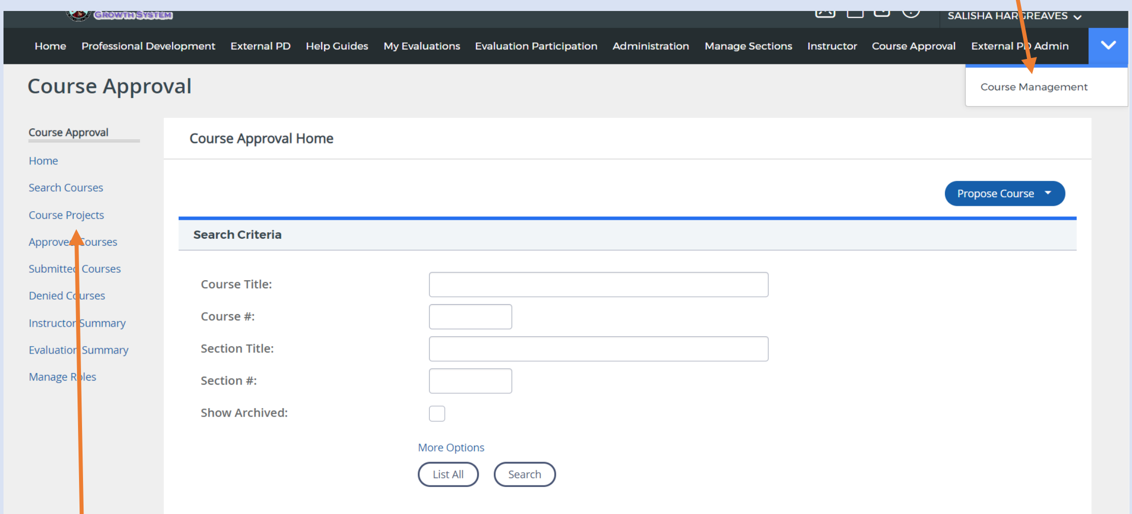
How to Create a Course in MyPGS

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

<u>Propose a Course & Section</u>

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



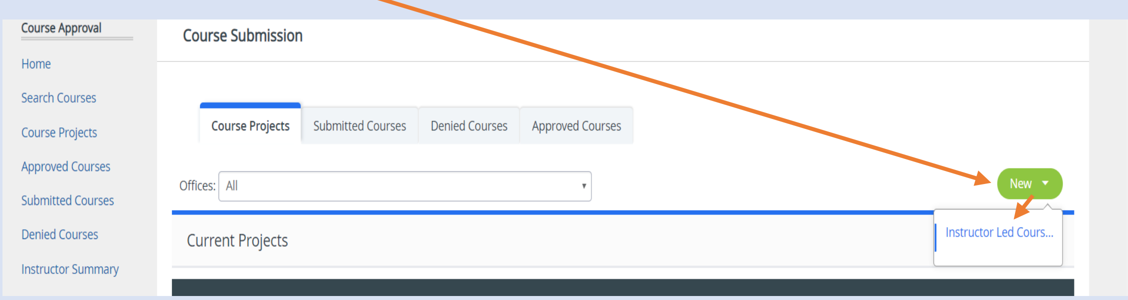
The Course Approval Workflow screen will display (as shown above)

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

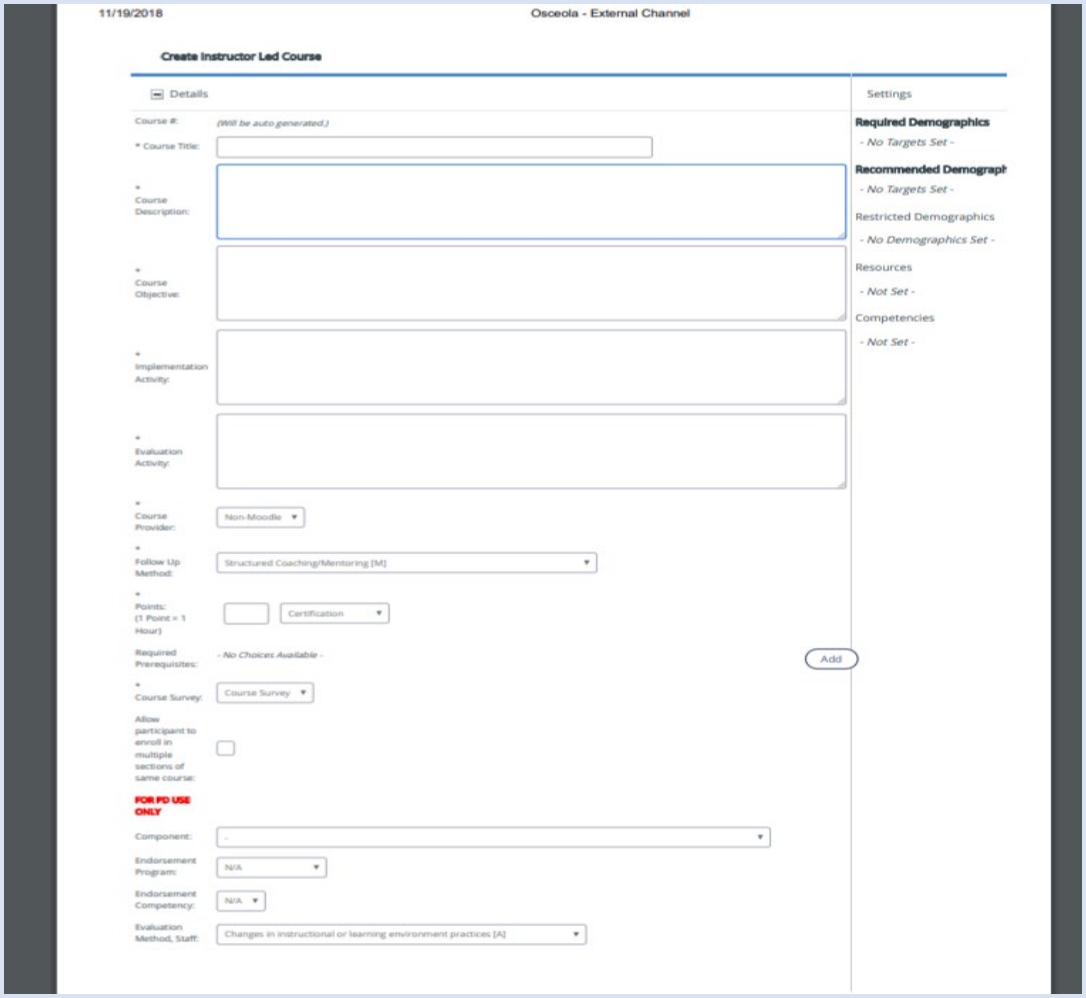
Click Course Projects to begin the course creation process

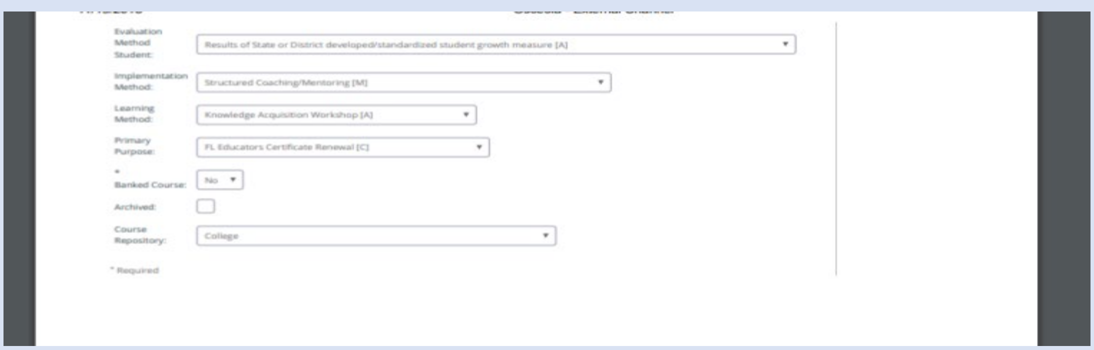
Any courses currently being created will display under Current Projects.

