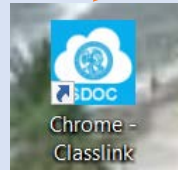
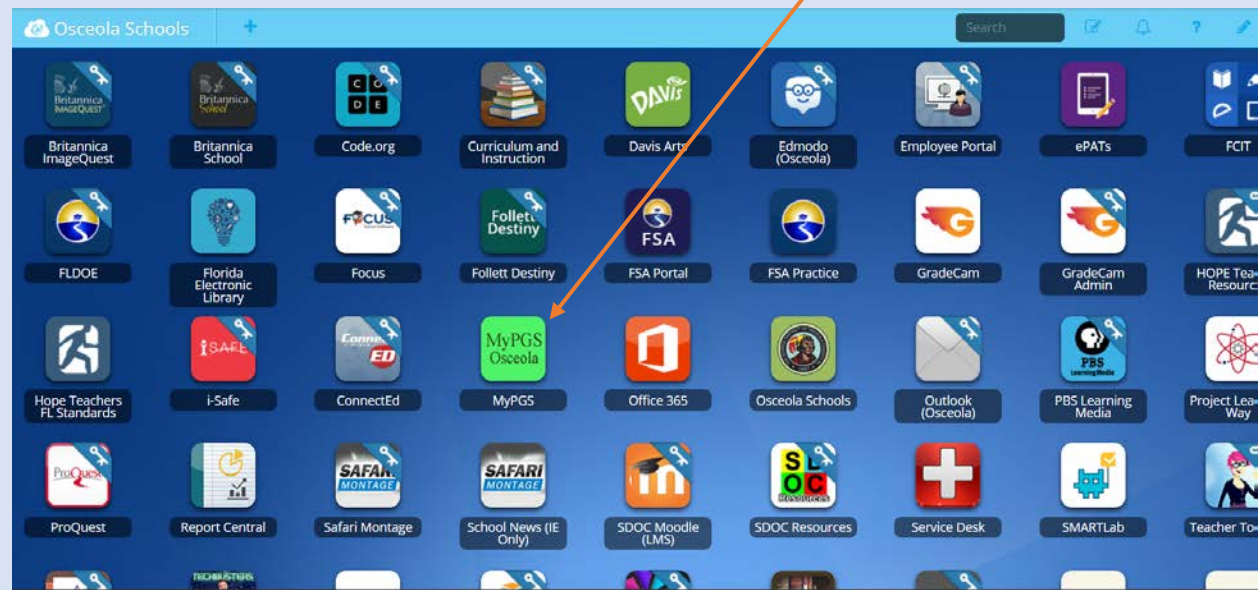


## How to login into MyPGS

Once you sign in to your computer, click on the icon on your desktop



When it loads, you will see this page below, to access MyPGS, click on the icon from Classlink



*If you are unable to access this, please contact the helpdesk at  
(External 407 870 4037) or extension internal 67000.*



## How to Withdraw from a Course in MyPGS

This document provides a step-by-step walkthrough for on how to withdraw from a course within MyPGS

Go to your “Professional Development” Tab in MyPGS

The screenshot shows the MyPGS interface. At the top, a navigation bar includes 'Home', 'Professional Development' (highlighted in blue), 'External PD', 'Help Guides', 'My Evaluations', and 'Evaluation Pa'. Below this is a 'My Courses' section. Underneath, there is a 'My Learning Opportunities' header with a 'View All' button and a right arrow. A course entry for 'Test Course' is shown, including the section number '93036' and the location '2320 New Beginnings Road, Building # 1, Kissimm...'. Below the course details are two buttons: 'My Transcript' and 'Learning Opportunity'. A circular icon with a right-pointing arrow is located to the right of the course details, and an orange arrow points to it from the text below.

You can withdraw yourself from a course that you have signed up for yourself, by clicking on this icon

Once clicked, this page would appear and you can then click on withdraw

Withdraw From Course

Please confirm that you wish to withdraw from the following course

Learner's Name	SALISHA HARGREAVES
Course	Test Course
Section	Test Course Section 1

[Withdraw](#) [Cancel Withdraw Request](#)

Once you withdraw, you will then see this screen that confirms that you have been withdrawn from the course

Withdraw

You have been withdrawn

You will then receive an email on your inbox, the content of the email will be as follows:

-----

This message is to inform you that you have been unregistered from the course titled Test Course, section Test Course Section 1. There are two possible reasons that you have received this message:

- 1) You withdrew yourself from the course
- 2) The instructor removed you from the roster

If you feel you have received this message by mistake, please re-register for the course, or contact for assistance.

Sincerely,  
Professional Development

Please note that you are unable to withdraw from a course on the actual day of it. You would need to contact the instructor of the course via email or phone and advise of your withdrawal or non-attendance, to view the details of the instructor, Click on the course title

The screenshot shows a web application interface with a dark navigation bar at the top containing the following items: Home, Professional Development (highlighted in blue), External PD, Help Guides, My Evaluations, and Evaluation Pa. Below the navigation bar is a section titled "My Courses". Underneath this title is a sub-section "My Learning Opportunities" with a "View All" link and a right-pointing arrow icon. Below this, a course entry is displayed: "Test Course" with a three-dot menu icon to its left and a right-pointing arrow icon to its right. Underneath the course title, the text reads "Section: 93036" and "Location: 2320 New Beginnings Road, Building # 1, Kissimm...". Below the course details is a "Show More" link. At the bottom of the "My Courses" section are two buttons: "My Transcript" and "Learning Opportunity". An orange arrow originates from the text above and points to the "Test Course" title.

