

Stepper  
**10**

# For School Based Attendance Designees (Instructors): How to Submit Attendance on a District-Wide PD Day

## Directions

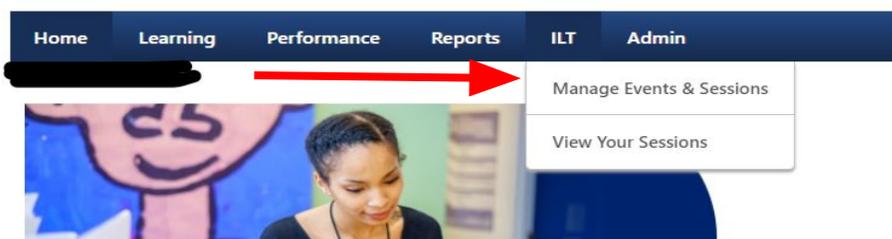
Use this stepper as a resource to perform the following tasks: add staff names to your roster, submit attendance, and review attendance for past dates.

**Materials needed:** Obtain your school's PD sign in sheet(s), which may be paper or digital, so you can take attendance accurately.

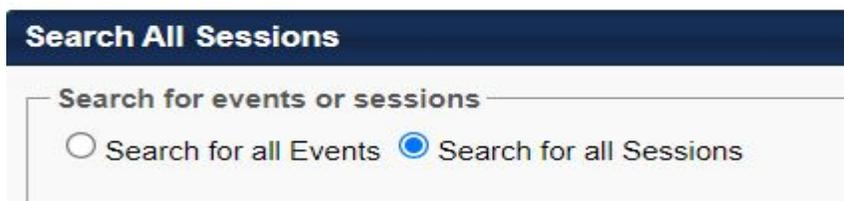
Follow the directions in [STEPPER 1: Logging In and Searching](#) to access the system. You will land on the Welcome Page

## A. SUBMITTING ATTENDANCE

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



2. Click on the circle for: **Search for all Sessions**



3. Scroll down to the **Sessions** section. You will see all of the “School Based PD” sessions for your school for the upcoming district-wide PD dates

Sessions											
Day	Start Date	End Date	Session ID	Event Name	Locator Number	Location	Instructor	Enrollment	Status	Event Options	Set
Monday	8/30/2021 8:45 AM EDT	8/30/2021 2:15 PM EDT	August 30 - Full Day School Based	2021-2022 DISTRICT WIDE PD DAYS, GIRARD, STEPHEN SCHOOL 2320	80300	GIRARD, STEPHEN SCHOOL	Carpenter-Yanga Maria ...	26 of 250	Approved		

Listed below is a description of some of the columns.

- a. **Start Date/Time & End Date/Time:** You will see the actual start and end times of the PD session.
- b. **Session ID:** Information in this field will contain the District -Wide PD date, followed by AM, PM or Full day.
  - i. Example: August 26 PM - School Based
- c. **Event Name:** For 2021-2022 District Wide PD Attendance, there is only (1) Event Name: **2021-2022 DISTRICTWIDE PD DAYS, (SCHOOL NAME, LOCATION ID)**
- d. **Enrollment:** Looking at enrollment can inform you how many staff members have registered to attend a PD session
  - i. This first number is the number of staff members registered for each specific session.
  - ii. The maximum number of registration seats is 250. This number will not change.
- e. **Status:** It is important to keep track of your status.
  - i. **Approved:** The roster is ready to accept registrations up to the registration deadline **AND attendance has not been submitted**
    1. You can not submit attendance until after the School Based PD ending time.
  - ii. **Completed:** Attendance has been submitted

4. Go to the group of icons at the end of the row -- TO THE RIGHT under “Event Options” and click on the people icon (**roster**).

The screenshot shows a table with columns: Day, Start Date, End Date, Session ID, Event Name, Locator Number, Location, Instructor, Enrollment, Status, and Event Options. A red arrow points from the text 'Zoomed in snapshot below' to a zoomed-in view of the Event Options icons. In this zoomed view, a red box highlights a group of icons, including a people icon, which is the target for step 4.

