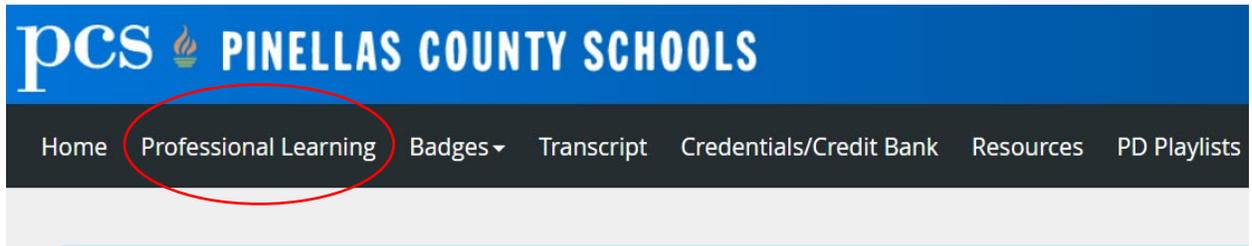
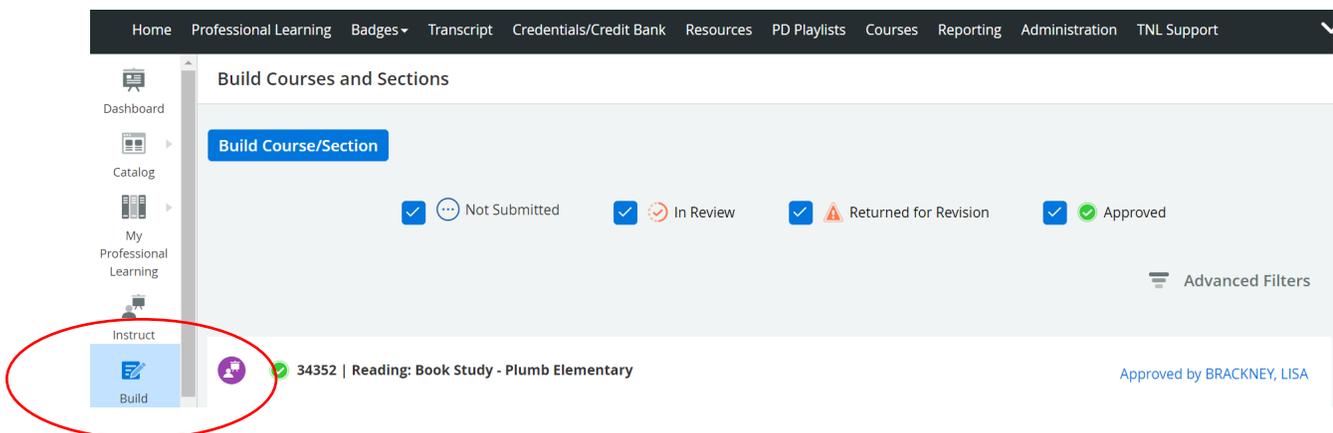


How to Write a Course and Section in PLN

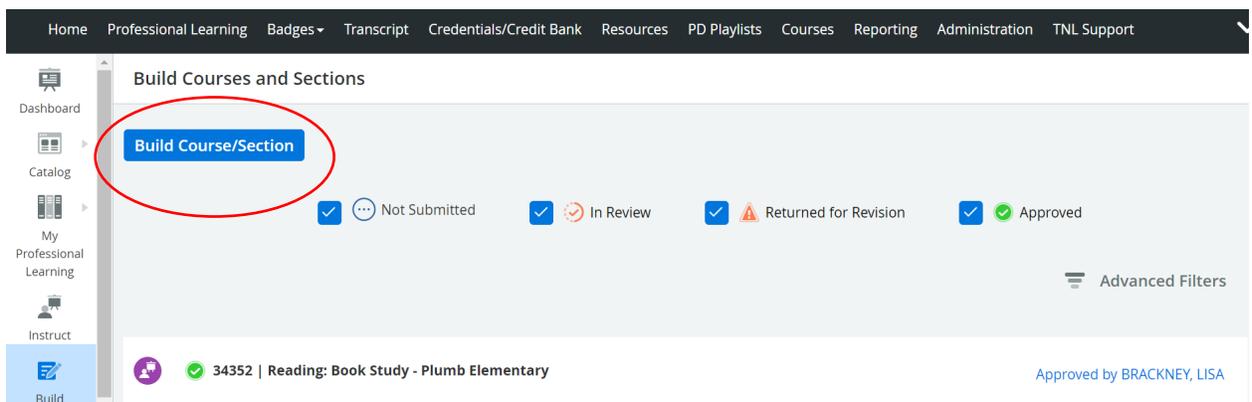
1. Click on the Professional Learning tab. Doing so will open a sidebar on the left part of the screen. This bar is what you will use to create and manage courses.



