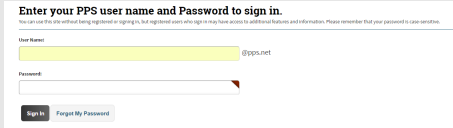
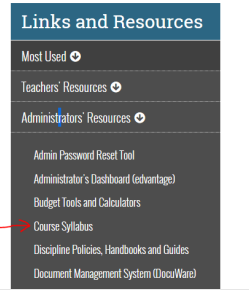
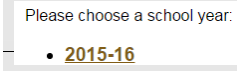
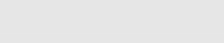


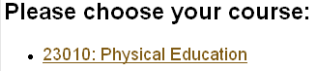
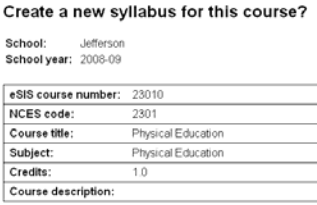
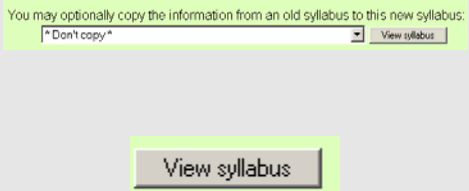


# Quick Reference Guide


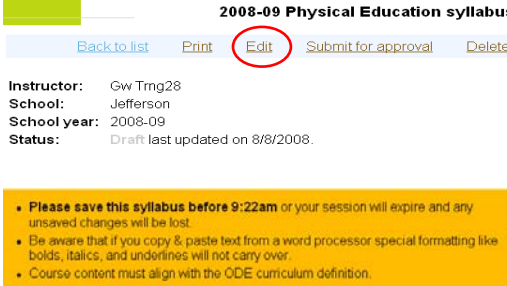


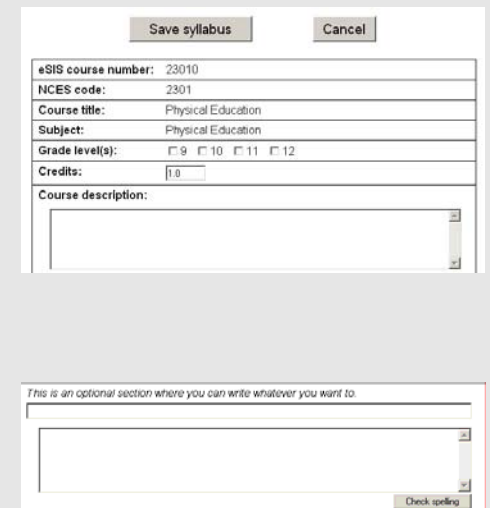

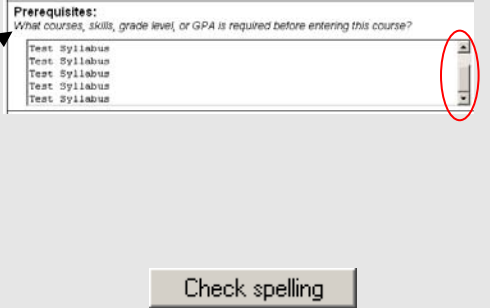
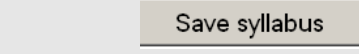
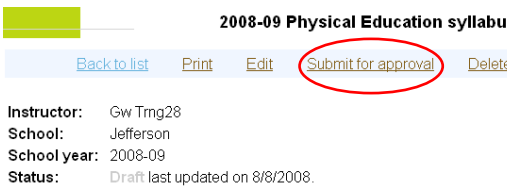
## Online Course Syllabus - Teacher

High School and Middle School teachers are now able to enter their course syllabus online!

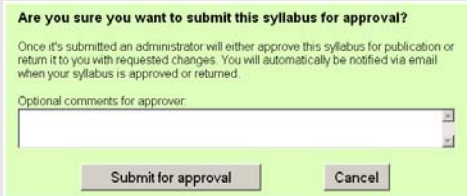


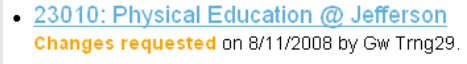

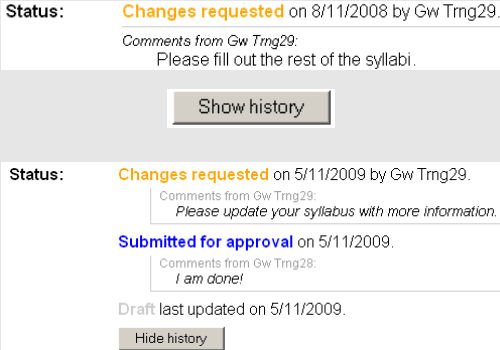
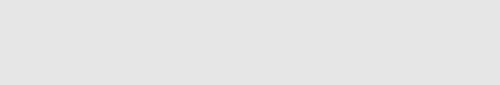

