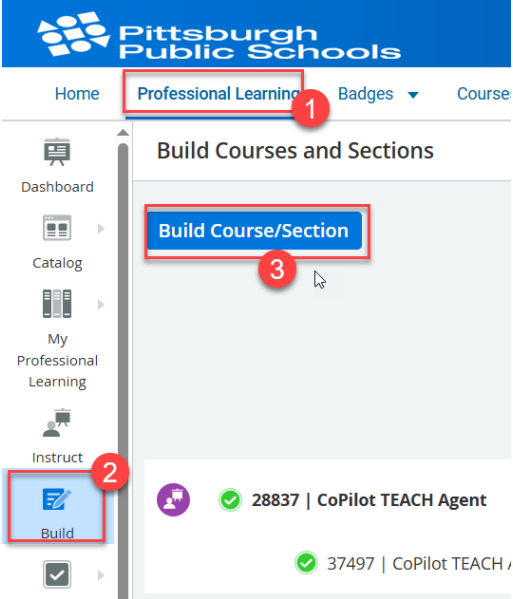
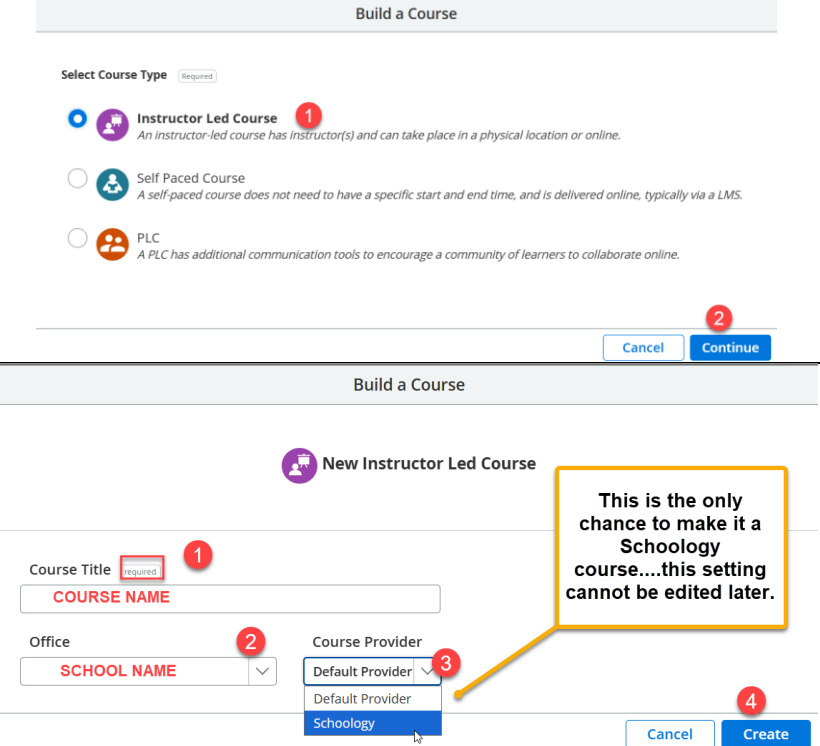
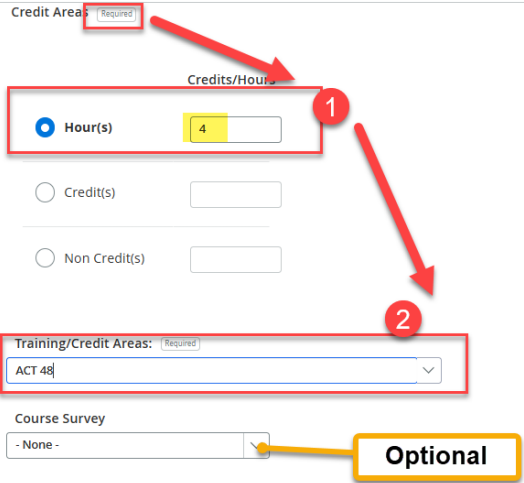
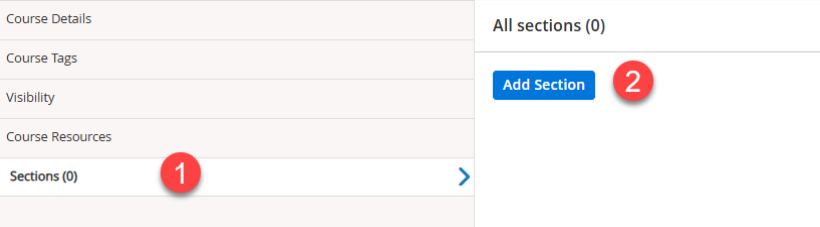


