

## Reviewing Course Proposals and Section Requests

When a staff member submits a course and/or section(s) for approval to hold as an in-district workshop via the PL Essentials system, their administrator is the first-level reviewer and must approve before the proposal is sent to CPL for final approval. This was previously done by obtaining the administrator's signature on the hardcopy Workshop Proposal Form or Book Study Proposal Form.

When a staff member at your site submits a Course and/or Section proposal, you will receive an auto-email notification from the system alerting you. You can also check at any time to see if you have proposals pending your approval by entering the PL Essentials system and checking your course approval queue.

Please be sure to review proposals on a regular basis and either approve or deny them in a timely manner. The proposal is not considered received by the Curriculum and Professional Learning Department, and the 15 working-day processing timeline does not begin, until the administrator has approved the proposal at the first level.

When approving courses and sections proposed for district staff, consider the following:

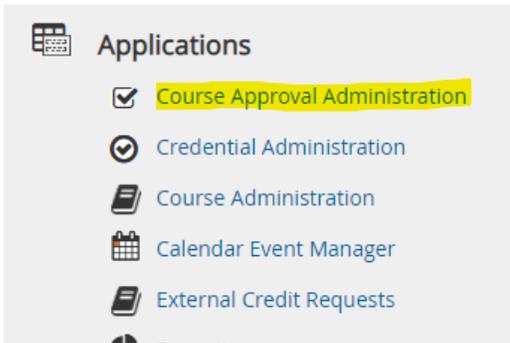
- Is the content of the proposed course appropriate for the audience it is intended for?
- Does the content of the course align with EGUSD standards?
- Is the proposed course actually a professional development training, or is it a really for meeting/planning? Meetings are not approved as courses for salary advancement hours. While some time built into a workshop for planning purposes is fine, the majority of the time needs to be an actual professional learning training.

## Accessing Course Review

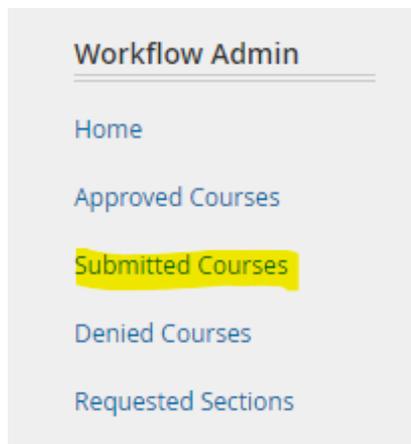
To access your approval queue:

1. Click **Administration** in the tabs along the top of the screen of the PL Essentials homepage. Please note that the tabs may vary from user to user based on their classification.

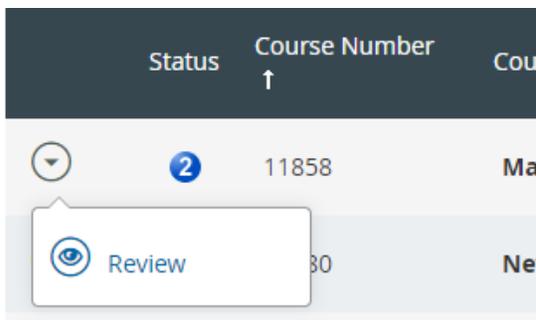
- From the Applications menu, select **Course Approval Administration**.



- Next, select **Submitted Courses** from the Workflow Admin menu on the left.



- Locate the course you wish to review and click on the drop-down **Actions** menu.
- Select **Review**.



## Reviewing Proposed Courses and Sections

You will need to review and approve/deny both the course itself and the section(s) independently, and then approve/deny both the course and section together as a whole. The course is the proposed content and audience, and the section is the actual offering(s) of that course.

### Reviewing the Course

1. Click **Review Course**.

Course Title: <sup>2</sup> **Math 7 & 8 2021-2022 Priority Instructiona**

Date Created: May 27, 2021

Course Description: Are you wondering which standards to teach next  
Priority Instructional Scope documents. Building o  
additional content.

[Review Course](#) [Manage Course](#)

2. Scroll down to review the course details, paying close attention to the information entered in the "Course Description" area, as well as the areas concerning the CSTPs, how the course helps achieve mastery of the CTSPs, and how the course enhances the participants' district assignments.
3. Select **Approved** to approve the course or **Denied** to send the course back for revision. Enter any comments that you have, or reasons for denial in the "comments" area. Then click **Save** to complete this part of the process.

Course: Math 7 & 8 2021-2022 Priority Instru

Approved:

Denied:

Comments:

[Save](#) [Cancel](#)

4. Next, you will move on to reviewing the section(s).

## Reviewing the Section(s)

Once the course is approved or denied, the section(s) needs review next. Every course is required to have at least one section. (Participants enroll in a section.)

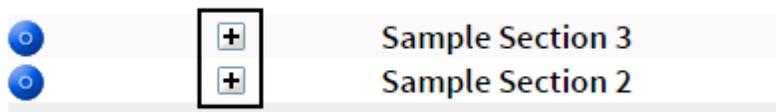
1. Scroll down to **Sections** and click **Review**.



2. All proposed sections will be listed, with the first section expanded by default. Review the section details and the attached agenda.
3. Select **Approved** to approve the section or Denied to send the section back for revision. Then click **Save Status**.

 **Note:** If **Denied** is selected, please enter an explanation in the Comments field

4. Scroll down. Click each + to display and review each additional section (if applicable). Repeat the steps above to approve or deny each section.



5. Click **Done** to complete this part of the process.

## Approve / Deny the Course

Once you've reviewed *both* elements of the proposal, the course and the section(s), you will approve or deny the proposal as a whole. Note: If you have not approved/denied both the course and the section(s) separately, the final approve course and deny course buttons (see below) will not be clickable.