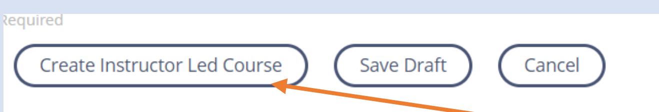
Click Create New on the right side of the screen and dropdown the Instructor Led Course link to create a course



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





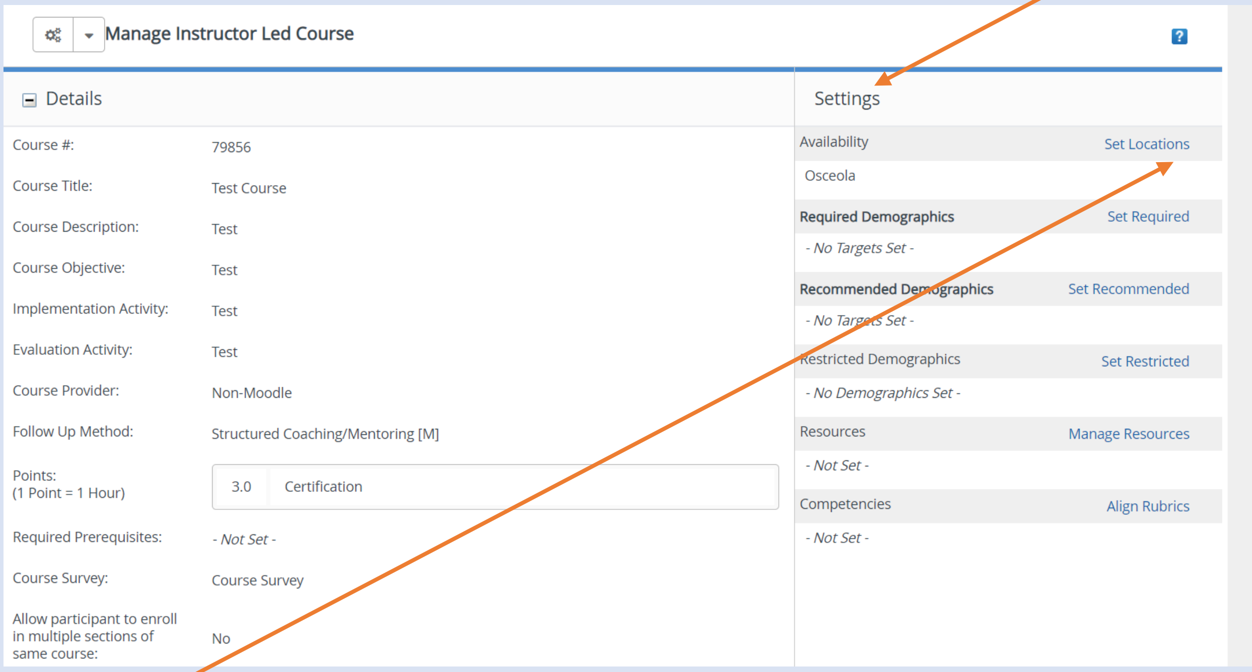


When you are done with completing your details, click on **Create Instructor Led Course**

Determining Settings

Set Locations

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



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.

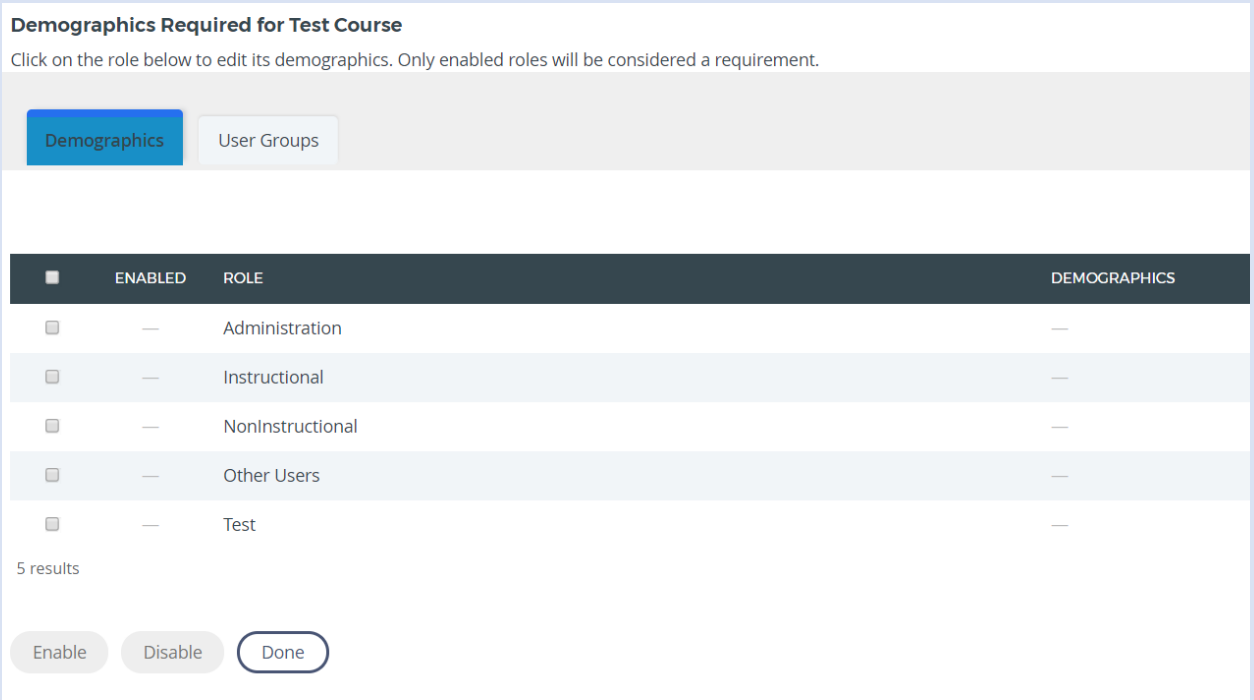
Click Add, and scroll to the bottom and click Done

