



PL Essentials is EGUSD's one-stop professional learning website! This guide will give users directions on how to do the following:

- Log in to the PL Essentials System
- Search for Courses
- Register for Courses
- Withdraw from Courses
- Complete Course Surveys
- Submit External Credit Requests
- Submit Late or Duplicate External Credit Requests
- View your official Transcript and Advancement Report
- Find Support

Logging In

Log in to the PL Essentials system using the **EGUSD ClassLink Portal**. To access the Portal:

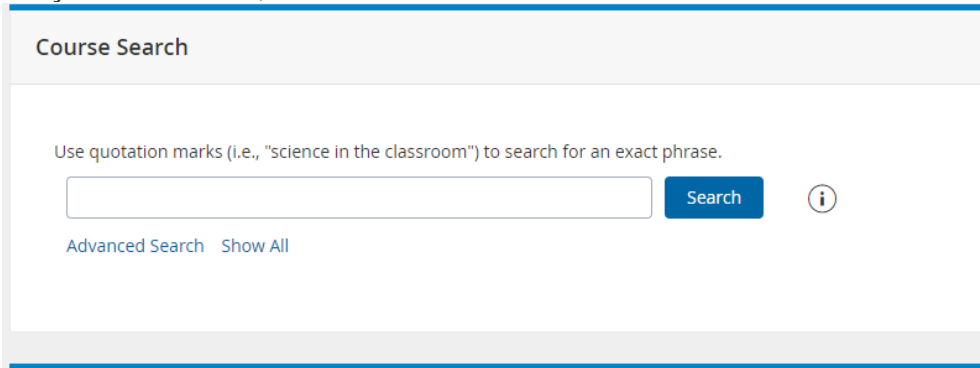
1. Go to the EGUSD website at www.EGUSD.net.
2. On the navigation bar across the top of the homepage, hover over EGUSD EMPLOYEES.
3. Click **ClassLink Portal**.
4. Click **Sign In with EGUSD Account**.
5. If prompted, enter your EGUSD username and password.
6. Click the **PL Essentials app icon**.
7. You will be automatically logged in to the PL Essentials system.

Searching for a Course

Please note that only courses that are open to your specific demographic (your official position/classification/location) **and** have open seats/open waitlist spots will show in the course catalog. If the course is not open to your demographic, or if all seats/waitlist spots are full, the course will **not** show in the catalog. If you have already attended a course before, or are already registered for another section of the course, you will not be able to register for another section.

Basic Search

1. In the Course Search channel on the homepage, enter a search term (full title, keywords, or course/section numbers), then click **Search**. You can also click **Show All** to browse the entire course catalog of courses that are available to you (based on your district demographics such as location and job classification).

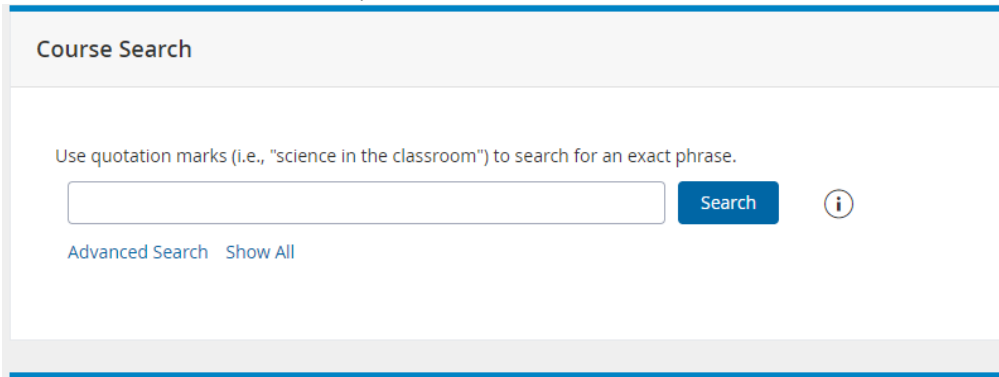


The screenshot shows a 'Course Search' interface. At the top, it says 'Course Search'. Below that, there is a text prompt: 'Use quotation marks (i.e., "science in the classroom") to search for an exact phrase.' Underneath the prompt is a search input field, a blue 'Search' button, and an information icon (i). At the bottom of the search area, there are two links: 'Advanced Search' and 'Show All'.

