

Step by Step PGS Meeting (Administration Tab)

How to enter PLO's into PGS.

Difference between PLO and Meeting

Professional Learning Opportunity (PLO Tab)	Meetings (Administration Tab)
<ul style="list-style-type: none"> • 3-Step Approval Process 	<ul style="list-style-type: none"> • No CTLE or CTLE-ENL Credit
<ul style="list-style-type: none"> • CTLE or CTLE ENL Credited allowed 	<ul style="list-style-type: none"> • No approval needed
<ul style="list-style-type: none"> • Funding Source 	<ul style="list-style-type: none"> • No Funding is needed
<ul style="list-style-type: none"> • Syllabus required 	
<ul style="list-style-type: none"> • Training on: Content or Pedagogy (Content Strategies) or Language Acquisition 	
<ul style="list-style-type: none"> • Focus on the Student Success Plan 	
<ul style="list-style-type: none"> • Must be set up 2 weeks prior to training 	

You Will Need:

- User rights as a Course Administrator into the Meeting Office.
- Offices are set up to keep PLO's organized and for more accurate reporting purposes.
- Offices are usually by grants/special initiatives in the district or to enter a meeting.
- You **MUST** be trained on how to enter a PLO or Meeting before access is granted.
- To be trained and given Permissions to create PLO's or Meetings in PGS, email PGSHELP@buffaloschools.org

Step 1: Create New Meeting

- Log into PGS
- Click on the **Administration** tab on your PGS Homepage
- Click on **Course Administration**
- Click on **Create New Learning Opportunity**
- Click on **Instructor Led Course**

Step 2: Meeting Portal:

- The **Course #** will auto generate when you finish creating the course.
- **AESOP: Not used when entering a meeting, as no funding is allowed**
- **Specialized Designation:** This is a drop down box you will only choose when your training pertains to one of the categories listed.
- **School:** Choose only if the training pertains to one specific school. Choose District if more than one school or a district wide training.
- **Department:** Choose only if your training pertains to a specific department.
- **Creator (Last, First):** Fill in your name (change to your name if someone else copied and shared a meeting with you).

Course Title:

Please follow the Course Title Configuration

- If your Meeting is pertaining to a specific grant you will start your title as that. Example SIG (State Improvement Grant), 1003a, etc.
- If your Meeting is a schools initiative you would start with School and your School number. Always 3 digits. Example: School 3 would be School 003..
- If your Meeting is a department initiative you would start with the department. Example: Grade Level Planning Session

A good example of a course title would be:

School *** - Grade 5 & 6 Planning Session

(This tells us this is Grade 5 & 6 Planning Session,)

Contact PGShelp@buffaloschools.org if you are unsure of how to enter your Course Title.

- **Course Description:** a description of the course that will show in the Course Catalog. The course description must be a detailed description of what the course entails and easily understood.

The following must be checked if your Meeting pertains to your training. It is important to include all focus areas of training!

- **Assessment-** your Meeting focus is Assessments.
- **Common Core** –your Meeting focus is the NYS Common Core
- **Data Driven Instruction** –your Meeting focus is data driven instruction.
- **Leadership/Governance** –your Meeting focus is Leadership and or Governance
- **Student Engagement** – your Meeting focus is Student Engagement
- **Teacher Evaluation-check** your Meeting focus is teachers or Principals APPR's.
- **ENL** – focus is on Cultural Responsiveness related to ENL students, Co-Teaching Strategies, Integrating Language and Content Instruction for ELLs, Social and Emotional Development and/or Best Practices in ENL Instruction

- **Pre-requisites:** Any prerequisite that is required for the trainee to be aware of.
- **Enforced Prerequisites:** You pull up a list of courses that will stop a registrant from registering if they have not yet taken a specific course(s)
- **Disclaimer:** Use it to tell the trainees to bring their textbooks, do a reading before the class (you can attach information such as an article or report you would like read before class by clicking on the Attachment Tab below), etc.

