

8A



Managing Events: For Instructors

A. Taking attendance

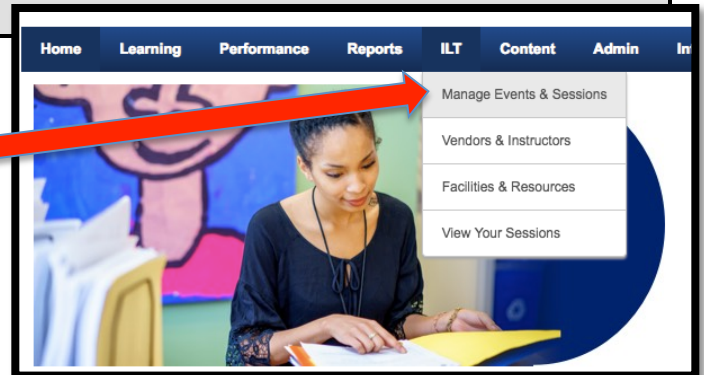
B. Adding and Withdrawing users

C. Emailing users

D. Printing sign-in sheets

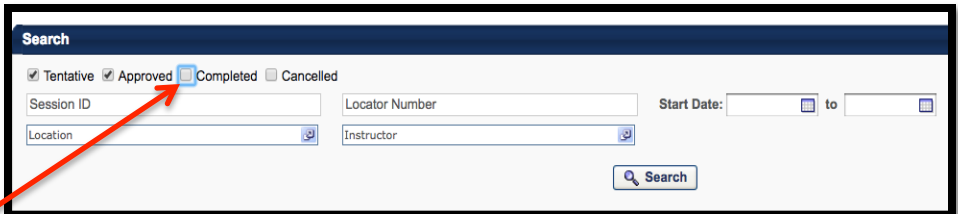
1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will land on the Welcome page.

2. Hover over the ILT tab. Select **MANAGE EVENTS & SESSIONS** from the drop down. This will take you to a list of all the events in Cornerstone.



A. Taking Attendance

3. Find the event you are working on. You can search for an event using the search box in the top part of the page. For already completed events, be sure to check the "completed" box. To see the sessions, click the calendar icon at the end of the row for that event.

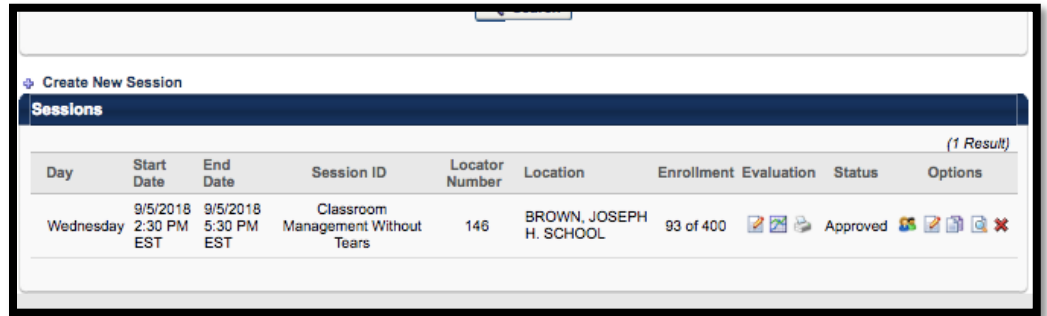


Create New Event [Export to Excel](#)