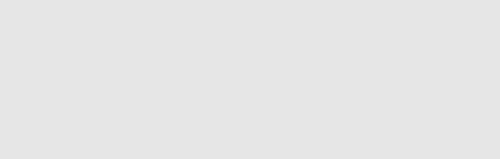
Visit the Curriculum website at [www.pps.net/curriculum](http://www.pps.net/curriculum) for examples, FAQ's, and to log into the online syllabus.

|   |   |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
|---|---|--|---------------------|-------|------------|------|---------------|--------------------|----------|--------------------|----------|-----|---------------------|--|
| <p>Step 1</p>   | <p>Teachers can login directly via PPS Staff :<br/> <a href="http://inside.pps.k12.or.us/">http://inside.pps.k12.or.us/</a></p> <p>Enter your PPS email username and Password. Click <b>Sign In</b> button or Enter on your keyboard.</p>   |  <p>Enter your PPS user name and Password to sign in.<br/> <small>You can use the site without being logged in or signing in. But registered users who sign in may have access to additional features and information. Please remember that your password is case sensitive.</small></p> <p>User Name: <input type="text" value=""/><br/>         Password: <input type="password" value=""/><br/> <input type="button" value="Sign In"/> <input type="button" value="Forgot My Password"/></p> |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 2</p>   | <p>Select <b>Course Syllabus</b> from the Administrator's Resources on the right hand menu.</p>   |  <p>Links and Resources</p> <ul style="list-style-type: none"> <li>Most Used</li> <li>Teachers' Resources</li> <li>Administrators' Resources</li> <li>Admin Password Reset Tool</li> <li>Administrator's Dashboard (advantage)</li> <li>Budget Tools and Calculators</li> <li>Course Syllabus</li> <li>Discipline Policies, Handbooks and Guides</li> <li>Document Management System (DocuWare)</li> </ul>  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 3</p>   | <p>If you are prompted to Sign In again, use your PPS email username and password. Select the <b>School Year</b> you wish to create your syllabus in.</p>   |  <p>Please choose a school year:</p> <ul style="list-style-type: none"> <li>2015-16</li> </ul>  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 4</p>   | <p>Select <b>Create new 2015-16 syllabus</b> to create a new syllabus.</p>  |  <p>Create new 2015-16 syllabus</p>   |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 5</p>  | <ul style="list-style-type: none"> <li>Select your <b>School</b> from the drop down menu.</li> <li>Enter <u>part</u> of the <b>Course</b> name or number you wish to create a syllabus for.</li> <li>Click the <b>Find Course</b> button.</li> </ul> <p>Try searching without a course name or number to ensure you can find your course. If you still do not see your course, it could be because:</p> <ol style="list-style-type: none"> <li>The course is not listed in eSIS (check with your school staff).</li> <li>The course was added today. You will be able to see it tomorrow as the application updates nightly.</li> </ol> |  <p>School: <input type="text" value="Jefferson"/><br/>         Course: <input type="text" value="2301"/> (enter part of the course number or title from eSIS)<br/>         Sort by: <input type="text" value="Course Number"/><br/> <input type="button" value="Find Course"/></p>   |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 6</p>   | <p>Click on the <b>Course</b> to create a syllabus for.</p>   |  <p>Please choose your course:</p> <ul style="list-style-type: none"> <li>23010: Physical Education</li> </ul>  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 7</p>   | <p>Verify this is the correct course. If yes, click <b>Create Syllabus</b>. If no, go back and select correct course followed by <i>Create Syllabus</i>.</p>  |  <p>Create a new syllabus for this course?</p> <p>School: Jefferson<br/>         School year: 2008-09</p> <table border="1"> <tr><td>eSIS course number:</td><td>23010</td></tr> <tr><td>NCES code:</td><td>2301</td></tr> <tr><td>Course title:</td><td>Physical Education</td></tr> <tr><td>Subject:</td><td>Physical Education</td></tr> <tr><td>Credits:</td><td>1.0</td></tr> <tr><td>Course description:</td><td></td></tr> </table>  | eSIS course number: | 23010 | NCES code: | 2301 | Course title: | Physical Education | Subject: | Physical Education | Credits: | 1.0 | Course description: |  |
| eSIS course number:   | 23010   |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| NCES code:  | 2301  |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| Course title:   | Physical Education  |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| Subject:  | Physical Education  |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| Credits:  | 1.0   |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| Course description:   |   |  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |
| <p>Step 8</p>   | <p>If you have created at least one syllabi already, or created a syllabi last year, you may choose to copy it by selecting the appropriate syllabi from the drop down menu.</p> <p>To view the syllabi prior to copying, click <b>View syllabus</b>.</p>   |  <p>You may optionally copy the information from an old syllabus to this new syllabus:<br/> <input type="text" value="* Don't copy *"/> <input type="button" value="View syllabus"/></p> <p><input type="button" value="View syllabus"/></p>  |                     |       |            |      |               |                    |          |                    |          |     |                     |  |

