How to Write a Course and Section in PLN

1. Click on the Professional Learning tab. Doing so will open a sidebar on the left part of the screen. This bar is what you will use to create and manage courses.

PCS Inellas County Schools									
Home	Professional Learning	Badges -	Transcript	Credentials/Credit Bank	Resources	PD Playlists			

 In the sidebar, click on the build button. This will take you to a screen that allows you to see all of your courses and their current status in PLN. Notice the "Not Submitted", "In Review", "Returned for Revision" and "Approved" selections in the top, gray bar. You can filter what type of courses you see by checking or unchecking the boxes next to each filter.



3. By selecting the Build Course/Section button, the system will take you to the course details screen.

Home	Professior	al Learning	Badges 🗸	Transcript	Credentials/Credit Bank	Resources	PD Playlists	Courses	Reporting	Administration	TNL Support	~
関 Dashboard	Build	Courses	and Secti	ons								
Catalog	Build	Course/Se	ction									
My				Not S	ubmitted 🔽 🧭	In Review	🔽 🛦 F	Returned fo	r Revision	🗹 🧿 Apj	proved	
Professional Learning											🚍 Advance	ed Filters
Instruct												
E Build	٧	34352	Reading: I	Book Study -	Plumb Elementary					/	Approved by BRAC	KNEY, LISA

4. To start, a pop-up will ask you to select the course type: Instructor Led or Self Paced. Choose Instructor Led and click continue to move forward.

	Build a Course	_
Select Cours	e Type Required	
0 🛃	Instructor Led Course An instructor-led course has instructor(s) and can take place in a physical location or online.	A
0	Self Paced Course A self-paced course does not need to have a specific start and end time, and is delivered online, typically via a LMS.	
	Cancel	

5. A second popup will ask you to begin to build the course by entering in pertinent information. When you are finished, click create to move forward.

ng	Build a Course	-i-pn
es		
/Se	New Instructor Led Course	18
		Apr
	Course Title required	
		18
	Office Course Provider	
352	21st Century V Integrate Moodle V	_ A
	Cancel	A

6. Now you are in the Course Details pages. You can move through the course details pages by either clicking next or managing the subcategories on the left side of the screen. *A review of the new tab options can be found at the end of this PDF.*

Back to Draft Courses	Test	
Course Details*	Course Details Show Instruc	tions 🕜 🚥 🔒
Rubrics		
Course Tags	Course #: This is an unique identifier for this course that users can search by or quickly reference.	
Visibility	34368	
Course Resources	Course Title: [Required] The title will be displayed in the course catalog and will appear on the participant's transcript. This is a required field.	
Sections (0)	Test	
* Required field(s) incomplete	Course Description/General Objective(s): (Required)	
	B I U A · D · Size · ≧ ≟ ∷ ∷ Ⅲ ∞ ∞ ∞	

7. Notice the three dots (breadcrumbs) on the right side of the screen. These breadcrumbs bring about other options that may be beneficial to you in the future such as copying courses, copying both courses and sections, and depending on your level of permissions, other options may be available too. To move away from the breadcrumbs, click off the breadcrumb box and this will take those options away.

Back to Draft Courses		Test
Course Details*	> Course De	etails Show Instructions
Rubrics		
Course Tags	Course # This is an ur	ique identifier for this course that users can search by or quickly reference.
Visibility	34368	
Course Resources	Course T The title will	itle: [Required] be displayed in the course catalog and will appear on the participant's transcript. This is a required field.
Sections (0)	Test	
* Required field(s) incomplete	Course D	escription/General Objective(s): Required
	BI	<u>J</u> <u>A</u> • [X] • Size • E = := := := := := := :: :: :: :: :: ::::::
		Submit Course Next
		Show Instructions Show Instructions Copy Course Copy Course and All Sections Delete Course Archive Course Archive Course

- 8. Refocus on the Course Details:
- The course number will auto-generate just like it did in the previous PLN platform.
- The course title is brought through from when you added it in the Course Type pop-up.
- Move through the questions as they come up and fill in as you usually do.
 - Remember in the PCSB Course # to add a hashtag or leave the entry blank as this will be generated by TIS after the course has been submitted and approved.
- Most of the tabs are the same as they were in the previous PLN platform.
- One area you may find different is the "Florida PD Protocols Standards." For now, leave this area blank until the Professional Learning department creates a standardized way to add this information.

Once you are finished filling in the Course Details page, you have the option to submit the course without adding a section. This is a new feature in this version of PLN.

← Back to Draft Courses	Test
Course Details*	> Course Details Show Instructions
Rubrics	
Course Tags	Course #: This is an unique identifier for this course that users can search by or quickly reference.
Visibility	34368
Course Resources	Course Title: [Required] The title will be displayed in the course catalog and will appear on the participant's transcript. This is a required field.
Sections (0)	Test
* Required field(s) incomplete	Course Description/General Objective(s): Required
	B I U A· ⊠· Size · E ± II II III III III · III
	Submit Course Next

9. Move your attention down to the sections tab. *A sum of each of the other tabs is available below.* To create a new section, click on the section tab, then the add section blue tab.