## Approval

If you approved all elements of the course (green check marks show an approved status), only the **Approve Course** option will be enabled. Click to approve the course.

Course Title:  **Work Ethic for Millenials**  
Date Created: January 07, 2016  
Course Description: Learn how to use a calendar to turn in lesson plans on time, coping skills for getting critical feedback, and skinny jeans are not appropriate for work.

[Review Course](#) [Manage Course](#)

**Status Key**  
 Incomplete  
 Denied  
 Submitted  
 Project  
 Approved

Course Details: [Sections: !\[\]\(ed9e877d645e2d53347566bd07fad403\_img.jpg\)](#) [Review](#) [Approve Course](#) [Deny Course](#)

In the pop-up window, confirm your choice.

Once you have reviewed and approved the course, it will be sent to the approval queue of CPL for final approval or denial. This is when the 15 working-day processing timeline for CPL workshop approval begins.

Upon final approval by CPL, the course will appear in the Approved Courses list. The course will be released to the catalog for participant registration, and CPL will send an approval memo to the staff member who proposed the course.

## Denial

If you denied the course, the section, or both (red x's show a denied status), only the **Deny Course** option will be enabled. Click to deny the course.

Course Title:  **Work Ethic for Millenials**  
Date Created: January 07, 2016  
Course Description: Learn how to use a calendar to turn in lesson plans on time, coping skills for getting critical feedback, and skinny jeans are not appropriate for work.

[Review Course](#) [Manage Course](#)

**Status Key**  
 Incomplete  
 Denied  
 Submitted  
 Project  
 Approved

Course Details: [Sections: !\[\]\(86cc8a0efa44e054682a87fe7a5c73ac\_img.jpg\)](#) [Review](#) [Approve Course](#) [Deny Course](#)

In the pop-up window, confirm your choice. The course will now appear in the Denied Courses list. The course proposer will receive an auto-email from the system letting them know that their proposed course/section was denied. If/when the proposer resubmits their course proposal, it will reappear in your approval queue for you to review again.

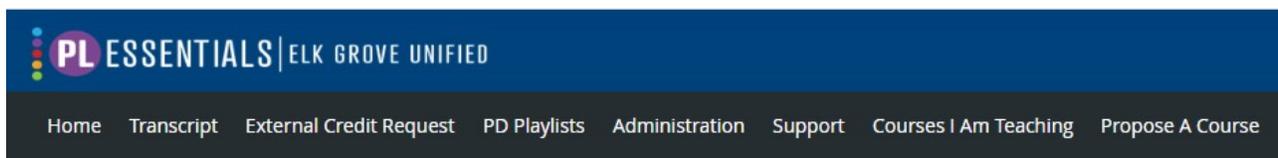
# Reviewing Requested Sections of Approved Courses

When a staff member would like to offer another section of an existing approved course, they will submit a section request. You will receive an auto-email notification from the system alerting you that there is a requested section that needs your attention. You will only be reviewing the requested section, there will be no course to review since the course has already been previously approved by CPL.

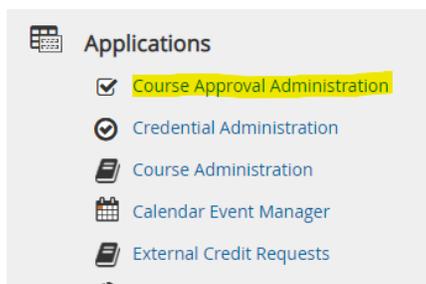
## Accessing Requested Section Review

To access your approval queue:

6. Click **Administration** in the tabs along the top of the screen of the PL Essentials homepage. Please note that the tabs may vary from user to user based on their classification.



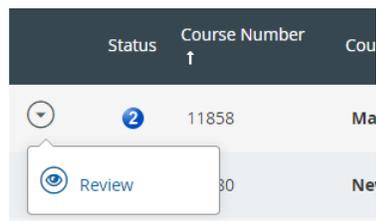
7. From the Applications menu, select **Course Approval Administration**.



8. Next, select **Requested Sections** from the Workflow Admin menu on the left.



1. Locate the course you wish to review and click on the **Actions** menu.
2. Select **Review**.



3. Review all of the section information and attached agenda.
4. Approve or deny, enter any comments that you may have, and click "save status".

A screenshot of a review form. It contains two radio buttons: 'Approved:' and 'Denied:'. Below these is a large text area labeled 'Comments:'. At the bottom left of the form is a button labeled 'Save Status'.

5. If there was only one section of the course requested, once you click "save status" the screen will close and you are done. If there are multiple sections of the same course requested, the screen will remain open and you will need to repeat the directions above for each section.

## Where to Get Support

If you have any questions or issues that this user guide does not cover, please see below.

- If you are having technical issues **logging in to PL Essentials via the EGUSD ClassLink Portal**, or you think you are **not correctly set up as a first level approver** for your site, please contact the Technology Services Department help desk.
- If you have any questions on the **basic navigation and usage** of the PL Essentials system, please contact the Curriculum and Professional Learning Office.

- For any questions, or if you need **additional guidance in reviewing Course and Section proposals**, please contact the Curriculum and Professional Learning Office.
- Additional information on **EGUSD Professional Learning policies and procedures** can be found in the PLAC handbook (for Certificated staff), the JETA handbook (for Classified staff), and the CPL FAQ, all found on the [Professional Learning website](#).
- The PL Essentials system also has a built-in product information help section. To access this, click the question mark button located at the top right-hand side of the PL Essentials homepage.