**Quick Reference Guide: “Online Course Syllabus – Teachers”**

|  |   |  |
|--|---|--|
| <p>Step 9</p>   | <p>To edit the syllabi, click the <b>Edit</b> link at the top of the screen.</p> <p>Note the special messages in orange. The system will time out two hours after <b>Edit</b> link is selected.</p>   |  <p>2008-09 Physical Education syllabus</p> <p><a href="#">Back to list</a> <a href="#">Print</a> <a href="#">Edit</a> <a href="#">Submit for approval</a> <a href="#">Delete</a></p> <p>Instructor: Gw Trng28<br/>         School: Jefferson<br/>         School year: 2008-09<br/>         Status: Draft last updated on 8/8/2008.</p> <p><b>Please save this syllabus before 9:22am or your session will expire and any unsaved changes will be lost.</b></p> <ul style="list-style-type: none"> <li>Be aware that if you copy &amp; paste text from a word processor special formatting like bolds, italics, and underlines will not carry over.</li> <li>Course content must align with the ODE curriculum definition.</li> </ul> |
| <p>Step 10</p>   | <p>You may begin editing your course syllabi.</p> <p>Select the <b>Grade Level(s)</b> taught by checking the appropriate box(es) and enter the <b>Credit Value</b>.</p> <p>For most core content courses, the <b>Course description, Priority standards</b> and <b>Academic vocabulary</b> are populated for you. You may add to these in the box provided.</p> <p>Two new <b>Optional</b> sections have been added. These are free form areas where you can enter any title and text you wish.</p> |  <p>Save syllabus Cancel</p> <p>eSIS course number: 23010<br/>         NCES code: 2301<br/>         Course title: Physical Education<br/>         Subject: Physical Education<br/>         Grade level(s): <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12<br/>         Credits: 1.0</p> <p>Course description:</p> <p>This is an optional section where you can write whatever you want to.</p> <p>Check spelling</p>   |
| <p>Step 11</p>    | <p>As you continue filling out your syllabi, there is a description in italics below each heading to inform you what information is needed.</p> <p>When you enter information in a box, the scroll bar on the right will become active.</p> <p>There is a <b>Check spelling</b> option for each section you can type in. If you are using the Firefox internet browser, it will spell check as you type (note the red squiggly underlines which indicate a misspelled word).</p>                    |  <p>Prerequisites:<br/>         What courses, skills, grade level, or GPA is required before entering this course?</p> <p>Test: Syllabus<br/>         Test: Syllabus<br/>         Test: Syllabus<br/>         Test: Syllabus<br/>         Test: Syllabus</p> <p>Check spelling</p>   |
| <p>Step 12</p>   | <p>Click the <b>Save syllabus</b> button often to save your work.</p>   |  <p>Save syllabus</p>  |
| <p>Step 13</p>   | <p>Once you have completed filling out your syllabi you need to submit it for approval to your administrator.</p> <p>Click the <b>Submit for Approval</b> link at the top of the screen.</p>  |  <p>2008-09 Physical Education syllabus</p> <p><a href="#">Back to list</a> <a href="#">Print</a> <a href="#">Edit</a> <a href="#">Submit for approval</a> <a href="#">Delete</a></p> <p>Instructor: Gw Trng28<br/>         School: Jefferson<br/>         School year: 2008-09<br/>         Status: Draft last updated on 8/8/2008.</p>   |

## Quick Reference Guide: “Online Course Syllabus – Teachers”

|  |   |  |
|--|---|--|
| <p>Step 14</p>   | <p>Enter any comments for your administrator to read when approving your syllabi then click the <b>Submit for approval</b> button.</p>  |                                   |
| <p>Step 15</p>  | <p>Keep an eye on your email inbox. You will receive an email to verify your syllabi was approved. You may also receive an email letting you know your administrator has asked you to make some changes to your syllabi.</p>      |  <p><b>“You’ve got mail!”</b></p> |
| <p>Step 16</p>   | <p>When you log into your online syllabus you will see the course which needs changes.</p>  |                                   |
| <p>Step 17</p>  | <p>Click on the course to view the changes requested comments.</p> <p>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>Step 18</p>   | <p>Follow Steps 8-14 to make the necessary changes and re-submit for approval.</p>  |                                  |
| <p>Step 19</p>   | <p>After submitting for approval, you can retract the syllabus to make changes and re-submit.</p> <p>Click the <b>Retract</b> link to remove the syllabi from awaiting approval status.</p>                                       |                                 |
| <p>Step 20</p>   | <p>Once your syllabi has been approved the administrator posts it to the public website for parents to view so be sure to check spelling and proof your work.</p>   |                                  |

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

For content questions contact the appropriate content area TOSA at 503.916-5404.