8A

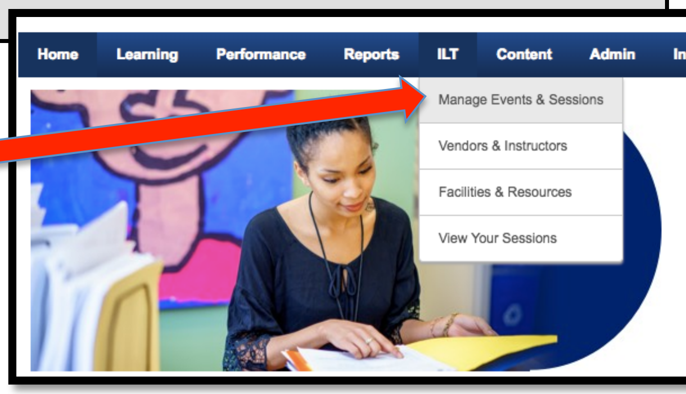
THE SCHOOL DISTRICT OF PHILADELPHIA

Managing Events: For Instructors

A. Taking attendance
B. Adding and Withdrawing users
C. Emailing users
D. Printing sign-in sheets

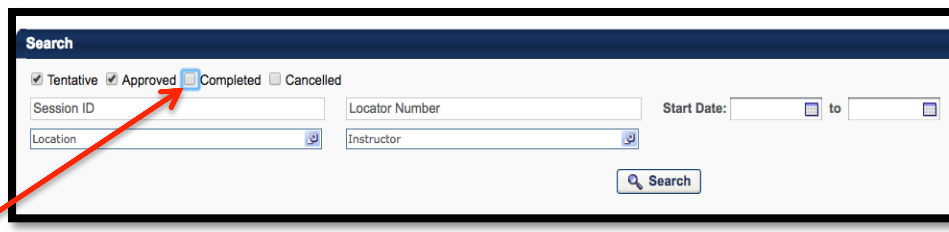
1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will land on the Welcome page.

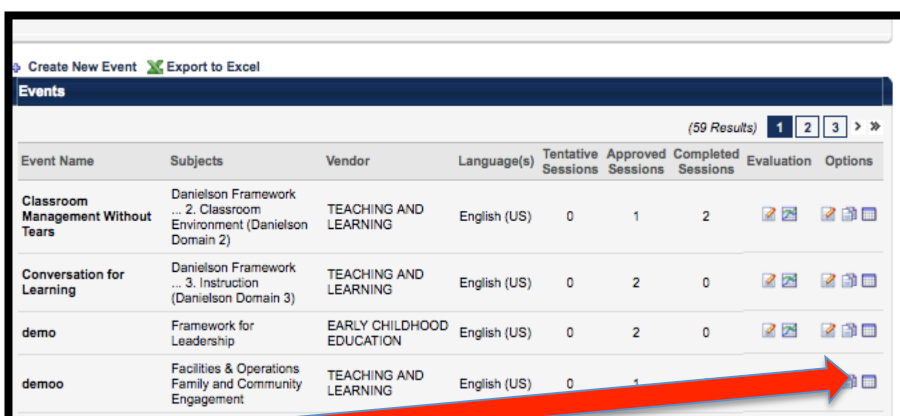
2. Hover over the ILT tab. Select MANAGE EVENTS & SESSIONS from the drop down. This will take you to a list of all the events in Cornerstone.



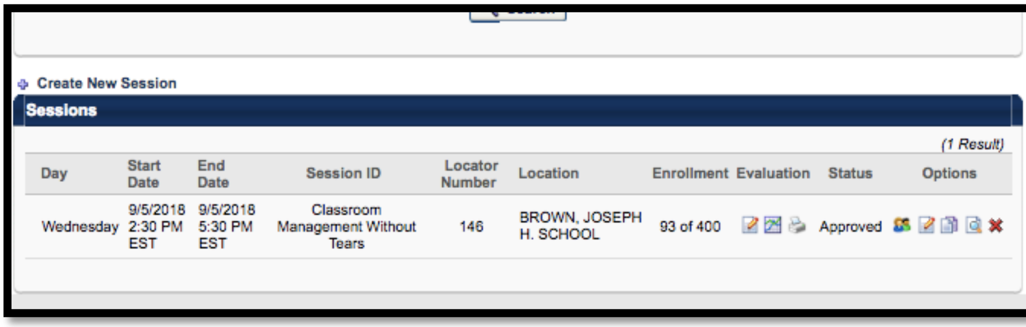
A. Taking Attendance

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.

