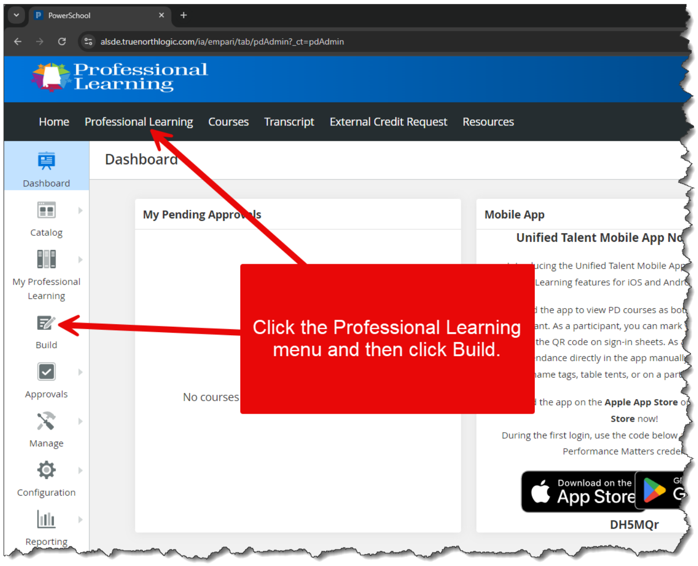
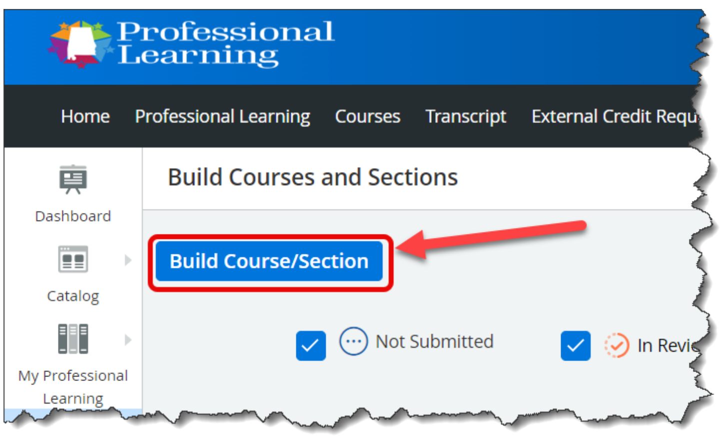
Creating and Submitting an Approved ACLD PLU in PowerSchool PL

Creating the Course

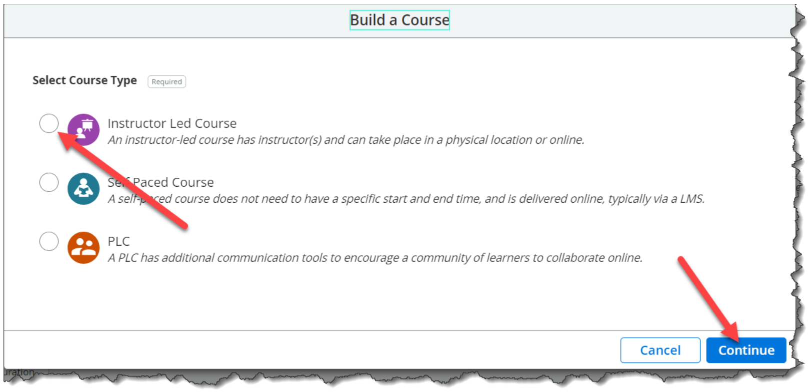
1. Click the **Professional Learning** menu and then click the **Build** button on the left side of the screen.



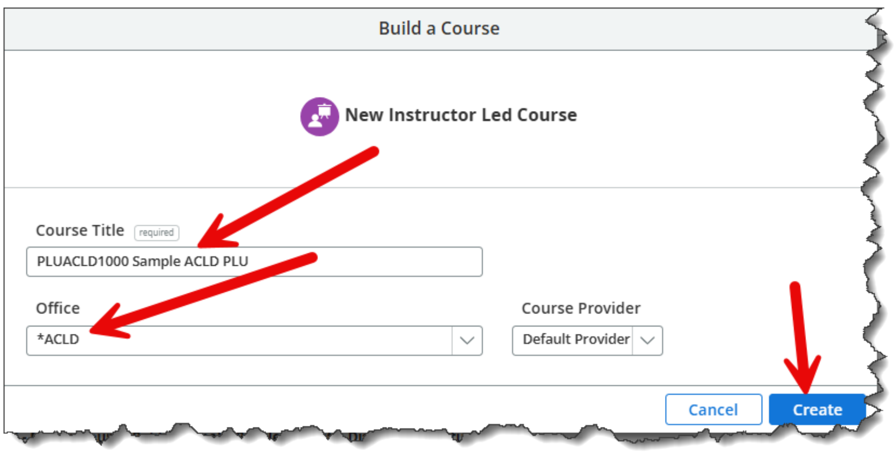
2. On the Build Courses and Sections screen, click the blue **Build Course/Section** button.



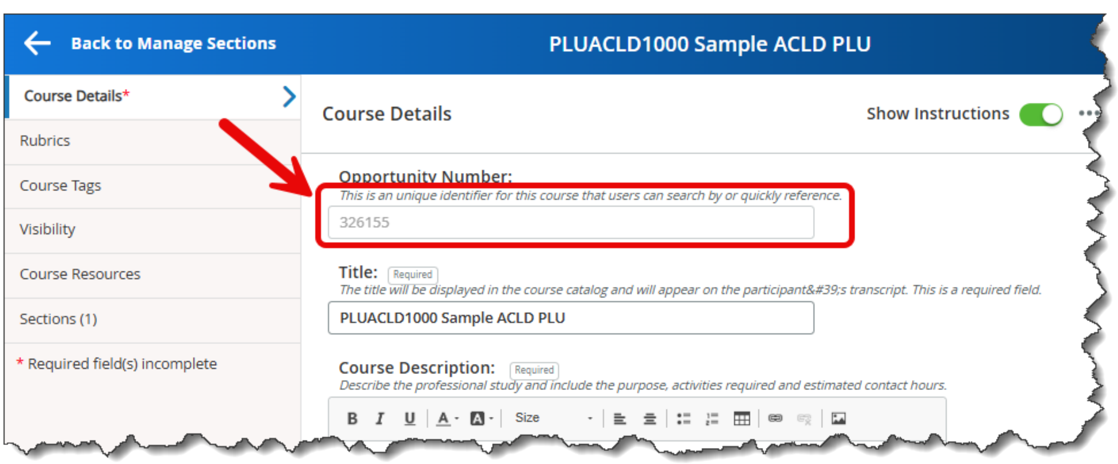
3. Select **Course Type** (Instructor Led Course, Self Paced Course or PLC) and then click the **Continue** button.



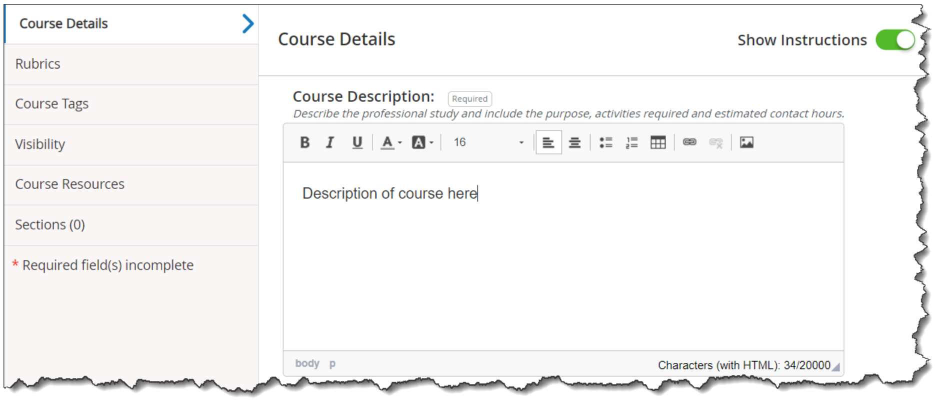
4. Next, enter your approved PLUACLD course title **making certain to place the PLUACLD#### at the beginning of your title** and choose the **ACLD** Office from the Office drop list. If you have access to more than one Office in PowerSchool Professional learning, the Offices will be listed in Alphabetical order. Finally, click the **Create button**.



