

## **New Section Request**

1) Go to the Professional Learning page and click the tab labeled **Manage>Manage Courses**.

| Home                        | Professional L | earning  | Wy Plans SL | Os Eval Licensed | Eval Non-Lic & Central Admin  | Resources System He | elp                 |               |                    |                |                  |
|-----------------------------|----------------|----------|-------------|------------------|-------------------------------|---------------------|---------------------|---------------|--------------------|----------------|------------------|
| 奥                           | Manag          | e Course | 5           |                  |                               |                     |                     |               |                    |                |                  |
| Dashboard                   |                |          |             |                  |                               |                     |                     |               |                    |                |                  |
| Catalog                     |                |          |             |                  | 🔽 💮 Not Submitte              | ed 🛛 🔽 🧭 In Re      | wiew 🔽 🛕 Returned f | or Revision 🗸 | Approved Show Arch | ived           |                  |
|                             |                |          |             |                  |                               |                     |                     |               |                    |                |                  |
| My Professional<br>Learning |                |          |             |                  |                               |                     |                     |               |                    |                | Advanced Filters |
| <b>Z</b>                    | •              |          |             |                  |                               | <u> </u>            |                     |               |                    |                |                  |
| Build                       | •              |          |             |                  |                               | З                   |                     |               |                    |                |                  |
| Manage                      | Туре           | Status   | Course #    | Course Title     |                               | <u> </u>            | Number of Sections  | Office        | Created By         | Created Date 👻 | Approval Step    |
|                             | 8              | 0        | 15880       | Example Site-Bas | ed Learning Teams (2024-2025) |                     | 0                   | *School Test  | SOTELO, ERIC A     | 12/27/2024     | N/A              |

- 2) A prebuilt course for your site should appear. To begin building a new section, click on the **Course Title (#3)** to be brought to the Course Details page.
- 3) On the left-hand side of the screen, **click on the PLC tab** to bring you to the section page.

| Course Detai | ils |
|--------------|-----|
| Rubrics      |     |
| Course Tags  |     |
| Visibility   |     |
| PLCs (0)     |     |

4) From the PLC tab, click the Add PLC button to open the section request form.





## \*BEFORE SUBMITTING THE SECTION FOR REVIEW, BE SURE TO CHECK IF CLASS DATES AND TIMES HAVE BEEN ENTERED\*

- 5) Enter the name of the team being requested and click **Add Section**.
- 6) Fill out all the required fields and add any additional information within the Notes field, if needed.
  - a. All required fields will have a "**Required**" icon next to each field.



- b. The Credit Areas field will be added by the approval team. Please indicate the total number of hours you are applying for using the Total Instructional Hours field.
- 7) Click the **Add Moderators** button towards the bottom of the page to add anyone who will be managing the attendance and roster.
  - a. Search for the moderator's name in the search box. One their name appears, click the box next to their name and select "Add User" or "Add and Search Again."

| Name         | ↓ tes                  | t       |                   |           | (🗙) Clear                             |
|--------------|------------------------|---------|-------------------|-----------|---------------------------------------|
| 🖒 Update     | ilter                  |         |                   |           |                                       |
|              |                        |         |                   |           |                                       |
|              | Name                   | Email 🚽 | Location          | Position  | Account Status                        |
| $\checkmark$ | CourseAdmin1, Test     | -       | Test Department 1 | Certified | Active                                |
|              | CourseRequestor1, Test | -       | Test Department 1 | Certified | Active                                |
|              |                        |         |                   | Cancel    | dd 1 User and Search Again Add 1 User |

- b. MyPGS will not require this field. If left empty upon submission, the requestor will be added by the PGS team.
- 8) **BEFORE CLICKING SUBMIT**, go into the **Class Times** tab next to Section Details.



## MyPGS – WCSD's Professional Growth System

| Test Section    |                      |                    |      |  |  |  |  |  |
|-----------------|----------------------|--------------------|------|--|--|--|--|--|
| Section Details | Class Times (0)      | Roster             |      |  |  |  |  |  |
| Depulate sta    | ut and and data base | od on close timos? |      |  |  |  |  |  |
| Class Times     | rt and end date bas  | ed on class times? |      |  |  |  |  |  |
| 0 Class Times   |                      |                    |      |  |  |  |  |  |
| Date            |                      | Day                | Time |  |  |  |  |  |
| Add Class       | Time Use Recurr      | ring Date          |      |  |  |  |  |  |

- 9) Add any dates the team will be meeting and adjust the time accordingly.
  - a. Dates/Times should add up to the **Total Instructional Hours** field in the Section Details.
  - b. To have dates/times reflect correctly in the Course Catalog, be sure that the "populate based on class date/times?" feature is toggled on as shown below:

| Populate start and end date based on class times? 💽 🔸 🛶 |                    |     |      |            |               |  |  |  |
|---|--------------------|-----|------|------------|---------------|--|--|--|
| Class Times   |                    |     |      |            |               |  |  |  |
| 3 Class Times<br>Date                                   |                    | Day | Time |            |               |  |  |  |
| 3/20/2025   |                    |     | Thu  | 09:00 AM © | to 04:30 PM O |  |  |  |
| 3/21/2025   |                    |     | Fri  | 08:00 AM © | to 03:45 PM O |  |  |  |
| 3/22/2025   |                    |     | Sat  | 08:30 AM © | to 02:45 PM O |  |  |  |
| Add Class Time  | Use Recurring Date |     |      |            |               |  |  |  |



10)The section should now be ready to submit. Click the **Submit PLC** button at the bottom of the screen. This will begin the Course Approval process.

| PLC Details Class Times (0) Roster   |            |
|--|------------|
|  |            |
| End of Registration Date The date after which no more users may enroll in this section. This date is inclusive.  |            |
| Release to Catalog for Registration on (Required)     At       12/1/2024   |            |
| Waitlist Settings  |            |
| Allow Waitlist If checked, a wait list will be set up for this section, if the section fills up, users may add themselves to this waitlist and if a seat opens up in the section, the first user on the waitlist will be added to the sections roster, |            |
| Maximum Waitlist Size The maximum number of people that will be allowed to be on the wait list for this section.   |            |
| Waitlist Cutoff Date The date after which no wait list processing will take place. This date is inclusive.   |            |
|  | Submit PLC |

a. **If any required fields are left blank**, a pop-up message will display which fields need to be corrected before submission.

## **Approval Workflow Process**

- 1) Once you have submitted the section for approval, you can view where the section is in the approval process from the **Manage** tab.
  - a. **PR** is the PGS Reviewer and the first step of the process.
  - b. **FA** is the Final Approver and the last step before the section is approved and released to the course catalog.

| 3 15785 | 30044 | 9/21/2024 3/21/2024 📅 0 0 | 09/24/2024 PR |
|---------|-------|---------------------------|---------------|
|         |       |                           |               |

- 2) System notifications will be sent to the requestor's email with any updates on the status of a submitted section.
  - a. Updates will be sent out if the course has been approved and released or if the section has been sent back for any additional information.
  - b. If a section is sent back, check the Comments field to see what additional information is needed.



3) The icons next to the course and section title will display the following:



- c. Not Submitted The course/section has not been submitted for approval.
- d. In **Review** The course/section is currently in the process of reviewal.
- e. **Returned for Revision** The course/section requires changes before being approved. Check the Comments field to find what needs to be revised.
- f. Approved The course/section has gone through the approval process and is now released to the course catalog. The section can now be managed by the instructor from the **Instruct** tab.
- 4) For any questions or issues regarding the process, reach out to the Professional Learning team at <u>ProfessionalLearningSupport@WashoeSchools.net</u>.