2. 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.



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 Course Type Required

Instructor Led Course
An instructor-led course has instructor(s) and can take place in a physical location or online.

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 Continue

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.

Build a Course

New Instructor Led Course

Course Title required

Office: 21st Century

Course Provider: Integrate Moodle

Cancel Create

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*

Rubrics

Course Tags

Visibility

Course Resources

Sections (0)

* Required field(s) incomplete

Course Details

Show Instructions

Course #:
This is a unique identifier for this course that users can search by or quickly reference.
34368

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.
Test

Course Description/General Objective(s): Required

B I U A A Size

Submit Course Next

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.

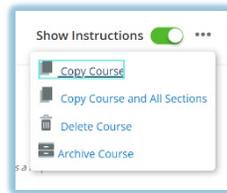
Course Details* > Course Details Show Instructions ...

Course #: 34368

Course Title:

Course Description/General Objective(s):

Submit Course Next



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.

Course Details* > Course Details Show Instructions ...

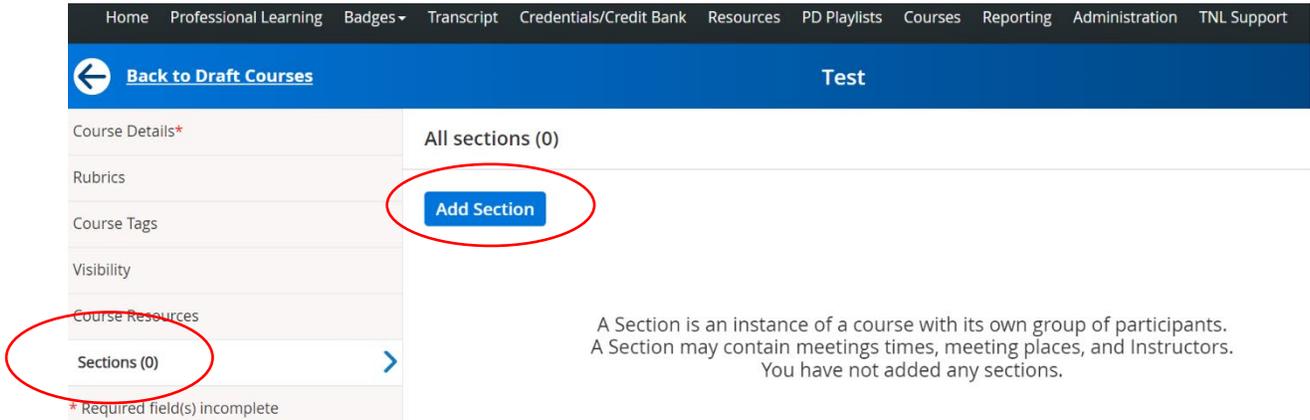
Course #: 34368

Course Title:

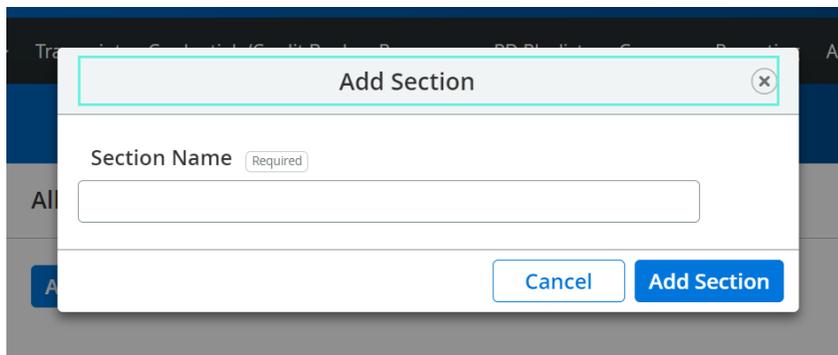
Course Description/General Objective(s):

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.