It will then open up the details of the course, click on the tab – Section Details

The screenshot displays a course details page. At the top left, there is a purple icon of a person and the text 'Instructor Led'. To the right, the course title is 'Test Course | Test Course Section 1'. Below the title, a calendar icon shows 'Nov 30' and the dates 'November 30, 2018 - November 30, 2018' with the time '8:00 AM - 11:00 AM'. On the far right, the section number is '# Section Number: 93036' and the location is 'Location: 2320 New Beginnings Road, Building # 1 Kissimmee, FL 34744'. Below this information are two tabs: 'Course Details' and 'Section Details', with 'Section Details' being the active tab. The 'Section Details' tab shows a list of fields: 'Section Number' (93036), 'Section Title' (Test Course Section 1), 'Section Notes' (empty), 'Date' (November 30, 2018 - November 30, 2018, 8:00 AM - 11:00 AM), 'Stipend Amount' (empty), 'Instructor(s)' (test instructor1), 'Address' (2320 New Beginnings Road, Building # 1 Kissimmee, FL 34744), 'Max Class Size' (40), 'Registered' (1), and 'Location/Room Number' (PDL C/Room 12). An orange arrow points from the 'Section Details' tab to the 'Instructor(s)' field.

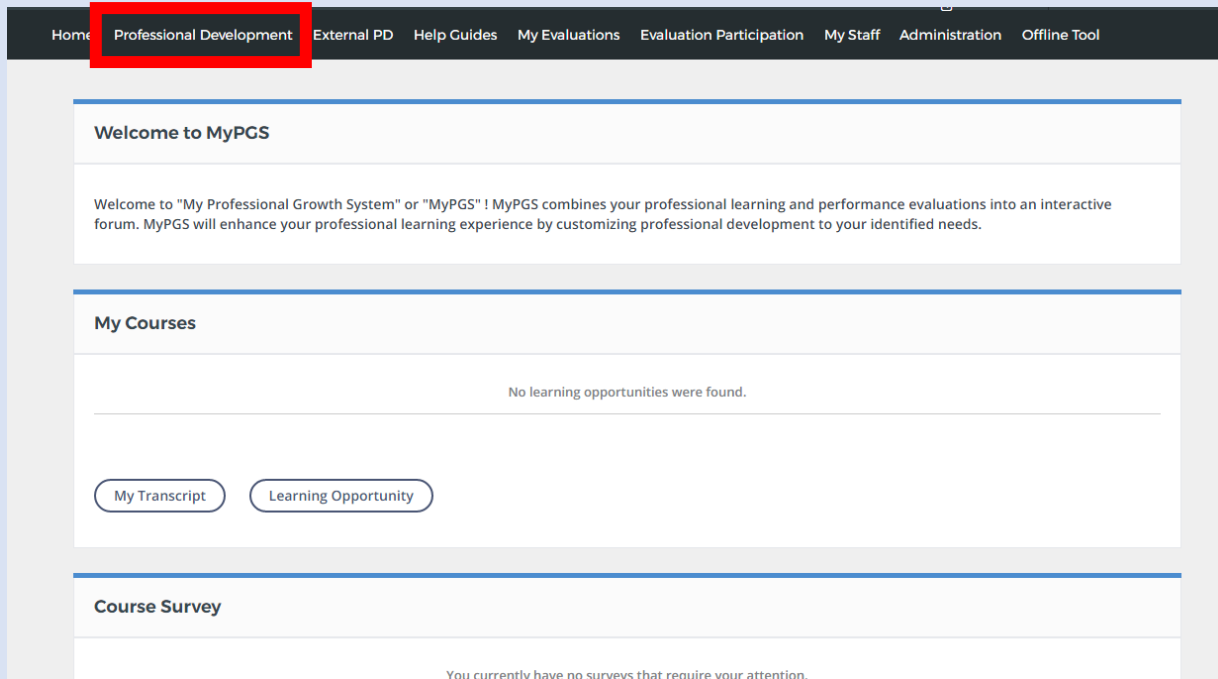
Section Number	:	93036
Section Title	:	Test Course Section 1
Section Notes	:	
Date	:	November 30, 2018 - November 30, 2018 8:00 AM - 11:00 AM
Stipend Amount	:	
Instructor(s)	:	test instructor1
Address	:	2320 New Beginnings Road, Building # 1 Kissimmee, FL 34744
Max Class Size	:	40
Registered	:	1
Location/Room Number	:	PDL C/Room 12

You will then see the instructor's name listed – this is person you need to advise of your withdrawal from the course or non-attendance.

