

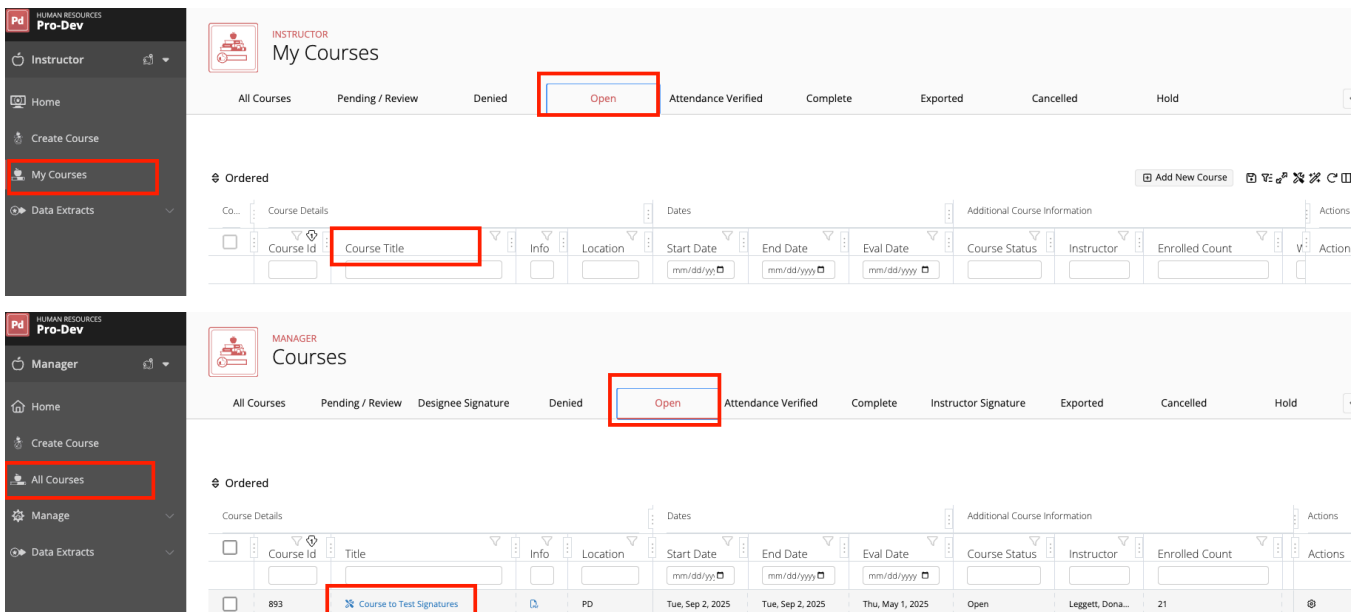
## Open Course: Learners, Evaluation, and Attendance Tabs (Connect)

Here, as the **Instructor, Facilitator, or Manager**, you will learn to view course learners, session learners, and invites. Once the course is completed, you will also be able to manage completed evaluations and attendance.

### Learners Tab: Course Learners

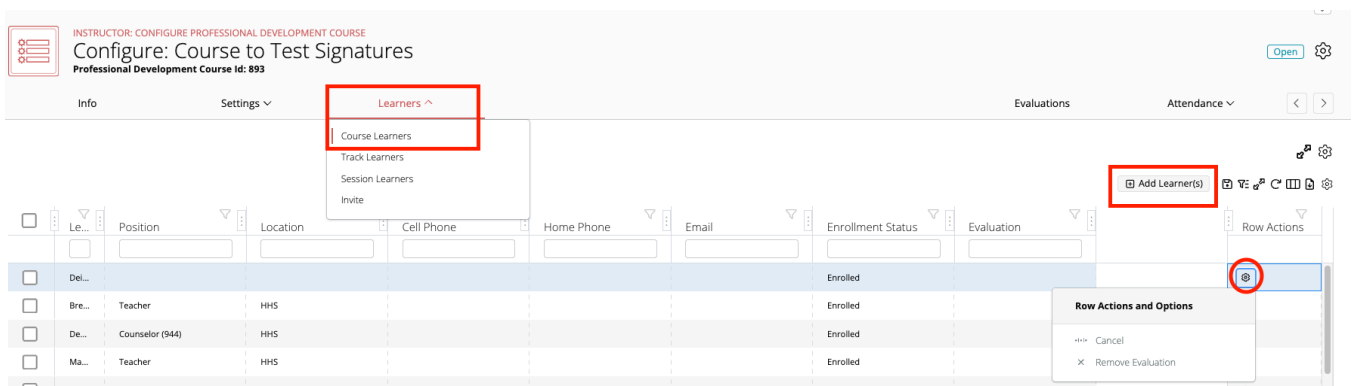
This allows you to view all the learners in the course.

