United Talent
Professional Learning

Professional Learning Platform

How to create a Course and Section

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Introduction

What is the Professional Learning Platform?

The Professional Learning Platform, or PLP, is the system used to facilitate and track events, classes, training, and professional development for District 11 staff and faculty. These events are organized into Courses and users go to the PLP to search and register for them. The PLP is also used to track hours and credits earned from these Courses and to obtain transcripts to use when submitting for licensure renewal or salary reclassification.

As a Course Requestor, this is important for you to be aware of so that you know how your Course will be seen and used, and what you will need to keep in mind as you design your Course.

How Courses and Sections function

Courses in the PLP contain Sections, which contain Classes. This structure is the basis of how events are organized in the PLP and cannot be changed, but can be used in a variety of ways. One thing to remember is that the Roster is in the Section level, so any event that is going to have different sets of attendees will need multiple Sections. This is the breakdown to remember:

- **Course**: The main subject, content, or purpose.
- **Section**: A subset of your Course, broken out as needed. For example, a Section might be:
  - For a particular grade level, school, department or other group of people.
  - For a particular part of your subject, like Algebra or Geometry for a Math Course.
  - For a particular time, such as a school year or quarter.
- **Class**: The Date(s) and Time(s) for your subset to attend the Section, a single time, multiple times, or on a recurring basis.

There is no limit to the number of Classes in a Section, or Sections in a Course; this helps to keep things concise and organized in the system. Below are some examples of what the breakdown might look like:

Course	Section	Class
New Teacher Orientation	Two Sections for each topic: Morning and Afternoon	One Class for each Section
Pikes Peak Leadership Academy	One Section for the year	Six Classes for the set of meetings
Viewboard Self-Paced Training	One Section for each quarter	No Classes since it is self-paced
Task Forces	One Section for each task force	Weekly/Monthly Classes as needed for each task forces schedule

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Preparing to Create Your Course

The Build Page

After opening the PLP, you will click **Professional Learning** at the top, then **Build** on the left. This page is used to create new Courses and Sections and manage them going forward. If you have previously created anything, you will see them listed here along with their current Approval Status (With an icon legend at the top) and a button in the top right that says **Advanced Filters**. That button can be used to help you search through your created content if you are looking for a specific Course/Section.

What do you need before starting?

To ensure a quick and easy process, you should know the following before starting:

- The Date, Time, and Location for your event.
- A concise and descriptive Title. [See below for help]
- Whether this will be a standalone event or if you will have more Sections in the future.
- Who your target audience is, and how your Course will align with their evaluation rubrics.
- Course Description

Choosing a Title

When deciding how your event will be named, the first thing to know is that it will always be in two parts. You will have a **Course Title**, and within that Course your Sections will have a **Section Title**, but neither should stand on its own. This means you should never repeat information between the two to avoid a title looking like this: **Classroom Management** - **Classroom Management**.

Next, your title should clearly but concisely communicate what the event is about. Acronyms are ok if they are also spelled out, but keep things short as details and longer names can be included in the description. Users just need the essence of your event. Remember that your Title will show not only in the Catalog but on a Transcript, and you don't want it to take up a lot of space.

Finally, consider how you will break up your title between your Course and Section. Review the How Courses and Sections work section above for how the information is split, and choose a Title based on the specific differences. Below are some examples based on the Course/Section examples from above:

Course	Sections
New Teacher Orientation	Best First Instruction: Session 1 Best First Instruction: Session 2 Classroom Management 101 Schoology Introduction: Morning Session
Pikes Peak Leadership Academy 23-24	Principal/Administrator Induction
Viewboard Self-Paced Training	Introduction: 2nd Quarter Class
Task Forces	New Hire, Intentional Professional Development

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Creating a Course

Starting on the Build Page, you will click the blue **Build Course/Section** button. A box will open that says **Build a Course.**

1. Select Course Type
    a. **Instructor Led Course**: A standard Course for all uses.
    b. **Self-Paced Course**: DO NOT USE. Courses of this type will be deleted without notice.
2. New Instructor Led Course
    a. **Course Title**: Something descriptive but concise for your overall subject.
    b. **Office**: Your Department or School.
    c. **Course Provider**: Only change this if you are creating a Course using Schoology.

