


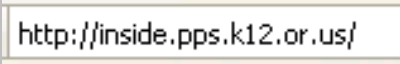

Portland Public Schools

PPS Learning Campus Reference Guide

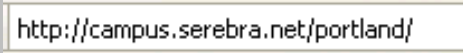

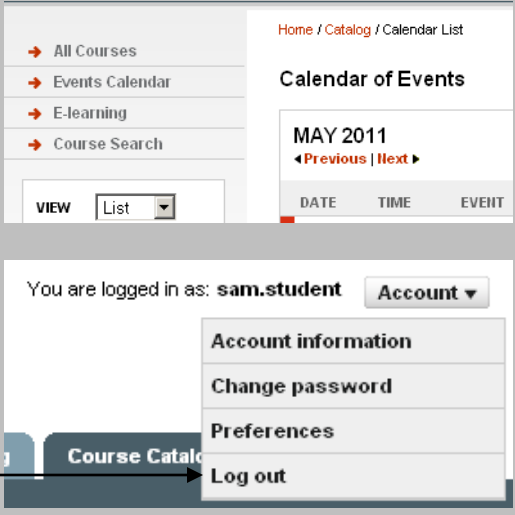


PPS staff can register for and manage their PPS learning sessions through the PPS Learning Campus - Learning Management System (LMS). This guide outlines the steps to register for a session or course, cancel out of a session, check your scheduled training sessions and print completion certificates.

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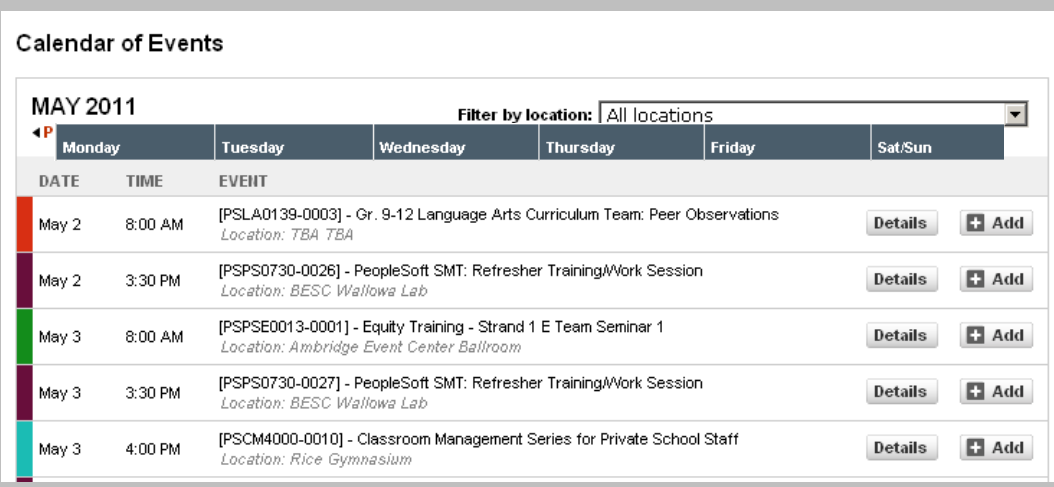
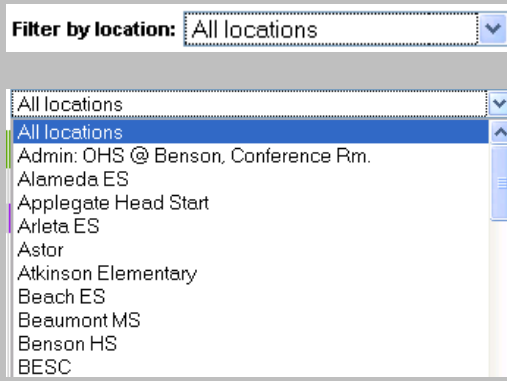
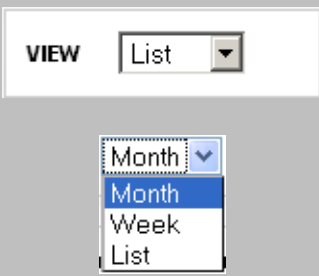
Logging In To the PPS Learning Campus

Step 1	Start your web browser by double-clicking the Internet Explorer, FireFox or Safari icon on your desktop.	
Step 2	<p>If it's not your Home Page, enter <i>http://inside.pps.k12.or.us</i> in the Address field.</p> <p>Press the <i>Enter</i> or <i>Return</i> key on your keyboard.</p>	
Step 3	<p>On the PPS Inside page, click the <i>Technology Services</i> button,</p> <p>Then click the <i>PPS Learning Campus</i> link</p>	

