

Entering PLO in truenorthlogic One Pager

If you are going to have multiple sessions of the same course over a period, create only **one** course and set the renewal credit hours of what the amount of time is per session.

- *Example*
 - 18-19 Creating Systems of Support (2 renewal credits)
 - Tuesday, March 12: Session 1 (time is from 2:00-4:00)
 - Friday, April 1: Session 2 (time is from 9:00-11:00)

Course Title

- Include 18-19 in front of the course title.
- Include Department/Office/School hosting PLO
 - *Example:*
 - 18-19 Creating Systems of Support (Office of Instructional Services)

Course Description

- Include objectives and/or learning targets.
- Include the audience(s) applicable.
- Include who participants will contact should they have any questions.
 - Name
 - Office
 - Email

Credit

- Renewal hours are the number of hours per session.

Notes

- Include information participants will need to know about the session. (Materials, devices, etc.)

Check “Allow participant to register for multiple types of credit” if the course has multiple sessions.

At the end of the year, go back and archive the courses.