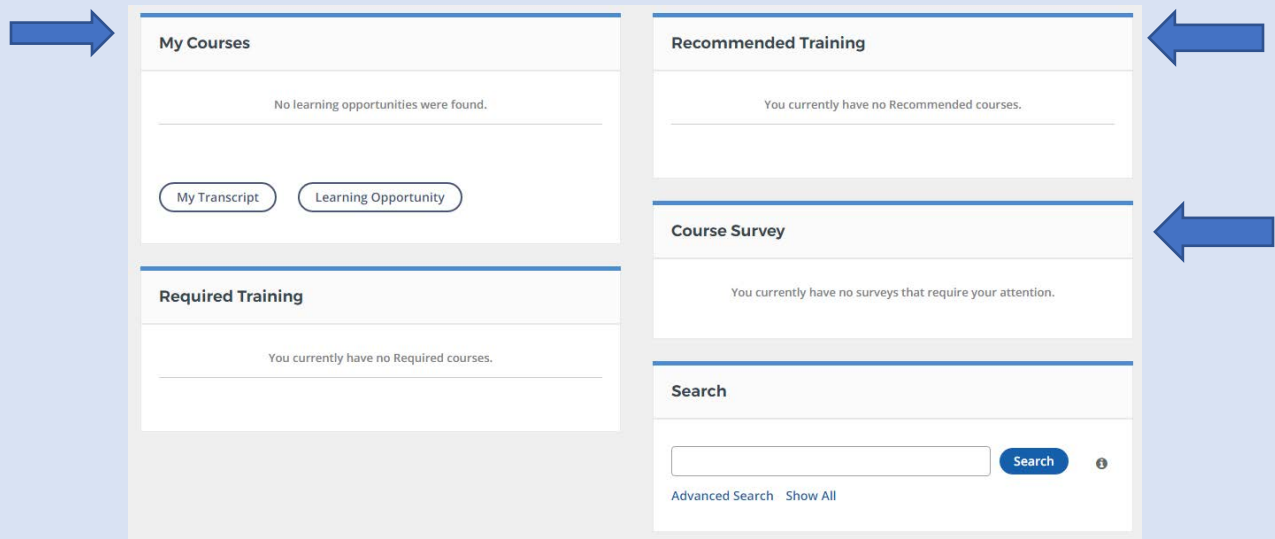
**This will also apply for courses that you were registered for as "Invitation Only" - contact the instructor or person who invited you to attend the course**

# HOW TO REGISTER FOR A COURSE

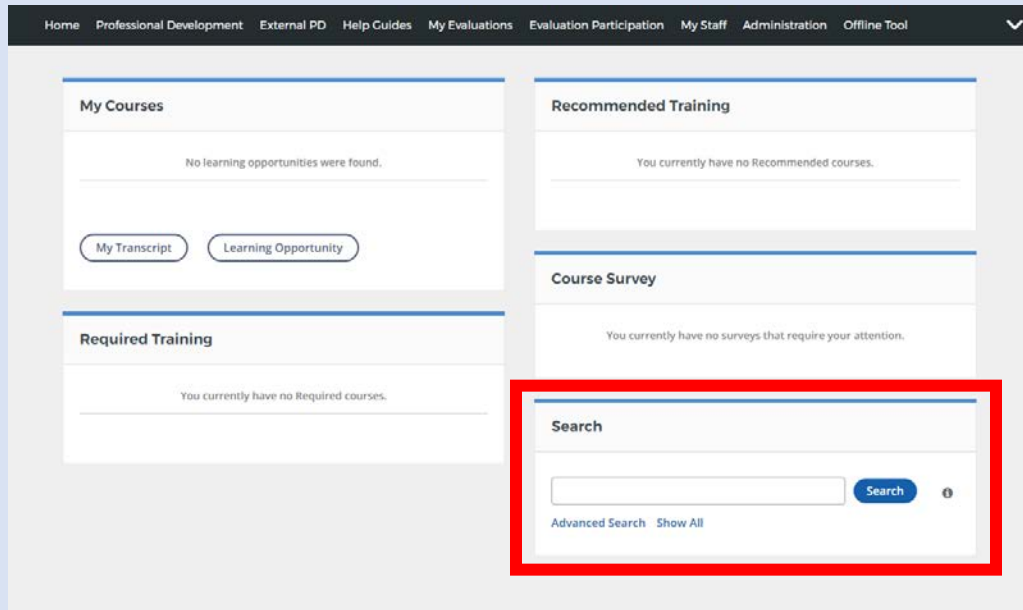
Step 1: Once you have logged in to MyPGS, click on the 'Professional Development' tab.



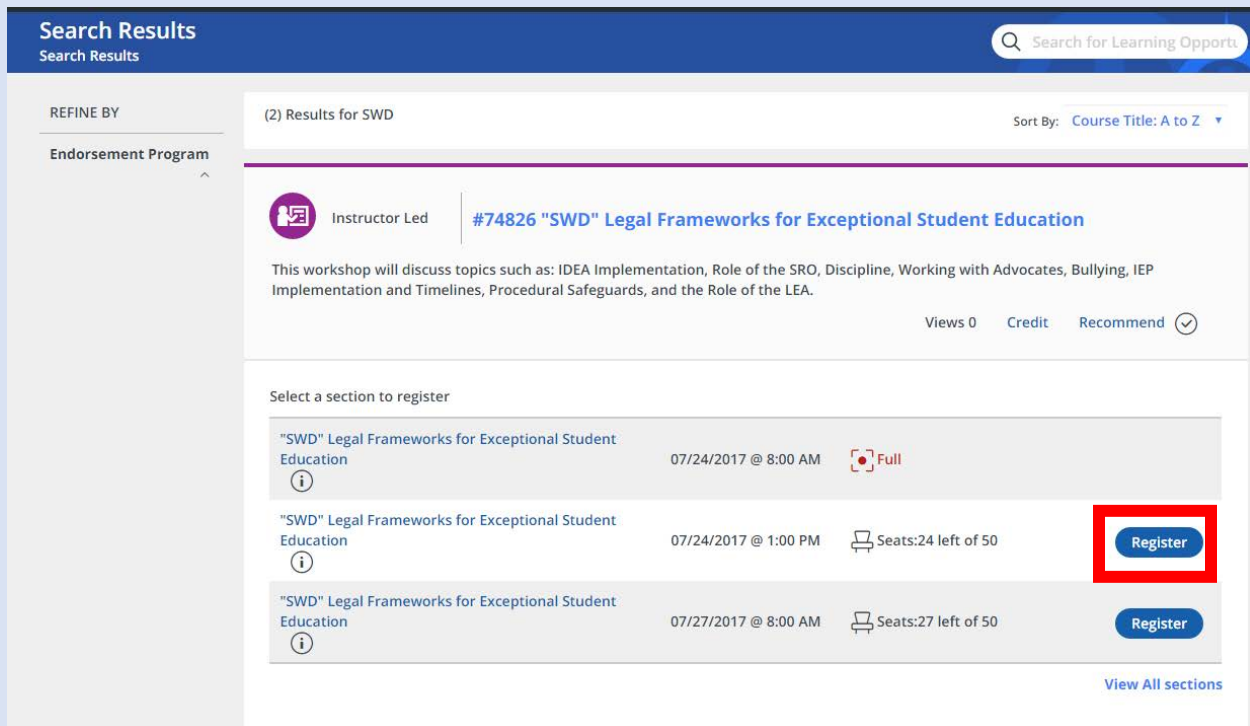
On this tab you can view courses you are currently enrolled in, recommended trainings and any surveys that need to be completed. \*