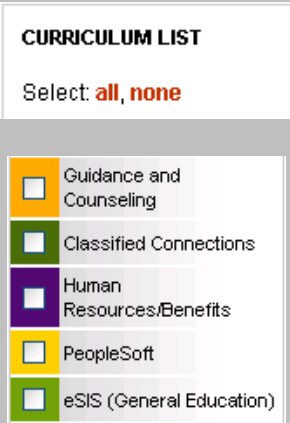



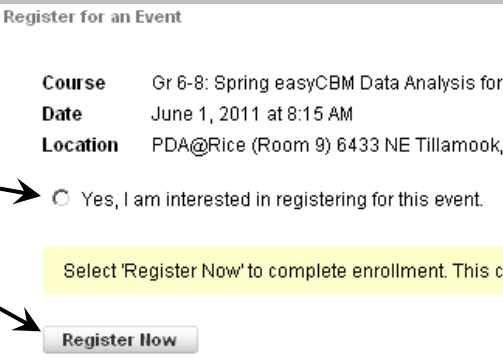
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<p>NOTE:</p>	<p>If you do not want to go through PPS Inside, you can enter <i>http://campus.serebra.net/portland</i> in the browser address field.</p> <p>Press the <i>Enter</i> or <i>Return</i> key on your keyboard.</p>	
<p>Step 4</p>	<p>At the main screen, enter your PPS E-mail <i>Username</i> in the <i>Username</i> field.</p> <p>Next enter your PPS E-mail <i>Password</i> in the <i>Password</i> field.</p> <p>Click the <i>Log In</i> button.</p>	
<p>Step 5</p>	<p>The PPS Learning Campus Main Screen will open.</p> <p>In the upper right corner, you will see a message that <i>You are logged in as: [Your Name]</i>.</p> <p>To log out of the system when you have completed your training session, move your mouse over <i>Account</i> and click the <i>Log out</i> link.</p>	
<p>Browse and Register for Classes Using the Calendar</p>		
<p>Step 1</p>	<p>Click the <i>Home</i> or <i>Course Catalog</i> tab at the top of the screen.</p>	
<p>Step 2</p>	<p>To browse for classes using the Calendar, click the <i>Events Calendar</i> button.</p>	

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<p>Step 3</p>	<p>The Calendar of Events window will open.</p> 	
<p>Step 4 (Optional)</p>	<p>To view only classes at a particular location, click the Filter by location drop down list in the upper right part of the Calendar.</p> <p>Click the Location you wish to search on.</p>	
<p>Step 5 (Optional)</p>	<p>To change the Calendar View, in the left navigation bar, click the View drop down list.</p> <p>Select the Month, Week or List view.</p> <p>NOTE: Users have found the List view the best to work with.</p>	

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<p>Step 6 (Optional)</p>	<p>To view only specific Curriculum, first, in the left navigation bar under Curriculum List, click the none link.</p> <p>Then click the checkbox next to the Curriculum Heading(s) you wish to view (You may select more than one)</p> <p>To view All Curriculum, click the all link at the top of the Curriculum List.</p>	
<p>Step 7 (Optional)</p>	<p>The list will default to the current month. To change to another month, click the Previous or Next navigation arrows next to the Month name.</p>	
<p>Step 8 (Optional)</p>	<p>Once you've located your class, if you wish to view information about the class, click the (details) link.</p> <p>The class information and a maps training location will display.</p>	
<p>Step 9</p>	<p>To register for a class, click the Add button on the class you wish.</p> <p>Or from the Details screen, click the Register tab at the top.</p>	
<p>Step 10</p>	<p>The Register for an Event confirmation box will open. Click the Yes, I am interested in registering for this event radio button.</p> <p>Then click the Register Now button.</p> <p>To register for additional classes, repeat steps 9 and 10.</p>	

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Step 11	The Registration conformation page will appear at the top of the calendar display. →	
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Browse and Register for Classes Using the Course Catalog

