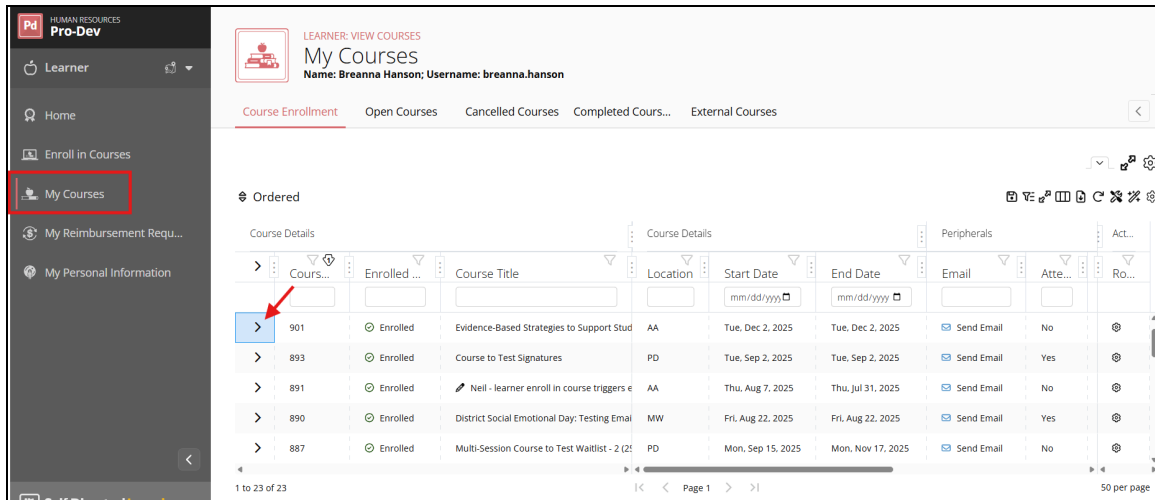


## Digital Check-In

### Learner: Check In/Check Out

1. Start by navigating to **My Courses** in the left navigation.
2. You will see various subpages (tabs) across the top of the page and will default to the **Course Enrollment** tab.
3. Locate the course and click the **arrow** to expand the course's session details.



LEARNER: VIEW COURSES  
My Courses  
Name: Breanna Hanson; Username: breanna.hanson

Course Enrollment | Open Courses | Cancelled Courses | Completed Cours... | External Courses