Step 2: If you are searching for a specific course or subject you may use the Search Bar to find a class in the Professional Development Catalog.

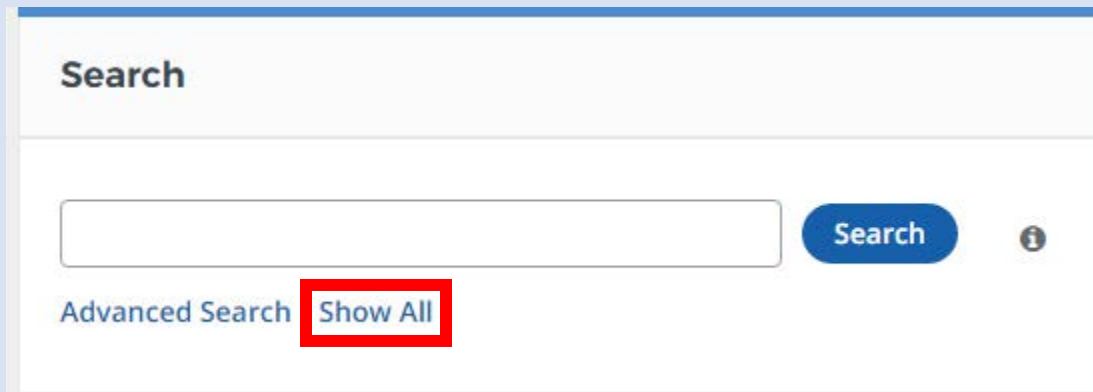


Step 3: When you are viewing a course, you will be able to see the current open sections, with dates and times. Chose the section you want to attend and click 'Register'.



(You will also see if a course is Full.)

NOTE: If you would like to browse the current available professional development opportunities, you can click 'Show All' under the Search Bar.



The image shows a search interface with a white background and a blue border. At the top left, the word "Search" is written in bold black text. Below this is a search bar consisting of a white input field with a thin grey border, a blue rounded rectangular button labeled "Search" in white text, and a small grey information icon (i) to the right. Below the search bar, there are two links: "Advanced Search" in blue text and "Show All" in black text, which is enclosed in a red rectangular box. The entire interface is set against a light blue background.

*If you require further assistance, please contact us at 407 518 2940 or email us at [profdevhelp@osceolaschools.net](mailto:profdevhelp@osceolaschools.net)*







## How to View Your Transcript in MyPGS

This document provides a step-by-step walkthrough for on how to view your Transcript in MyPGS

Go to your “Professional Development” Tab in MyPGS

The screenshot shows the 'Professional Development' tab selected in the navigation bar. Below the navigation bar, the 'My Courses' section is visible. It includes a 'My Learning Opportunities' header with a 'View All' button. Underneath, there is a course entry for 'Test Course' with details: 'Section: 93036' and 'Location: 2320 New Beginnings Road, Building # 1, Kissimm...'. Below the course details is a 'Show More' link. At the bottom of the course entry, there are two buttons: 'My Transcript' and 'Learning Opportunity'. An orange arrow points from the 'Professional Development' tab to the 'My Transcript' button.

Click on My Transcript

Once clicked, this page will appear

**Search Transcript**

Name: test instructor1  
Employee ID:  
Sites: Test District, Test School 1  
Demographics: Test

Section Completed Date From:    
Section Completed Date To:

Section End Date From:    
Section End Date To:

You can then scroll down below and view items that have been added to your transcript and see how many points you have, you have the option to Print your transcript or Email it.

All Certification Non-Certification

#	Survey	Component #	Component	Course #	Section #	Title	Credit Hours	Start Date	End Date	Certificate #	Registration Status	Grade
1.	Survey completed November 29, 2018	N/A	N/A	79856	93036	Test Course	3.0 Points Certification	11/30/2018	11/30/2018	905308	Completed	Credit

Total:

Points	
3.0	Certification
	Non-Certification

**Note: Course Surveys must be completed after courses for points to be included, please see the help guide on How to Complete Surveys in MyPGS**

You can view/print the certificate for a particular course if required, by clicking on the number in the certificate column



## How to Complete Surveys in MyPGS

This document provides a step-by-step walkthrough for on how to complete surveys after course completions/closure in MyPGS

Go to your “Professional Development” Tab in MyPGS

Your screen may vary – Look under Course Survey, you will see the surveys on courses you need to complete

Click on Start Survey

It will then open up the survey questions, all questions must be answered.

There are 4 screens of the survey to be completed

You are currently viewing - Planning

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Indicate the extent to which you agree with the following statement about professional development and growth.