Step 1	<p>Click the Course Catalog tab at the top of the screen – or –</p> <p>Click the All Courses button from the Home page.</p>	
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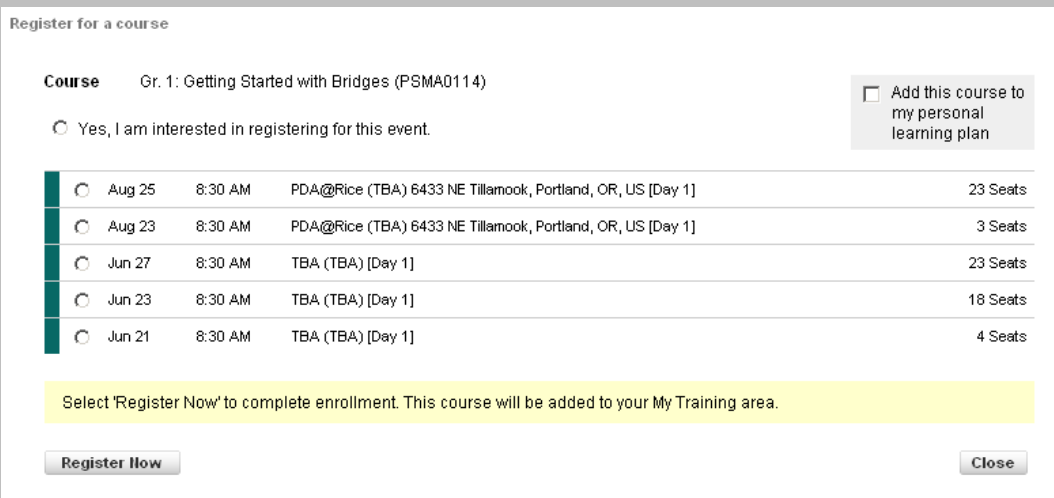
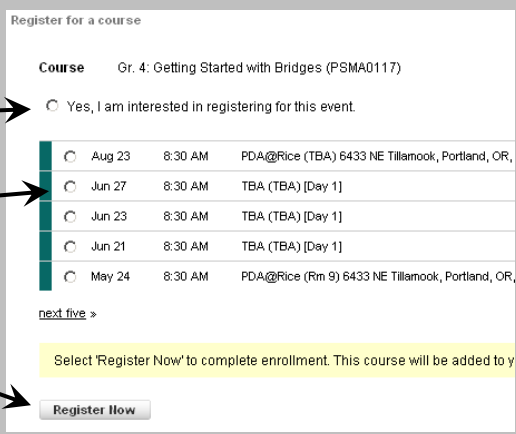
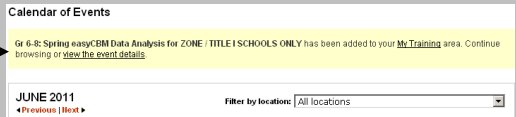
Step 2	<p>The Course Catalog page will display.</p> <p>Click on a Curriculum Group heading to display the curriculum within the group.</p>	
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Step 3	<p>The Curriculums within the selected group will display. The number of courses/classes within that curriculum is listed in parenthesis [(6 courses)].</p> <p>To search for classes/courses, click on the Curriculum name. →</p>	
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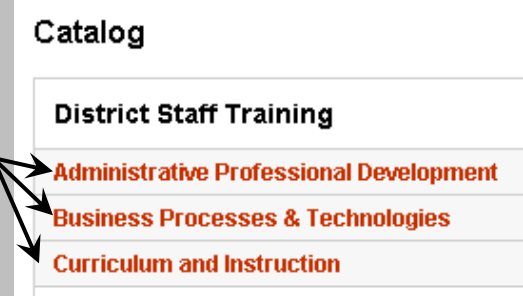



Step 4	<p>The list of Classes (listed as events in the DELIVERY column) and/or e-Learning Courses (listed as web in the DELIVERY column) will display. This list is sorted alphabetically by the Course Title column.</p>	
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Step 5 (Optional)	<p>Once you've located your class, if you wish to view information about the class, click the (details) button.</p>	
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<p>Step 6</p>	<p>To register for a class, click the Add button on the class you wish.</p> <p>Or from the Details screen, click the Register tab at the top.</p>	
<p>Step 7</p>	<p>The list of Classes Dates, Times and Locations will display. This list is sorted descending by the Date column.</p>	
<p>Step 8</p>	<p>The Register for an Event confirmation box will open. Click the Yes, I am interested in registering for this event radio button.</p> <p>Next, select a Class Date, Time and Location radio button.</p> <p>Then click the Register Now button.</p> <p>To register for additional classes, repeat steps 2 through 8.</p>	
<p>Step 9</p>	<p>The Registration conformation page will appear at the top of the calendar display.</p>	