1. Click "My Courses" in the left navigation menu.
  - a. In the **Manager Role**, click **All Courses**.
2. Click the **Open subpage (tab)** at the top of the page.
3. To search for courses, use the **filters** or enter keywords in the field at the top of each column.
4. Click the **Course Title** in the **Course Title** column to open the **Configure Course** page.



The top screenshot shows the 'My Courses' page for an instructor. The left navigation menu has 'My Courses' highlighted in red. The main content area shows a list of courses with the 'Open' tab highlighted in red. The bottom screenshot shows the 'All Courses' page for a manager. The left navigation menu has 'All Courses' highlighted in red. The main content area shows a list of courses with the 'Open' tab highlighted in red. In the bottom screenshot, the 'Course to Test Signatures' course is selected, and its title is highlighted in red.

5. Once the course is open, click the **Learners** tab and select **Course Learners** from the dropdown menu.



The screenshot shows the 'Configure: Course to Test Signatures' page. The 'Learners' tab is selected, and the 'Course Learners' dropdown menu is open, showing options like 'Track Learners', 'Session Learners', and 'Invite'. The 'Add Learner(s)' button is highlighted in red. The table below shows a list of learners with columns for Position, Location, Cell Phone, Home Phone, Email, Enrollment Status, and Evaluation.

Le...	Position	Location	Cell Phone	Home Phone	Email	Enrollment Status	Evaluation	Row Actions
De...						Enrolled		
Br...	Teacher	HHS				Enrolled		
De...	Counselor (944)	HHS				Enrolled		
Ma...	Teacher	HHS				Enrolled		
Pa...	Office Coordinator	HHS				Enrolled		

6. Click the **Add Learner(s)** button in the top right.
  - a. The **Course Title** and **Course ID** will automatically render. Do nothing here.
  - b. Select the Sessions, **Credit Types**, and Learners fields, click the **checkbox** to the left, and click **Accept**.
  - c. **Optionally**, select the **Course Approval** in the same way.
  - d. Select **Yes/No** from the **Send Email** dropdown menu. Selecting **Yes** will send an email.
  - e. Click **Save**.

**Registration Details**

Course Title <input style="width: 90%;" type="text" value="Course to Test Signatures"/>	Course ID <input style="width: 90%;" type="text" value="893"/>	
Sessions <input style="width: 90%;" type="text" value="Session 1"/>	Credit Types <small>(required)</small> <input style="width: 90%;" type="text" value="CLK"/>	
Course Approval <small>(optional)</small> <input style="width: 90%;" type="text"/>		

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**Add Learners**

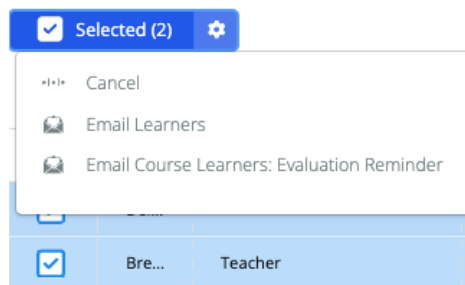
Learners (required)

Send Email (opt)

