

# 2023-2024 A Help Guide for Lead Mentors Facilitating Campus Share Sessions

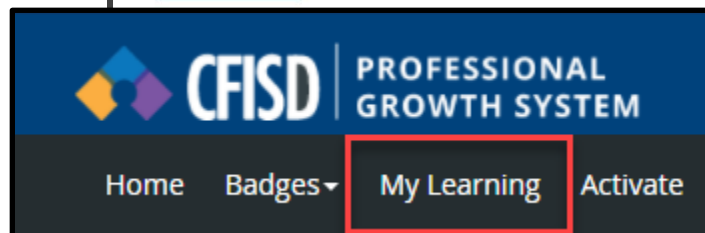
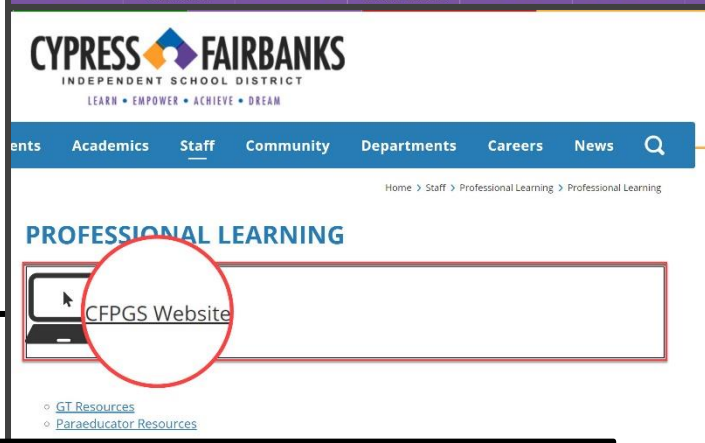
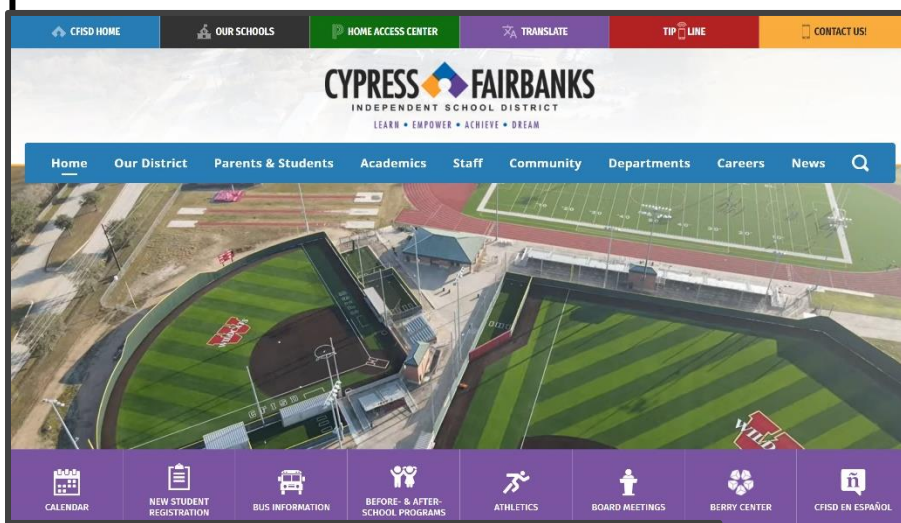
Audience: Lead Mentors

**My Learning** is an online system that enables CFISD employees to manage their yearly professional development needs. The Cypress-Fairbanks Professional Growth System (CFPGS) is the vehicle that we use to navigate through **My Learning**. The professional development calendar year begins May 1 of the previous school year and ends April 30 of the current school year.

## Accessing My Learning

- Go to the CFISD home page (<https://www.cfid.net/>).
- From the top menu, select STAFF.
- From the menu that pops up, scroll down to PROFESSIONAL LEARNING, and then click on the **(CFPGS Website)** link.
- On the Rapid Identity Login System page, login with your Network login and Network password.
- From the **CFPGS** home page, click on the **My Learning** tab on the top navigation bar.

