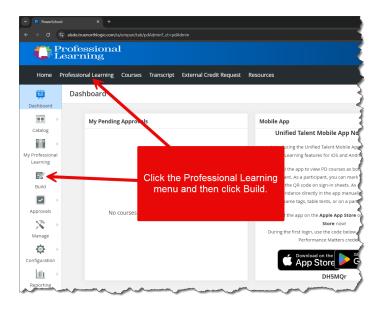
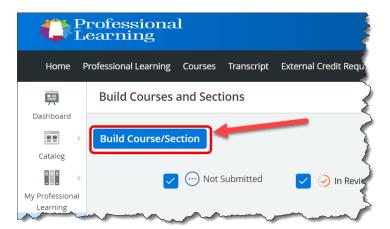
Creating the Course

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.

	Build a Course
Select Cours	e Type Required
·₽ ₽	Instructor Led Course An instructor-led course has instructor(s) and can take place in a physical location or online.
0	Se Spaced Course A self-priced course does not need to have a specific start and end time, and is delivered online, typically via a LMS.
0 🤧	PLC A PLC has additional communication tools to encourage a community of learners to collaborate online.
iration	Cancel Continue

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**.

	Build a Cour	se	
	New Instructor	Led Course	
Course Title required PLUACLD1000 Sample ACLD PLU			
Office		Course Provider	
*ACLD	~	Default Provider 🗸	
		[Cancel Create

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.

Here Back to Manage Sections	PLUACLD1000 Sample ACLD PLU	5
Course Details*	Course Details Show Instructions	\$
Rubrics		\$
Course Tags	Opportunity Number: This is an unique identifier for this course that users can search by or quickly reference.	
Visibility	326155	Š
Course Resources	Title: [Required] The title will be displayed in the course catalog and will appear on the participant's transcript. This is a required field.	3
Sections (1)	PLUACLD1000 Sample ACLD PLU	5
* Required field(s) incomplete	Course Description: [Required] Describe the professional study and include the purpose, activities required and estimated contact hours.	}
		7

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

Course Details	> Course Details	Show Instructions
Rubrics		
Course Tags	Course Description: Required Describe the professional study and include the purpose, activities requ	<i>iired and estimated contact hours.</i>
Visibility	B I <u>U</u> <u>A</u> · ∆ · 16 · ≥ ≡ != := :=	60 R
Course Resources	Description of course here	
Sections (0)		
* Required field(s) incomplete		
Land manage	body p C	haracters (with HTML): 34/20000

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

← Back to Manage Sections		PLUACLD1000 Sample ACLD PLU	
Course Details*	Course Details	Show Instructions	
Rubrics		~ <	
Course Tags		Characters (with HTML): 0/20000	
Visibility			
Course Resources	Credit Areas Required	5	
Sections (0)			
* Required field(s) incomplete	N	Units	
	O ACLD PLU	1	
man and and and and and and and and and a		man man and a second	

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

- Back to Manage Sections	PLUACLD1000 Sample A	CLD PLU
Course Details*	Course Details	Show Instructions
Rubrics		
Course Tags	Delivery Time Frame Required	<
Visibility	Multiple days (credit earned)	<u> </u>
Course Resources	Method of Delivery Required	ξ
Sections (0)	Blended-Online and Face to Face	~ {
* Required field(s) incomplete	Is the training data informed/data driven? (Required) Yes	
	Is the training research based? Required Yes	

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

← Back to Manage Sections	PLUACLD1000 Sample ACLD PLU	
Course Details*	Course Details Show Instructions	<u> </u>
Rubrics		<
Course Tags	File Attachments	
Visibility	(III) Attach File @	- \$
Course Resources	∀	
Sections (0)	EULACLD 1000 Approved Application.pdf 11/19/2024 6:17 AM by Cutts, James (Rhett)	
* Required field(s) incomplete		\sim

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.

- Back to Manage Sections	PLUACLD1000 Sam	nple ACLD PLU
Course Details*	Course Details	Show Instructions 🌔 🚥 🚯
Rubrics		
Course Tags		At this point,
Visibility	PLUACLD1000 Approved Application	
Course Resources	11/19/2024 6:17 AM by Cutts, James (Rhett)	button. You
Sections (0)		do not want
Required field(s) incomplete	Registration Settings	to submit the
	Only Allow one section completion per user	course yet.
	Enforced Prerequisites	

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.

