

# MyPGS Help Guide

## Course Creator Reminders

- The course creator is responsible for managing the course section and roster.
- Courses must be closed out promptly. Participants do not receive their survey to complete for credit until the course is closed.
- Every participant must be marked Complete/Credit or Incomplete/No Credit. No one can be left as “Registered”.
- If a participant is marked as Incomplete/No Credit, you must also “Manage Multiple Credits” and remove the points.
- Participants must attend at least 80% to be awarded points. Additionally, they only receive points for the total hours they attend. Example: 3 credit hours with 80% attendance equals 2 credit hours.
- Upon completion of closing a course, sign-in sheets are sent to Professional Learning to be archived. It is recommended that you keep a copy for your records, incase they are lost in transit.