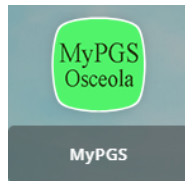


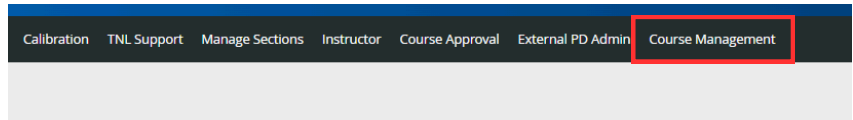
MyPGS Help Guide

Create a Course

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

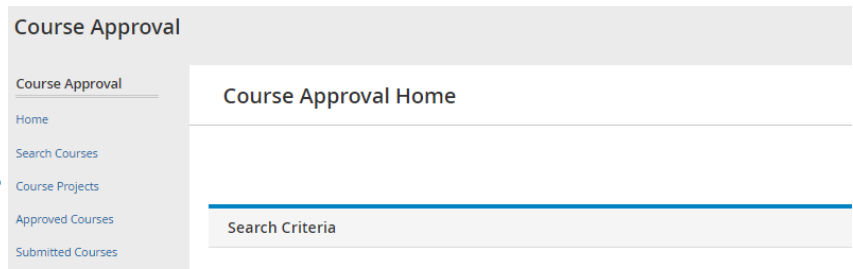


2. Click "Course Management".

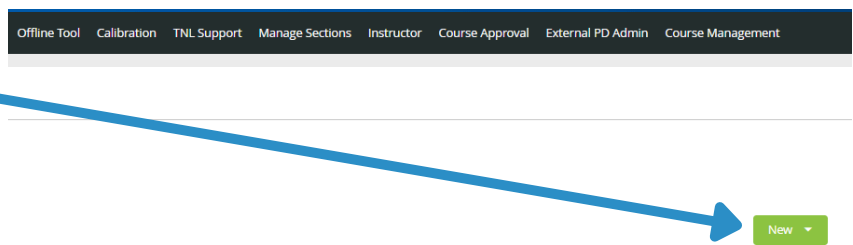


3. The Course Approval Home allows you to either create new courses or search for existing courses.

a. To create a new course Click "Course Projects".



b. Click "New" and select "Instructor Led Course".



c. Complete the form up to "FOR PD USE ONLY".

The "Create Instructor Led Course" form. It has a title bar with a back arrow and the text "Create Instructor Led Course". Below the title bar is a "Details" section with the following fields:

- Course #: (Will be auto generated)
- Course Title: [Text input field]
- Course Description: [Text area]
- Course Objective: [Text area]
- Implementation Activity: [Text area]
- Evaluation Activity: [Text area]
- Course Provider: (do not select "Woodley") - Non-Miscible [Dropdown menu]
- Follow Up Method: Structured Coaching/Mentoring (M) [Dropdown menu]
- Points: (1 Point = 1 Hour) - Certification [Dropdown menu]
- Required Prerequisites: -No Choice Available- [Text area]
- Course Survey: Course Survey [Dropdown menu]
- Allow participant to enroll in multiple sections of same course: [Checkbox]
- FOR PD USE ONLY: [Red rectangular box around the text]

4. Click “Create Instructor Led Course”.

Evaluation Method, Staff: Changes in instructional or learning environment practices [A]

Evaluation Method Student: Results of State or District developed/standardized student growth r

Implementation Method: Structured Coaching/Mentoring [M]

Learning Method: Knowledge Acquisition Workshop [A]

Primary Purpose: FL Educators Certificate Renewal [C]

* Banked Course: No

Archived:

Course Repository: *Professional Development Catalog (*Office of Professional Develop

Create Instructor Led Course Save Draft Cancel

Important Note:

“Availability” defaults to “Osceola”.

Your course will be available District-wide. To adjust the Availability:

5. Navigate to the right side of the screen and click “Set Locations”.

Settings

Availability Set Locations

Osceola

Required Demographics Set Required

- No Targets Set -

a. Click “Select type” and select “Individual School/Department”.

Select New Location

Select type: Individual School/Department

District: Osceola

Category: District

SubCategory: District

School/Department Level: District Office - DO

Individual School/Department: BUSINESS & FINANCE

b. Click “Category” and select “District” for a department or “School”.

Example using a School:

c. Select appropriate School level and Individual School from drop down lists.

Select New Location

Select type: Individual School/Department
(District,Category,SubCategory,School/Depart

District: Osceola

Category: School

SubCategory: School

School/Department Level: Elementary Schools - EL

Individual School/Department: CYPRESS ELEMENTARY

d. Click "Add".



Important Tip:

You must remove the Osceola default from the availability. Otherwise, the course will remain available district-wide.

e. Select the box for "Osceola".

Current Locations

District

Osceola

Category

SubCategory

School/Department Level

Individual School/Department

CYPRESS ELEMENTARY

Remove All Remove Selected

f. Click "Remove Selected" and Click "Done".

Verify Availability only lists desired location.

6. It is not required to set “Required Demographics” or “Recommended Demographics”.

This is only needed on rare occasions.