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

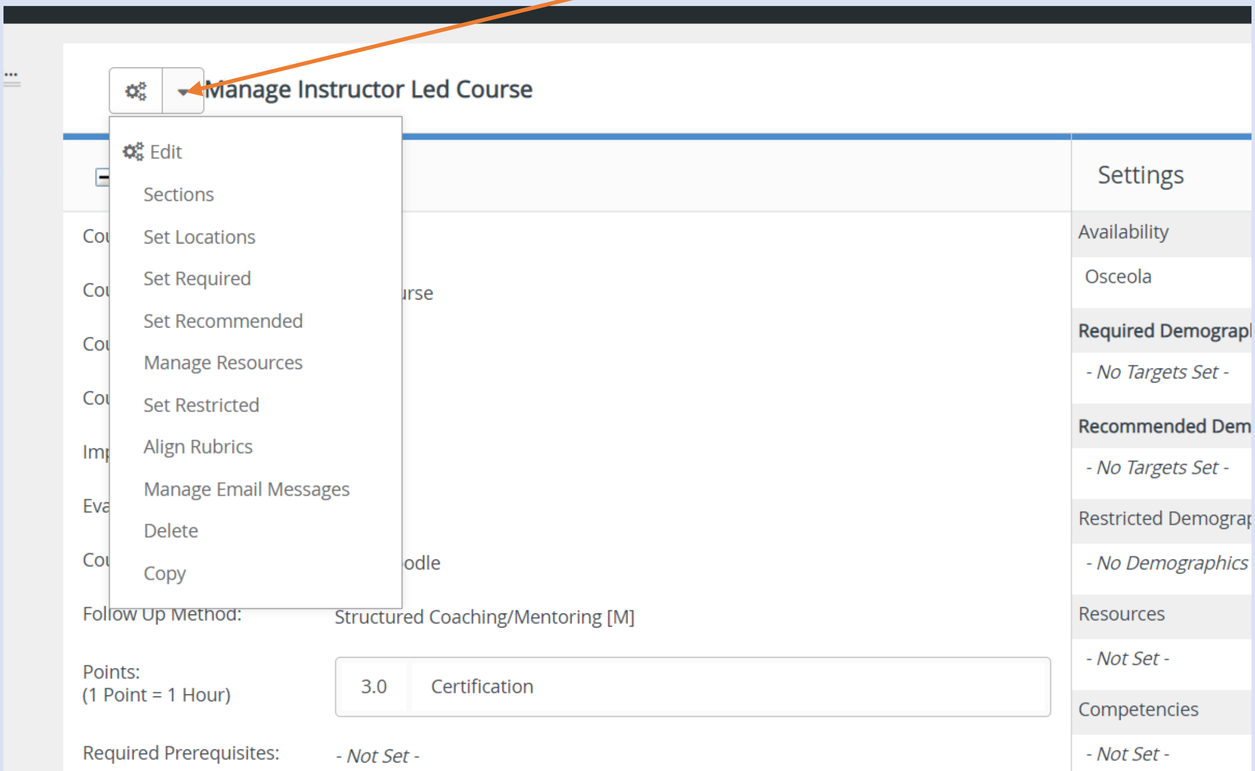


Set Recommended and Set Restricted

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

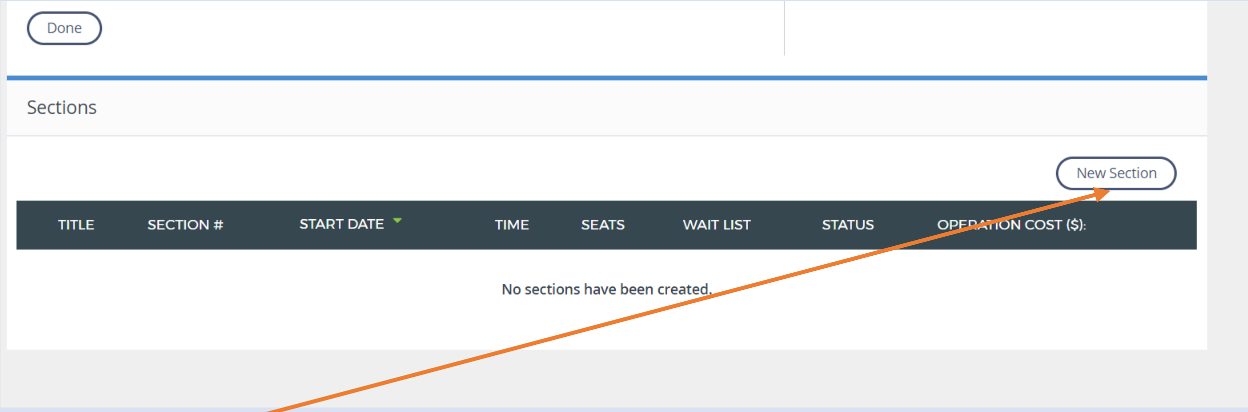
You can also access any of the above setting from the dropdown here



Creating the Section

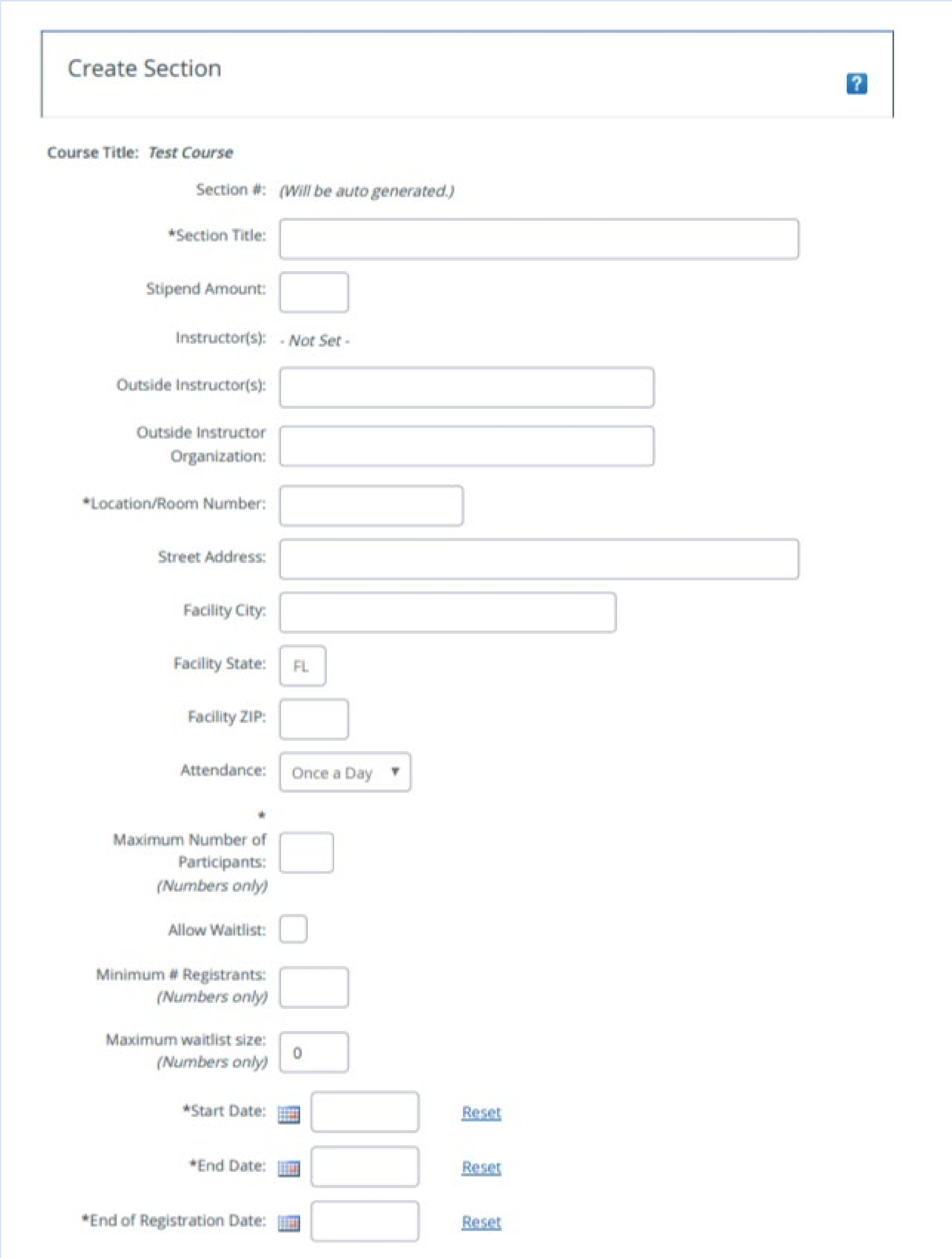
Once you are done with creating the course and the settings, the section must now be created.

