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 <u>STEPPER 1: Logging In and Searching</u> 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

	8/30/2021	8/30/2021	Annuat 20 Full Day		Number					
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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**).

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Day	Start Date	End Date	Session ID	Event Name	Locator Number	Location	Instructor	Enrollment Sta	tus Event Options	se bel	ow	
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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

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

USERS		
🔵 Print Sign-In Sheet	🖂 Email Registered Users 🕹 Add Users 🛔	Withdraw / Move Users

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



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

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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".

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

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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.

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

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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.

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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"

- Search for events or sessions	
○ Search for all Events	essions
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Tentative Approved Completed	Cancelled
 Scroll down to the PD date session range and click on "search". 	you want to review. Or type in a date
Start Date: to E	to
 Click on people icon to see Roster Click on "Attendance and Scoring Ta 	o" 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.

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C. FIXING AN ATTENDANCE MISTAKE

- If a change is required, send an email to: <u>cornerstonehelp@philasd.org</u>
- The Cornerstone help team will assist school based staff in making corrections.