



BEGINNER PD&E TRAINING

Participant's Guide



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WELCOME, PARTICIPANT!

Welcome to the Beginner PD&E Training!

We are delighted to welcome all staff development administrators to this training session. At the Office of Leadership and Staff Development, our mission is to wholeheartedly support the professional growth and development of our staff, both at the school and district levels.

In our dynamic educational environment, we are introducing a significant initiative. As we embrace the arrival of numerous new assistant principals (APs) to our schools this year, we acknowledge the importance of equipping them with the knowledge and skills essential for excelling in their role as the local school's staff development administrator.

These dedicated individuals will play a pivotal role in creating course shells, managing rosters, and meticulously documenting the professional development undertaken by teachers and staff. Their efforts will ensure the accrual of Credit Hours (CH) and Approved Professional Learning Hour (APLH) credits, critical for the annual recertification of our esteemed educators and staff.

Recognizing that without proper guidance and training, our new AP staff development contacts may encounter challenges in accurately documenting their staff's training experiences, potentially impacting the certification of their teams. This responsibility is one we take seriously, and we are committed to providing the necessary support.



AGENDA

1. Welcome
2. Review of Course & Assessments
3. Topic 1: Learning the PD&E Language
4. Topic 2: Building a New APLH Course Shell
5. Topic 3: Building a New APLH Course Section
6. Topic 4: Managing Instructors
7. Topic 5: Managing Class Times
8. Topic 6: Managing Rosters
9. Conclusion
10. End of Course Evaluation Survey

LEARNING OBJECTIVES

Following the professional learning session, staff development administrators will be able to...

1

categorize PD&E vocabulary terms with their correct definitions, achieving 100% accuracy in a vocabulary matching exercise.

2

create a new course shell using PD&E tools with 100% accuracy.

3

create a new section within a course with 100% accuracy.

4

demonstrate how to add instructors and enter class times for each section with 100% accuracy.

5

manage section rosters by adding, removing, and editing course participants with 100% accuracy.

TOPIC 1: LEARNING PD&E LANGUAGE

Topic 1 Notes

LEARNING THE PD&E LANGUAGE VOCABULARY QUIZ

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Quiz Information

Question 1 (1 point)

Which term matches the description: The professional learning management system used by GCPS to track professional development and teacher effectiveness

- Office roles
- Credit hour
- Course
- PD&E
- Office
- APLH course
- Sections
- Course Shell
- Default Providers vs. PD Online
- Credit Hour course

Question 2 (1 point)

Which term matches the description: equivalent to seat-time spent in a professional development course

- Office
- Course
- PD&E
- Course shell
- Credit Hour course
- Office roles
- Default Providers vs. PD Online
- Credit hour
- APLH course
- Sections

LEARNING THE PD&E LANGUAGE VOCABULARY QUIZ

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Page 1:

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7 ---	8 ---	9 ---
10 ---		

[Quiz Information](#)

Question 3 (1 point)

Which term matches the description: A course that meets the following criteria:

- Require a state-mandated approval process
- Count towards PSC recertification hours
- Typically aligned with LSPI
- 100 hours needed for certificate recertification (every 5 years)

- Credit hour
- Office
- Course shell
- APLH course
- Sections
- Credit Hour course
- Course
- PD&E
- Office roles
- Default Providers vs. PD Online

Question 4 (1 point)

Which term matches the description: comprised of a course shell and at least one section

- Credit Hour course
- Course
- Default Providers vs. PD Online
- Office roles
- Sections
- Course shell
- Credit hour
- PD&E
- APLH course
- Office

LEARNING THE PD&E LANGUAGE VOCABULARY QUIZ

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10 --		

[Quiz Information](#)

Question 5 (1 point)

Which term matches the description: A course that meets the following criteria:

- no approval process
- not required to link to LSPI
- counts as GCPS required hours (20 required per year)
- DOES NOT count as PSC recertification hours

- APLH course
- Course
- Course Shell
- Credit hour
- Credit Hour course
- Default Providers vs. PD Online
- Office
- Office roles
- PD&E
- Sections

Question 6 (1 point)

Which term matches the description:

- The beginning of course creation
- Houses the overall description, number/type of credit hours, the professional development goals/categories, and all of the basic information of the course
- Must be created before adding sections

- PD&E
- Credit Hour course
- Sections
- Credit hour
- Office
- Course
- Course shell
- Office roles
- Default Providers vs. PD Online
- APLH course

LEARNING THE PD&E LANGUAGE VOCABULARY QUIZ

PAGE 10

Page 1:

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10 ---		

Quiz Information

Question 7 (1 point)

Which term matches the description: the difference between the content management system called Moodle and any other modality of delivering professional development

- Course shell
- Default Providers vs. PD Online
- Office
- APLH course
- Credit hour
- PD&E
- Credit Hour course
- Office roles
- Course
- Sections

Question 8 (1 point)

Which term matches the description:

- Housed under a course shell
 - Holds the information for participants, such as dates, times, completion status, etc.
- Default Providers vs. PD Online
 - Course Shell
 - Course
 - Office roles
 - Credit Hour course
 - Office
 - APLH course
 - Credit hour
 - Sections
 - PD&E

LEARNING THE PD&E LANGUAGE VOCABULARY QUIZ

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10 --		

[Quiz Information](#)

Question 9 (1 point)

Which term matches the description: the term for each local school and department

- Course
- Office roles
- Sections
- Office
- Course Shell
- PD&E
- Credit hour
- Credit Hour course
- Default Providers vs. PD Online
- APLH course

Question 10 (1 point)

Which term matches the description:

- Level one reviewer
 - Final Approver
 - Course Requester
 - Office Administrator
- Sections
- APLH course
- Default Providers vs. PD Online
- Credit hour
- Course shell
- Credit Hour course
- Office
- Office roles
- PD&E
- Course

Submit Quiz

0 of 10 questions saved

TOPIC 2: BUILDING A NEW APLH COURSE SHELL

Topic 2 Notes

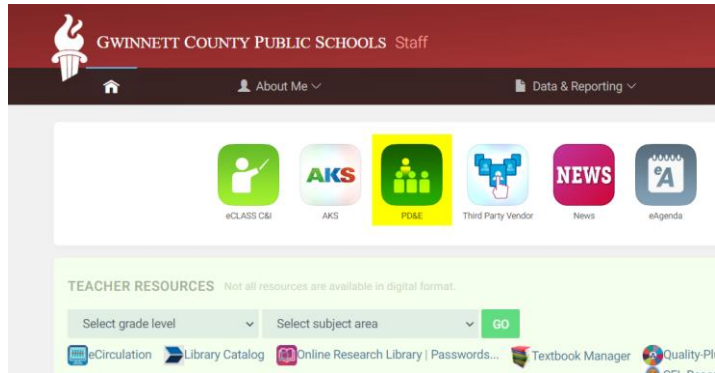
1

Click on the “Staff” tab at the top right of the Gwinnett County Public Schools homepage (<https://www.gcpsk12.org/>).



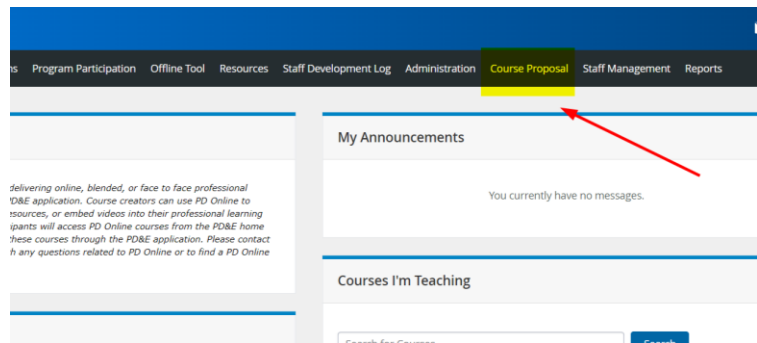
2

Click on the “PD&E” tab, which is the third from the left icon near the top of the screen.



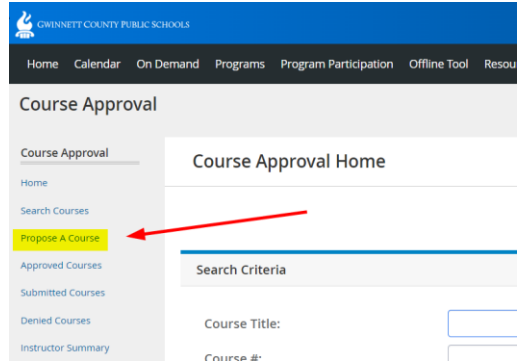
3

Click on the “Course Proposal” tab.



