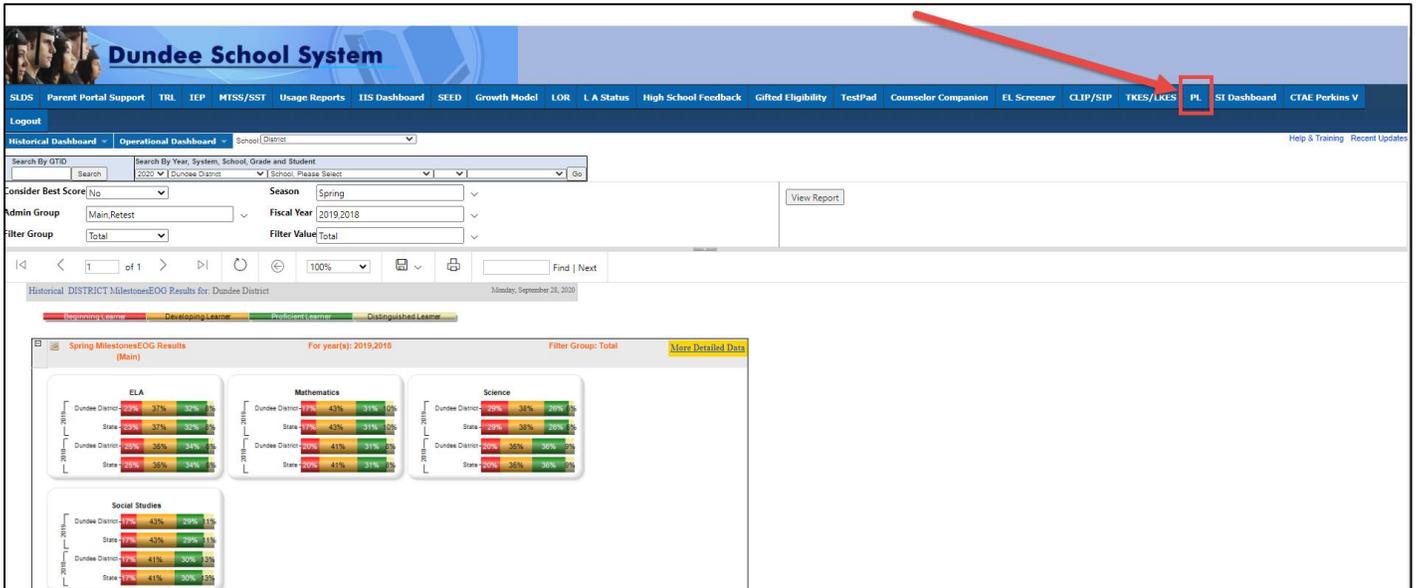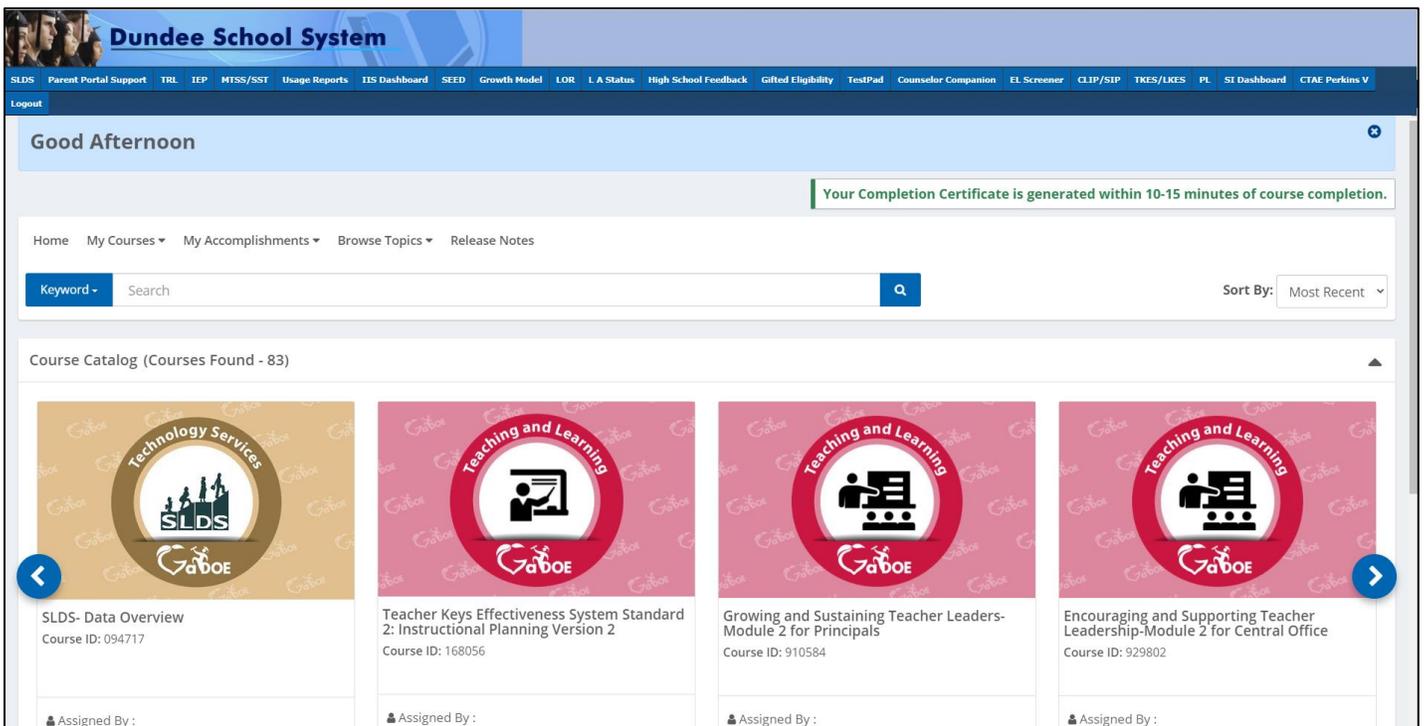# Accessing Professional Learning through SLDS