▼

Cancel
Save

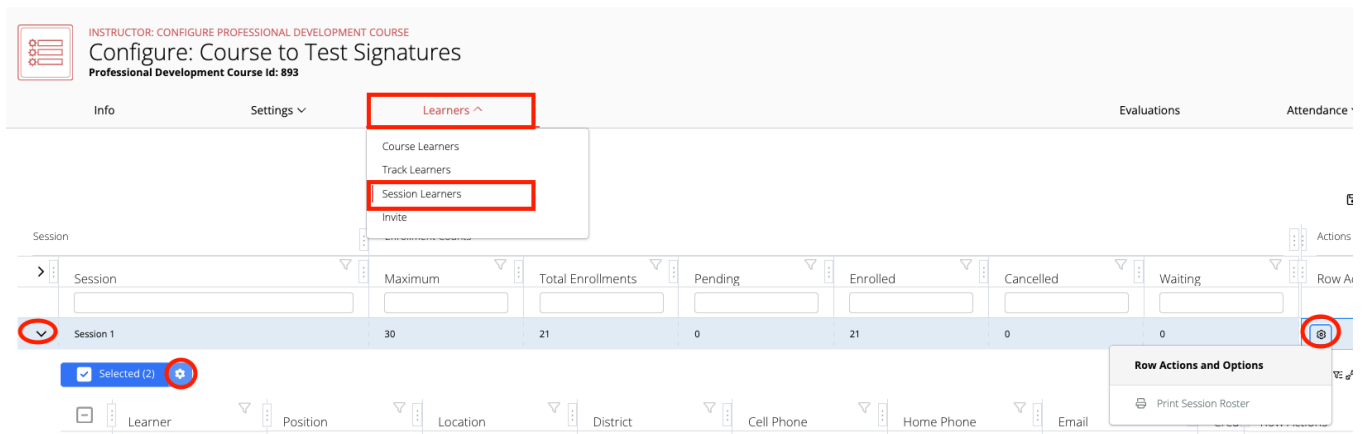
7. Click the **Row Action Gear** to the far right to:
  - a. **Cancel**: This will cancel the learner's enrollment.
  - b. **Remove Evaluation**: This will remove the learner's evaluation form.
8. For mass selections, click one or more **checkboxes** to the far left.
  - a. Click the **Selected Gear** in the top left and choose one of the following:
    - i. **Cancel**
    - ii. **Email Letters**
    - iii. **Email Course Learners Evaluation Reminder**



## Learners Tab: Session Learners

This data table lists the sessions and the learners associated with them.

1. Click "My Courses" (or **All Courses** in the Manager Role) in the left navigation menu and select the **Course Title**.
2. Once the course is open, click the **Learners tab** and select **Session Learners**.
3. Click the left **arrow** to reveal the learners in the session.
  - a. Click the **Row Action Gear** to the far right and choose **Cancel** to cancel the learner's enrollment.
  - b. For mass selection, click one or more **checkboxes** to the far left.
    - i. Click the **Selected Gear** in the top left of the table and choose **Cancel** or **Email Learners**.
4. Click the **Row Action Gear** to the far right to **Print Session Roster**.



INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE  
 Configure: Course to Test Signatures  
 Professional Development Course Id: 893

Info Settings **Learners ^** Evaluations Attendance

- Course Learners
- Track Learners
- Session Learners**
- Invite

Session

Session	Maximum	Total Enrollments	Pending	Enrolled	Cancelled	Waiting	Row Actions
Session 1	30	21	0	21	0	0	⚙️

Selected (2) ⚙️

Row Actions and Options

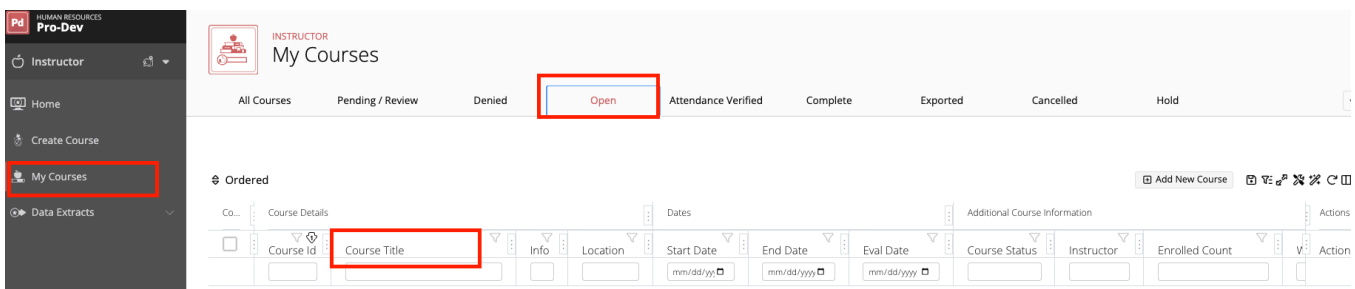
- Print Session Roster

Learner Position Location District Cell Phone Home Phone Email

## Learners Tab: Invite

This allows you to invite others.

1. Click "My Courses" in the left navigation menu.
  - a. In the **Manager Role**, click **All Courses**.
2. Click the **Open subpage (tab)** at the top of the page.
3. Click the **Course Title** in the **Course Title** column.