Scroll down below the course to see this below



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: 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

*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

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 :

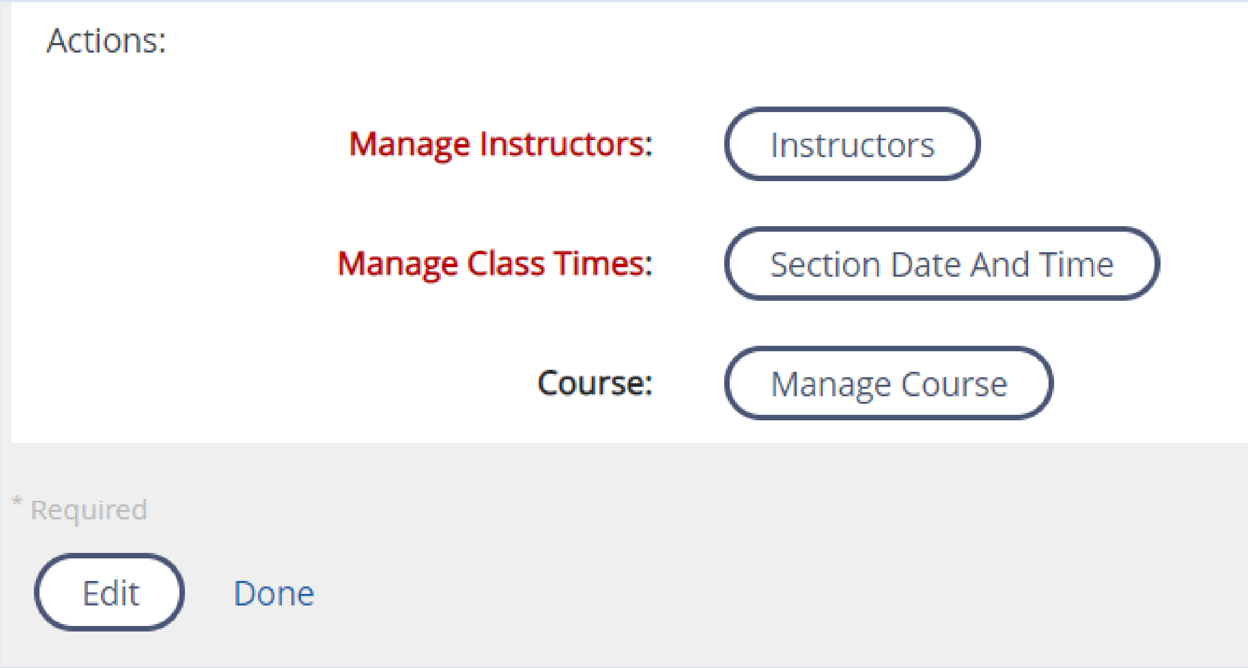
File Attachments

* Required

Create Cancel

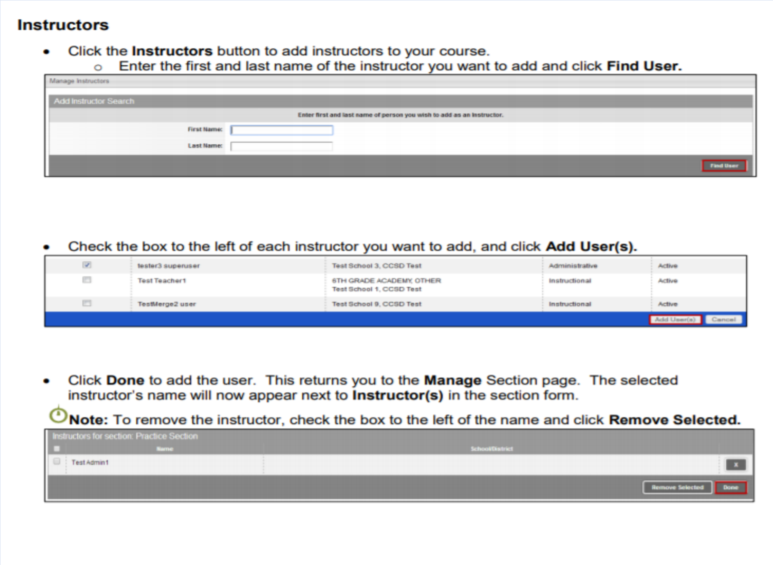
Once completed, click on Create

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



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.**

Manage Instructors
Add Instructor Search
Enter first and last name of person you wish to add as an instructor.
First Name:
Last Name:
Find User

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

☑	tester3 superuser	Test School 3, CCSD Test	Administrative	Active
☐	Test Teacher1	6TH GRADE ACADEMY, OTHER Test School 1, CCSD Test	Instructional	Active
☐	TestMerge2 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.**

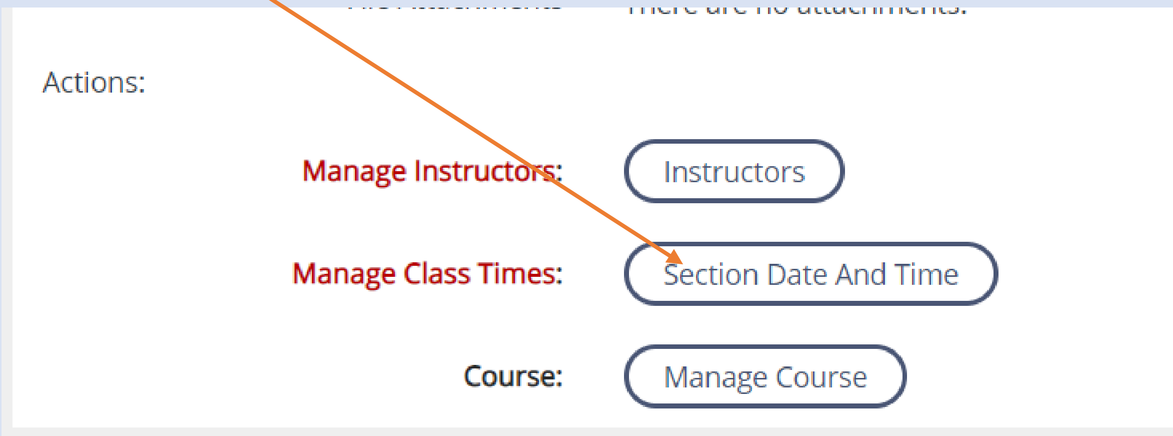
Instructors for section: Practice Section

