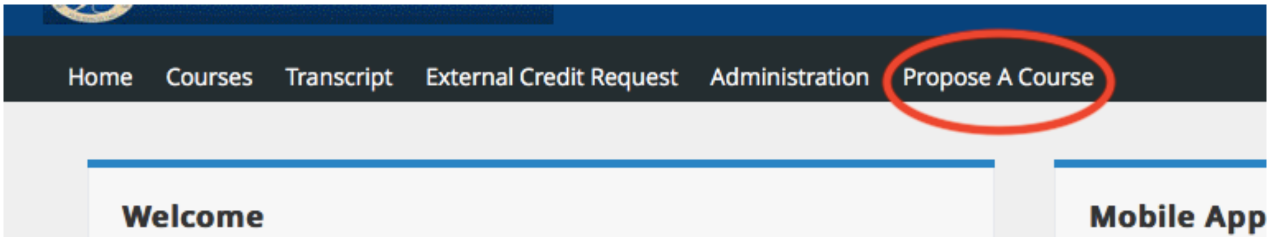
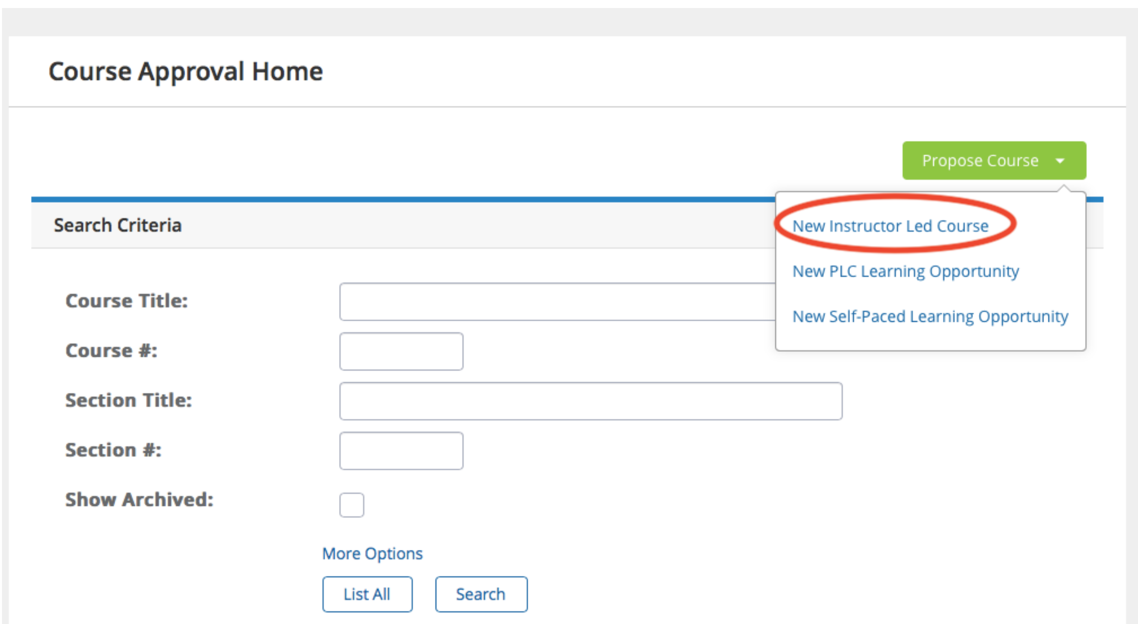
How to Propose a Course

- Login to PowerSchool PD - https://berkeleycountyschools.truenorthlogic.com/ia/empari/login/index.
  - Username: Employee ID#
  - Password: (employee sets first time logging in)

- Click on Propose A Course.



- Click on the Propose Course drop-down menu - Select **New Instructor Led Course**.
  - You will be taken to a new page: Manage



Create Instructor Led Course (required fields are indicated by a *)

Course Title: Enter a distinct and descriptive course title.

- All courses will start with BCS.
- If the course is being offered by a specific school, put school code after BCS.
    - Example: BCS-219 Book Study: Limitless Minds by Jo Boaler
    - This would indicate that the Orchard View Intermediate (219) is offering the course

Course Description: Brief description of course

- Include appropriate grade level(s) and content area.
- Example: Join us to participate in a study of the book, *Limitless Minds* by Jo Boaler. This book study is appropriate for 3rd-5th grade math teachers.

Requesting Location: School or Department

Course Provider: Choose provider.

- If your school or department is bringing in an outside provider, you will need to select 'Other not on list enter below'.

Other Course Provider: Only put information in this field if you selected 'Other not on list enter below'.

Credit Types: Check the box on the left and put # of credit hours that will be awarded for completing the course.

Notes: Enter any special notes in relation to the course.

- Example: Participants will be required to bring a device (table, laptop). You will have an hour for lunch. Lunch will be on your own.