HUMAN RESOURCES Pro-Dev

Instructor

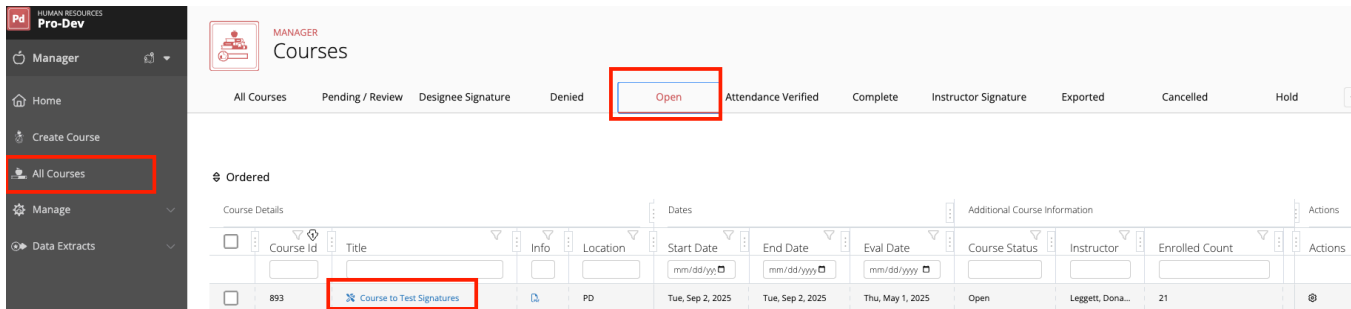
Home Create Course **My Courses** Data Extracts

INSTRUCTOR My Courses

All Courses Pending / Review Denied **Open** Attendance Verified Complete Exported Cancelled Hold

Ordered Add New Course

Course Id	Course Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count	Action
				mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy				



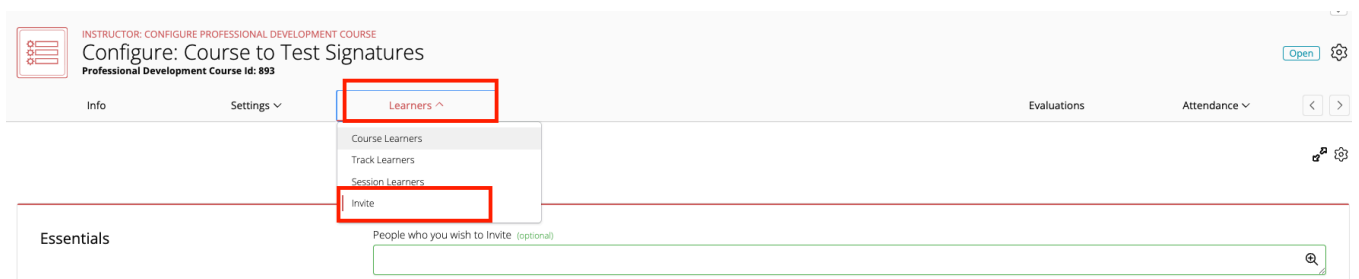
MANAGER Courses

All Courses Pending / Review Designee Signature Denied **Open** Attendance Verified Complete Instructor Signature Exported Cancelled Hold

Ordered

Course Id	Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count	Actions
893	Course to Test Signatures		PD	Tue, Sep 2, 2025	Tue, Sep 2, 2025	Thu, May 1, 2025	Open	Leggett, Dona...	21	

- Click the **Learners** tab and select **Invite** from the dropdown menu.
- Click the **People who you wish to Invite** field, click the **checkbox** to the left of one or more choices, and click **Accept**.



INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE

Configure: Course to Test Signatures

Professional Development Course Id: 893

Info Settings **Learners** Evaluations Attendance

- Course Learners
- Track Learners
- Session Learners
- Invite**

Essentials

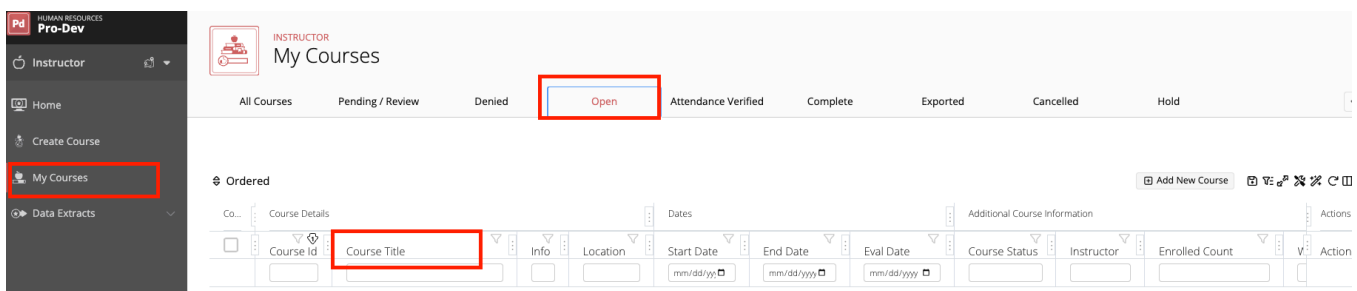
People who you wish to Invite (optional)

- Confirm the selections and click **Save**. Emails will be sent.