Home Professional Learning	Badges -	Transcript	Credentials/Credit Bank	Resources	PD Playlists	Courses	Reporting	Administration	TNL Support
Back to Draft Courses					Test				
Course Details*		All sectio	ns (0)						
Rubrics	7								
Course Tags		Add Sect	ion						
Visibility									
Course Resources			A Section is	an instan	ce of a cour	se with i	ts own gro	up of particip	ants.
Sections (0)	>		A Section m	ay contain You	meetings t I have not a	imes, me idded an	eting plac y sections.	es, and Instru	ctors.
* Required field(s) incomplete									

Just as the course creation had a pop-up, the sections tab does too. Add the section name and click the blue button that says "add section".

Tra	Add Section	Ad
Ali	Section Name Required	
A	Cancel Add Section	

Go through the details just as you have before in the previous platform. The PCSB Section # will be auto-generated after it is submitted and approved. You can either leave this section blank or add a hashtag when filling in the rest of the information.

Special note: In the previous platform, you were able to leave the "release the section" area blank, in this platform, be sure to add a specific date and time to release the section. If you want it released soon after submitting it for approval, select the date as 48 hours in advance. This will allow the PLN clerk to have enough time to work through the submissions without interfering with your submission date.

Back to Draft Courses	Test	
Course Details*	test	Show Instructions
Rubrics		
Course Tags	Section Details Class Times (0) Roster Waitlist	
Visibility	Release to Catalog for Registration	1
Course Resources	on Required At	
Sections (1)	>	
* Required field(s) incomplete	Waitlist Settings	
Previous		Submit Course and Section

After filling in all of the prerequisites, select the submit course button on the right side of the screen.

← Back to Draft Courses	Test
Course Details*	Course Details
Rubrics	
Course Tags	Course #: This is an unique identifier for this course that users can search by or quickly reference.
Visibility	34368
Course Resources	Course Title: [sequed] The title will be displayed in the course catalog and will appear on the participant's transcript. This is a required field.
Sections (0)	Test
* Required field(s) incomplete	Course Description/General Objective(s): Tequired
	B I U A· O· Size · ≞ ≞ ∷ ;= ⊞ ∞ ∞ ∞ ⊡
	Submit Course Next

Now you have completed the requirements to write a course and section and submit if for approval.

Great job!

10. Other Tab Options:

The other tabs can be filled in; however, as many of them are still new, just being aware of them can be beneficial. Only one specific setting is mandatory at this time (see the Visibility section for more information).

The **Rubrics** tab features sections our district has not yet utilized, so training on that may be offered in the future.

Hack to Draft Courses	Test		
Course Details*	Manage Course Alignment		6
Rubrics	>		
Course Tags	Available Competencies		
Visibility	Select a Competency and press Go		
Course Resources	Calibration Teacher Learning V GO		
Sections (1)			
* Required field(s) incomplete	No Subcategories have been selected.		
	Current Questions		
Previous	Submit Course	Next	

The **Course Tags** feature allows a user to search the course catalog using any of the specific tags you have selected on this tab.

Back to Draft Courses	Test					
Course Details*	Course Tags	•••	0			
Rubrice Course Tags	Course Tags allow a user to find this course in the catalog when filtering by a pre-defined tag. Categories labeled Required must ha Course Tag selected.					
Visibility	Teaching and Learning (0)		•			
Course Resources	Elementary Education					
Sections (1)	Middle School Education					
* Required field(s) incomplete	High School Education					

The **Visibility** section allows you to broaden or narrow the user's ability to see your course based on your audience. You must have something selected for a user to be able to see your course. Because this feature is so new, the Professional Learning department will provide future updates on this section. For now, be sure to keep the location set to the default (Pinellas County Schools).

	Back to Draft Courses		Test					
	Course Details*		Visibility	•••	0			
	Rubrics							
	Course Tags							
	Visibility	>	Select the locations for which this course is visible. If none are selected, no one will be able to see this course in the catalog. Ye					
	Course Resources		be able to manually add participants regardless of visibility. Manage Location					
	Sections (1)							
	* Required field(s) incomplete							
			Pinellas County Schools		-			
	Previous https://pinellas.truenorthlogic.com/ia/empari/tab/Cre	edential	sCreditBank?_ct	Nex	ct			

For the **Course Resources** tab, this feature allows you to add resources by uploading documents, adding a link to a website, embedding content, or adding other types of resources that can be found in the drop-down menu underneath the Resource Type. If you'd like to add a resource to see if you like this feature, we encourage you to try it out.

	Back to Draft Courses		Test		
	Course Details*	Course Resources			0
	Rubrics	✓ Add Resource			
	Course Tags		There are no resources associated with this course.		
	Visibility				
	Course Resources				
	Sections (1)				
	* Required field(s) incomplete				
	Previous			Submit Course	Next