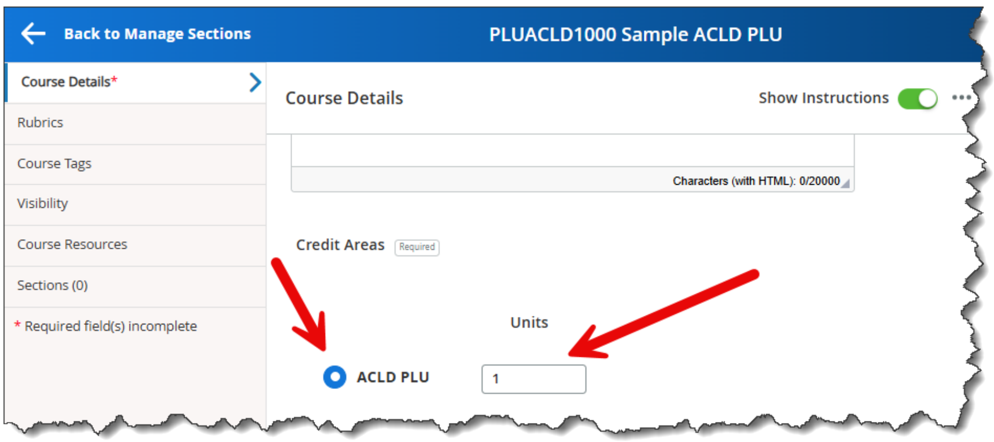
5. You are now on the Course Details page. A six digit course number has been auto-generated for your course. This number can be shared out so participants will be able to search for and register for your course.



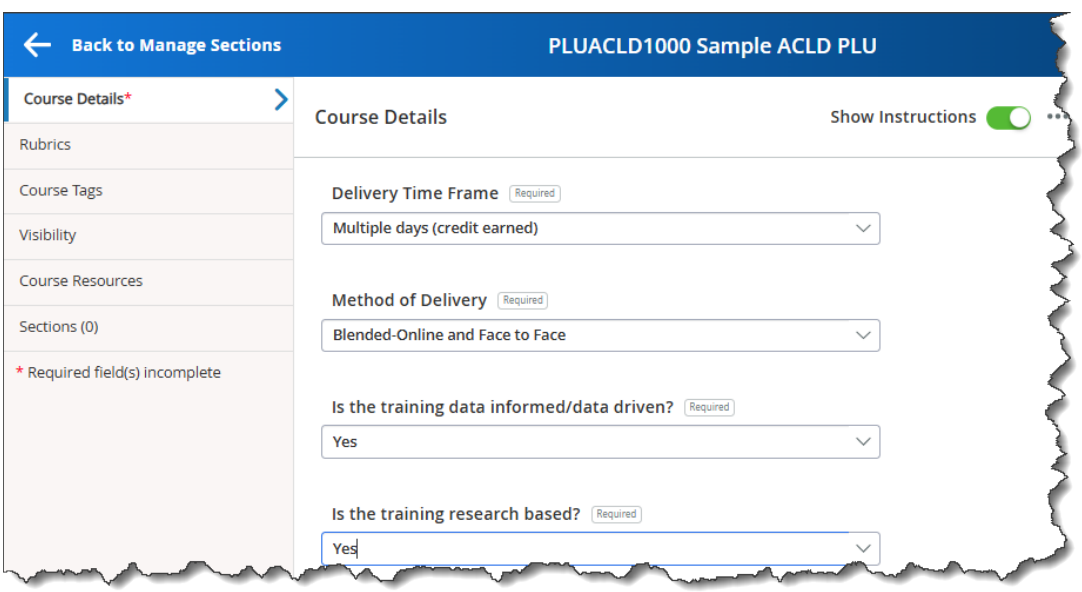
6. Enter a **Course Description**. This should be copied from the Abstract in your approved PLUACLD application from the ILPSA website.



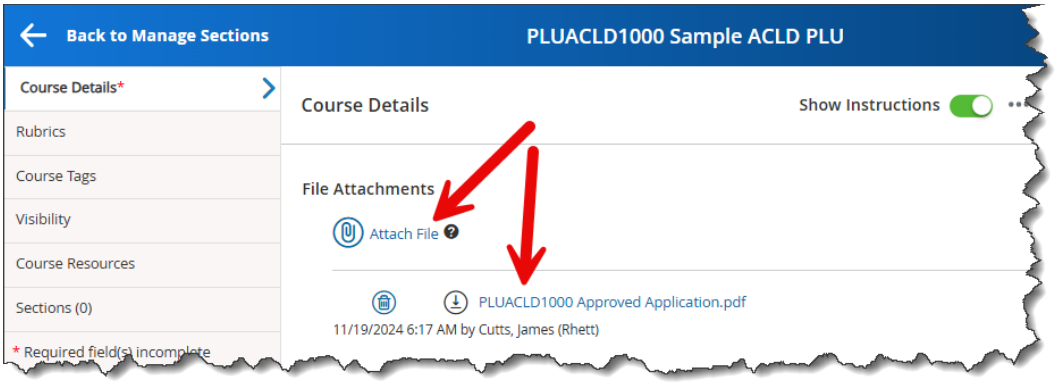
7. Choose **ACLD PLU credit type** and enter a 1 in the Units box.



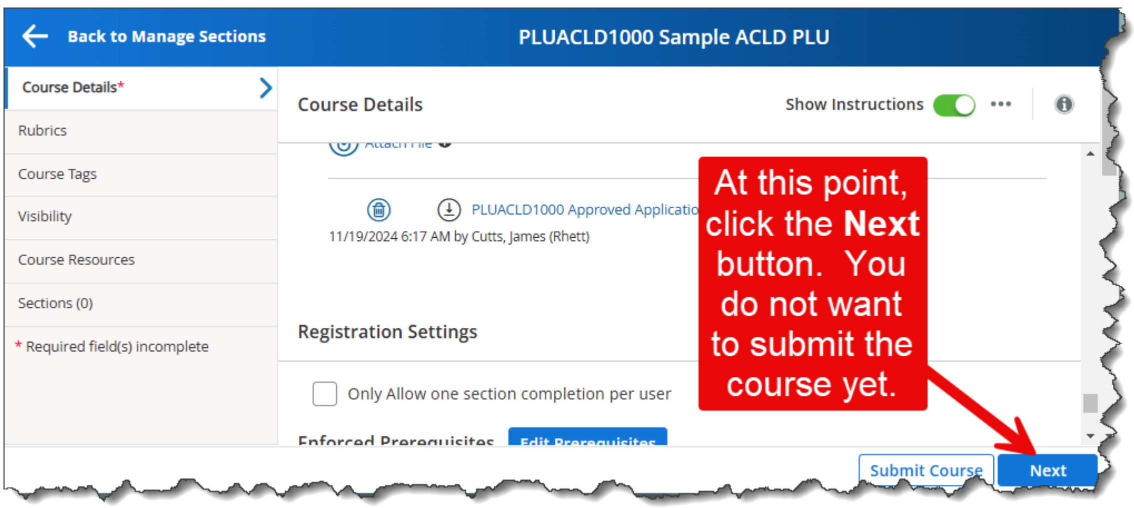
8. Choose **Delivery Time Frame**, **Method of Delivery** and indicate whether the training is **data informed/data driven** and **research based**.