5. Scroll down on the resulting page. You are now on the **ROSTER** tab. The participants are listed at the bottom of the page under the title, **USERS**

The staff members appearing are the ones who registered prior to the registration deadline

The screenshot shows the 'Session Roster' page. The 'ROSTER' tab is selected. Below the session details, there is a 'USERS' section. A table lists users with columns: Name, User ID, Organizational Unit(s), Email, Attendance, Score, Pass/Fail, Status, and Options. The table contains several rows of staff members, all with a status of 'Registered'.

6. About halfway down the page, right above the list of staff registrations, you will see **ADD USERS**.

This close-up screenshot shows the navigation buttons for the 'USERS' section: 'Print Sign-In Sheet', 'Email Registered Users', 'Add Users', and 'Withdraw / Move Users'. A red arrow points to the 'Add Users' button, which is highlighted with a red box.

## 7. ADD USERS:

First, add the staff names to your roster who completed the sign in sheet and ARE NOT LISTED ON YOUR REPORT/ROSTER. If a staff member attended a Central Office PD, you do not need to add their name to your school based roster. Attendance will be submitted by the sponsoring office.

- a. Click the **ADD USERS** icon

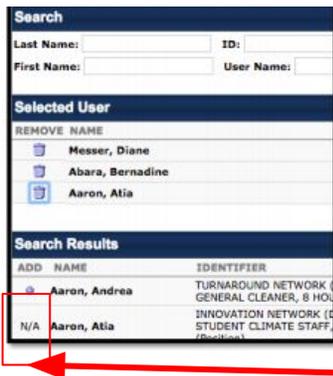


- b. A new screen will open with a search box at the top. Enter the last name & first few letters of first name of the person your are adding, then click SEARCH.

A list of all employees will be generated. Click the + to add staff name to the PD session roster



- c. The users you select will be moved to a temporary section - "Selected Users".. When you are finished adding users, click DONE at the bottom of the page.

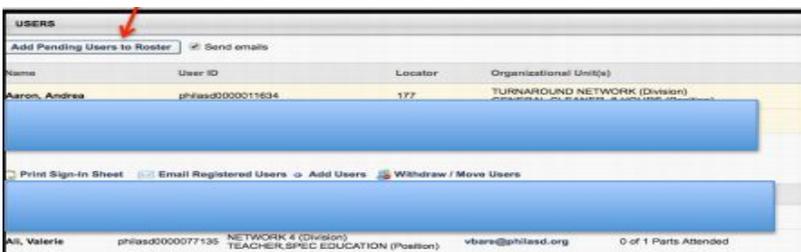


"N/A", will appear for staff members appearing in the "Selected Users" section. Click "Done" to move names to your roster.

"N/A" will also appear for staff names already listed on your roster. You will not be able to add names again.

- d. You will return to the roster screen with the names you are adding in a yellow pending section. Click **ADD PENDING USERS TO ROSTER**. You can uncheck the box "send emails".

Zoomed in snapshot below



8. Click the tab, ATTENDANCE AND SCORING to get to the attendance page.

Session Roster

Roster Attendance and Scoring

Inventory Unassigned (0) Pending Payment (0) Exception Requests (0) Waitlisted (0)

Session Status: Approved  
Session Start Date: 12/15/2020 12:30:00 PM  
Session End Date: 12/15/2020 1:45:00 PM  
Seats Available: 6/35  
Attachments: Choose File No file chosen Upload

RESOURCES

Add Attachment

No attachments have been uploaded for this Session

SCHEDULE

USERS

Print Sign-In Sheet Email Registered Users Add Users Withdraw / Move Users

Download 'Bulk Add Users' template Choose File No file chosen Upload users

Show Withdrawn/Removed Users (27 Results) 1 2

Name	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
B	95	NON SCHOOL (Division) SPECIAL EDUCATION ADVISOR (Position)		0 of 1 Parts Attended			Registered	
C	98	NON SCHOOL (Division) EARLY CHILD FIELD COORDINATOR (Position)		0 of 1 Parts Attended			Registered	
F	91	NON SCHOOL (Division) SPECIAL EDUCATION ADVISOR (Position)		0 of 1 Parts Attended			Registered	
G	44	NON SCHOOL (Division) EARLY CHILD FIELD COORDINATOR (Position)		0 of 1 Parts Attended			Registered	
G	20	NON SCHOOL (Division) INDUSTRY DEVELOPMENT SPLST (Position)		0 of 1 Parts Attended			Registered	
G	93	NON SCHOOL (Division) CLIMATE AND CULTURE COACH (Position)		0 of 1 Parts Attended			Registered	
H	23	NON SCHOOL (Division) COORD.SPECIALIZED SVCS (Position)		0 of 1 Parts Attended			Registered	
H	98	NON SCHOOL (Division)	sherman@bozland.org	0 of 1 Parts Attended			Registered	

9. Again, scroll down the resulting page to see the participant list under **USERS**. Also take note to the number of tabs. You will have to mark attendance for names appearing on all tabs.