	Definitely	Somewhat	Not at all
This course met my individual needs for professional development or my professional growth interests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 2: Describe how this course relates to your current job responsibilities.

\* Describe how this course relates to your current job responsibilities:

Enter response here

To get to each screen of the survey, click on Record & Go to Next Category

You are currently viewing - Learning

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Indicate the extent to which you agree with the following statements about the learning environment.

	Definitely	Somewhat	Not at all
Effective strategies were used to deliver the content of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course objectives were clearly provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The technology tools used were appropriate for the content/skills being taught.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 2: Indicate the extent to which you agree with the following statement about knowledge and preparation.

	Definitely	Somewhat	Not at all	Not Applicable
The facilitator was prepared and knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You are currently viewing - Evaluation

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Please answer the following

\* Indicate how the implementation of this new information impacted or will impact your professional performance and/or student learning.

Enter your response here

You are currently viewing - Implementation

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Please answer the following

\* Describe how you have applied or plan to apply the new information learned in this course.

Enter your response here

Record & Return to Menu

Once you have completed all the screens – Click on Record & Return to Menu

This screen below will then appear, showing that you have completed all the sections of the survey

Course Survey

Take the Survey

Select each category to complete the survey.

Description

Completion Status

• Planning

✔ Completed

• Learning

✔ Completed

• Evaluation

✔ Completed

• Implementation

✔ Completed

Click here to view your full completion status.

Return to My Courses

You can then Click on Return to My Courses

You will be taken back to the Professional Development tab with this page showing

The screenshot shows a web application interface. At the top, a dark navigation bar contains several menu items: Home, Professional Development (highlighted in blue), External PD, Help Guides, My Evaluations, Evaluation Participation, Administration, Manage Sections, Instructor, Course Approval, and External PD Admin. Below the navigation bar is a sidebar menu with the following items: My Learning Opportunities, My Transcript, and Search Learning Opportunities. The main content area is titled 'My Learning Opportunities' and features a 'View My Transcript' button in the top right corner. Below this, there are three sections: 'Registered Learning Opportunities' which displays 'No courses found', 'Waiting List' which displays 'None found', and 'Learning Opportunity Information' which also displays 'None found'. A small icon and text 'Show all details' are visible in the bottom right of the 'Learning Opportunity Information' section.

**Note: Surveys must be completed after each course has been closed out for your transcript to be updated**

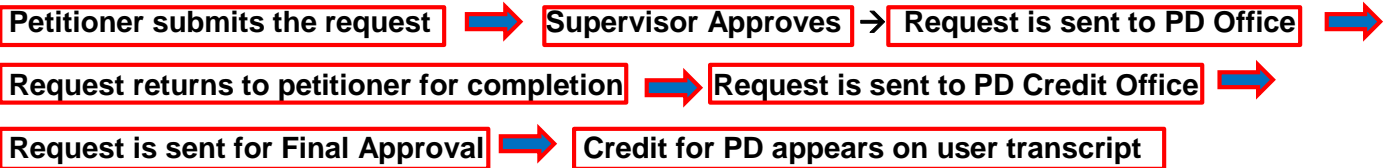
# Submitting External PD Requests

Audience: PD Petitioners



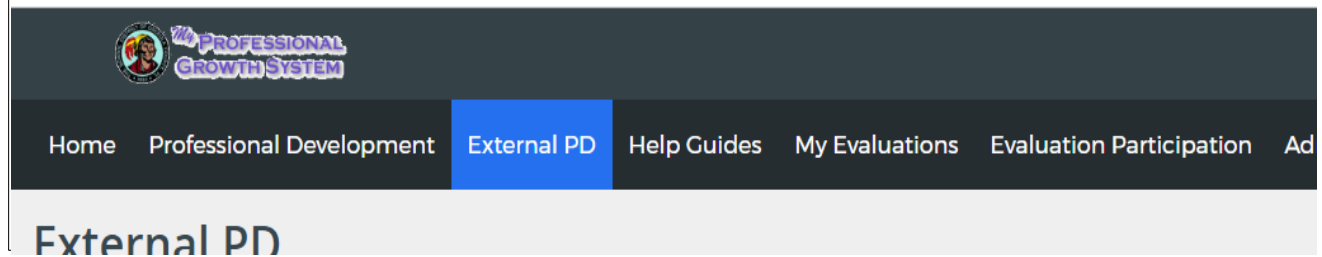
The process for submitting external professional development and college courses for credit is now accessible through the **My Professional Growth System**. The process is identical, and is outlined below:

**Note:** College course credit requests are sent directly to the PD office, not to a supervisor.

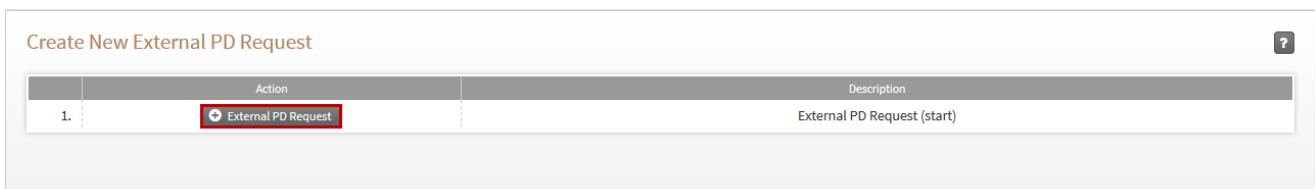


This document provides a step-by-step walkthrough for creating and submitting credit requests for external professional development in the **My Professional Growth System**.

