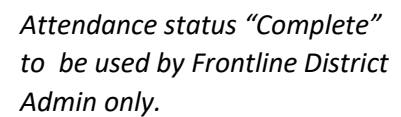




Instructor Tools are different than Enrollment Tools. The selection to CONFIRM attendances status is only available in the Instructor Tools. We ask that you do not use Enrollment Tools when updating attendance status. Confirm is not an option in the Enrollment tools and attendance status must be CONFIRMED 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. ☐	1 Operator, Professional Development System Operator, COMMUNITY RESOURCE CENTER	In Progress	999998	0	0	0	3	1	1	1	3	•
2. ☐	STAFFORD, INGRID COMMUNITY RESOURCE CENTER	Removed	06762	0	0	0	0	0	0	0	0	
3. ☐	TEST, CERT EISENHOWER MIDDLE SCHOOL	Confirmed	80002	0	0	0	0	1	1	0	2	•
4. ☐	TEST, TEACHER CASCADE HIGH SCHOOL	Absent	1010101	0	0	0	0	0	0	0	0	

Set Status:
Set Checked: =

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?

Red arrow pointing to the dropdown menu for Column 6 (Evaluation Status) which is highlighted in blue.

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

Add Registrants to Roster

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

#Select	Name*	Building	Approval Status	Employee ID	Hours#1 Dec 9	Hours#2 Dec 10	Hours#3 Dec 14	Awarded Hours	Evals
1. ☒	1 Operator, Professional Development System Operator	COMMUNITY RESOURCE CENTER	In Progress	999998	1	1	1	3	*
2. ☐	STAFFORD, INGRID	COMMUNITY RESOURCE CENTER	Removed	06762	0	0	0	0	
3. ☐	TEST, CERT	EISENHOWER MIDDLE SCHOOL	Confirmed	80002	1	1	0	2	*
4. ☐	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

Yes No

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

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