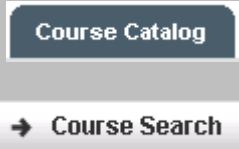

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Browse and Register for E-Learning Courses		
Step 1	<p>Click the Course Catalog tab at the top of the screen.</p> <p>Then click the E-Learning button</p> <p>– or – Click the E-Learning button from the Home page.</p>	
Step 2	<p>The Course Catalog page will display.</p> <p>Click on a Curriculum Group heading to display the curriculum within the group.</p>	
Step 3	<p>The Curriculums within the selected group will display. The number of E-Learning courses within that curriculum is listed in parenthesis [(6 courses)].</p> <p>To search for E-Learning courses, click on the Curriculum name.</p>	
Step 4	<p>The list of only e-Learning Courses (listed as web in the DELIVERY column) will display. This list is sorted alphabetically by the Course Title column.</p>	
Step 5 (Optional)	<p>Once you've located your class, if you wish to view information about the class, click the (details) button.</p>	

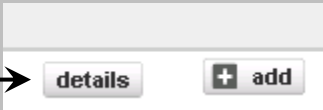
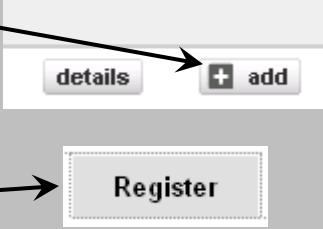
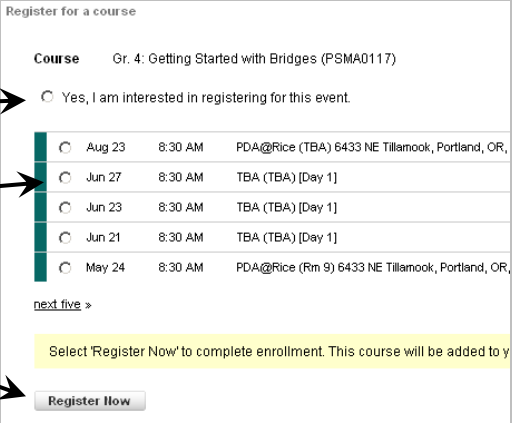

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<p>Step 6</p>	<p>To register for a class, click the Add button on the class you wish.</p> <p>Or from the Details screen, click the Register tab at the top.</p>	
<p>Step 7</p>	<p>A confirmation box will open. Click the Radio button next to Yes, I am interested in registering for a 12 month license to this course.</p> <p>Then click the Register Now button.</p>	
<p>Step 8</p>	<p>To start an E-Learning Course, click the My Training tab at the top,</p>	
<p>Step 9</p>	<p>On the left, click the Courses link.</p>	
<p>Step 10</p>	<p>Click the Launch button to the right of the course.</p>	


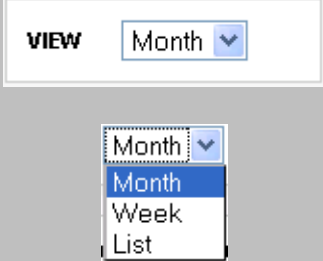

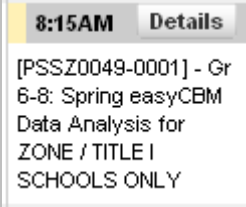
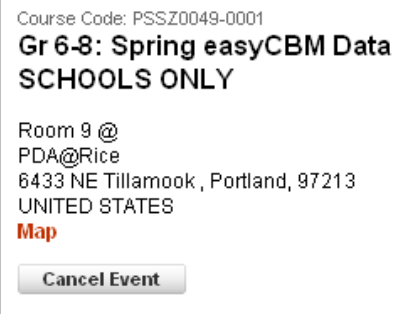
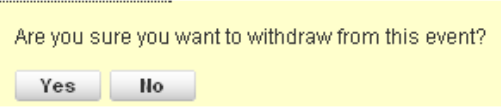
Browse and Register for Classes Using Course Search

<p>Step 1</p>	<p>Click the Course Catalog tab at the top of the screen.</p> <p>Then click the Course Search button</p> <p>– or – Click the Course Search button from the Home page.</p>	
<p>Step 2</p>	<p>The Course Search page will display.</p> <p>Enter the Course Name, Number, or Location in the Text field.</p> <p>Click the Search button.</p>	
<p>Step 3</p>	<p>The list of Classes (listed as events in the DELIVERY column) and/or e-Learning Courses (listed as web in the DELIVERY column) based on your search criteria will display. This list is sorted alphabetically by the Course Title column.</p>	





