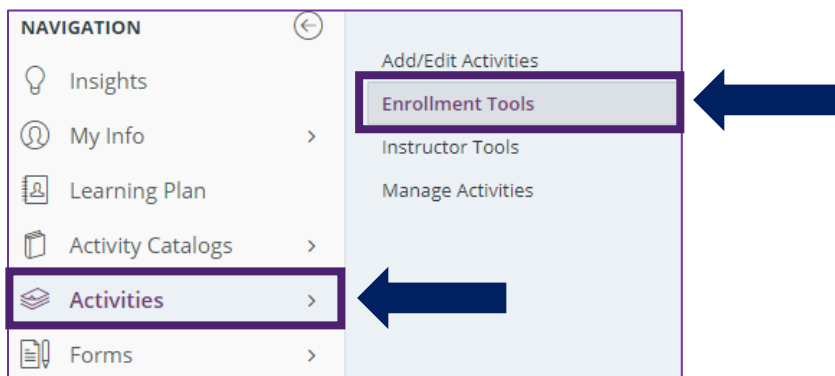


Online professional development attendance is managed a bit differently than our inhouse meetings. When proposing online learning plan how to confirm attendance completion with accuracy.

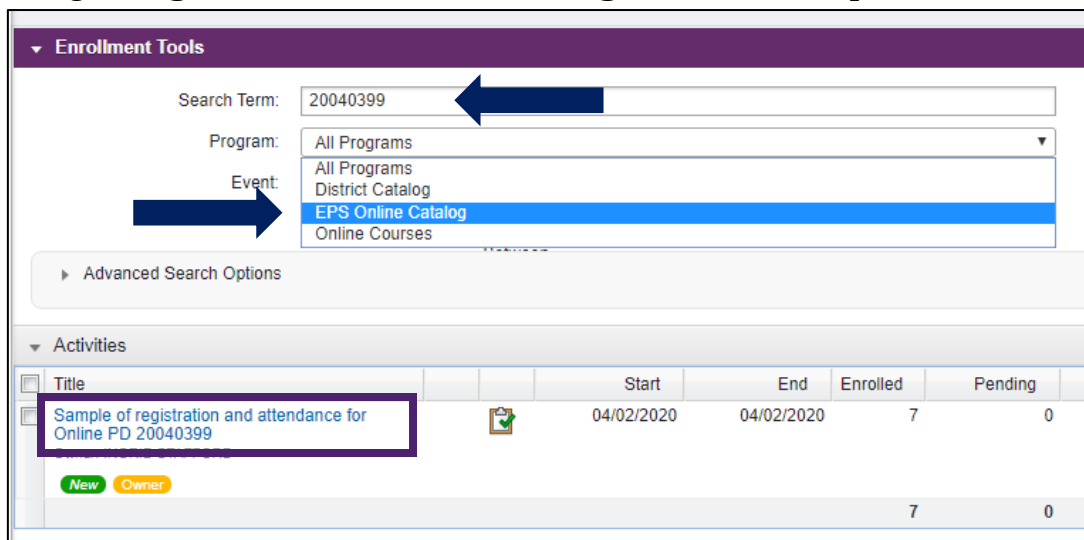
Here are a few of the possibilities available to you:

- FLPG online evaluations
- Office 365 Reflections
- Roll call
- Document employee name and ID in Zoom Chat.

Activity proposals, registration and attendance are similar to the in-house PD. Use the left navigation to **Activities** > **Enrollment Tools**. If your role is instructor only, choose **Instructor Tools**.



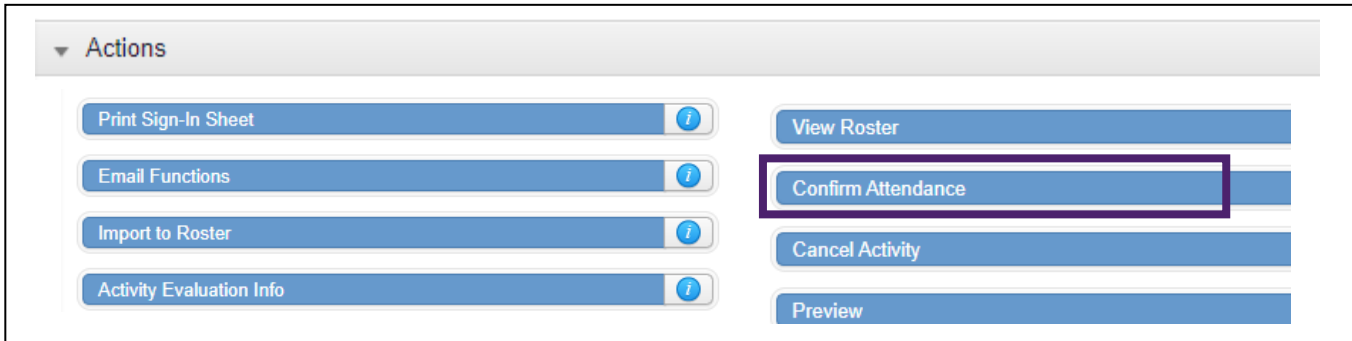
Use the **Search Term** to filter for your activity using activity code or title
Change **Program** to **EPS Online Catalog**. Select title to open details of activity