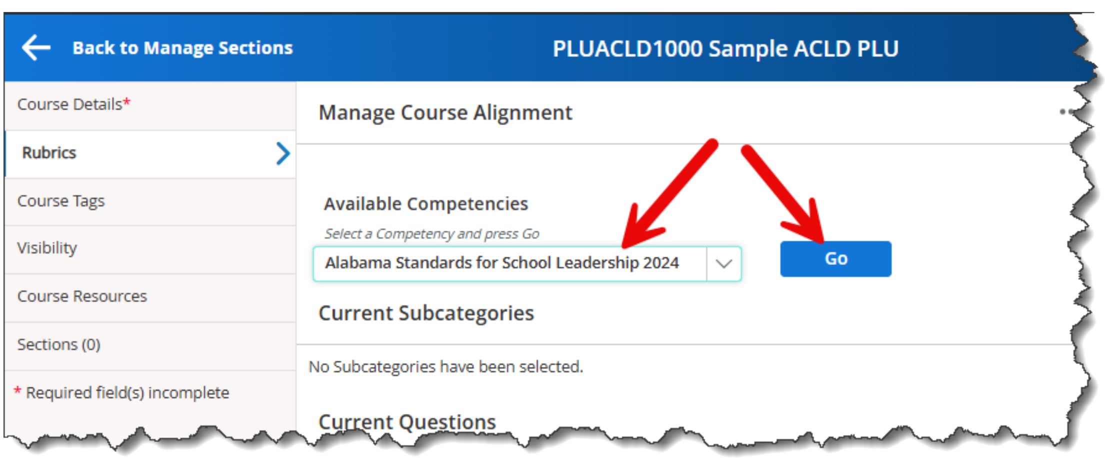
9. Use the **File Attachment** feature to attach the approved application PDF from the ILPSA website.



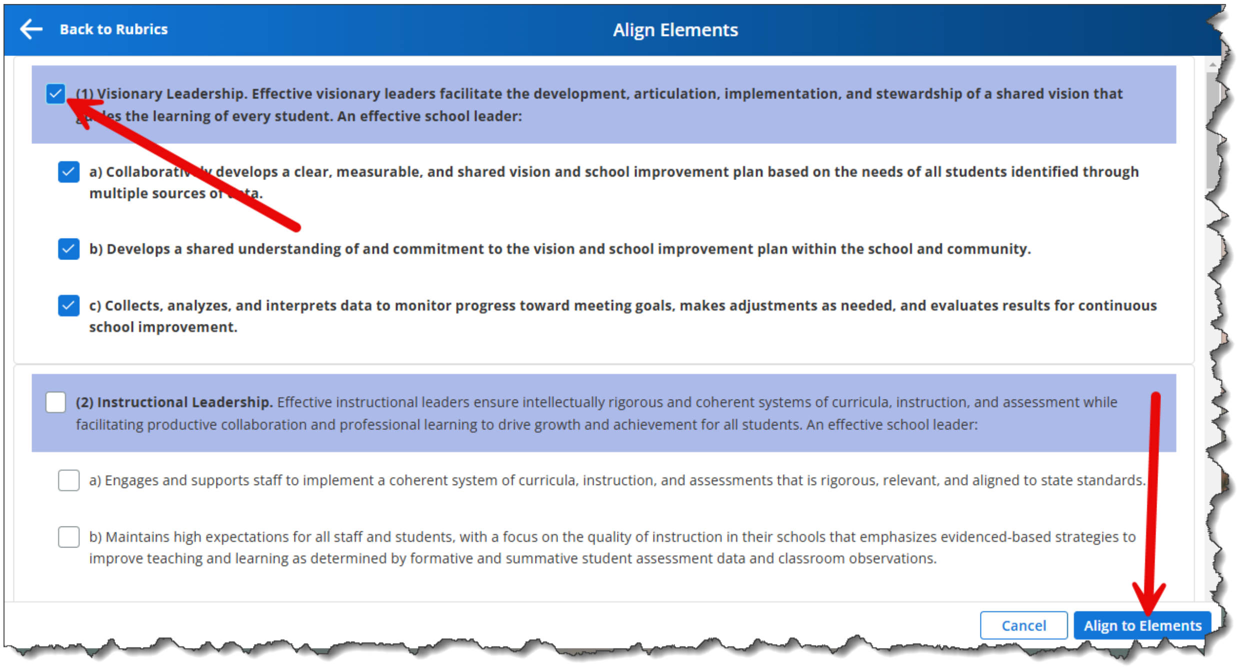
10. When done with this part of the course form, click the blue **Next** button in the bottom right corner. **DO NOT SUBMIT THE COURSE** at this point.



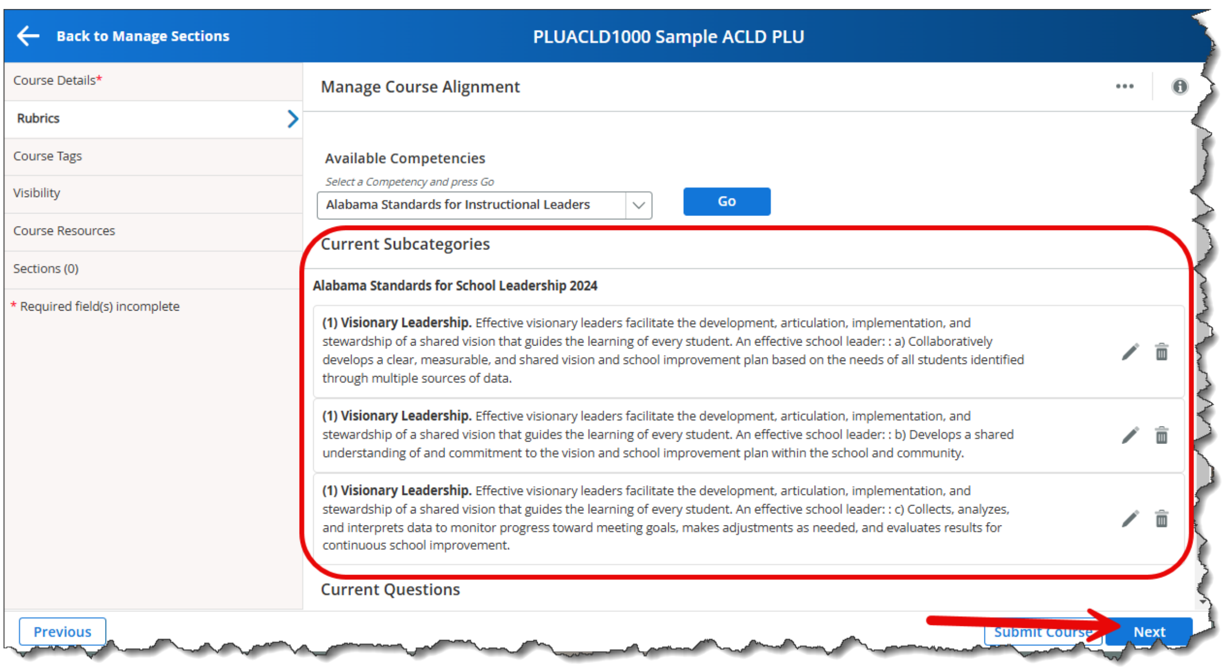
11. **Manage Course Alignment**: On this screen, from the **Available Competencies** drop box, choose the **Alabama Standards for School Leadership 2024** and then click the **Go** button.