Course Survey: Click on drop-down menu and select 'Berkeley County Schools Professional Development Survey', if you would like participants to complete a survey upon completion of the course.

Allow participant to enroll in multiple sections of same course:

- You do not need to check this box if this is a one and done professional development.
- If it is a sustained training (i.e. – the first Monday of every month) with different topics, you can check this box to allow participants to register for different sections if they are not doing all sections.

Click the **Create Instructor Led Course** button to complete.

- You will be taken to a new page: **Manage Instructor Led Course**

Manage Instructor Led Course

- Once your course has been created, you will need to select the settings.
- Navigate to the **Settings** menu on the right side of your screen.

Availability: Click on **Set Locations – YOU MUST SET THIS**.

- **Select Type**: Choose County, District, or School
  - **County:** It will populate Berkeley County in the County field.
    - Choose this if you want it available to all locations in Berkeley County Schools.
  - **District:** It will populate Berkeley County in the County field and then you will select a district (department or programmatic level).
    - You can choose Central Office, Elementary, High, Intermediate, Middle, or Pre-K.
    - Choose this if you want it available to all at a particular level.
  - **School:** It will populate Berkeley County in the County field and then you will select a district.
    - **District:** Choose Central Office if this is a course being offered to a specific department (i.e. Attendance Office, Child Nutrition, Transportation Department).
      - Choose Elementary, High, Intermediate, Middle or Pre-K if you would like it to made available to a specific school.
    - **School:** Choose the location you would like the course to made available to.
- Click **Add** when done.
- You can go through the steps again to add multiple locations.
- Click **Done** in bottom right-hand corner when completing done setting locations.

Demographics – YOU ARE NOT REQUIRED TO SET DEMOGRAPHICS

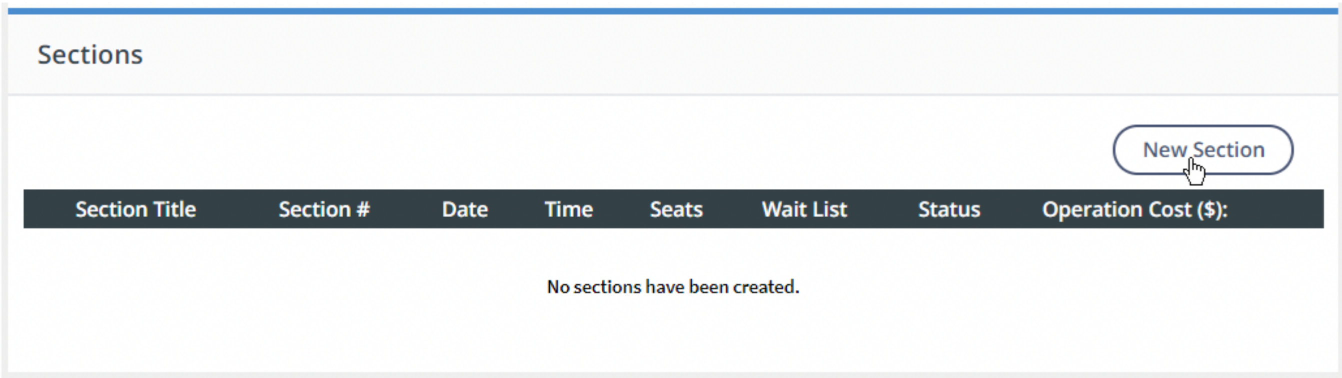
- **Required Demographics:** Use these settings ONLY if you are requiring certain groups to take the course. Users with these demographics are required to take the course.
  - Check the demographic group(s) you are requiring to take the course.
  - Click on **Enable** and then click on **Done.**
- **Recommended Demographics:** Use these settings ONLY if you would like to recommend for certain groups to take the course. The course will be recommended to user with any of these demographics.
  - Check the demographic group(s) you are recommending to take the course.
  - Click on **Enable** and then click on **Done.**
- **Restricted Demographics:** Use these settings ONLY if you would like to restrict certain groups from having availability to a course. This setting supersedes selections made under Required or Recommended Demographics. **Only the users in the demographics you set here, will be able to register for the course.**
  - Check the demographic group(s) you are restricting from taking the course.
  - Click on **Enable** and then click on **Done.**
- Required and Recommended courses for users will appear under the Welcome message on the home page.

Course Tags: Use this setting if you would like to tag a topic(s) to associate with the course.

- i.e. – If you choose the tag Classroom Management, users can search for courses based on tags and your course will show up in the search results.
- Check the tag(s) you would like and then click **Save.**

Every course must have at least one section (participants enroll in a section when registering for a course).

- Scroll to the bottom of the screen and click on **New Section.**



Complete the form, noting that required fields are identified with an asterisk (*).

- **Section Title**: Enter a clear, descriptive, and distinct name for the section.