2. A list of all courses matching the criteria and available to you (location, demographics) displays.

Advanced Search

1. In the Course Search channel, click **Advanced Search** for a more detailed search of the catalog.



The screenshot shows a 'Course Search' interface. At the top, it says 'Course Search'. Below that, there is a text prompt: 'Use quotation marks (i.e., "science in the classroom") to search for an exact phrase.' Underneath the prompt is a search input field, a blue 'Search' button, and an information icon (i). At the bottom of the search area, there are two links: 'Advanced Search' and 'Show All'.

2. Complete the form on the next screen, then click **Search**.

Advanced Learning Opportunities Search

Search for Learning Opporti

Course Title: Select One [text box]

Course Description: Select One [text box]

Course Number: Select One [text box]

Delivery Method: Select One Select One

Section Title: Select One [text box]

Section Start Date: Select One mm/dd/yyyy

Section End Date: Select One mm/dd/yyyy

Section Number: Select One [text box]

Search

3. A list of all courses matching the criteria and available to you displays.

Search by Curriculum Tags

1. Locate the **Find Courses by Tags** channel on the PL Essentials homepage.
2. Click on the desired Curriculum category to view a list of associated courses available to you (location, demographics).

Find Courses by Tags

Categories

[Administrator/Director/Manager Training](#)

[Book Study](#)

[College & Career Readiness](#)

[Digital Education/Technology](#)

[Effective Teaching](#)

[English Learner](#)

[Equity & Diversity](#)

[Family & Community](#)

Your Search Results – Navigating the Course Catalog


The screenshot displays a search results page for 'math' with two results. Callout A points to the 'REFINE BY' filter menu on the left. Callout B points to the 'Show My Pinned Courses' button at the top right. Callout C points to the 'Sort By: Course Title: A to Z' dropdown. Callout D points to the 'Self Paced' course type icon. Callout E points to the course title '#145 A Strategy for Structuring Questions'. Callout F points to the 'Associated with (2) Badges' link. Callout G points to the 'Credit' button. Callout H points to the star rating system. Callout I points to the 'View Resources' button for the first course and the 'Register' button for the second course.

The course catalog listing includes the following:

- A. Refine the list by subject tag, category, and more using the checkboxes on the left.
- B. Click a thumbtack icon to mark a course (called pinning) for filtering using the button at the top of the list. (This is a great way to save a course for viewing later.)
- C. Re-sort the list.
- D. The course type is designated. (EGUSD does not currently offer a self-paced course option.)
- E. Click on a course title to view its details.
- F. If the course is required for any badges, click the link to view the associated badge list.
- G. Click **Credit** to view all possible credit types for the course.
- H. If enabled for your district, see the rating given by other participants.
- I. Based on the course type, you will be provided a link to register, join, or view the course.

Registering for a Course





1. Click a course or section title to view additional details. (Click the *i* icon for a quick preview of section details.)

 Instructor Led | **#111 FSES School Improvement Plan**

The activity of participating in the School Improvement Plan Committee for the current school year has been assigned points that may be used for re-certification.





Views 4 Credit

Select a section to register

Responsibility to the Community Section 	03/18/2015 @ 1:00 PM	 Seats:8 left of 50	Register
Essential Life Skills Section 	03/18/2015 @ 1:00 PM	 Seats:4 left of 50	Register





2. The number of seats available for each section is displayed.

Select a section to register

Responsibility to the Community Section 	03/18/2015 @ 1:00 PM	 Seats:8 left of 50	Register
Essential Life Skills Section 	03/18/2015 @ 1:00 PM	 Seats:4 left of 50	Register

3. Click **Register** for the desired section.

Select a section to register

Responsibility to the Community Section 	03/18/2015 @ 1:00 PM	 Seats:8 left of 50	Register
Essential Life Skills Section 	03/18/2015 @ 1:00 PM	 Seats:4 left of 50	Register

4. Confirm the section information, then select **Next** to continue registration.

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title:	FSES School Improvement Plan	Facility Address:					
Section:	Responsibility to the Community Section	Facility Street Address:	7330 Union Park Drive				
Credit Types: How much do I have?	<table border="1"><thead><tr><th></th><th>Credits</th></tr></thead><tbody><tr><td>Certification Credit</td><td>5.0</td></tr></tbody></table>		Credits	Certification Credit	5.0	Facility City:	Sandy
	Credits						
Certification Credit	5.0						
Section Notes:		Facility State:	UT				
Class Dates:	03/18/2015 - 11/30/2017	Facility Zip:	84070				
			Map				

[Next](#)

5. If the course offers more than one credit type, you will be prompted to select the credit type you want for the course. Then click **Next** to register.

Choose Credit Type

Salary Credit Hours

BTSA

Certificated Timesheet


CSEA Timesheet

Classified Timesheet - Arbinger Only

Select a credit type.

