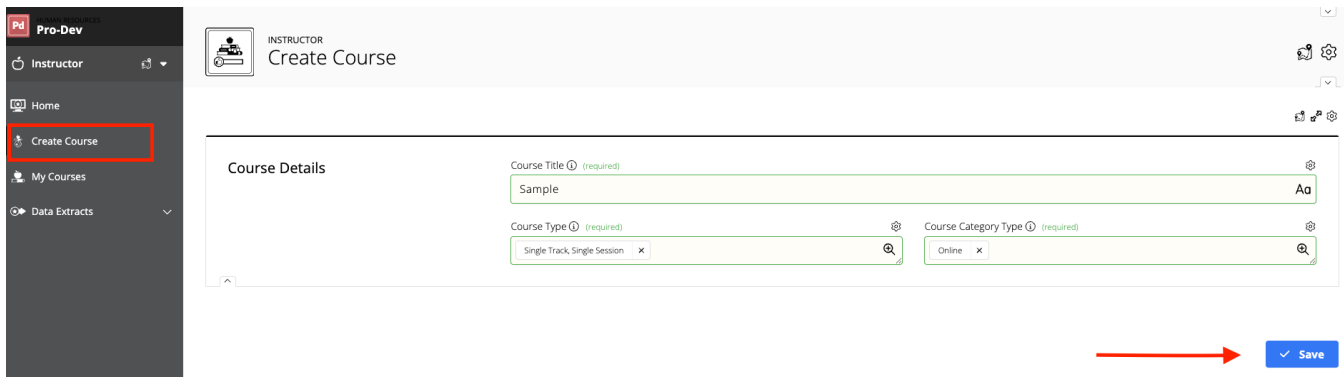


Create Course

1. Start by **creating a course** in the left navigation menu under the **Instructor, Facilitator, or Manager Roles**.
2. Fill in the **Course Title**.
3. Click the **Course Type** field and select the **checkbox** to the far left of the type.
4. Select the **Course Category Type** field similarly.
5. Click **Save**.



The screenshot shows the 'Create Course' form in the Pro-Dev interface. The left sidebar has 'Create Course' highlighted. The main form has the following fields:

- Course Title** (required): A text input field with 'Sample' entered.
- Course Type** (required): A dropdown menu with 'Single Track, Single Session' selected.
- Course Category Type** (required): A dropdown menu with 'Online' selected.

A red arrow points to the 'Save' button at the bottom right of the form.

6. You will now see the **Configure Professional Development Course modal**, which features two subpage tabs across the top. It will default to the Info tab.

Info Tab

1. In the **Course Request Information section**, enter the course's essential details.
 - a. The **Course Title**, **Course Requester**, **Course Type**, and **Category Type** fields will be automatically populated but may be edited.
 - b. Fill in the **Alternate Course Title** if needed.
 - c. Click the **Course Sponsor** field and select the **checkbox** to the sponsor's far left.
 - d. Fill in the **Course Description** field.
 - e. Click the **Course Location** field and select the **checkbox** to the far left of the location.
 - f. The **State Recognition Criteria** is automatically populated but may be edited.
 - g. Fill in the **Course Agenda** and, optionally, the **Course Code**, **Intended Audience**, and **Course Requirements** fields.



INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE

Configure: Sample Course - T

Professional Development Course Id: 2624

Pending

Info Settings

Submit

Course Request Information

Enter the essential details of the course.

Course Title (optional) Sample Course - T

Alternate Course Title (optional)

Course Description (required) Here, you will learn how to create a course for ProDEv

Course Agenda (required) Step by Step Directions

Course Requestor (req) Teri Larew

Course Type (req) Single Track, Single Session

Category Type (req) Online

Course Sponsor (req) ABC

Course Location (req) Asynch

Type of Study (opt)

State Recognition Criteria (opt) Current Assignment

- In the **Course Dates** section, enter the course's specific date(s) or date range.
 - Select the **Course Start and End Dates**, and optionally, the **Registration Open and Closing Dates**, as well as the **Waitlist Close Date**. Click the date on the calendar, or simply enter it.
 - The **School Year** will default to the current year, but may be edited.

Course Dates

Enter the specific date(s) or date range for the course in this section.

