



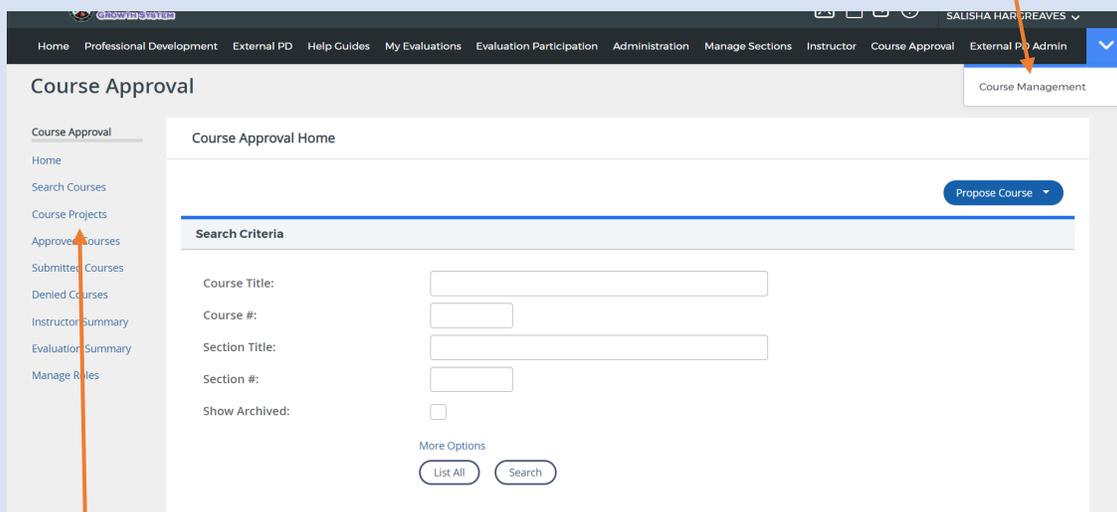
How to Create a Course in MyPGS

This document provides a step-by-step walkthrough for creating new courses in the My Professional Growth System.

Propose a Course & Section

To begin, log into your My Professional Growth System account and click the Course Management tab.

The location of your tab may vary on your screen, however, it will be on the tabs at the top row



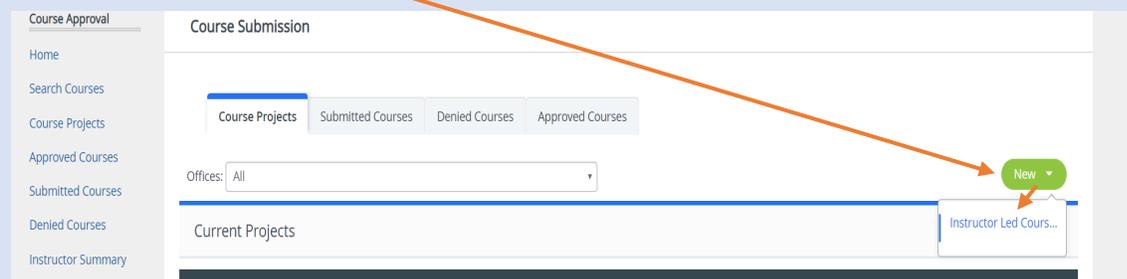
The Course Approval Workflow screen will display (as shown above)

From here you can search for existing courses and create and manage new courses.

Click Course Projects to begin the course creation process

Any courses currently being created will display under Current Projects.

Click Create New on the right side of the screen and dropdown the Instructor Led Course link to create a course



Complete the form – do not complete anything below – **For PD Use only**

11/19/2018 Osceola - External Channel

Create Instructor Led Course

Details

Course #: (Will be auto-generated.)

* Course Title:

+ Course Description:

* Course Objective:

+ Implementation Activity:

* Evaluation Activity:

* Course Provider:

* Follow Up Method:

* Points: (1 Point = 1 Hour)

Required Prerequisites: - No Choices Available -

* Course Survey:

Allow participant to enroll in multiple sections of same course:

FOR PD USE ONLY

Component:

Endorsement Program:

Endorsement Competency:

Evaluation Method, Staff:

Settings

Required Demographics
- No Targets Set -

Recommended Demographi
- No Targets Set -

Restricted Demographics
- No Demographics Set -

Resources
- Not Set -

Competencies
- Not Set -

Evaluation Method in Student:

Implementation Method:

Learning Method:

Primary Purpose:

* Banked Course:

Archived:

Course Repository:

* Required

required

When you are done with completing your details, click on **Create Instructor Led Course**

Determining Settings

Set Locations

Once the course has been created, navigate to the right side of the screen and select the settings.