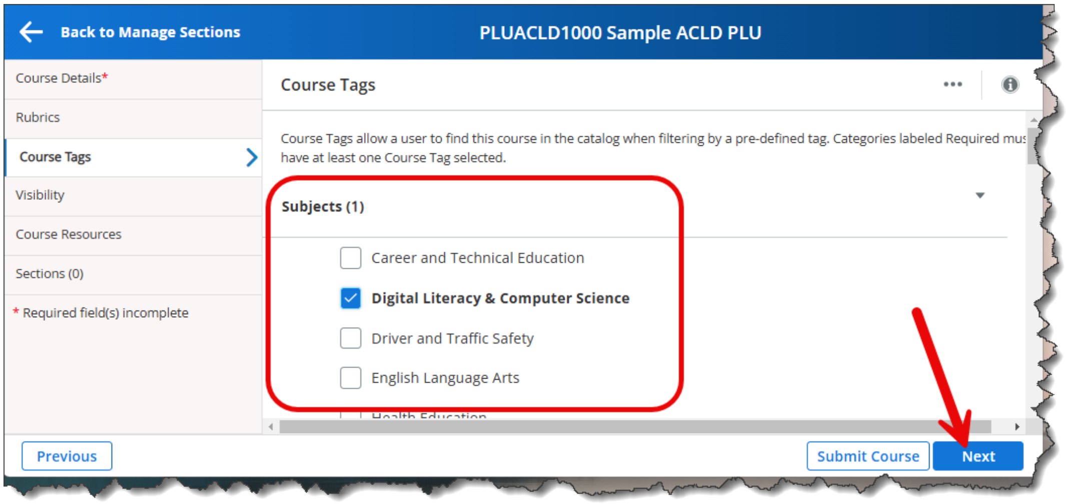
12. On the **Align Elements** screen, click the standard being addressed in this professional study and click the **Align to Elements** button in the bottom right corner.



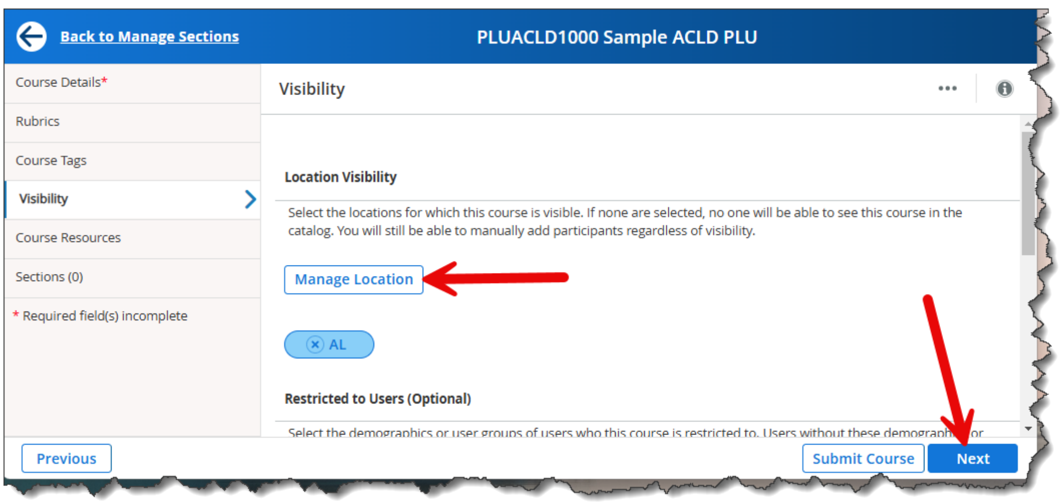
13. You are now back on the **Manage Course Alignment** screen. You should see the chosen standards now listed. Click the **Next** button in the bottom right corner.



14. Now choose the appropriate Course Tags for your course (Subjects /Grade Levels) and click **Next**.

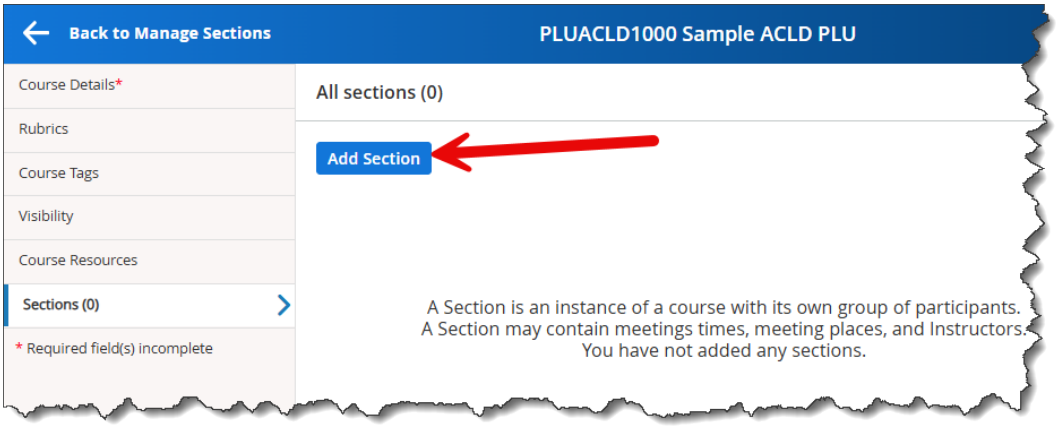


15. **Visibility**: If desired, change the availability of your course by clicking the **Manage Location** button. This will determine who will be able to find your course and register. Because you are creating the course in the ACLD Office, it is available to the entire state by default. To narrow that to a smaller group, you will need to click the Manage button, uncheck AL and then drill down to the correct target audience.