	Name	School/District
☐	Test Admin1	

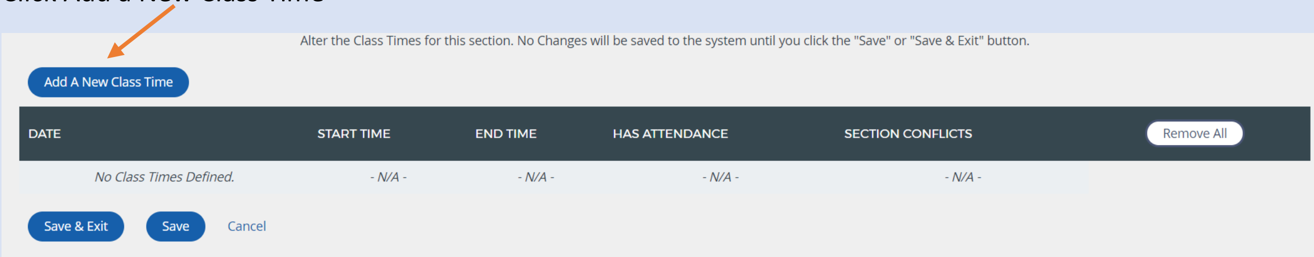
Remove Selected Done

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**



Click Add a New Class Time

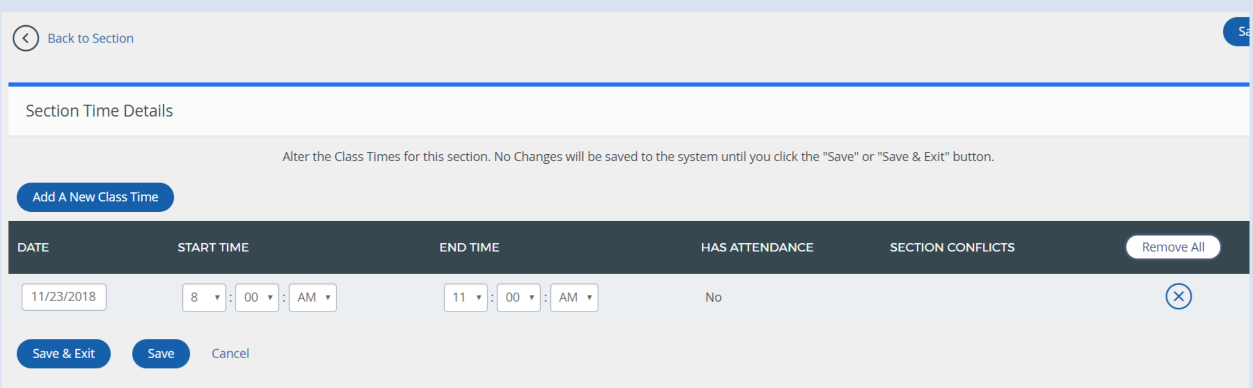


Click the **Date** field to access the calendar tool and select the date for the meeting

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

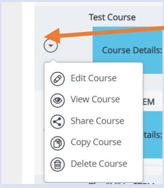
Click **Save & Exit** and return to the section page

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



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

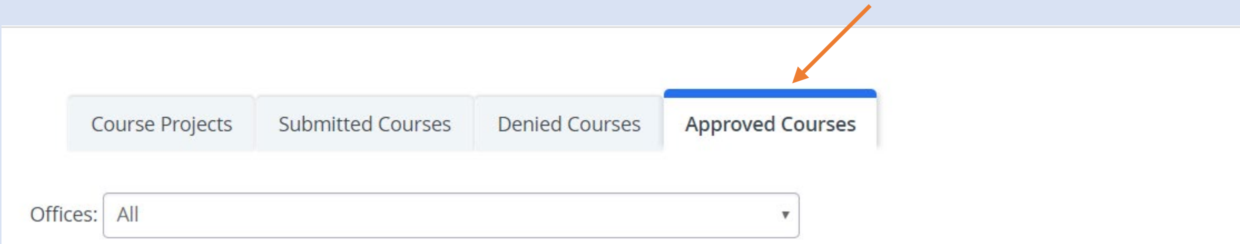
Your page will then take you back to Course Submission, scroll down to Current Projects, find the course/section you have just created, you can then use the dropdown on the arrow to make changes



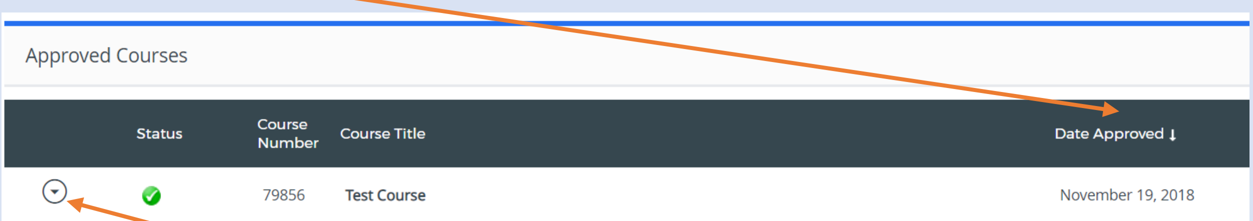
Or you can submit for review

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

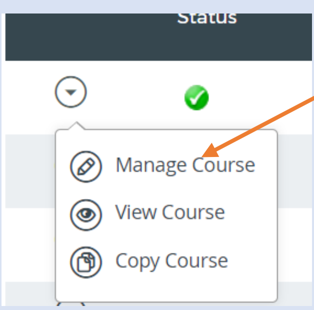
You would click on Course Management, then on the tab for Approved courses



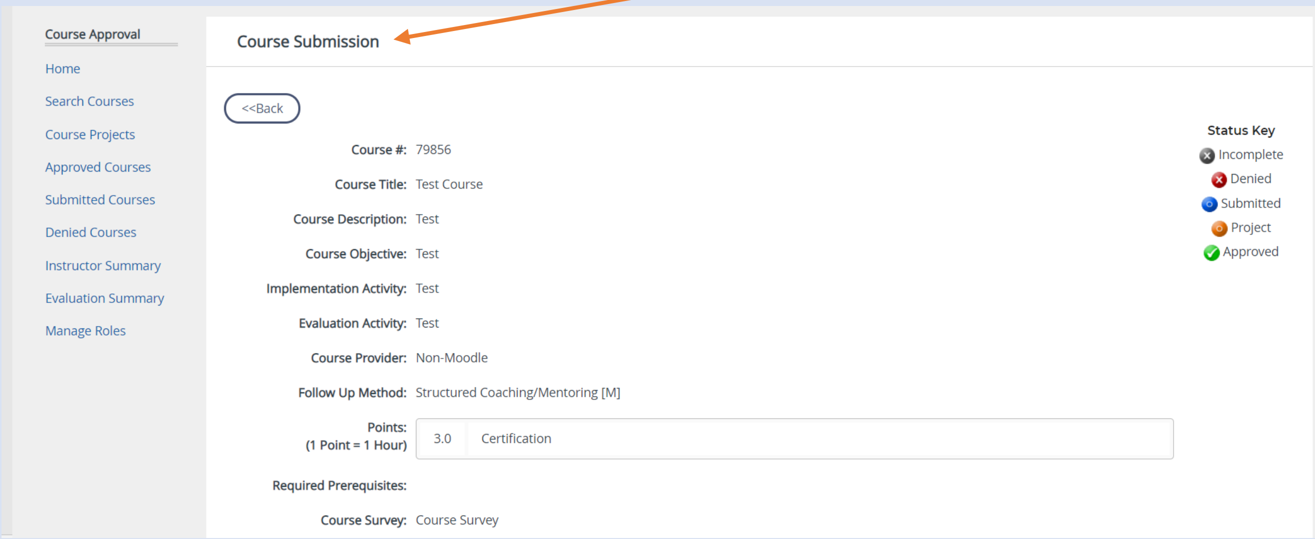
Click on Date Approved (with the arrow showing down), the latest courses will appear at the top



