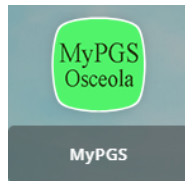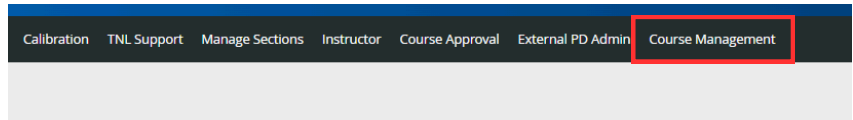# MyPGS Help Guide
Create a Course

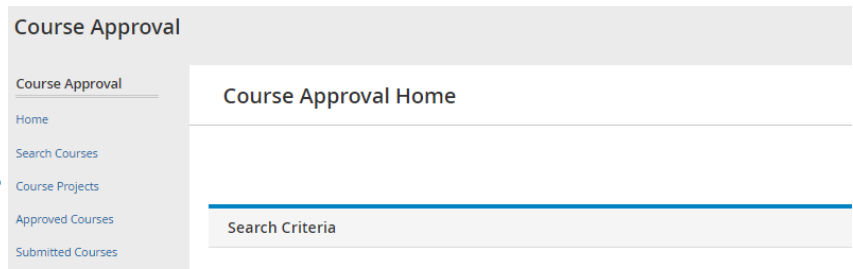1. Log into ClassLink and click on the MyPGS Osceola Icon.
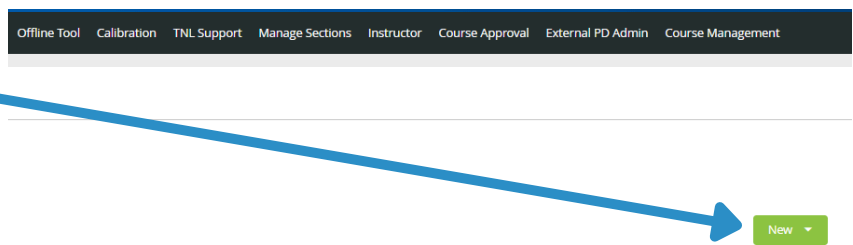
2. Click "Course Management".

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".

Select New Location

Select type: Individual School/Department
(District,Category,SubCategory,School/Department Level,Indivi

District: Osceola

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

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.

The School District of Osceola County

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

This is only needed on rare occasions.

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".

a. Click box to set the correct demographics.

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

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

Demographics | User Groups

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".

a. Search for instructor by name.

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

Repeat step a and b if there are additional instructors.

c. Click "Done".

10. Click "Section Date and Time".

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

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: ●   98029   August 22, 2024   Submit For Review
Geographic Availability: ●

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