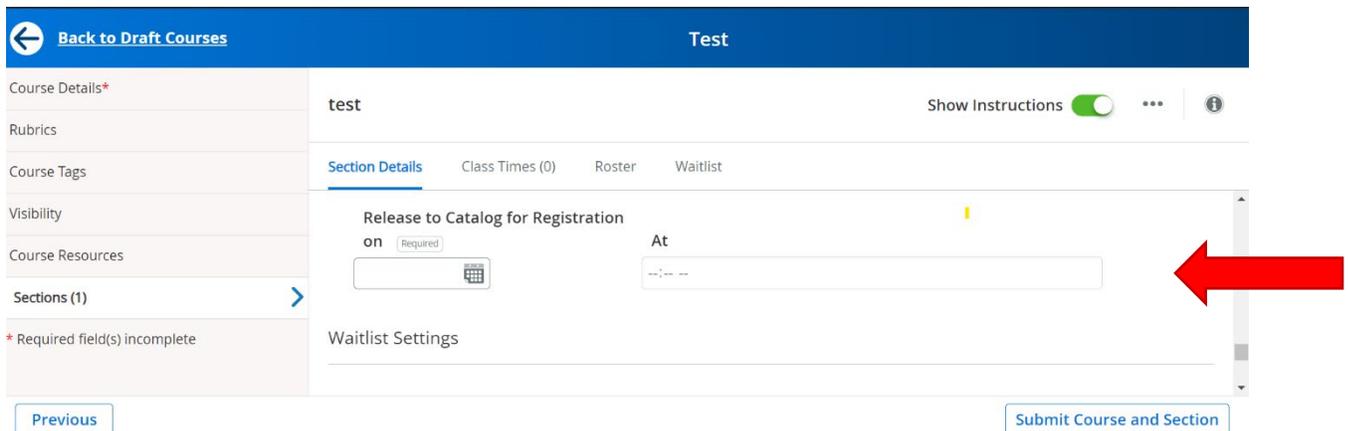


Just as the course creation had a pop-up, the sections tab does too. Add the section name and click the blue button that says “add section”.

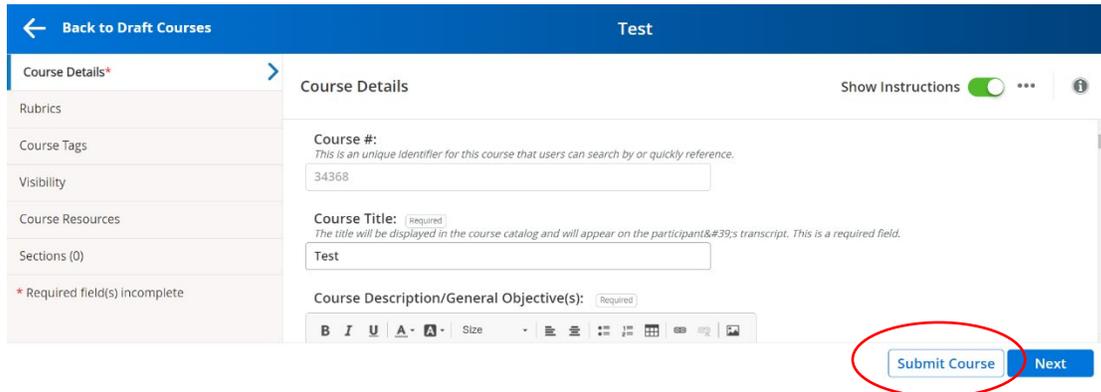


Go through the details just as you have before in the previous platform. The PCSB Section # will be auto-generated after it is submitted and approved. You can either leave this section blank or add a hashtag when filling in the rest of the information.

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.



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



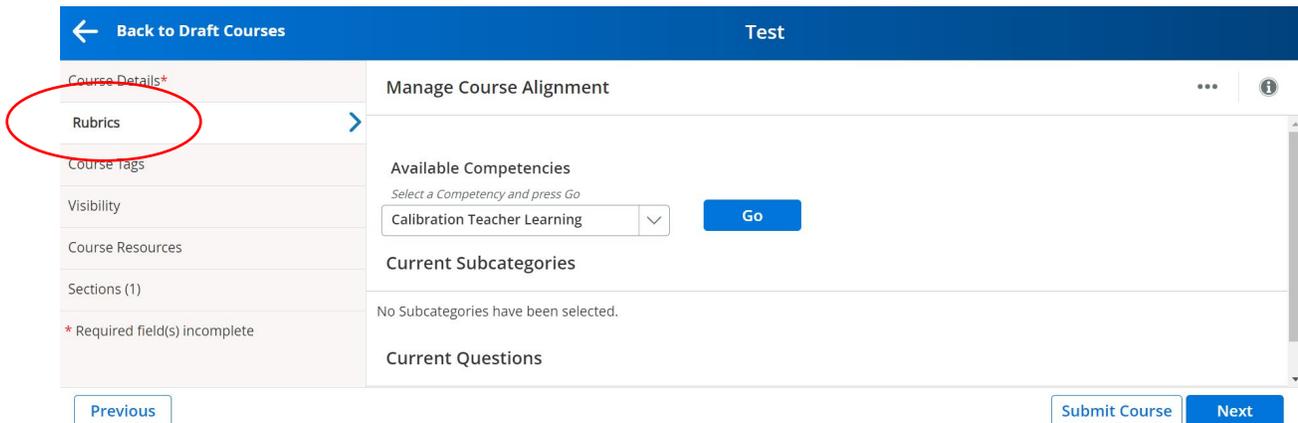
Now you have completed the requirements to write a course and section and submit if for approval.