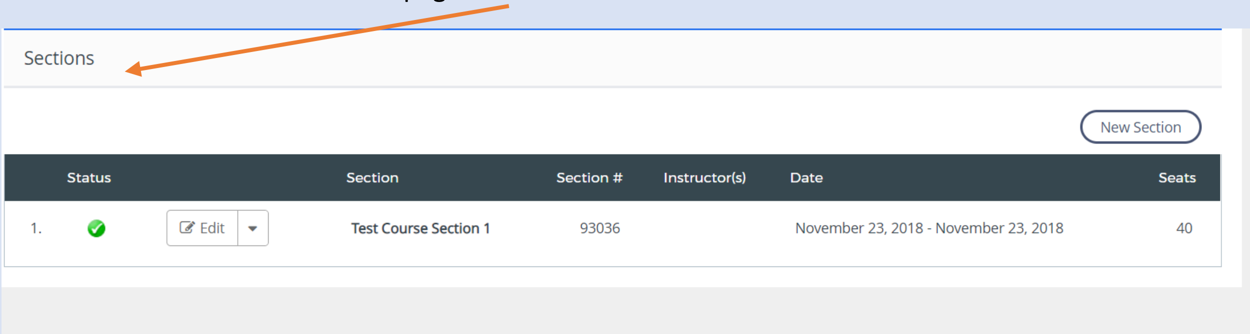
Then use the dropdown arrow and select Manage Course



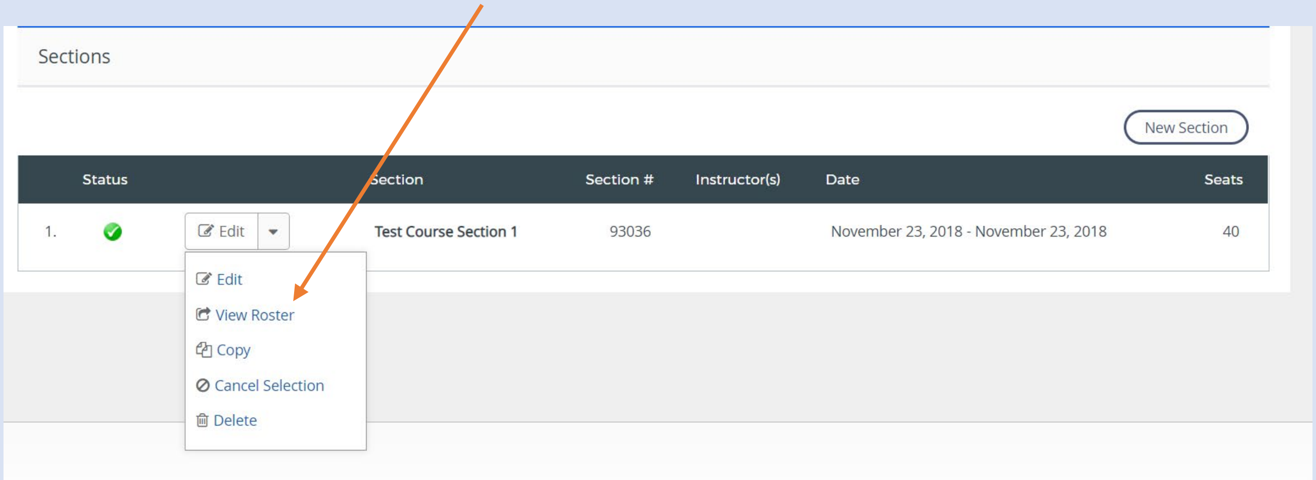
After clicking on Manage Course, it will open the page – Course Submission – shown below



Scroll down to the bottom of this page to Sections



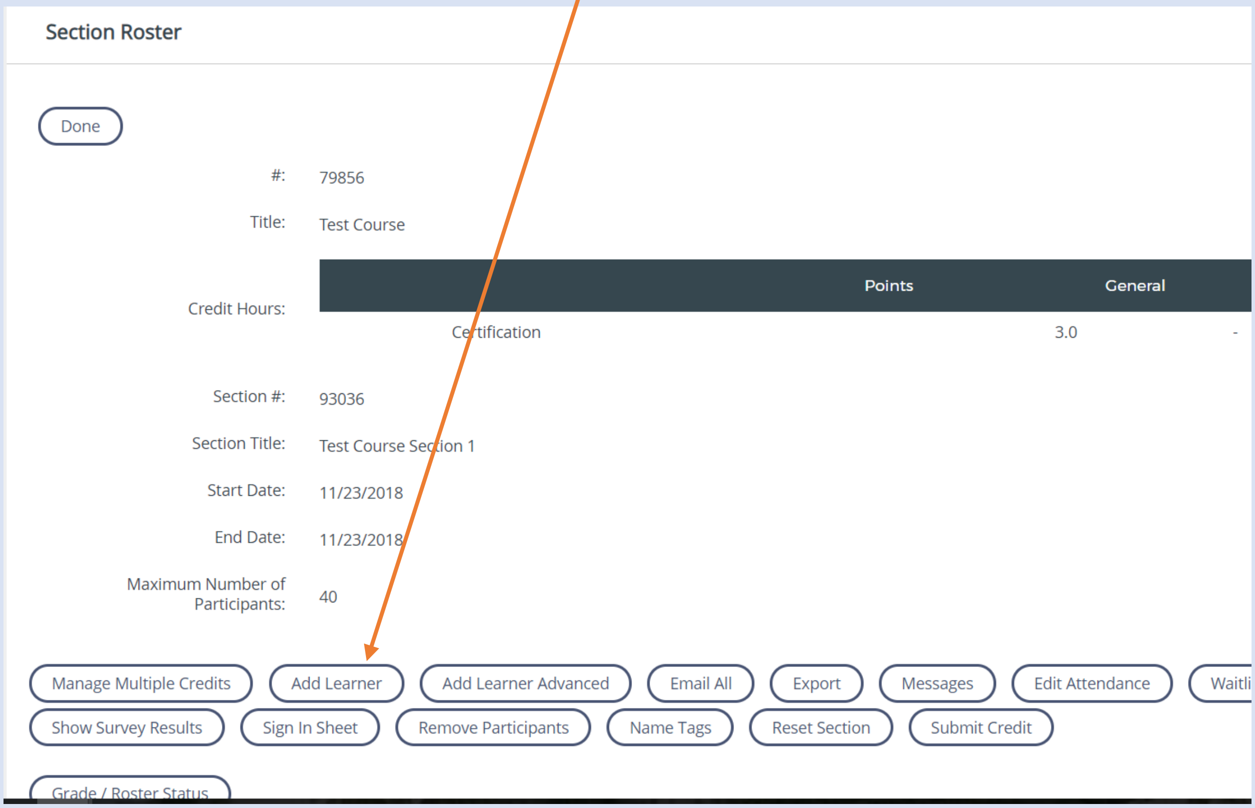
Use the dropdown arrow and select View Roster



