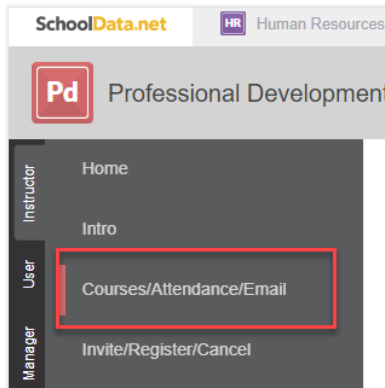


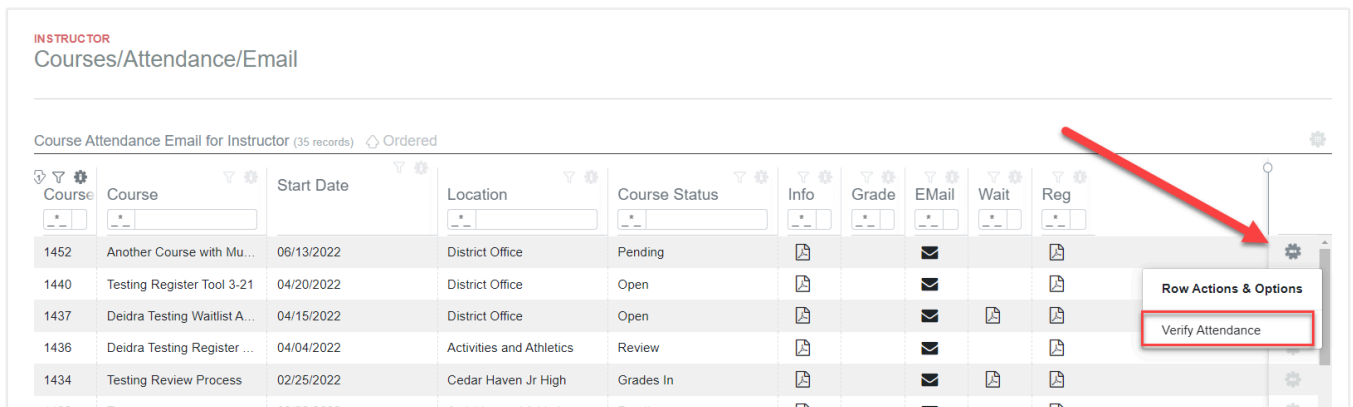
ProDev: Verifying Course Attendance V2

Quick Start

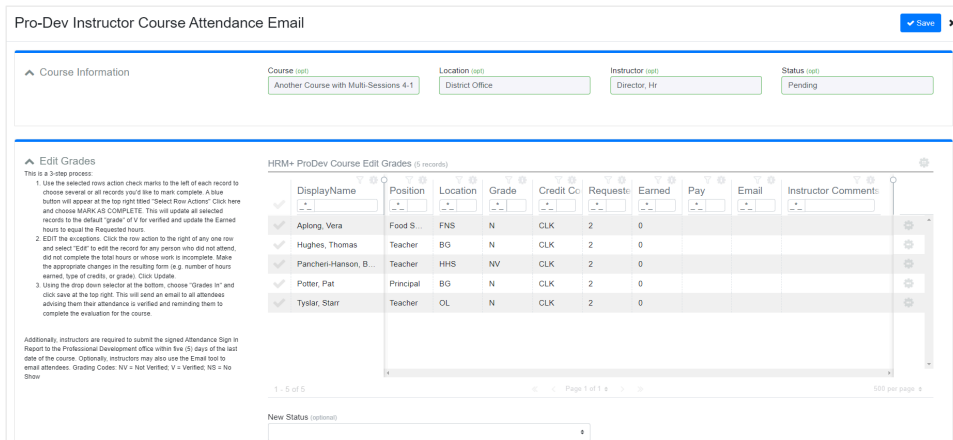
1. Start in the left-hand navigation menu and select **"Courses/Attendance/Email"** to view a list of courses available for verifying attendance.



