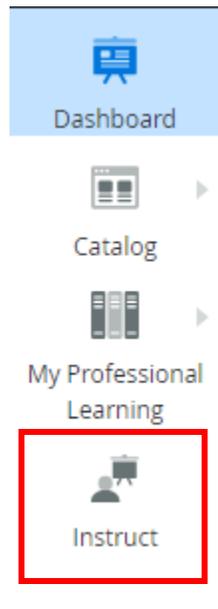


Roster Management Tools

- 1) Click the tab labeled **Professional Learning**.



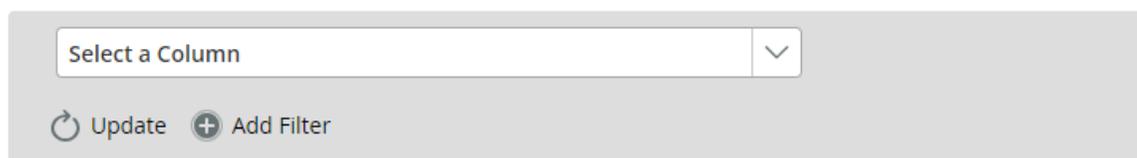
- 2) From the Professional Learning page, select the Instruct tab.



- 3) You will see three tabs from your Instructor Dashboard: **Open**, **Future**, and **Closed**. Ongoing courses will be found in **Open**, upcoming courses will be found in **Future**, and courses that have ended will be in **Closed**.

Instructor Dashboard

Open Future Closed



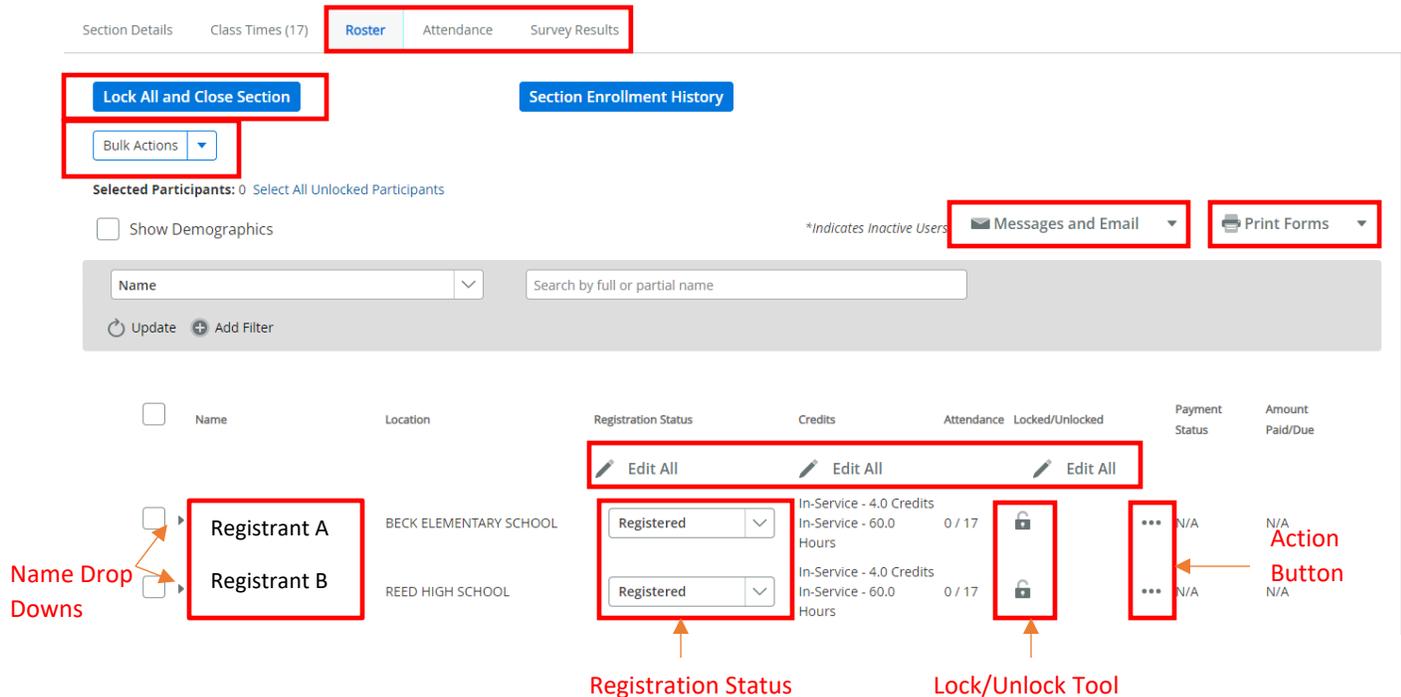
- 4) Outstanding attendance can be found by going to the **Open** or **Closed** tabs, and sorting courses by the Unrecorded Attendance filter option. Click on the number to be taken to the Attendance page to begin marking attendance.

Start Date	End Date	Participants	Unrecorded Attendance
6/28/2024	6/30/2024	1	1

- 5) Please note the following about this screen:

- Clicking on a header will sort the sections either alphabetically, numerically, or by date, depending on the information contained in the column.
- Clicking on the Section Title link of your course will display the roster page.
- Clicking on the Course Title link of your course will display the course details screen.
- Clicking on the Participants link will display the roster page.

- 6) You now see your full roster and the registration information for individual registrants.