Course Start Date (required) Wed, Mar 19, 2025

Course End Date (required) Wed, Mar 19, 2025

Registration Open Date (optional)

Registration Closing Date (required) Wed, Mar 19, 2025

Waitlist Close Date (optional)

School Year (required) 2024/25

- In the **Course Evaluation** section, select the course evaluation form and end date that will be available to the learner at the end of the course.
 - Click the **Course Evaluation Form** field and select the **checkbox** to the left of the form.
 - Select the **Evaluation End Date** from the calendar, or enter it manually.
 - Select **Yes/No** from the **Evaluation Open at Course Start Date** dropdown menu. Selecting 'Yes' indicates that the evaluation form will be available during the course.

Course Evaluation

Select the form and dates for the course evaluation, which will be available to the learner at the end of the course.

Evaluation Form (required) testing form

Evaluation End Date (req) Thu, Mar 20, 2025

Evaluation Open at Course... (opt) No

- In the **People** section, select all individuals associated with the course.
 - Click the **Lead Instructor** field and select the **checkbox** to the instructor's far left.
 - Optionally, select the **Course Facilitator** and **Authorizing Admin** in the same manner.

People

Select all individuals associated with the course, including the instructor.

Lead Instructor (required)

McCollum, Deidra

Course Facilitator (optional)

Authorizing Admin (optional)

5. In the **Objectives** section, fill in the Course Objective(s). You may add one or multiple objectives. Course objectives should be stated in terms of what the participants will know or be able to do as a result of the training.

- a. Scroll down to the bottom of the section and click the **Add Record** dropdown menu to add one or more records or objective(s).
- b. Click the **trash icon** to the right to remove a record or objective(s)

Objectives

Enter the objectives for the course.

Objectives (optional)

1. Course Objective (required)

At the end of the course the student will know how to create a course.



Add Record

Add 1 Record
Add 2 Records
Add 3 Records
Add 4 Records
Add 5 Records

6. In the **Course Certification Properties** section,
 - a. Check any certification standards **checkbox**.
 - b. Click the **Launch button** to the right and complete the form with the necessary details.

Course Certification Properties

Check any certification standards, if necessary, complete the form with the relevant details.

(optional) ☒ Course Allows for Para Educator Standards (required)

Launch Para Educator Standards Details Form

(optional) ☐ Course is STEM (required)

(optional) ☐ Course is Equity (required)

(optional) ☐ Course is Educational Leadership (required)

(optional) ☐ Course Meets Qualifications for a TPEP Course (required)

7. In the **Course Funding Source and Payments** section, record information about funding sources and details regarding payment.

- a. Check the **checkbox** for one or more of the following:
 - i. **Participants can apply to use PD funds**
 - ii. **Participants will be paid with a budget provided by the program and/or building**
 - iii. **Pay or No Pay**
 - iv. **Title II**
- b. Click the **Superintendent Designee** field, then select the **checkbox** for the designee.
- c. Select **Signature Cutoff Date** from the calendar.

Course Funding Source and Payments

This section records information about funding sources and details regarding payment.

Participant Payment Option (optional)

☐ Participants can apply to use PD funds

☒ Participants will be paid with a budget provided by the program and/or building

Superintendent Designee (optional)

Signature Cutoff Date (optional)

Budget Code (optional)

8. In the **Prerequisites and Corequisites** section,

- Select **"Yes"** or **"No"** from the **"Requires External Registration"** and **"Additional Course is Required"** dropdown menus. If 'Yes' is selected, please fill in the additional information below. (URL, Date, Comments)

Prerequisites and Corequisites

Add information here if the course has required prerequisites or is linked to a partner course.

Additional Course is Required (optional)

Yes

Additional Course Date (optional)

Additional Course Comments (optional)

9. Last, in the **Additional Information** section,

- Select **Yes/No** from the **Course, which is a repeat of a previously approved course, Building use, and Course, which is a virtual** dropdown menu. If 'Yes' is selected, please fill in the additional information below. (Course ID, Course Link).
- Click Save when finished.

Additional Information

Include any additional information, if necessary.

Course is Virtual? (optional)

Yes

Virtual Course Link (optional)

✓ Save

Continue to the Settings Tab: [Create Course: Complete Settings and Submit \(Connect\)](#)