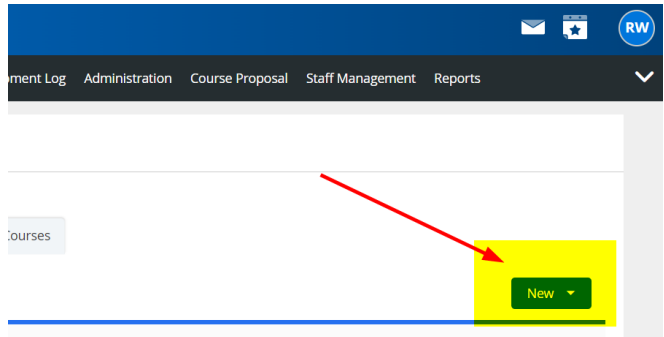
4

Click on "Propose a Course".



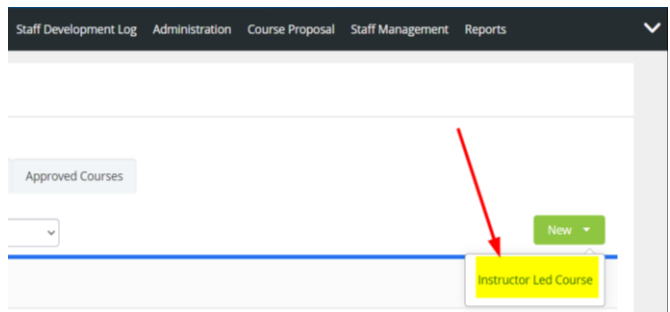
5

Click on the "New" button on the right side of the screen.



6

Click on "Instructor Led Course" under the new button.



7

By clicking “Instructor Led Course”, you’ll be directed to the “Create Instructor Led Course” platform. You’ll start to input the various necessary information in the text fields. Start with selecting whether the course aligns with your school or department’s LSPI goals.

The screenshot shows the 'Create Instructor Led Course' form. On the left is a navigation menu with 'Course Approval' selected. The main form has a 'Details' section with the following fields: '* LSPI:' with a dropdown menu showing 'Yes' highlighted in yellow; '* School Year:' with an empty dropdown; '* District, Cluster, or Local School:' with an empty dropdown; and '* Office:' with an empty dropdown.

8

Select the school year from the drop-down menu.

The screenshot shows the 'Create Instructor Led Course' form. The '* School Year:' dropdown menu is highlighted in yellow and shows '2023-2024' selected. Other fields are the same as in the previous screenshot.

9

Select which group is delivering the professional development: “District, Cluster, or Local School”.

The screenshot shows the 'Create Instructor Led Course' form. The '* District, Cluster, or Local School:' dropdown menu is highlighted in yellow and shows a list with 'District', 'Cluster', and 'Local School' options. The 'Local School' option is currently selected. Other fields are the same as in the previous screenshots.

10

Select your office from the drop-down menu. As a reminder, your office is the location of your school or department.

Approved Courses
Submitted Courses
Denied Courses
Instructor Summary
Evaluation Summary
Manage Roles

* School Year:

* District, Cluster, or Local School:

* Office:

* Contact Number:

Course #:

* Course Title:

* Course Description:

* How will this professional learning improve the participants' individual practice and performance?

11

Select your office number from the drop-down menu.

Evaluation Summary
Manage Roles

* Office:

* Contact Number:

Course #:

* Course Title:

* Course Description:

* How will this professional learning improve the participants' individual practice and performance?

12

For "Course #", you do not need to perform any actions. The Course # will automatically generate when the course is created in the system.

Instructor Summary
Evaluation Summary
Manage Roles

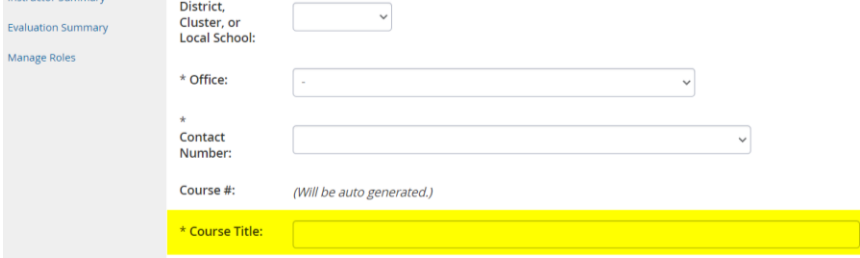
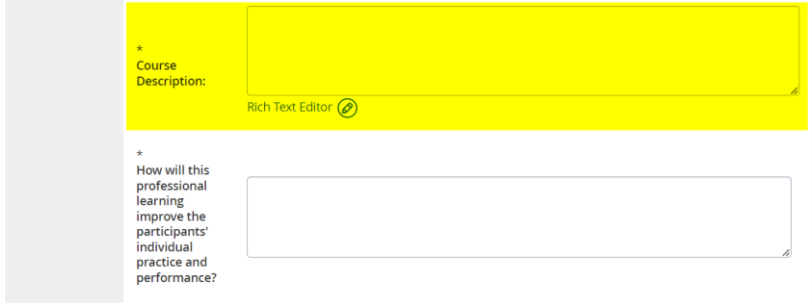

* District, Cluster, or Local School:

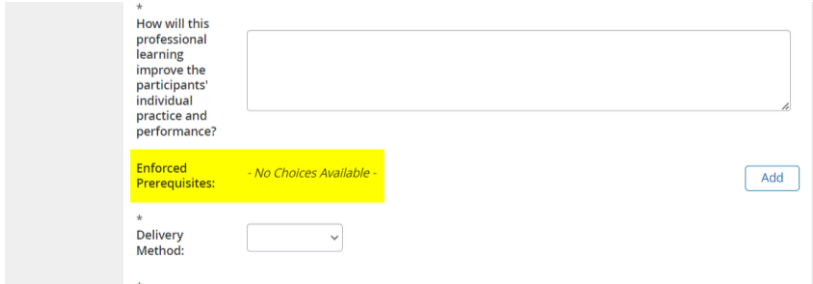
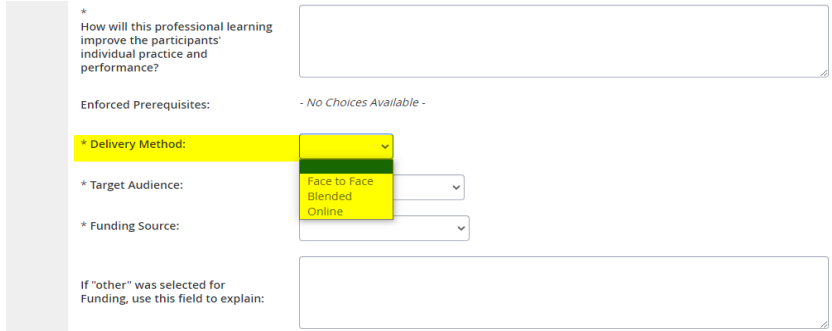
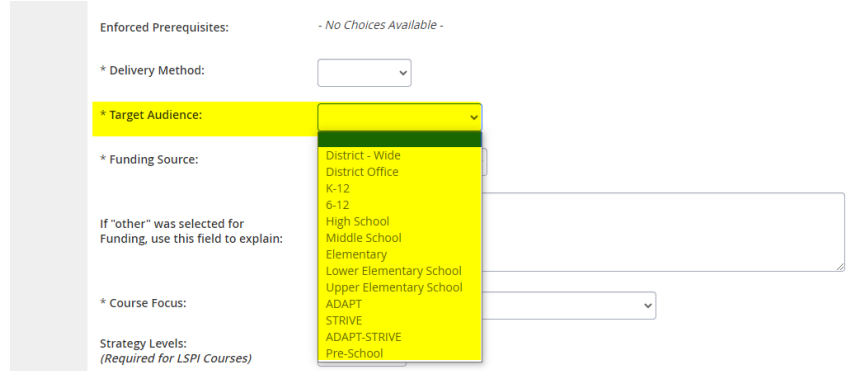
* Office:

* Contact Number:

Course #:

* Course Title:

<p>13</p>	<p>Create a title for your course using the following paraments: School Initials/School Name - School Year and Short Title of the Course. For example, you could type: "FFMS - 2023-2024 Collaborative Learning Team Planning"</p> 
<p>14</p>	<p>Type a Course Description into the textbox. The description should be between 1-3 sentences that describe the purpose of the course and what the participants will learn.</p> 
<p>15</p>	<p>Type a 1-2 sentence response to the question in the textbox. Use the sentence stem, "Upon completion of the course, participants will be able to..."</p> 