- Back to Manage Section	s PLUACLD1000 Sample ACLD PLU
Course Details*	Manage Course Alignment
Rubrics	
Course Tags	Available Competencies
Visibility	Select a Competency and press Go
(15)billity	Alabama Standards for School Leadership 2024 🗸 🔽 🖓
Course Resources	Current Subcategories
Sections (0)	No Subcategories have been selected.
* Required field(s) incomplete	No Subcategories have been selected.
and have	Current Questions

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.

Back to Rubrics	Align Elements
	tive visionary leaders facilitate the development, articulation, implementation, and stewardship of a shared vision that tudent. An effective school leader:
 a) Collaborative in develops a multiple sources of the ta. 	a clear, measurable, and shared vision and school improvement plan based on the needs of all students identified through
b) Develops a shared unders	standing of and commitment to the vision and school improvement plan within the school and community.
school improvement. (2) Instructional Leadership. Et	erprets data to monitor progress toward meeting goals, makes adjustments as needed, and evaluates results for continuous ffective instructional leaders ensure intellectually rigorous and coherent systems of curricula, instruction, and assessment while ion and professional learning to drive growth and achievement for all students. An effective school leader:
a) Engages and supports staff	to implement a coherent system of curricula, instruction, and assessments that is rigorous, relevant, and aligned to state standards.
	s for all staff and students, with a focus on the quality of instruction in their schools that emphasizes evidenced-based strategies to g as determined by formative and summative student assessment data and classroom observations.

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.

- Back to Manage Sections	PLUACLD1000 Sample ACLD PLU		
Course Details*	Manage Course Alignment	•••	0
Rubrics			
Course Tags	Available Competencies		
Visibility	Select a Competency and press Go Alabama Standards for Instructional Leaders		
Course Resources	Current Subcategories		1
Sections (0)	Alabama Standards for School Leadership 2024		_
* Required field(s) incomplete	(1) Visionary Leadership. Effective visionary leaders facilitate the development, articulation, implementation, and stewardship of a shared vision that guides the learning of every student. An effective school leader: a) Collaboratively develops a clear, measurable, and shared vision and school improvement plan based on the needs of all students identified through multiple sources of data.	/	ï
	(1) Visionary Leadership. Effective visionary leaders facilitate the development, articulation, implementation, and stewardship of a shared vision that guides the learning of every student. An effective school leader: b) Develops a shared understanding of and commitment to the vision and school improvement plan within the school and community.	/ 1	ï
	(1) Visionary Leadership. Effective visionary leaders facilitate the development, articulation, implementation, and stewardship of a shared vision that guides the learning of every student. An effective school leader: : 0) Collects, analyzes, and interprets data to monitor progress toward meeting goals, makes adjustments as needed, and evaluates results for continuous school improvement.	/	ī
	Current Questions		

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

← Back to Manage Sections	PLUACLD1000 Sample ACLD PLU	
Course Details*	Course Tags	0
Rubrics		A test Cotton and test and test of the second second
Course Tags	Course Tags allow a user to find this course in the catalog when filtering by a pre-define have at least one Course Tag selected.	d tag. Categories labeled Required mus
Visibility	Subjects (1)	~
Course Resources		
Sections (0)	Career and Technical Education	
* Required field(s) incomplete	Digital Literacy & Computer Science	4
	Driver and Traffic Safety	
	English Language Arts	
	4 Health Education	· · · · · · · · · · · · · · · · · · ·
Previous		Submit Course Next
and the second second second second	me for the second secon	man man and and and and and and and and and a

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.

Back to Manage Sections	PLUACLD1000 Sample ACLD PLU			
Course Details*	Visibility	•••	6	
Rubrics				-5-3
Course Tags	Location Visibility			and a second
Visibility >	Select the locations for which this course is visible. If none are selected, no one will be able to see this course	in the		- }
Course Resources	catalog. You will still be able to manually add participants regardless of visibility.			
Sections (0)	Manage Location			5
* Required field(s) incomplete	() AL			
	Restricted to Users (Optional)			\geq
	Select the demographics or user groups of users who this course is restricted to. Users without these demogr	aph	or	- 3
Previous	Submit Course	N	ext	
A second design of the second	and the second way for the second for	www	mos	

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.

← Back to Manage Sections	PLUACLD1000 Sample ACLD PLU
Course Details*	All sections (0)
Rubrics	
Course Tags	Add Section
Visibility	
Course Resources	5
Sections (0)	A Section is an instance of a course with its own group of participants.
* Required field(s) incomplete	A Section may contain meetings times, meeting places, and Instructors. You have not added any sections.
Jam Andrews	

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.