Settings	
Availability	Set Locations
Osceola	
Required Demographics	Set Required
- No Targets Set -	
Recommended Demographics	Set Recommended
- No Targets Set -	
Restricted Demographics	Set Restricted
- No Demographics Set -	

Important Note:

It is not required to set “Restricted Demographics”, however some courses only apply to certain roles. To adjust Restricted Demographics:

7. Click “Set Restricted”.

Settings	
Availability	Set Locations
Osceola	
Required Demographics	Set Required
- No Targets Set -	
Recommended Demographics	Set Recommended
- No Targets Set -	
Restricted Demographics	Set Restricted
- No Demographics Set -	
Resources	Manage Resources
- Not Set -	

a. Click box to set the correct demographics.

Demographics		User Groups
<input type="checkbox"/>	ENABLED	ROLE
<input type="checkbox"/>	—	Administration
<input type="checkbox"/>	—	Instructional
<input type="checkbox"/>	—	NonInstructional
<input type="checkbox"/>	—	Other Users
<input type="checkbox"/>	—	Test

5 results

b. Click "Enable" and then Click "Done".

<input type="checkbox"/>	ENABLED	ROLE
<input type="checkbox"/>	--	Administration
<input checked="" type="checkbox"/>	--	Instructional
<input type="checkbox"/>	--	NonInstructional
<input type="checkbox"/>	--	Other Users
<input type="checkbox"/>	--	Test

5 results

Verify Course Details are correct and click "Done"

Important Note:

A course number is generated. You will need to reference this number in the future.

8. Click "New Section".

a. Complete appropriate fields.

Create Section

Course Title: TEST

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

b. Set the “Start” and “End Date”.

*Start Date: [calendar icon] [input field] Reset
*End Date: [calendar icon] [input field] Reset
*End of Registration Date: [calendar icon] [input field] Reset
Waitlist cutoff Date: [calendar icon] [input field] Reset

c. Set the "End of Registration Date" to the deadline after which participants cannot self-enroll.

d. Set the “Start” and “End Time”.

Start Time: [dropdown] : [dropdown] : [dropdown]
End Time: [dropdown] : [dropdown] : [dropdown]
Don't forget to add Class Times and Instructors by clicking the buttons at the bottom of the page after clicking Create.
Cancel Deadline: [calendar icon] [input field] Reset
Or Release Section At: [dropdown] : [dropdown] : [dropdown] on [calendar icon] [input field] Reset

e. Select “Funding Source” if participants receive stipends.

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 : [input field]
Other : [input field]

File Attachments Attach File

Required
[Create] [Cancel]

f. Click “Create”

Important Note:

A section number is generated. You will need to reference this number in the future.

9. Click "Instructors".

Actions:

Manage Instructors:

Manage Class Times:

Course:

a. Search for instructor by name.



Add Instructor Search

Enter first and last name of person you wish to add as an instructor.

First Name:

Last Name:

b. Select the box next to instructor's name and click "Add User(s)".



<input type="checkbox"/>	Name	Employee Id	School/District
<input type="checkbox"/>	MAIKAILA VELLILLA-MANNING		PROFESSIONAL DE DO

Repeat step a and b if there are additional instructors.

c. Click "Done".

<input type="checkbox"/>	Name	School/District
<input type="checkbox"/>	MAIKAILA MARIE VELLILLA-MANNING	PROFESSIONAL DE DO

10. Click "Section Date and Time".

Actions:

Manage Instructors:

Manage Class Times:

Course:

a. Click "Add A New Class Time" and the time you set for the course will automatically populate.

Section Time Details

Alter the Class Times for this section. No Changes will be saved.

DATE	START TIME	END TIME	HAS ATTENDANCE
------	------------	----------	----------------

b. Click “Save & Exit” and verify “Class Times” has been updated.

The screenshot shows a form titled "Add A New Class Time". It has a table with columns: DATE, START TIME, END TIME, and HAS A. The DATE field contains "10/02/2024". The START TIME field contains "9 : 00" and "AM". The END TIME field contains "5 : 00" and "PM". The HAS A field contains "No". Below the table are three buttons: "Save & Exit" (highlighted with a red box), "Save", and "Cancel". Below the form is a confirmation message: "Don't forget to add Class Times and Instructors by cli". It shows "Cancel Deadline: - Not Set -" and "Class Times: *10/02/2024 09:00:00 AM - 05:00:00 PM". A blue arrow points from the "Save & Exit" button to the "Class Times" text.

c. Click “Done”.

The screenshot shows an "Actions:" menu with three items: "Manage Instructors:" with an "Instructors" button, "Manage Class Times:" with a "Section Date And Time" button, and "Course:" with a "Manage Course" button. At the bottom, there are two buttons: "Edit" and "Done" (highlighted with a red box). A small asterisk and the word "Required" are visible above the buttons.

11. Click “Course Management”.

The screenshot shows a navigation menu with several items: "Calibration", "TNL Support", "Manage Sections", "Instructor", "Course Approval", "External PD Admin", and "Course Management" (highlighted with a red box).

12. Click “Course Projects”.

The screenshot shows a sidebar menu for "Course Approval". It has a header "Home Professional Deve" and a list of items: "Home", "Search Courses", "Course Projects" (highlighted with a red box), "Approved Courses", and "Submitted Courses".

13. Click “Submit for Review”.

The screenshot shows a "TEST" card titled "Course Details". It has a "Sections:" field with two orange dots and a "Geographic Availability:" field with two orange dots. The card number "98029" and the date "August 22, 2024" are visible. At the bottom right, there is a "Submit For Review" button (highlighted with a red box).

For additional information, reference the Help Guide - Manage Courses.