
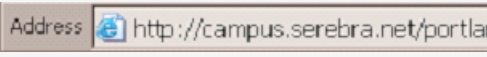
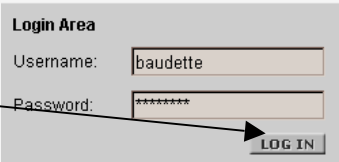
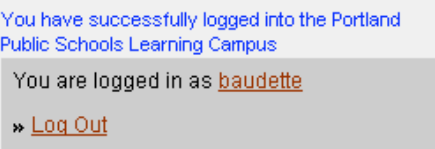



Portland Public Schools

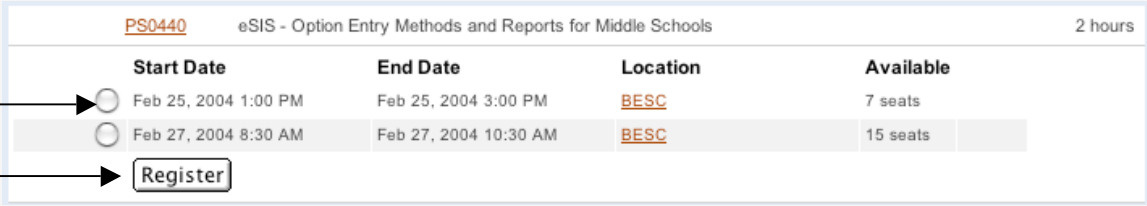


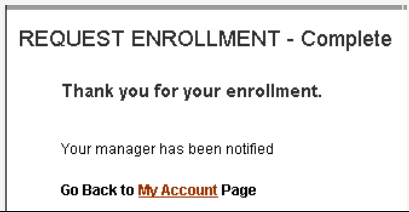
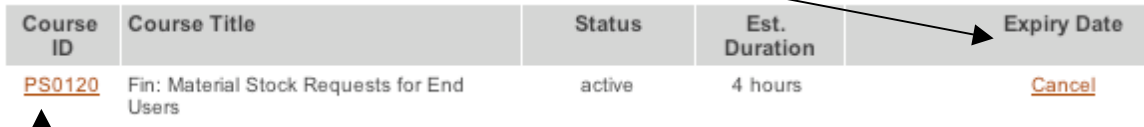
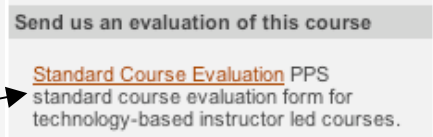
PPS Learning Campus Quick Reference Guide

PPS staff can register for and manage their PPS learning sessions through the PPS Learning Management System. Follow the steps below to register for a session, cancel out of a session, and check the training sessions you are signed-up for.

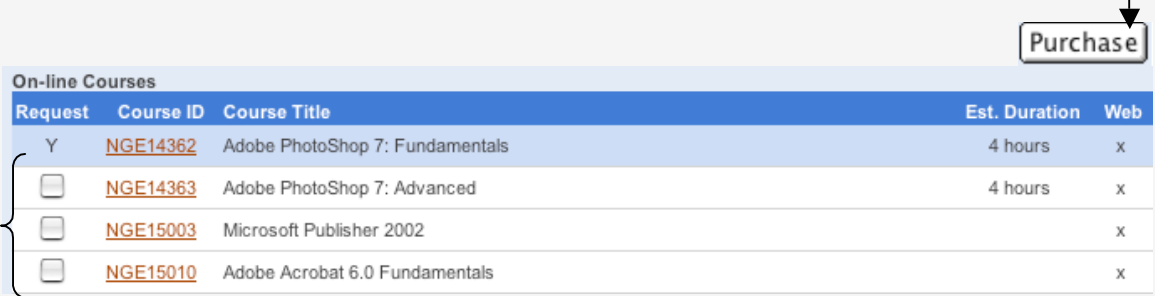
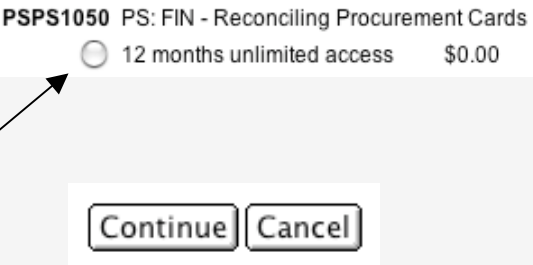