<p>16</p>	<p>Skip the “Enforced Prerequisites” section.</p>  <p>* How will this professional learning improve the participants' individual practice and performance?</p> <p>Enforced Prerequisites: - No Choices Available -</p> <p>* Delivery Method: <input type="text"/></p> <p>...</p>
<p>17</p>	<p>For Delivery Method, you can select among, “Face-to-face, Blended, or Online” depending on the instructional modality of your course. “Face-to-face” is used for in-person classes. “Online” is used for synchronous virtual courses. “Blended” is a combination of “face-to-face” and “online” professional learning.</p>  <p>* How will this professional learning improve the participants' individual practice and performance?</p> <p>Enforced Prerequisites: - No Choices Available -</p> <p>* Delivery Method: <input type="text"/></p> <p>* Target Audience: <input type="text"/></p> <p>* Funding Source: <input type="text"/></p> <p>If “other” was selected for Funding, use this field to explain:</p>
<p>18</p>	<p>Choose your target audience from the drop-down menu based on your participant audience.</p>  <p>Enforced Prerequisites: - No Choices Available -</p> <p>* Delivery Method: <input type="text"/></p> <p>* Target Audience: <input type="text"/></p> <p>* Funding Source: <input type="text"/></p> <p>If “other” was selected for Funding, use this field to explain:</p> <p>* Course Focus: <input type="text"/></p> <p>Strategy Levels: (Required for LSPI Courses)</p>

19

Select your funding source based on which budget line item will be used to fund the professional learning.

* Target Audience:

* Funding Source:

If "other" was selected for Funding, use this field to explain:

* Course Focus:

Strategy Levels: (Required for LSPI Courses)

Title I
Title II A
Title II B
Title III
Local
Grant
General
International Baccalaureate
Other
N/A

20

If you selected "Other" for funding, then type an explanation on the source of the funding in the text box.

* Funding Source:

If "other" was selected for Funding, use this field to explain:

* Course Focus:

21

For "Course Focus", choose the department or area that best aligns with the intent of your course.

* Course Focus:

Strategy Levels: (Required for LSPI Courses)

* Credit Hours:

ATTENTION

* Aligned Standard:

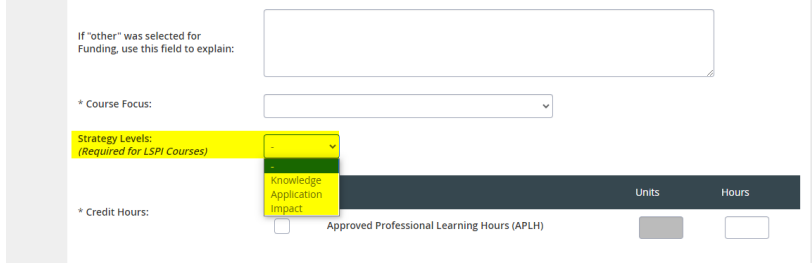

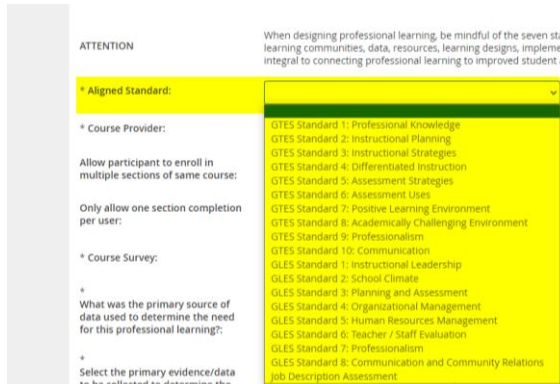
* Course Provider:

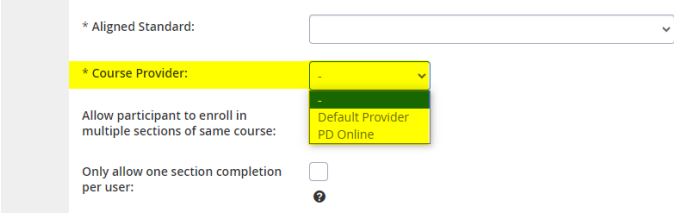
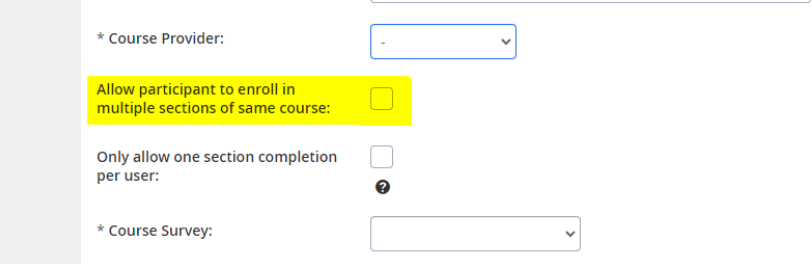
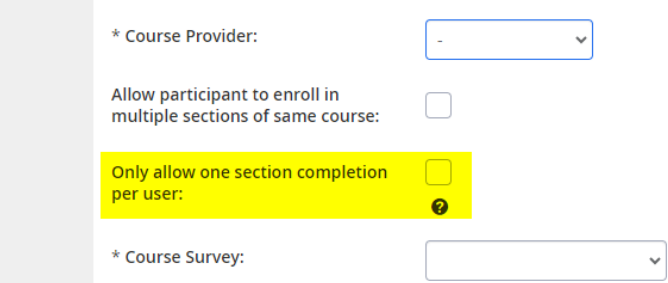
Allow participant to enroll in multiple sections of same course:

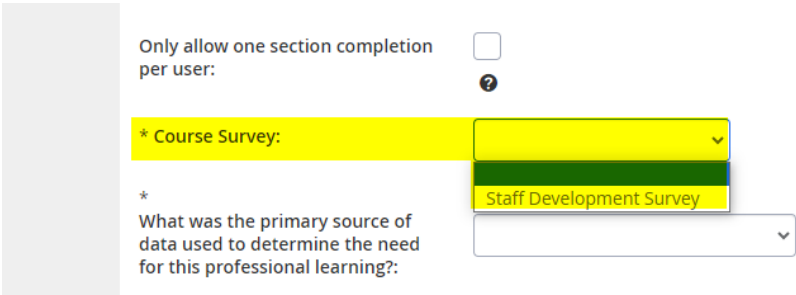
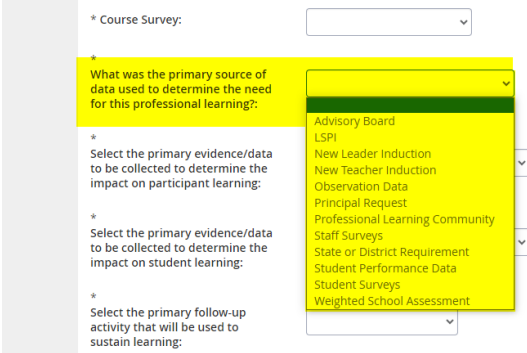
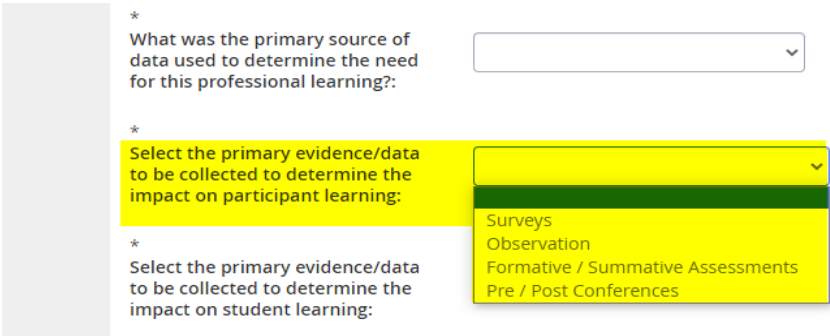
Accelerated Programs
Assessment
Business and Finance
Career Development
Compliance Training
Counseling
Endorsements
ESOL
Fine Arts
Foreign Language
Gifted Education
Health & PE
Human Resources
Instructional Strategies
Instructional Support
Language Arts
Leadership Development
Learning Communities
Learning Environment

