

# Quick Reference Guide for Facilitators:

## Adding Learners, Printing Sign-In Sheets, and Closing out Sections

### Search for your section or course in MyPGS

Click on Course Management, Course Administration, search by course number or section number and click Search. Select your course. You will see all sections of this course as a menu, if there are many sections in the course, using 'Control F' and entering your section number will help you find the section faster. If you cannot find the section, make sure to have the MyPGS Office Administrator/Course Creator add your name as an instructor so that you have access to the section.

### Adding Learners

From your roster, click on Add Learner. Here you will type in a few letters (to allow for misspellings) of the first name and a few letters of the last name and then click on Search. If this does not work (because of a nickname or a hyphenated last name) you can search by first or last name only. Click the box by the name you wish to add, check the box if you wish to send a registration confirmation, and then click on Add.

### Removing Learners

To withdraw a participant, use the drop-down next to the participants' name and select Remove from Roster. Note this will send the participant a withdrawal confirmation to let them know they have been withdrawn.

To remove a participant or participants and not send a withdrawal confirmation, use the Remove Learners button. This will bring up a list of all on the roster. Check the names you wish to remove. You do have an option at the bottom of the page if you wish to send an email notification, but this will not automatically send the withdrawal notice, then click on Delete.

### Emailing Participants

You have the ability at any time to email one, all or selected participants on the roster. Select the Email All button. Scroll down and you will see a list of all participants with check marks by their name. Uncheck anyone you do not wish to email or uncheck all and then just select the ones you want to email. (Note: Those on the waitlist are not checked. If you want to email them, you will need to also select them.) Add your subject – you should include your course section title and section #. **IMPORTANT:** Always 'cc' yourself to ensure you have a copy of all emails sent. You will not automatically receive a copy of the email.

Before your workshop you may want to send an introduction email-- maybe expand on what is expected of participants or let them know to bring a laptop or book. You can also attach files, so maybe after the training you would like to send them a resource. This is an easy way to email all at one time.

## Printing Sign-in Sheets

Click the drop-down menu next to the section number, click on View Roster, and click on Sign-In Sheet, and click print. If there is more than one date of training for this section, you should print a sign-in sheet for each day of the training so that your attendance is accurate.

Click on Sign-in Sheet and then click on Print. (Note – if you get an error message that there are no sign-in sheets, **then you will need to add your class times/contact your MyPGS Office Administrator who entered the course to add your class times.** Return to your section, scroll down to the Class Times button, and add the dates and times of your training. Then return to your roster to print the sign-in sheets.)

Please make sure participants sign in when they arrive. You will also need to mark attendance in MyPGS after the training.

MyPGS also provides the ability to print name tags or table tents if you wish. You can choose to print directly from MyPGS or download into Excel and design your own name tag or table tent.

## Recordkeeping

It is important that sign-in sheets for all activities be kept on location for 5 years. Consider talking to your school administrator and possibly getting a “dedicated” file cabinet that can be housed in the administrative office to retain those sign-in sheets. Even though attendance is recorded in MyPGS, it is important to be able to access those original sign-in sheets if there is a dispute over attendance. More importantly, you may not be at the same school in two years, so having a dedicated place for those records will assist your successors researching something that happened at their school two years ago.

What about retaining assignments, reflections, exit slips, etc.? While not as important to keep as the sign-in sheets, we recommend that you retain them for a minimum of one year in case there is a dispute over an assignment. After one year they can be discarded or returned to the participant.

### Retention of Records

- **Sign-in Sheets - 5 Years**
- **Assignments, etc. - 1 year**

## Closing out your Roster for your Section

### Step 1 - Mark Attendance

Step 1 in closing out a roster is to mark attendance.

Access your section roster to mark attendance.

If you have a multiple day workshop, you will see a column for each day. **If you do not see a column on the right where you can check attendance, then you will need to add your class times/contact your MyPGS Office Administrator who entered the course to add your class times.** Return to your section, scroll down to the Class Times button, and add the dates and times of your training. Then return to mark attendance.

Please NOTE the following:

1. **The attendance page will open to show only 25 records per page. On the bottom right, you should change that to show 100 records per page.** It's much easier if you see your entire roster so you don't miss marking a page of participants. You can use the top box and select "mark all attended". Then you can deselect any of those who did not attend. It's much easier than checking one name at a time.
2. You may see participants who may have left the district before you had a chance to award their points. If they completed the workshop, then you should go ahead and award points. These participants will show on your attendance or manage credits page as inactive.



If your course had multiple dates, then you should be able to mark attendance for each date. When you return to your roster view, you will see the attendance indicated for example 2 of 4; or 4 of 4. It will show how many days of your workshop they attended.