Prerequisites:

Enforced Prerequisites: *- No Choices Available -*

Disclaimer:

- **Office:**

Only Office you should have access to is the:

- A1. Meetings-Non PLO's (Grade Level, Early Release, etc.) (Buffalo Public Schools)

- **PLO Provider:**

- Default Provider- Use this unless you will be creating a course through the Schoology website.
- Moodle – We do not use the Moodle Interface
- Schoology – Use this to activate the Schoology Template

- **Schoology Template:**

- Use the Schoology Template when entering a course that will be taught online through the Schoology website.

- **Credit Type:** Under credit types, you should only have access to:
- **Hourly:** Leave Blank
- **Daily Rate:** Leave Blank
- **District Credit:** Leave Blank
- **Curriculum:** Leave Blank
- **CTLE100:** Leave Blank
- **ENL/CTLE100:** Leave Blank
- **Grade Level/Common Planning Time/Faculty Meeting:** Total number of hours participant to attend

- CTLE Activity: Select Content or Pedagogy or Content & Pedagogy (Teaching strategies of the content): **Leave at Default**
- Approved NYS Vendor: *BPS Employee (Enter name below)

Fund codes

There should be no fund codes needed when entering a Meeting. If there is funding tied to this Meeting, it should be entered in as a PLO under the PLO tab.

- **Calendar Category:** Choose the category you would like to show on the District Calendar. Example if it's ELA training then use ELA PLO.
- **Sub Needed:** No
- **Course Survey:** Grade Level and Instructional Staff Meeting

- **Allow participants to enroll in multiple sections:** If you create one course with several hours that will be broken into sections you would check this box. If it is a one day course, but you will request different demographics to attend on different days, but only per course, then you would leave unchecked.
- **Allow participants to enroll in multiple types of credit:** Do not check
- **Do not require section start and end time:** if you are entering an on-line course that a participant can choose when they are doing the class, you will check this box and not enter a Class Time in your sections.

SPED: IGNORE

****Notes: Fill in if you need specific information to tell the participants.**

- **File Attachments:** You can add attachments for the participants to download before a course.
- **Click Create Instructor Led Course**

Sub Needed:	No ▾
Sped	No ▾
Course Survey:	- ▾
Allow participant to enroll in multiple sections of same course:	<input type="checkbox"/>
Allow participant to register for multiple types of credit:	<input type="checkbox"/>
Notes: <i>(Limited to 1024 characters)</i>	<div style="border: 1px solid #ccc; height: 100px;"></div>
	1024 characters left
File Attachments	<input type="button" value="Attach File"/> ⓘ
Required	
<input type="button" value="Create Instructor Led Course"/> <input type="button" value="Cancel"/>	

Step 3: Demographics

There are 3 options to set up your Demographics.

Required: Do not use Required.

Recommended: This is the best one to use as it shows up on each persons **home tab under Recommended Training, course catalog tab** and on the **Calendar**.

Restricted: You will need to give the registrants the Course Number to search to register for a class with Restricted Demographics. It is only open by invitation.

Demographics Recommended for test for training

Click on the role below to edit its demographics. Only enabled roles will be considered a requirement.