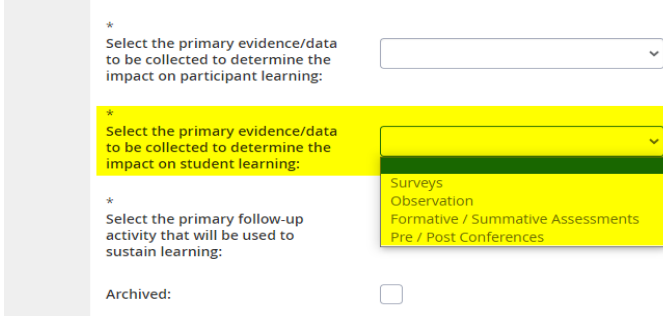
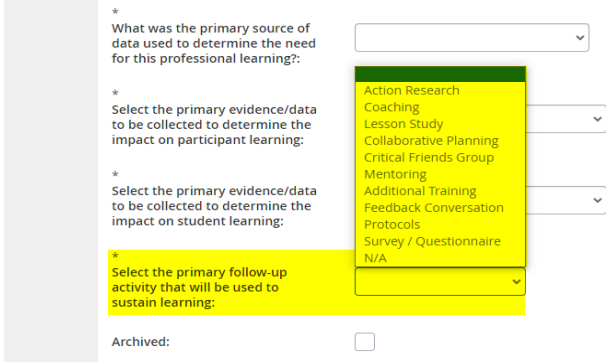
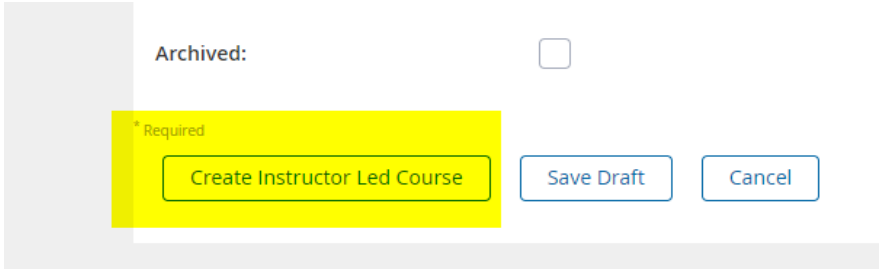
Units Hours

standards for professional learning; leadership, preparation, and outcomes. These standards are at achievement and teacher practice.

<p style="font-size: 2em; text-align: center;">22</p>	<p>“Strategy Levels” are required for LSPI Courses. Select the level that best aligns with the focus of this course.</p> 
<p style="font-size: 2em; text-align: center;">23</p>	<p>For “Credit Hours”, check the box next to “Approved Professional Learning Hours (APLH)”. Input the number of hours that participants will receive for each Section of the course. If you have multiple sections, please consider the total number of hours that participants will have upon completion of the course. For example, if you input 5 hours in the text box and have four sections, then participants will earn 20 hours after completing the course.</p>  <p>ATTENTION</p> <p>When designing professional learning, be mindful of the seven standards for professional learning: leadership, learning communities, data, resources, learning designs, implementation, and outcomes. These standards are integral to connecting professional learning to improved student achievement and teacher practice.</p>
<p style="font-size: 2em; text-align: center;">24</p>	<p>For “Aligned Standard”, select the GTES, GLES, or JDA standard that best aligns with your professional learning.</p>  <p>ATTENTION</p> <p>When designing professional learning, be mindful of the seven standards for professional learning: leadership, learning communities, data, resources, learning designs, implementation, and outcomes. These standards are integral to connecting professional learning to improved student achievement and teacher practice.</p>

<p>25</p>	<p>For “Course Provider”, select either Default Provider or PD Online. As a reminder, Default Provider is used for all face-to-face, blended, and synchronous online sessions. If you select PD Online, you will create an online platform of modules, called a Moodle, which will give you the ability to upload content (quizzes, videos, articles, etc.) for asynchronous sessions.</p> 
<p>26</p>	<p>Select “Allow participants to enroll in multiple sections of the same course” if you want participants to enroll in multiple sections. Usually, the focus of each section will be different as not to repeat content.</p> 
<p>27</p>	<p>Select “Only allow one section completion per user” if you want to prohibit a user who has already completed one course section from re-enrolling and completing another. This setting is typically used to control duplicate credit issuance.</p> 

<p>28</p>	<p>For “Course Survey”, select “Staff Develop Survey”. This survey auto-populates upon completion of the course.</p>  <p>Only allow one section completion per user: <input type="checkbox"/></p> <p>* Course Survey: Staff Development Survey</p> <p>* What was the primary source of data used to determine the need for this professional learning?: </p>
<p>29</p>	<p>For the question, “What was the primary source of data used to determine the need for this professional learning?”, select the form of data that drove your decision for the professional learning.</p>  <p>* Course Survey: </p> <p>* What was the primary source of data used to determine the need for this professional learning?: Advisory Board</p> <p>* Select the primary evidence/data to be collected to determine the impact on participant learning: </p> <p>* Select the primary evidence/data to be collected to determine the impact on student learning: </p> <p>* Select the primary follow-up activity that will be used to sustain learning: </p>
<p>30</p>	<p>For the section, “Select the primary evidence/data to be collected to determine the impact on participant learning”, select the data you will collect to determine the effectiveness of the professional learning on participant actions.</p>  <p>* What was the primary source of data used to determine the need for this professional learning?: </p> <p>* Select the primary evidence/data to be collected to determine the impact on participant learning: Surveys</p> <p>* Select the primary evidence/data to be collected to determine the impact on student learning: </p>

<p>31</p>	<p>For the section, “Select the primary evidence/data to be collected to determine the impact on student learning”, select the data you will collect to determine the effectiveness of the professional learning on students’ actions.</p>  <p>* Select the primary evidence/data to be collected to determine the impact on participant learning:</p> <p>* Select the primary evidence/data to be collected to determine the impact on student learning:</p> <p>* Select the primary follow-up activity that will be used to sustain learning:</p> <p>Archived: <input type="checkbox"/></p>
<p>32</p>	<p>For the section, “Select the primary follow-up activity that will be used to sustain learning”, select the method you will use to sustain what was learned in the session through your participants actions.</p>  <p>* What was the primary source of data used to determine the need for this professional learning?:</p> <p>* Select the primary evidence/data to be collected to determine the impact on participant learning:</p> <p>* Select the primary evidence/data to be collected to determine the impact on student learning:</p> <p>* Select the primary follow-up activity that will be used to sustain learning:</p> <p>Archived: <input type="checkbox"/></p>
<p>33</p>	<p>Finally, select “Create Instructor Led Course” if you are ready to finalize the course. Otherwise, select “Save Draft” to save the draft and make changes later. If you press, “Cancel”, then you will cancel the work without saving it.</p>  <p>Archived: <input type="checkbox"/></p> <p>* Required</p> <p>Create Instructor Led Course</p> <p>Save Draft</p> <p>Cancel</p>

TOPIC 3: BUILDING A NEW APLH COURSE SECTION

Topic 3 Notes

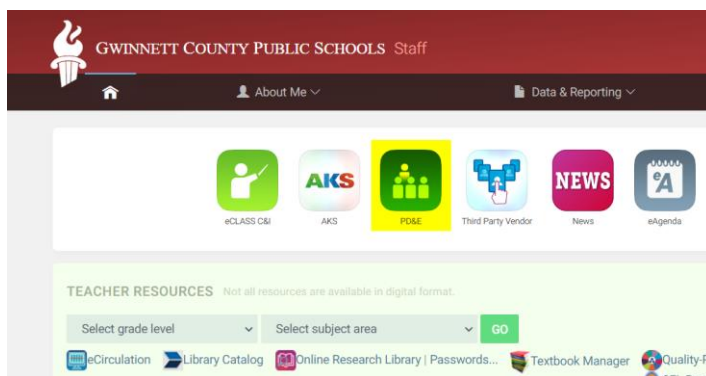
1

Click on the "Staff" tab at the top right of the Gwinnett County Public Schools homepage (<https://www.gcpsk12.org/>).



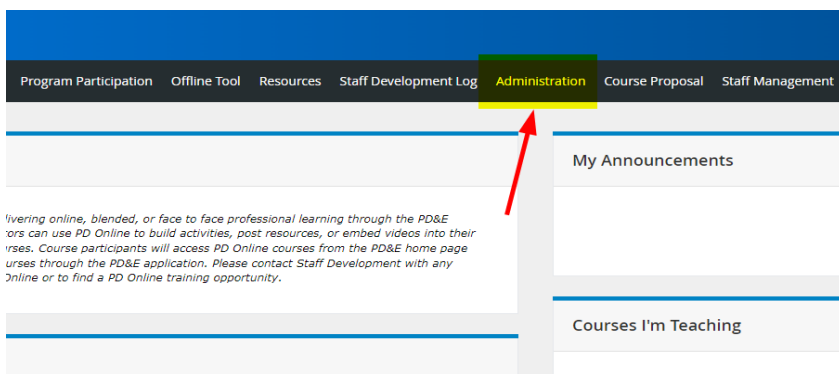
2

Click on the "PD&E" tab, which is the third from the left icon near the top of the screen.