[Back](#) [Next](#)

6. Once registration is successful, the confirmation screen will appear.

 **Congratulations**

You have successfully registered for ADC/Angel test-demo.

[My Course List](#) [Course Search](#)

Calendar Updates

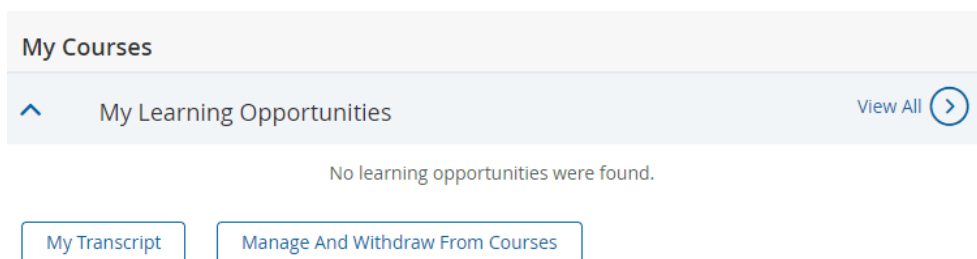
[Click here](#) to connect this event and your other calendar data to an external calendar or to download the .ics file.

- Select **My Course List** on the PL Essentials homepage to view a list of courses for which you've registered. Please note that your course list may not show the specific credit type that you selected at registration, the default of "Salary Credit Hours" will be shown.

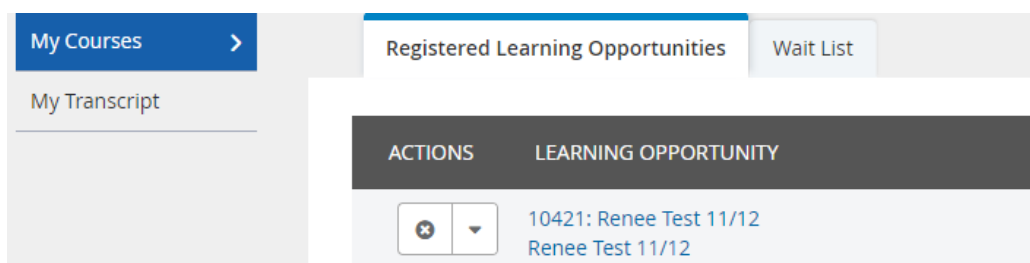
Withdrawing from a Course

When you are unable to attend a workshop that you are registered for, please always be sure to withdraw (previously called "drop" in the ERO system) from that course. Withdrawing allows any waitlisted staff to be registered, allows you to register for another section of the course in the future or register for a different course on the same day/time, and also gives presenters an accurate count of attendees for planning purposes.

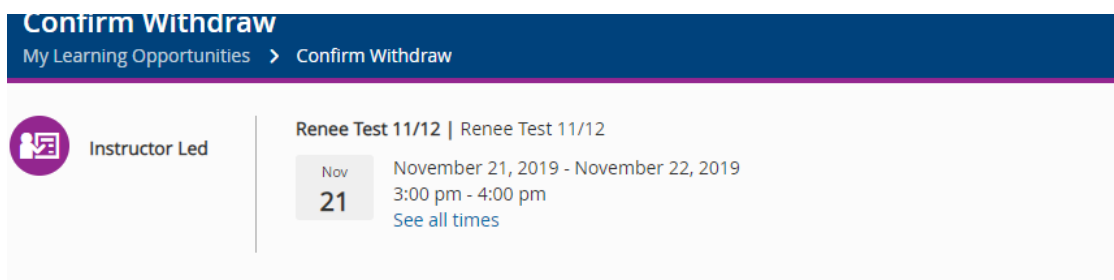
1. Locate the My Courses channel, and click **Manage and Withdraw From Courses**.



2. Locate the course from which you wish to withdraw, click **Actions**, then select **Withdraw**.



3. Click **Withdraw** again to confirm.



Please confirm that you wish to withdraw from the following course.



Taking a Survey

What were previously called Course Evaluations, which were forms completed at the end a workshop, are now called **Surveys** and are completed directly in the PL Essentials system. Completing the course survey is highly encouraged, but is not required for credit to be posted. Surveys will only appear for courses that are posted to official transcripts within 2 weeks of the course end date, so they may not appear for all courses that you attend. If you have important/urgent feedback on a workshop that there was no survey for, please contact CPL directly.

1. To access your surveys, locate the **My Surveys** channel.
2. Once a course is completed and the participant is marked complete, a survey will appear in this list. Click on **Start Survey**.