**Note:** Provided on the CFPGS home page are various resources available to users.

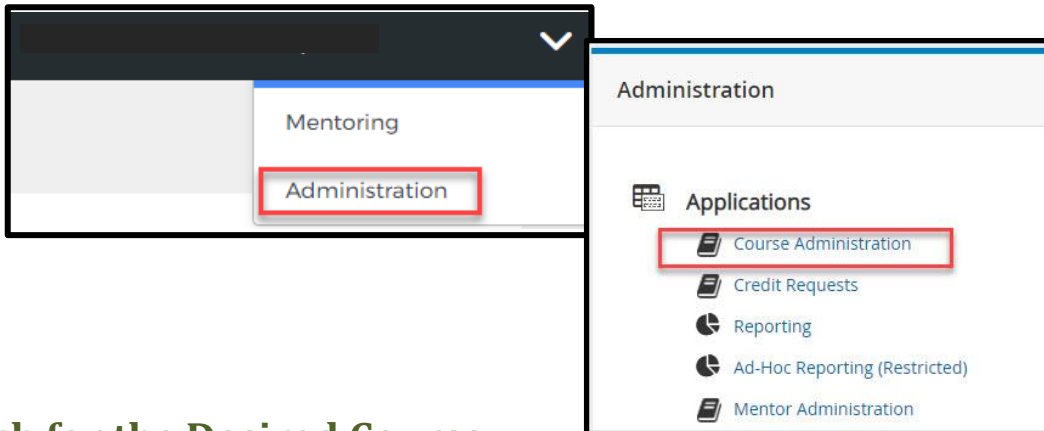


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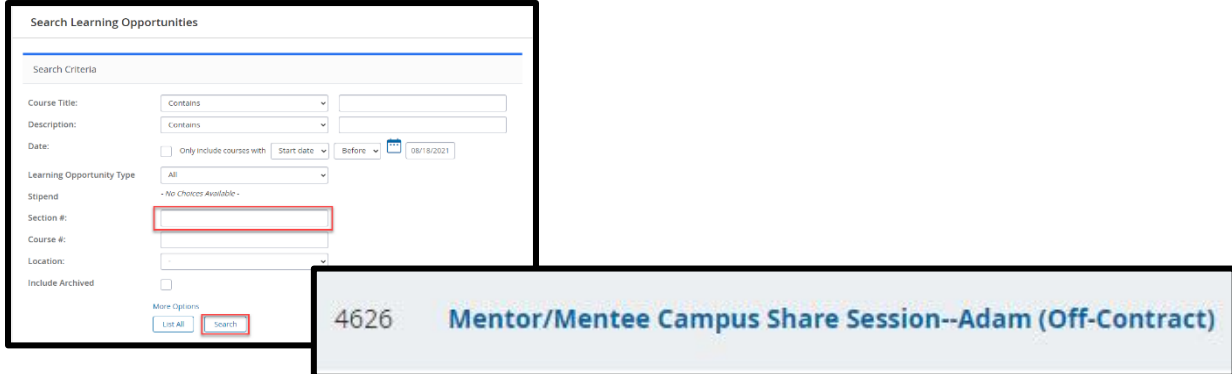
## Accessing the Course/Section in My Learning

- To access the course instructor's tools, click the **Administration** tab along the top of the screen. Click **Course Administration**.



## Search for the Desired Course

- In the Search Learning Opportunities screen, enter the **section number** (in this view, it may be necessary to scroll down to this screen).
- Click **Search**.



- Click the **title** of the course to view the course information. (The title of the course will contain your campus name)
- Scroll to **Sections** at the bottom of the page.
- Find the appropriate **Section**.
- Click the down arrow next to access the **drop-down menu** and select **View Roster**.

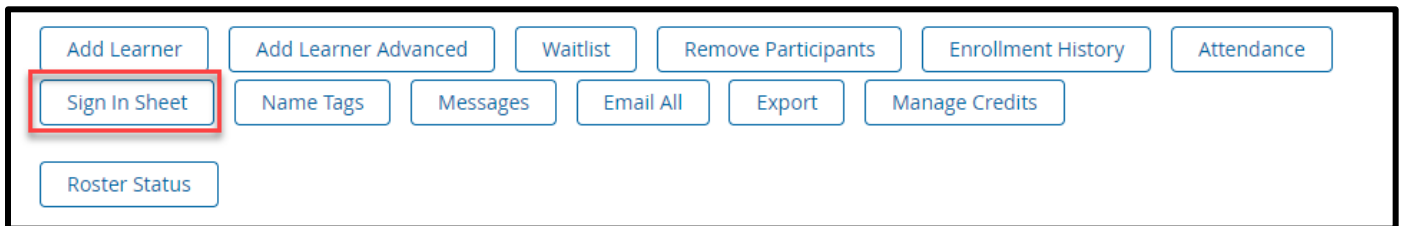


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## Sign-In Sheet / Print Sign In sheet in My Learning

- Upon clicking **View Roster**, a menu of buttons will appear.
- Click the **Sign-in Sheet** button.



A new window will load. Click **Print** above the roster and follow on screen instructions related to your printer.



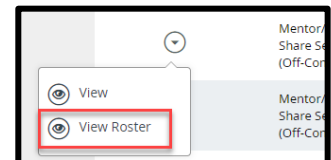
## Marking Attendance and Awarding Credit

Following the share session, you will move through the steps to mark attendance and award credit. To do so, first access the section as noted above.

There are three essential steps in marking attendance and awarding credit in **My Learning**. Each step must be completed for participants to receive credit.

### Step 1: Marking Attendance

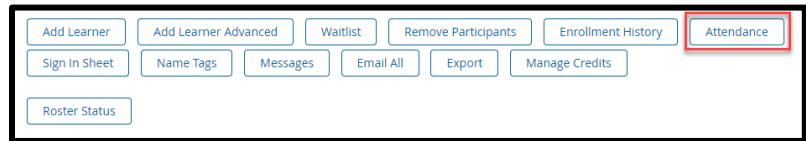
- Click the down arrow to access the **drop-down menu** and select **View Roster**.
- Upon clicking **View Roster**, a menu of buttons will appear.



