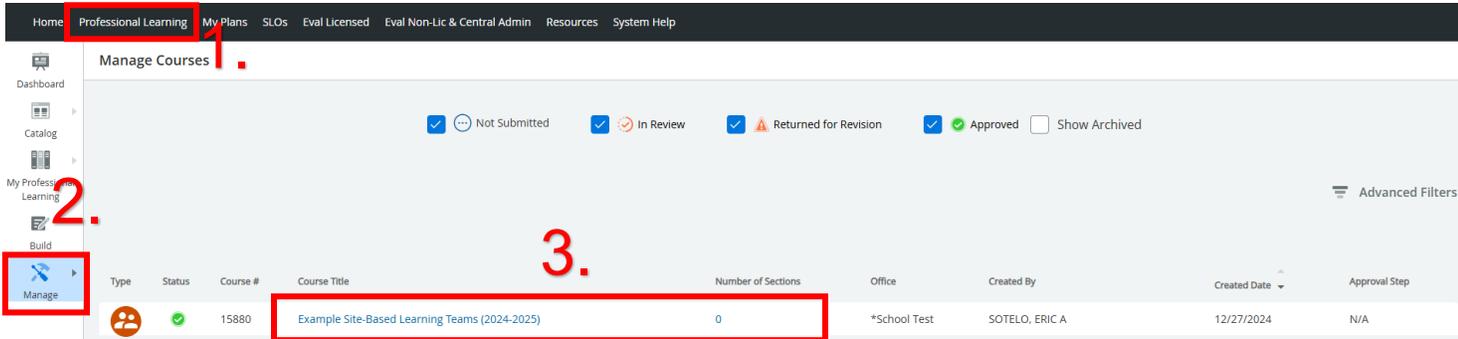


New Section Request

- 1) Go to the Professional Learning page and click the tab labeled **Manage>Manage Courses**.



Type	Status	Course #	Course Title	Number of Sections	Office	Created By	Created Date	Approval Step
		15880	Example Site-Based Learning Teams (2024-2025)	0	*School Test	SOTELO, ERIC A	12/27/2024	N/A

- 2) A prebuilt course for your site should appear. To begin building a new section, click on the **Course Title (#3)** to be brought to the Course Details page.
- 3) On the left-hand side of the screen, **click on the PLC tab** to bring you to the section page.



Course Details

Rubrics

Course Tags

Visibility

PLCs (0)

- 4) From the PLC tab, click the **Add PLC** button to open the section request form.

All PLCs (0)

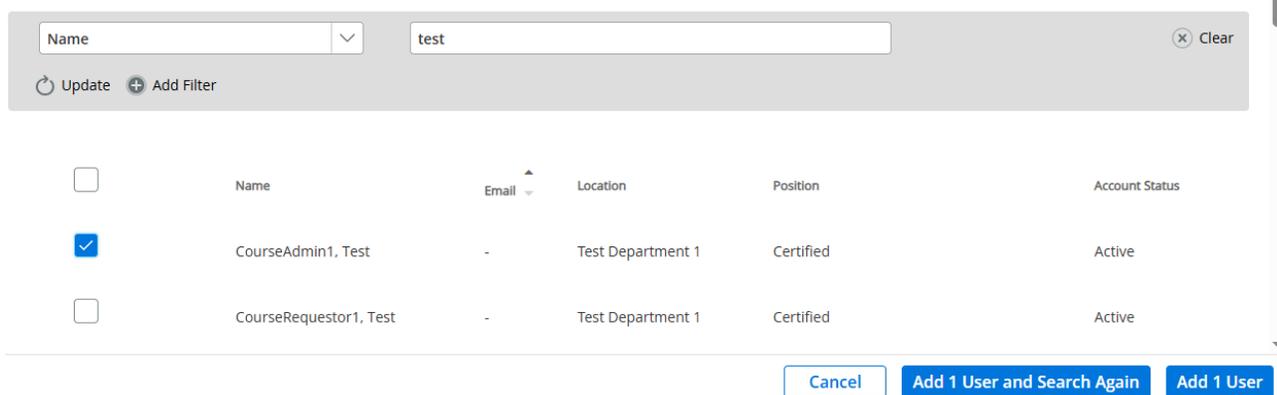
Add PLC

BEFORE SUBMITTING THE SECTION FOR REVIEW, BE SURE TO CHECK IF CLASS DATES AND TIMES HAVE BEEN ENTERED

- 5) Enter the name of the team being requested and click **Add Section**.
- 6) Fill out all the required fields and add any additional information within the Notes field, if needed.
 - a. All required fields will have a “**Required**” icon next to each field.

Section Title: Required
The title of this section.

- b. **The Credit Areas field will be added by the approval team.** Please indicate the total number of hours you are applying for using the Total Instructional Hours field.
- 7) Click the **Add Moderators** button towards the bottom of the page to add anyone who will be managing the attendance and roster.
 - a. Search for the moderator’s name in the search box. One their name appears, click the box next to their name and select “Add User” or “Add and Search Again.”