[*STEM Professionals Teaching Teachers - Course Feedback](#)
The feedback that is being collected is based on two main areas, these areas are Presentation and Program Assessment.
[Start Survey](#) [Details](#)

[Florida Writes - Course Feedback](#)
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[Start Survey](#) [Details](#)

3. Complete the survey form. If the form contains more than one category, click Record & Go to Next Category. Otherwise, click **Record & Return to Menu**.

[Record & Go to Next Category](#)

[Record & Return to Menu](#)

4. A status summary of the survey will display. If necessary, click a category name to complete it.

Course Feedback

The feedback that is being collected is based on two main areas, these areas are Presentation and Program Assessment.

[Take the Survey](#)

Select each category to complete the survey.

Description

Completion Status

• Program Assessment

Program Assessment

✓ Completed

• [Presentation Assessment](#)

Presentation Assessment

✗ Incomplete

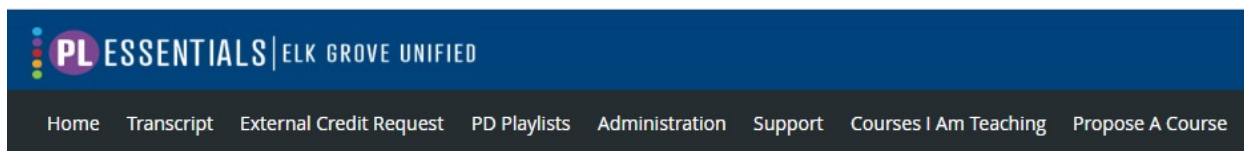
[Click here to view your full completion status.](#)

[Return to My Courses](#)

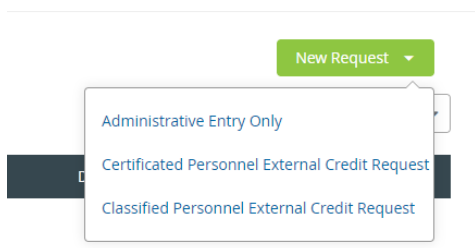
Submitting External Credit Requests

To receive salary credit hours for professional learning courses taken outside of the district, a staff member must submit an External Credit Request (previously called Prior Approval forms) before beginning the course.

1. At the Navigation bar across the top of the homepage, click **External Credit Request**.



2. To submit a new request, click **New Request**, and select your classification type (Certificated or Classified) from the drop-down menu. Please do not use "Administrative Entry Only."



3. Read the instructions and notes at the top of the form, and complete the online request form as directed.
4. Once you have completed the form and attached a course description, click **Submit for Pre-Approval** to officially submit, or **Delete This Request** to cancel your submission.

Submit For Pre-Approval

Delete This Request

5. Obtaining your Administrator's signature is now done electronically. Once you submit your request for pre-approval, a notice will be sent to your Administrator letting them know that they have a request that needs review. Once your Administrator reviews and approves, then the request is officially submitted to the CPL department. *It is the responsibility of the employee to make sure that their administrator reviews and approves their submission in a timely manner. Your request is **not** considered received by CPL until **after** your administrator approves at the first level.*
6. **Once CPL has electronically received your submission as approved by your administrator, it is then considered officially "received" and the 20 working-day processing timeline can begin.**

7. You will be able to check the status of your submitted requests using the PL Essentials system by accessing the "External Credit Request" page the same way that you did to submit a request.
8. Once your submission has been approved by CPL and you have completed your course, you will submit your proof of completion online using the PL Essentials system as well by going back into the now approved submitted form, and attaching a scanned copy of your proof of completion. Human Resources will review your submitted proof of completion, and post the completed course to your official transcript.

Submitting Late or Duplicate External Credit Requests

Duplicate Requests

- If you are submitting a Duplicate External Credit Request (you had previously filled out an old hard Copy Prior Approval form, had it approved, and have misplaced it before submitting your proof of completion to HR) please write the word "DUPLICATE" as the first word of the title when filling out the "Course/Event Title" section of the form.
- CPL will first verify in our records that you had previously submitted a Prior Approval form for the course and that it had been approved, and will then begin processing your request.