Log in to SLDS and click on the **PL** menu button.

The main landing page for the Professional Learning application will display.

Menu Options

Home   My Courses ▾   My Accomplishments ▾   Browse Topics ▾   Release Notes

Home - Displays Main Professional Learning page with course catalog, registered, required, and recommended trainings.

My Courses – Displays individual page views of course catalog, registered, required, and recommended trainings. *Select option from dropdown is required. Provides view in list or grid format.*
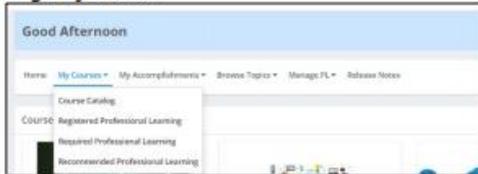

My Accomplishments – Provides access to Transcripts page.
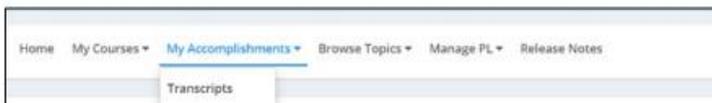
Browse Topics – Provides a predefined list of filters based on course metadata. Options will change as course metadata is added.
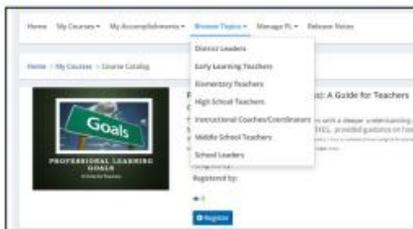
Below is the *collapsed view* of the PL landing page. Courses can be found in the **Course Catalog, Registered Professional Learning, Required Professional Learning, and Recommended Professional Learning** panels. Use the ▼ to expand each area to view and launch **Registered, Recommended, or Required** professional learning modules.
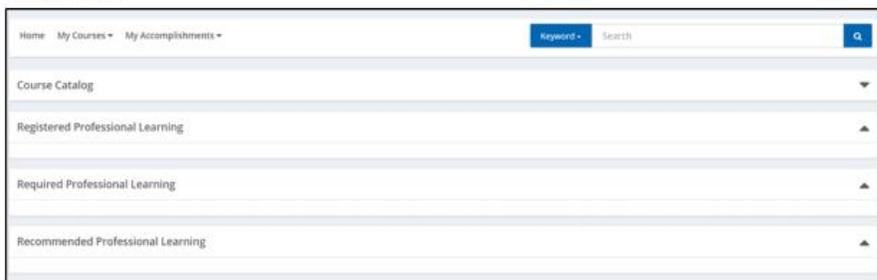
To browse through the Course Catalog, use the blue arrows on the right and left side.

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

Keyword ▾	Search	🔍

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

Keyword ▾	Search	🔍

Course Title

Course ID

Standard

LKES Credentialed Evaluator Review

Keyword search will search for results that *best match* the terms entered.

Course ID and Standard require *exact* language.

Type in desired search components.

Keyword ▾	Search	🔍

Click on the **Search** button.

🔍

Results will appear that match the search components.

