

Pepper Professional Learning Quick Start Guide

Portland Public School District (PPS) is partnering with Public Consulting Group (PCG) to provide PepperPD, our new web-based Professional Learning System. Please refer to the guide below to get started, and view the “User’s Guide to Pepper” course for information about all of the features of PepperPD.

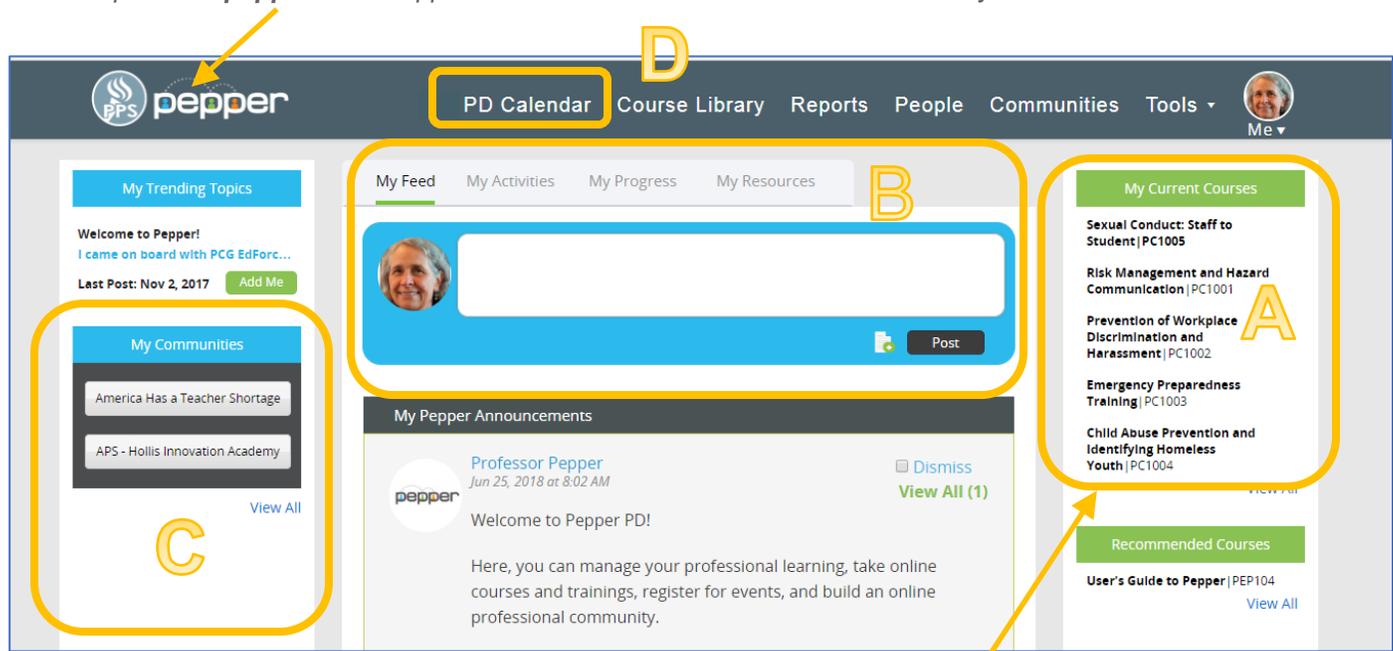
Your PepperPD Profile

When logging into Pepper for the first time, you will need to create your “Profile”. Select a Public username that will be displayed within the Pepper community and then complete the rest of the information.

Dashboard/Home

Once you are logged into Pepper, you will see the Dashboard.

Tip: Click “pepper” in the upper left corner to return to the Dashboard at any time.



A - Accessing Your Assigned Courses

The five mandatory PPS compliance courses can be accessed in the “**My Current Courses**” panel on the right side of the dashboard, along with any other assigned training. Select each course to launch the training.

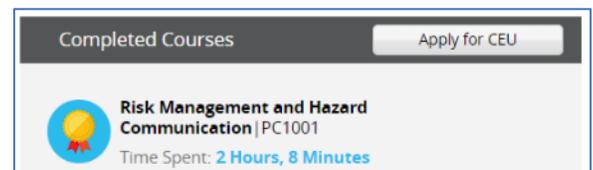
B - Center Panel: My Feed, My Activities, My Progress, My Resources

My Feed: Review announcements and posts, and post to your network peers on the first tab.

My Activities: See all of your Pepper activities on this tab.

My Progress: Track your course progress and completion on this tab. The “Completed Courses” section will show here *after* you have completed a course. You can access your completion certificate by clicking the certificate icon next to the title.

My Resources: Users can access PPS PD resources within this tab.



C - Left Panel

This is where PPS staff will be able to participate in online professional learning communities.

D - PD Calendar

Click on “PD Calendar” in the main menu above the Center Panel to view and sign up for in-person training events.