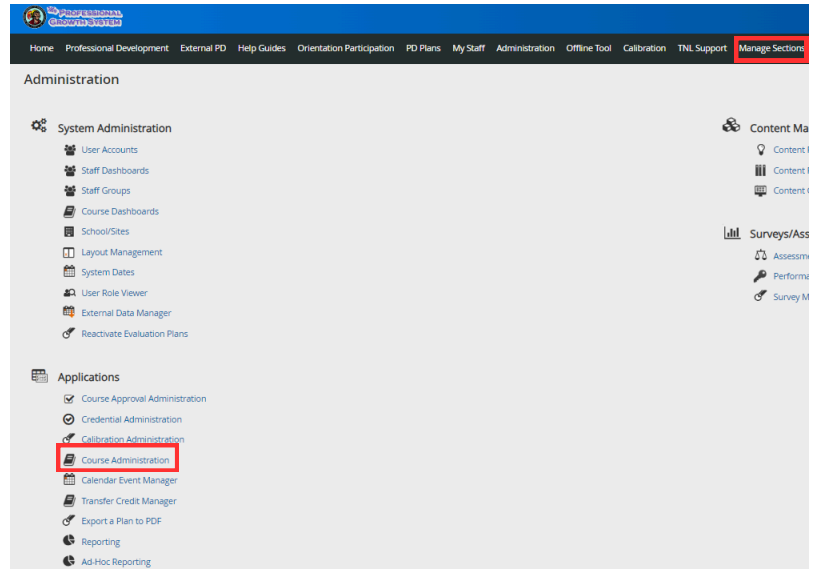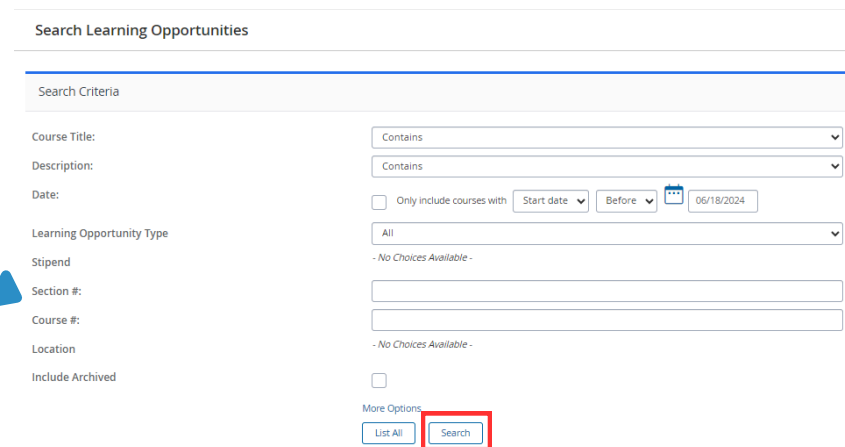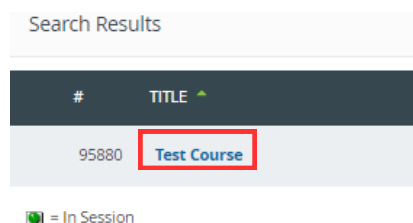- View Roster
- Cancel Section
- Copy
- Delete

8. Uncheck "Show Only Active Users" box, this box must be unchecked.

☐ Show Only Active Users

| # | | Name |
|---|---|---|
| 2. | Actions ▾ | VELILLA-MANNING, MAIKAILA MARIE |

Maikaila.VelillaManning@osceolaschools.net
**Demographics:**
NonInstructional
Show More...

9. Verify your sign-in sheet matches the digital roster:

a. If you need to add learners, click on "Add Learner".

| Manage Multiple Credits | Add Learner | Add Learner Advanced | Email All | Export | M |
|---|---|---|---|---|---|
| Submit Credit | Enrollment History | | | | |
| Grade / Roster Status | Stipend Cost | | | | |

b. Best to search by Employee ID, otherwise search by name.

First Name: Mai

Last Name: Vel

Middle Name:

Employee ID:

c. Check the box next to the correct participant.

d. Click "Add User(s)".

Repeat step 9 until participant list is accurate.