Manage Instructor Led Course

Details	Settings
Course #: 79856	Availability: Osceola Set Locations
Course Title: Test Course	Required Demographics: Set Required - No Targets Set -
Course Description: Test	Recommended Demographics: Set Recommended - No Targets Set -
Course Objective: Test	Restricted Demographics: Set Restricted - No Demographics Set -
Implementation Activity: Test	Resources: Manage Resources - Not Set -
Evaluation Activity: Test	Competencies: Align Rubrics - Not Set -
Course Provider: Non-Moodle	
Follow Up Method: Structured Coaching/Mentoring [M]	
Points: 3.0 Certification	
Required Prerequisites: - Not Set -	
Course Survey: Course Survey	
Allow participant to enroll in multiple sections of same course: No	

Click Set Location to choose the location for your course.

This determines the locations in the district at which the course will be visible in the catalog.

Participants will not be able to register for the course if no locations are set.

Click the Select Type dropdown menu to select the specific District, Category, Subcategory, District/Department Level, or School

Depending on your selection, you'll need to choose from additional dropdown menus. Make as many selections as needed.

Click Add, and scroll to the bottom and click Done

Set Required

Click Set Required to set required demographics for the course.

You must select a demographic in order for the course to appear in the course catalog.

Click Enable to select the demographic and then Done when you are finish

Demographics Required for Test Course

Click on the role below to edit its demographics. Only enabled roles will be considered a requirement.

Demographics User Groups

<input type="checkbox"/>	ENABLED	ROLE	DEMOGRAPHICS
<input type="checkbox"/>	—	Administration	—
<input type="checkbox"/>	—	Instructional	—
<input type="checkbox"/>	—	NonInstructional	—
<input type="checkbox"/>	—	Other Users	—
<input type="checkbox"/>	—	Test	—

5 results

Enable Disable Done

Set Recommended and Set Restricted

Click Set Recommended and follow the same steps to set recommended demographic criteria

Click Set Restricted and follow the same steps to set restricted demographic criteria

You can also access any of the above setting from the dropdown here

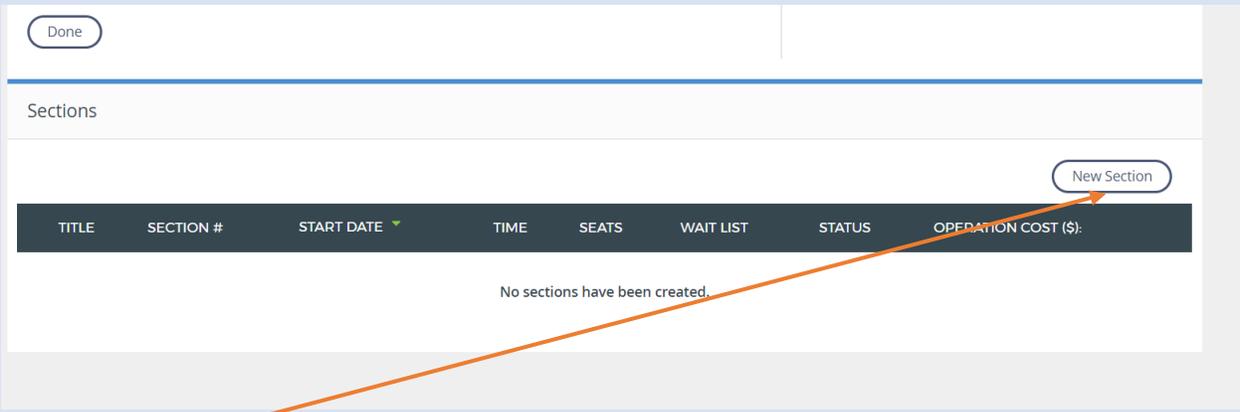
The screenshot displays the 'Manage Instructor Led Course' interface. At the top, there is a header 'Manage Instructor Led Course' with a gear icon and a dropdown arrow. An orange arrow points from the text above to this dropdown. The dropdown menu is open, listing the following options: Edit, Sections, Set Locations, Set Required, Set Recommended, Manage Resources, Set Restricted, Align Rubrics, Manage Email Messages, Delete, and Copy. Below the dropdown, the 'Follow Up Method' is set to 'Structured Coaching/Mentoring [M]'. The 'Points' section shows '(1 Point = 1 Hour)' with a value of '3.0' and 'Certification' selected. The 'Required Prerequisites' are set to '- Not Set -'. On the right side, there is a 'Settings' table with the following rows:

Settings
Availability
Osceola
Required Demograph
- No Targets Set -
Recommended Dem
- No Targets Set -
Restricted Demograp
- No Demographics
Resources
- Not Set -
Competencies
- Not Set -

Creating the Section

Once you are done with creating the course and the settings, the section must now be created.

