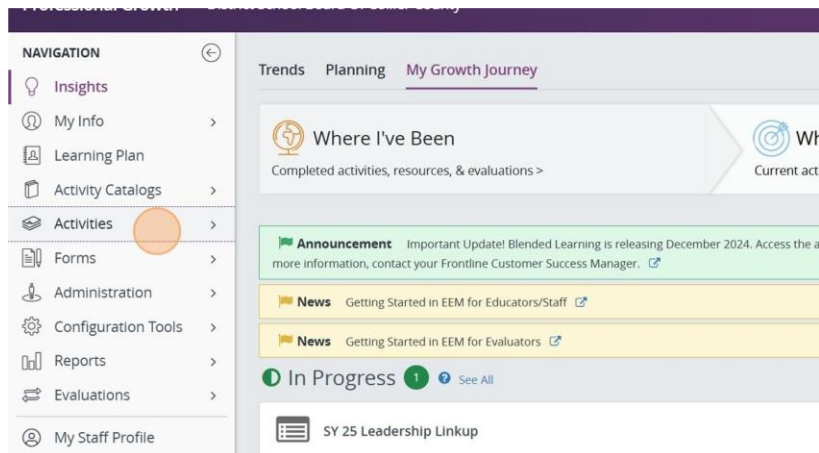
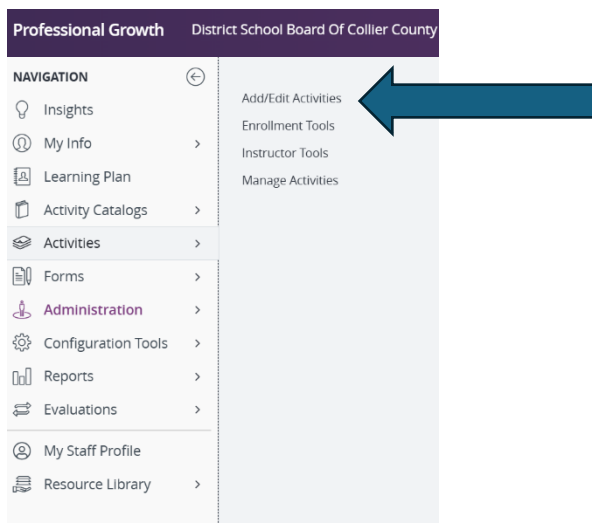


Taking Attendance – Updated Version

1. Click on “Activities”

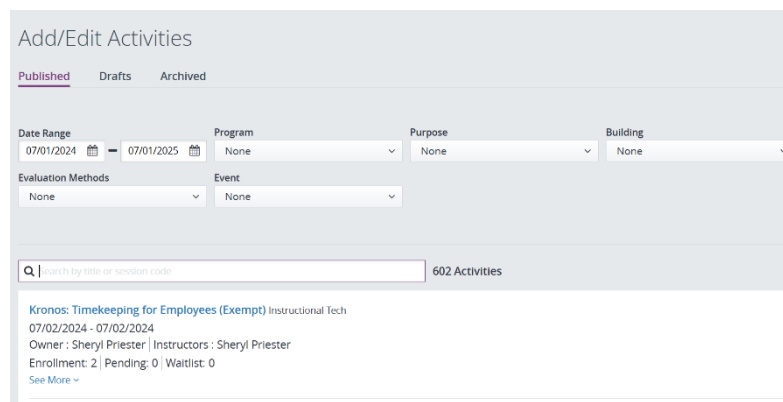


2. Click on “Add/Edit Activities”



3. On the Activities page, you will see a list of activities. Activities are organized by status: Published and Archived. Select an activity from the appropriate tab to begin.

If you do not see any options or a specific activity listed, review the date range and filters and update, as needed, or reach out to Melissa Hernandez for assistance.



Do not report attendance on the “Roster” tab. This tab is strictly for use by the Professional Learning Department only.

Taking Attendance – Updated Version

4. Taking Attendance: After selecting the activity, you will be directed to the Roster tab. To review and update attendance, click on the **“Attendance”** tab. If you need to modify a participant's details, select their name and adjust their hours as necessary.