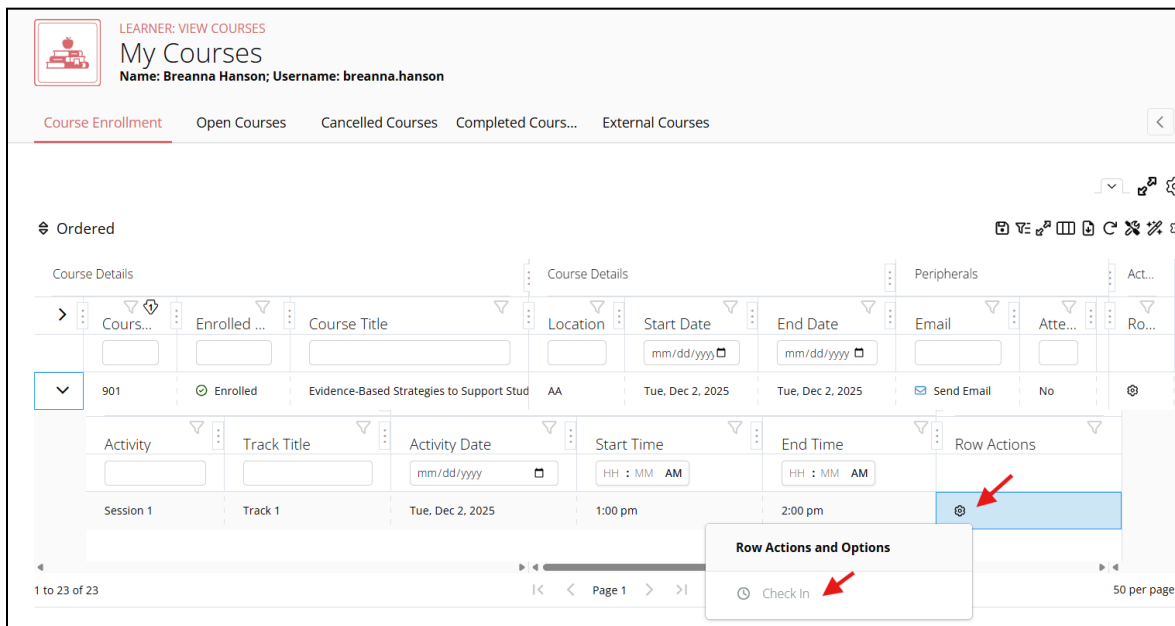
Ordered

Course ID	Enrollment Status	Course Title	Location	Start Date	End Date	Email	Atte...	Ro...
901	Enrolled	Evidence-Based Strategies to Support Stud	AA	Tue, Dec 2, 2025	Tue, Dec 2, 2025	Send Email	No	
893	Enrolled	Course to Test Signatures	PD	Tue, Sep 2, 2025	Tue, Sep 2, 2025	Send Email	Yes	
891	Enrolled	Neil - learner enroll in course triggers e	AA	Thu, Aug 7, 2025	Thu, Jul 31, 2025	Send Email	No	
890	Enrolled	District Social Emotional Day: Testing Emal	MW	Fri, Aug 22, 2025	Fri, Aug 22, 2025	Send Email	Yes	
887	Enrolled	Multi-Session Course to Test Waitlist - 2 (2	PD	Mon, Sep 15, 2025	Mon, Nov 17, 2025	Send Email	No	

1 to 23 of 23 | Page 1 | 50 per page

4. Locate the session, click the **Row Actions** gear to the far right, and choose **"Check In."**

**Note:** You can only check into a session on the day of the session, starting 15 minutes before the session begins.



LEARNER: VIEW COURSES  
My Courses  
Name: Breanna Hanson; Username: breanna.hanson

Course Enrollment | Open Courses | Cancelled Courses | Completed Cours... | External Courses

Ordered

Course ID	Enrollment Status	Course Title	Location	Start Date	End Date	Email	Atte...	Ro...
901	Enrolled	Evidence-Based Strategies to Support Stud	AA	Tue, Dec 2, 2025	Tue, Dec 2, 2025	Send Email	No	

Activity	Track Title	Activity Date	Start Time	End Time	Row Actions
Session 1	Track 1	Tue, Dec 2, 2025	1:00 pm	2:00 pm	⚙️

Row Actions and Options

- Check In

1 to 23 of 23 | Page 1 | 50 per page

- 5.

- A confirmation message will appear. Click **Yes** to confirm.

**Confirm** ✕

By clicking Check In below, you affirm your attendance at the inservice on the date listed and certify (or declare) under penalty of perjury under the laws of your state that the foregoing is true and correct.

- Check out of a session by following the above steps: select the **Row Action gear**, then choose **Check Out**.

Course Enrollment | Open Courses | Cancelled Courses | Completed Cours... | External Courses

Ordered

Course Details	Course Details	Peripherals	Act...
Cours...	Enrolled ...	Course Title	Location
901	Enrolled	Evidence-Based Strategies to Support Stud	AA
Activity	Track Title	Activity Date	Start Time
Session 1	Track 1	Tue, Dec 2, 2025	1:00 pm
End Date	Email	Atte...	Ro...
Tue, Dec 2, 2025	Send Email	No	
Row Actions			
<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <b>Row Actions and Options</b> </div>			
<input type="button" value="Check Out"/>			

1 to 23 of 23 | Page 1 | 50 per page

## Instructor: Verify Session Attendance

Instructors can verify session attendance and record the total time a learner spends in each session. The learner's time will be added to the course attendance record.

- Start by navigating to **My Courses** in the left navigation.
- Locate and open the course by clicking the **icon** next to the course title.

- You will see the **Configure Professional Development Course** page with several subpages (tabs) at the top.
- Click the **Attendance** tab in the top right, and choose “**Session Attendance**” from the dropdown menu.
- Click the **magnifying glass** next to the session.

- Confirm it is the correct session, then click the **Attendance** tab in the top right.

- Click the checkbox for one or more learners or select the top checkbox to select all to set attendance data.

INSTRUCTOR: MANAGE COURSE SESSION  
 Building Positive Behavior Support Strategies for Engagement | Session 1  
 Professional Development Course Session Id: 1135

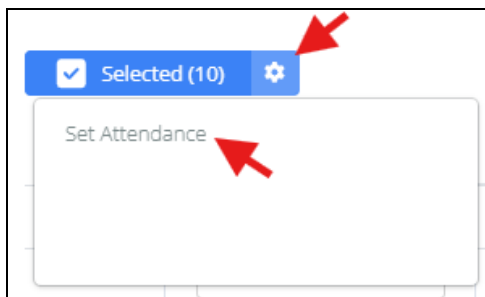
Details Attendance < >

Selected (10) ⚙️

Learner	Position	Location	Email	Attendance Start Time	Attendance End Time	Attended	Checked In	Enrollment Status
<input checked="" type="checkbox"/>	Breanna Hanson	Teacher	HHS	breanna@schooldata.net				Enrolled
<input checked="" type="checkbox"/>	Mary Putnam	Teacher	HHS	mary@hrmplus.net				Enrolled
<input checked="" type="checkbox"/>	Mary Contrary	Teacher	PD	marycontrary@hrmplus.co...				Enrolled
<input checked="" type="checkbox"/>	Starr Tyslar	Teacher	OL	STyslar@hrmplus.net				Enrolled
<input checked="" type="checkbox"/>	Caplin Carpenter	Teacher	HHS	CapCarpenter@hrmplus.c...				Enrolled
<input checked="" type="checkbox"/>	Donald Leggett	Teacher	OL	DLeggett@hrmplus.net				Enrolled
<input checked="" type="checkbox"/>	Mary Abbott	Teacher	OL	mary.abbott@hrmplus.com				Enrolled
<input checked="" type="checkbox"/>	Harvest Moon	Secondary Teacher	VHS	Harvestmoon@hrmplus.co...				Enrolled
<input checked="" type="checkbox"/>	Rainy Day	Math Teacher	PD	breanna.hanson76@gmail...				Enrolled