Once filled in, you will click the blue **Create** button and you will be taken to the Course Details Page. Along the left you will see the different pages of Course information: **Course Details, Competencies, Course Tags, Visibility, Course Resources** and Sections. These pages are both where you will fill in the remaining Course details and later add Sections, but also where you will return to view or edit the information in the future. Any field that is required will be marked as such.

Course Details

1. **Course #**: [Read Only] The number assigned to your Course.
2. **Course Title**: While this field can be changed, please limit changes to typo/spelling correction to prevent transcript issues.
3. **Course Description**: Give a clear description of what your Course is about, along with any related details such as prerequisites, and if Increment Credit is available.
4. **Instructional Delivery Method**: How your Course will be presented: Face to Face, Online, or Hybrid.
5. **Course Survey**: Choose the most appropriate survey for your Instructional Delivery Method.
6. **File Attachments**: Any files that you share here will be viewable by everyone, even if they are not enrolled in the Course.
7. **Allow Participant to register for multiple types of credit**: If you award multiple types of hours in your Section, such as CDE, CLDE, SPED, Behavioral Health, etc. this will allow participants to obtain them all.
8. **Allow Participant to enroll in multiple sections of same course**: If you have multiple Sections, this will allow participants to enroll in more than one of them.

Click the blue **Next** button in the bottom right corner.

Competencies

In this page you will see all the competencies (separated by Standard) for the evaluation rubrics of each employee group. Select each Standard and Element your Course will address so staff can search for Courses that will help them meet specific learning goals.

Click the blue **Next** button in the bottom right corner.

Course Tags

Course Tags are used for reporting and searching. They allow staff to find your Course by searching pre-defined Tags. There is a Tag at the top of the list that you select if your Course is available for Increment Credit and a variety of Tags in categories such as Subject Area, Grade Level, Teacher Support, Department, and others. There is no limit to the number of Tags you can select, just ensure they are all relevant to your Course.

Click the blue **Next** button in the bottom right corner.

Visibility

The Visibility page has four parts, only two of which you will use.

1. **Location Visibility** – Restrict who can see your Course as by assigned location. This defaults to D11 and should only be changed if you want to restrict your Course to a particular school/building. Keep in mind that only staff assigned to the selected location will see your Course, so any substitutes, temp or roaming staff will be unable to see it. All selected locations are used, so be sure to remove D11 if you add another location.
2. **Restricted to Users** – Restrict who can see your Course to a particular demographic or Staff Group. This setting combines with the **Location Visibility** so users must meet both restrictions to see the Course. Options include the various employee group/classifications as well as custom created Staff Groups. If you need such a group, please reach out to Professional Learning for assistance.
3. **Required Users** – Do not use this. This is determined by Professional Learning and Executive staff.
4. **Recommended Users** – Do not use this. This is determined by Professional Learning and Executive staff.

Click the blue **Next** button in the bottom right corner.

Course Resources

This section is not currently implemented. Please do not make any changes here.

Click the blue **Next** button in the bottom right corner. This will take you to the Sections portion of your Course.

Creating a Section

Click the blue **Add Section** button, enter the Title of your Section, and click the blue **Add Section** button. Review the Choosing a Title section above to ensure you pick a good name.

You will see your Section Title at the top, and a series of tabs labeled **Section Details, Class Times, Roster, Waitlist, Attendance,** and **Survey Results**. You will only be using the first two tabs while creating your Section. The others will be used during and after the execution of your class.