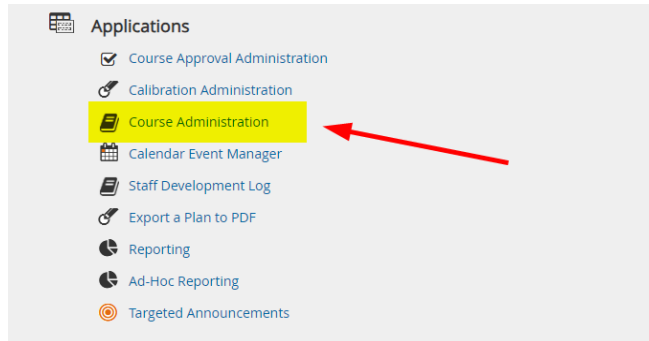
3

Click on the "Administration" tab.



4

Under the Applications header on the left-hand side, click on "Course Administration".



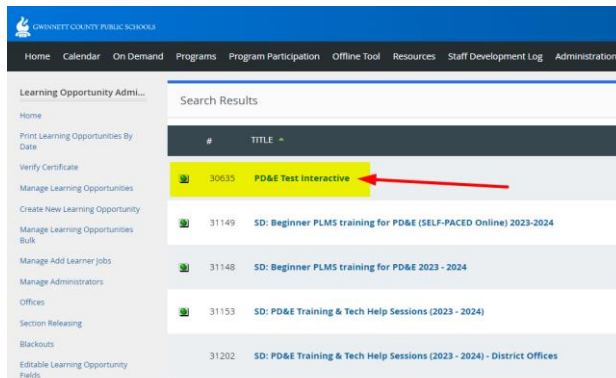
5

Search by entering the five-digit "Course #" to locate the course shell. This shell should have been created previously.

The screenshot shows a search form with the following fields: Date (with a date picker set to 10/04/2023), Learning Opportunity Type (set to All), Stipend (No Choices Available), Section #, Course # (highlighted in yellow), Training Location (set to -), and Include Archived (checkbox). A 'More Options' link is visible at the bottom.

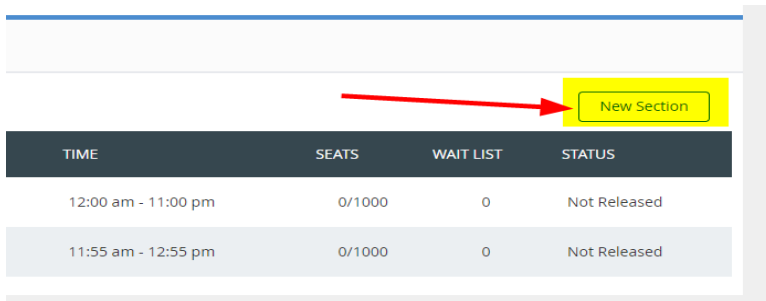
6

Click on the course title to enter the existing course shell.



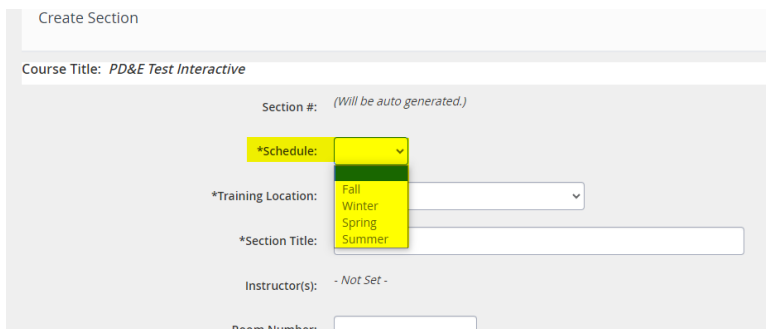
7

Scroll to the bottom of the page. Click on the “New Section” button located on the right side of the screen.



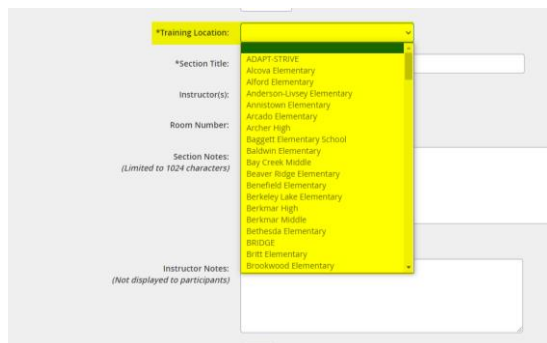
8

Select the appropriate time when the training is being conducted.



9

Select the “Training Location” where the professional learning will be conducted.



10

Create a title for your section by including the name of the course. If you intend to create multiple sections, then consider distinguishing the sections by either Session # (e.g. Session 1, Session 2, etc.) or the date of the session (e.g. October 4, 2023). For example, "23-24 FFMS Collaboration Planning – Session 1" or "23-24 FFMS Collaboration Planning – October 4, 2023".

*Schedule:

*Training Location:

*Section Title:

Instructor(s): - Not Set -

Room Number:

Section Notes:
(Limited to 1024 characters)

11

At this time, skip the "Instructors" section. You will input instructors towards the end of this process.

Section #: (Will be auto-generated.)

*Schedule:

*Training Location:

*Section Title:

Instructor(s): - Not Set -

Room Number:

Section Notes:
(Limited to 1024 characters)

12

If you know in advance, input the Room Number where the training will take place.

*Schedule:

*Training Location:

*Section Title:

Instructor(s): - Not Set -

Room Number:

Section Notes:
(Limited to 1024 characters)

13

For "Section Notes", type a description of what the participants will learn within that specific section in 1-2 sentences.

*Training Location:

*Section Title:

Instructor(s): - Not Set -

Room Number:

Section Notes:
(Limited to 1024 characters)

1024 characters left

14

For "Instructor Notes", you can input any notes that you'd like for the instructors to see about the section. Participants will not be able to view these notes.

Room Number:

Section Notes:
(Limited to 1024 characters)

1024 characters left

Instructor Notes:
(Not displayed to participants)

15

Enter the minimum number of participants if that section has a minimum requirement. If not, then enter 0.

Minimum Number of Participants:
(Numbers only)

Maximum Participants:
* (Numbers only)

16

Enter the maximum number of participants. Consider adding a buffer in case you need to add more staff later.

Minimum Number of Participants:
(Numbers only)

Maximum Participants:
* (Numbers only)

Maximum Participants per Location:
* (Numbers only)

Allow Waitlist:

17

We advise entering 0 for this amount since this section is mainly used for district courses to limit the number of participants at each school/department location.

Minimum Number of Participants:
(Numbers only)

Maximum Participants:
* (Numbers only)

Maximum Participants per Location:
* (Numbers only)

Allow Waitlist:

18

If you want to allow a waitlist for your course, then check this box. If you have more registrants than space, then your registrants will be placed on a waitlist and will be automatically enrolled if a participant drops the course.

Maximum Participants:
* (Numbers only)

Maximum Participants per Location:
* (Numbers only)

Allow Waitlist:

Maximum Waitlist Size:
(Numbers only)

19

If you want a waitlist, then enter the number of participants allowed on that waitlist.

Maximum Participants per Location:
 * (Numbers only)

Allow Waitlist:

Maximum Waitlist Size:
 (Numbers only)

*Section Start Date:

*Section End Date:

20

Select the date when the section will begin. This date is usually when the class is held.

Allow Waitlist:

Maximum Waitlist Size:
 (Numbers only)

*Section Start Date:

*Section End Date:

*End of Registration Date:

21

Select the date when the section will end. This date is usually when the class is held.

Maximum Waitlist Size:
 (Numbers only)

*Section Start Date:

*Section End Date:

*End of Registration Date:


Waitlist cutoff Date:


*Section Start Time: : :


*Section End Time: : :

22

Select the date when the section registration will end. Allow yourself 1-2 days before the start of the section to give you enough time to prepare registrant materials (name tags, class resources, etc.).

*Section End Date:  [Reset](#)


*End of Registration Date:  [Reset](#)


Waitlist cutoff Date: 

*Section Start Time: : :

23

If you want a waitlist for your course, then set a cut-off date. This date will determine when the wait list closes.

*End of Registration Date:  [Reset](#)


Waitlist cutoff Date: 


*Section Start Time: : :


*Section End Time: : :

24

Select a section start time which is usually the time the class starts.

