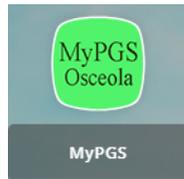


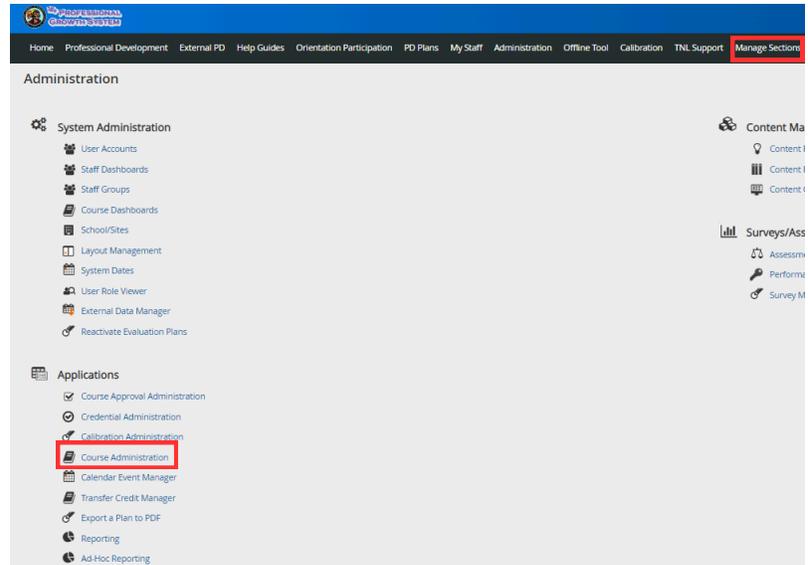
MyPGS Help Guide

Close Out a Course

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

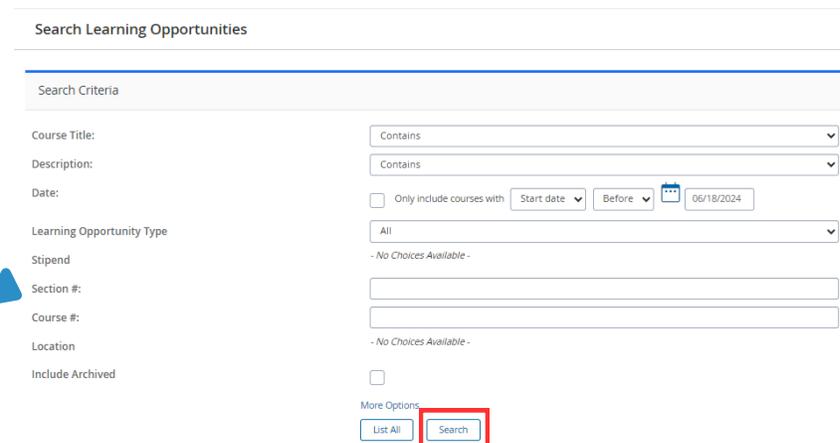


2. Click "Manage Sections".

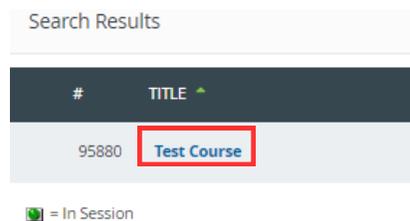


3. Click "Course Administration".

4. Enter the Course, or Section, number then click on Search.



5. Click on the course's title.



6. Scroll down to “Sections” and click the dropdown arrow.

TITLE	SECTION #	START DATE
Testing, testing	119952	May 4, 2024 - May 4, 2024

7. Select “View Roster”.

A screenshot of the 'View Roster' dropdown menu. The menu is open, showing several options: Edit, Manage, View, View Status, View Roster, Cancel Section, Copy, and Delete. A blue arrow points from the text '7. Select “View Roster”.' to the 'View Roster' option in the menu.

8. Uncheck “Show Only Active Users” box, this box must be unchecked.

A screenshot of the 'Show Only Active Users' checkbox. The checkbox is unchecked. A blue arrow points from the text '8. Uncheck “Show Only Active Users” box, this box must be unchecked.' to the checkbox.