Add Section	۲
Section Name Required	
PLUACLD1000 Sample ACLD PLU November 2024	
	V
Cancel Add S	ection

- 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.

← Back to Manage Sections	PLUACLD1000 Sample ACLD PLU		
Course Details*	PLUACLD1000 Sample ACLD PLU	Show Instructions	
Rubrics	November 2024		
Course Tags	Section Details Class Times (0) Roster Survey Results		
Visibility			
Course Resources	Rhett Cutts, rcutts@alsde.edu		
Sections (1)	Presenter		
Required field(s) incomplete	Rhett Cutts		
	Delivery Format Required		
	Multiple Delivery Formats		

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.

PLUACLD1000 Sample ACLD PL	U	Show Instructions		
November 2024				
Section Details Class Times (0)	Roster Survey Results			
Instructors				
Instructors				
Add Instructors				
Name	Email	Account Status		
Cutts, James (Rhett)	rcutts@alsde.edu	Active		
	November 2024 Section Details Class Times (0) Instructors Add Instructors Name	November 2024 Section Details Class Times (0) Roster Survey Results Instructors Add Instructors Name Email		

- 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.

Heack to Manage Sections	PLUACLD1000 Sample ACLD PLU				
Course Details*	PLUACLD1000 Sample ACLD PLU	Show Instructions			
Rubrics	November 2024				
Course Tags	Section Details Class Times (0) Roster Survey Results		5		
Visibility	Registration Settings		-5		
Course Resources			\rightarrow		
Sections (1)	Maximum Number of Participants [Required] The maximum number of people allowed to register for this section.				
* Required field(s) incomplete	50				
	End of Registration Date The date after which no more users may enroll in this section. This date is inclusive.				
	12/20/2024				
	Release to Catalog for		5		
	Registration on Required At		_5		
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	11/19/2024				

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.

← Back to Manage Sections	PLUACLD1000 Sample ACLD PLU			
Course Details*	PLUACLD1000 Sample ACLD PLU Show Instruction November 2024			
Course Tags	Section Details Class Times (0) Roster Survey Results			
Visibility		2		
Course Resources	Populate start and end date based on class times?	Solution		
Sections (1)	Start Date End Date			
* Required field(s) incomplete	11/19/2024	5		
	Class Times	- Andrew - and		

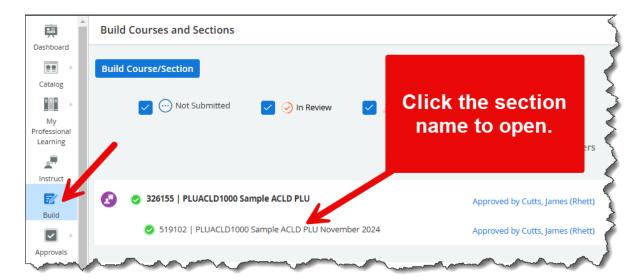
24. At this point, you are ready to submit the course and section. Click the **Submit Course and Section** button in the bottom right corner. If you have left any required fields empty, the program will pop up with a message to indicate what you need to complete before you will be able to Submit. Otherwise,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

- Back to Manage Section	tions PLUACLD1000 Sample ACLD PLU					
Course Details*	PLUACLD1000 Samp ACLD PLU Novembe		Show In	structions 🕕	•••	0
Rubrics Course Tags	Section Details Class	Times (0) Roster	Survey Results			
/isibility						
Course Resources	Populate start and e	end date based on cla	ass times? 🔵			
Sections (1)	Start Date	End Date				
Required field(s) incomplete	11/19/2(	12/20/20	<b>H</b>			
Manage Sections						ζ
PLUACLD1000 Samp been submitted for a	ele ACLD PLU and PLU approval.	JACLD1000 Sampl	le ACLD PLU No	vember 2024 ha	ave	
Not Submitted	🗸 🧭 In Review	🔽 🛕 Retur	rned for Revision	🔽 🥑 Appro	wed (	Ş
and have				Advanced Fi	lters	\$

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.

