2019

Professional Learning PL Tab

SLDS PL TAB USER GUIDE

GEORGIA DEPARTMENT OF EDUCAITON

Georgia Department of Education
Using the PL Tab

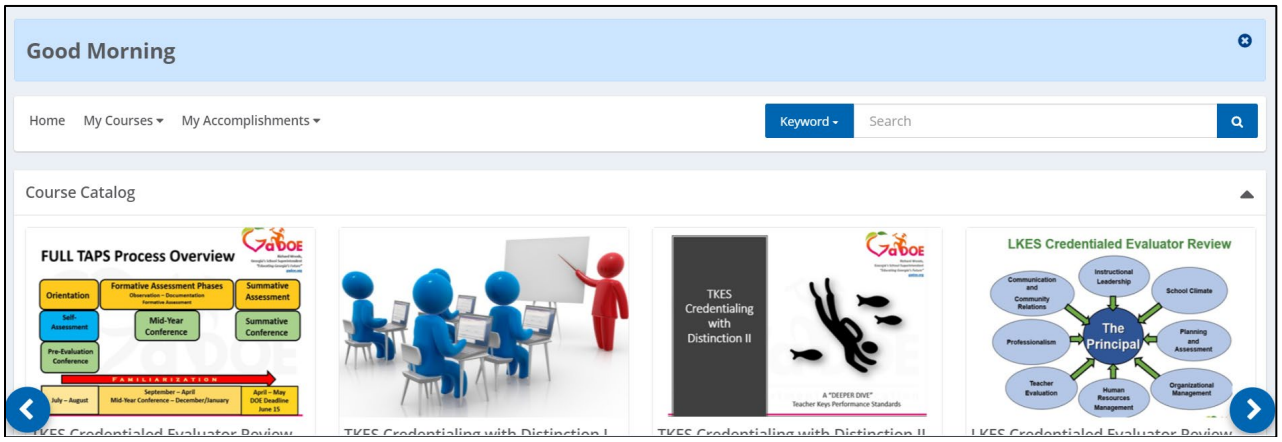
PL or Professional Learning: This tab provides users with opportunities to select various courses or trainings to deepen understanding of a specific topic. PL is also integrated into the TKES/LKES platform titled PLO. The same courses are available. PL Tab is designed for users to self-register and take courses as desired. TKES/LKES platform, allows evaluators to recommend or require professional learning to an evaluatee. All registered, recommended, and required training is available via PL Tab and via the PLO option in TKES. One system, two access points.

Accessing PL

1. District users will need to log into the District SIS or Student information. System to access the Statewide Longitudinal Data System (SLDS).

2. Access SLDS, then click on the **PL Tab**.

3. The main landing page for PL will display.



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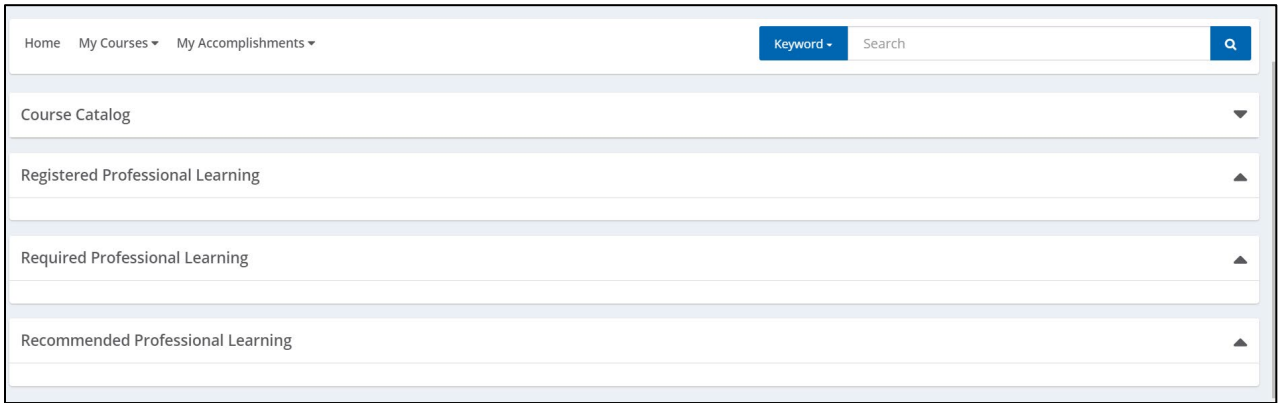
Below is the PLO landing page. Courses can be found in the **Course Catalog**, **Registered Professional Learning**, **Required Professional Learning**, and

Recommended Professional Learning panels. Use the ▼ to expand each area to view and launch Registered, Recommended, or Required professional learning modules.

