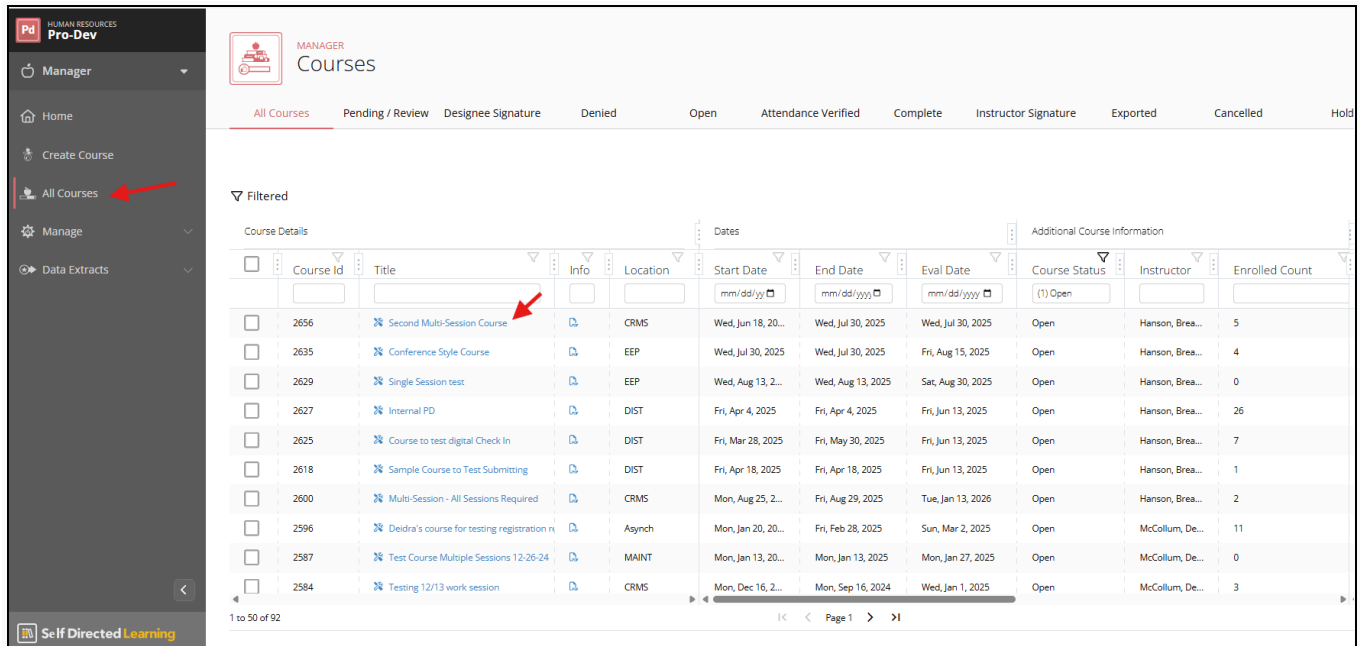


## Manager: Attendance Verification

For learners to receive reports verifying their attendance (e.g., Attendance Certificate, Clock Hour Reports, Transcript reports), attendance must be verified for each participant.

1. Start under **All Courses** in the left navigation menu.
2. You will see various subpages (tabs) at the top of the page, which default to the **All Courses tab**.
3. Click the **Course icon** to open it.



Course Id	Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count
2656	Second Multi-Session Course		CRMS	Wed, Jun 18, 2025	Wed, Jul 30, 2025	Wed, Jul 30, 2025	Open	Hanson, Brea...	5
2635	Conference Style Course		EEP	Wed, Jul 30, 2025	Wed, Jul 30, 2025	Fri, Aug 15, 2025	Open	Hanson, Brea...	4
2629	Single Session test		EEP	Wed, Aug 13, 2025	Wed, Aug 13, 2025	Sat, Aug 30, 2025	Open	Hanson, Brea...	0
2627	Internal PD		DIST	Fri, Apr 4, 2025	Fri, Apr 4, 2025	Fri, Jun 13, 2025	Open	Hanson, Brea...	26
2625	Course to test digital Check In		DIST	Fri, Mar 28, 2025	Fri, May 30, 2025	Fri, Jun 13, 2025	Open	Hanson, Brea...	7
2618	Sample Course to Test Submitting		DIST	Fri, Apr 18, 2025	Fri, Apr 18, 2025	Fri, Jun 13, 2025	Open	Hanson, Brea...	1
2600	Multi-Session - All Sessions Required		CRMS	Mon, Aug 25, 2025	Fri, Aug 29, 2025	Tue, Jan 13, 2026	Open	Hanson, Brea...	2
2596	Deidra's course for testing registration r		Asynch	Mon, Jan 20, 2025	Fri, Feb 28, 2025	Sun, Mar 2, 2025	Open	McCollum, De...	11
2587	Test Course Multiple Sessions 12-26-24		MAINT	Mon, Jan 13, 2025	Mon, Jan 13, 2025	Mon, Jan 27, 2025	Open	McCollum, De...	0
2584	Testing 12/13 work session		CRMS	Mon, Dec 16, 2024	Mon, Sep 16, 2024	Wed, Jan 1, 2025	Open	McCollum, De...	3


4. You will see the **Configure Professional Development Course** page with subpages (tabs) across the top of the page.
5. Click the **Attendance tab**, then select **"Course Attendance"** from the dropdown menu.