Scroll down below the course to see this below



The screenshot shows a web interface for creating a section. At the top left, there is a 'Done' button. Below it is a section titled 'Sections'. A table with the following headers is displayed: TITLE, SECTION #, START DATE (with a dropdown arrow), TIME, SEATS, WAIT LIST, STATUS, and OPERATION COST (\$). Below the table, the text 'No sections have been created.' is visible. A 'New Section' button is located in the top right corner of the table area. An orange arrow points from the text 'Click on New Section' at the bottom left of the screenshot to the 'New Section' button.

Click on New Section

The form will appear as follows

Create Section

Course Title: *Test Course*

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:

Facility ZIP:

Attendance:

*
Maximum Number of Participants:
(Numbers only)

Allow Waitlist:

Minimum # Registrants:
(Numbers only)

Maximum waitlist size:
(Numbers only)

*Start Date:
[Reset](#)

*End Date:
[Reset](#)

*End of Registration Date:
[Reset](#)

Waitlist cutoff Date: [Reset](#)

Start Time: - : - : -

End Time: - : - : -

Cancel Deadline: [Reset](#)

Release Section Now:

Or Release Section At: - : - : - on [Reset](#)

Notes:
(Limited to 1024 characters)

1024 characters left

- 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 

* Required
[Create](#) [Cancel](#)

Once completed, click on Create

The section will then be created and section # will be given, scroll down to this

Actions:

Manage Instructors: [Instructors](#)

Manage Class Times: [Section Date And Time](#)

Course: [Manage Course](#)

* Required

[Edit](#) [Done](#)

You must click into each of these and complete the required information

Instructors – You will add the instructor’s name

Instructors

- Click the **Instructors** button to add instructors to your course.
 - Enter the first and last name of the instructor you want to add and click **Find User**.



- Check the box to the left of each instructor you want to add, and click **Add User(s)**.

<input type="checkbox"/>	Teacher's name	School	Role	Status
<input checked="" type="checkbox"/>	Teacher3 superuser	Test School 3, CCSD Test	Administrative	Active
<input type="checkbox"/>	Test Teacher1	6TH GRADE ACADEMY OTHER Test School 1, CCSD Test	Instructional	Active
<input type="checkbox"/>	TestMerged user	Test School 9, CCSD Test	Instructional	Active

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

- Click **Done** to add the user. This returns you to the **Manage Section** page. The selected instructor's name will now appear next to **Instructor(s)** in the section form.

Note: To remove the instructor, check the box to the left of the name and click **Remove Selected**.



Section Date and time – You will enter the dates of the section or if there are multiple dates/times for the same section – this must be entered there

Click **Section Date and Time**

Actions:

Manage Instructors: Instructors

Manage Class Times: Section Date And Time

Course: Manage Course

Click **Add a New Class Time**

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save" or "Save & Exit" button.

Add A New Class Time

DATE	START TIME	END TIME	HAS ATTENDANCE	SECTION CONFLICTS	Remove All
No Class Times Defined.	- N/A -	- N/A -	- N/A -	- N/A -	

Save & Exit Save Cancel

Click the **Date** field to access the calendar tool and select the date for the meeting

Use the dropdown menu to Select the **Start Time** and **End Time** for each meeting

Click **Save & Exit** and return to the section page

Click **Back to Section** to return to the section without saving dates and times

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save" or "Save & Exit" button.