Creating a New Course and Section in the New PL Platform

	1. Everything is under the Professional Learning tab 2. Create a course using the BUILD function 3. Click <u>Build Course/Section</u>
1. Enter your Course Name [REQUIRED] 2. Select your Office in the Drop Down 3. Select Course Provider – i.e Do you want a Schoology with these sections? 4. Click Create	
	Enter your Credit Area Details [REQUIRED] 1. Number of Hours for each section of this Course 2. Act 48/ other Credit Select if participants can take multiple sections of your course – this is a YES for principals creating school-based ½ day PD sessions Registration Settings ☒ Allow Participant to enroll in multiple sections of same course Click Submit Course
1. Under Course Details you will see that you have zero sections 2. Click Add Section	

DEMO SECTION

Section Details Class Times (0) Roster

Section #:

This is a unique identifier for this section that users can search by or quickly reference.

37554

Section Title:

The title of this section.

DEMO SECTION

Select At least one Focus Area

- Not Selected -

Contact Person

No Instructors are assigned.

Add Instructors

1. Enter Your Section Title **[REQUIRED]**
2. Enter Contact Person **[REQUIRED]**
3. Click **Add Instructors**
 - a. Best Practice is to make yourself an instructor
 - b. Add any other instructors as needed

Registration Settings

Maximum Number of Participants

The maximum number of people allowed to register for this section.

Start of Registration Date

End of Registration Date

The date after which no more users may enroll in this section. This date is inclusive.

Release to Catalog for Registration on

Once or Twice a Day Attendance

☒ Once a Day ☐ Twice a Day

1. Enter Maximum Number of Participants **[REQUIRED]**
2. Enter Release to Catalog Date **[REQUIRED]**

NOTE – this is NOT the same a Registration Date. You can set Start and End dates for registration – the Release to Catalog is a new requirement that really doesn't apply to us – and has functionality more suited to post-secondary institutions.

Click Once a Day or Twice a Day for Attendance – recall that the Twice a Day option is typically used for full day PD sessions.

1. Under Class Times – enter start and end dates for the section **[REQUIRED]**
2. Click Add Class Times as needed

NOTE – the Default Date under Class Times is TODAY – you will need to edit that Date and Time

3. Click Release Section

Section Details Class Times (1) Roster Attendance

Start Date (Required) End Date (Required)

9/18/2026 9/18/2026

Class Times

1 Class Time

Date Day Time Room

9/16/2026 Wed 08:00 AM to 06:00 PM Book Room

Add Class Time Use Recurring Date

Release Section

If you missed a Required Field – you will get a pop up error with a to-do list

Required Fields are Incomplete.

The following course fields must be completed before submission:

Release Date
Contact Person
Maximum Number of Participants
Release to Catalog for Registration on

See your results:

1. Under Professional Learning Tab
2. Click **Manage** to see your Course

Pittsburgh Public Schools

Home Professional Learning Batches Courses External Cred

Manage Courses

Dashboard Catalog My Professional Learning Instruct Build App Manage

Type	Status	Course #	Course Title
		28862	DEMO WAZ
		28861	Culturally Relevant Pedagogy, Level T
		28860	CLIL 10 - PB&W Novice Plans Session

See your results:

1. Under Professional Learning Tab
2. Click **Instruct** to see your Section

Pittsburgh Public Schools

Home Professional Learning Batches Courses External Cred

Instructor Dashboard

Open Future Closed

Select a Column

Update Add Filter

Type	Section #	Section Title
	37554	DEMO SECTION