## Evaluations Tab

Here, you will learn to view a list of completed evaluations

- Click "My Courses" in the left navigation menu.
  - In the **Manager Role**, click **All Courses**.
- Click the **Open** subpage (tab) at the top of the page.
- Click the **Course Title** in the **Course Title** column.

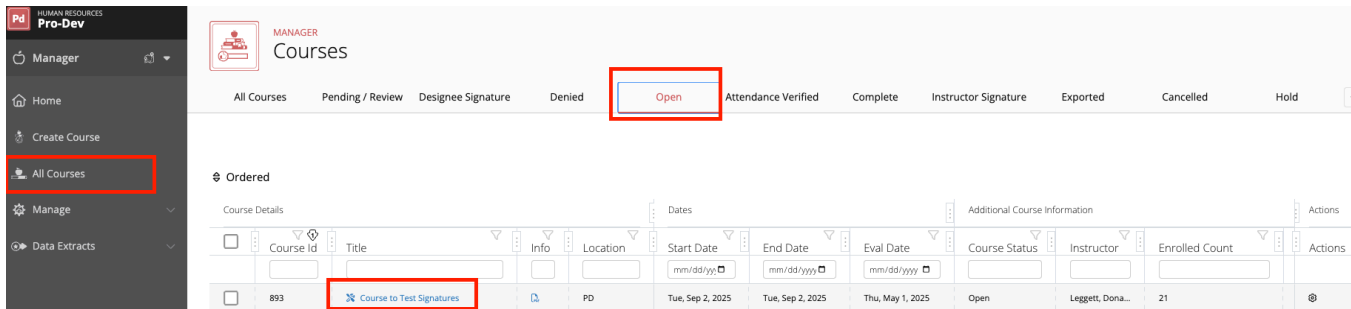


INSTRUCTOR My Courses

All Courses Pending / Review Denied **Open** Attendance Verified Complete Exported Cancelled Hold

Ordered

Co...	Course Details	Dates	Additional Course Information	Actions							
Course Id	Course Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count	V	Action
				mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy					



MANAGER Courses

All Courses Pending / Review Designee Signature Denied **Open** Attendance Verified Complete Instructor Signature Exported Cancelled Hold

Ordered

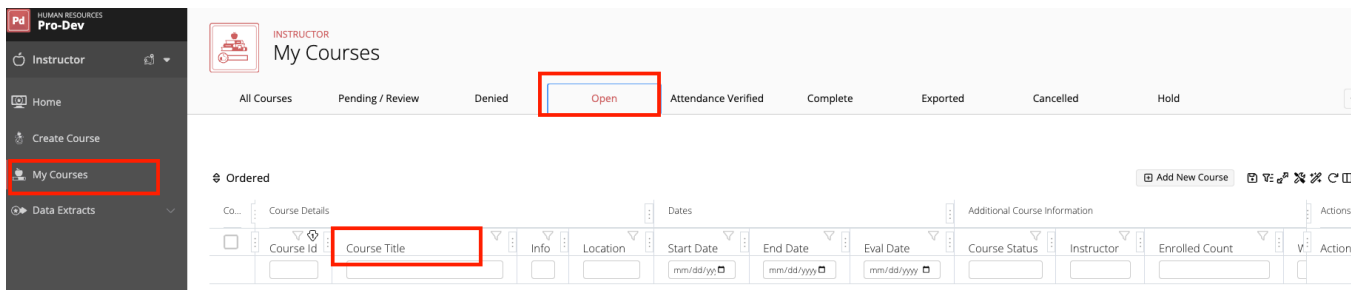
Course Id	Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count	Actions
893	<b>Course to Test Signatures</b>		PD	Tue, Sep 2, 2025	Tue, Sep 2, 2025	Thu, May 1, 2025	Open	Leggett, Dona...	21	

4. Click the "Evaluations" tab in the top right corner.
5. You will see a list of completed learner evaluations.
6. Click the Row Action Gear and choose **Remove Evaluation** if needed.

## Sessions Attendance

Here, you will learn how to view sessions and course attendance.