*Section End Date:  [Reset](#)

*End of Registration Date:  [Reset](#)


Waitlist cutoff Date: 

*Section Start Time: : :

*Section End Time: : :

25

Select a section end time which is usually the time the class ends.

Waitlist cutoff Date: 

*Section Start Time: : :


***Section End Time: : :**

Enable discussions:

Release Section Now:

26

Check the box if you want participants to have a discussion feature enabled for the course.


Waitlist cutoff Date: 

*Section Start Time: : :

*Section End Time: : :

Enable discussions:

Release Section Now:

Or Release Section At: : : on  [Reset](#)


27

Select "Release Section Now" if you want to automatically release the course as soon as you create it.

*Section End Time: : :

Enable discussions:

Release Section Now:

Or Release Section At: : : on  [Reset](#)

Course Provider Section ID:

28

Input a time and date if you want the course to release at a time/date in the future.

Release Section Now:

Or Release Section At: - : - on Reset

Course Provider Section ID:

29

Input a Section ID if you want registrants to search for a specific series of letters or numbers (not required).

Release Section Now:

Or Release Section At: - : - on Reset

Course Provider Section ID:

File Attachments Attach File

30

Upload any file attachments you want your participants to download prior to attending the class.

Or Release Section At: - : - on Reset

Course Provider Section ID:

File Attachments Attach File

* Required

Create Cancel

31

Press the "Create" button to finalize your section.

Course Provider Section ID:

File Attachments Attach File

* Required

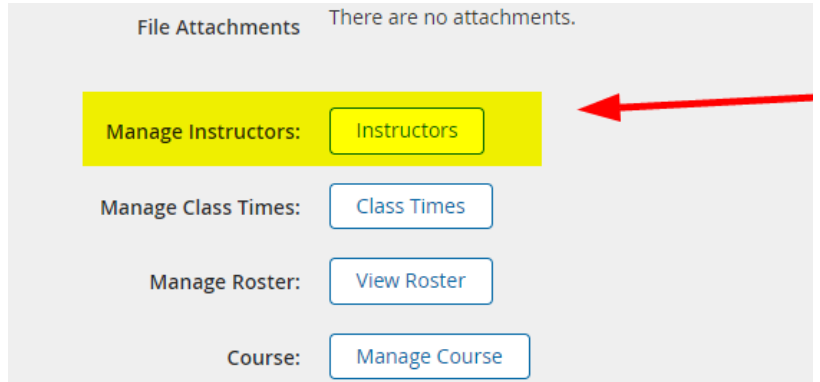
Create Cancel

TOPIC 4: MANAGING INSTRUCTORS

Topic 4 Notes

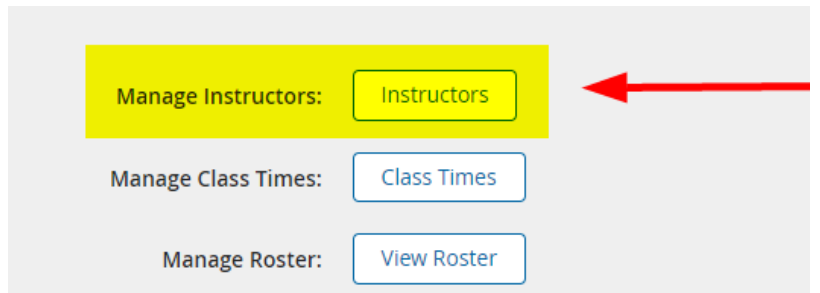
1

After creating the course section, you will see the “Manage Section” screen that provides an overview of the various details entered earlier. Scroll down to the bottom of the screen where the “Manage Instructors” tab is located.



2

Click on Manage Instructors.



3

Enter the first and last name of the instructor that will teach this course.

A screenshot of the "Manage Instructors" search form. At the top, it says "Manage Instructors". Below that is a horizontal line and the text "Add Instructor Search". Underneath is a grey bar with the placeholder text "Enter first and last name of person you wish to". Below this bar are two input fields: "First Name:" and "Last Name:", both highlighted in yellow. At the bottom left is a blue button labeled "Find User".

4

Press "Find User" to add the instructor to the section. If you're unable to locate the instructor, enter only their last name. The system links to PeopleSoft which only recognizes employee's legal names.

Manage Instructors

Add Instructor Search

Enter first and last name

First Name: Richard

Last Name: Whatley

Find User

Instructors for section: PD&E test interactive

5

Check the box next to the Instructor's name.

<input type="checkbox"/>	Name	Employee ID
<input checked="" type="checkbox"/>	Richard Whatley	

Add User(s) Cancel

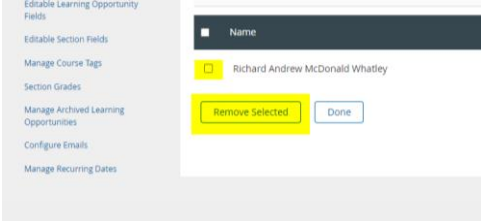
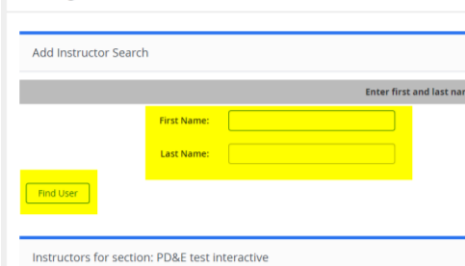
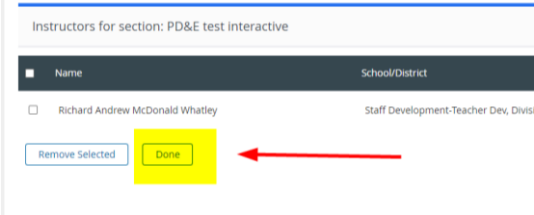
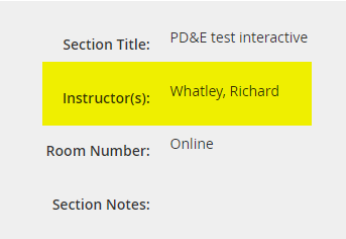
6

Press the "Add User" button.

Add Instructor Search

<input checked="" type="checkbox"/>	Name	Employee Id	School/District
<input checked="" type="checkbox"/>	Richard Whatley	200801894	Staff Development-Teacher Dev, Division of Human Resources

Add User(s) Cancel

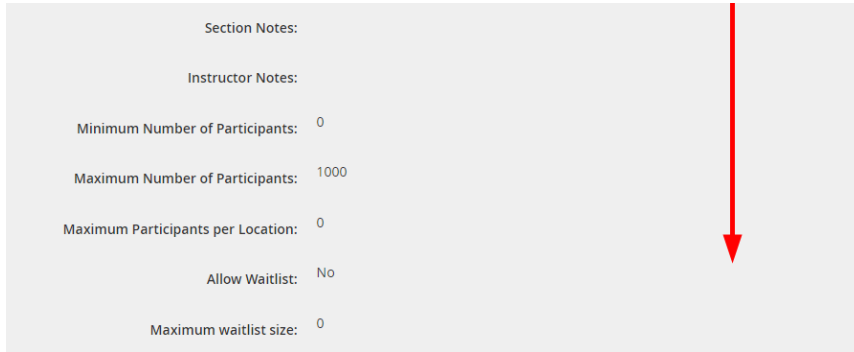
7	<p>If a mistake was made, then check the box next to the staff member's name and press "Remove Selected".</p>  <p>The screenshot shows a sidebar menu on the left with options like 'Editable Learning Opportunity Fields', 'Editable Section Fields', 'Manage Course Tags', 'Section Grades', 'Manage Archived Learning Opportunities', 'Configure Emails', and 'Manage Recurring Dates'. The main content area shows a table with a header 'Name' and a row containing a checkbox, the name 'Richard Andrew McDonald Whatley', and two buttons: 'Remove Selected' (highlighted in yellow) and 'Done'.</p>
8	<p>Repeat Steps #3-6 to add additional instructors to the section (if needed).</p>  <p>The screenshot shows a form titled 'Add Instructor Search'. It has a search bar with the placeholder text 'Enter first and last name'. Below the search bar are two input fields: 'First Name:' and 'Last Name:'. A yellow 'Find User' button is located below the 'First Name' field. At the bottom of the form, it says 'Instructors for section: PD&E test interactive'.</p>
9	<p>Once finished adding instructors, press "Done" at the bottom of the screen.</p>  <p>The screenshot shows the 'Instructors for section: PD&E test interactive' screen. It features a table with columns 'Name' and 'School/District'. A row contains a checkbox, the name 'Richard Andrew McDonald Whatley', and the district 'Staff Development-Teacher Dev, Divis'. Below the table are two buttons: 'Remove Selected' and 'Done' (highlighted in yellow with a red arrow pointing to it).</p>
10	<p>After pressing done, you will view the "Manage Section" screen where the name(s) of the instructor(s) will appear for the section.</p>  <p>The screenshot shows the 'Manage Section' screen. It displays the following information: 'Section Title: PD&E test interactive', 'Instructor(s): Whatley, Richard' (highlighted in yellow), 'Room Number: Online', and 'Section Notes:'.</p>

