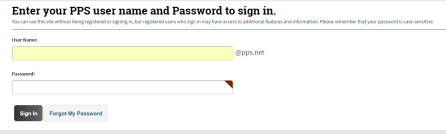
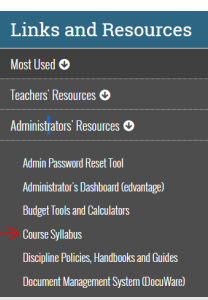
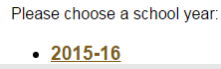


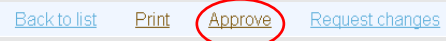
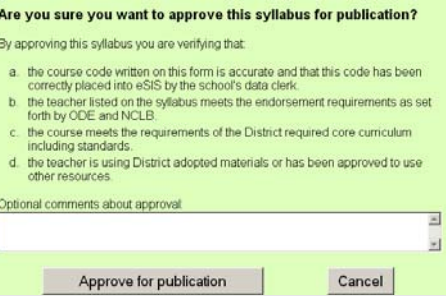
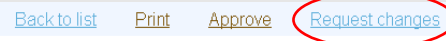



# Quick Reference Guide

## Online Course Syllabus - Administrator

Administrators are now able to approve teacher course syllabi online!

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

|   |   |  |
|---|---|--|
| <p>Step 1</p>   | <p>Administrators can login directly via PPS Inside:</p> <p><a href="http://inside.pps.k12.or.us/">http://inside.pps.k12.or.us/</a></p> <p>Click <b>Login</b> to enter your GroupWise email Login name and Password. Click <b>Login</b> button or Enter on your keyboard.</p>   |    |
| <p>Step 2</p>   | <p>Select Course Syllabus from Administrator's Resources on the right hand menu.</p>  |    |
| <p>Step 3</p>   | <p>Select the <b>School Year</b> you wish to approve syllabus in.</p>   |   |
| <p>Step 4</p>  | <p>Select the <b>Status</b> of which syllabi you wish to view, and then click <b>Find Syllabi</b> to retrieve the list of Syllabi's waiting to be approved.</p> <p>Once you find the Syllabi you want to approve/edit, click on the Syllabi name.</p> <p>Default Status is Submitted for Approval which shows any newly created syllabi. Select from the drop down to change the default.</p> |   |
| <p>Step 5</p>   | <p>To Approve a Syllabi: click the <b>Approve</b> link located at the top of the syllabi.</p>   |  |
| <p>Step 6</p>   | <p>Input any approval comments and click the <b>Approve for Publication</b> button.</p> <p>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.</p>   |  |
| <p>Step 7</p>   | <p>To Request Changes to a Syllabus: Input any comments for the teacher as to the reason the syllabi was not approved and click the <b>Request Changes</b> link located at the top of the syllabi.</p>  |  |

|   |   | <p><b>Are you sure you want to request changes to this syllabus?</b></p> <p>Once changes have been requested the instructor will need to edit this syllabus and re-submit it for approval.</p> <p>Comments for instructor:</p> <input type="text"/> <p><input type="button" value="Request changes"/> <input type="button" value="Cancel"/></p>  |                     |        |        |  |           |                                     |
|---|---|--|---------------------|--------|--------|--|-----------|-------------------------------------|
|  | <p>To view the comment history on particular syllabi, you can click the <b>Show history</b> button to view all the previous status notes.</p> <p>Click the <b>Hide history</b> to hide all the previous status notes.</p>             | <p>Status: <b>Changes requested</b> on 8/11/2008 by Gw Trmg</p> <p>Comments from Gw Trmg29:<br/>Please fill out the rest of the syllabi.</p> <p><input type="button" value="Show history"/></p> <p>Status: <b>Changes requested</b> on 5/11/2009 by Gw Trmg29.</p> <p>Comments from Gw Trmg29:<br/>Please update your syllabus with more informat</p> <p><b>Submitted for approval</b> on 5/11/2009.</p> <p>Comments from Gw Trmg28:<br/>I am done!</p> <p>Draft last updated on 5/11/2009.</p> <p><input type="button" value="Hide history"/></p> |                     |        |        |  |           |                                     |
| Step 8  | To Retract a Published Syllabus: select the <b>Approved Status</b> on the Course Syllabus page.   | Status: <input type="text" value="Approved"/>  |                     |        |        |  |           |                                     |
| Step 9  | Select the appropriate syllabus from the list.  | <p>1 syllabus was found that matched your criteria (Export to Excel)</p> <table border="1"> <thead> <tr> <th>Course &amp; Instructor</th> <th>School</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>23010-Physical Education<br/>Trmg28, Gw</td> <td>Jefferson</td> <td>Approved on 8/12/2008 by Gw Trmg29.</td> </tr> </tbody> </table>   | Course & Instructor | School | Status | 23010-Physical Education<br>Trmg28, Gw | Jefferson | Approved on 8/12/2008 by Gw Trmg29. |
| Course & Instructor   | School  | Status   |                     |        |        |  |           |                                     |
| 23010-Physical Education<br>Trmg28, Gw  | Jefferson   | Approved on 8/12/2008 by Gw Trmg29.  |                     |        |        |  |           |                                     |
| Step 10   | Click the <b>Retract</b> link at the top of the syllabus.   | <p><a href="#">Back to list</a>   <a href="#">Print</a>   <a href="#">Retract</a></p>  |                     |        |        |  |           |                                     |
| Step 11   | Input a comment for the retraction and click the <b>Retract Syllabus</b> button.  | <p><b>Are you sure you want to retract this syllabus?</b></p> <p>Once it's retracted this syllabus will no longer be approved for publication.</p> <p>Optional comments about retraction:</p> <input type="text"/> <p><input type="button" value="Retract syllabus"/> <input type="button" value="Cancel"/></p>  |                     |        |        |  |           |                                     |
| Step 12   | <p>On the Course Syllabus page you have two options:</p> <ol style="list-style-type: none"> <li>1. Choose School Year – you can view prior year’s syllabuses.</li> <li>2. Export all the courses to an excel file to view.</li> </ol> | <p><b>2010-11 Course Syllabus</b></p> <p><a href="#">Choose school year</a>   <a href="#">Export 2010-11 courses to Excel</a></p>  |                     |        |        |  |           |                                     |

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.