1. Click "My Courses" in the left navigation menu.
  - a. In the **Manager Role**, click **All Courses**.
2. Click the **Open** subpage (tab) at the top of the page.
3. Click the **Course Title** in the **Course Title** column.

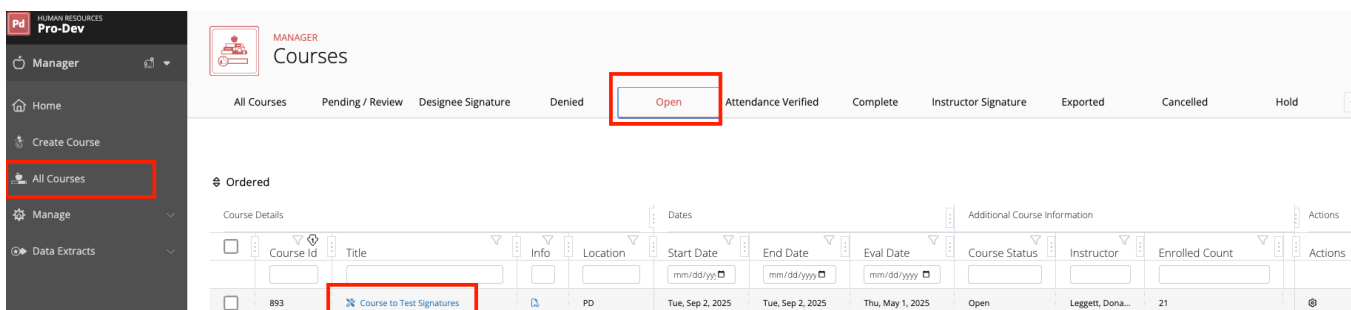


INSTRUCTOR My Courses

All Courses Pending / Review Denied **Open** Attendance Verified Complete Exported Cancelled Hold

Ordered

Course Id	Course Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count	Action
893	<b>Course to Test Signatures</b>		PD	Tue, Sep 2, 2025	Tue, Sep 2, 2025	Thu, May 1, 2025	Open	Leggett, Dona...	21	



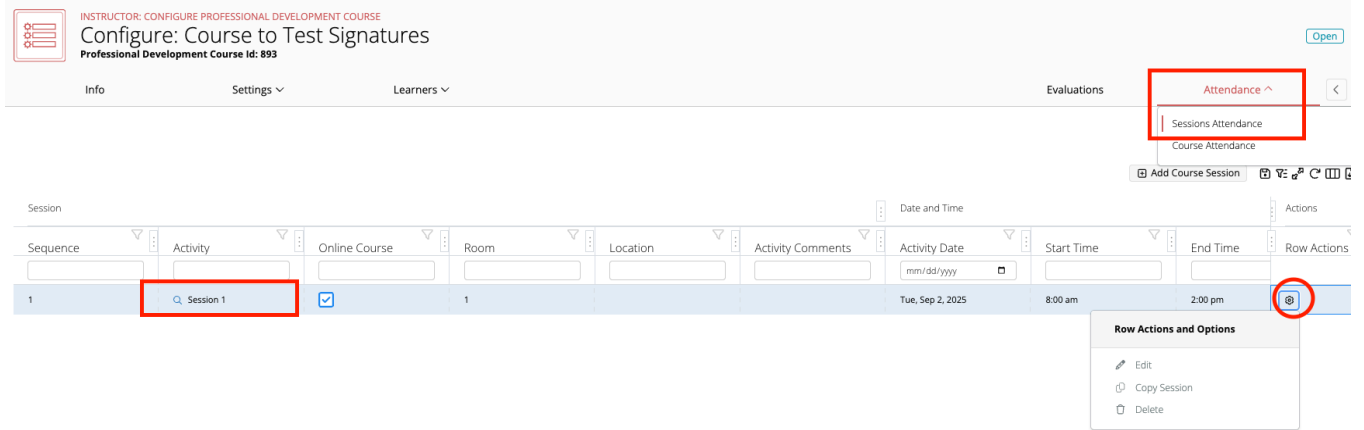
MANAGER Courses

All Courses Pending / Review Designee Signature Denied **Open** Attendance Verified Complete Instructor Signature Exported Cancelled Hold