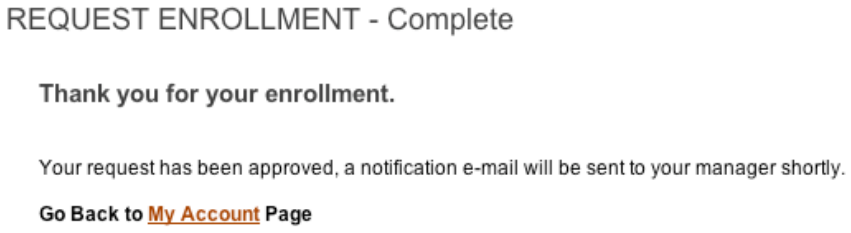
Logging Into the PPS Learning Campus and Browsing the Course Directory

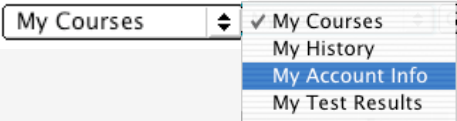
Step 1	Start your Web Browser by double-clicking on the Internet Explorer icon on your computer's desktop or in the task bar.																	
Step 2	Type in http://campus.serebra.net/portland in the address field, then press the Enter or Return key on your keyboard.																	
NOTE:	You can view the schedule of classes without logging into the PPS Learning Campus by clicking on the All Courses tab or clicking on the Course Catalog link at this time.																	
Step 3	At the Welcome Page, fill in your PPS email name and password, and click on the Log In button.																	
Step 4	The screen will inform you that you have successfully logged into the Portland Schools Learning Campus. You are now ready to sign up for a class.																	
Step 5	Click on the All Courses tab near the top of the screen to bring up a list of available courses.																	
Step 6	Available curriculum will be listed, such as PeopleSoft, eSIS, and Educational Technology. Click on the plus [+] to the left of the desired curriculum to see a list of available courses.																	
	<table border="1"> <tr> <td colspan="2">Business Technologies</td> </tr> <tr> <td>+ eSIS Courses</td> <td>(14 courses)</td> </tr> <tr> <td>+ GroupWise</td> <td>(5 courses)</td> </tr> <tr> <td>+ PeopleSoft</td> <td>(5 courses)</td> </tr> <tr> <td>+ Office Technology [fee-based eLearning Courses]</td> <td>(21 courses)</td> </tr> <tr> <td colspan="2">Curriculum and Instruction</td> </tr> <tr> <td>+ Educational Technology</td> <td>(6 courses)</td> </tr> <tr> <td>+ English as a Second Language</td> <td>(2 courses)</td> </tr> </table>		Business Technologies		+ eSIS Courses	(14 courses)	+ GroupWise	(5 courses)	+ PeopleSoft	(5 courses)	+ Office Technology [fee-based eLearning Courses]	(21 courses)	Curriculum and Instruction		+ Educational Technology	(6 courses)	+ English as a Second Language	(2 courses)
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CONTACT THE IT CALL CENTER FOR ASSISTANCE: ext. 3375 or helpdesk@pps.k12.or.us

Registering for Instructor-Led Courses		
<p>Step 1</p>	<p>Click on the Radio button (to the left of the course date) then click on the Register button to start the registration process. Clicking on the <u>class ID</u> will provide a description of the class, any prerequisites, and intended audience.</p> <p><i>(You cannot register for multiple offerings of the same course title – you can register for an available course, or place yourself on a waitlist for a full session.)</i></p> 	
<p>Step 2</p>	<p>A “Step 1” message screen will appear with information about the class you have signed up for.</p> <p>Click on the “Submit Request” button to submit your registration request. <i>(Click on the Cancel button if you don’t want to sign-up for this course.)</i></p>	
<p>Step 3</p>	<p>A “Step 2” message screen will appear, confirming your enrollment and repeating the class information.</p> <p>Click on the “Confirm” button to confirm your registration. <i>(Click on the Back button to view the previous screen.)</i></p>	
<p>Step 4</p>	<p>A message stating that your enrollment is complete will appear. The text stating that “Your manager has been notified” is not valid at this time.</p> <p>Click on the My Account link to view the class you have signed up to attend.</p>	
<p>Step 5 (canceling a course)</p>	<p>On the My Account screen, you can view all sessions you have signed-up for, and you can cancel out of a class that you cannot attend. It is important that you cancel out of classes as soon as you realize you cannot attend so that any waitlisted staff can be assigned your seat.</p> <p>To cancel out of a class, click on the Cancel link connected to the session you wish to cancel.</p>	
		
