



How to close out a Course in MyPGS

1) Click on Manage Sections

The screenshot shows the MyPGS Administration interface. The top navigation bar includes: Home, Professional Development, External PD, Help Guides, My Evaluations, Evaluation Participation, Administration, **Manage Sections** (highlighted in blue), Instructor, and Courses. Below the navigation bar, the 'Administration' section is expanded to show 'Applications'. Under 'Applications', 'Course Administration' is selected and highlighted in blue. Other options include Course Approval Administration, Transfer Credit Manager, Reporting, and Ad-Hoc Reporting (Restricted). An orange arrow points from the 'Manage Sections' menu item to the 'Course Administration' option.

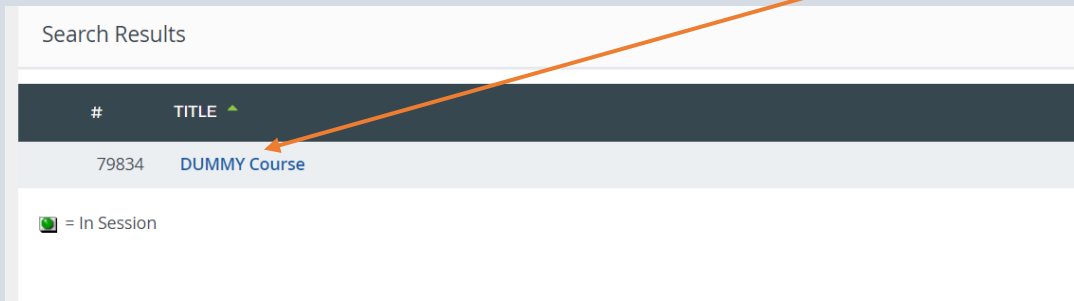
2) Click on Course Administration

3) Enter the Course or Section number, then click on Search

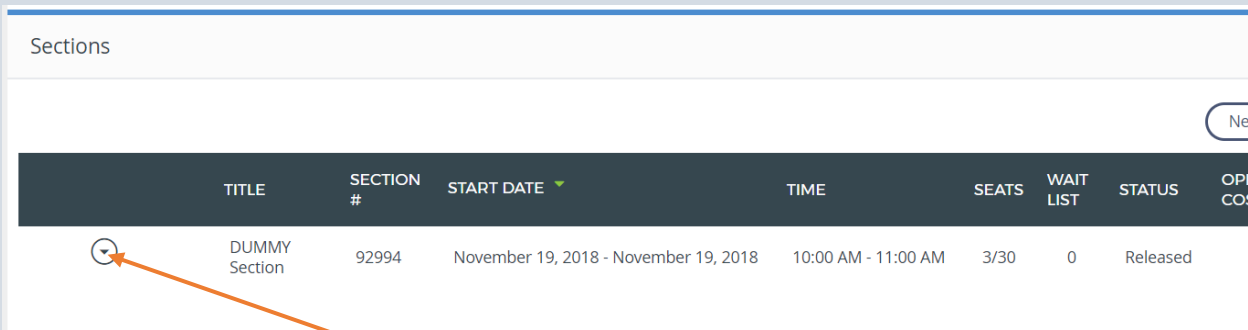
The screenshot shows the 'Search Learning Opportunities' form. The search criteria are: Course Title: Contains, Description: Contains, Date: Only include courses with Start date Before 11/16/2018, Learning Opportunity Type: All, Stipend: - No Choices Available -, Section #: [text input], Course #: [text input], Location: - No Choices Available -, and Include Archived: [checkbox]. At the bottom, there are 'More Options' and two buttons: 'List All' and 'Search'. Three orange arrows point from the text above to the 'Section #' field, the 'Course #' field, and the 'Search' button.



- 4) When the search results appear with the Course number and Title, click into the course title – highlighted in blue

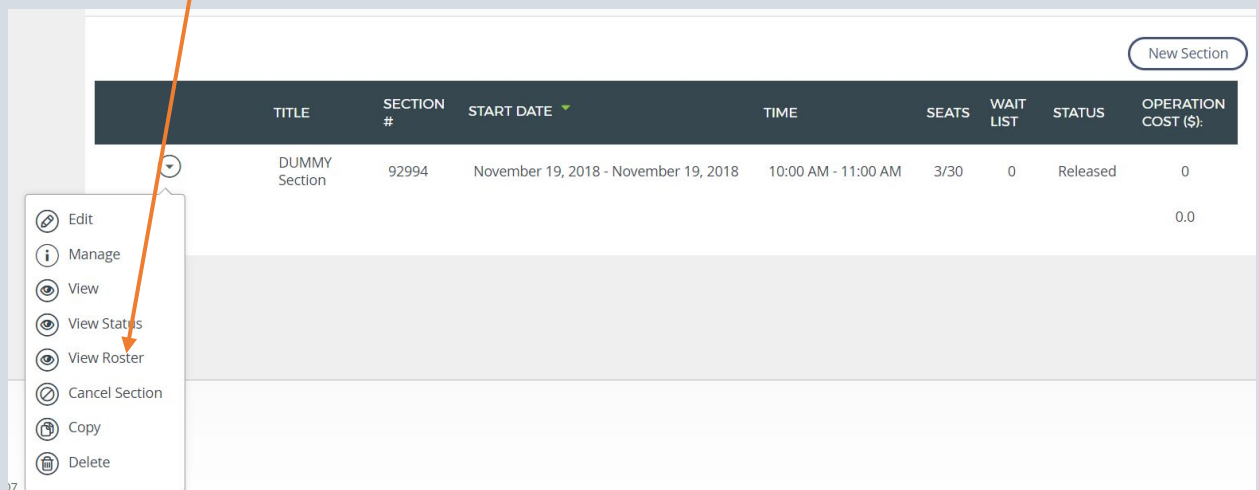


- 5) When the course opens, scroll down to where it shows the section that you wish to close out



