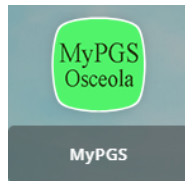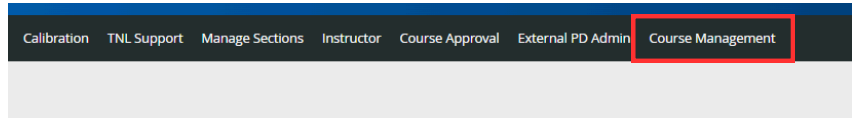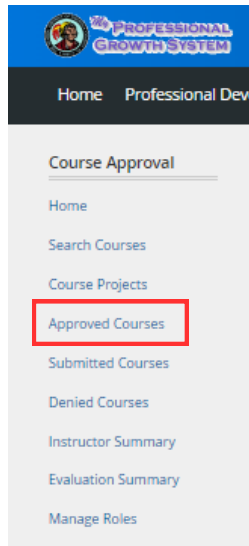# MyPGS Help Guide
Manage Courses

1. Log into ClassLink and click on the MyPGS Osceola Icon.

2. Click "Course Management".

3. Click "Approved Courses".

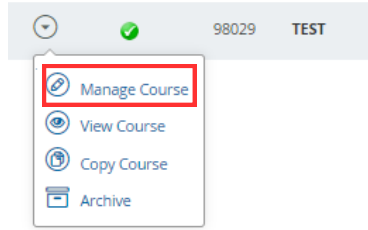4. Once "Status" is a green check, it is approved, and you can continue.

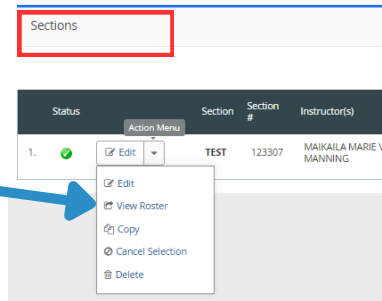There is a "Status Key" to explain the various stages.

Important Tip:

If the status is "Denied", open the course and read the "Comments" to know what to update and resubmit for approval.
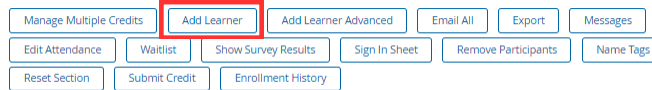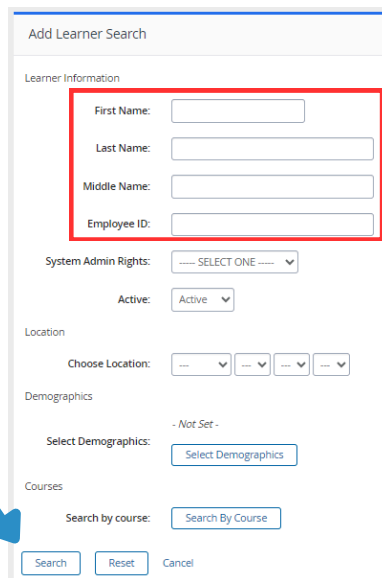
5. Click dropdown arrow and select "Manage Course"

⊙   ✓   98029   **TEST**

✐ Manage Course
👁 View Course
🗐 Copy Course
🗄 Archive

6. Scroll down to "Sections" and select the dropdown list to "View Roster".

Sections

Status		Section	Section #	Instructor(s)

Action Menu

1.   ✓   ✎ Edit   ▾   **TEST**   123307   MAIKAILA MARIE VEI MANNING

✎ Edit
⬈ View Roster
🗐 Copy
⊘ Cancel Selection
🗑 Delete

7. Click "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	Enrollment History

a. Search for participant.

Add Learner Search

Learner Information

First Name: [   ]

Last Name: [   ]

Middle Name: [   ]

Employee ID: [   ]

System Admin Rights: ----- SELECT ONE ----- ▾

Active: Active ▾

Location

Choose Location: --- ▾   --- ▾   --- ▾   --- ▾

Demographics

- Not Set -

Select Demographics: Select Demographics

Courses

Search by course: Search By Course

Search   Reset   Cancel

b. Click box for participant and then click "Add User(s)".

Add Learner Search

| ☑ | Name | Employee Id | School/District |

☑   DANIELLE ELIZABETH YUSKO   PROFESSIONAL DEVELO

☑

☑

Add User(s)   Add User(s) to Waitlist   Cancel   New Search
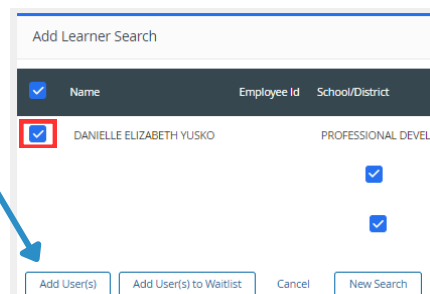
Repeat step 7 as needed for additional participants.

