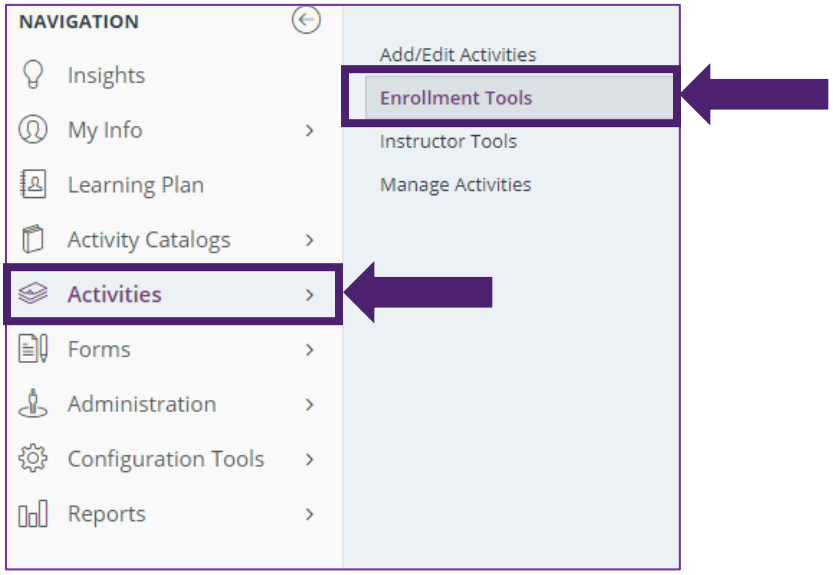
# Frontline: Professional Growth

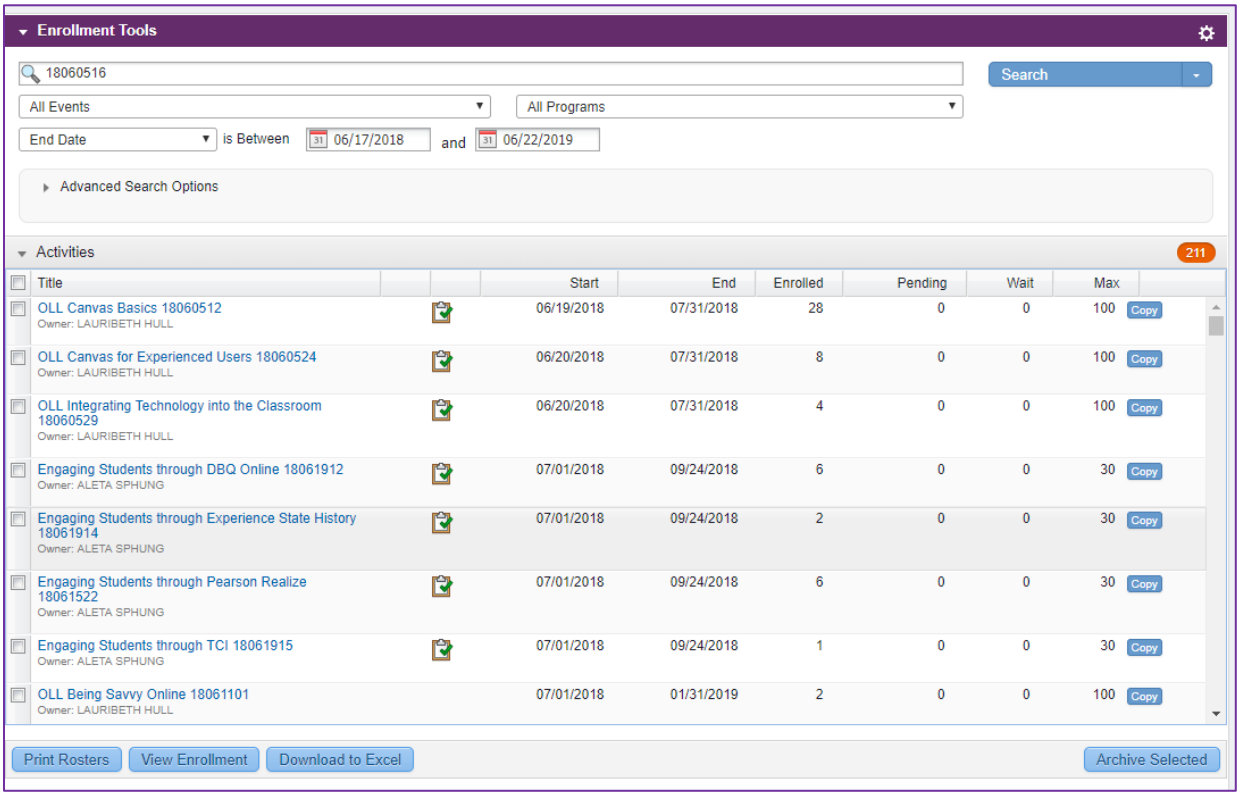
## Adding Learners, Marking, and Completing Final Attendance