The screenshot shows the 'Enrollment Tools' search interface. At the top, there is a 'Search Term' field with the value '20040399' and a blue arrow pointing left. Below it, there is a 'Program' dropdown menu with 'All Programs' selected. To the left of the 'Event' dropdown menu is a blue arrow pointing right. The 'Event' dropdown menu is open, showing the following options: All Programs, District Catalog, **EPS Online Catalog** (highlighted in blue), and Online Courses. Below the search filters is a section for 'Advanced Search Options'. At the bottom, there is a table titled 'Activities' with the following columns: Title, Start, End, Enrolled, and Pending. The table contains one row with the following data: Title: Sample of registration and attendance for Online PD 20040399, Start: 04/02/2020, End: 04/02/2020, Enrolled: 7, Pending: 0. Below the table, there are 'New' and 'Owner' buttons.

Title	Start	End	Enrolled	Pending
Sample of registration and attendance for Online PD 20040399	04/02/2020	04/02/2020	7	0

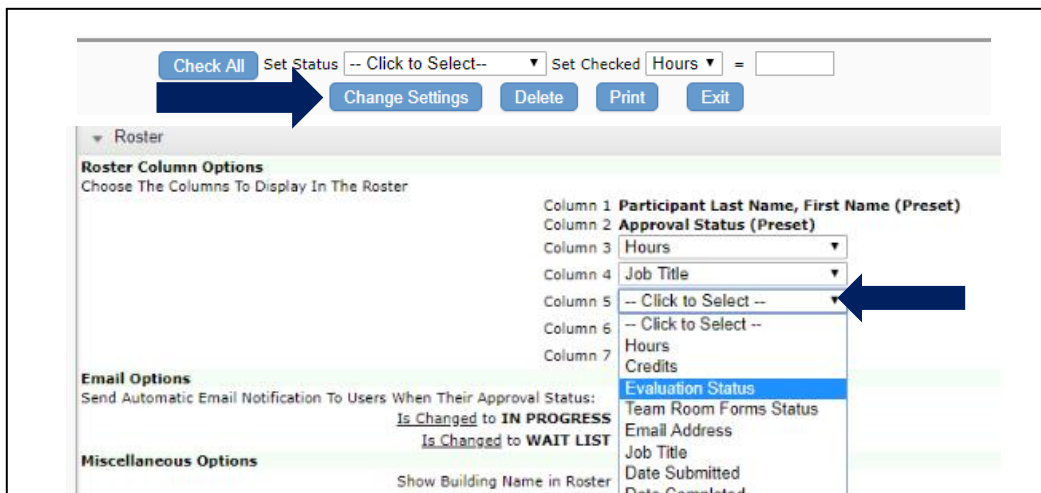
Confirm Attendance: To pre-register staff after the activity has ended use the Confirm Attendance action. **Classified staff must complete course evaluation to receive credit for elective online learning.** OSPI requires completed course evaluations for all.



Actions

- Print Sign-In Sheet
- Email Functions
- Import to Roster
- Activity Evaluation Info
- View Roster
- Confirm Attendance**
- Cancel Activity
- Preview

IMPORTANT: Change Settings to show options for evaluation status included in the roster. **Evaluation Status** selected as shown below.