The screenshot shows the 'Attendance' tab in a software interface. At the top, there are tabs for 'Activity Settings', 'Steps (2)', 'Meetings (2)', 'Attendance (1)', and 'Roster'. Below the tabs, a message says 'Please confirm that you have reviewed attendance.' with a 'Review Complete' button. Under '2 Meetings', it lists 'Intro - Thu February 27, 2025 09:00 AM to 10:00 AM - Library' and 'Habits Discussion - Fri February 28, 2025 10:00 AM to 11:00 AM - Library', with an 'Add Meetings To Calendar' button. There are dropdowns for 'Building' (None) and 'Department' (None). Below these are buttons for 'Bulk Mark Attendance', a search bar 'Find Participant', '5 Participants', 'Show Canceled', 'Print Sign-in Sheet', and 'Add Participants'. A table lists participants with columns for Name, Comments, Feb 27, and Feb 28.

☐	Name ^	Comments	Feb 27	Feb 28
☐	Allen, Barry Elementary School	You may leave a comment	1 x	1 x
☐	Learner, Lee Extra Elementary	You may leave a comment	1 x	1 x
☐	Learner, Leon Extra Elementary	You may leave a comment	1 x	1 x
☐	Learner, Lora Extra Elementary	You may leave a comment	1 x	1 x
☐	Principal, Polly Extra Elementary	You may leave a comment	1 x	1 x

5. To make bulk adjustments, click the checkbox to the left of the participants, or select all users by clicking the checkbox beside the Name column. Then, select **“Bulk Mark Attendance”**.

This screenshot is similar to the previous one but shows the 'Bulk Mark Attendance(5)' button highlighted with a red box. In the participant table, the checkboxes in the first column are all checked, and the 'Name' column header also has a checked checkbox, indicating a bulk selection.

☒	Name ^	Comments	Feb 27	Feb 28
☒	Allen, Barry Elementary School	You may leave a comment	1	1
☒	Learner, Lee Extra Elementary	You may leave a comment	1	1
☒	Learner, Leon Extra Elementary	You may leave a comment	1	1
☒	Learner, Lora Extra Elementary	You may leave a comment	1	1
☒	Principal, Polly Extra Elementary	You may leave a comment	1	1

Do not report attendance on the “Roster” tab. This tab is strictly for use by the Professional Learning Department only.

Taking Attendance – Updated Version

6. By default, the Meeting Date(s) dropdown is set to All meeting dates; select specific dates, if needed. Enter the meeting duration; then, click **“Apply Changes”** to save.

The screenshot shows the 'Attendance' interface. At the top, there's a header bar with '5 selected Mark Attendance', a 'Meeting Date(s)' dropdown set to 'All', an 'Hours' input field, and 'Cancel' and 'Apply Changes' buttons. Below the header, there's a table with columns for 'Name', 'Meeting Date(s)', and 'Hours'. The 'Meeting Date(s)' dropdown is open, showing options for 'Feb 27 09:00AM - 10:00AM' and 'Feb 28 10:00AM - 11:00AM'. The table lists three participants: Allen, Barry (Elementary School), Learner, Lee (Extra Elementary), and Learner, Leon (Extra Elementary). Each participant has a checkbox and a comment field. The 'Hours' column shows '1' for each participant.

7. Once attendance has been reviewed and adjusted (if needed), select the **“Review Complete”** button to confirm.

The **Review Complete** button will not appear until the day **after** the meeting date(s). For activities with multiple meetings, only select this option once attendance has been reviewed and updated for **all** meetings.

The screenshot shows the 'Attendance' tab in the interface. At the top, there's a navigation bar with 'Activity Settings', 'Steps (2)', 'Meetings (2)', 'Attendance (1)', and 'Roster'. Below the navigation bar, there's a message box that says 'Please confirm that you have reviewed attendance.' with a 'Review Complete' button. Below the message box, there's a section titled '2 Meetings' with details for two meetings: 'Intro - Thu February 27, 2025 09:00 AM to 10:00 AM - Library' and 'Habits Discussion - Fri February 28, 2025 10:00 AM to 11:00 AM - Library'. There's also an 'Add Meetings To Calendar' button.

The Attendance tab will display a ✓ checkmark to indicate that attendance has been completed.

The screenshot shows the 'Attendance' tab in the interface. At the top, there's a navigation bar with 'Activity Settings', 'Steps (2)', 'Meetings (2)', 'Attendance (✓)', and 'Roster'. The 'Attendance' tab is highlighted with a checkmark.

Do not report attendance on the “Roster” tab. This tab is strictly for use by the Professional Learning Department only.