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.**



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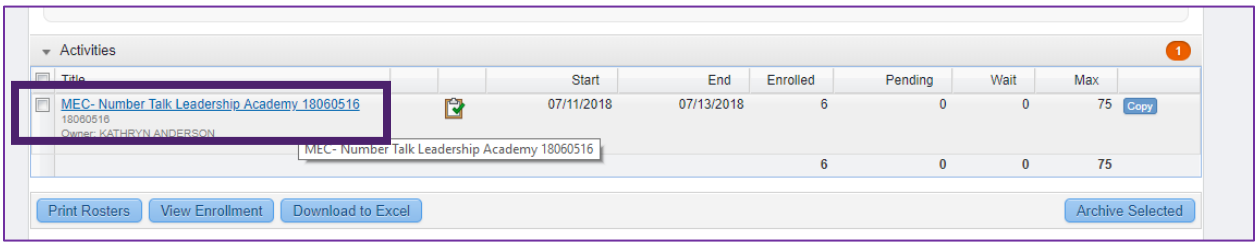
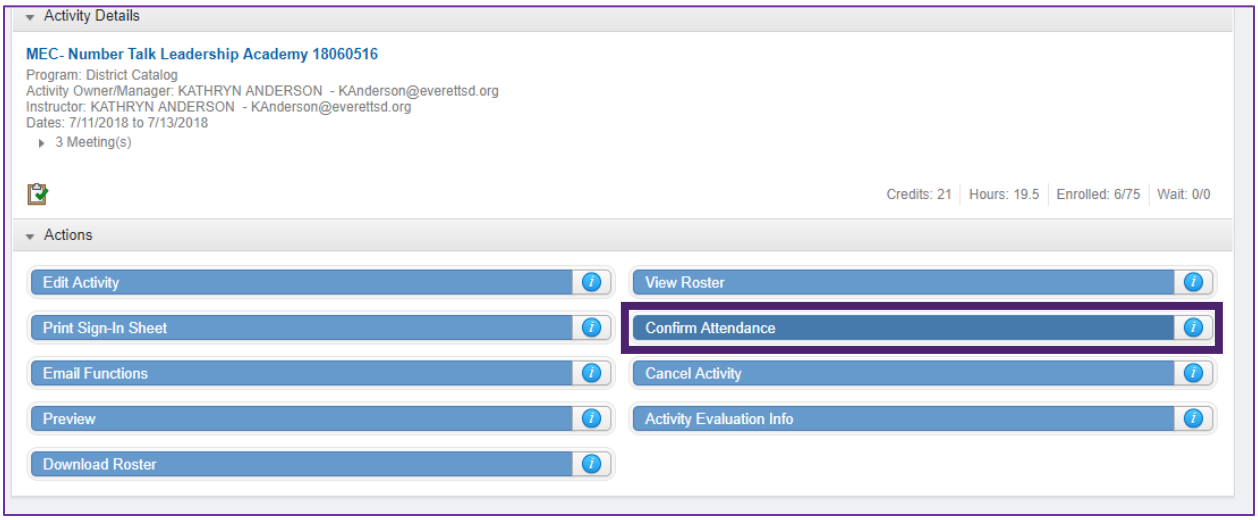
Once you find your **activity**, click on the title

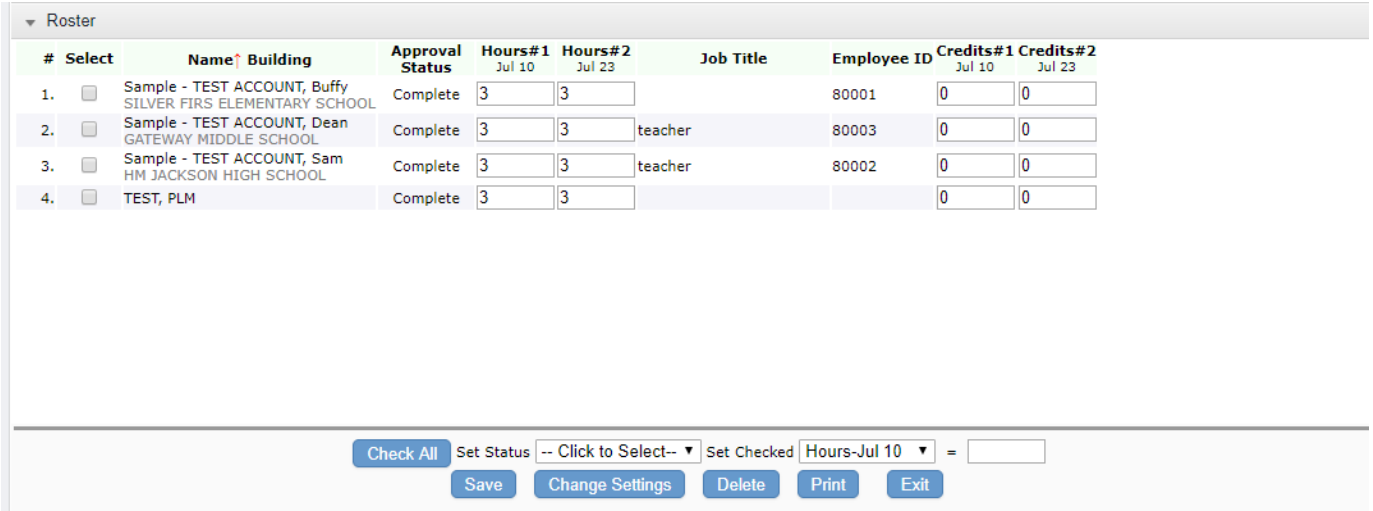



Select **Confirm attendance**




From this page, you can add additional registrants.
Make sure that hours and credits are correct for each meeting date.