<input type="checkbox"/>	Name	Email	Location	Position	Account Status
<input checked="" type="checkbox"/>	CourseAdmin1, Test	-	Test Department 1	Certified	Active
<input type="checkbox"/>	CourseRequestor1, Test	-	Test Department 1	Certified	Active

Buttons: Cancel, Add 1 User and Search Again, Add 1 User

- b. **MyPGS will not require this field.** If left empty upon submission, the requestor will be added by the PGS team.
- 8) **BEFORE CLICKING SUBMIT**, go into the **Class Times** tab next to Section Details.

Test Section

Section Details **Class Times (0)** Roster

Populate start and end date based on class times?

Class Times

0 Class Times

Date	Day	Time
------	-----	------

[Add Class Time](#) [Use Recurring Date](#)

9) Add any dates the team will be meeting and adjust the time accordingly.

- a. Dates/Times should add up to the **Total Instructional Hours** field in the Section Details.
- b. To have dates/times reflect correctly in the Course Catalog, be sure that the **“populate based on class date/times?”** feature is toggled on as shown below:

Populate start and end date based on class times?

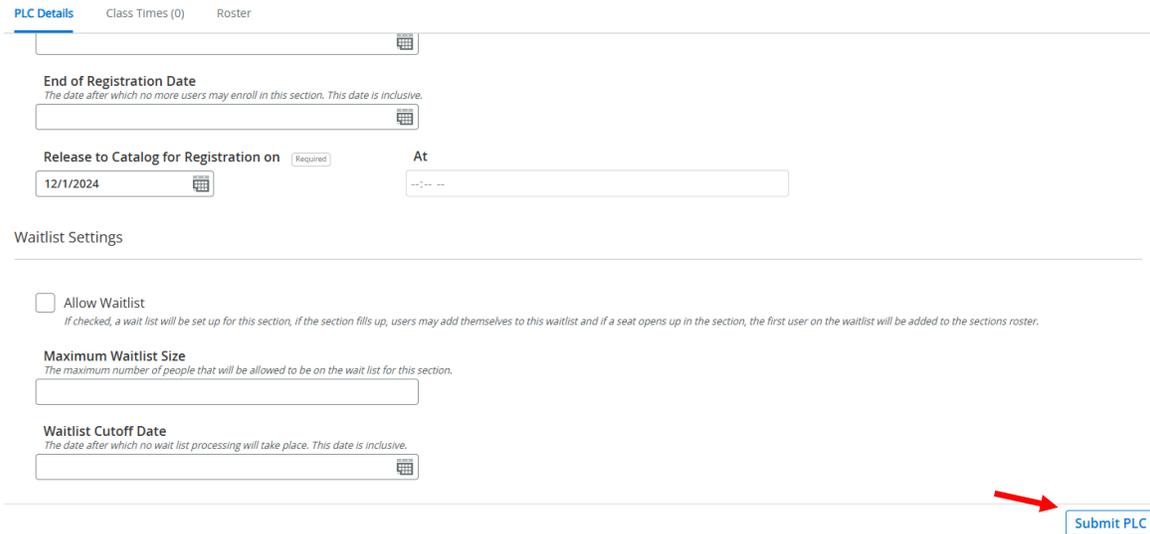
Class Times

3 Class Times

Date	Day	Time
3/20/2025	Thu	09:00 AM to 04:30 PM
3/21/2025	Fri	08:00 AM to 03:45 PM
3/22/2025	Sat	08:30 AM to 02:45 PM

[Add Class Time](#) [Use Recurring Date](#)

10) The section should now be ready to submit. Click the **Submit PLC** button at the bottom of the screen. This will begin the Course Approval process.



- a. **If any required fields are left blank**, a pop-up message will display which fields need to be corrected before submission.

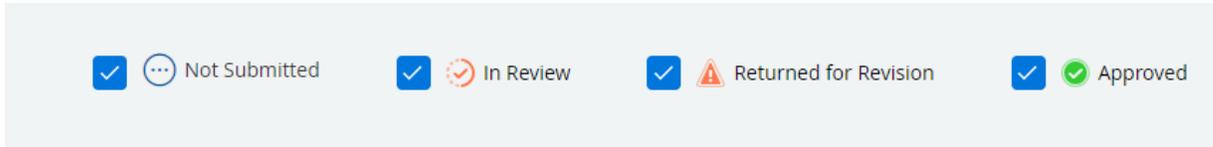
Approval Workflow Process

- 1) Once you have submitted the section for approval, you can view where the section is in the approval process from the **Manage** tab.
 - a. **PR** is the PGS Reviewer and the first step of the process.
 - b. **FA** is the Final Approver and the last step before the section is approved and released to the course catalog.



- 2) **System notifications will be sent to the requestor’s email with any updates on the status of a submitted section.**
 - a. Updates will be sent out if the course has been approved and released or if the section has been sent back for any additional information.
 - b. If a section is sent back, check the Comments field to see what additional information is needed.

3) The icons next to the course and section title will display the following:



- c. **Not Submitted** – The course/section has not been submitted for approval.
- d. **In Review** – The course/section is currently in the process of reviewal.
- e. **Returned for Revision** – The course/section requires changes before being approved. Check the Comments field to find what needs to be revised.
- f. **Approved** – The course/section has gone through the approval process and is now released to the course catalog. The section can now be managed by the instructor from the **Instruct** tab.

4) For any questions or issues regarding the process, reach out to the Professional Learning team at ProfessionalLearningSupport@WashoeSchools.net.