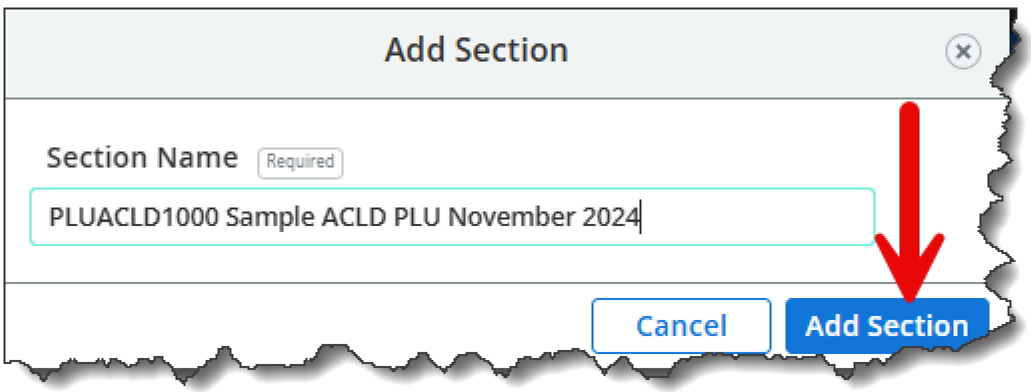


16. If you are on the Course Resource page, click **Next** again.

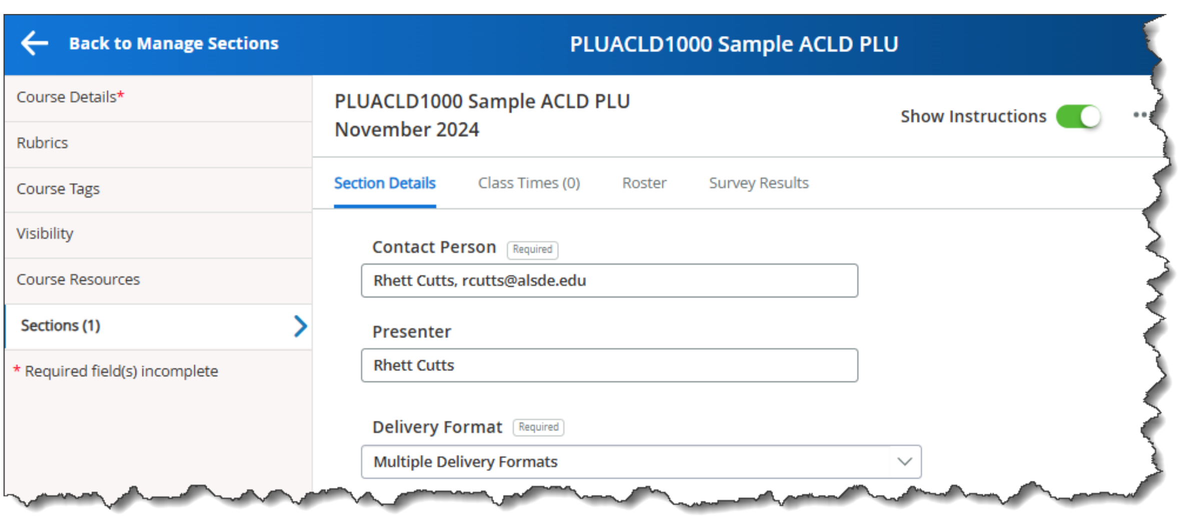
17. Now, you are ready to create sections for your course. To do so, click the **Add Section** button.



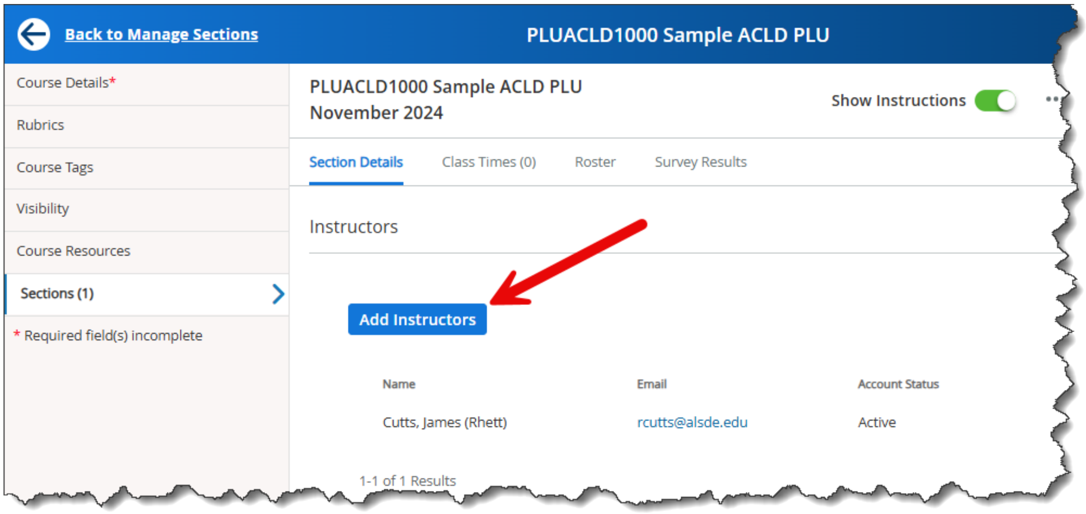
18. **Section Details**—Enter the name of the section. If you intend to offer this course again, make certain to name your section in a way to indicate the specific cohort. Click the **Add Section** button.



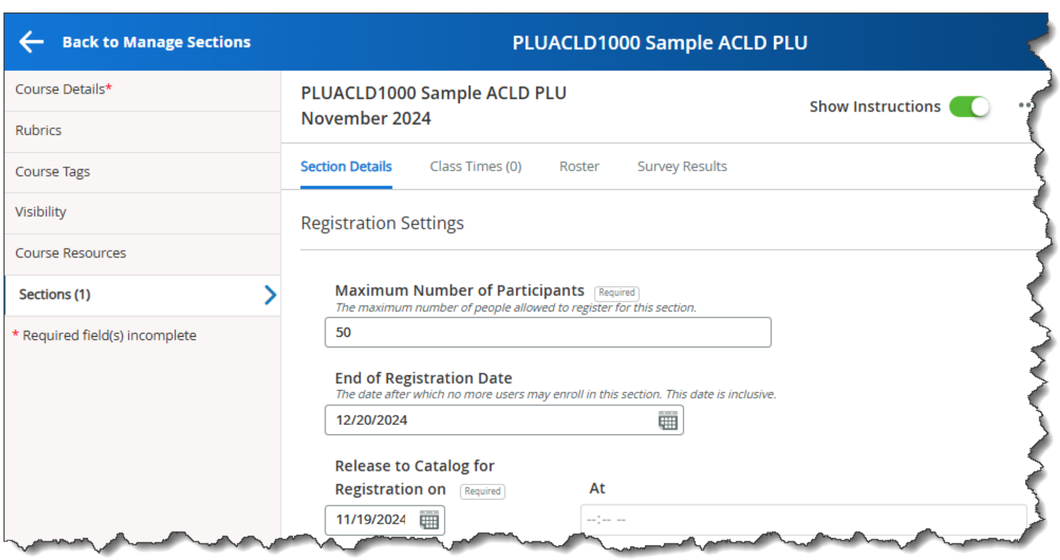
19. Next, enter the **Contact Person**, **Presenter** and choose the **Delivery Format**.
    a. **Contact Person**—The person participants or potential participants can contact if they have questions about the course or need assistance. Make certain to provide contact information.
    b. **Presenter**—The person or persons who will conduct the professional study.



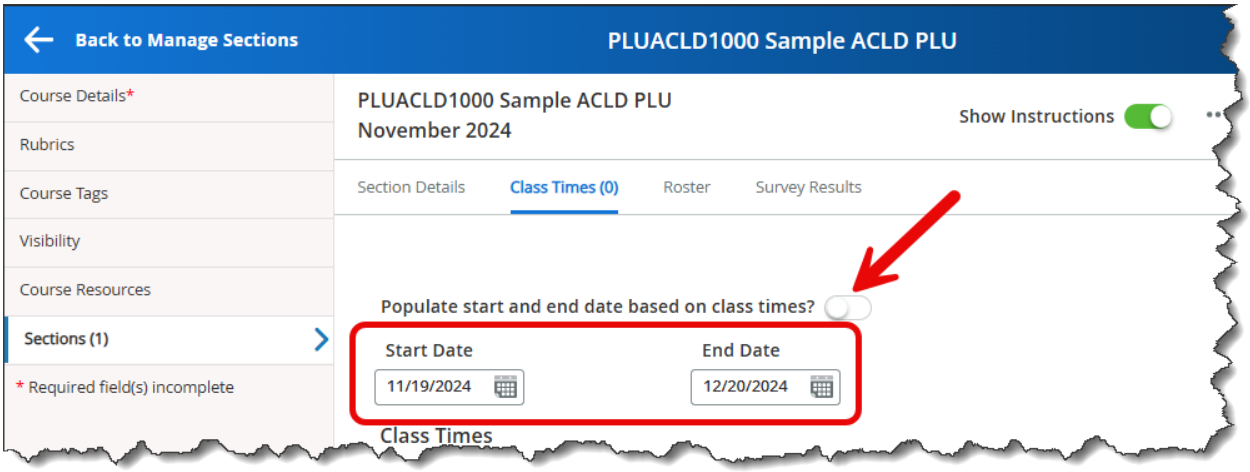
20. **Instructors**—For anyone who will need access to the course/section roster to award credit, click the Add Instructors button. If you are the person entering this course in PowerSchool PL, you should add yourself as an **Instructor**.