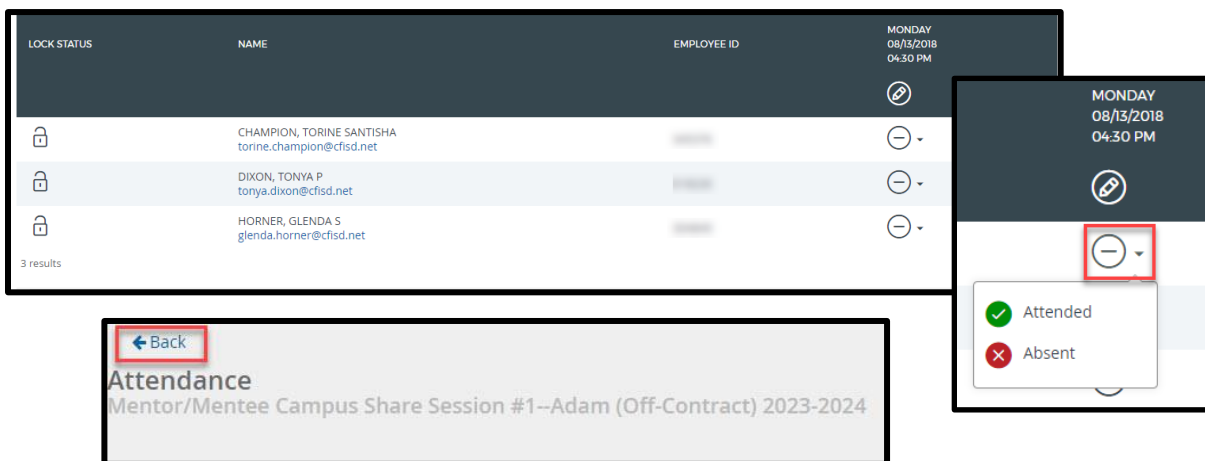
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- Click the **Attendance** button.



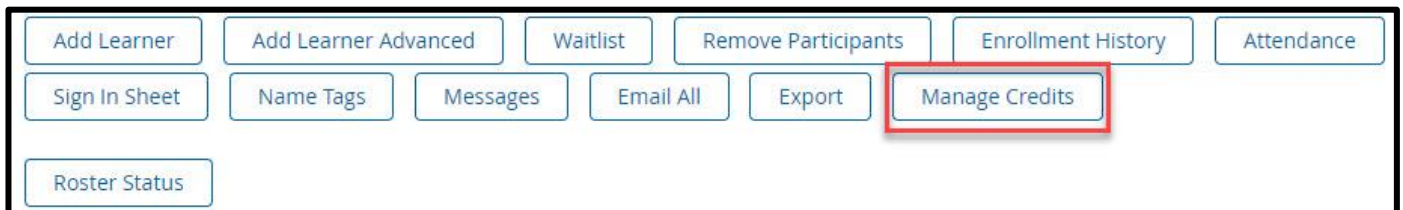
- The online roster shows a list of participants registered for the class.
- To record attendance for each participant, click the drop-down button under the course date column of the roster.
- You may select either **Attended** or **Absent** for each participant.
- Click on the **Back** link located in the upper left-hand corner of the page.



LOCK STATUS	NAME	EMPLOYEE ID	MONDAY 08/13/2018 04:30 PM
	CHAMPION, TORINE SANTISHA torine.champion@cfisd.net		⊖
	DIXON, TONYA P tonya.dixon@cfisd.net		⊖
	HORNER, GLENDA S glenda.horner@cfisd.net		⊖

## Step 2: Update Participant Credit

- Click the **Manage Credits** button.



- Enter the credit amount in the **Credit Hours** field, then click outside the field.
- Upon doing so, the **Update Learners** button will appear. Click it.
- Scroll down the page and click the **Done** button.

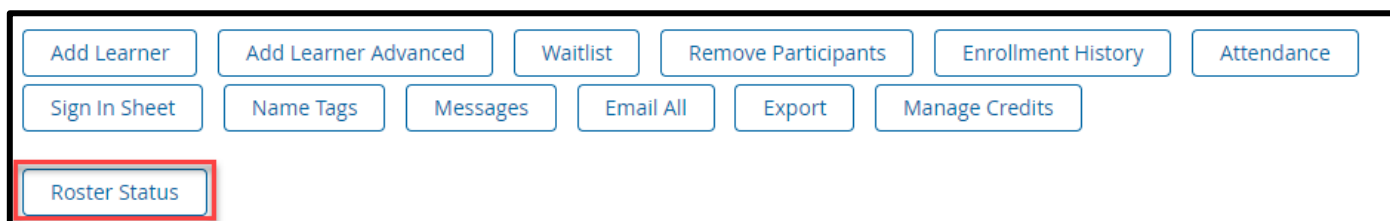
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## Step 3: Update Roster Status

- Click the **Roster Status** button.



- Click the **drop-down** menu and select **Complete**
- Click the **Save This Page** button.
- If needed, move to each successive page and complete steps for updating remaining roster participants.