1 to 10 of 10 Page 1 < > 50 per page

8. Click the **Selected** gear in the top left and choose “**Set Attendance**”.



9.

10. Fill in the **Attendance Start Time**. This can help calculate time attended if a learner checked in early. It also allows you to check in any learner who attended but failed to check themselves in to the session.

11. Fill in the **Attendance End Time**. This is needed if you want to calculate time attended.

12. Use the **Attended** dropdown menu to mark **Yes or No** that the learner attended the session.

13. Click **Save**.

Session Attendance

Attendance Start Time (optional) ⚙️

Attendance End Time (optional) ⚙️

Attended (optional) ⚙️

14. The learner’s record will now display the updated fields.

Learner	Position	Location	Email	Attendance Start Time	Attendance End Time	Attended	Checked In	Enrollment Status
<input type="checkbox"/>	Breanna Hanson	Teacher	HHS	breanna@schooldata.net	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Mary Putnam	Teacher	HHS	mary@hrmplus.net	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Mary Contrary	Teacher	PD	marycontrary@hrmplus.co...	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Starr Tyslar	Teacher	OL	STyslar@hrmplus.net	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Caplin Carpenter	Teacher	HHS	CapCarpenter@hrmplus.c...	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Donald Leggett	Teacher	OL	DLeggett@hrmplus.net	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Mary Abbott	Teacher	OL	mary.abbott@hrmplus.com	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Harvest Moon	Secondary Teacher	VHS	Harvestmoon@hrmplus.co...	1:00 pm	3:00 pm	Yes	Enrolled
<input type="checkbox"/>	Rainy Day	Math Teacher	PD	breanna.hanson76@gmail...	1:00 pm	3:00 pm	Yes	Enrolled

15. The time attended will be added to the **Course Attendance** tab. If there are multiple sessions, after each session is verified, the total time attended will be updated.

INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE									
Configure: Building Positive Behavior Support Strategies for Engagement									
Professional Development Course Id: 905									
Info	Settings	Learners	Evaluations	Attendance					
<b>Course Attendance</b>									
Edit Grades (optional)									
Learner Information	Learner Information	Attendance	CLK   18.00	Actions					
<input type="checkbox"/>	Learner	Position	Location	Attendance Verified	Instructor Comments	Total Time Attended	Credits Earned	Credits Available	Actions
<input type="checkbox"/>	Mary Abbott	Teacher	OL	× No		2h		18	
<input type="checkbox"/>	Caplin Carpenter	Teacher	HHS	× No		2h		18	
<input type="checkbox"/>	Mary Contrary	Teacher	PD	× No		2h		18	
<input type="checkbox"/>	Rainy Day	Math Teacher	PD	× No		2h		18	
<input type="checkbox"/>	Breanna Hanson	Teacher	HHS	× No		2h		18	
<input type="checkbox"/>	Donald Leggett	Teacher	OL	× No		2h		18	
<input type="checkbox"/>	Harvest Moon	Secondary Teacher	VHS	× No		2h		18	

16. On the **Course Attendance** tab, click on the arrow next to a learner to see their individual session attendance records.

Course Attendance									
Edit Grades (optional)									
Learner Information	Learner Information	Attendance	CLK   18.00	Actions					
<input type="checkbox"/>	Learner	Position	Location	Attendance Verified	Instructor Comments	Total Time Attended	Credits Earned	Credits Available	Actions
<input type="checkbox"/>	Mary Abbott	Teacher	OL	× No		2h		18	<input type="checkbox"/>
Session									
Activity	Enrollment Status	Attended	Attendance Start Time	Attendance End Time	Created On	Last Modified	Actions		
Session 1	Enrolled	Yes	1:00 pm	3:00 pm	Mon, Dec 1, 2025	Mon, Dec 1, 2025			
Session 2	Enrolled	No			Mon, Dec 1, 2025	Mon, Dec 1, 2025			
Session 3	Enrolled	No			Mon, Dec 1, 2025	Mon, Dec 1, 2025			

## Data Administrator Set Up

1. Start by navigating to **System-Wide Course Settings** in the left navigation, then choose **Create Course Settings**.

2. You will see various subpages (tabs) at the top of the page, and will default to the **Settings tab**.
3. Scroll to the bottom of the page and click the checkbox to enable digital check-in.

(optional)



Enable Digital Check-In