Quick Reference Guide Online Course Syllabus - Administrator

Administrators are now able to approve teacher course syllabi online!

Visit the Curriculum website at <u>http://www.pps.k12.or.us/departments/curriculum/3297.htm</u> for examples, FAQ's, and to log into the online syllabus.

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| Step 1 | Administrators can login directly via PPS Inside: <u>http://inside.pps.k12.or.us/</u> Click <i>Login</i> to enter your GroupWise email Login name and Password. Click <i>Login</i> button or Enter on your keyboard. | Enter your PPS user name and Password to sign in. The set with a relative aggine in set of a gine in the state is a laboration for the set water to the set water in the set of |
| Step 2 | Select Course Syllabus from Adminstrator's Resources on the right hand menu. | Admin Password Reset Tool Administrator's Dashboard (advantage) Budget Tools and Calculators |
| Step 3 | Select the School Year you wish to approve syllabus in. | Discoline Policies, Handbooks and Guides Document Management System (DocuWare) Please choose a school year: <u>2015-16</u> |
| Step 4 | Select the Status of which syllabi you wish to view, and then click Find Syllabi to retrieve the list of Syllabi's waiting to be approved. | Status: Praft F Submitted for approval F Approved Changes requested F eSIS course deleted F Missing Sort by: Course Number Missing |
| | Once you find the Syllabi you want to approve/edit, click on the Syllabi name. | |
| 1000000 | Default Status is Submitted for Approval which shows any newly created syllabi. Select from the drop down to change the default. | |
| Step 5 | To Approve a Syllabi: click the Approve link located at the top of the syllabi. | Back to list Print Approve Request changes |
| Step 6 | Input any approval comments and click the <i>Approve for Publication</i> button. NOTE: Once a syllabus has been approved for publication it is published to the website for the public (parents) to view. You can retract a published syllabus. | Are you sure you want to approve this syllabus for publication? By approving this syllabus you are verifying that: a. the course code writen on this form is accurate and that this code has been correctly placed into eSIS by the school's data clerk. b. the teacher issted on the syllabus meets the endorsement requirements as set forth by ODE and NCLB. c. the course meets the requirements of the District required core curriculum including standards. d. the teacher is using District adopted materials or has been approved to use other resources. Optional comments about approval |
| Step 7 | To Request Changes to a Syllabus: Input any comments for the teacher as to the reason the syllabi was not approved and click the Request Changes link located at the top of the syllabi. | Back to list Print Approve Request changes |

| | | Are you sure you want to request changes to this syllabus? Once changes have been requested the instructor will need to edit this syllabus and re-submit if for approval. Comments for instructor: |
|---------|---|--|
| NEW | To view the comment history on particular syllabi, you can click the Show history button to view all the previous status notes. Click the Hide history to hide all the previous status notes. | Status: Changes requested on 8/11/2008 by Gw Tmg Comments from Gw Tmg29: Please fill out the rest of the syllabi. Show history Status: Changes requested on 5/11/2009 by Gw Tmg29. Comments from Gw Tmg29. Please update your syllabus with more informati Submitted for approval on 5/11/2009. Comments from Gw Tmg28: I am done! Draft last updated on 5/11/2009. Hide history |
| Step 8 | To Retract a Published Syllabus: select the <i>Approved Status</i> on the Course Syllabus page. | Status: Approved 💌 |
| Step 9 | Select the appropriate syllabus from the list. | I syllabus was found that matched your criteria (export to Exces) Course & Instructor School Status 23010: Physical Education Jefferson Approved on 8/12/0008 by Gw Ting29. Ting28, Gw Jefferson Approved on 8/12/0008 by Gw Ting29. |
| Step 10 | Click the <i>Retract</i> link at the top of the syllabus. | Back to list Print Retract |
| Step 11 | Input a comment for the retraction and click the <i>Retract Syllabus</i> button. | Are you sure you want to retract this syllabus? Once it's retracted this syllabus will no longer be approved for publication. Optional comments about retraction: |
| Step 12 | On the Course Syllabus page you have two options: 1. Choose School Year – you can view prior year's syllabuses. | 2010-11 Course Syllabus Choose school year Export 2010-11 courses to Excel |
| | Export all the courses to an excel file to view. | |

For technical support and log in assistance contact the IT Service Desk at 503.916.3375.

For process questions contact the Curriculum Department at 503.916-5404.