Back to Section

Section Time Details

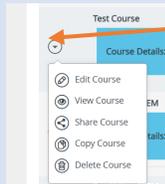
Add A New Class Time

DATE	START TIME	END TIME	HAS ATTENDANCE	SECTION CONFLICTS	Remove All
11/23/2018	8 : 00 : AM	11 : 00 : AM	No		

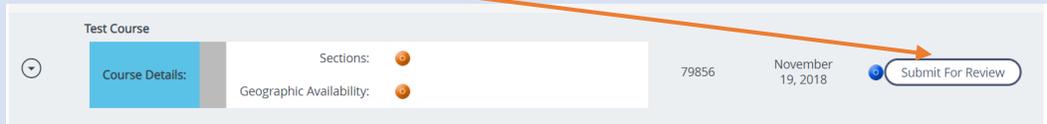
Save & Exit Save Cancel

After completing these, you will be returned to the Manage Section form, review the information here and Mark as Done

Your page will then take you back to Course Submission, scroll down to Current Projects, find the course/section you have just created, you can then use the dropdown on the arrow to make changes

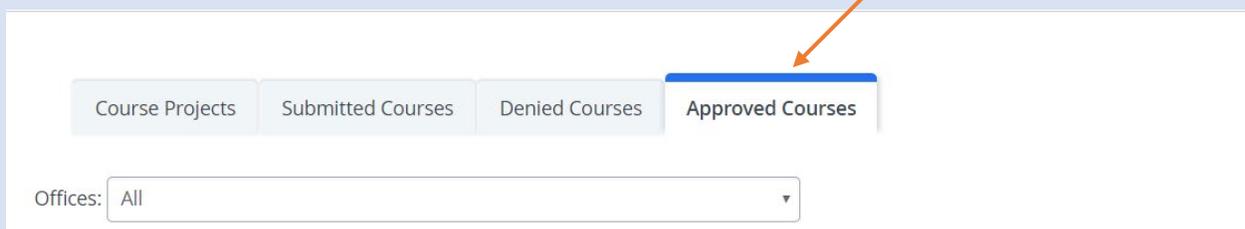


Or you can submit for review

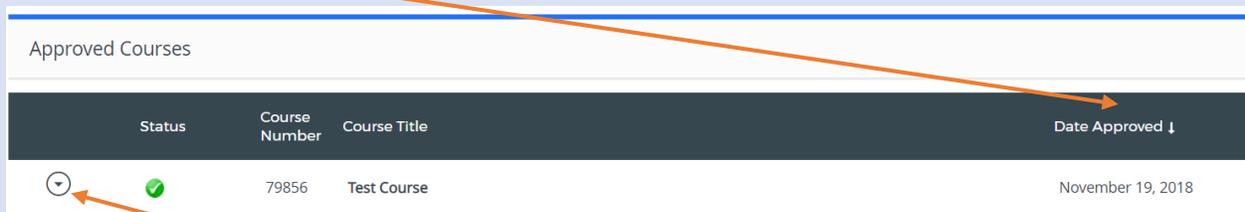


Once your course and section number is approved by the Professional Development department, you can gain access to this again via Course Management.

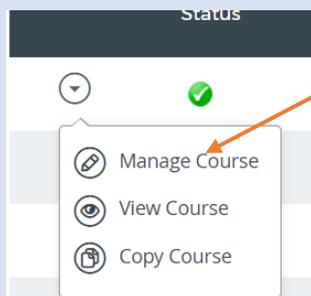
You would click on Course Management, then on the tab for Approved courses



Click on Date Approved (with the arrow showing down), the latest courses will appear at the top



Then use the dropdown arrow and select Manage Course



After clicking on Manage Course, it will open the page – Course Submission – shown below

Course Submission

<<Back

Course #: 79856

Course Title: Test Course

Course Description: Test

Course Objective: Test

Implementation Activity: Test

Evaluation Activity: Test

Course Provider: Non-Moodle

Follow Up Method: Structured Coaching/Mentoring [M]

Points: 3.0 (1 Point = 1 Hour) Certification

Required Prerequisites:

Course Survey: Course Survey

Status Key

- Incomplete
- Denied
- Submitted
- Project
- Approved

Scroll down to the bottom of this page to Sections

Sections

New Section

Status	Section	Section #	Instructor(s)	Date	Seats
1.	Test Course Section 1	93036		November 23, 2018 - November 23, 2018	40

Edit

Use the dropdown arrow and select View Roster

Sections

New Section

Status	Section	Section #	Instructor(s)	Date	Seats
1.	Test Course Section 1	93036		November 23, 2018 - November 23, 2018	40

Edit

- View Roster
- Copy
- Cancel Selection
- Delete

Managing the Section Roster

This is where you will now be able to manage the roster, add learners, close the roster, update credits, close and submit for credit. (There is a separate help guide on how to close out a course).