9. Verify your sign-in sheet matches the digital roster:

a. If you need to add learners, click on “Add Learner”.

A screenshot of the 'Add Learner' button. A blue arrow points from the text 'a. If you need to add learners, click on “Add Learner”.' to the 'Add Learner' button.

b. Best to search by Employee ID, otherwise search by name.

A screenshot of the search form. The form has four input fields: First Name (with 'Mai' entered), Last Name (with 'Vel' entered), Middle Name, and Employee ID. A blue arrow points from the text 'b. Best to search by Employee ID, otherwise search by name.' to the Employee ID field.

c. Check the box next to the correct participant.

Name	Employee Id
MAIKAILA MARIE VELILLA-MANNING	10051358

d. Click “Add User(s)”.

Repeat step 9 until participant list is accurate.

10. Select “Unlock Icon”.

	School/Department Level / Individual School/Departme
	District Office - DO, PROFESSIONAL

11. Click “Grade/Roster Status”.

Show Columns:
 School/Department Level / Individual School/De

12. Update Completion Status.

Level / Grade	Registration Status	Registration Details
<input type="text"/>	Registered	Enrolled On: August 14, 2 Last Status Change: Aug

a. For each participant that completed:

Mark “Grade” as “Credit” and “Registration Status” as “Completed”.

b. For each participant that did not complete:

Mark “Grade” as “No Credit” and “Registration Status” as “Incomplete”.

Important:

Do not remove anyone from the roster.

Instead, you must remove the credits for anyone you mark as incomplete.

c. Scroll up and select “Save This Page”

Save This Page Cancel

Show Only Active Users

#	Name	
1.	VELILLA-MANNING, MAIKAILA MARIE	

Important Tip:

For participants marked “Incomplete”, you must change “Certification Points” to 0.0.
If all participants completed the course skip to step 14.

13. Click “Manage Multiple Credits”.

Manage Multiple Credits Add Learner

Reset Section Submit Credit Enr

Grade / Roster Status Stipend Cost

Show Columns:
 School/Department Level / Individual School/

a. For every participant marked “Incomplete”, you must change “Certification Points” to 0.0.

Bulk Credits
To update credits for all unlocked learning in the roster, enter the credit amount and click the Update All Learning button. This action cannot be undone.

Certification Points

Update 2 Learners

Remove Credits
To remove credits for all unlocked learning in the roster, select a credit combination and click the Remove Credits button. This action cannot be undone.

Select One

Remove Credits

Individual Credits
2 Learners. 0 locked / 2 Unlocked

RECIPIENT	LOCATION	ATTENDANCE	Certification Points
VELILLA-MANNING, MAIKAILA MARIE Maikaila.VelillaManning@osceolaschools.net NonInstructional Show More...	PROFESSIONAL DEVELOPMENT	01	
YUSKO, DANIELLE ELIZABETH Danielle.Yusko@osceolaschools.net NonInstructional Show More...	PROFESSIONAL DEVELOPMENT	01	Incomplete 0.0

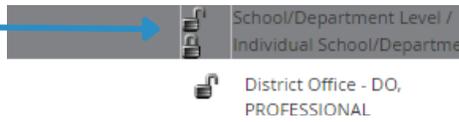
2 results

Done

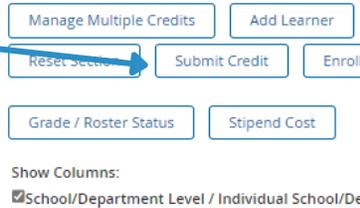
b. Repeat until all incomplete participants are correct and then click “Done”.

14. Verify Roster is correct.

15. Click “Lock Icon”.



16. Click “Submit for Credit”.



Important:

Participants’ status and points can be adjusted after submission. The message “Attempting to submit grades for a section that has already been submitted” will appear for information only. This is not an error message.

Course Close Out Tips:

- Participants must be changed to either “Incomplete” or “Completed”
- A course cannot be closed if participants are listed as “Registered.”
- The roster must be unlocked before updating status, grade, or credits.
- The roster must be locked before the course can be submitted.