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](http://www.pps.k12.or.us/departments/curriculum/3297.htm) for examples, FAQ’s, and to log into the online syllabus.

| Step 1 | Administrators can login directly via PPS Inside: http://inside.pps.k12.or.us/  
Click **Login** to enter your GroupWise email Login name and Password. Click **Login** button or Enter on your keyboard. |
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<td>Step 2</td>
<td>Select Course Syllabus from Administrator’s Resources on the right hand menu.</td>
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<td>Step 3</td>
<td>Select the <strong>School Year</strong> you wish to approve syllabus in.</td>
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| 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.  
Once you find the Syllabi you want to approve/edit, click on the Syllabi name.  
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. |
| Step 6 | Input any approval comments and click the **Approve for Publication** 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. |
| 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. |
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.

**Step 8** To Retract a Published Syllabus: select the **Approved Status** on the Course Syllabus page.

**Step 9** Select the appropriate syllabus from the list.

**Step 10** Click the **Retract** link at the top of the syllabus.

**Step 11** Input a comment for the retraction and click the **Retract Syllabus** button.

**Step 12** On the Course Syllabus page you have two options:

1. Choose School Year – you can view prior year’s syllabuses.
2. 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.