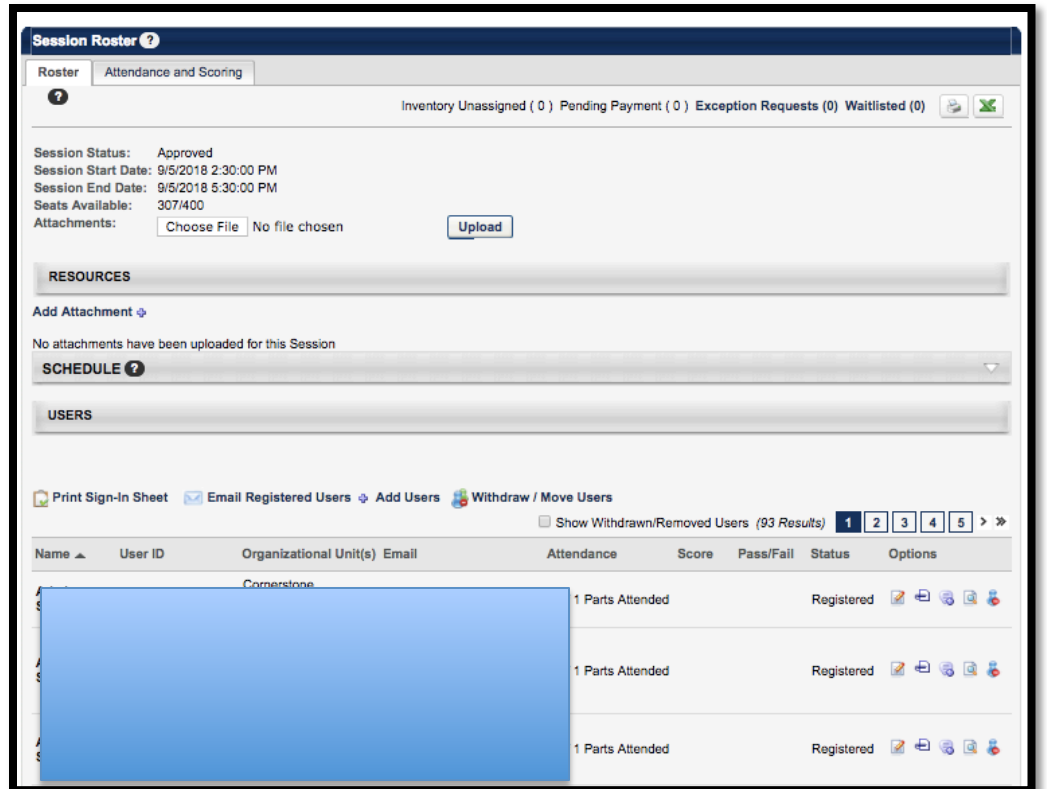
Events (59 Results) 1 2 3 > >>

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Classroom Management Without Tears	Danielson Framework ... 2. Classroom Environment (Danielson Domain 2)	TEACHING AND LEARNING	English (US)	0	1	2		
Conversation for Learning	Danielson Framework ... 3. Instruction (Danielson Domain 3)	TEACHING AND LEARNING	English (US)	0	2	0		
demo	Framework for Leadership	EARLY CHILDHOOD EDUCATION	English (US)	0	2	0		
demo	Facilities & Operations Family and Community Engagement	TEACHING AND LEARNING	English (US)	0	1	0		

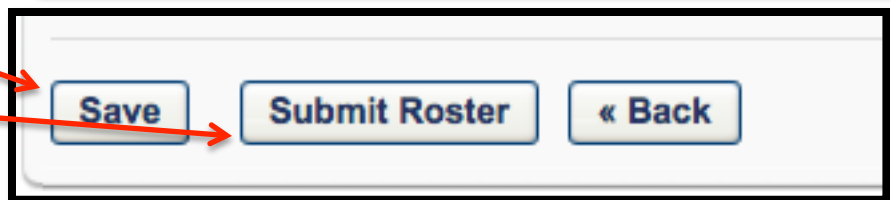
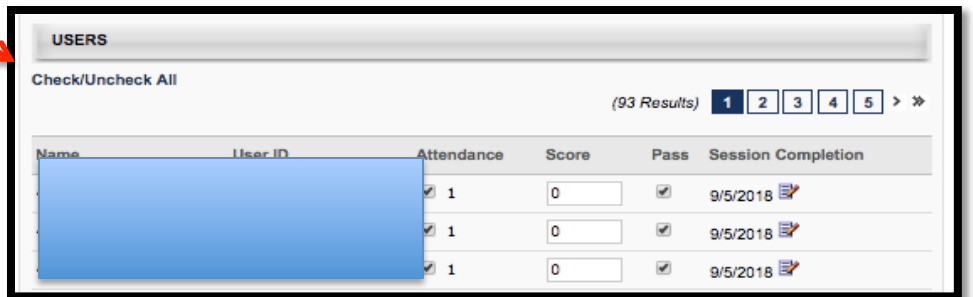
4. You will see the session(s) for that event listed. Click the people icon.



5. You will be taken to the session roster page. Select the ATTENDANCE AND SCORING tab at the top of the page.

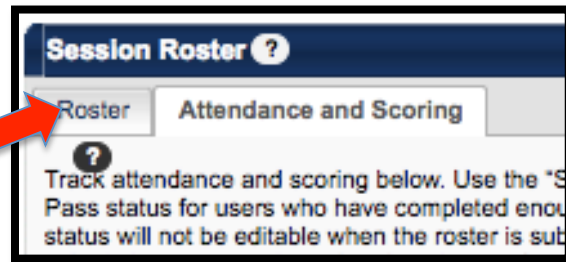


6. Take attendance by clicking the box in the ATTENDANCE column. You can use the CHECK/UNCHECK ALL as a shortcut. If you need to stop before you are ready to submit, you can click SAVE and then return later. When you are finished, just click SUBMIT ROSTER.