<p>Step 6 (submitting evaluations)</p>	<p>To submit a class evaluation, from the My Account screen, click on the Course ID link.</p> <p>From the Course screen, click on the Standard Course Evaluation link.</p>	

Registering for eLearning (On-ILine) Courses

<p>Step 1</p>	<p>Click on the Checkbox (to the left of each course you would like to request) then click on the Purchase button to request access to the course. eLearning courses include courses specific to PPS Business systems, which are free to PPS staff, and vendor provided eLearning courses which are provided to PPS staff at a discounted price. Clicking on the <u>class ID</u> will provide a description of the class, any prerequisites, and intended audience.</p> <p><i>(The “Y” to the left of a course indicates that course has already been requested.)</i></p> <p>NOTE: You may need to scroll to the top of your screen to see the <i>Purchase</i> button.</p>	 <p>The screenshot shows a table titled "On-line Courses" with columns: Request, Course ID, Course Title, Est. Duration, and Web. The first row is marked with a 'Y' in the Request column. A 'Purchase' button is located at the top right of the table area, with an arrow pointing to it from the text in Step 1.</p> <table border="1"> <thead> <tr> <th>Request</th> <th>Course ID</th> <th>Course Title</th> <th>Est. Duration</th> <th>Web</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>NGE14362</td> <td>Adobe PhotoShop 7: Fundamentals</td> <td>4 hours</td> <td>x</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NGE14363</td> <td>Adobe PhotoShop 7: Advanced</td> <td>4 hours</td> <td>x</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NGE15003</td> <td>Microsoft Publisher 2002</td> <td></td> <td>x</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NGE15010</td> <td>Adobe Acrobat 6.0 Fundamentals</td> <td></td> <td>x</td> </tr> </tbody> </table>	Request	Course ID	Course Title	Est. Duration	Web	Y	NGE14362	Adobe PhotoShop 7: Fundamentals	4 hours	x	<input type="checkbox"/>	NGE14363	Adobe PhotoShop 7: Advanced	4 hours	x	<input type="checkbox"/>	NGE15003	Microsoft Publisher 2002		x	<input type="checkbox"/>	NGE15010	Adobe Acrobat 6.0 Fundamentals		x
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<p>Step 2</p>	<p>A “Step 1” message screen will appear with information about the class you have requested.</p> <p>The text stating “Your manager has been notified” is not valid at this time.</p> <p>Select an unlimited access duration option (this is required), then click on the Continue button to submit your registration request. <i>(Click on the Cancel button if you don’t want to sign-up for this course.)</i></p>	 <p>The screenshot shows a registration screen for "PSPS1050 PS: FIN - Reconciling Procurement Cards". A radio button is selected for "12 months unlimited access" with a price of "\$0.00". Below the options are "Continue" and "Cancel" buttons. An arrow points from the text in Step 2 to the radio button.</p>																									
<p>Step 3</p>	<p>A “Step 2” message screen will appear, confirming your enrollment request and repeating the class information.</p> <p>Click on the “Confirm” button to confirm your registration. <i>(Click on the Back button to view the previous screen.)</i></p>	 <p>The screenshot shows a confirmation screen with "Confirm" and "Back" buttons.</p>																									
<p>Step 4</p>	<p>A message stating that your enrollment is complete will appear.</p> <p>Click on the My Account link to view the class you have signed up to attend.</p>  <p>The screenshot shows a message screen titled "REQUEST ENROLLMENT - Complete". It says "Thank you for your enrollment." and "Your request has been approved, a notification e-mail will be sent to your manager shortly." There is a link to "Go Back to My Account Page".</p>																										

