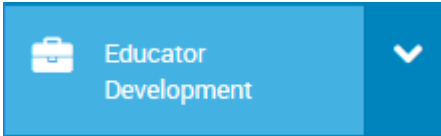


Administrative directions for providing attendance credit in PD planner for City wide PD days

1. Start on the Schoolnet Homepage.

Click on “Educator Development” at the bottom of the left navigation bar



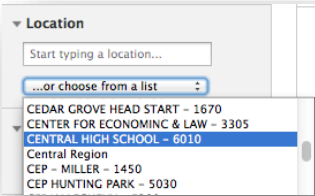
2. In the PD Search window

Click on the “All PD” link



3. Scroll down to the bottom of the page, select **your** location from the drop down list in the “Location” field

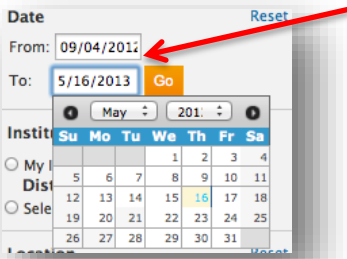
*** Ignore “Institution” field



4. Scroll up to the **Date** window, **Click** on the “From” field
 Select the city-wide PD start date from the calendar

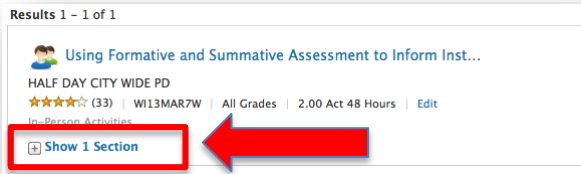
Next, **click** on the “To” field
 Select the city-wide PD end date from the calendar

Then **click** “Go”



5. Once the results return, **scroll up** to locate the PD

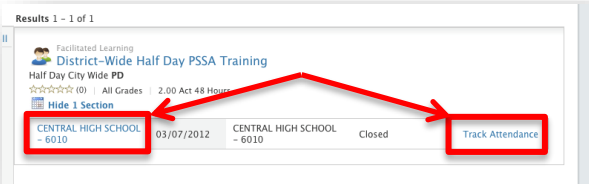
Click on “Show 1 Section”



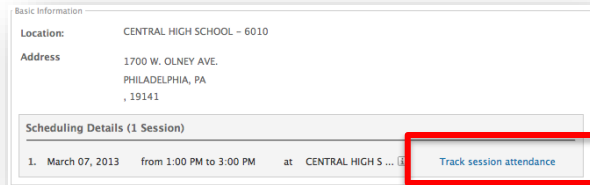
6. **Click** on the name of your school

Or

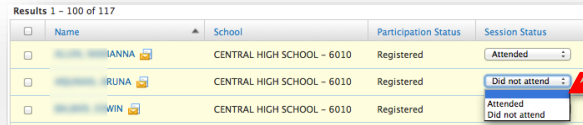
Click on Track Attendance link



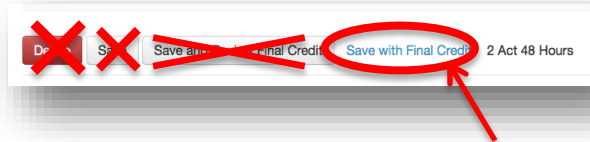
7. Click “Track Session Attendance” link in the grey box to begin submitting attendance.



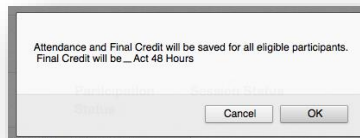
8. Select from the drop-down list the session status accordingly: ‘Attended’ or ‘Did not attend’ for each registered attendee



9. At the bottom of each attendance screen Click “Save with Final Credit” to complete attendance process.

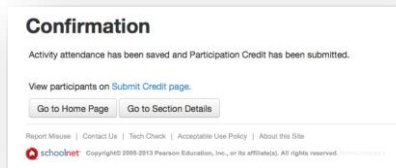


10. Click “OK” to submit attendance for that screen



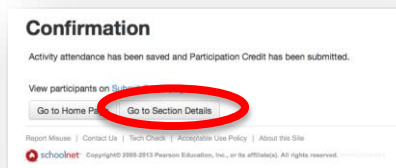
11. This confirmation page confirms the attendance for the page submitted only.

***** Please complete the below steps if your staff is greater than 100.**



12. For schools with staff greater than 100, Click on “Go to Section Details” button from the step above

Repeat the process from Step 7 for all pages of attendance.



Contact act48@philasd.org if you have any questions.