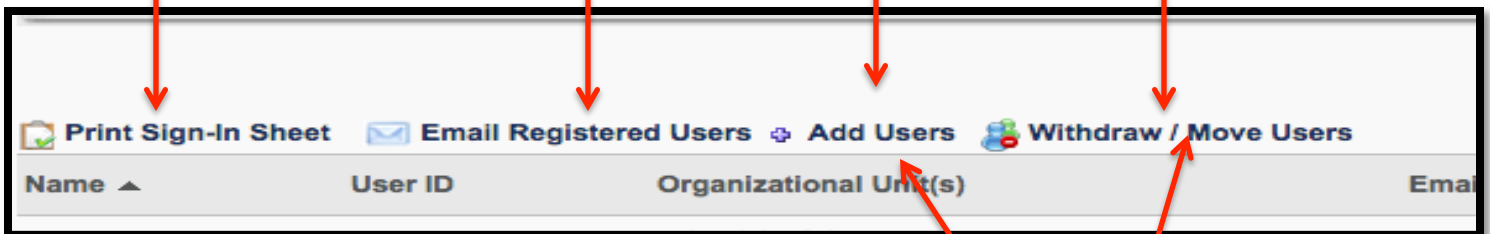


- Withdrawing and Adding Users
- Printing Sign-in Sheets
- Emailing Users

7. Follow Steps 1-3 to reach the session roster page. Select the Roster tab.



8. About halfway down the page, you will see the list of people registered for this session. Right above the list, you will see 4 management tasks. Just click the one you want.



9. **To print a sign-in sheet**, click the icon. An excel spreadsheet will open. You can print this as is, or you can edit it to include additional information.

10. **To email users**, click the icon. You will be taken to an email screen that automatically populates with the users names. **Beware: You will not receive a copy of this email and you cannot add yourself to the recipients.**

To add or withdraw users, click the icon and then follow the directions on the next page.

11. ADD USERS: A new screen will open with a search box at the top. Enter the last name of the person you are adding. A list of all employees with that last name will be generated. Click the + to add that employee to the event.

The screenshot shows a search form with fields for Last Name, ID, Manager's Last Name, First Name, and User Name. A search button is located to the right of the User Name field. Below the form is a 'Search Results' section with a table. The table has columns for 'ADD', 'NAME', 'IDENTIFIER', and 'ID'. Two rows are visible, both with 'philasd00000' in the ID column. A red arrow points to the '+' icon in the 'ADD' column of the first row.

12. ADD USERS: The users you select will be moved to a temporary section. When you are finished adding users, click DONE at the bottom of the page.

The screenshot shows a 'Selected User' section with a 'REMOVE NAME' header and a list of three users: Messer, Diane; Abara, Bernadine; and Aaron, Atia. Each user has a trash icon to its left. Below this is a 'Search Results' section with a table. The table has columns for 'ADD', 'NAME', and 'IDENTIFIER'. Two rows are visible: one for 'Aaron, Andrea' with the identifier 'TURNAROUND NETWORK (GENERAL CLEANER, 8 HOU...' and another for 'N/A Aaron, Atia' with the identifier 'INNOVATION NETWORK (D STUDENT CLIMATE STAFF, (Position)'. A blue box highlights the '+' icon in the 'ADD' column of the first row.

13. ADD USERS: You will return to the roster screen with the names you are adding in a yellow pending section. Click ADD PENDING USERS TO ROSTER.

The screenshot shows the 'USERS' screen. At the top, there is a button 'Add Pending Users to Roster' and a checked checkbox 'Send emails'. Below is a table with columns: Name, User ID, Locator, and Organizational Unit(s). One row is highlighted in yellow: 'Aaron, Andrea', 'philasd0000011634', '177', and 'TURNAROUND NETWORK (Division) GENERAL CLEANER, 8 HOURS (Position)'. Below the table are several action buttons: 'Print Sign-In Sheet', 'Email Registered Users', 'Add Users', and 'Withdraw / Move Users'. At the bottom, there is a footer with user information: 'Ali, Valerie', 'philasd0000077135', 'NETWORK 4 (Division) TEACHER,SPEC EDUCATION (Position)', 'vbare@philasd.org', and '0 of 1 Parts Attended'. A red arrow points to the 'Add Pending Users to Roster' button.

9. WITHDRAWING

USERS: After you click the icon, a pop-up box will appear with the list of registered users. Next to each name is a + sign. Click the + next to the registrants you want to withdraw. This will move their names into the selected users box. Click WITHDRAW.

Select Users

At least one user should be selected.

First Name Last Name ID

Selected Users

(40 Results) 1 2 3 4 > >>

Search Results

Name	Org Unit	ID
A	NETWORK 4 (Division)	
A		
B		
B	PROFESSIONAL LRNING SPECIALIST I (Position)	

Withdraw Move Close