Ordered

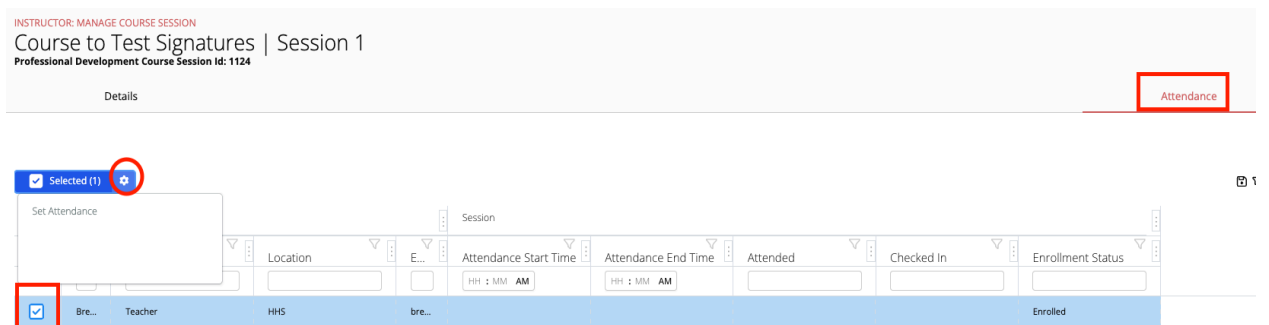
Course Id	Title	Info	Location	Start Date	End Date	Eval Date	Course Status	Instructor	Enrolled Count	Actions
893	<b>Course to Test Signatures</b>		PD	Tue, Sep 2, 2025	Tue, Sep 2, 2025	Thu, May 1, 2025	Open	Leggett, Dona...	21	

4. Click the **Attendance** tab and **Sessions Attendance**.
  - a. If this is a single-session course, the session form will be displayed automatically.
  - b. If this is a multi-session course, a table will load.



5. Click the **magnifying glass** in the **Activity** column to view additional details and attendance information.

- a. Click the **Attendance** tab to the far right.
  - i. Select one or more **checkmarks** to the far left.



- ii. Click **Select Gear** at the top left of the table and choose **Set Attendance**.
  - 1. Fill in the **Attendance Start Time** and **Attendance End Time**.
  - 2. Select **Yes/No** from the **Attended** drop-down menu.
  - 3. Click **Save**.