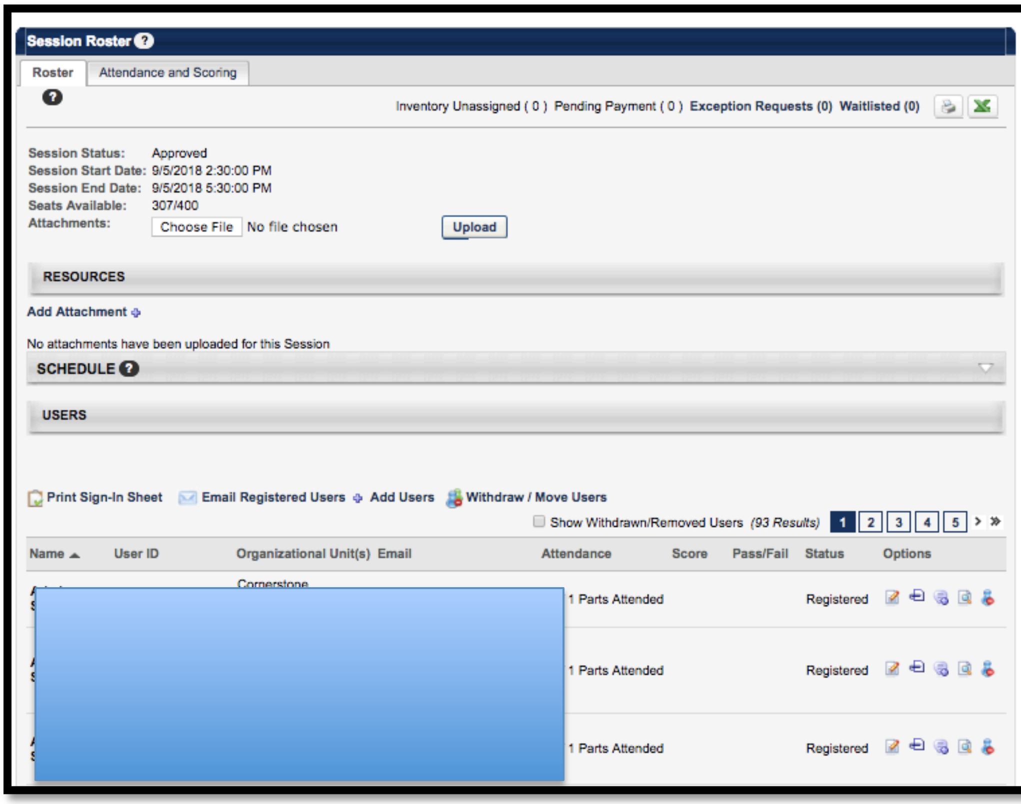




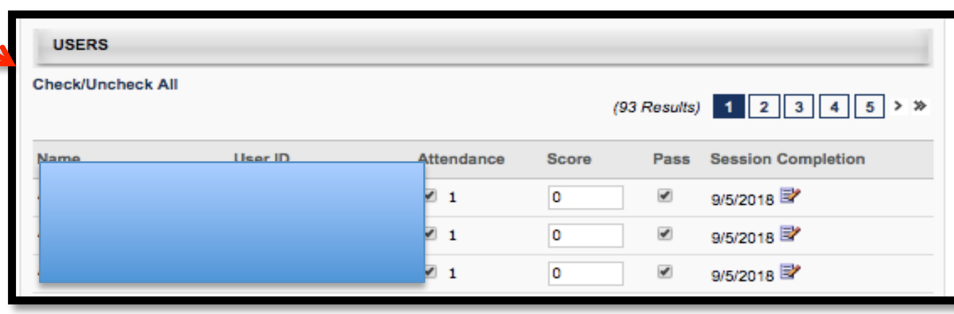
4. You will see the session(s) for that event listed. Click the people icon.

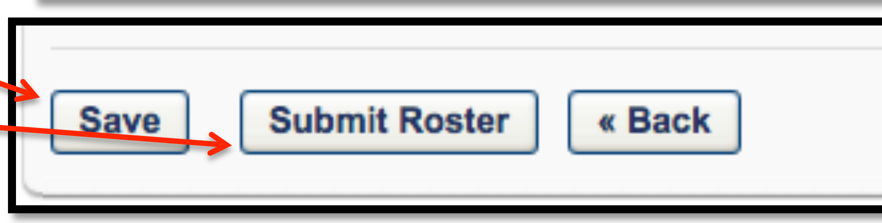


5. You will be taken to the session roster page. Select the ATTENDANCE AND SCORING tab at the top of the page.



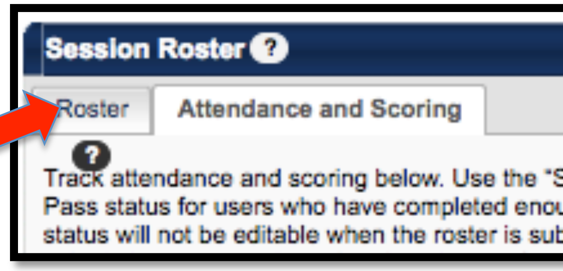
6. Take attendance by clicking the box in the ATTENDANCE column. You can use the CHECK/UNCHECK ALL as a shortcut. If you need to stop before you are ready to submit, you can click SAVE and then return later. When you are finished, just click SUBMIT ROSTER.