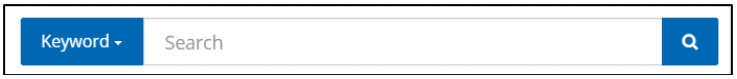


4. Enter a Course Title, Course ID, or Standard in the **Search Bar** to search for a course.

5. Other options for searching are available by clicking on the ▼ .

- Keyword search will search for results that best match the terms entered.
- Course Title, Course ID, and Standard require exact language.

6. Type in desired search components.

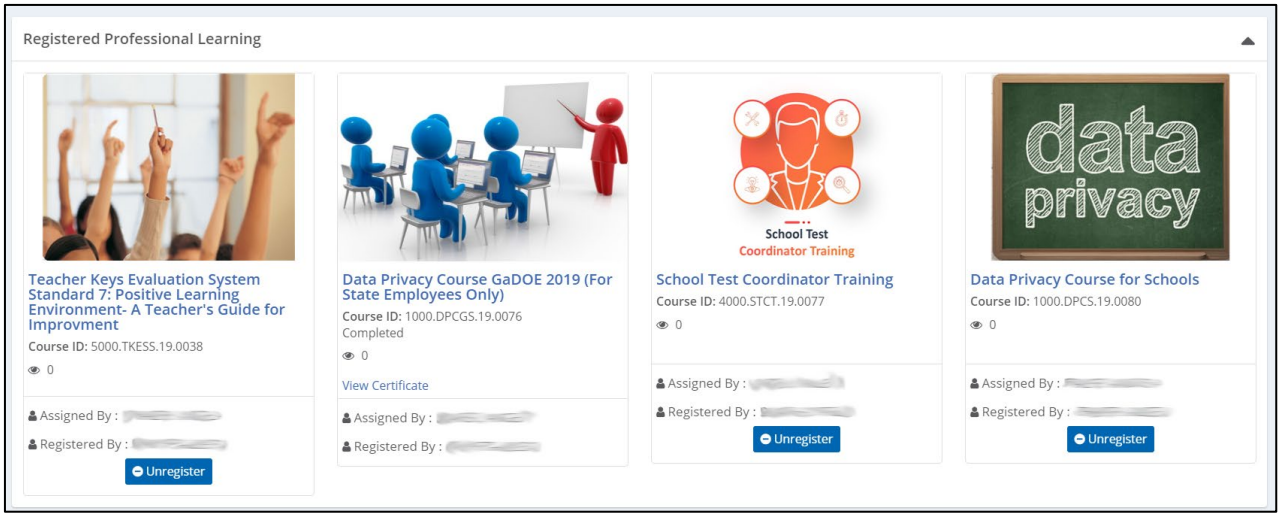


7. Click on the **Search** button.

8. Results will appear that match the search components.

9. To self-register for a course, click on the **Register** button.

10. The registered course will then appear in the area Registered Professional Learning.



11. To launch a Professional Learning course, click on the title.

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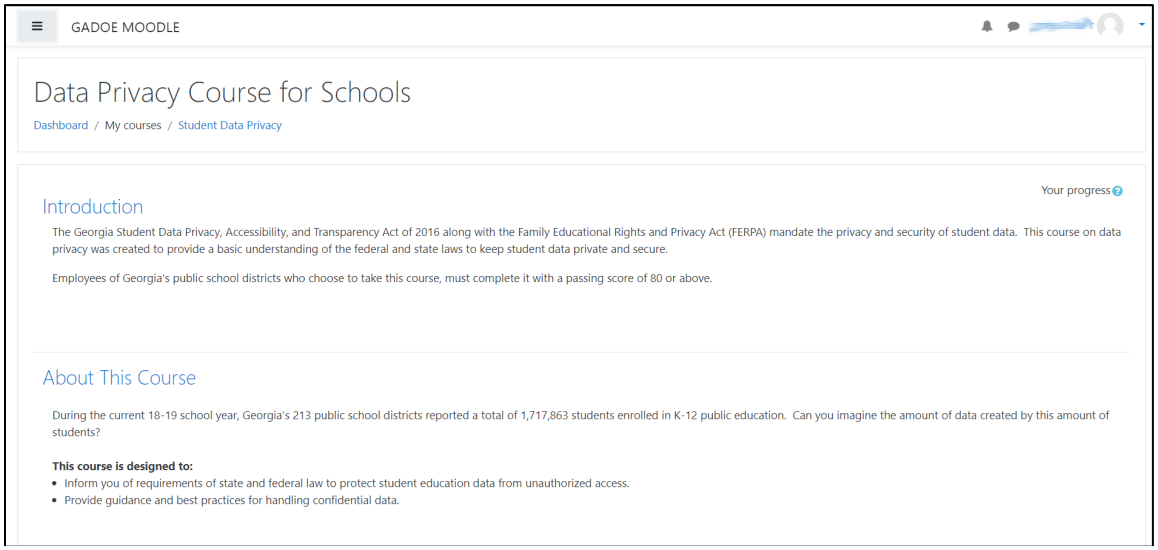
12. The Professional Learning will open in a new window similar to this:



13. After completing the course, click on **View Certificate** to view the certificate.

- There might be a delay in communication between PL and the course completion. Please check the PL tab later to "View Certificate".
- Certificate will download as a PDF. Computer settings will determine location of file download.
- Course completion details will be added automatically to **My Accomplishments** transcript.