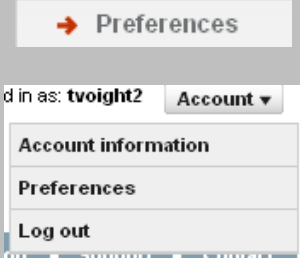
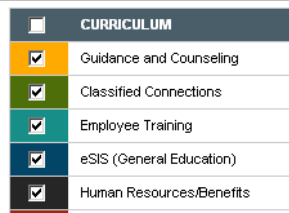

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	<p>Course Search</p> <p>bridges <input type="button" value="Search"/></p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>CODE</th> <th>TITLE</th> <th>DELIVERY</th> <th></th> </tr> </thead> <tbody> <tr> <td>PSMA0114</td> <td>Gr. 1: Getting Started with Bridges</td> <td>event</td> <td><input type="button" value="Details"/> <input type="button" value="+ Add"/></td> </tr> <tr> <td>PSMA0115</td> <td>Gr. 2: Getting Started with Bridges</td> <td>event</td> <td><input type="button" value="Details"/> <input type="button" value="+ Add"/></td> </tr> <tr> <td>PSMA0116</td> <td>Gr. 3: Getting Started with Bridges</td> <td>event</td> <td><input type="button" value="Details"/> <input type="button" value="+ Add"/></td> </tr> </tbody> </table>	CODE	TITLE	DELIVERY		PSMA0114	Gr. 1: Getting Started with Bridges	event	<input type="button" value="Details"/> <input type="button" value="+ Add"/>	PSMA0115	Gr. 2: Getting Started with Bridges	event	<input type="button" value="Details"/> <input type="button" value="+ Add"/>	PSMA0116	Gr. 3: Getting Started with Bridges	event	<input type="button" value="Details"/> <input type="button" value="+ Add"/>	
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PSMA0115	Gr. 2: Getting Started with Bridges	event	<input type="button" value="Details"/> <input type="button" value="+ Add"/>															
PSMA0116	Gr. 3: Getting Started with Bridges	event	<input type="button" value="Details"/> <input type="button" value="+ Add"/>															
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<p>Step 5</p>	<p>To register for a class, click the Add button on the class you wish.</p> <p>Or from the Details screen, click the Register tab at the top.</p>																	
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<p>Cancel a Registration</p>																		
<p>Step 1</p>	<p>To cancel from a class that you registered for, start by clicking the My Training tab.</p>																	

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<p>Step 2</p>	<p>In the left navigation bar, under My Training, click on Calendar.</p>	
<p>Step 3 (Optional)</p>	<p>To change the Calendar View, in the left navigation bar, click the View drop down list.</p> <p>Select the Month, Week or List view.</p>	
<p>Step 4 (Optional)</p>	<p>The list will default to the current month. To change to another month, click the Previous or Next navigation arrows next to the Month name.</p>	
<p>Step 5</p>	<p>After locating the class in the calendar, click the Details button.</p>	
<p>Step 6</p>	<p>On the details screen, click the Cancel Event button.</p>	
<p>Step 7</p>	<p>A confirmation dialog box will open. Click the Yes button to cancel your registration.</p>	

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NOTE	Currently there is not a method to cancel E-Learning courses you may have registered for,	
View Course History & Print Certificates		
Step 1	To view your course history, start by clicking the My Training tab.	
Step 2	In the left navigation bar, click on My Certificates link. Here you can view all training you have completed.	
Step 3	Locate the class/course, and click the View PDF button. A certificate will open in a new window.	
Set Preferences for Event Calendar		
Step 1	To set your preferences for the curriculum that shows for your event calendar, start by clicking the Account button in the upper right corner.	
Step 2	In the left navigation bar, click on Preferences . NOTE: you could have selected Preferences from the dropdown when you mouse-over the Account button.	
Step 3	From the list of Curriculum, check (select) or uncheck (deselect) those curriculum that you wish to see when you click on the Event Calendar. NOTE: You can select/choose to view other curriculum in the Event Calendar.	
Step 4	After making your selections, at the bottom of the list, click the Save Preferences button.	

For questions about the PPS Learning Campus that have not been addressed in the Reference Guide, please e-mail to techtraining@pps.k12.or.us.

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