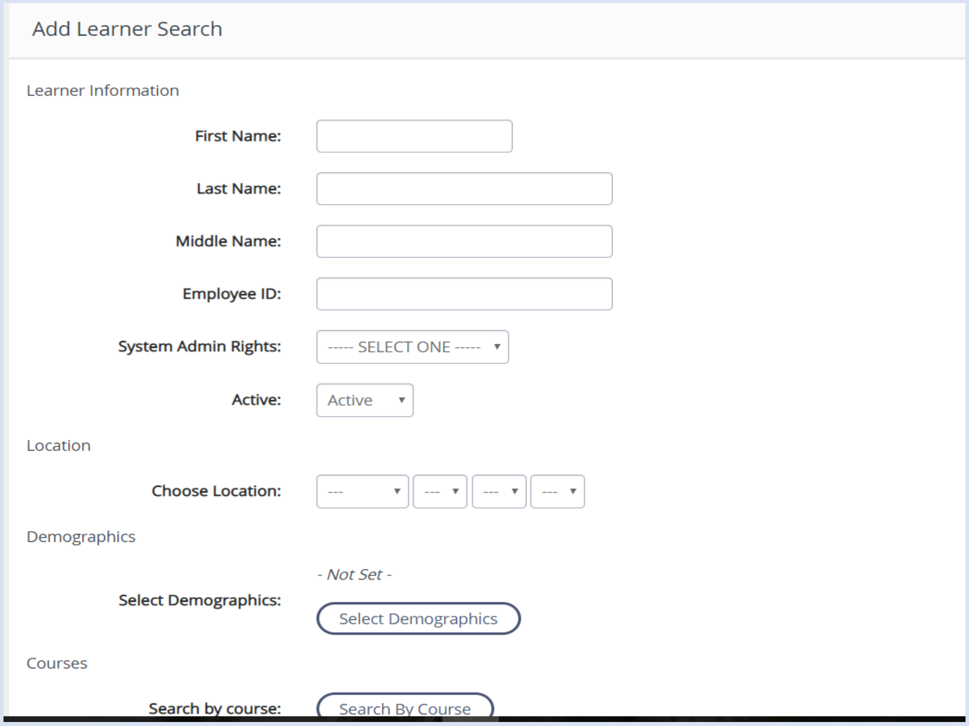
Managing the Section Roster

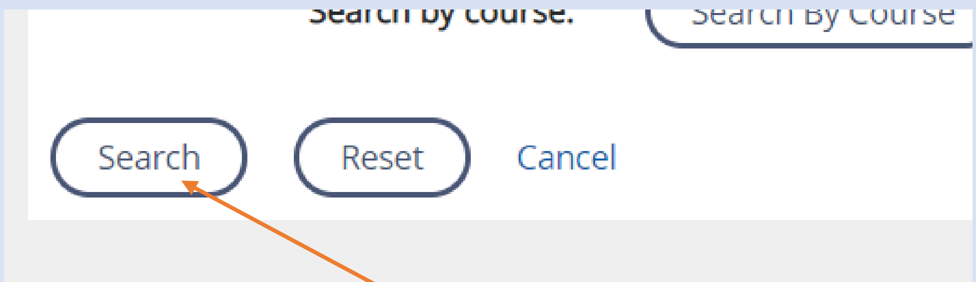
This is where you will now be able to manage the roster, add learners, close the roster, update credits, close and submit for credit. (There is a separate help guide on how to close out a course).

To add participants to the roster, click on Add Learner



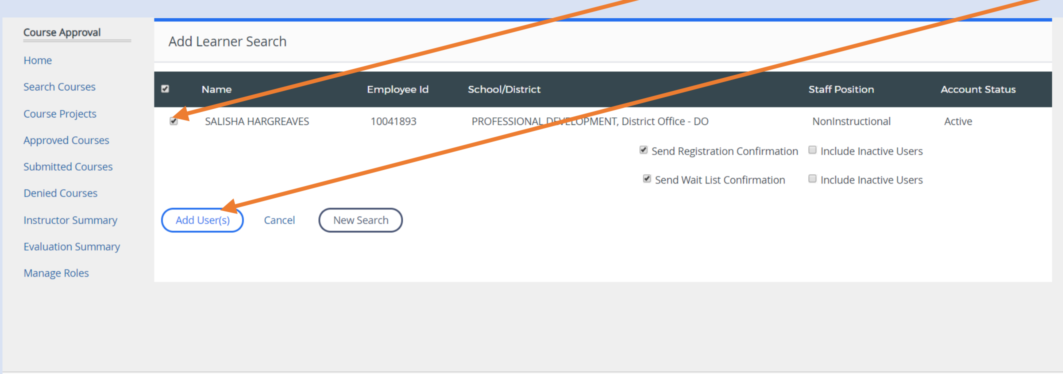
You can then search for each person, using their First Name & Last Name or the Employee ID number.



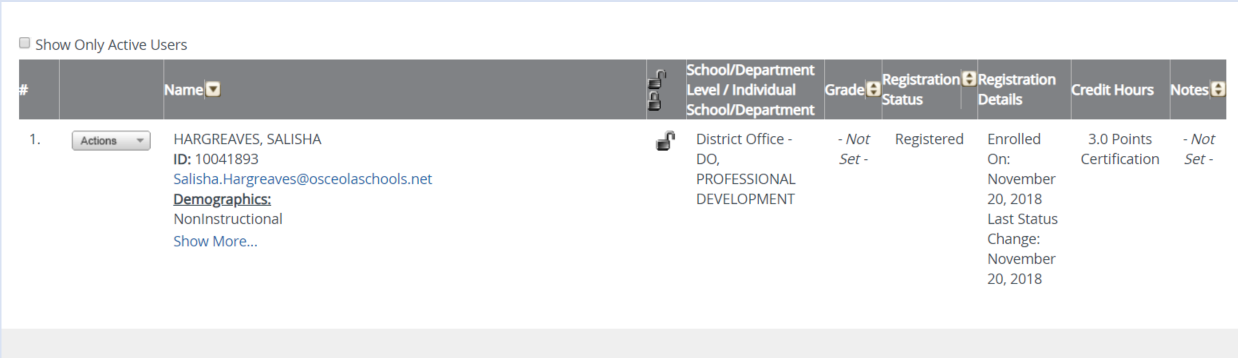


Click Search when done

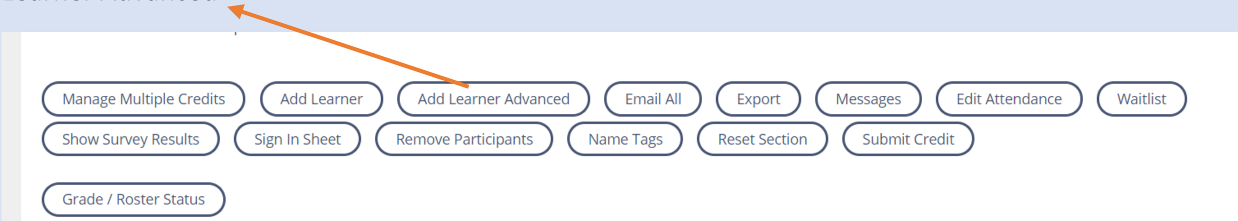
This will now populate the person it found, check the box next to the name and then add user