USERS

Check/Uncheck All Download Roster Choose File No file chosen Upload Roster

27 Results 1 2

Name	User ID	Attendance	Score	Pass	Session Completion
Euzene Moxton	95	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	98	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
F	91	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	44	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	20	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	93	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
H	23	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
H	95	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
H	98	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP

10. To submit attendance, click the boxes in the "attendance" column next to the names who attended the PD. **DO NOT CHANGE ANY MARKS IN OTHER COLUMNS.**

USERS

Check/Uncheck All Download Roster Choose File No file chosen Upload Roster

27 Results 1 2

Name	User ID	Attendance	Score	Pass	Session Completion
Euzene Moxton	95	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	98	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
F	91	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	44	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	20	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
C	93	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
H	23	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
H	95	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP
H	98	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	12/15/2020 RP

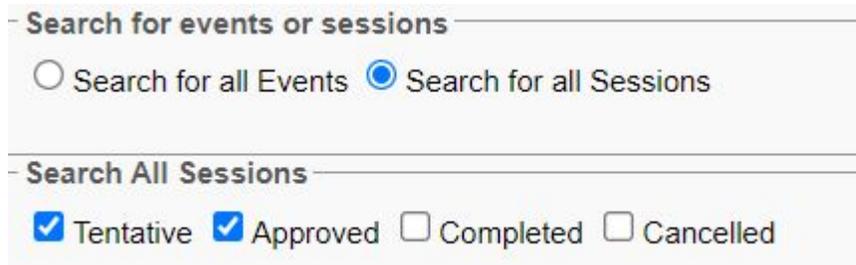
11. When you are finished, check your work by clicking on the numbered tabs and then click **submit roster**. **Attendance is not submitted until the “submit roster” button is clicked.**



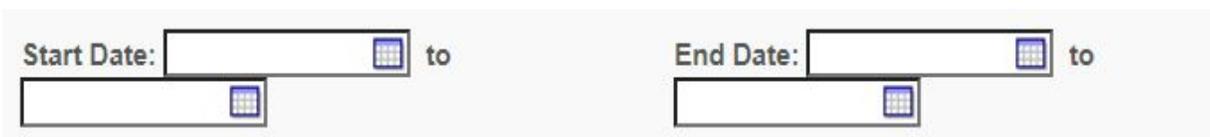
## B. CHECKING ATTENDANCE

To review attendance submitted for past dates, follow the steps listed below:

- ILT
- Manage Events and Sessions
- Click on Circle for - Search for all Sessions.
- If you would like to see attendance for a past date, click on circle for “Completed”



- Scroll down to the PD date session you want to review. Or type in a date range and click on “search”.



- Click on people icon to see Roster
- Click on "Attendance and Scoring Tab" to review attendance

- The participants who are marked as attending will have a lightly shaded box with a faint check mark in it. Those who are not marked as attending will have a blank box.

Name	User ID	Attendance	Score	Pass	Session Completion	Revert Status
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	11/10/2020	
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input type="checkbox"/>	11/10/2020	Revert
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	11/10/2020	
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input type="checkbox"/>	11/10/2020	Revert
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input type="checkbox"/>	11/10/2020	Revert
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input type="checkbox"/>	11/10/2020	Revert
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input type="checkbox"/>	11/10/2020	Revert
[Redacted]	[Redacted]	<input type="checkbox"/>	0	<input type="checkbox"/>	11/10/2020	Revert

## C. FIXING AN ATTENDANCE MISTAKE

- If a change is required, send an email to: [cornerstonehelp@philasd.org](mailto:cornerstonehelp@philasd.org)
- The Cornerstone help team will assist school based staff in making corrections.