Important Tip:

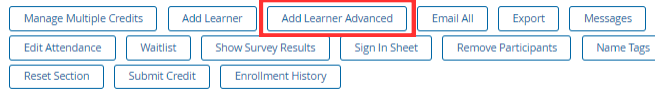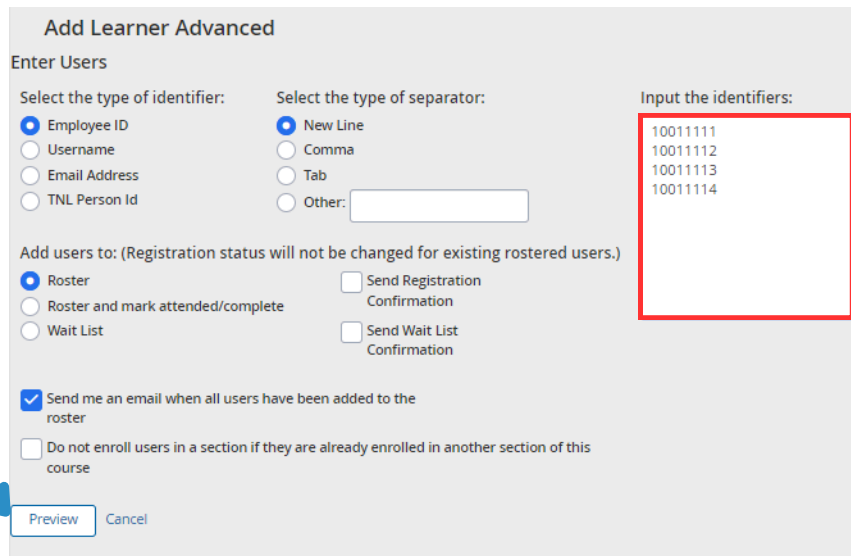When adding a large number of participants, and you have their employee ID numbers, you can follow the steps below to add participants in bulk. Otherwise, skip to step 9.
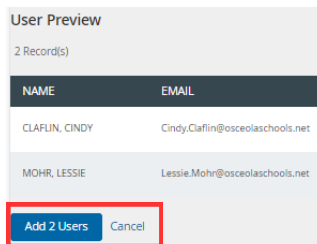
8. Click "Add Learner Advanced".

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	Enrollment History

a. List the employee ID numbers in the "Input the identifiers" box and click "Preview".

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:

```
10011111
10011112
10011113
10011114
```

Add users to: (Registration status will not be changed for existing rostered users.)
- ● Roster
- ○ Roster and mark attended/complete
- ○ Wait List

- ☐ Send Registration Confirmation
- ☐ Send Wait List Confirmation

☑ Send me an email when all users have been added to the roster

☐ Do not enroll users in a section if they are already enrolled in another section of this course

Preview   Cancel

b. Verify "User Preview" and click "Add # Users" if correct. Otherwise click "Cancel".

User Preview

2 Record(s)

| NAME	EMAIL
CLAFLIN, CINDY	Cindy.Claflin@osceolaschools.net
MOHR, LESSIE	Lessie.Mohr@osceolaschools.net

Add 2 Users   Cancel

Important Tip:

Add Learner Advanced option requires processing time. The following two messages will appear on the course "Section Roster".

ⓘ The users you have added are currently being processed by the system. The roster for this section will be uneditable until all the users have been added to the roster. You will receive an email once all users have been added to the section.

Add Learner Job   ⚠ Bulk Add Learner processing is scheduled for this roster. Roster functionality is limited until processing has completed.

c. When the course has been updated you will receive an email informing you that the participants have been added.

Bulk Add Learners Job

N noreply@pl.powerschool.cc
To ○ Maikaila Velilla-Manning   Fri 8/23
Retention Policy 3 Year Delete All (3 years) Expires 8/23/2027

Your bulk add learners job submitted on 08/23/2024
04:06 PM has Completed.

Important Tip:
Once your roster is complete, or it is time for your training, print the sign in sheet.

9. Click "Sign in Sheet".

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	Enrollment History			

Example:

#98029TEST

Section: 123307 | TEST
Current Date: Wednesday October 2, 2024
Credit Hours:

	Points	General
Certification	1.0	-

Start Date: 10/02/2024
End Date: 10/02/2024
Maximum Number of Participants: 25

10. Click "Print".

| Print | Print Section Code |

#	Name ▼	Employee Id 🔒	School/Department Level / Individual School/Department 🔒	9:00 am - 5:00 pm
1.	CLAFLIN, CINDY		District Office - DO, PROFESSIONAL DEVELOPMENT	_____
2.	MOHR, LESSIE		District Office - DO, PROFESSIONAL DEVELOPMENT	_____
3.	YUSKO, DANIELLE		District Office - DO, PROFESSIONAL DEVELOPMENT	_____