- **Location**: Enter the name of the building (i.e. – BCS Board of Education, Ramer Center, Opequon Elementary, etc.).

- **Room**: Enter the name or the number of the room in which the training will take place (i.e. – Law Library, Conference Room, Room #203, etc.).

- **Street Address/City/State/Zip:** Complete the location fields to enable a map link for course participants. Make sure you put in the exact address.

- **Attendance:** Select whether attendance will be taken once or twice a day. This determines the format of the sign-in sheet.

- **Contact Person:** Either the course creator or someone who knows about the course and can answer questions about the course. Usually the contact person will be the person proposing the course. They may not be the instructor of the course but will know the course details. Only administrators, staff development coordinators, and district level staff can propose a course.

- **Maximum Number of Participants:** You have to put a number here or it will set to '0' and no one will be able to register for the course.

- **Allow Waitlist:** Only check this box if a sub is not required to attend. If subs will be needed, **DO NOT check this box**. The system connects with Smart Find Express to arrange for subs. If a registered course participant withdraws from the section, a waitlisted participant will automatically be moved to that spot.

- **Maximum waitlist size:** If you have not checked the box for Allow Waitlist, this field will be grayed out. If you are allowing a waitlist, enter the number of people you will allow to be on the waitlist.

- **Section Start/End Date:** Enter start and end dates. Click on the calendar to choose your start/end dates or click on box to manually input the dates.

- **End of Registration Date:** Enter a date prior to the first day of the training. After this date, the instructor would need to add a late person manually.

- **Waitlist Cutoff Date:** Enter date. This will be grayed out if waitlist box is not checked.

- **Class Time Default (Start/End Time):** Use the drop-down menu to enter the times (hour, minutes, AM or PM).

- **Or Release Section At:** Select the date and time to make the section available in the catalog. (The section will not be available until approval by the Course Reviewer/Approver.)

- **Instructor(s):** This will be set in another section.

- **Notes:** "Please select School Business Professional Development absence code in SmartFindExpress" – only delete this if the training does not require substitutes. You may add additional information.

- **Budget Code:** Before proposing your course, determine where funding is coming from for substitutes, materials, etc. If no funding is required, leave blank.

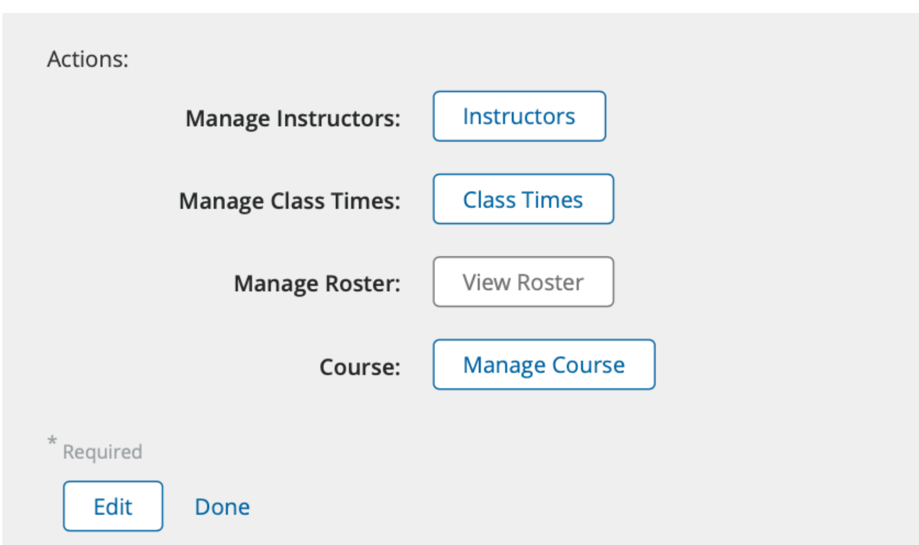
- **Absence Reason:** Default set to *15 School Business Professional Development*. This cannot be changed.

- **Allow Creation of SFE Absence:** Check this box **ONLY** if a substitute will be required for the training.

- **File Attachments:** Attach documents you would like participants to have before the training.

