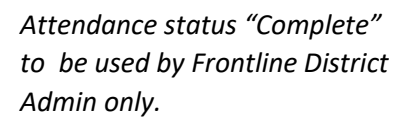




**Instructor Tools** are different than Enrollment Tools. The selection to CONFIRM attendances status is only available in the Instructor Tools. We ask that you do not use Enrollment Tools when updating attendance status. Confirm is not an option in the Enrollment tools and attendance status must be CONFIRMED by the instructor or course Owner.



Instructor Tools

Activity Details

Test Course for Missed Registration Form 21113001

Program: District Catalog

Activity Owner/Manager: INGRID STAFFORD - IStafford@everettsd.org

Dates: 12/9/2021 to 12/14/2021

3 Meeting(s)

Credits: 3

Hours: 3

Enrolled: 3/20

Wait: 0/0

Activity Functions

Team Room (Comments: 0 | Files: 0)

View Roster

Print Sign-In Sheet

Activity Attendance

▼ Roster

#Select	Name ↑ Building	Approval Status	Employee ID	Credits#1 Dec 9	Credits#2 Dec 10	Credits#3 Dec 14	Awarded Credits	Hours#1 Dec 9	Hours#2 Dec 10	Hours#3 Dec 14	Awarded Hours	Evals
1. <input type="checkbox"/>	1 Operator, Professional Development System Operator, COMMUNITY RESOURCE CENTER	In Progress	999998	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	•
2. <input type="checkbox"/>	STAFFORD, INGRID COMMUNITY RESOURCE CENTER	Removed	06762	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
3. <input type="checkbox"/>	TEST, CERT EISENHOWER MIDDLE SCHOOL	Confirmed	80002	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	•
4. <input type="checkbox"/>	TEST, TEACHER CASCADE HIGH SCHOOL	Absent	1010101	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Archive this activity? ☐ Yes ☒ No



## Frontline: Professional Growth Instructor Tools – CONFRIM Attendance

Click the dropdown boxes to select which roster columns should appear.

**Roster Column Options**  
Choose The Columns To Display In The Roster

Column 1 Participant Last Name, First Name (Preset)  
Column 2 Approval Status (Preset)  
Column 3 Employee ID  
Column 4 Credits  
Column 5 Hours  
Column 6 Evaluation Status  
Column 7 Comments

**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  
Include Drops in Roster?

--- Click to Select ---  
Hours  
Credits  
Evaluation Status  
Team Room Forms Status  
Email Address  
Job Title  
Date Submitted  
Date Completed  
Employee ID  
Show [Edit Form] Link  
Show Purposes  
Active Employee (yes/no)  
Comments

**Manage Activities**

**Details**

**Test Course for Missed Registration Form 21113001**  
Program: District Catalog  
Activity Owner/Manager: INGRID STAFFORD - IStafford@everettsd.org  
Dates: 12/9/2021 to 12/14/2021  
3 Meeting(s)

Credits: 3 | Hours: 3 | Enrolled: 3/20

**Roster** *Click the roster column to sort the order from ascending to descending on the header*

#Select	Name <sup>†</sup> Building	Approval Status	Employee ID	Hours#1 Dec 9	Hours#2 Dec 10	Hours#3 Dec 14	Awarded Hours	Evals
1. <input checked="" type="checkbox"/>	1 Operator, Professional Development System Operator COMMUNITY RESOURCE CENTER	In Progress	999998	1	1	1	3	*
2. <input type="checkbox"/>	STAFFORD, INGRID COMMUNITY RESOURCE CENTER	Removed	06762	0	0	0	0	
3. <input type="checkbox"/>	TEST, CERT EISENHOWER MIDDLE SCHOOL	Confirmed	80002	1	1	0	2	*
4. <input type="checkbox"/>	TEST, TEACHER CASCADE HIGH SCHOOL	Absent	1010101	0	0	0	0	No Eval, marked absent 1/3/22

Check / \* Set Status -- Click to Select-- Set Checked Hours-Dec 9 =

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

Delete Print Exit

by? ☐ Yes ☒ No

Reminder – Complete attendance within three workdays after each meeting date.

Need assistance? Contact [Professional Growth](#) x 4127 / 4114



## **Frontline: Professional Growth Instructor Tools – CONFRIM Attendance**