2. Use the Row Actions & Options gear to choose **"Verify Attendance"**

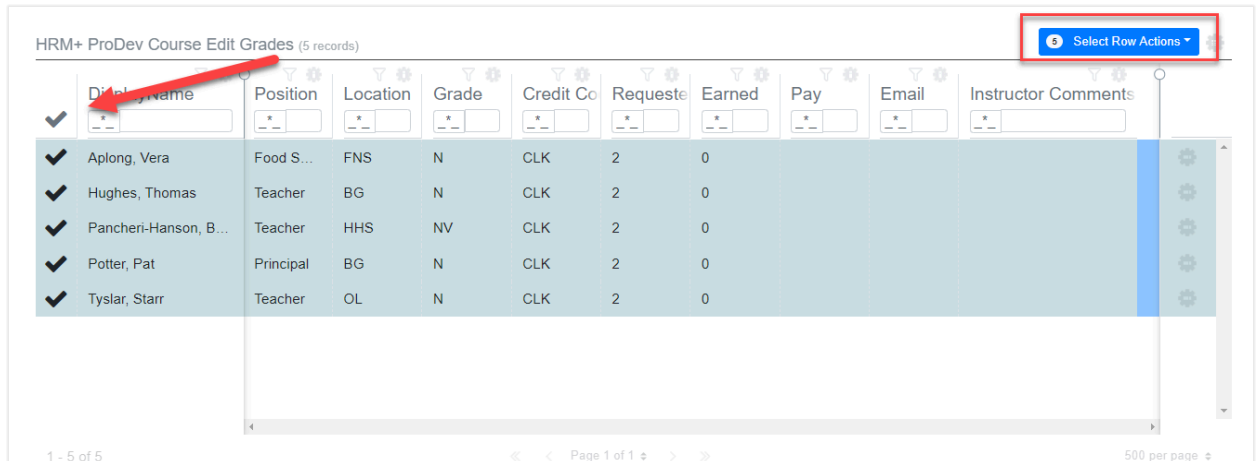


3. On the next page, you will see some information about which course you are verifying attendance for, along with a list of all course attendees:



4. Verifying Attendance is a three-step process:

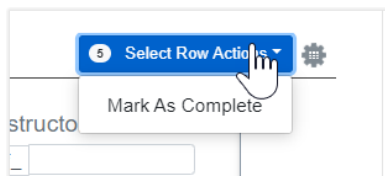
- a. Use the selected rows action **check marks** to the left of each record to choose which records you'd like to mark as complete. You can choose all records by clicking on the checkmark at the top left.
- b. Click the **Select Row Actions** button and choose **MARK AS COMPLETE**. This will update all selected records to the default "grade" of V for verified and update the Earned hours to equal the Requested hours.



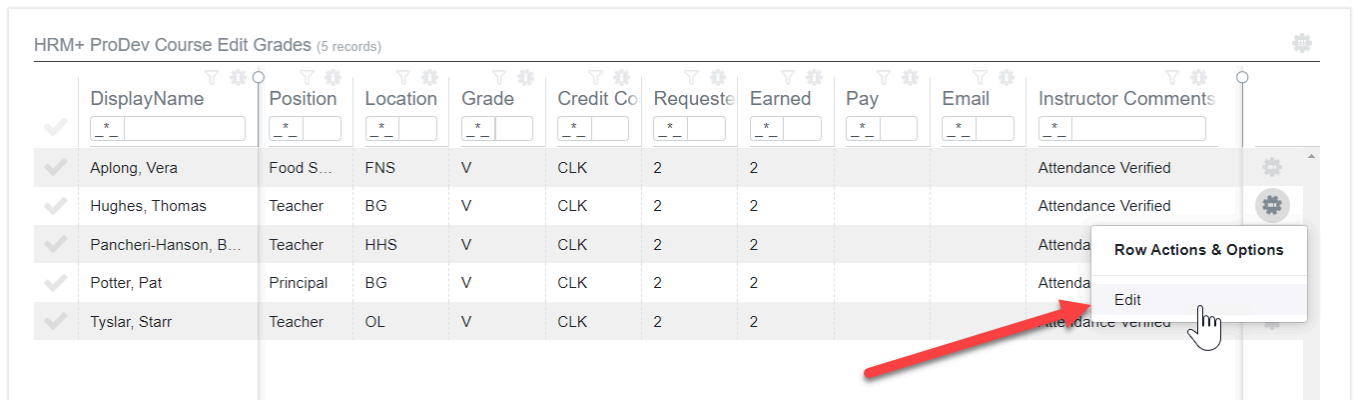
HRM+ ProDev Course Edit Grades (5 records)