TOPIC 5: MANAGING CLASS TIMES

Topic 5 Notes

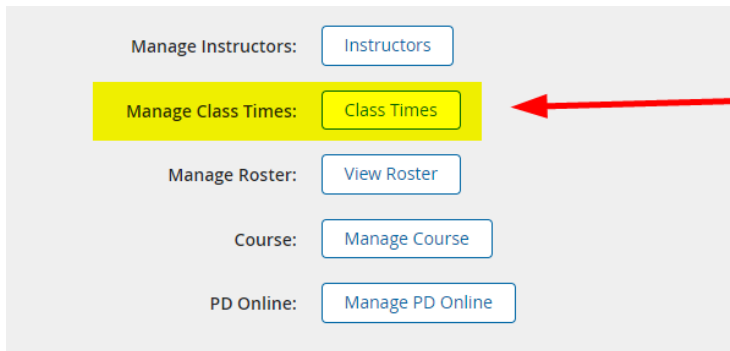
1

After adding instructors, you will return to the “Manage Section” screen that provides an overview of the various details entered earlier. Scroll down to the bottom of the screen where the “Manage Class Times” tab is located.



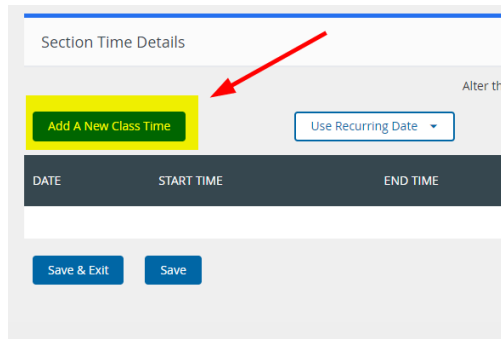
2

Click the “Manage Class Times” tab.



3

Click the “Add a New Class Time” button located on the left side of the screen.



4

You will notice that the start and end times will typically default to what was set earlier when creating the section. However, if you inputted a range of time for multiple meetings (e.g. 8:00 a.m. – 5:00 p.m.), then you can use this section to list multiple times (e.g. 8:30-9:30 a.m., 10:00-11:00 a.m., 1:00-2:00 p.m., etc.).

DATE	START TIME	END TIME	HAS ATTENDANCE
12/12/2022	11:55 AM	12:55 PM	No

5

Once you have listed the specific class times, then press "Save & Exit".

6

You will then return to the "Manage Section" screen and notice that the specific Section Class Times have been saved.

7

This process enables the section manager to create attendance sheets for each section when creating Section Class times. Attendance sheets are especially important for when instructors hold face-to-face sessions and want participants to sign-in they have attended the class for course credit completion.

TOPIC 6: MANAGING ROSTERS

Topic 6 Notes

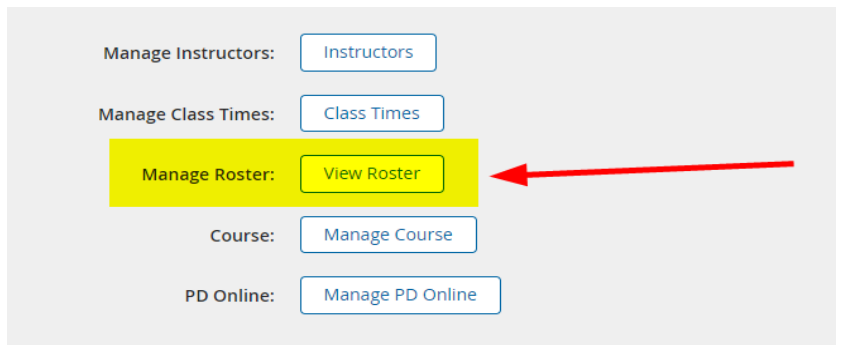
1

After adding class times, you will return to the “Manage Section” screen that provides an overview of the various details entered earlier. Scroll down to the bottom of the screen where the “Manage Roster” tab is located.



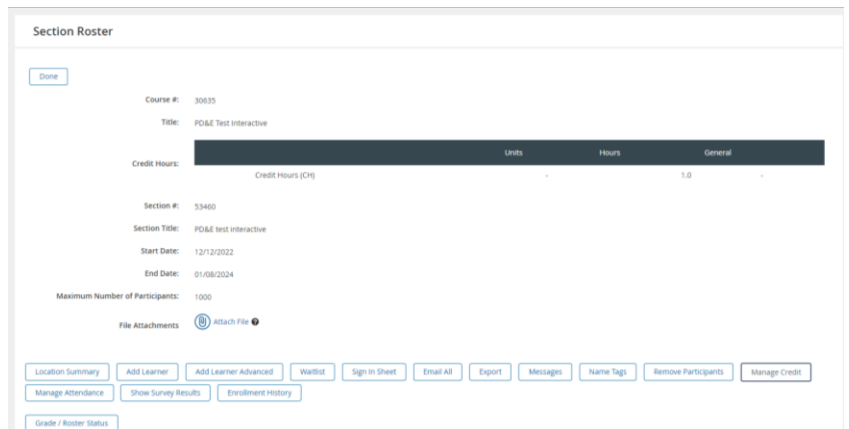
2

Click the “View Roster” tab.



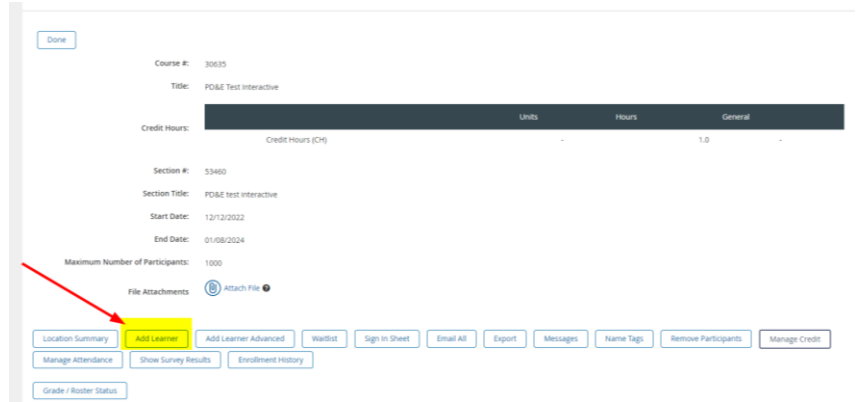
3

You will arrive at the “Section Roster” screen where you can add learners, create sign-in sheets, email participants, manage credit, remove participants, and perform other functions.



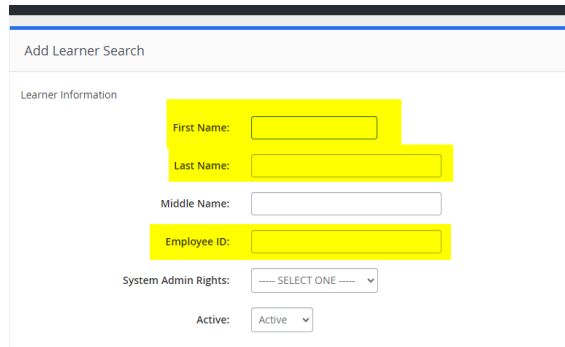
4

To add a single learner, click on the "Add Learner" tab.



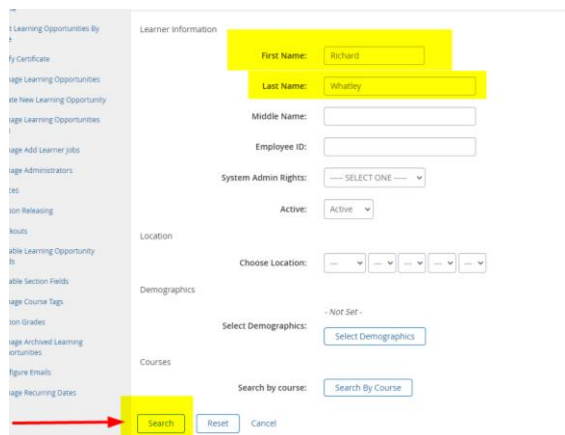
5

Input the learner's First and Last Names (as listed in PeopleSoft). Otherwise, enter their Employee ID number.