- Click **Create.**

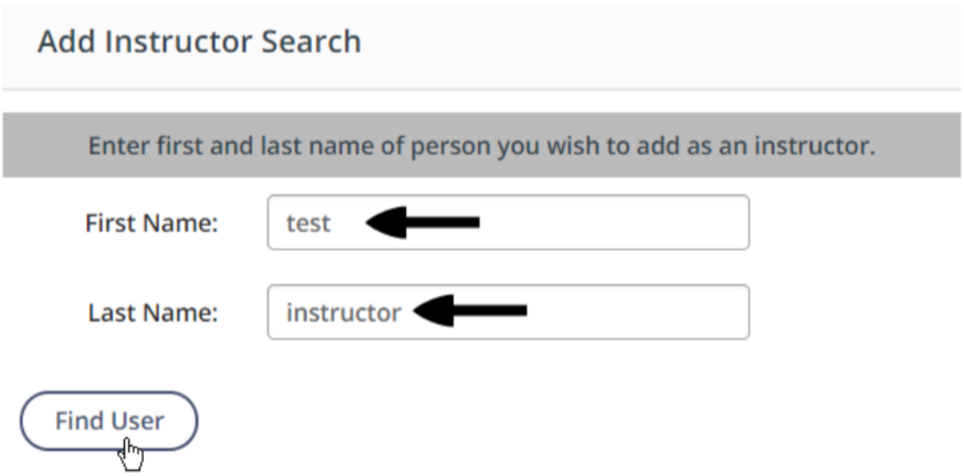
- You will see a summary of your section. Scroll to the bottom to access buttons for additional section settings. If you need to make changes to the section details, click **Edit** at the bottom.



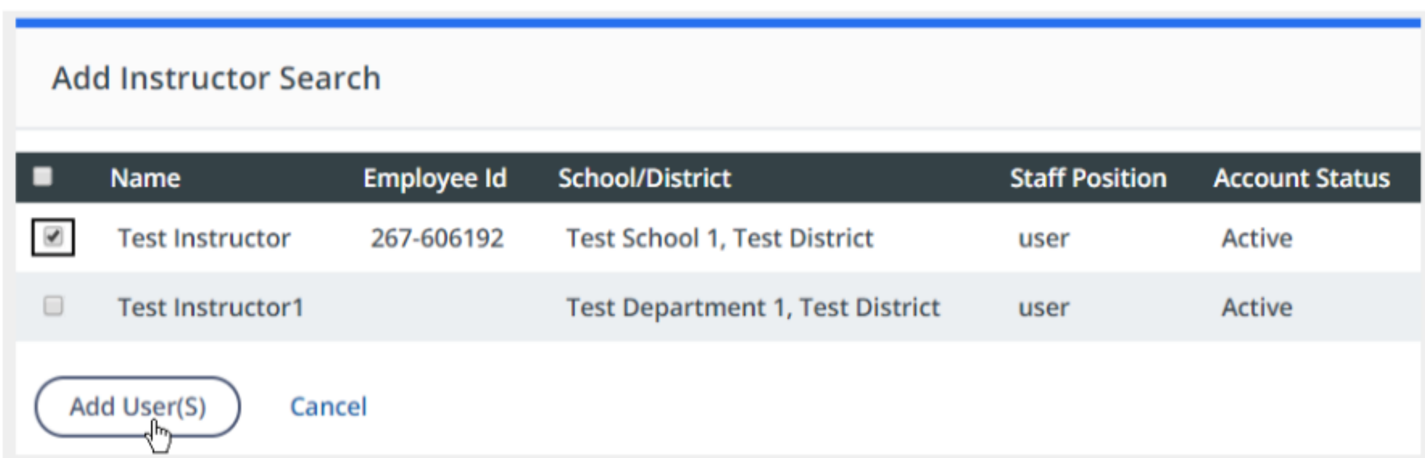
Manage Instructors

This role is responsible for facilitating a section within the system. (This may or may not be the person actually teaching the section.) Functions include managing the roster, taking attendance, issuing credit, and managing communications. The Course Requester and PD Administrator will be able to manage the section by default. Assign an additional Course Instructor or PLC Moderator following these steps:

- Click **Instructors.**
- Search for the user by first or last name. Then click **Find User.** It must be an employee of Berkeley County Schools.



- Select the checkbox for the desired user, then click **Add User**.



	Name	Employee Id	School/District	Staff Position	Account Status
☑	Test Instructor	267-606192	Test School 1, Test District	user	Active
☐	Test Instructor1		Test Department 1, Test District	user	Active

- Add additional instructors, if needed. Click **Done** when finished adding instructor(s).

Manage Class Times

- Click **Class Times.**
- Click **Add A New Class Time**.
- The date and times will default to the Start Date, Start Time, End Time you entered on the section form. Adjust as needed.
- Click **Save & Exit**.

Manage Roster – This function will be used once the course is active to manage the section roster. The button will be disabled until the course has been approved.

Manage Course – This function will allow take you back to the **Manage Instructor Led Course** page. You can adjust the Settings (demographics, tags) or add a new section.

Click **Done** at the bottom of the page when you are ready to submit your course. You will be taken to the **Course Submission** page.

Submit for Review

- When satisfied will all the information for your course, click **Submit for Review.**
- Click **OK** when the pop-up appears.
- Click **OK** again to close the confirmation.

The course will no longer appear in Current Projects; it will now appear in Submitted Courses. The course CANNOT be edited while in review; you can only view or copy it.