Section Details

1. **Section #**: [Read Only] The number assigned to your Course.
2. **Section Title**: Here you can change the Title for things like typos/spelling correction.
3. **In-District Location**: This is a required field, so a selection must be made. If you choose Out-Of-District or Multiple Locations, you must put the address details in the **Notes**.
4. **Room:** The number/name of the room. Not to be used for Building/Address details.
5. **Intended Audience**: A description of who your event is geared towards.
6. **Contact Person**: The point of contact for the Section. Putting a name here does not afford them any access to this Section.
7. **Training Link**: If your Section is online, place a link to the website or meeting (Webex, Zoom, etc.)
8. **Notes**: This box is for any details specific to the Section. You might include things like lunch break times, supplies that are required or provided, what to wear, or where to park. This information is not shown in the Catalog; it is only viewable by registrants.
9. **D11 Advertisement Requested**: Select Yes here if you want your Section to appear in the Professional Learning Weekly Email.
10. **Increment Credit**: Select whether attendees will be able to use this Section to apply for Increment Credit.
11. **Hours**: Enter the amount and type of hours earned by completing this Section. Multiple types can be entered if needed but all fields should add up to the total hours awarded. Use Information Only hours if the completion does not pertain to CDE licensure.
12. **Instructors**: Clicking the blue **Add Instructors** button will take you to a staff search where you can add one or more instructors to your Section. All Instructors will have access to view and edit the Section from their **Instruct** page and manage its roster and attendance.
13. **File Attachments**: Here you can attach any files 20mb or smaller in size.
14. **Registration Settings**:
    a. **Maximum Number of Participants**: The maximum number of people allowed to register for this Section.
    b. **Start of Registration Date**: The date on which users may begin enrolling in this section. This date is inclusive. It starts the first second of the date selected.
    c. **End of Registration Date**: The date after which no more users may enroll in this section. This date is inclusive. It ends the last second of the date selected.
    d. **Release to Catalog for Registration on – At**: These two fields (Date and Time) control when the Section will start showing in the Catalog. It is possible to show a Section in the

Catalog before the **Start of Registration Date**, which means it will show but have no registration option, but it will stop showing on the **End of Registration Date**.

15. **Waitlist Settings**:
    a. **Allow Waitlist**: When enabled, if the Roster fills up, users will have the option to join a waitlist, and will be moved to the Roster if a spot opens on a first come first served basis.
    b. **Maximum Waitlist Size**: The maximum number of people that will be allowed to be on the waitlist for this Section.
    c. **Waitlist Cutoff Date**: The date after which no one can join the waitlist. This date is inclusive.

Click the **Class Times** tab at the top.

Class Times

This page controls the Dates and Times of the Section. By default, the Start and End Dates are set based on the Class Times that you enter, but they can be set separately by turning off the slider at the top labeled **Populate start and end date based on class times?**

All Sections should have at least one Class Time set, the only exception is for Sections that are self-paced and will not have any meeting times.

To add a single Class Time:

1. Click the blue **Add Class Time** button.
2. Fill in the Date.
3. Fill in the Start and End time.

To add a recurring Class Time:

1. Click the blue **Use Recurring Date** button.
2. Choose Weekly or Monthly based on your needs.
3. Select the days/months desired and click the blue **Add Date(s)** button.
4. Fill in the Start and End time.

Submitting and Next Steps

Before submitting, go through your Section one last time and doublecheck for any errors. You will not be able to make any changes once you submit for approval unless the Section is sent back for revision. Once you are ready, click the blue **Submit Section** button in the bottom right corner. If you are submitting a new Course and Section together you will have a blue **Submit Course and Section** button instead.

Once submitted, your Course/Section will be reviewed by Professional Learning. If needed, it will be sent back for revision with notes attached on what needs to be changed. After it is approved, Instructors will see it on their **Instruct** page and you will see it listed on your **Build** page and you will be able to make changes again if you need to update your descriptions or do any rescheduling.

If you have any questions or issues, please contact the Professional Learning team at ProfessionalLearning@d11.org