How to close out a Course in MyPGS

1) Click on Manage Sections

2) Click on Course Administration

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

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

Search Results

#	TITLE ▲
79834	DUMMY Course

🟢 = In Session
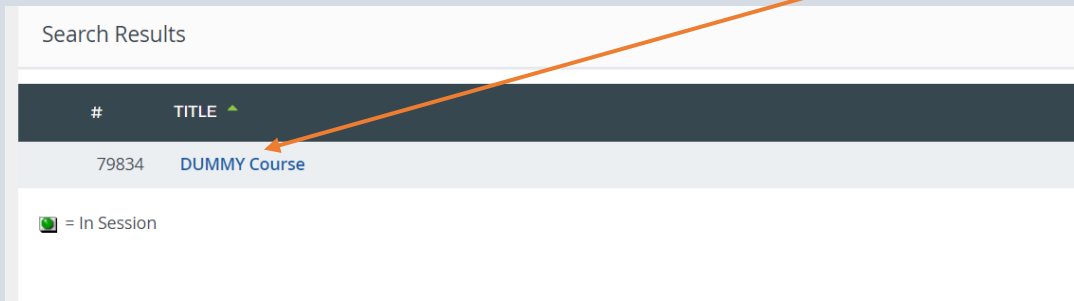
5) **When the course opens, scroll down to where it shows the section that you wish to close out**

Sections

Ne

	TITLE	SECTION #	START DATE ▼	TIME	SEATS	WAIT LIST	STATUS	OPE COS
⌄	DUMMY Section	92994	November 19, 2018 - November 19, 2018	10:00 AM - 11:00 AM	3/30	0	Released	
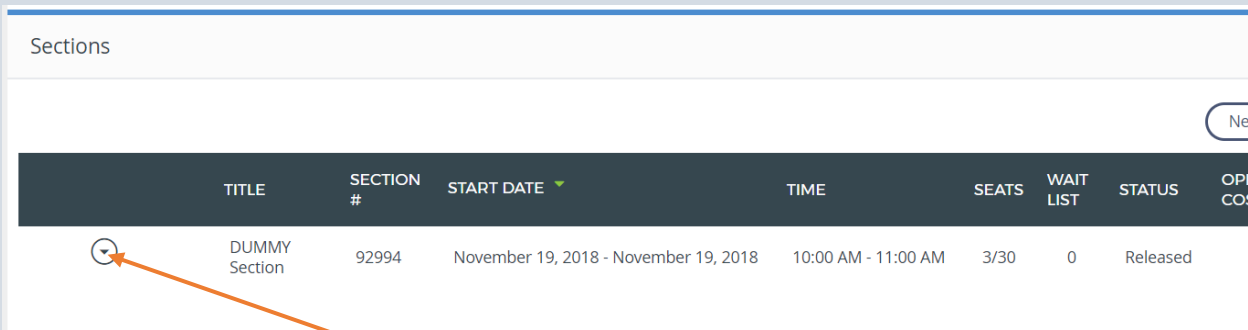
6) **Click on the dropdown arrow**

7) **Select View Roster**

New Section

	TITLE	SECTION #	START DATE ▼	TIME	SEATS	WAIT LIST	STATUS	OPERATION COST ($):
⌄	DUMMY Section	92994	November 19, 2018 - November 19, 2018	10:00 AM - 11:00 AM	3/30	0	Released	0
								0.0