## Step 2 - Manage Credits

For those who did not attend all days or missed a portion of the training, you will need to adjust the number of credits to award. Click on Manage Credits and **change the # of roster records to view at one time to 100.** If you want to change the number of points for all at one time, then use the Bulk Credits option. Type in the number of credits, then you will click outside of the box, you will see an option to update the # number of individuals on your roster. If this is what you want to do, click on the Update button. If you made a mistake, go back to the Bulk Credits box and start over.

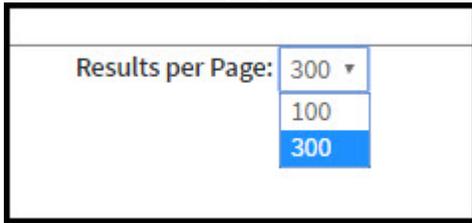
To change the number of points for a few individuals, again, make sure that you are showing all or as much as your roster as you can by **changing the number of records to view to 100.** Click in the **credits box next to a participant's name** to change their points. When you are done changing credits, on the bottom left of the page, click on Done.

## Step 3 - Update the registration status for all participants.

**IMPORTANT - Before updating the registration status there are two important items to take care of on the roster page.**

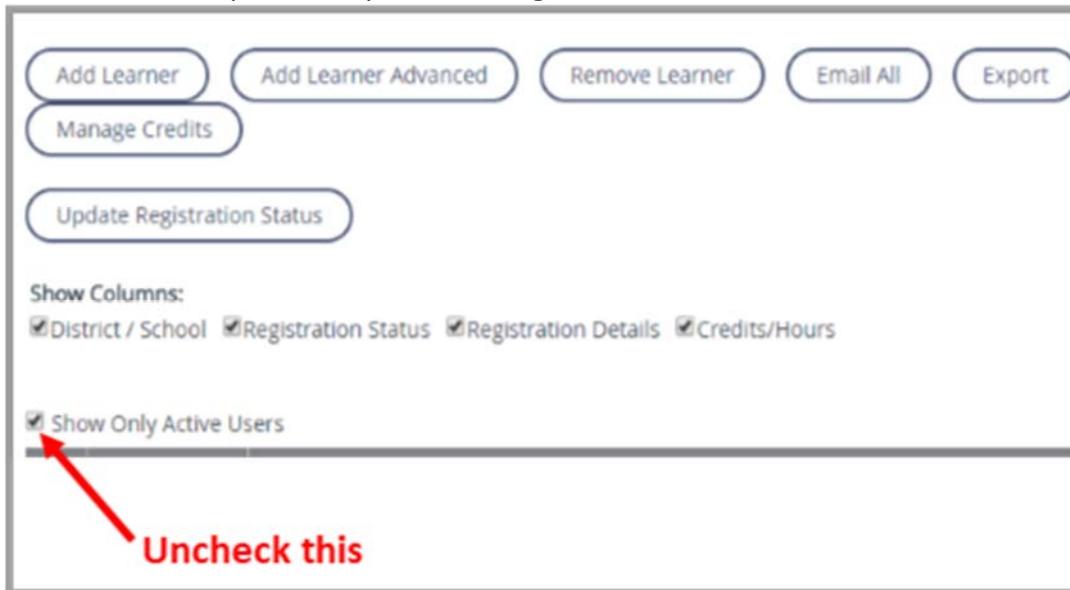
1. Scroll all the way down your roster and make sure you **see all records on one page.** If you have more than one page, click on the drop-down and change it to view up to 300 records

at one time. This will prevent you from changing from page to page, or from forgetting to update a second page.



## 2. NOTICE - ALL PARTICIPANTS MAY NOT BE SHOWING ON YOUR ROSTER:

Remove the check the box at the top of your roster that says, "**show only active users.**" If you have someone who recently left the district but should receive the credits, they will not show up on the roster unless you uncheck this box. If they attended and did what they should to be complete - they should still get credit.



To update the registration status:

Since you have already marked attendance and managed the credits for all participants, you will need to update the registration status for each participant. You can do this by changing the status for each person or you can do it by changing all at one time.

The **registration status options** we ask that you use are the following.

- **Completed**
- **Incomplete** (for those who attended some but did not complete enough of the training to be considered successful completers)
- **NS** (for those who were a "No Show")

- **NA** (Not Applicable if points are not being awarded)
- **Requested Withdrawal** (for those who call after the workshop begins and then request to be withdrawn)

Scroll down the roster to change individual records.

The registration status should be changed for everyone on the roster. **No one should be left with a "registered" status.** When done, click on Save.