<p>Step 5 (canceling a course)</p>	<p>On the My Account screen, you can view all your sessions, and you can cancel out of an eLearning class up until you first start the course. Once you have begun an eLearning course, you will not be able to cancel it. It is important to click on an eLearning course Class ID number and review the course outline prior to requesting it,</p> <p>To cancel out of a class, click on the Cancel link connected to the session you wish to cancel.</p> <table border="1" data-bbox="305 426 1453 632"> <thead> <tr> <th>Course ID</th> <th>Course Title</th> <th>Status</th> <th>Est. Duration</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>NGE14362</td> <td>Adobe PhotoShop 7: Fundamentals</td> <td>active</td> <td>4 hours</td> <td>30-Mar-05</td> </tr> <tr> <td>PSPS1010</td> <td>PS: FIN - Material Stock Request</td> <td>active</td> <td>2 hours</td> <td>05-Nov-05</td> </tr> <tr> <td>PSPS1020</td> <td>PS: FIN - Purchase Orders</td> <td>active</td> <td>4 hours</td> <td>12-Nov-05</td> </tr> <tr> <td>PSPS1030</td> <td>PS: FIN - Financial Reports</td> <td>active</td> <td>2 hours</td> <td>10-Nov-05</td> </tr> <tr> <td>PSPS1040</td> <td>PS: FIN - Approving Purchase Orders and MSRs</td> <td>active</td> <td>2 hours</td> <td>10-Nov-05</td> </tr> <tr> <td>PSPS1050</td> <td>PS: FIN - Reconciling Procurement Cards</td> <td>active</td> <td>2 hours</td> <td>Cancel</td> </tr> </tbody> </table>	Course ID	Course Title	Status	Est. Duration	Expiry Date	NGE14362	Adobe PhotoShop 7: Fundamentals	active	4 hours	30-Mar-05	PSPS1010	PS: FIN - Material Stock Request	active	2 hours	05-Nov-05	PSPS1020	PS: FIN - Purchase Orders	active	4 hours	12-Nov-05	PSPS1030	PS: FIN - Financial Reports	active	2 hours	10-Nov-05	PSPS1040	PS: FIN - Approving Purchase Orders and MSRs	active	2 hours	10-Nov-05	PSPS1050	PS: FIN - Reconciling Procurement Cards	active	2 hours	Cancel
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<p>Step 6 (starting eLearning courses)</p>	<p>To start an eLearning course, from the My Account screen, click on the Course ID link. The course start page will appear. Click on the topic links that you would like to review and complete the course.</p> <div data-bbox="402 821 1323 1304"> <p>Outline Lesson Menu</p> <p>View Check browser and plug-in requirements</p> <p>Legend <input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete <input type="checkbox"/> Last Visit</p> <p>The eLearning modules will open in a separate window. If you have a popup blocker installed and running in Internet Explorer, please either disable it completely or turn it off for this website. If you do not disable the popup blocker, the eLearning modules will not work.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction and Navigation <input type="checkbox"/> Reconciling Procurement Cards <input type="checkbox"/> Knowledge Skill Assessment <p>TOTAL TIME SPENT 000:00:00</p> </div>																																			
<p>Step 7 (submitting evaluations)</p>	<p>To submit a class evaluation, from the My Account screen, click on the Course ID link.</p> <p>From the Course screen, click on the Standard Course Evaluation link.</p> <div data-bbox="1052 1335 1479 1472"> <p>Send us an evaluation of this course</p> <p>Standard Course Evaluation PPS standard course evaluation form for technology-based instructor led courses.</p> </div>																																			
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<p>You can check on your training history, account information and test results that have been managed through this system by clicking on the My Courses button and choosing the topic you want to view.</p>																																				
<p>IMPORTANT</p>	<p>When finished, remember to logout.</p> <p>Click on the Log Out button in the upper left corner of your screen.</p> <div data-bbox="1179 1787 1323 1871"> <p>LOG OUT</p> </div>																																			