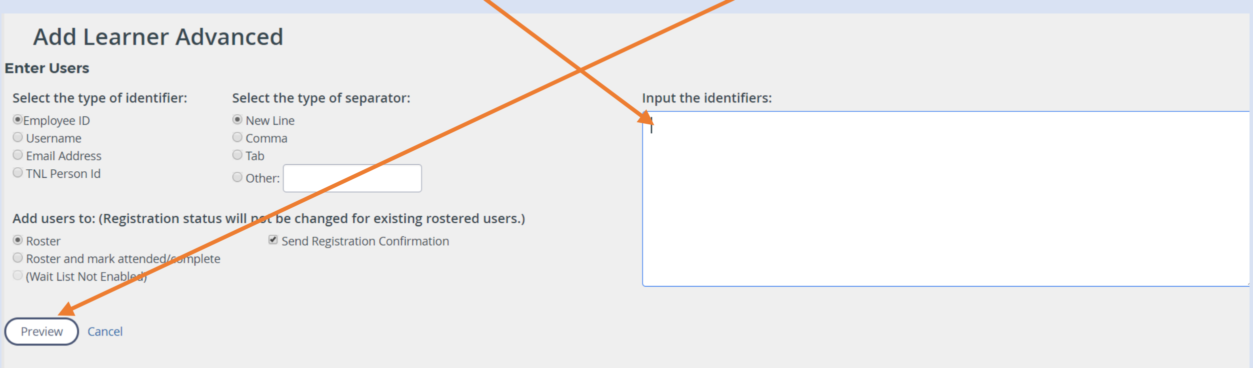
It will the take you back to the section roster, scroll down and you will see who is now on the roster



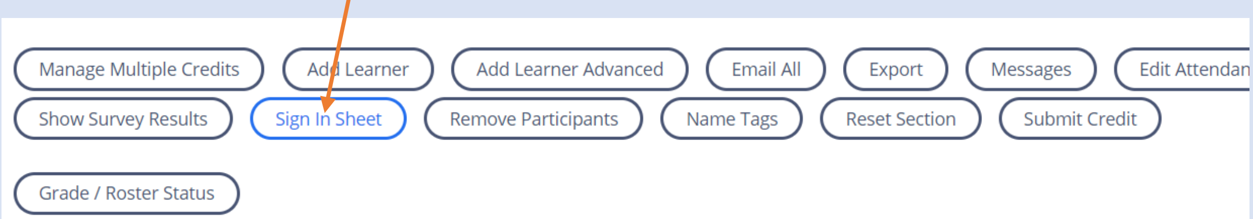
If you have a large list of participants and you have their ID numbers you can use the option of "Add Learner Advanced"



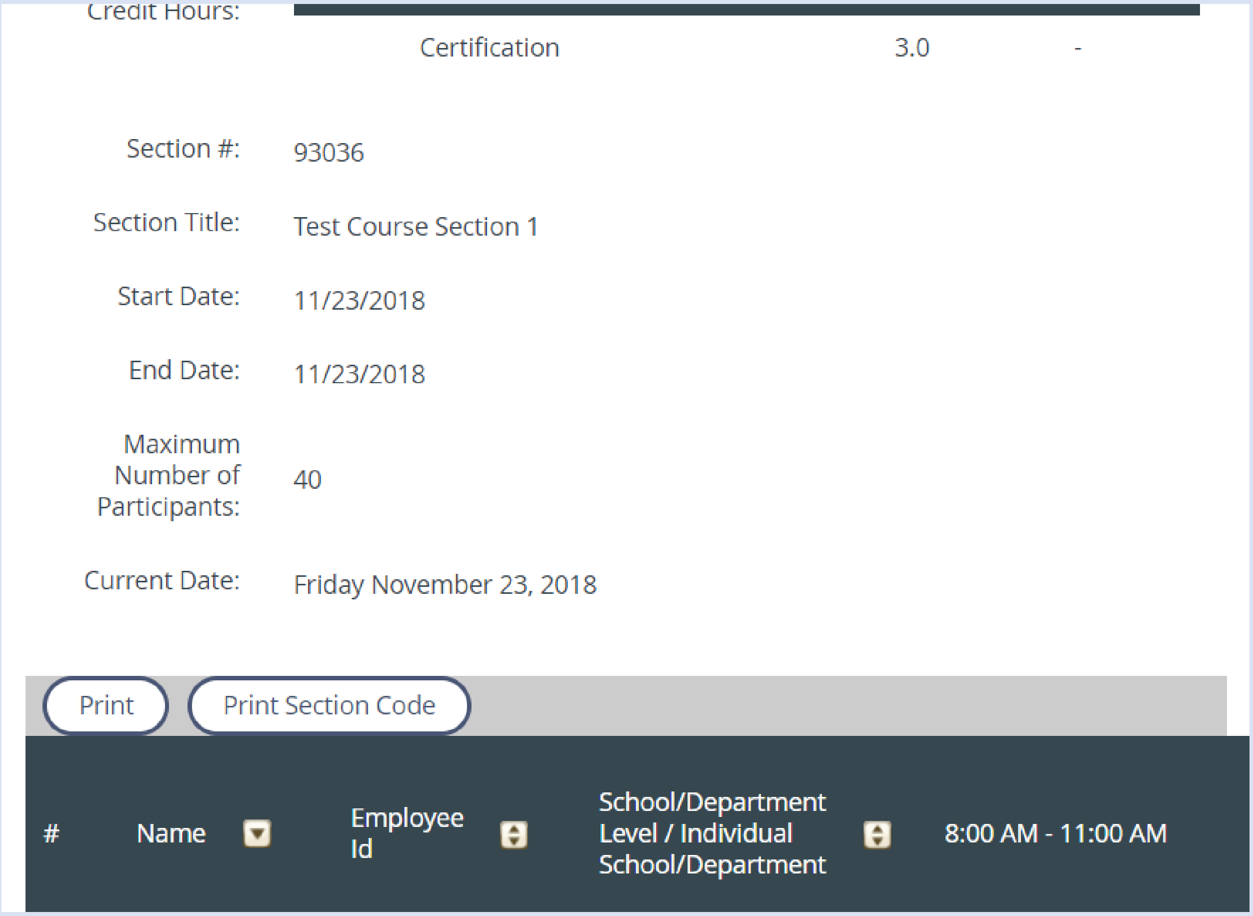
Here you can enter all the ID numbers as a list and then preview and then add user



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



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*

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.

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".