To add participants to the roster, click on Add Learner

The screenshot shows the 'Section Roster' management interface. At the top left is a 'Done' button. Below it are fields for course details: '#: 79856', 'Title: Test Course', 'Section #: 93036', 'Section Title: Test Course Section 1', 'Start Date: 11/23/2018', 'End Date: 11/23/2018', and 'Maximum Number of Participants: 40'. A table displays credit information:

Credit Hours:	Points	General
Certification	3.0	-

At the bottom, there is a row of management buttons: 'Manage Multiple Credits', 'Add Learner', 'Add Learner Advanced', 'Email All', 'Export', 'Messages', 'Edit Attendance', and 'Waitlist'. A second row contains: 'Show Survey Results', 'Sign In Sheet', 'Remove Participants', 'Name Tags', 'Reset Section', and 'Submit Credit'. A 'Grade / Roster Status' button is located at the bottom left. An orange arrow points from the text 'To add participants to the roster, click on Add Learner' to the 'Add Learner' button.

You can then search for each person, using their First Name & Last Name or the Employee ID number.

Add Learner Search

Learner Information

First Name:

Last Name:

Middle Name:

Employee ID:

System Admin Rights:

Active:

Location

Choose Location:

Demographics

Select Demographics:

Courses

Search by course:

Click Search when done

This will now populate the person it found, check the box next to the name and then add user

Add Learner Search

<input checked="" type="checkbox"/>	Name	Employee Id	School/District	Staff Position	Account Status
<input checked="" type="checkbox"/>	SALISHA HARGREAVES	10041893	PROFESSIONAL DEVELOPMENT, District Office - DO	NonInstructional	Active

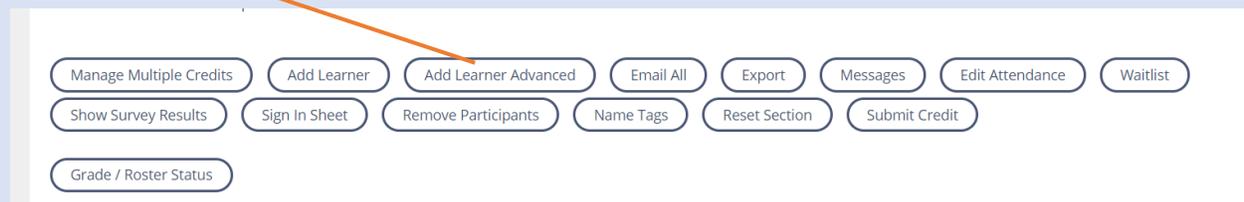
Send Registration Confirmation Include Inactive Users
 Send Wait List Confirmation Include Inactive Users

It will take you back to the section roster, scroll down and you will see who is now on the roster

Show Only Active Users

#	Name	School/Department Level / Individual School/Department	Grade	Registration Status	Registration Details	Credit Hours	Notes
1.	HARGREAVES, SALISHA ID: 10041893 Salisha.Hargreaves@osceolaschools.net Demographics: NonInstructional Show More...	District Office - DO, PROFESSIONAL DEVELOPMENT	- Not Set -	Registered	Enrolled On: November 20, 2018 Last Status Change: November 20, 2018	3.0 Points Certification	- Not Set -

If you have a large list of participants and you have their ID numbers you can use the option of "Add Learner Advanced"



Here you can enter all the ID numbers as a list and then preview and then add user

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:

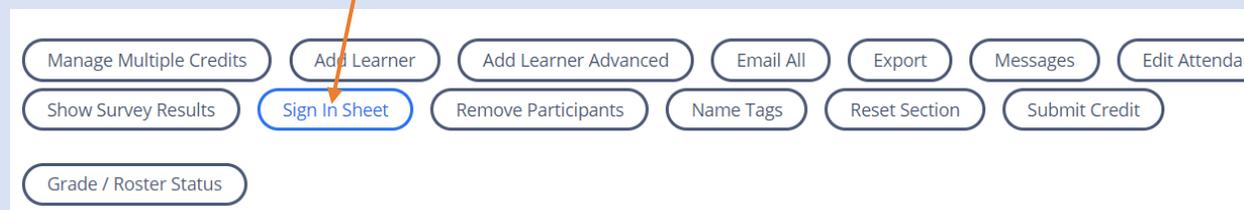
Input the identifiers:

Add users to: (Registration status will not be changed for existing rostered users.)