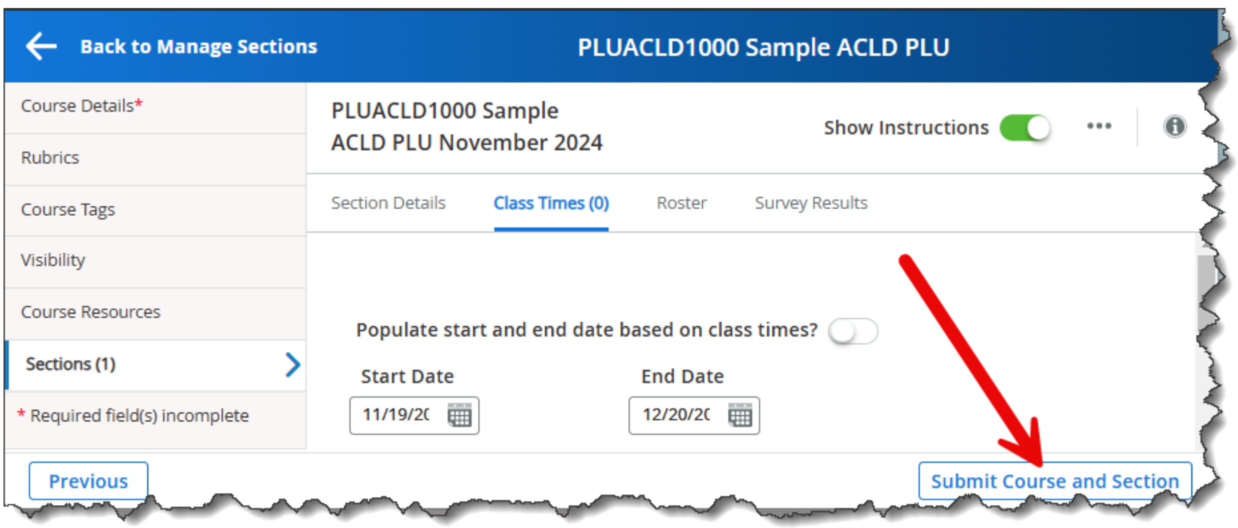
21. **Location Settings**—Building/Room Number—Enter the location for your training. If the professional study is entirely online, simply type Online. For Face-To-Face, enter the address.
22. **Registration Settings**
    a. **Maximum Number of Participants**—If you have limited capacity for the professional study, enter that number here.
    b. **End of Registration Date**—This is the date on which your course will disappear from the course catalog. This is the cutoff date for registration.
    c. **Release to Catalog for Registration on**—If you wish your course to become available immediately upon approval, choose the current date. As soon as your course has been approved in PowerSchool PL, it will be available for registration.

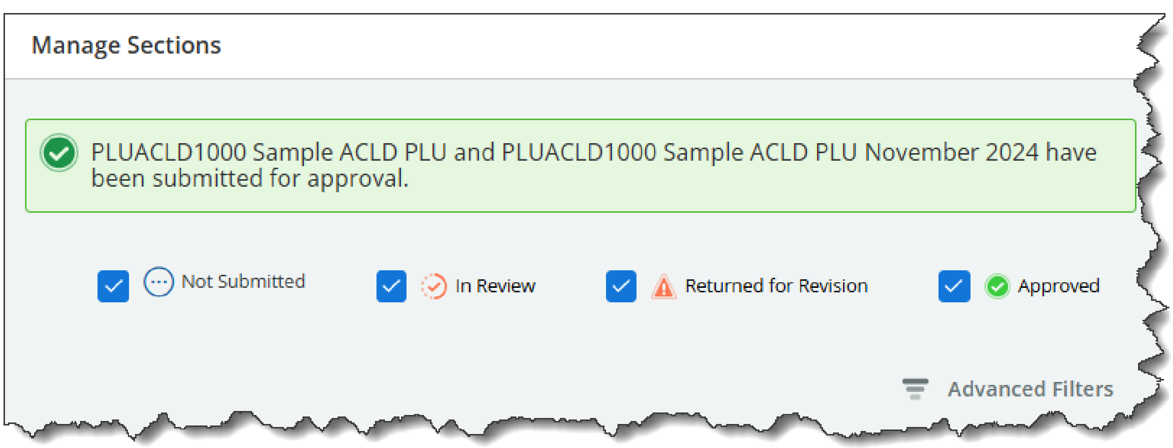


23. **Class Times**—Click the **Class Times** tab to enter the start and end dates for this specific cohort. On the **Class Times** page, click the toggle for "**Populate start and end date based on class times?**" to unselect that option. Now enter a start and end date for this cohort.



24. At this point, you are ready to submit the course and section. Click the **Submit Course and Section** button in the bottom right corner. If you have left any required fields empty, the program will pop up with a message to indicate what you need to complete before you will be able to Submit. Otherwise, the course will be accepted and will indicate that it has been submitted for approval.