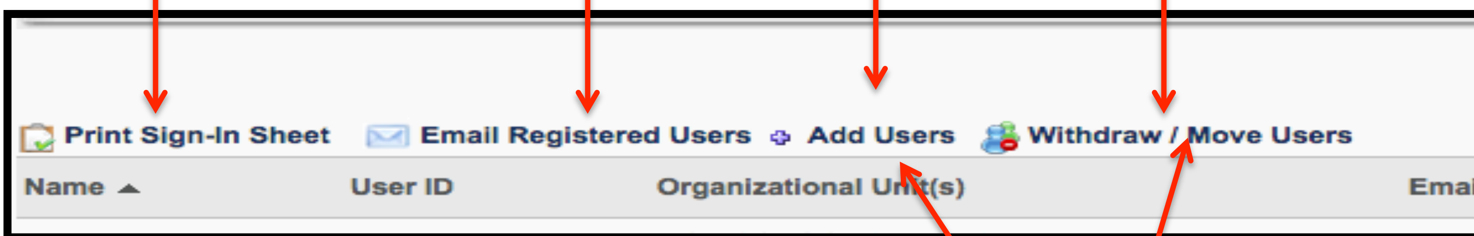


- **Withdrawing and Adding Users**
- **Printing Sign-in Sheets**
- **Emailing Users**

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.



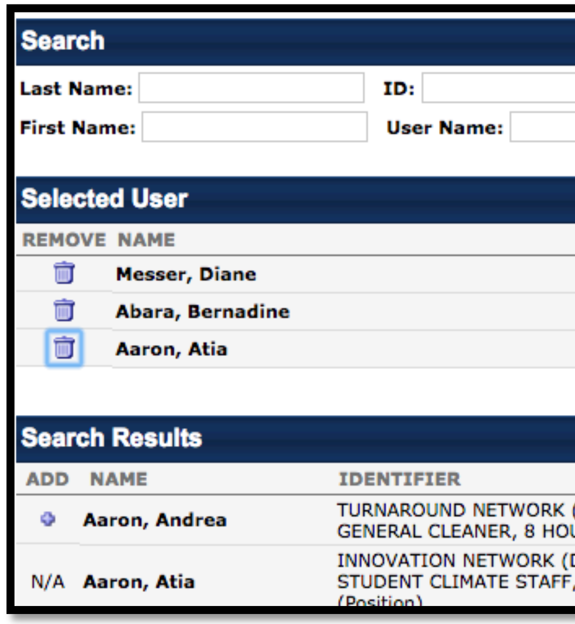
9. **To print a sign-in sheet**, click the icon. An excel spreadsheet will open. You can print this as is, or you can edit it to include additional information.

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.**

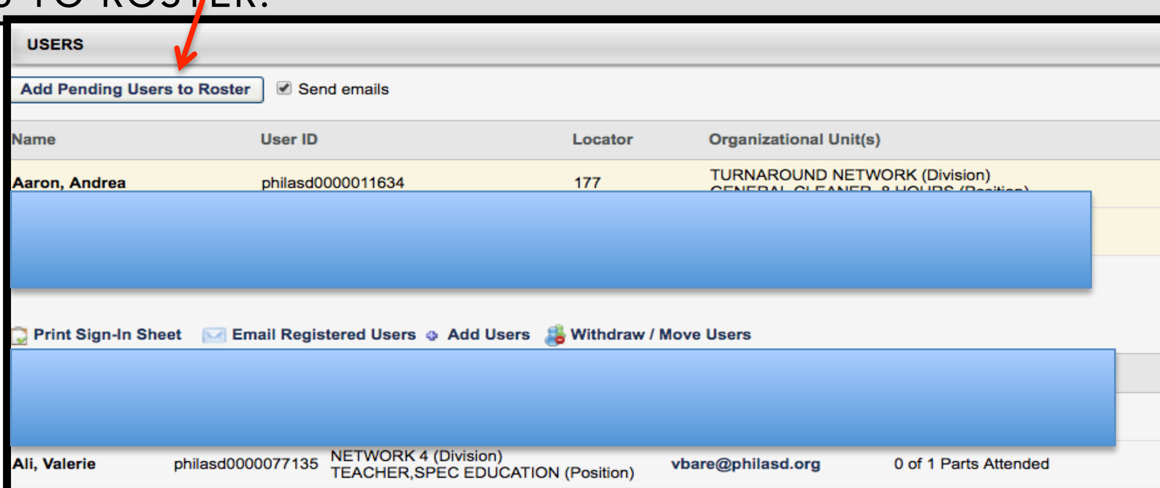
To add or withdraw users, click the icon and then follow the directions on the next page.

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.

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.



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.



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.