Create and Teach Instructor-Led Courses

Training Workbook

ALSDE – Auburn University

PowerSchool

Agenda

Agenda Item	Topics
Introductions	• Review agenda, learning outcomes and training structure
Portal Basics	• Basic portal navigation
Learner Experience	• Search for professional development courses • Register for/withdraw from a course • Access course transcripts and surveys • Request External Credit
Create Instructor-Led Courses	• Enter course details • Select target audience
Course Sections	• Add sections to a course • Choose instructors for a course • Set class meeting times for a course
Instructor Tools	• Access course instructor tools
Manage Learners	• Add/remove participants from a roster • Manage the wait list • View and export the roster
Communication and Class Resources	• Email class participants • Send messages • Print sign in sheets/table tents/name tags
Attendance and Credit	• Mark attendance • Award credit • Update roster status
Closing	• Class evaluation https://bit.ly/2y8VB53

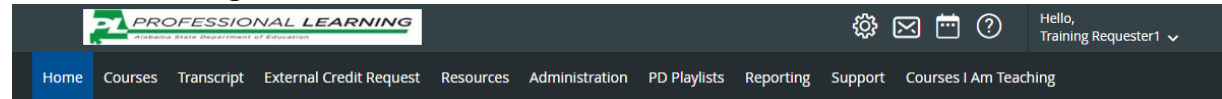**Log in to a Demo Account:** *(Use a Chrome browser)*

URL: alsde.truenorthlogic.com

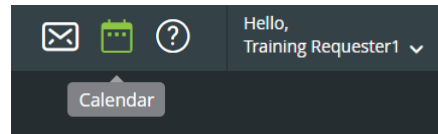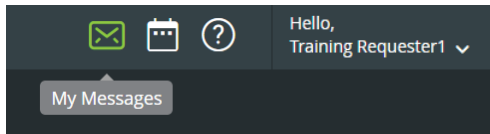**Username: training.requesterXXX** *(XXX=your #)*

Password: training123
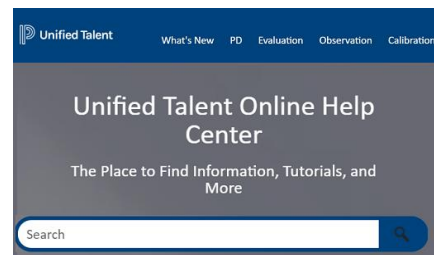
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My PL Portal

Role-Based Navigation

What two factors determine the menu a user will see?

Help Resources

? How do I identify the learning opportunities available to me?

Learner Experience

	Getting Started	
Search for Courses	Search for courses using: 1. The **Course Search** channel to search by keyword, title, or description 2. The **Find Courses by Tags** channel to search by content area, grade level, etc. 3. The **Required Training** or **Recommended Training** channel to identify courses that are targeted to you	**Notes:**
Register and Withdraw	To register: 1. Locate the desired course 2. Click the blue **Register** button next to the section you wish to register for 3. Or, click **Join Waitlist** to be put on the waitlist To withdraw: 1. From the My Courses channel, click the **Withdraw** icon to the right of the course title 2. Or, click the **Manage And Withdraw From Courses** button 3. Then, open the Actions menu next to the desired course 4. Click **Withdraw**; click **Withdraw** again to confirm	**Notes:**
Transcript/Surveys	Transcripts: 1. From the **My Courses** channel, click the **My Transcript** button Surveys: 1. Navigate to the **My Surveys** channel 2. Click **Start Survey**	**Notes:**

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Course Creation Step-by-Step

Tear off the Course Creation Step-by-Step page when you get back to your desk. Use it to guide you as you learn to create new instructor-led courses.

Step 1: Access Course Requestor Tools	Step 2: Configure Course Details
From the main menu: 1. Propose a Course 2. Open the Propose Course dropdown 3. Choose **New Instructor Led Course**	From the Create Instructor Led Course page: 1. Enter a distinct and descriptive course title 2. Complete required details within 60 minutes 3. Click the **Create Instructor Led Course** button to complete
Step 3: Configure Course Settings	**Step 4: Add Course Sections**
From the Manage Instructor Led Course page: 1. Click **Set Locations** to set locations 2. Click **Set Required/Set Recommended** to set appropriate demographics 3. Click **Set Restricted** to set restricted demographics 4. Click **Align Subjects** to align your course to a specific subject, level, or support service	From the Manage Instructor Led Course page: 1. Click on the **New Section** button 2. Complete all required fields 3. Click the **Create** button to create the new section
Step 5: Add Instructors/Class Times	**Step 6: Submit a Course for Review**
From the Manage Section page: 1. Click the **Instructors** button to add instructors to your course 2. Click the **Class Times** button to configure class times for your course	From the Course Submission page: 1. Click the **Submit for Review** button to submit your course for review/approval

Course Examples

See an example of how you might structure Social Thinking Courses.

