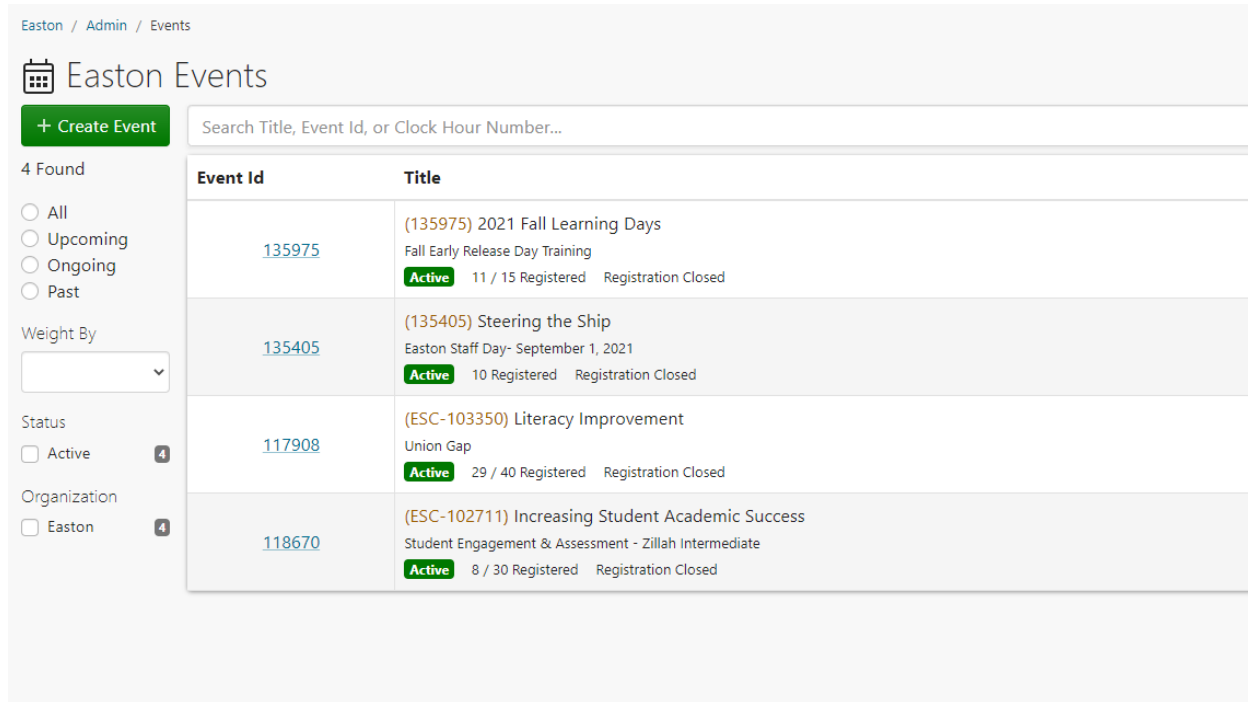


Validating Attendance

- Log into pdEnroller and from the Admin tab (upper right corner) choose Events.
- Select the correct event from the catalog listing (click on the Event Id number)



Easton / Admin / Events

Easton Events

[+ Create Event](#) Search Title, Event Id, or Clock Hour Number...