Demographics

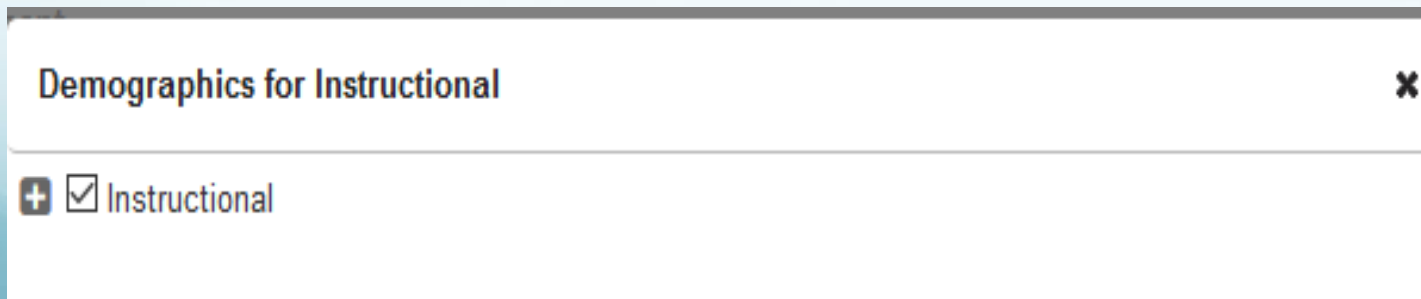
User Groups

<input type="checkbox"/>	Enabled	Role	Demographics	<input type="button" value="Add Filter"/>
<input type="checkbox"/>	–	Administrators	–	
<input type="checkbox"/>	–	Calibration Reader	–	
<input type="checkbox"/>	–	Instructional	–	
<input type="checkbox"/>	–	Non-Instructional	–	

4 results

Enable Disable Done

- Click on Set **Recommended** next to **Recommended Demographics**
- Click the check box next to **Instructional**
- Click on **Enable**
- Click on the word **Instructional** (If you are inviting all the teachers just check the box). Check each demographic you will be inviting to your training.
- Click on **Save**
- Do the same for **Administrator** and **Non-Instructional**
- **Ignore Calibration Readers box**



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Step 4: Sections:

Sections are the training dates/days

- Click on the New Section Button

The screenshot displays a course management interface. On the left, there is a settings panel with the following options:

- Sub Needed: No
- Sped: No
- Course Survey: -
- Allow participant to enroll in multiple sections of same course: No
- Allow participant to register for multiple types of credit: No
- Notes:
- File Attachments: There are no attachments.
- Archived: No

Below the settings is a "Required" section with a "Done" button. To the right of the settings is a large empty white area. At the bottom of the interface is a table titled "Sections". The table has columns for Section Title, Section #, Date, Time, Seats, Wait List, and Status. A "New Section" button is located in the top right corner of the table area, highlighted with a red box. Below the table header, the text "No sections have been created." is displayed.

- **Section Number:** will auto generate
- **Section Title:** The Title of the Section as it relates to the training (you may copy and paste from the course title.)

- **Max. Amount of Waitlist:** How many will you allow to be on the waitlist.
- **Start Date and End Date:** If you are adding one section with multiple dates your first day of training will be the **Beginning Date** and your last day of training will be your **End Date**. If you are adding multiple sections for training, then your beginning will be the same as your end date.
- **End of Registration/End of Waitlist Date:** To better prepare for your PLO, enter an end date registrants can register. (at least one day prior to your beginning date.)
- **Start Time/End Time-**Enter the time your class will start and end. You can adjust by day in Class Times (below)

- Attendance: Once a day for ½ day training, Twice a day for full day training. Twice a day will allow for 2 lines per registrant for signing in the a.m. and p.m. **(All Daily Rate PLO's MUST have both a morning and afternoon place for participants to sign.)**
- **Training Location/Address/Contact Name:** enter this information so registrants know where your training is being held and who to contact for questions.
- To Release your section on a specific date and time, fill in the boxes next to: **Release Section At:** The **Release Section Now** only works in the Meetings tab. If you do not Release Section Now, you will need to email PGShelp@buffaloschools.org
- Notes: Add the contact person for the course.
- If you would like to **Open a Discussion Board** to the participants of each of your course section's. Check on the Enable Discussions.
- We now have the ability to add Credit Hours at the section level. Be sure to add the total hours **per section for the Grade Level/Common Planning Time/Faculty Meeting**

- Do not use Instructor or Course Fees so leave these blank.
- Click **Create**

The screenshot shows a form with the following fields and values:

- End Date: 02/28/2016
- End of Registration Date: - Not Set -
- Waitlist cutoff Date: - Not Set -
- Start Time: 12:00 AM
- End Time: 1:00 AM
- Class Times: No Class Times Set
- Attendance: Once a Day
- Training Location:
- Training Location Address:
- Notes:
- Release Section Now: No
- Or Release Section At: - Not Set - on - Not Set -
- Notes:
- Instructor Fee (\$): 0.00
- Course Fee (\$): 0.00
- Instructor(s): - Not Set -

Below the form is an "Actions:" section with three buttons:

- Manage Instructors: Instructors
- Manage Class Times: Class Times
- Manage Room Requests: Manage Room

There are red arrows pointing to the "Class Times" text in the form and the "Class Times" button in the actions section.