Great job!

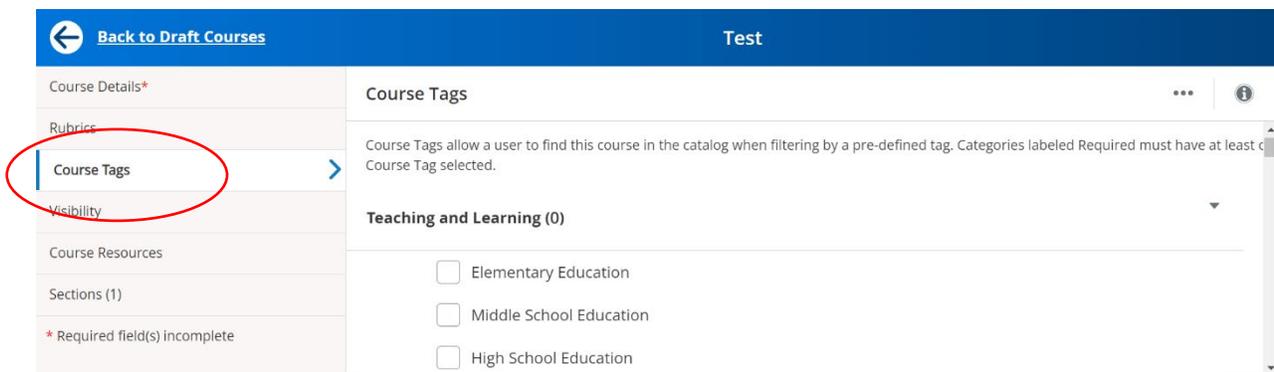
10. Other Tab Options:

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).

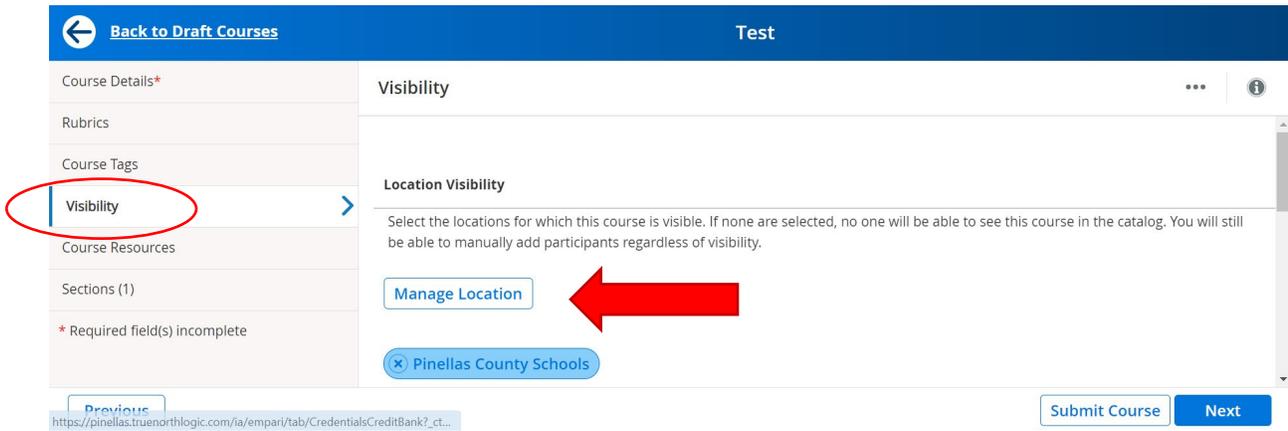
The **Rubrics** tab features sections our district has not yet utilized, so training on that may be offered in the future.



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



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).**



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.

