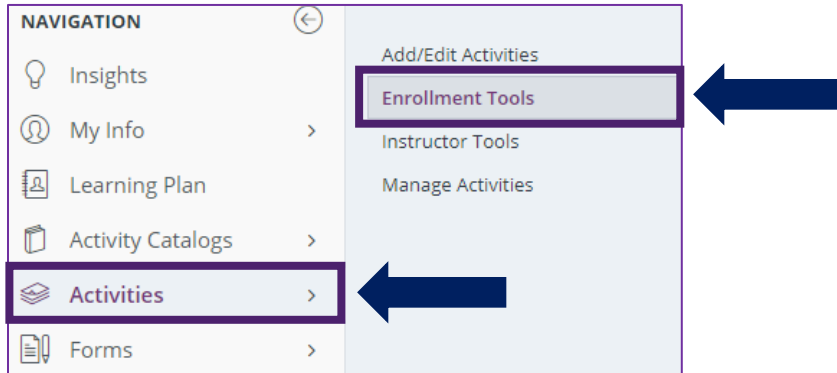


Online Professional Development attendance is managed a bit differently than our inhouse meetings. When proposing online learning you'll want a plan to confirm completion and achieve accuracy with enrollment.

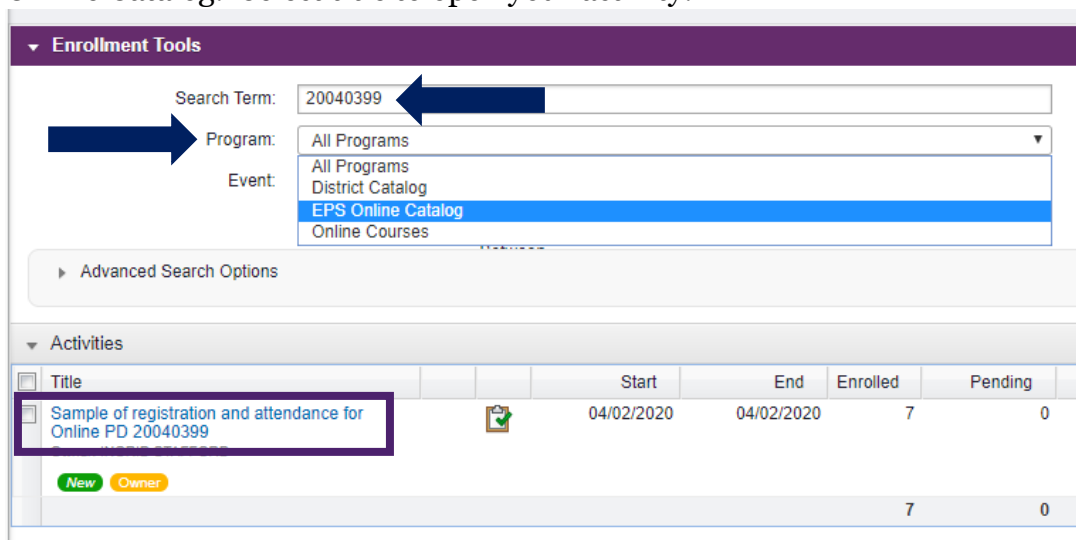
Here are a few of the options available to you:

- FLPG online evaluations (required for classified staff)
- Office 365 Reflections
- Roll call
- Document employee name and ID in Zoom Chat.

Activity proposals, registration and attendance are much same as inhouse PD. Use the left navigation to get to **Activities** > **Enrollment Tools**. If your role is instructor only, you will choose Instructor Tools.



Use Search Term to search for your activity using activity code, title or change program to EPS Online Catalog. Select title to open your activity.



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

Review the **Activity Evaluation Information** for a summary or go directly to **Confirm Attendance** in the actions below.

Print Sign-In Sheet

Email Functions

Import to Roster

Activity Evaluation Info

View Roster

Confirm Attendance

Cancel Activity

Preview

Download Roster

Activity Instructor/ Owner can still you can pre-register staff from the Confirm Attendance action.

IMPROTANT: Change Settings to show options for information included in the roster. Be sure the **Evaluation Status** is 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 1 Participant Last Name, First Name (Preset)

Column 2 Approval Status (Preset)

Column 3 Hours

Column 4 Job Title

Column 5 -- Click to Select --

Column 6 -- Click to Select --

Column 7

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

- **In Progress** = Evaluation is not completed, no attendance action required until course end. It is recommended to email registrants a reminder and provide them 5 days to complete. After 5 days, you would update the status to No Show.
- **Final Approval** = Registrant has submitted evaluation. You can confirm attendance status
- **Confirmed** = You have completed attendance

#	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	•

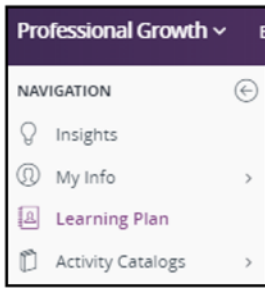
You can drop or mark as no show registrants from your activity in confirm attendance. HR will view completed activities, move any learners in Confirmed status to Complete, and will archive the activity.


Once an activity is archived additional pd hours can be awarded using the [Inservice Registration Form](#) in [Docushare](#).

Employee FLPG Evaluation Instruction

Professional Learning Evaluation Form


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**

➡ Recently Completed (5 Record(s))				
➡ Manage	Test Evaluation Course 20033199	03/31/2020	04/01/2020	
➡ Manage	Test Evaluation Course 20033199	03/31/2020	04/01/2020	

Actions

View/Print Form 

Download Calendar File

Print Certificate 

0 - PROFESSIONAL LEARNING EVALUATION FORM