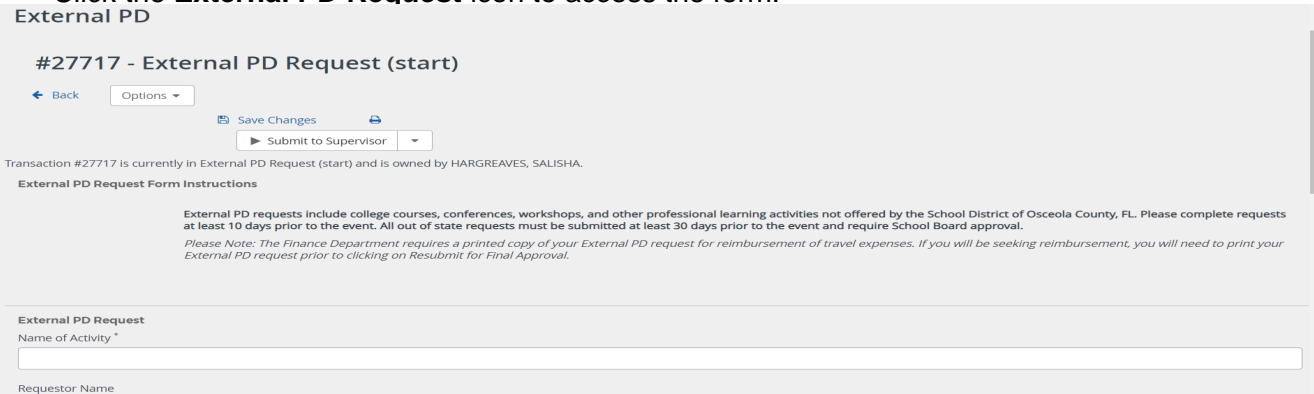
- To begin, log into your **My Professional Growth System** account and click the **External PD** tab.



- The **External PD** screen will display.
- In the **Create New External PD Request** channel, click the **External PD Request** button.



- Click the **External PD Request** icon to access the form.



- Complete the entire form - all pages, noting that all fields are required.
- Click **Save** when finished.

### #27737 - External PD Request (start)

Transaction #27737 is currently in External PD Request (start) and is owned by supervisor1, test.

#### External PD Request Form Instructions

External PD requests include college courses, conferences, workshops, and other professional learning activities not offered by the School District of Osceola County, FL. Please complete requests at least 10 days prior to the event. All out of state requests must be submitted at least 30 days prior to the event and require School Board approval.

*Please Note: The Finance Department requires a printed copy of your External PD request for reimbursement of travel expenses. If you will be seeking reimbursement, you will need to print your External PD request prior to clicking on Resubmit for Final Approval.*

External PD Request

Name of Activity \*

Requestor Name

Displays the name from the profile for the person who created the transaction.  
test supervisor1

Employee ID No.

Shows the employee ID from the profile for the person who created the transaction.  
106

Department / School \*

Course Provider / University \*

Location \*

City/State \*

Beginning Date \*

Please include travel time

Beginning Time \*

Please include travel time

Ending Date \*

Please include travel time

End Time \*

Please include travel time

Estimated Cost to District \*

Cost Center/Facility \*

General Objective \*

Rich Text Editor

Notes

Rich Text Editor

#### Upload Agenda

https://osceola.buenorhlog.com/UPP/Tab/ExternalPD?\_c=ExternalPD

2/3

11/27/2018 Osceola - #27737 - External PD Request (start)

Upload

For assistance with uploading agenda or completion of request, please submit to "PD Help". Please note in the PD Help Comments box below the type of help you are requesting.

Out of State \*

Online \*

External PD Type \*

#### If College Course

##### If College Course

Prefix

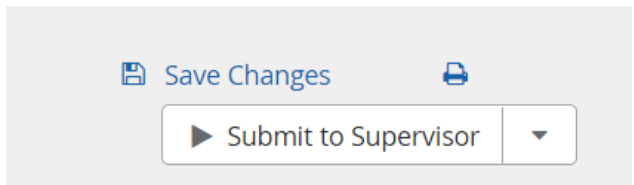
Course Number

Credit Hours entered by the PD Petitioner.

- Click the **Upload** button to upload the agenda for the session.
- Use the dropdown menus to indicate if this is an **Out of State** or **Online** opportunity.
- Use the **External PD Type** dropdown menu to select the PD type.

**Note:** Out of State Requests will be submitted for School Board approval to continue the process. An email notification will be sent once approved by the School Board.

- If this is a college course, scroll down to the **If College Course** channel and click the icon.
- In the popup window, enter the **Prefix**, **Course Number**, and **Credit Hours** and click **Save Changes**, scroll to top (as shown below).





- To **Submit to your supervisor - CLICK - SUBMIT TO SUPERVISOR**

#27717 - External PD Request (start)

← Back    Options ▾

Save Changes    Submit to Supervisor ▾

Transaction #27717 is currently in External PD Request (start) and is owned by HARGREAVES, SALISHA.

**External PD Request Form Instructions**

External PD requests include college courses, conferences, workshops, and other professional learning activities not offered by the School District of Osceola County, FL. Please complete requests at least 10 days prior to the event. All out of state requests must be submitted at least 30 days prior to the event and require School Board approval.

*Please Note: The Finance Department requires a printed copy of your External PD request for reimbursement of travel expenses. If you will be seeking reimbursement, you will need to print your External PD request prior to clicking on Resubmit for Final Approval.*

- In the **Submit** popup, **locate the name of your supervisor** and click **Select**.

**Submit** [Close]

Please select a recipient.

		First Name	Last Name	Account
1.	Select	JANICE	FRANCESCHI	True
2.	Select	MARIO	QUINTANILLA	True

- Click **Confirm** to complete the process.

