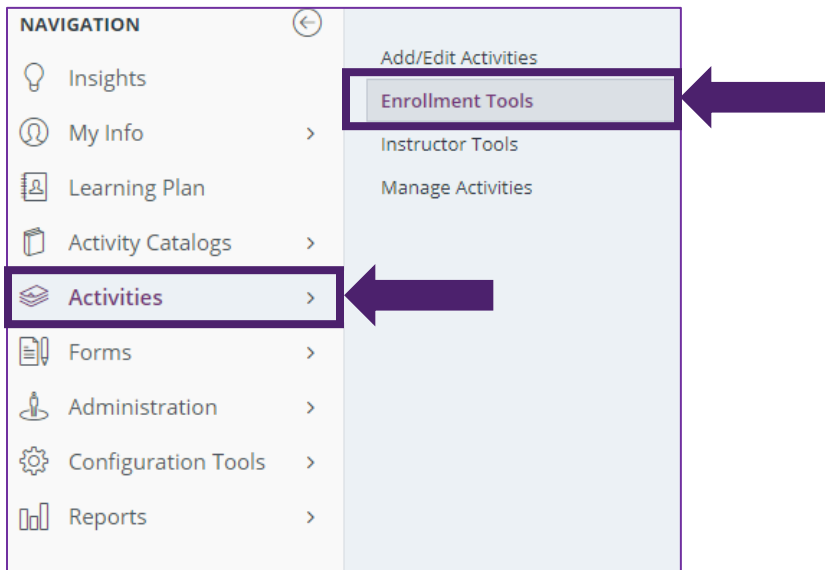


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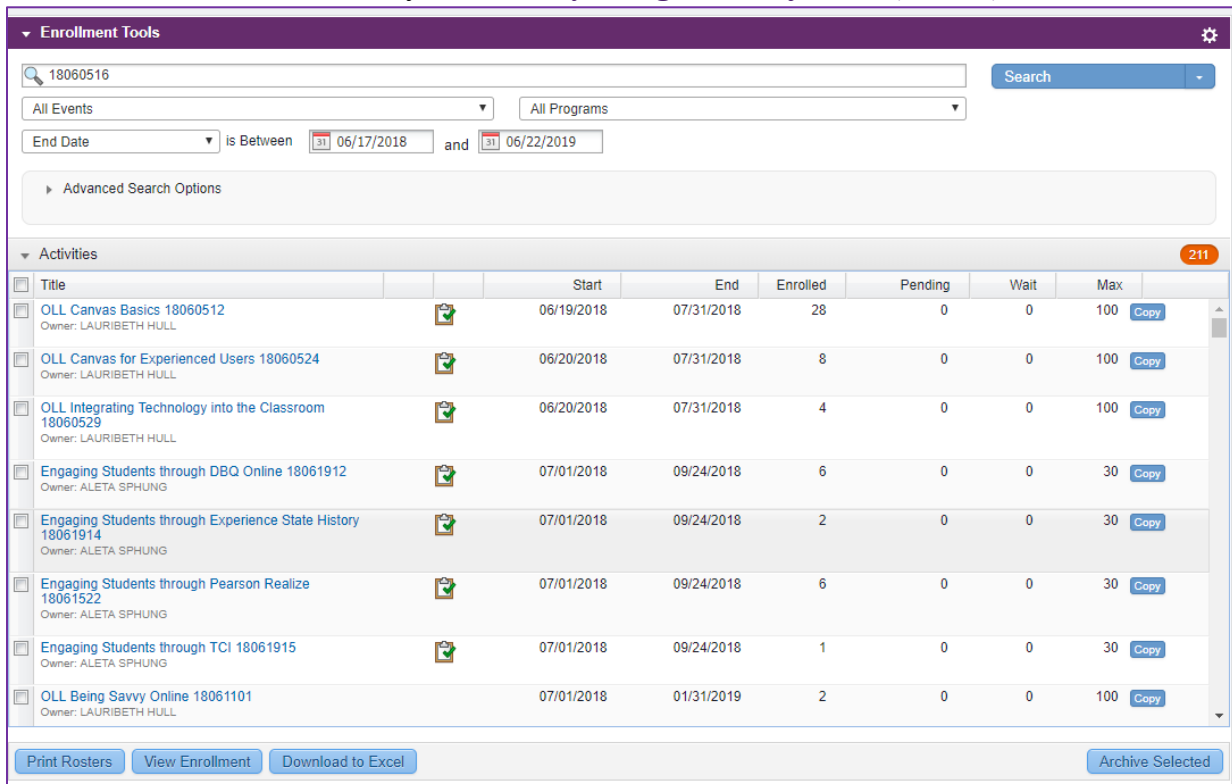
Adding Learners, Marking, and Completing Final Attendance

First and foremost – **Once an activity is archived, changes CANNOT BE MADE via Professional Growth.** To award any additional PD hours or pay, please use the paper timesheet or paper in-service credit form, located in [Docushare under Professional Development.](#)

Use the navigation bar and go to **Activities > Enrollment Tools**. If your role is instructor only, you will choose **Instructor Tools**.