Section Details Class Times (17) **Roster** Attendance Survey Results

Lock All and Close Section **Section Enrollment History**

Bulk Actions

Selected Participants: 0 Select All Unlocked Participants

Show Demographics *Indicates Inactive Users Messages and Email Print Forms

Name Search by full or partial name

Update Add Filter

Name	Location	Registration Status	Credits	Attendance	Locked/Unlocked	Payment Status	Amount Paid/Due
Registrant A	BECK ELEMENTARY SCHOOL	Registered	In-Service - 4.0 Credits In-Service - 60.0 Hours	0 / 17	🔒	N/A	N/A
Registrant B	REED HIGH SCHOOL	Registered	In-Service - 4.0 Credits In-Service - 60.0 Hours	0 / 17	🔒	N/A	N/A

Annotations: Name Drop Downs, Registration Status, Lock/Unlock Tool, Action Button

Roster Buttons:

- **Action Button** – Allows you to remove that registrant from the roster or move to a waitlist. Removing a registrant from the roster in this way will generate an email to the registrant advising them they have been removed.
- **Lock All and Close Section** – Locks the roster and finalizes all changes, indicating the course is ready to be closed out. To reopen the section, contact a PGS Administrator or ProfessionalLearningSupport@WashoeSchools.net.
- **Lock and Unlock Tool** – Allows the instructor to lock or unlock a single participant or the entire roster without closing the section. Locking the roster prevents changes to the participants.
- **Registration Status** - (Required for ALL Sections) Allows for the modification of individual and group registration status.
 - **Registered** – Default setting for new registrants. The roster will not lock if this status is selected.
 - **Completed** – Concluding status used for registrants who have completed all course requirements. Registrant is automatically locked once their status has been changed to Completed.
 - **Incomplete** – Concluding status used if a registrant DID NOT complete all course requirements.
 - **Class Cancelled** – Status used if the section is cancelled. (Note: Class must also be cancelled by a PGS User.) If you cancel a section, you must mark all registrants as Absent in the Attendance screen.
 - **Pending Completion** – Status used for all registrants who have communicated with the instructor that they have assignments/make-up work to turn in after the end date.
- **Bulk Actions** – Dropdown box where Search for Learners, Add Using Advanced Method, Remove Multiple Participants, and Move Selected to Another Column will be found.
 - **Search For Learners** – Allows to search and add registrants by checking the box next to their name and clicking Add User(s) or Add and Search Again.
 - **Add Using Advanced Method** – Allows for the addition of multiple registrants simultaneously. You will need registrants’ Employee ID#, Username, or Email Address for action. (Note: This feature is not restricted by section enrollment maximums.)
 - **Remove Multiple Participants** – Allows to remove multiple registrants at a time.

- **Move Selected to Another Section** – Allows to move selected user(s) to another section within the same course.
- **Section Enrollment History** – Provides a history of all transactions on the roster, including date/time of enrollment, and name of person completing the action.
- **Name Drop Downs** – Allows to make notes for each participant.
- **Messages and Email** – Allows for the composition of an email that can be delivered to all, or a segment of, the roster. You can add additional recipients and attach documents in this system. (Note: Unless you add your email in the **Also send to** field, you will have no record of the email.)
- **Print Forms** – Dropdown that contains the following features:
 - **Name Tags** – Allows for the creation of names tags and the size you would like to print out.
 - **Sign-In Sheets** – Allows for the creation of a sign-in sheet for each class session.
 - ◆ If the section meets on multiple dates, there are check boxes in this feature that allow you to select the dates so that the correct date appears on each sign in sheet.
 - ◆ The instructor signs each sign in sheet certifying that the class was held during the date(s) and times indicated, and that all individuals whose signatures appear on the sign in sheet were present during that time.
- **Edit All (Registration)** – Allows to edit all unlocked participants registration status.
- **Edit All (Credits)** – Allows to edit all participants unlocked credits and hours.
- **Edit All (Locked/Unlocked)** – Allows to lock/unlock the roster without having to close the section.

Roster Tabs:

- **Attendance** – (Required for ALL Sections) Allows for taking attendance for each meeting date.
 - Mark the attendance as either Attended or Absent for each participant on each date. Do not leave anyone as Not Recorded.
 - Click the Back link at the top of the page to return to the roster. The attendance will save automatically.

MyPGS – WCSD’s Professional Growth System



Section Details Class Times (5) Roster **Attendance** Survey Results

Participant	Thu 10/03/2024 8:00 AM - 6:00 PM	Fri 10/04/2024 8:00 AM - 6:00 PM	Sat 10/05/2024 8:00 AM - 6:00 PM	Sun 10/06/2024 8:00 AM - 6:00 PM	Mon 10/07/2024 8:00 AM - 6:00 PM
Participant Change all dates for this participant ... CourseAdmin1, Test	Edit All ✓	Edit All ✗	Edit All ✗	Edit All ✓	Edit All ✓
... CourseApprover1, Test	✓	✓	✓	-	✓
... CourseRequestor1, Test	✗	✗	✓	✓	-
... PLMSSuperUser1, Test	✓	✓	✗	✓	✓

Change all participants for this date

Change all from Not Recorded to either Attended or Absent

- **Survey Results** (If Applicable) – Allows the instructor to see the results of the evaluations completed by the participants.
- **Waitlist** (If Applicable) – Allows access to the waitlist if the section has one. (Note: Also allows certain functions including moving registrants from waitlist to the roster.)