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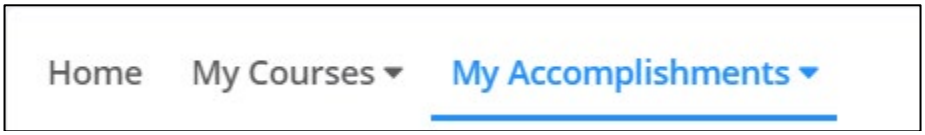
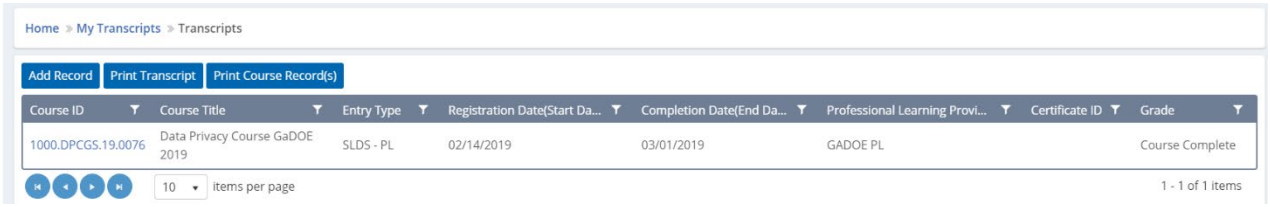
14. My Accomplishments is accessible from the PL menu.

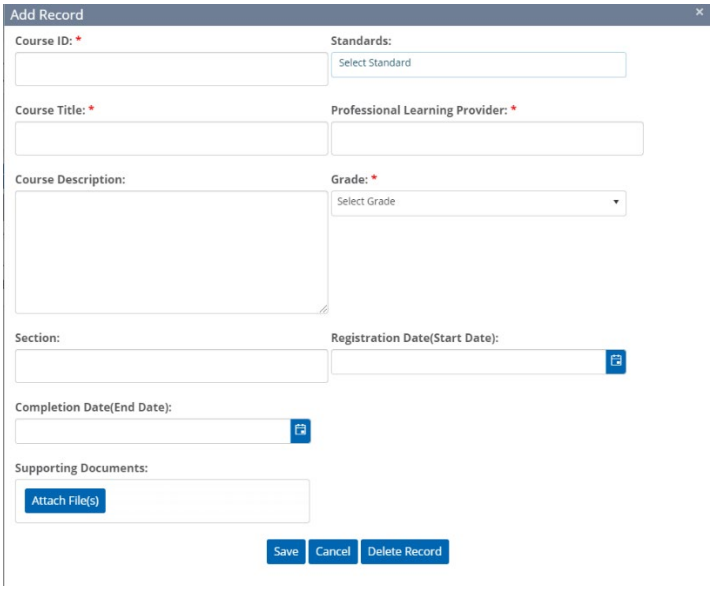
15. From the My Accomplishments drop down menu, select **Transcripts.**



16. On screen, the follow will appear for any course completed within SLDS PL.



17. Add record allows users to add a record of PL from an outside PL source.



18. Print Transcript will print all records within PL My Accomplishments.

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PROFESSIONAL DEVELOPMENT TRANSCRIPT

For [redacted]

Course ID	Course Title	Registration Date (Start Date)	Completion Date (End Date)	Certificate ID	Score/Grade	Entry Type	Professional Learning Provider
1000.DPCGS.19.0076	Data Privacy Course GaDOE 2019	02/14/2019	03/01/2019		Course Complete	SLDS - PL	GADOE PL

19. Print Course Record(s) provides a printable record of course details for each completed course. The report will print one page per course with the course details.

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COURSE RECORD REPORT

[redacted]

Printed On: 05/03/2019

Course ID	Standards
1000.DPCGS.19.0076	
Course Title	**Professional Learning Provider**
Data Privacy Course GaDOE 2019	GADOE PL
Course Description	**Grade**
Understanding Data Privacy	Course Complete

Section	Entry Type
	SLDS - PL
Registration Date(Start date)	**Certificate ID**
02/14/2019	[redacted]
Completion Date(End date)	
03/01/2019	

20. Use the option bar to navigate through records.

Some users may experience an issue with printing. It is suggested to save as a PDF first, then open in a PDF reader, and select print from the PDF reader application.