4 Found

- All
- Upcoming
- Ongoing
- Past

Weight By

Status

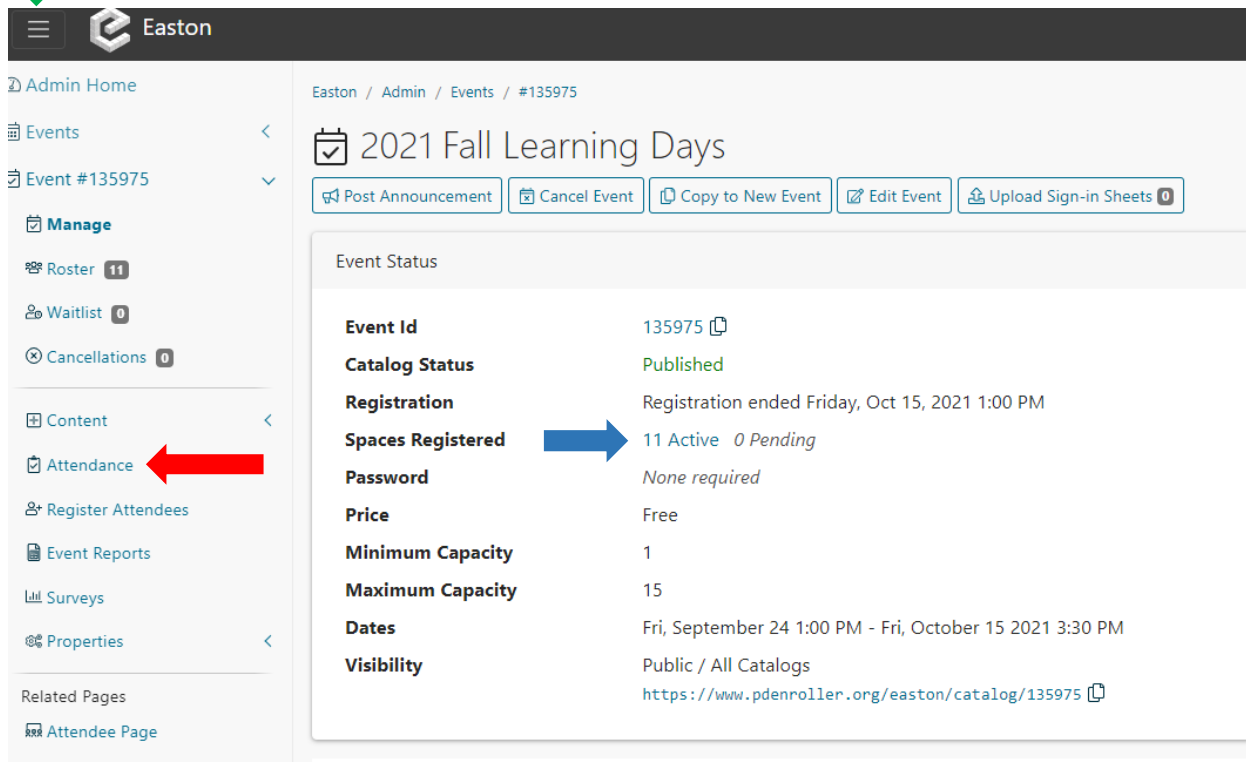
- Active **4**

Organization

- Easton **4**

Event Id	Title
135975	(135975) 2021 Fall Learning Days Fall Early Release Day Training Active 11 / 15 Registered Registration Closed
135405	(135405) Steering the Ship Easton Staff Day- September 1, 2021 Active 10 Registered Registration Closed
117908	(ESC-103350) Literacy Improvement Union Gap Active 29 / 40 Registered Registration Closed
118670	(ESC-102711) Increasing Student Academic Success Student Engagement & Assessment - Zillah Intermediate Active 8 / 30 Registered Registration Closed

- From the left hand column, choose **Attendance** (if you do not see this complete list, click on the **three lines in the upper left corner** and it will open up the menu). You can also click on the **number Active** and then click on the *Mark Attendance* tab on the next screen.



Easton

Admin Home

Events

Event #135975

Manage

- Roster **11**
- Waitlist **0**
- Cancellations **0**

Content

Attendance

Register Attendees

Event Reports

Surveys

Properties

Related Pages

Attendee Page

Easton / Admin / Events / #135975

2021 Fall Learning Days

[Post Announcement](#) [Cancel Event](#) [Copy to New Event](#) [Edit Event](#) [Upload Sign-in Sheets](#) **0**

Event Status

Event Id	135975
Catalog Status	Published
Registration	Registration ended Friday, Oct 15, 2021 1:00 PM
Spaces Registered	11 Active 0 Pending
Password	None required
Price	Free
Minimum Capacity	1
Maximum Capacity	15
Dates	Fri, September 24 1:00 PM - Fri, October 15 2021 3:30 PM
Visibility	Public / All Catalogs https://www.pdenroller.org/easton/catalog/135975

- Next to each registered participants name there is a blue Edit button. Clicking on this will bring up their individual attendance screen.

Attendance 135975 2021 Fall Learning Days



+ Upload Signin Sheets 0 + Bulk Attendance - Total + Bulk Attendance - Sum Sessions

Search Attendees... 2 session(s) selected.

Attended	Clock Hours	Sessions		Attendee	
		Fri 10/8 1:00 PM	Fri 10/15 1:00 PM	First ↑2	Last ↑1
Edit	-	-	-	Marchel	Allenbaugh
Edit	-	-	-	Joe	Bufi
Edit	-	-	-	Melissa	Coburn
Edit	-	-	-	Denise	Cox

- In the attendance screen, if the participant **DID NOT attend**, click the **Absent** button and then click **Save**. If the participant **DID attend**, click the **Present** button and read the additional instructions below **BEFORE** you click save.

Marchel Allenbaugh



 Present Absent ... X

Date Course Completed ?

Clock Hours Status

Override Requirements:

(Optional) Additional notes about the attendance

Total Clock Hours (Max 10.00)

Evidence 0

Attachments 0


Select files... Drop files here to ...

No uploads

Fri, Sep 24 2021 Hot
 Fri, Oct 1 2021 Hot
 Fri, Oct 8 2021 Hot
 Fri, Oct 15 2021 Hot

[+ Sum All Sessions](#)

C/H Detail >


 Close [✓ Save](#) [Save And Go Next >](#)

- When you click the Present button, the attendance hours will automatically fill. If the participant **DID NOT** attend all of the hours, you will need to adjust this accordingly. Note that changing hours per day **WILL NOT** update the Total Clock Hours. You will need to adjust this as well. The Total Clock Hours is what will appear on the participant’s transcript, so make sure this number matches the clock hours they should be receiving. Once you are satisfied with the attendance, click [Save](#).
 - The box next to “Clock Hours Verified” should be checked but DO NOT CHECK ANY OTHER BOXES!!!!**

Marchel Allenbaugh Present Absent ... X

Date Course Completed ?

Total Clock Hours (Max 10.00)

Clock Hours Status
 Clock Hours Verified

Override Requirements:
 Completed Survey *Check to override the survey requirement. Indicates the user has completed the survey offline.*
 Paid or Confirmed Clock Hours *Check to override the payment requirement. Indicates the user has paid/confirmed offline.*

(Optional) Additional notes about the attendance

Evidence 0

Attachments 0

Evidence of completion files from the attendee.

Select files... Drop files here to ...

No uploads

<input checked="" type="checkbox"/>	Fri, Sep 24 2021	2.5	▲▼
<input checked="" type="checkbox"/>	Fri, Oct 1 2021	2.5	▲▼
<input checked="" type="checkbox"/>	Fri, Oct 8 2021	2.5	▲▼
<input checked="" type="checkbox"/>	Fri, Oct 15 2021	2.5	▲▼

[+ Sum All Sessions](#)

C/H Detail >

Close
✓ Save
Save And Go Next >

- Repeat for each participant.

Validation is complete and you can exit from the event. Participants will receive an email letting them know they can purchase their clock hours. Remember to send the sign-in sheet to ESD 105.