**Submit** [Close]

Please confirm this action.

Confirm    Cancel

- The request will display in your **Requests** channel. You will see the details, submission date and who is the owner. If it's with your supervisor, the supervisor's name will show as the Owner Name.

**Requests**

Show: Active    Created By Me    Add filter

1 result.

ACTION	TRANSACTION ID	OWNER NAME	CREATOR NAME	DATE SUBMITTED	NAME OF ACTIVITY	EXTERNAL PD TYPE	OUT OF STATE	OUT OF STATE PD BOARD APPROVAL	BEGINNING DATE	ENDING DATE
1. [Edit] [Dropdown]	27717	HARGREAVES, SALISHA	HARGREAVES, SALISHA	-	-	-	-	-	-	-

- Once your request has been approved, it will appear in the **External PD Request with your name as the owner** channel.

Requests

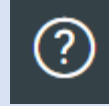
Show

1 result.

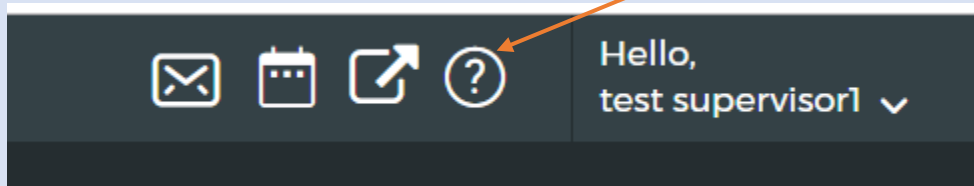
ACTION	TRANSACTION ID	OWNER NAME	CREATOR NAME	DATE SUBMITTED	NAME OF ACTIVITY	EXTERNAL PD TYPE	OUT OF STATE	OUT OF STATE PD BOARD APPROVAL	BEGINNING DATE	ENDING DATE
1. <input type="button" value="Action"/>	27717	HARGREAVES, SALISHA	HARGREAVES, SALISHA							

- Locate and click the **Action** box next to the completed activity, and select **Open**.
- Click **Add** to complete attendance information.
- Attach the agenda, indicating dates and times, and if applicable, any certificates earned.
- Complete the course survey and click **Submit**.
- The request will be electronically sent to Professional Development for inservice credit.
- Once the Professional Development has completed it and applied the inservice credit, it will show on your transcript
- If more information is required, it will be requested in the PD comments box of the External PD form and denied. Once denied, it is sent back to you. You should look at your request channel periodically in case one is denied