10. Select "Unlock Icon".

11. Click "Grade/Roster Status".

12. Update Completion Status.

a. For each participant that completed:
Mark "Grade" as "Credit" and "Registration Status" as "Completed".

b. For each participant that did not complete:
Mark "Grade" as "No Credit" and "Registration Status" as "Incomplete".

**Important:**
Do not remove anyone from the roster.
Instead, you must remove the credits for anyone you mark as incomplete.

c. Scroll up and select "Save This Page"

Save This Page    Cancel
☐ Show Only Active Users

| # | Name ▼ |
|---|--------|
| 1. | VELILLA-MANNING, MAIKAILA MARIE |

**Important Tip:**

For participants marked "Incomplete", you must change "Certification Points" to 0.0. If all participants completed the course skip to step 14.

13. Click "Manage Multiple Credits".

Manage Multiple Credits    Add Learner
Reset Section    Submit Credit    Enr
Grade / Roster Status    Stipend Cost

Show Columns:
☑ School/Department Level / Individual School/

a. For every participant marked "Incomplete", you must change "Certification Points" to 0.0.

**Bulk Credits**
To update credits for all unlocked learning in the roster, enter the credit amount and click the Update All Learning button. This action cannot be undone.

Certification Points

Update 2 Learners

**Remove Credits**
To remove credits for all unlocked learning in the roster, select a credit combination and click the Remove Credits button. This action cannot be undone.

Select One    ∨

Remove Credits

**Individual Credits**
2 Learners. 0 locked / 2 Unlocked

« 1 2 3 4 5 »    d Filter ▾
Done

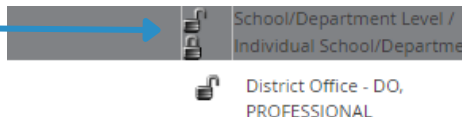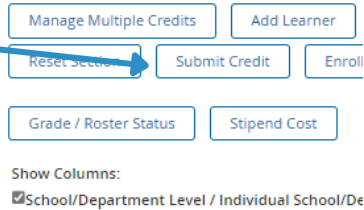| RECIPIENT ▲ | LOCATION | ATTENDANCE | | |
|---|---|---|---|---|
| VELILLA-MANNING, MAIKAILA MARIE<br>Maikaila.VelillaManning@osceolaschools.net<br>NonInstructional<br>Show More... | PROFESSIONAL DEVELOPMENT | 0/1 | | |
| YUSKO, DANIELLE ELIZABETH<br>Danielle.Yusko@osceolaschools.net<br>NonInstructional<br>Show More... | PROFESSIONAL DEVELOPMENT | 0/1 | Incomplete | 0.0 |

2 results

Done

b. Repeat until all incomplete participants are correct and then click "Done".

14. Verify Roster is correct.

15. Click "Lock Icon".

School/Department Level /
Individual School/Departme

District Office - DO,
PROFESSIONAL

16. Click "Submit for Credit".

Manage Multiple Credits    Add Learner

Reset Section    Submit Credit    Enroll

Grade / Roster Status    Stipend Cost

Show Columns:
☑School/Department Level / Individual School/De

### Important:
Participants' status and points can be adjusted after submission. The message "Attempting to submit grades for a section that has already been submitted" will appear for information only. This is not an error message.

### Course Close Out Tips:
- Participants must be changed to either "Incomplete" or "Completed"
- A course cannot be closed if participants are listed as "Registered.
- The roster must be unlocked before updating status, grade, or credits.
- The roster must be locked before the course can be submitted.

# MyPGS Help Guide
## Course Creator Reminders

- The course creator is responsible for managing the course section and roster.

- Courses must be closed out promptly. Participants do not receive their survey to complete for credit until the course is closed.

- Every participant must be marked Complete/Credit or Incomplete/No Credit. No one can be left as "Registered".

- If a participant is marked as Incomplete/No Credit, you must also "Manage Multiple Credits" and remove the points.

- Participants must attend at least 80% to be awarded points. Additionally, they only receive points for the total hours they attend. Example: 3 credit hours with 80% attendance equals 2 credit hours.

- Upon completion of closing a course, sign-in sheets are sent to Professional Learning to be archived. It is recommended that you keep a copy for your records, incase they are lost in transit.