Check All Set Status -- Click to Select-- Set Checked Hours =

Change Settings Delete Print Exit

Roster

Roster Column Options
Choose The Columns To Display In The Roster

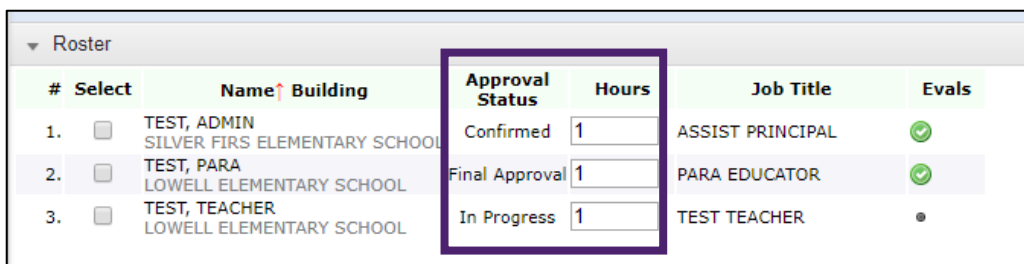
Column	Option
Column 1	Participant Last Name, First Name (Preset)
Column 2	Approval Status (Preset)
Column 3	Hours
Column 4	Job Title
Column 5	Evaluation Status
Column 6	-- Click to Select --
Column 7	Hours

Email Options
Send Automatic Email Notification To Users When Their Approval Status:
Is Changed to **IN PROGRESS**
Is Changed to **WAIT LIST**

Miscellaneous Options
Show Building Name in Roster

Approval Status definitions

- **In Progress** = Evaluation is not yet completed. Attendance status can be updated at any time prior to a course ending, although not required until the course has ended
 - Use **Email Functions** in Actions to remind “In progress” registrants the course Evaluation is due within 5 days, after the fifth day update the status to “No Show”
- **Final Approval** = Evaluation complete, attendance status can be “Confirmed”
- **Confirmed** = No further action needed

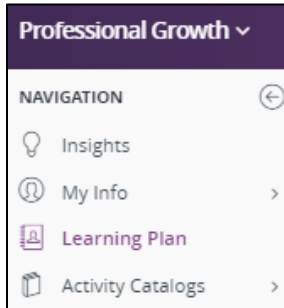



#	Select	Name ↑ Building	Approval Status	Hours	Job Title	Evals
1.	<input type="checkbox"/>	TEST, ADMIN SILVER FIRS ELEMENTARY SCHOOL	Confirmed	1	ASSIST PRINCIPAL	✓
2.	<input type="checkbox"/>	TEST, PARA LOWELL ELEMENTARY SCHOOL	Final Approval	1	PARA EDUCATOR	✓
3.	<input type="checkbox"/>	TEST, TEACHER LOWELL ELEMENTARY SCHOOL	In Progress	1	TEST TEACHER	●

Employee FLPG Evaluation Instruction

Professional Learning Evaluation Form: Once Online training is completed return to the **Learning Plan** to manage the actions.


Classified staff must complete course evaluation to receive credit for elective online learning. *OSPI requires completed course evaluations for all.*



- Select **Learning Plan**
- In the menu of **Recently Completed**
- Select **Manage** for the activity with evaluation clipboard 
- Action: **Professional Learning Evaluation Form**
- Action: **Mark Complete**

LEARNING PLAN SUMMARY

Approved and/or In-Progress: Evaluation pending completion

Approved and/or In-Progress (3 Record(s))				
Manage	Sample of registration and attendance for Online PD 20040399	04/02/2020	04/02/2020	




Awaiting Final Credit: Evaluation pending instructor action

Awaiting Final Credit (1 Record(s))				
Manage	Sample of registration and attendance for Online PD 20040399	04/02/2020	04/02/2020	




Instructor has Confirmed Attendance:

Instructor Has Confirmed Attendance (1 Record(s))				
Manage	Sample of registration and attendance for Online PD 20040399	04/02/2020	04/02/2020	



Recently Completed: Professional development hours awarded

Recently Completed (5 Record(s))				
Manage	Sample of registration and attendance for Online PD 20040399	04/02/2020	04/02/2020	

Registrants Actions

Complete Evaluation

▼ Actions

View/Print Form ⓘ

Download Calendar File ⓘ

0 - PROFESSIONAL LEARNING EVALUATION FORM (Anonym ⓘ)

Drop ⓘ

Mark Complete ⓘ

This option will become available once the evaluation form is completed.

Mark Complete

▼ Actions

View/Print Form ⓘ

Download Calendar File ⓘ

Mark Complete ⓘ

Drop ⓘ

Verify Completion by entering total hours completed and name

Activity Summary	
Activity Title	Sample of registration and attendance for Online PD 20040399
Dates	4/2/2020
Verification	
Total number of clock hours that I earned.	<input type="text" value="1"/>
By entering my name and submitting this verification form I verify that I participated in this online learning, webinar or module.	<input type="text" value="Your Name"/>