- 6) Click on the dropdown arrow

- 7) Select View Roster



8) Once the roster opens up – this is where you will begin to close out the roster and award the points to participants

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

Grade / Roster Status

Show Columns:
 School/Department Level / Individual School/Department Grade Registration Status Registration Details Credit Hours Notes

Show Only Active Users

#	Name	School/Department Level / Individual School/Department	Grade	Registration Status	Registration Details	Credit Hours	Notes
2.	Actions HARGREAVES, SALISHA ID: 10041893 Salisha.Hargreaves@osceolaschools.net Demographics: NonInstructional Show More...	District Office - DO, PROFESSIONAL DEVELOPMENT	- Not Set -	Registered	Enrolled On: November 16, 2018 Last Status Change: November 16, 2018	10.0 Points Certification	- Not Set -
3.	Actions VINAS, NICOLE ELIZABETH ID: 10013892 Nicole.Vinas@osceolaschools.net Demographics: NonInstructional Show More...	District Office - DO, PROFESSIONAL DEVELOPMENT	- Not Set -	Registered	Enrolled On: November 16, 2018 Last Status Change:	10.0 Points Certification	- Not Set -

This box should be left UNCHECKED

All participants should be unlocked

Look through your sign in sheet and verify the participants on your sheet vs the roster in MyPGS.

If you need to add learners, click on 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

Grade / Roster Status



Once in add learner, fill in the first name & last name (only 3 or 4 letters is required) under Active – use the dropdown and set this to Both (this will ensure that you find anyone that may have become inactive since the workshop) – Click on Search

Learner Information

First Name:

Last Name:

Middle Name:

Employee ID:

System Admin Rights:

Active:

Location

Choose Location:

Demographics

- Not Set -

Select Demographics:

Courses

Search by course:



Once the person is located, the results will be shown on this page, when you see the participant you need to add, check the box and click on add user

Add Learner Search

<input checked="" type="checkbox"/>	Name	Employee Id	School/District	Staff Position	Account Status
<input checked="" type="checkbox"/>	LYNN M RADZISESKI	10031784	PROFESSIONAL DEVELOPMENT, District Office - DO	NonInstructional	Active

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

This person will then be added to the roster and your page will refresh back to the roster

- 9) If everyone on the roster did attend, you need to select Grade/Roster Status, then on the dropdown for Roster Status – Select Completed. On the dropdown for all grades – Select Credit

Change all Roster Status to:

*Note: When using 'Apply All,' or when changing the grade on a roster, you must select the grade you've chosen. These rules can be viewed by super-admins.

Change all Grades to:

Save This Page - Save all of the values that are set in the table below
Apply All - Take the values show above and apply them to every user on the roster
Apply - Take these values and set them into the boxes below

Show Only Active Users

Then Save this page



10) You should not remove anyone from the roster, if they did not attend, you would mark then No Credit/Incomplete – these are selected from the dropdowns under Grade/Roster Status. You will also need to remove the points for anyone you are setting as Incomplete. To do this, click on Manage Multiple Credits – THIS MUST ALL BE DONE BEFORE YOU LOCK THE ROSTER



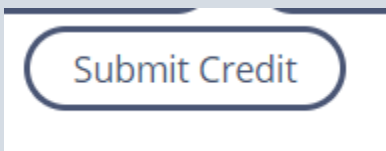
You then scroll down next to the names, where the points are listed, you would set these to 0, then click on done

RECIPIENT	LOCATION	ATTENDANCE	STATUS	CERTIFICATION POINTS
HARGREAVES, SALISHA Salisha.Hargreaves@osceolaschools.net NonInstructional Show More...	PROFESSIONAL DEVELOPMENT	0/1	Completed	<input type="text" value="0.0"/>
RADZISESKI, LYNN M Lynn.Radziseski@osceolaschools.net NonInstructional Show More...	PROFESSIONAL DEVELOPMENT	0/1	Completed	<input type="text" value="10.0"/>
VINAS, NICOLE ELIZABETH Nicole.Vinas@osceolaschools.net NonInstructional Show More...	PROFESSIONAL DEVELOPMENT	0/1	Completed	<input type="text" value="10.0"/>

0 results

It will take you back to the roster, now you lock everyone

When everyone is locked, you can now click on submit credit



ALL SIGN IN SHEETS MUST BE SENT TO PROFESSIONAL DEVELOPMENT DEPARTMENT

If you require further assistance, please contact us at

407 518 2940 or email us at profdevhelp@osceolaschools.net