- Roster
- Roster and mark attended/complete
- (Wait List Not Enabled)

Send Registration Confirmation

Your course, section and roster is now created. You will need the sign in sheet for the day of training. To obtain this, click on sign in sheet



The sign in sheet will appear and you can select Print

Credit Hours:	Certification	3.0	-
Section #:	93036		
Section Title:	Test Course Section 1		
Start Date:	11/23/2018		
End Date:	11/23/2018		
Maximum Number of Participants:	40		
Current Date:	Friday November 23, 2018		

[Print](#) [Print Section Code](#)

#	Name 	Employee Id 	School/Department Level / Individual School/Department 	8:00 AM - 11:00 AM
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This is the only sign in sheet that should be used for courses, no other manual papers or sheets should be created or used for workshops. If you do use something else, it must be attached with the correct details of course/section numbers to the original sign in sheet from MyPGS.

At the end of the workshop, please follow the closing out help guide and submit the sign in sheet to the Professional Development Department. You should also keep a copy for your records.

Quick Reminders for Course Creators

- 1) As the course requestor you are responsible for managing the section and roster
- 2) After completion of the course/section, the roster should be closed– NO participants should be left as showing “Registered”, they must be set to Completed/Credit or Incomplete/No Credit
- 3) Closing out should be done in a timely manner, to ensure that participants receive their survey to complete and credit hours are added to their transcripts
- 4) If a participant is being marked as Incomplete/No Credit, you must also Manage multiple credits and remove the points, setting it to 0
- 5) Attendance: Participants must attend at least 80% of a workshop to get points. If you attend less than 100%, but more than 80%, you get a pro-rated number of points equal to one point for one FULL hour
- 6) Please refer to the Help Guides tab in MyPGS for the document “How to close out Courses”. There are system updates and there are times things will change on how the roster is closed, please refer to the guide for any changes
- 7) You can always refer to the PD Handbook - located here <http://resources.osceola.k12.fl.us/ProDev/Shared%20Documents/Professional%20Development%20Handbook%202018-2019.pdf>
- 8) Once the course is closed out and locked, you must then send the sign in sheet to the Professional Development Department via the courier. These must be filed for records purposes.
- 9) If you have any questions, please email profdevhelp@osceolaschools.net

Thank you for your co-operation.

If you require further assistance or guidance on creating courses, please contact



Professional Development Department – 407 518 2940

Email: profdevhelp@osceolaschools.net

Professional Development

Course Creator and Instructor *Information*

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Courses in the My Professional Growth System (MyPGS) are submitted by designated Course Creators. Each school or department has two Course Creators. Course Creators are the professional development contacts at each school/department that are able to assist employees with managing the My Professional Growth System.

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Course Creator Training

Training for Course Creators will be held each school year to introduce them to the system and to update existing course creators with changes to the MyPGS system. Course Creators will also receive information on best practices in professional development as part of this annual update.

Course Creator Responsibilities

Course Creators are responsible for sharing new information on the use of the MyPGS system with their respective schools/departments. Course Creators are also responsible for submitting courses for their school/department into the MyPGS system at least 10 days prior to the professional learning event to provide time for approval and participant sign-up. Each workshop is reviewed individually by the Professional Development staff to determine if it meets the FLDOE PD Cycle, approved or denied, and given an appropriate component number. If date or other changes are needed once approved, contact PD by emailing Prof Dev Help on Outlook for assistance.

Instructor Responsibilities

It is the responsibility of the Course Instructor and/or Course Creator to complete a course once a course is submitted. Some items to remember:

1. The MyPGS sign in sheets are the official record for all professional development activities.
2. Enter attendance in MyPGS using the sign in sheets and ensure participant completion of course requirements.
3. Under "Grade/Roster Status," update registration status to "complete" or "incomplete" and the grade to "credit" or "no credit" for each participant. If setting a participant to "incomplete" you will need to set their points to 0. Participants who sign up and do not complete the course will remain in the course roster for record keeping purposes. Those participants would be marked as "incomplete" and would receive "no points."
4. Under "Credit Hours" adjust participant points accordingly.
5. Select "Submit Credit" to lock the roster once all updates above are completed.
6. Send the original signed MyPGS sign in sheets to the PD Dept.
7. For detailed MyPGS directions, please follow the process outlined in the "How to Close a Course" guide found in MyPGS under the tab titled "Help Guides".