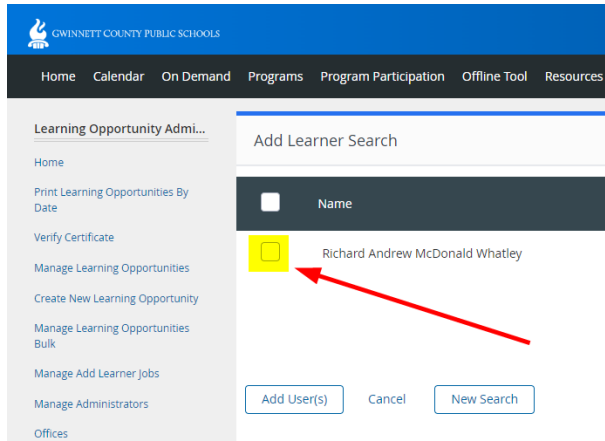
6

Press "Search" at the bottom left of the screen to pull up the new learner.



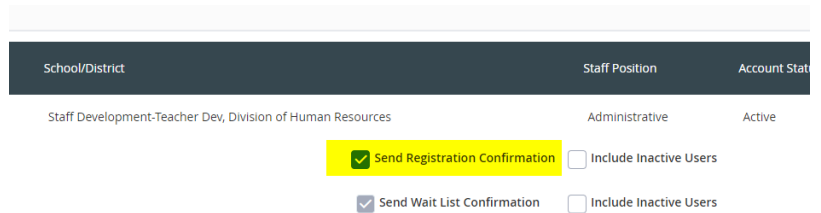
7

Check the box next to the staff member's name.



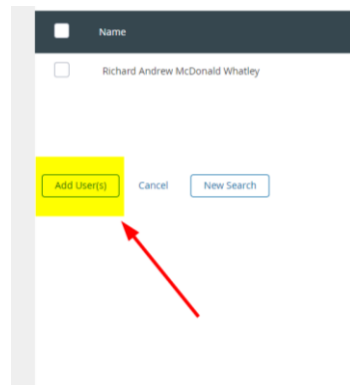
8

With the "Send Registration Confirmation" box checked, the participant will automatically receive an email when you add them to the course. If you do not want to send an email upon course registration, then uncheck this box.



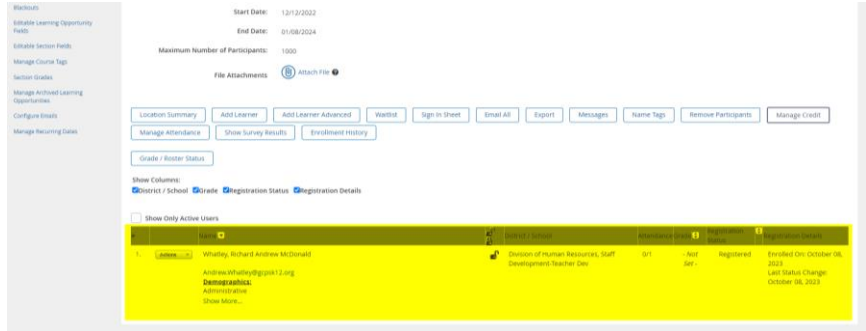
9

Press the "Add User" button.



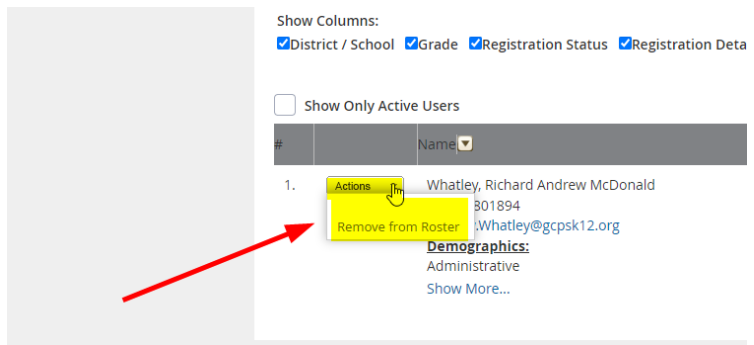
10

The new registrant will appear in the section below the various buttons.



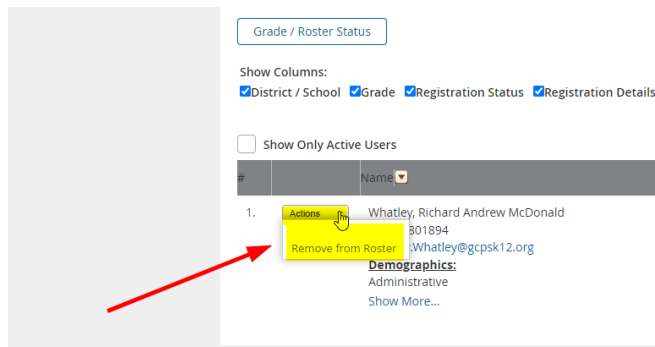
11

If you inadvertently added a participant and need to remove them, the click on the Actions button next to the participant's name.



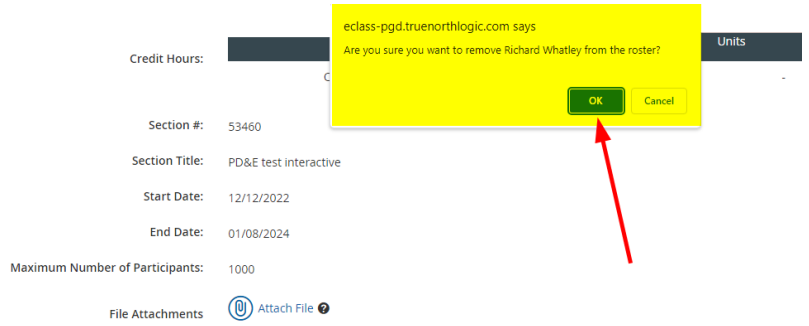
12

Select "Remove from Roster" to remove the registrant from the course.



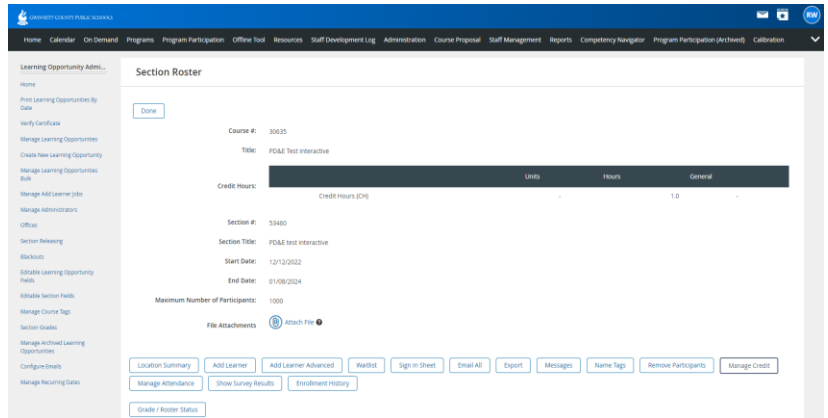
13

You'll be prompted by the question, "Are you sure you want to remove Richard Whatley from the roster?". Select "OK" to make the change. next to the staff member's name.



14

The participant will be removed from the course and will receive an email that he/she was withdrawn from the course.



END OF COURSE EVALUATION SURVEY

The following survey will be administered at the end of the course for learners to provide feedback to the instructors.

Staff Development Session Survey

Thank you for working alongside us and engaging in today's learning. Your feedback is greatly appreciated so that we may continue to inform and improve our practices as well as be responsive to your professional needs. Thank you!

Session participant information: Role *

- Administrative
- District
- Instructional
- Support

Session participant information: Level *

- District
- Elementary
- Middle
- High

END OF COURSE EVALUATION SURVEY

PAGE 49

End-of-Course Evaluation Survey (continued)

1. Today's session promoted effective engagement and collaboration among participants. *

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly agree

2. The facilitator(s) created a positive learning environment during today's session. *

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly agree

3. Today's session met the stated objectives/outcomes. *

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly agree

4. This session deepened my understanding of today's topic(s). *

	1	2	3	4	5	
Strongly disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly agree

END OF COURSE EVALUATION SURVEY

End-of-Course Evaluation Survey (continued)

5. When will the learning from today's session be applied within your school or role? *

- Immediately
- Within 1-2 weeks
- Within 1 month
- More than 1 month
- Not applicable

What topic/activity from today's session did you find most relevant or significant to your learning?

Long answer text

Please feel free to leave any additional comments about today's session and/or suggestions for future sessions.

Long answer text