On the next screen, you will see the warning in red:
No Class Times Set.

Scroll Down to the Actions area and Click on **Class Times** (blue button)


Click on **Add New Day**

- If you are only doing one day of training with each Section you will only click on Add New Day one time and the date you entered as your Start Date and the Time you entered will appear. Make sure you click Save when you are finished with Class times.
- If you are adding multiple days within the same section you will continue to click on Add New Day and you will need to adjust your date(s) and time(s) as needed. Example: 2 classes click 2 times and add correct dates for both days.

Click **Save & Exit Changes**.

Section Time Details

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save Changes" button.

Add New Day 

Use a Recurring Date:

Date	Show Conflicts	Start Time	End Time	Has Attendance	Remove All
No Class Times Defined.	- N/A -	- N/A -	- N/A -	- N/A -	- N/A -

Back To Section **Save Changes** **Cancel**

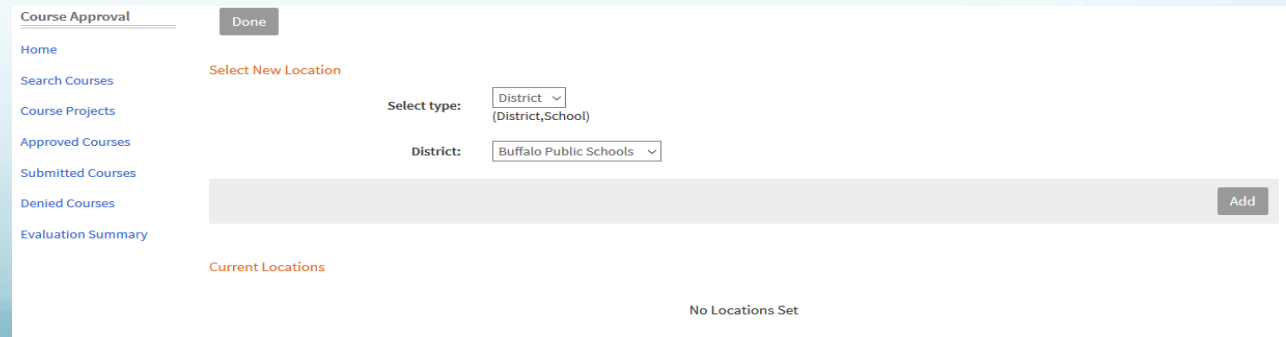
- Click on **Instructors-** (This is the person who manages the roster)
- Search for **Instructors Name**. Non-District trainers cannot be added as instructors.
- **Add** the Instructor.
 - It's a good idea to have more than one instructor, so they can assist with roster management.
- Click **Done**

Your first section is now complete. You can add additional sections to the course by either clicking on **Copy** or **New Section**. When you have added all sections, click on **Continue**.

Step 6: Geographic Availability

(Geographic Availability is the school or department you work in)

- Click **Create**
 - On drop down menu choose either District or School. When you select School a drop-down box of all the schools in the district will appear. Choose your school(s) from the drop down box.
- Click **Add School**.
- Continue adding schools that should be included in the PLO.
- Click **Done**.



The screenshot shows the 'Course Approval' interface. On the left is a navigation menu with links: Home, Search Courses, Course Projects, Approved Courses, Submitted Courses, Denied Courses, and Evaluation Summary. The main content area is titled 'Select New Location' and contains the following elements:

- A 'Done' button at the top right.
- A 'Select type:' dropdown menu with 'District' selected and '(District,School)' as the visible text.
- A 'District:' dropdown menu with 'Buffalo Public Schools' selected.
- A large grey 'Add' button at the bottom right.
- A section titled 'Current Locations' at the bottom, which currently displays 'No Locations Set'.

Releasing

- If you clicked on to Release Section Now when creating your Sections, the meeting is now open for participants to register.
- If you did not click on the Release Section Now, you will need to email PGSHELP@buffaloschools.org with the Section Numbers to be released for registration.