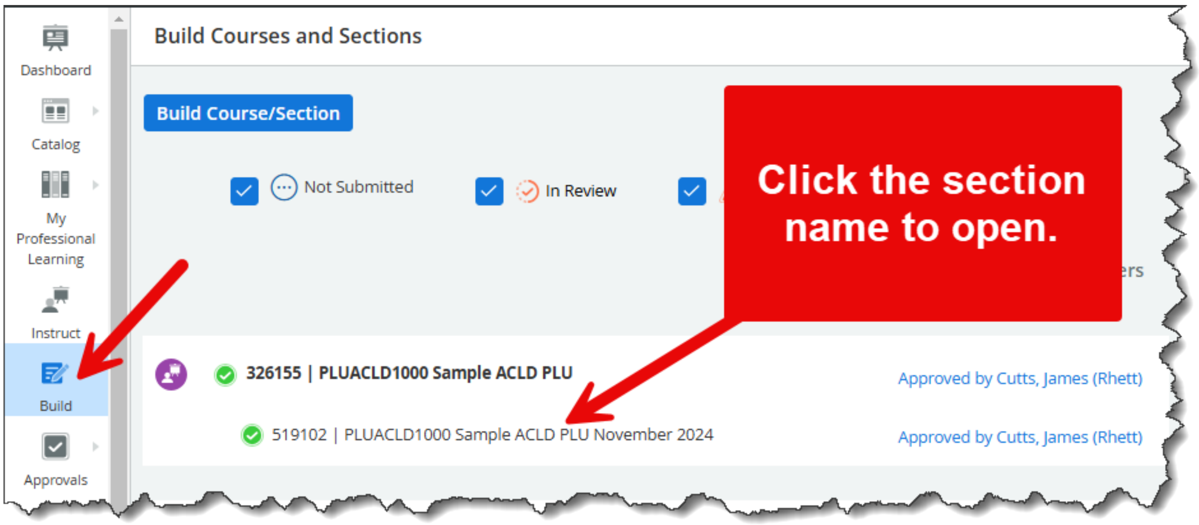




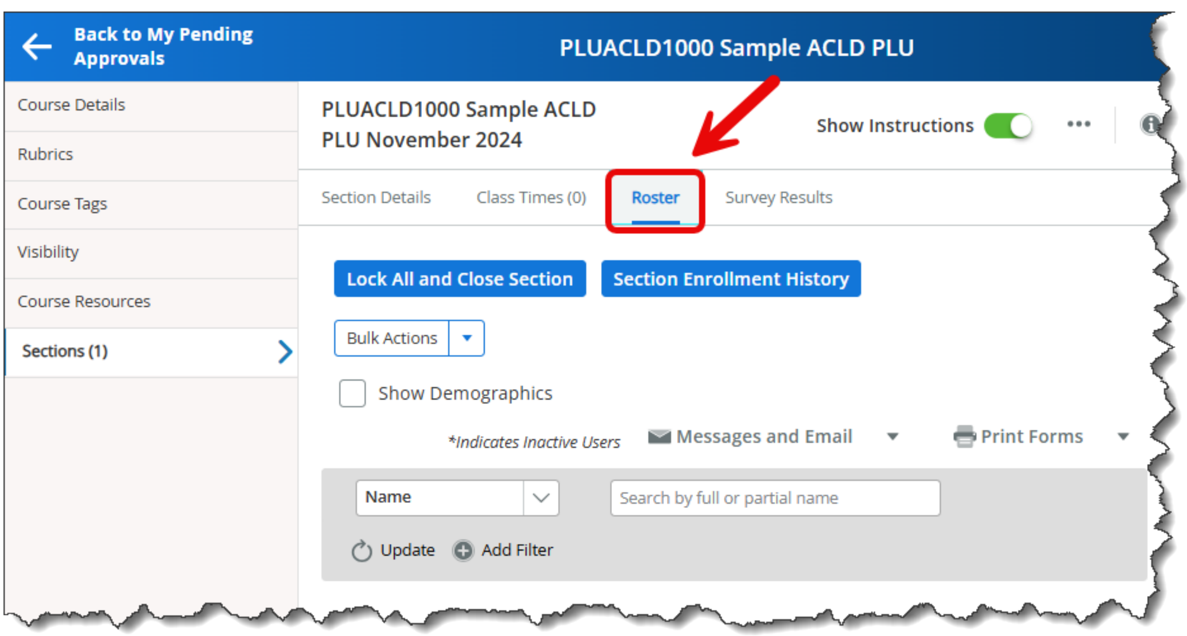
Managing the Roster and Awarding Credit

Once your course has been approved in PowerSchool PL, you will receive an automated email to that effect. You will be able to access the roster for the course/section and award credit when participants have completed the professional study.

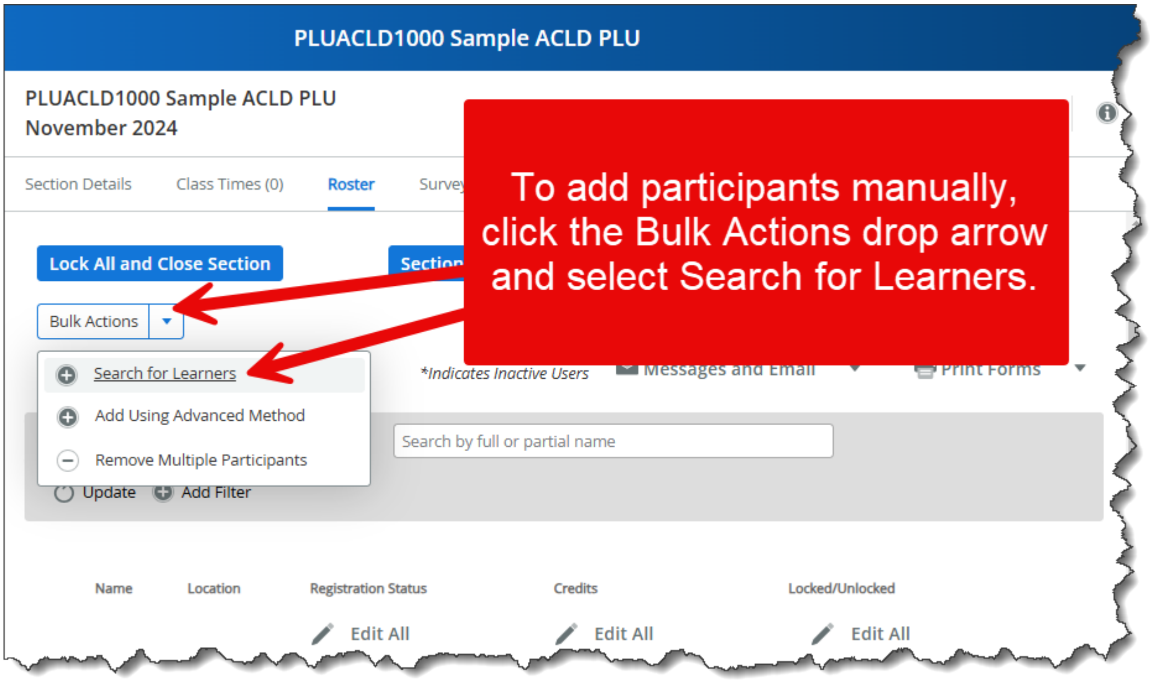
1. To find your course/section, click the **Professional Learning** menu and click the **Build** button on the left side of the screen. (If you created the course in PowerSchool PL, you will find it under this button. If you did not create the course, but are listed as an **Instructor**, you will find it under the Instructor button)
2. On the **Build Courses and Sections** screen, scroll down until you see the correct course/section. Click the section name to open it.



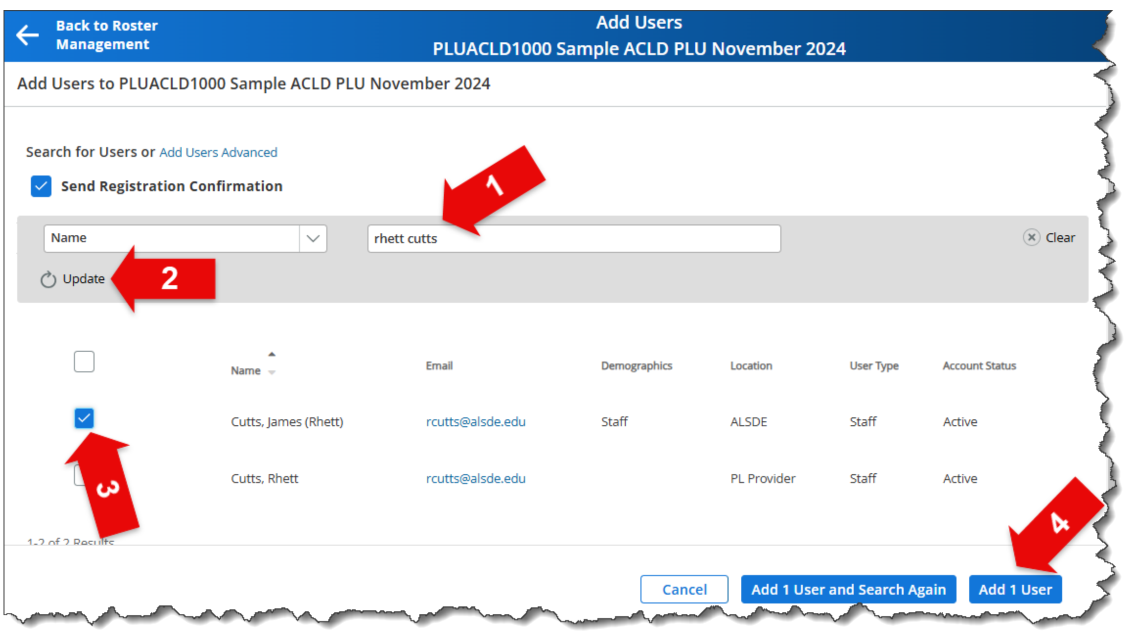
3. On the Section Details screen, click the Roster tab to access the section roster.