✓	DisplayName	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
✓	Aplong, Vera	Food S...	FNS	N	CLK	2	0			
✓	Hughes, Thomas	Teacher	BG	N	CLK	2	0			
✓	Pancheri-Hanson, B...	Teacher	HHS	NV	CLK	2	0			
✓	Potter, Pat	Principal	BG	N	CLK	2	0			
✓	Tyslar, Starr	Teacher	OL	N	CLK	2	0			

1 - 5 of 5 Page 1 of 1 500 per page



5. Click the **Row Action** to the far right of any row and select **"Edit"** to edit the record for any person who did not attend, did not complete the total hours, or whose work is incomplete.



HRM+ ProDev Course Edit Grades (5 records)

✓	DisplayName	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
✓	Aplong, Vera	Food S...	FNS	V	CLK	2	2			Attendance Verified
✓	Hughes, Thomas	Teacher	BG	V	CLK	2	2			Attendance Verified
✓	Pancheri-Hanson, B...	Teacher	HHS	V	CLK	2	2			Attendance Verified
✓	Potter, Pat	Principal	BG	V	CLK	2	2			Attendance Verified
✓	Tyslar, Starr	Teacher	OL	V	CLK	2	2			Attendance Verified

Row Actions & Options

Edit

6. Make the necessary changes in the resulting form (e.g., number of hours earned, type of credits, or grade) and click **'Update'**.

- a. **Grading Codes:**
 - i. NV = Not Verified
 - ii. V = Verified
 - iii. NS = No Show

Edit Record ✓ Update ✕

Course Enrollment Credit

Attendee (optional)
Thomas Hughes

Grade (optional) Select
NS

Earned (optional)
0

Instructor Comments (optional)
Attendance Verified

Credit Code (required) Select
CLK

Pay (optional)
0

Note: If you change the “Grade” field in the previous form, the Instructor Comments will not auto-update. However, upon clicking “**Update**”, the record will reflect this change in the instructor comments.

HRM+ ProDev Course Edit Grades (5 records)

Display Name	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
Aplong, Vera	Food S...	FNS	V	CLK	2	2			Attendance Verified
Hughes, Thomas	Teacher	BG	NS	CLK	2	0			No Show
Pancheri-Hanson, B...	Teacher	HHS	V	CLK	2	2			Attendance Verified
Potter, Pat	Principal	BG	V	CLK	2	2			Attendance Verified
Tyslar, Starr	Teacher	OL	V	CLK	2	2			Attendance Verified

- Using the dropdown selector at the bottom, choose "**Grades In**" and click **Save** at the top right. This will send an email to all attendees advising them that their attendance is verified and reminding them to complete the course evaluation.

Pro-Dev Instructor Course Attendance Email ✓ Save ✕

Course Information

Course (opt): Another Course with Multi-Sessions 4-1

Location (opt): District Office

Instructor (opt): Director, Hr

Status (opt): Pending

Display Name	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
Aplong, Vera	Food S...	FNS	V	CLK	2	2			Attendance Verified
Hughes, Thomas	Teacher	BG	NS	CLK	2	0			No Show
Pancheri-Hanson, B...	Teacher	HHS	V	CLK	2	2			Attendance Verified
Potter, Pat	Principal	BG	V	CLK	2	2			Attendance Verified
Tyslar, Starr	Teacher	OL	V	CLK	2	2			Attendance Verified

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New Status (optional)
Grades In

- Additionally, instructors are required to submit the signed Attendance Sign-In Report to the Professional Development office within five (5) days of the last day of the course.