Session Attendance

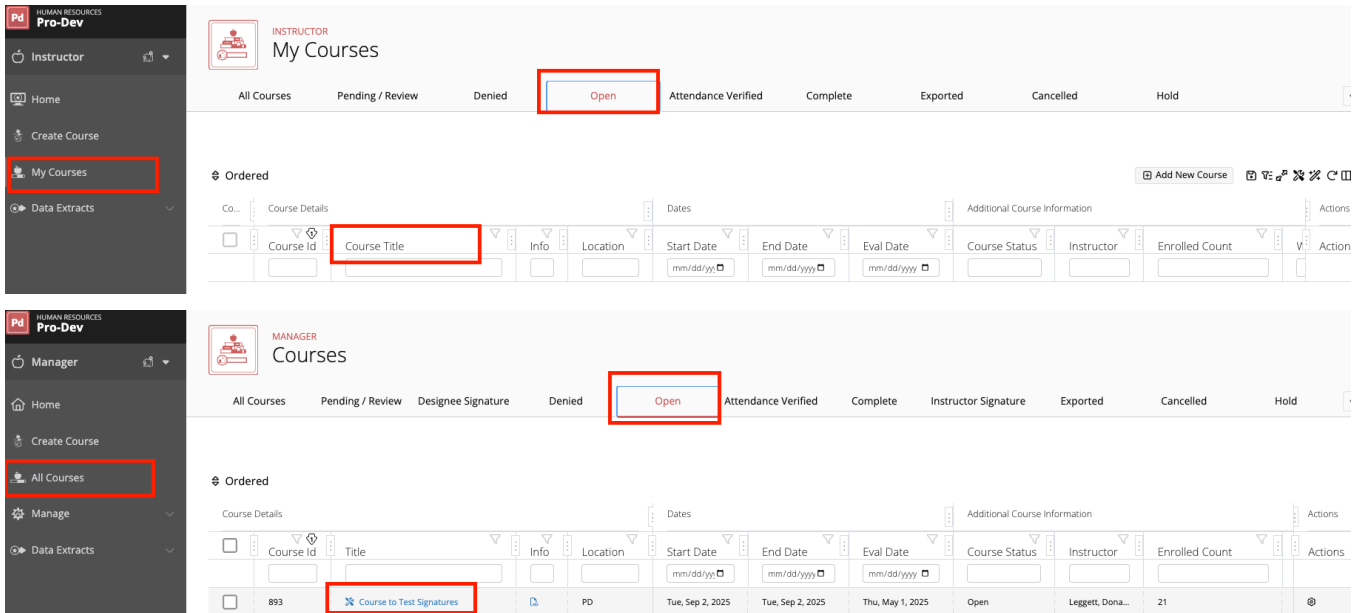
Attendance Start Time (optional) ⚙️  🕒

Attendance End Time (optional) ⚙️  🕒

Attended (optional) ⚙️

## Course Attendance

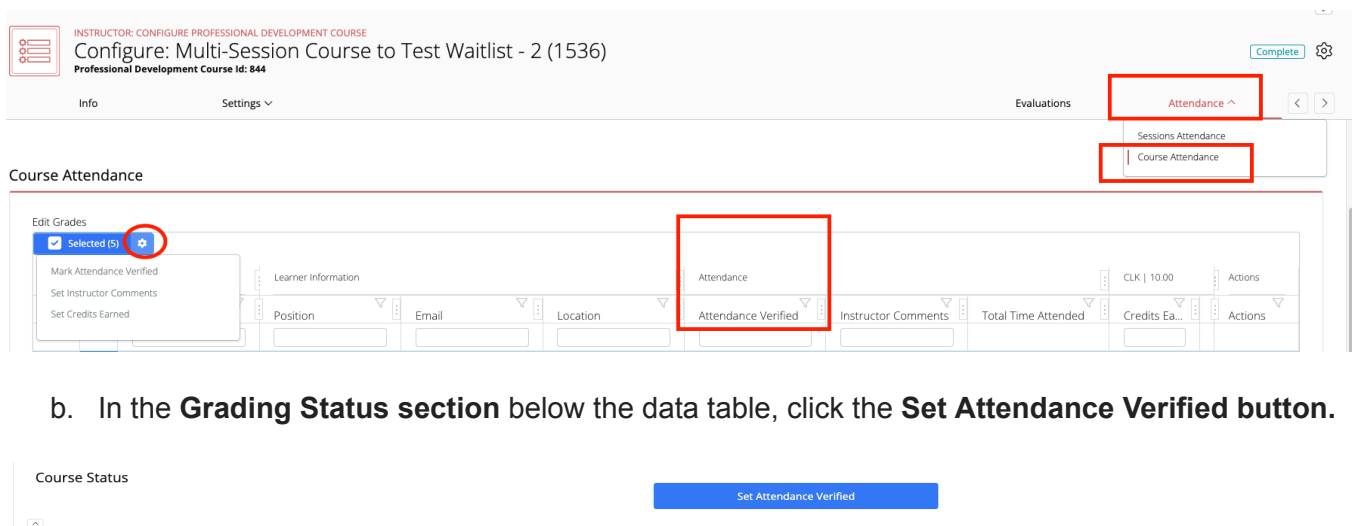
1. Click "My Courses" in the left navigation menu.
  - a. In the **Manager Role**, click **All Courses**.
2. Click the **Open subpage (tab)** at the top of the page.
3. Click the **Course Title** in the **Course Title** column.



The top screenshot shows the 'INSTRUCTOR My Courses' view. The 'Open' button is highlighted in a red box. The table below shows columns for Course Id, Course Title, Info, Location, Start Date, End Date, Eval Date, Course Status, Instructor, and Enrolled Count.

The bottom screenshot shows the 'MANAGER Courses' view. The 'Open' button is highlighted in a red box. The table below shows columns for Course Id, Title, Info, Location, Start Date, End Date, Eval Date, Course Status, Instructor, and Enrolled Count. The row for 'Course to Test Signatures' is highlighted with a red box.

4. Once the course is open, click the **Attendance** tab and **Course Attendance**.
5. Select one or more **checkmarks** to the far left.
  - a. Click **Select Gear** at the top left of the table and choose one of the following:
    - i. **Mark Attendance Verified:** The 'Attendance Verified' column will change from 'No' to 'Yes'.
    - ii. **Set Instructor Comments:** Fill in the **Instructor Comments** and click **Save**.
    - iii. **Set Credits Earned:** Fill in the **Credits Earned** field numerically and click **Save**.



The screenshot shows the 'Configure: Multi-Session Course to Test Waitlist - 2 (1536)' page. The 'Attendance' tab is selected and highlighted in a red box. The 'Course Attendance' table is visible with the 'Attendance Verified' column highlighted in a red box. The 'Set Attendance Verified' button is highlighted in a blue box.

- b. In the **Grading Status** section below the data table, click the **Set Attendance Verified** button.