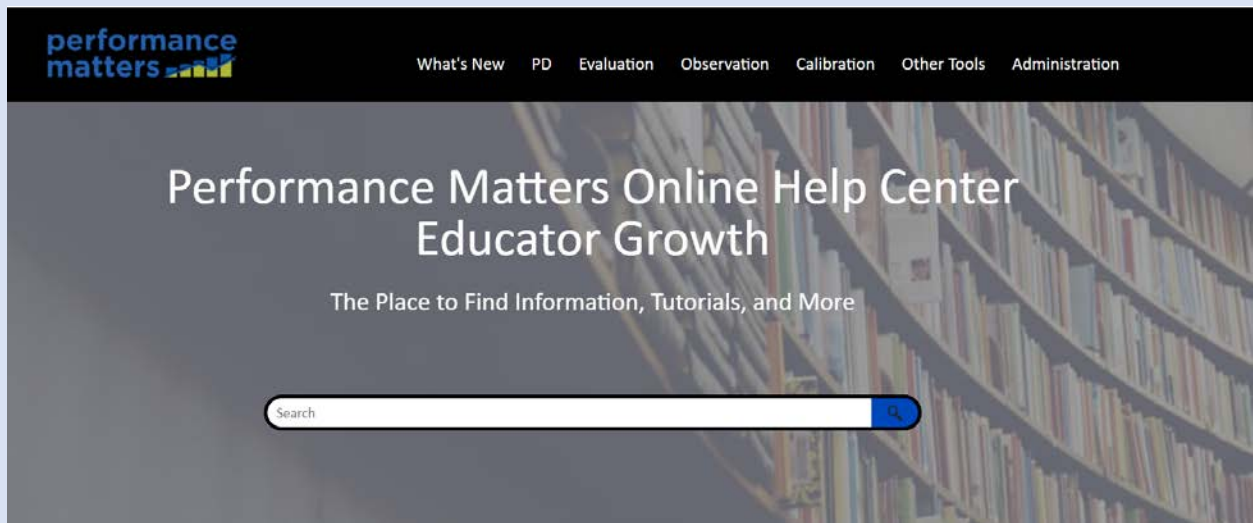
## Other Help Guides



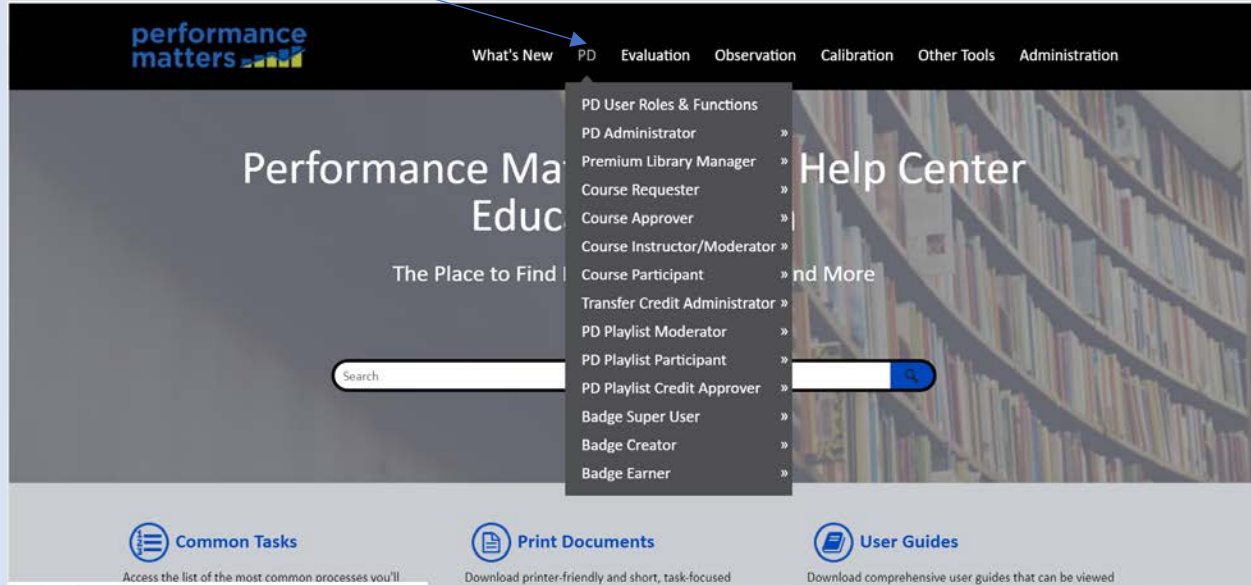
You can access other help guides for MyPGS by clicking on the “Question mark” icon on the top right, near your name



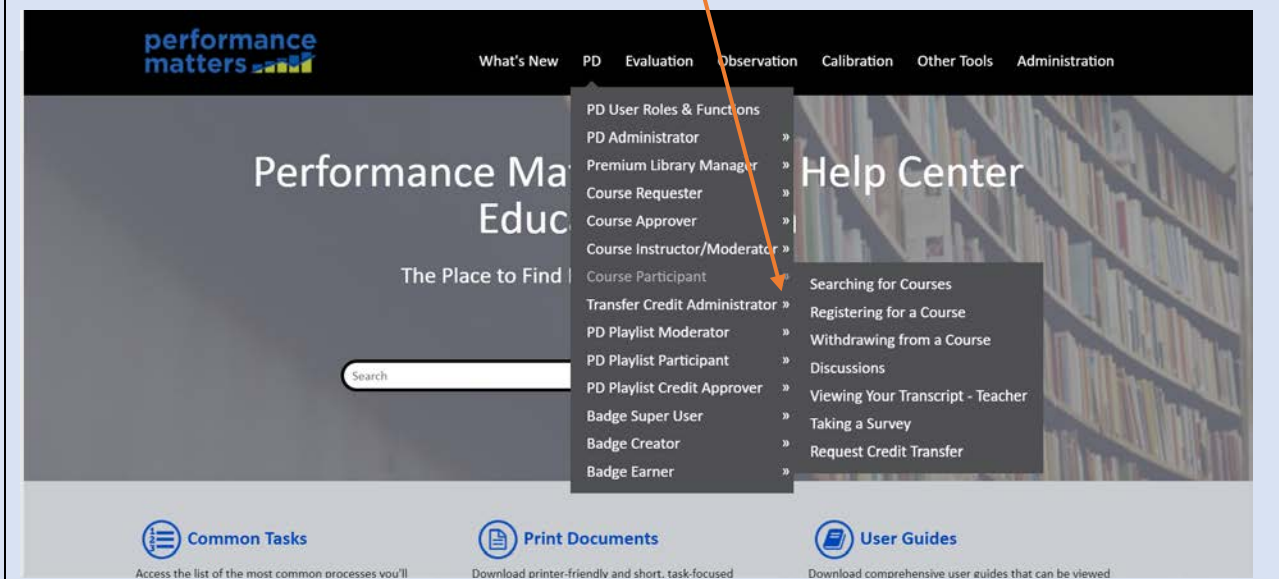
You will then be taken to this page below



Scroll over PD



You will then see all different guides - just scroll down to the one you want and the side arrows will show you more options to view (as shown below)



You can also click on “What’s New” and it will show you all the latest release dates with details of any changes/updates to the system

The screenshot shows the 'performance matters' website interface. At the top left is the logo. The navigation menu includes 'What's New', 'PD', 'Evaluation', 'Observation', 'Calibration', 'Other Tools', and 'Administration'. A search bar is located below the navigation menu. The main content area is titled 'What's New' and contains the text: 'See the following release notes for information on recent enhancements and updates.' Below this text is a list of release notes, each with a date and a link to the full release note. The sidebar on the right also displays the navigation menu items.

performance matters

What's New PD Evaluation Observation Calibration Other Tools Administration

Search articles

You are here: What's New

## What's New

See the following release notes for information on recent enhancements and updates.

- [Release 18.05 - October, 2018](#)
- [Release 18.04 - August, 2018](#)
- [Release 18.03 - June, 2018](#)
- [Release 18.02 - April, 2018](#)
- [Release 18.01 - February, 2018](#)
- [Release 17.06 - December, 2017](#)
- [Release 17.05 - October, 2017](#)
- [Release 17.04 - August, 2017](#)
- [Release 17.03 - June, 2017](#)
- [Release 17.02 - April, 2017](#)
- [Release 17.01 - February, 2017](#)
- [Release 2016.6 - December, 2016](#)
- [Release 2016.5 - October, 2016](#)

What's New  
PD  
Evaluation  
Observation  
Calibration  
Other Tools  
Administration