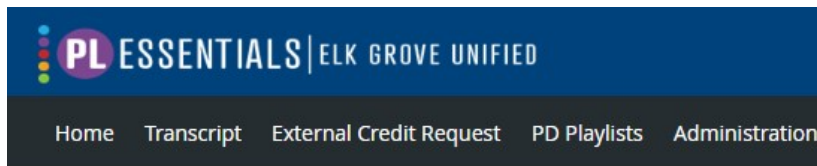
Late Requests

- If you are submitting a Late External Credit Request (you had already started or completed the course before the External Credit Request was approved by your administrator and the request was received by CPL) please write the word "LATE" as the first word of the title when filling out the "Course/Event Title" section of the form.
- If you are submitting **multiple** late External Credit Requests (multiple courses) as your "once every 7 years" late submittal, you must submit them all in the PL Essentials system **on the same day** for them to all count together as your one late submittal. Please note that the maximum amount of coursework that you can submit as your late is 12 units total, and the courses must have occurred no more than 3 years back.
- Once your late External Credit Requests have been submitted in the PL Essentials system, email Sylvia Avalos in CPL with the full list of courses that you are submitting as your late submittal.
- Your late External Credit Requests will automatically be denied by CPL. You will then be emailed a Late Letter Memo that explains the policy surrounding late requests. You will need to print the memo, sign, and then return the printed hard copy signed memo to CPL. Once CPL receives your signed Late Letter Memo, they will send you a confirmation email asking you to go in and resubmit those denied late requests now that you have confirmed that you understand the late policy by signing the memo. CPL can then begin processing your request(s).
- Please see the PLAC and JETA Handbooks for the full policies surrounding late submittals.

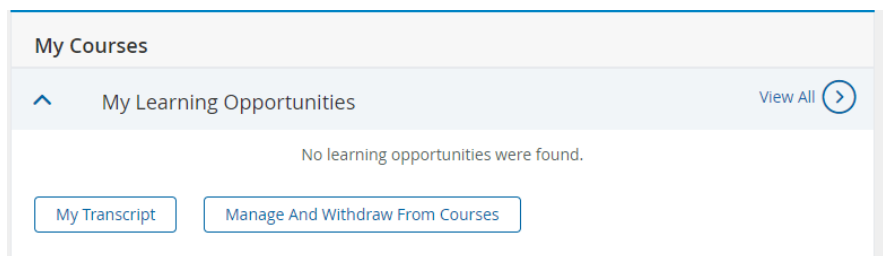
Viewing Your Transcript and Advancement Report

You can now view both your official EGUSD Transcript and your Advancement Report instantly using the PL Essentials System! There are two places on the PL Essentials homepage that will link you to your current transcript:

1. At the Navigation bar across the top of the homepage, click **Transcript**.



2. Or, on the "My Courses" channel, select **My Transcript**.

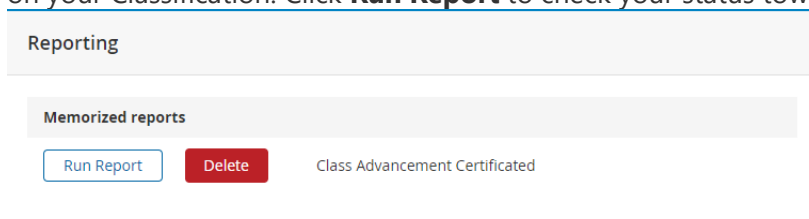


Your official EGUSD transcript will be displayed, containing both in-district workshops and out-of-district coursework. Courses are listed starting with your most recent courses. Please ignore the grid at the very bottom of your transcript, the grid is for internal HR processes only.

If you have any questions regarding the posting of your **in-district workshops/courses**, please contact Curriculum and Professional Learning at StaffDevTransPD@egusd.net.

If you have any questions regarding the posting of your out-of-district **External Credit Requests** (previously called Prior Approval forms), please contact Human Resources at HRExternalPD@egusd.net.

You can also check your **salary advancement status** by clicking the memorized Advancement Report in the **Reporting** channel on the homepage. The report that is available to you will be based on your Classification. Click **Run Report** to check your status towards advancement.



Your current placement is the line with the date posted on it. The following line is the placement that you are working towards advancing to. **Questions** on your advancement status can be directed to either email address listed above.

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 via the EGUSD ClassLink Portal**, 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.
- If you have questions about **reading your transcript or understanding your Advancement Report**, please contact either Human Resources at HRExternalPD@egusd.net or Curriculum Professional Learning at StaffDevTransPD@egusd.net .
- If you have any questions regarding the posting of your **in-district workshops/courses**, please contact Curriculum and Professional Learning at StaffDevTransPD@egusd.net .
- If you have any questions regarding the posting of your out-of-district **External Credit Requests** (previously called Prior Approval forms), please contact Human Resources at HRExternalPD@egusd.net .
- 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.



- 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](#).