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

⊕ Register

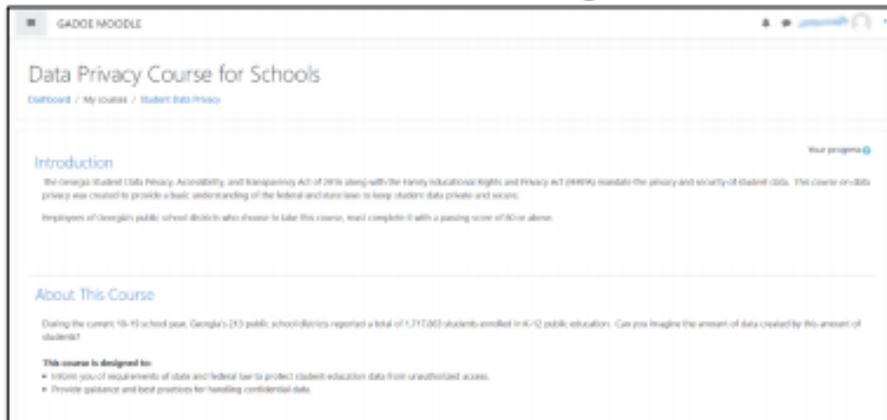The registered course will then appear in the area **Registered Professional Learning**.

To view a Professional Learning Course, click on the title.
- *In order to view a course, you must be registered for the course.*

The Professional Learning Course will open in a new window similar to this:
- *This is the Moodle Course Home Page.*

After completing the course, return to PLO homepage in Portal.

Click on **View Certificate** to view the certificate.
- *There might be a delay (10-15 minutes) in communication between PL and the course completion.*
- *Please check the PL tab later to "View Certificate".*
- *If your course shows completed but a certificate has not generated within 48 hours, please contact the Help Desk.*
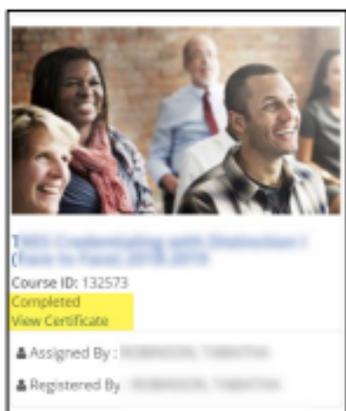
- "Completed" status and "View Certificate" are only displayed if ALL course requirements have been met.
- If course shows "In Progress" on PLO homepage, the course requirements have not been met.
- Return to course and complete all required sections.

Certificate will download as a PDF file.
- *Computer settings will determine location of file download.*

Course completion details will be added automatically to **My Accomplishments** transcript.

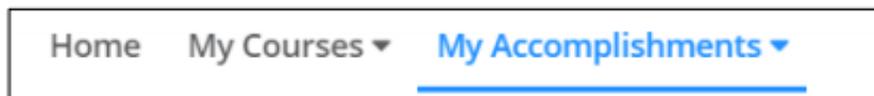**Accessing Required or Recommended Course**

1. PL has the ability for courses to be pushed out to PL consumers with a "required" or recommended status.
    Required- course is required to meet specifics set forth by course owner
    Recommended – course is recommended for users to participate in for various reasons.
2. From the PL Home Page, scroll past the Course Catalog and Registered Professional Learning Sections.
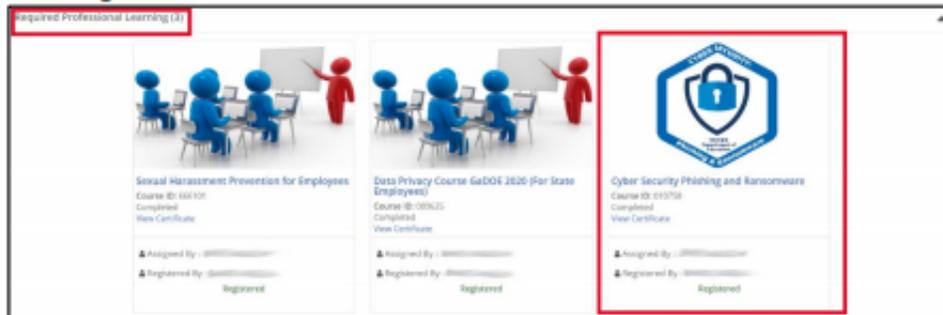
3. Required Professional Learning section is displayed followed by the section of Recommended Professional Learning.   These courses will also appear in the Registered Professional Learning section as consumers are automatically registered for required and recommended course.
4. Required courses typically come with specific instructions to follow to meet specific guidelines. Please check for those specifications within the course.

My Accomplishments

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

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

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

Completed courses that have been closed will remain in the My Accomplishments area.
Print Transcript will print all records within PL My Accomplishments.

GEORGIA DEPARTMENT OF EDUCATION

PROFESSIONAL DEVELOPMENT TRANSCRIPT

For

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	2019.3093	Course Complete	SLDS - PL	GADOE PL

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.

GEORGIA DEPARTMENT OF EDUCATION

COURSE RECORD REPORT

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	
Completion Date(End date)	
03/01/2019	

Use the **Option Bar** to navigate, print, export or save records.

| |◁ | ‹ | 1 of 1 | › | ▷| | ↺ | ⊖ | 100% ▾ | 💾 ⌄ | 🖨 |

Print settings are defined by the device and web browser on *each individual's device.*
For best results, *it is suggested to save record as a PDF first, open in a PDF reader, and select print from the PDF reader application.*