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.
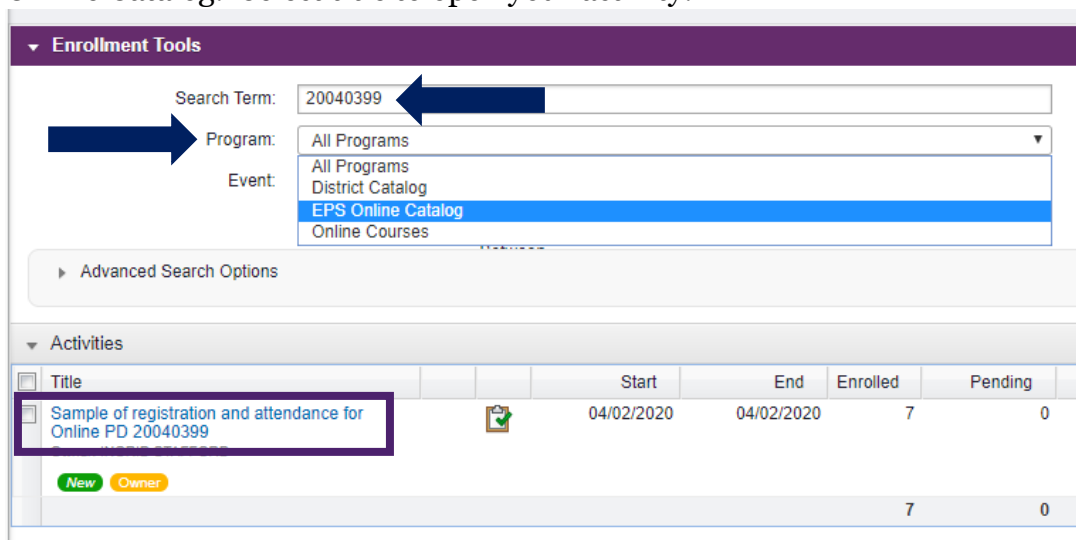
Here are a few of the options available to you:

- o FLPG online evaluations (required for classified staff)
- o Office 365 Reflections
- o Roll call
- o 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.
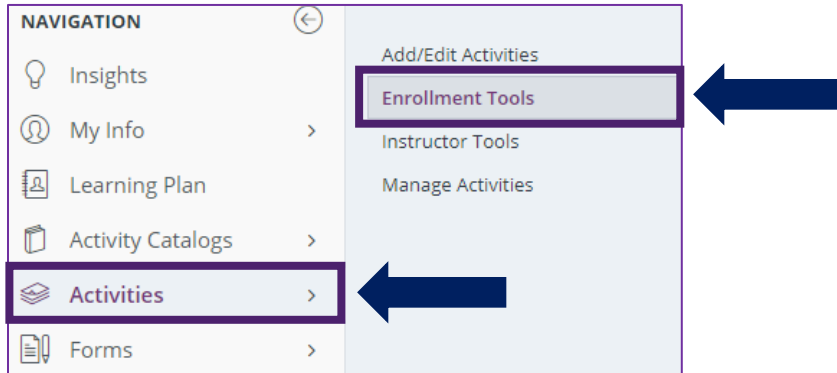
Use Search Term to search for your activity using activity code, title or change program to EPS Online Catalog. Select title to open your activity.

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

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.

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
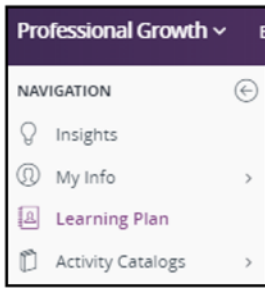
EVERETT PUBLIC SCHOOLS

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