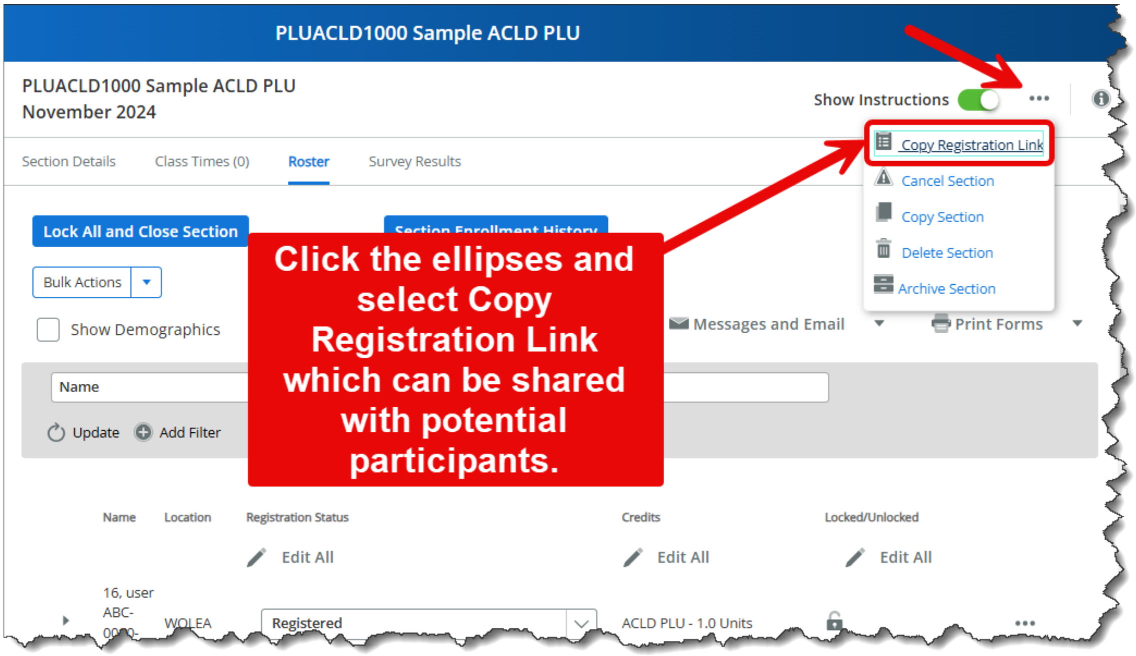
4. On the Section Roster screen, you can add participants manually by clicking the drop arrow on the **Bulk Actions** button and selecting **Search for Learners**.



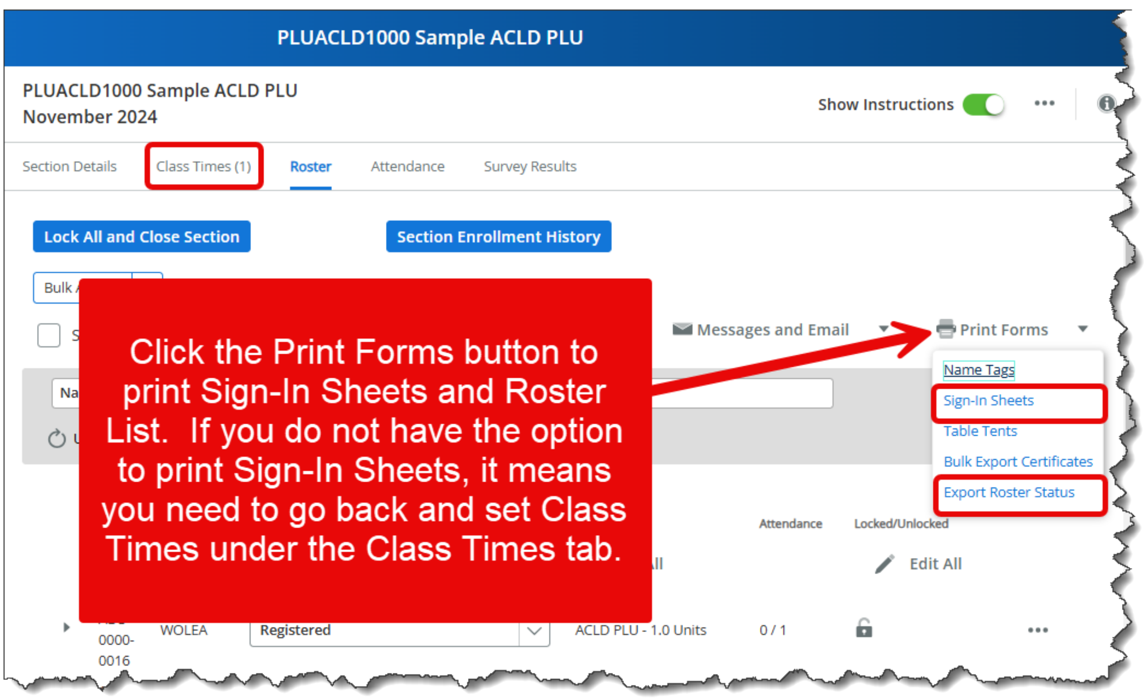
5. On the **Add Users** screen, type the name of a participant, click the **Update** link, check the box next to their name and click the **Add User** button in the bottom right corner.



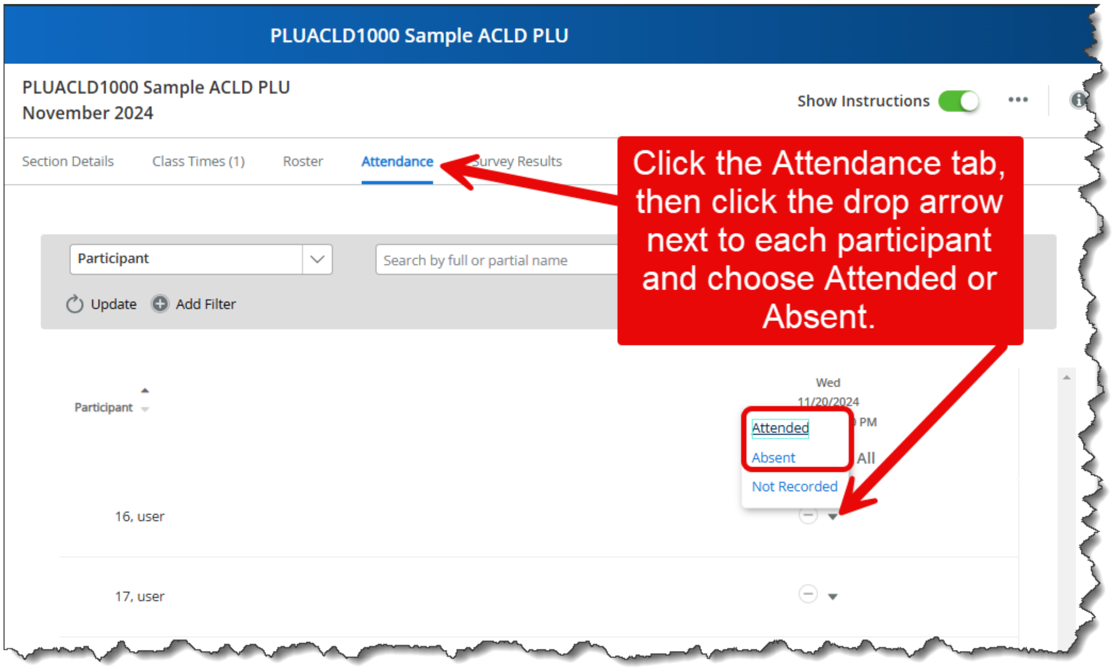
6. To get a registration link to provide to potential participants, click the **Ellipses** link in the upper right corner and choose **Copy Registration Link**.



7. To print a sign-in sheet or a roster list, click the **Print Forms** button.



8. To mark attendance (**NOTE**: this will only work if you have added Class Times under the **Class Times** tab), click the **Attendance** tab, then click the drop arrow next to each participant and select **Attended** or **Absent**. Please be aware that you can award credit without taking attendance. This is an optional step.



9. **To award credit**, click the **Roster** tab, then click the drop arrow next to each participant in the Registration Status column and choose **Complete-Pending Survey**. (You can use the **Edit All** link at the top of the Registration Status column to mark all participants at once). Note: If the registrations are locked, you may have to click the little lock symbol on the right side of the page to unlock that entry.