Example 1:

COURSE:
Social Thinking

Section 1: Social Thinking Clear Springs 2019/20	**Section 2:** Social Thinking Deephaven 2019/20
Classtimes: Create a CT for each occurrence	**Classtimes:** Create a CT for each occurrence

Office: Technology

All Course Details/Settings: Same for all sections

Availability: District (by Default)
You can change the Availability

Sections:
- Create a section for each location/year
  - You can copy sections
- Next year, copy this year's sections and change the year and times
- Section title should include location and year

Example 2:

COURSE:
Social Thinking – Clear Springs

Section 1: Social Thinking 2019/20	**Section 2:** Social Thinking 2020/21
Classtimes: Create a CT for each occurrence in 2019/20	**Classtimes:** Create a CT for each occurrence in 2020/21

Course: Can copy the course and change title to represent another location

Office: Clear Springs

All Course Details/Settings: Same for all sections

Availability: Clear Springs ONLY (by Default)
You can NOT change the Availability

Sections:
- Create a section for each year
- Next year, copy this year's sections and change the year and times.
- Section title should include year

Instructor Tools

Navigate to a course for which you are assigned as an instructor. Note the roster management buttons that are available to you. In the table below, circle each of the buttons you have access to.

If you have buttons that aren't pictured here, make a note of them below.

How do I access my instructor tools?	
Manage Learners	Add Learner Add Learner Advanced Remove Participants Waitlist
Attendance	Attendance Sign In Sheet Name Tags
Manage Credit	Manage Multiple Credits Attendance Hourly Percentage Credit - Clock Hours Only
Course Completion	Auto Complete Based On Attendance Roster Status
MISC	Email All Messages Export Roster Enrollment History

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Emotional Emojis

Reflect on something from the training that caused you to make a similar face. Jot it down in the space provided.

	Confused	
	Excited	
	Scared	
	Happy	
	Sad	
	Wowed	
	Nervous	

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PD Course Creation Planner

Think of the first course you will create when you get back to your desk. Record the information you will need to create this class.

My Course Title: _____

Course Details

What basic course information do I need to have available?

_____

_____

_____

_____

Target Audience

Who is the target audience for my class? All Math teachers? All first-year principals? Everyone in the district?

_____

_____

_____

_____

Course Sections

How many sections will I offer? Is this a one-time class or will it be offered multiple times throughout the school year?

_____

_____

_____

_____

Instructors & Class Times

Who will be the assigned instructor for the course?
What days/times will the course meet?

_____

_____

_____

_____

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Sample Course Creation

Use the information provided below to create an instructor-led course.

Enter Basic Course Details:

- Click Propose Course
- Select **New Instructor Led Course**
- Add Course Details:
    - Course Title: training.lastname
    - Course Description: Sample course for my PL class
    - Add any additional details that are labeled with an * (required)
- Click **Create Instructor Led Course** to continue

Record your sample course number: _____

Select the Target Audience:

- In the Settings section:
- Click Set Locations:
    - Select Type > School
    - School > Test School 1
- Recommended Demographics: Select Teacher
- Restricted Demographics: Select Teacher
- Competencies/Course Tags/Subjects: Make selections as desired

Create a New Section:

- Click **New Section** to begin
- Section Title: training.lastname – Section
- Location: Address of your school
- Attendance: as desired
- Maximum Number of Participants: 10
- Allow Waitlist: yes
- Max waitlist size: 5
- Default Start/End Date: Your choice
- Default Start/End Time: Your choice
- Release Section Now: yes

Add an Instructor:

- Click **Instructors** to begin
- Search for your training requester ID, i.e. requester1, requester2, etc.
- Click **Add User**, then **Done** to continue

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Sample Course Creation

Set Class Times:

- Click **Class Times** to begin
- Click **Add a New Class Time**
- Click **Save & Exit** to continue
- Click **Done** to finish editing your section

Submit Your Course for Review:

- Select the **Submit for Review** button to submit
- Click **OK** when the pop-up appears