**Hours = Professional development hours**
**Credits = Paid time**



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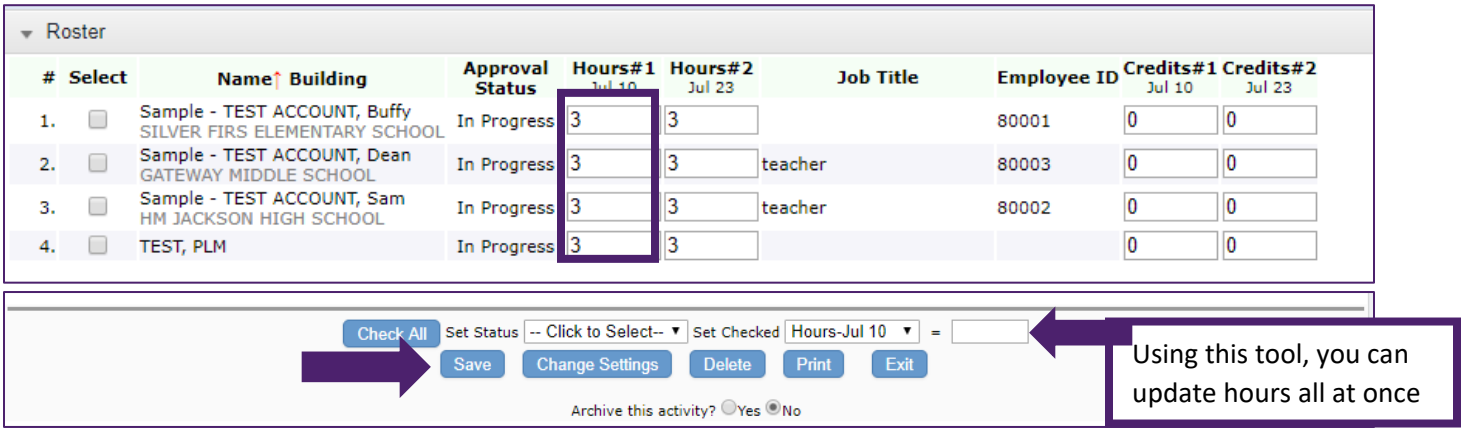
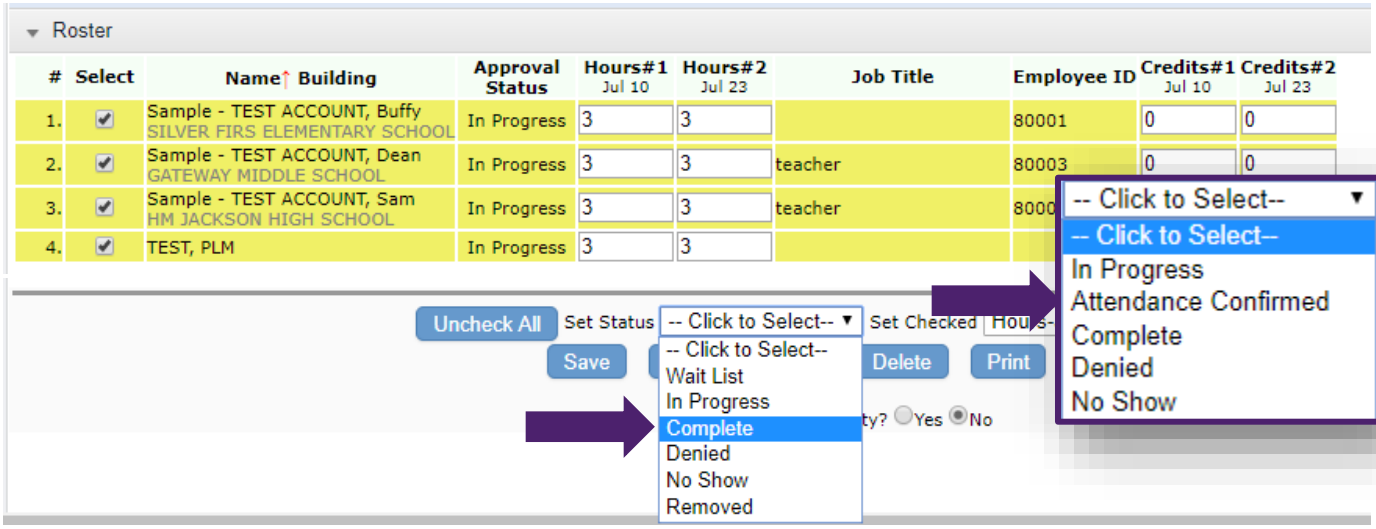
If you don't see all the fields you need, (such as Credits) select **Change Settings** to add additional information.

**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.




**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.**




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.

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.*