In the search bar, search for your Activity using **Activity Code, Title, or activities list.**



The screenshot shows the 'Enrollment Tools' search results page. At the top, there is a search bar with the text '18060516' and a 'Search' button. Below the search bar, there are filters for 'All Events', 'All Programs', and a date range 'End Date' is Between '06/17/2018' and '06/22/2019'. A link for 'Advanced Search Options' is also present. The main section is titled 'Activities' and contains a table with 8 rows of activity data. Each row includes a checkbox, the activity title, owner, start date, end date, enrolled count, pending count, wait count, max count, and a 'Copy' button. At the bottom, there are buttons for 'Print Rosters', 'View Enrollment', 'Download to Excel', and 'Archive Selected'.

	Title	Start	End	Enrolled	Pending	Wait	Max	
<input type="checkbox"/>	OLL Canvas Basics 18060512 Owner: LAURIBETH HULL	06/19/2018	07/31/2018	28	0	0	100	Copy
<input type="checkbox"/>	OLL Canvas for Experienced Users 18060524 Owner: LAURIBETH HULL	06/20/2018	07/31/2018	8	0	0	100	Copy
<input type="checkbox"/>	OLL Integrating Technology into the Classroom 18060529 Owner: LAURIBETH HULL	06/20/2018	07/31/2018	4	0	0	100	Copy
<input type="checkbox"/>	Engaging Students through DBQ Online 18061912 Owner: ALETA SPHUNG	07/01/2018	09/24/2018	6	0	0	30	Copy
<input type="checkbox"/>	Engaging Students through Experience State History 18061914 Owner: ALETA SPHUNG	07/01/2018	09/24/2018	2	0	0	30	Copy
<input type="checkbox"/>	Engaging Students through Pearson Realize 18061522 Owner: ALETA SPHUNG	07/01/2018	09/24/2018	6	0	0	30	Copy
<input type="checkbox"/>	Engaging Students through TCI 18061915 Owner: ALETA SPHUNG	07/01/2018	09/24/2018	1	0	0	30	Copy
<input type="checkbox"/>	OLL Being Savvy Online 18061101 Owner: LAURIBETH HULL	07/01/2018	01/31/2019	2	0	0	100	Copy

If you don't see all the fields you need, (such as Credits) select **Change Settings** to add additional information.

Step 1: After **EACH MEETING DATE**, verify that the hours and/or credits are correct. Put in correct hours if attended and zero if missed.

▼ Roster

#	Select	Name ↑ Building	Approval Status	Hours#1 Jul 10	Hours#2 Jul 23	Job Title	Employee ID	Credits#1 Jul 10	Credits#2 Jul 23
1.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Buffy SILVER FIRS ELEMENTARY SCHOOL	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>		80001	<input type="text" value="0"/>	<input type="text" value="0"/>
2.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Dean GATEWAY MIDDLE SCHOOL	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>	teacher	80003	<input type="text" value="0"/>	<input type="text" value="0"/>
3.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Sam HM JACKSON HIGH SCHOOL	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>	teacher	80002	<input type="text" value="0"/>	<input type="text" value="0"/>
4.	<input type="checkbox"/>	TEST, PLM	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>			<input type="text" value="0"/>	<input type="text" value="0"/>

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Archive this activity? ☐ Yes ☒ No

Using this tool, you can update hours all at once

Step 2: After the **LAST MEETING DATE**, the owner of the activity will mark all who attended at least one meeting as **COMPLETE**. If you don't have the Complete option, please select **ATTENDANCE CONFIRMED**.

▼ Roster

#	Select	Name ↑ Building	Approval Status	Hours#1 Jul 10	Hours#2 Jul 23	Job Title	Employee ID	Credits#1 Jul 10	Credits#2 Jul 23
1.	<input checked="" type="checkbox"/>	Sample - TEST ACCOUNT, Buffy SILVER FIRS ELEMENTARY SCHOOL	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>		80001	<input type="text" value="0"/>	<input type="text" value="0"/>
2.	<input checked="" type="checkbox"/>	Sample - TEST ACCOUNT, Dean GATEWAY MIDDLE SCHOOL	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>	teacher	80003	<input type="text" value="0"/>	<input type="text" value="0"/>
3.	<input checked="" type="checkbox"/>	Sample - TEST ACCOUNT, Sam HM JACKSON HIGH SCHOOL	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>	teacher	80002	<input type="text" value="0"/>	<input type="text" value="0"/>
4.	<input checked="" type="checkbox"/>	TEST, PLM	In Progress	<input type="text" value="3"/>	<input type="text" value="3"/>			<input type="text" value="0"/>	<input type="text" value="0"/>

=

Archive this activity? ☐ Yes ☒ No

-- Click to Select--
 -- Click to Select--
 In Progress
 Attendance Confirmed
 Complete
 Denied
 No Show

-- Click to Select--
 -- Click to Select--
 Wait List
 In Progress
 Complete
 Denied
 No Show
 Removed

You can also remove individuals from your activity in this area, mark them as a **no-show**, etc.

Step 3: Then click **Save**.

Step 4: HR will view completed activities, move any learners in Attendance Confirmed status to Complete, and will archive the activity.



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Again, once an activity is archived, should you need to award any additional hours or pay, please use the paper timesheet form or paper in-service credit form, located in [Docushare under Professional Development](#).

For additional questions, contact Susan or Ingrid in Human Resources.