- ✎ Edit
- ⓘ Manage
- 👁 View
- 👁 View Status
- 👁 View Roster
- ⊘ Cancel Section
- ⎘ Copy
- 🗑 Delete
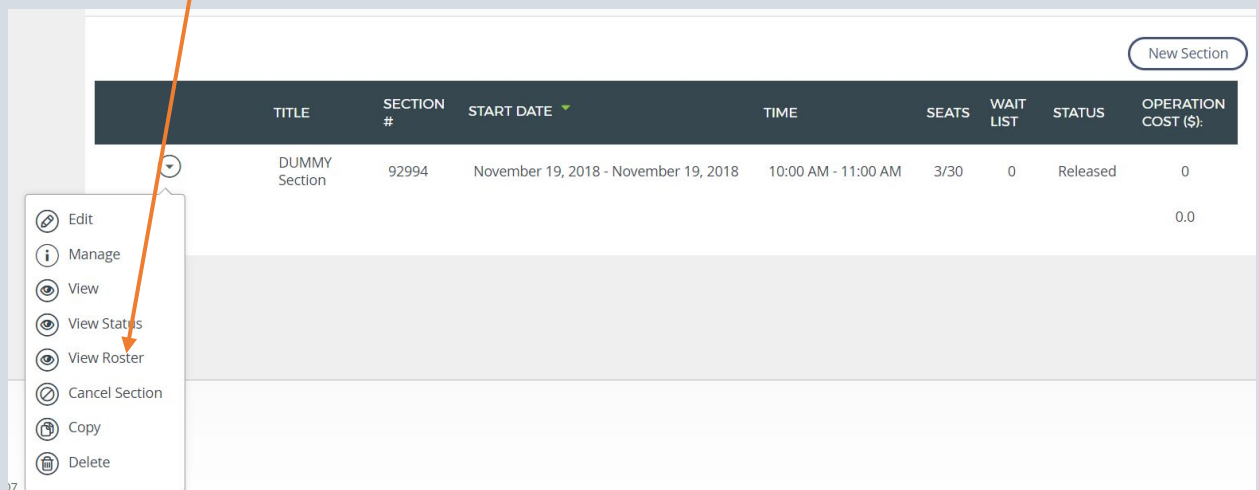
8) **Once the roster opens up – this is where you will begin to close out the roster and award the points to participants**

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

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: | Lyn

Last Name: | Rad

Middle Name:

Employee ID:

System Admin Rights: | ----- SELECT ONE ----- ▼

Active: | Both ▼

Location

Choose Location: | --- ▼ | --- ▼ | --- ▼ | --- ▼

Demographics

- Not Set -

Select Demographics: | (Select Demographics)

Courses

Search by course: | (Search By Course)

(Search) (Reset) Cancel

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

☑	Name	Employee Id	School/District	Staff Position	Account Status
☑	LYNN M RADZISESKI	10031784	PROFESSIONAL DEVELOPMENT, District Office - DO	NonInstructional	Active

☑ Send Registration Confirmation ☐ Include Inactive Users

☑ Send Wait List Confirmation ☐ Include Inactive Users

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

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**

(Grade / Roster Status)

Change all Roster Status to:
[Completed ▼]
*Note: When using 'Apply All,' or when changing the grade on a
the grade you've chosen. These rules can be viewed by super-a
Change all Grades to:
[Credit ▼]
Save This Page - Save all of the values that are set in the table b
Apply All - Take the values show above and apply them to every
Apply - Take these values and set them into the boxes below

(Save This Page) (Cancel)
☐ 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	0.0
RADZISESKI, LYNN M Lynn.Radziseski@osceolaschools.net NonInstructional Show More…	PROFESSIONAL DEVELOPMENT	0/1	Completed	10.0
VINAS, NICOLE ELIZABETH Nicole.Vinas@osceolaschools.net NonInstructional Show More…	PROFESSIONAL DEVELOPMENT	0/1	Completed	10.0

3 results

Done

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

When everyone is locked, you can now click on submit credit
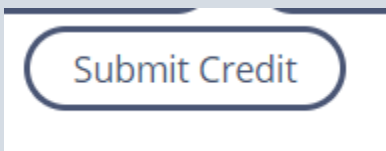
<u>**ALL SIGN IN SHEETS MUST BE SENT TO PROFESSIONAL DEVELOPMENT DEPARTMENT**</u>

If you require further assistance, please contact us at

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