← Back to My Pending Approvals	PLUACLD1000 Sample ACLD PLU		
Course Details	PLUACLD1000 Sample ACLD Show Instructions		
Rubrics	PLU November 2024		
Course Tags	Section Details Class Times (0) Roster Survey Results		
Visibility			
Course Resources	Lock All and Close Section Section Enrollment History		
Sections (1)	Bulk Actions 🔻		
	Show Demographics		
	*Indicates Inactive Users 🔤 Messages and Email 🔻 📥 Print Forms 👻		
	Name         Search by full or partial name		
	🖒 Update 🔹 Add Filter		
hand			

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**.

PLUACLD1000 Sample ACLD PLU				
PLUACLD1000 Sample ACLD PLU November 2024		θ		
Section Details Class Times (0) Roste		cipants manually,		
Lock All and Close Section		Actions drop arrow earch for Learners.		
Bulk Actions	*Indicates Inactive Users 🔤 Message	s and Email 🔹 🖶 Print Forms 🔹		
Add Using Advanced Method     Add Using Advanced Method     Add Using Advanced Method	Search by full or partial name			
Update O Add Filter				
Name Location Registrati	on Status Credits	Locked/Unlocked		
Ec	lit All Edit All	Edit All		

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.

Back to Roster Management		Add Users PLUACLD1000 Sample ACLD PLU November 2024				
dd Users to PLUAC	CLD1000 Sample ACLD PLU N	ovember 2024				
earch for Users or A	idd Users Advanced					
Sena Kegistrati						
Name	tr	nett cutts				× Clear
🖒 Update	2					
	Name 🚽	Email	Demographics	Location	User Type	Account Status
	Cutts, James (Rhett)	rcutts@alsde.edu	Staff	ALSDE	Staff	Active
200	Cutts, Rhett	rcutts@alsde.edu		PL Provider	Staff	Active
-2 of 2 Results						k
C/ DE / MACHINE						
			Cance	Add 1 Use	r and Search A	gain Add 1 User

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**.

PLUACLD1000 Sample ACLD F	
PLUACLD1000 Sample ACLD PLU November 2024	Show Instructions
Section Details Class Times (0) Roster Survey Results	Copy Registration Link     Cancel Section
Lock All and Close Section	· · · · · · · · · · · · · · · · · · ·
Bulk Actions  Show Demographics Click the ellipses select Copy Registration	Archive Section
Show Demographics       Registration L         Name       which can be sh         ♂ Update ③ Add Filter       with potentia	ared
Name Location Registration Status	Credits Locked/Unlocked
/ Edit All	edit All
16, user ABC- 9000- WOLEA Registered	ACLD PLU - 1.0 Units

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

PLUACLD1000 Sample ACLD PLU	
PLUACLD1000 Sample ACLD PLU November 2024	Show Instructions 💽 🚥 🛛
Section Details Class Times (1) Roster Attendance Survey Results	
Lock All and Close Section Section Enrollment History	5
<ul> <li>Buik/</li> <li>Click the Print Forms button to print Sign-In Sheets and Roster</li> <li>List. If you do not have the option to print Sign-In Sheets, it means you need to go back and set Class Times under the Class Times tab.</li> </ul>	Messages and Email Name Tags Sign-In Sheets Table Tents Bulk Export Certificates Export Roster Status Attendance Locked/Unlocked
0000- WOLEA Registered V ACLD PLU- 0016	1.0 Units 0/1

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.

PLUACLD1000 Sample ACLD PLU	
UACLD1000 Sample ACLD PLU ovember 2024	Show Instructions 🤍 🚥
ction Details Class Times (1) Roster Attendance Survey Results	Click the Attendance tab, then click the drop arrow next to each participant
Participant     Search by full or partial name       O Update     Add Filter	and choose Attended or Absent.
Participant 💂	Wed 11/20/2024 Attended Absent All
16, user	Not Recorded
17, user	

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.

PLUACLD1000 Sample ACLD PLU					
PLUACLD1000 Sample ACLD PLU November 2024		To award credit, click			
Section Details Class Times (1) Roster Attendance Survey Resu					
Show Demographics				1	
Name Search by full or partial name to each participant and select Complete-					
© Update   Add Filter  Pending Survey.					
Name Location Registration Status	Credits	Attendance	Locked/Unlocked	5	
🖉 Edit All	ait All		🖋 Edit All	$\mathbf{d}$	
16, user ▲ ABC- 0000- 0016 Registered ✓	ACLD PLU - 1.0 Units	0/1	Ê		
17, user Completed ABC- 0000- 0017 Incomplete	ACLD PLU - 1.0 Units	0/1	<u>.</u>		