**Note** - there is only one registration status that will award points and that is the "**Completed**" status.

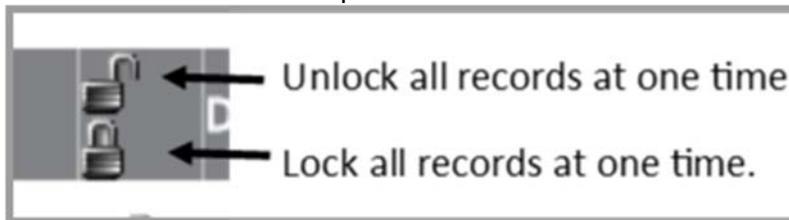
For anyone marked **NS, NA, or Requested Withdrawal, credit will not be awarded.**

**Caution:** Please do not mark a participant complete if they did not complete and you are not awarding them points. It will then show on their transcript that they completed a workshop but received 0 points. It is better the workshop is not shown on the transcript at all.

#### STEP 4 - Lock All Records

Now that you have marked the registration status for all - let's complete the final step - locking the records.

- Click on the Lock at the top of the roster to lock all records at once.



- You can also lock or unlock individual records if you wish. If so, click on the lock button by the participant's name. To unlock click on the lock again.



**Be Aware** – any changes to attendance or credits cannot be made if the participant's record is locked. If you wish to make changes, you will need to unlock their roster record first.

Now that you have finalized your roster, please make sure you send either the original sign-in or a copy of the sign-in sheets to the course creator/coordinator to keep on file.

If this was a school-based workshop, please be sure to give a copy of the sign-in sheets to the MyPGS Administrator at your school.

# MyPGS Instructors Landing Page

The "Instructor Landing Page" tab is available for anyone who is listed as an Instructor for a section in MyPGS. All current and future sections in which you are listed as instructor will appear on this tab, as well as past sections that are missing registration data, attendance, or survey information. This Instructor tab will allow you to click on the button next to the section to take you directly to the section. If you create a course remember to add your name as the section Instructor so that you have access to these features.

Home Transcript PD Help Search PD Evaluation Participation My Evaluations Mentoring Calibration My Staff Administration PD Playlists TNL Support Course Management **Instructor Landing Page**

Instructor

My Instructable Sections

**Outstanding Status** (1 User, 2 Sections)    **Attendance Not Recorded** (1 Section, 177 Users)    **Missing Survey** (2 Sections, 61 Users)

Current Sections    Future Sections    Past Sections

▼ Add Filter

SECTION NUMBER	SECTION TITLE	COURSE TITLE	REGISTRANTS	WAITLIST	START DATE	END DATE + 10 DAYS
85083	New Teacher 2018-19 VSET/DPP Make-up Online Module	New Teacher 2018-19 VSET/DPP Make-up Online Module	244	0	8/14/2018	3/29/2019
87	Find Your 5 Workshop for Elementary School Principals	Find Your 5 Workshop for Principals	12	0	11/1/2018	11/1/2018

2 results

**Outstanding Status:** 1 User, 2 Sections

▼ Add Filter

STATUS	SECTION NUMBER	SECTION NAME	NAME	START DATE	END DATE
Registered	86787	Find Your 5 Workshop for Elementary School Principals		11/01/2018	11/01/2018

1 results

**Attendance Not Recorded:** 1 Section, 177 Users

▼ Add Filter

SECTION NUMBER	SECTION NAME	TIME	USERS	Manage Attendance
85083	New Teacher 2018-19	08/14/2018 12:00 AM - 12:00 PM	177 Users	Manage Attendance

1 results

You can also click on the arrow/button next to Outstanding Status, Manage Attendance, & Manage Survey to access the section.

**Missing Surveys:** 2 Sections, 61 Users

▼ Add Filter

SECTION NUMBER	SECTION TITLE	START DATE	END DATE	SURVEYS	Manage Surveys
83923	2018-19 MyPGS Initial Online Training for NEW Professional Learning Course Administrators	7/1/2018	6/30/2019	27	Manage Surveys
85083	New Teacher 2018-19 VSET/DPP Make-up Online Module	8/14/2018	3/29/2019	34	Manage Surveys

To view older sections needing edit by date, click the "Past Sections" tab and filter by "End Date" "Before" or "After", chose a date and click the Check-mark, then "Update Table." Keep in mind that this will only list sections where you are listed as instructor, if you created the course but did not list yourself as instructor for the sections, this shortcut will not be available for those sections.

Current Sections    Future Sections    **Past Sections**

Hide Filters

▼ Add Filter

Filter: End Date    Before    9/5/2018    ✕

Update Table

SECTION NUMBER	SECTION TITLE	COURSE TITLE	REGISTRANTS	WAITLIST	START DATE	END DATE
----------------	---------------	--------------	-------------	----------	------------	----------