6. Click the **checkbox** next to one or more learners whose attendance you wish to verify, or select the top checkbox to select all.

Course Attendance

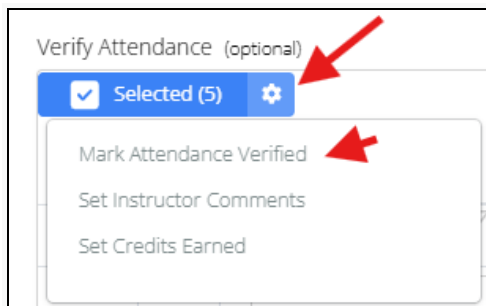
Verify Attendance (optional)

Selected (5) 

CLK | 14.00

<input checked="" type="checkbox"/>	Learner	Position	E...	Location	Attendance Veri...	Instructor Comments	Credits Earned	Credits Availa...	Equity   12.00	Leadership
<input checked="" type="checkbox"/>	David Aaby				No			14		
<input checked="" type="checkbox"/>	Aziz Burger	Paraeducator (1057)		GPES	No			14		
<input checked="" type="checkbox"/>	Breanna Hanson				No			14		
<input checked="" type="checkbox"/>	Joyleen Holeman Ghavam	Teacher		GPES	No			14		
<input checked="" type="checkbox"/>	Shiela Merlino	Building Manager (1048)		GPES	No			14		


7. Click the **Selected gear** in the top-left corner, then choose **Mark Attendance Verified**.



8. This will automatically populate the **"Credits Earned"** field with the total available credits, and any indicated renewal credits (e.g., **Stem, Equity, Leadership**) will also be populated.

Course Attendance

Verify Attendance (optional)

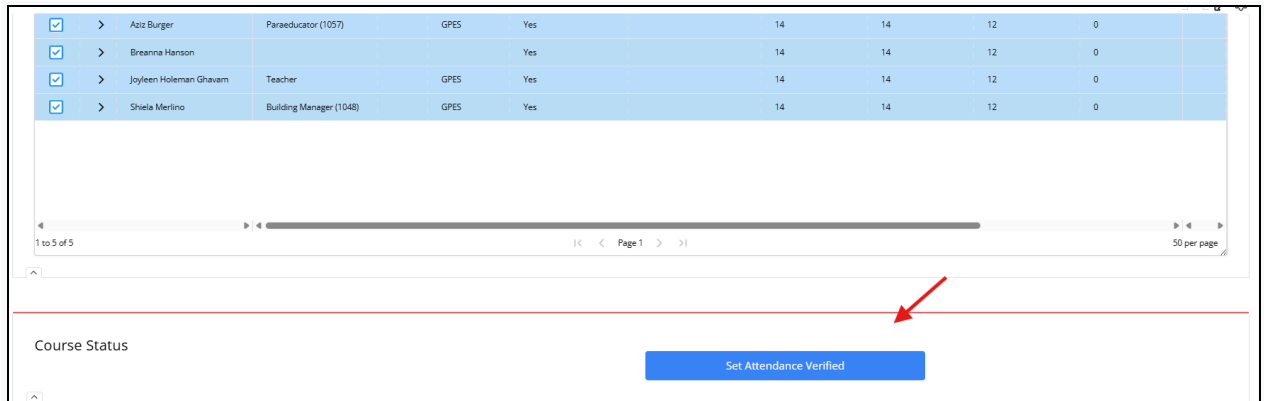
Selected (5) 

CLK | 14.00

<input checked="" type="checkbox"/>	Learner	Position	E...	Location	Attendance Veri...	Instructor Comments	Credits Earned	Credits Availa...	Equity   12.00	Leadership
<input checked="" type="checkbox"/>	David Aaby				Yes		14	14	12	0
<input checked="" type="checkbox"/>	Aziz Burger	Paraeducator (1057)		GPES	Yes		14	14	12	0
<input checked="" type="checkbox"/>	Breanna Hanson				Yes		14	14	12	0
<input checked="" type="checkbox"/>	Joyleen Holeman Ghavam	Teacher		GPES	Yes		14	14	12	0
<input checked="" type="checkbox"/>	Shiela Merlino	Building Manager (1048)		GPES	Yes		14	14	12	0

9. To add a comment, click on one or more **checkboxes** to the left, click the **Selected gear** in the top left, and choose **"Set Instructor Comments."**
10. If one or more learners will earn a different amount of credits, select the **checkbox** to the left, click the **Selected gear** in the top left, and choose **"Set Credits earned."**
- Enter the appropriate number of credits in the **Credits Earned** field. The **Credit Type** and **Available Course Credits** fields will automatically fill.
  - Click **Save**.
11. Once you have completed grading, scroll down and click **"Set Attendance Verified."** This action updates the status and sends a reminder email.

- a. If you prefer not to send the email, close the course and update the status from the main course list instead by clicking the **checkbox** to the left of the course, clicking the **Selected gear** in the top left, and choosing **Update Course Status**.



<input checked="" type="checkbox"/>	>	Aitz Burger	Paraeducator (1057)	GPES	Yes	14	14	12	0
<input checked="" type="checkbox"/>	>	Breanna Hanson			Yes	14	14	12	0
<input checked="" type="checkbox"/>	>	Joyleen Holeman Ghavam	Teacher	GPES	Yes	14	14	12	0
<input checked="" type="checkbox"/>	>	Shiela Merlino	Building Manager (1048)	GPES	Yes	14	14	12	0

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Course Status

Set Attendance Verified