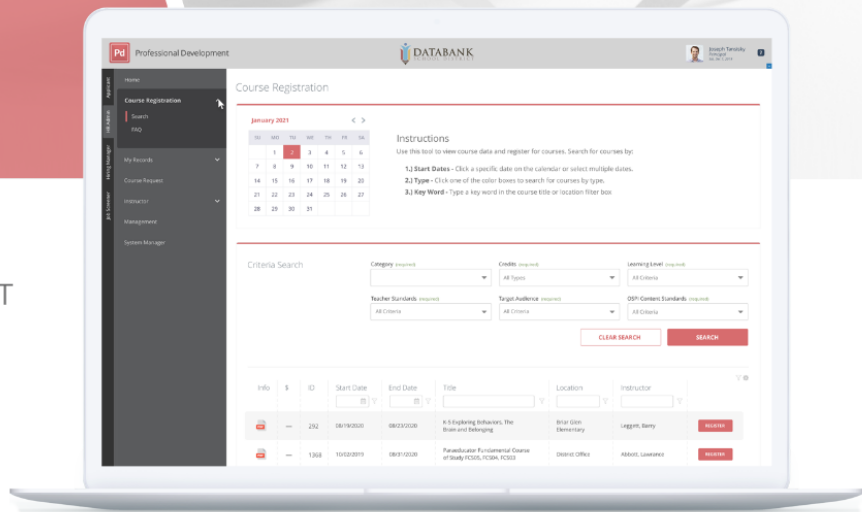




**Pd** PROFESSIONAL DEVELOPMENT  
Quick Start Guide



How to Use This Manual	3
Login Instructions	4
Verifying Course Attendance	6

## How to Use This Manual

This manual walks through how to register for a Course in the Professional Development application, which is called “ProDev” for a short reference.

This manual is laid out in terms of functionality that is closely related.

In addition, if you would like a more concise description of how to do anything in any given section, refer to the “Quick Start” guide at the start of each section.



### Quick Start

1. Step 1 Example
2. Step 2 Example
3. Step 3 Example

# Login Instructions



## Quick Start

1. Log into Homeroom.
2. Navigate to your Dashboard
3. Click "ProDev" from your list of Logins and Links

First, you will need to log in to Homeroom by authenticating with your district account.

<https://tahoma.schooldata.net/v2/homeroom/>

Welcome to  
**SchoolData.net**

**TAHOMA** School District

Log in as:  
Staff

Authentication is controlled by your district. Click the **'Authenticate With District'** button below to continue.

Tahoma

Contact your District IT department to reset your password.

[Use SchoolData.net Account](#)

**Authenticate With District**

Once logged in, you can navigate to the Professional Development application by hovering on the “HR” or Human Resources icon in the app selector bar at the top right, then on the Pro Dev tile, click “Launch App.”



Alternatively, you can use this URL to log directly into the ProDev application:

<https://tahoma.schooldata.net/v2/human-resources/#/professional-development/>

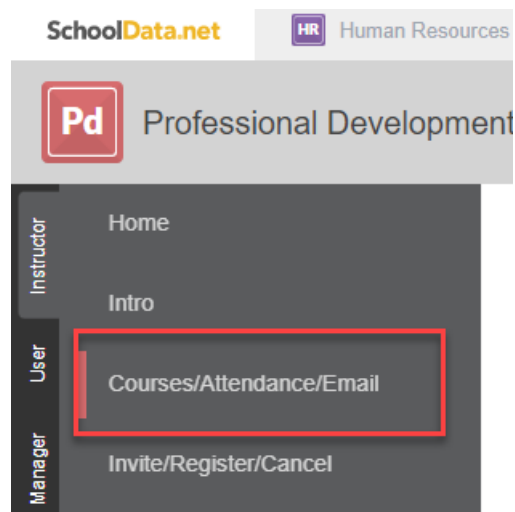
# Verifying Course Attendance



## Quick Start

1. Go to “Courses/Attendance Email” in the left-hand nav.
2. Use Row Action Gear to “Verify Attendance” for any course

Use the left-hand navigation menu and select “Courses/Attendance/Email” to see a list of courses available to verify attendance for. The location of this item is highlighted by the red rectangle in the picture to the right. PD Manager will find this link nested inside the “Courses” menu.



Use the Row Actions & Options gear to choose “Verify Attendance”

**INSTRUCTOR**  
Courses/Attendance/Email

Course Attendance Email for Instructor (35 records) Ordered

Course	Course	Start Date	Location	Course Status	Info	Grade	E-Mail	Wait	Reg	Row Actions & Options
1452	Another Course with Mu...	06/13/2022	District Office	Pending						Verify Attendance
1440	Testing Register Tool 3-21	04/20/2022	District Office	Open						
1437	Deidra Testing Waitlist A...	04/15/2022	District Office	Open						
1436	Deidra Testing Register ...	04/04/2022	Activities and Athletics	Review						
1434	Testing Review Process	02/25/2022	Cedar Haven Jr High	Grades In						

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

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

Edit Grades

This is a 3-step process:

1. Use the selected rows action check marks to the left of each record to choose several or all records you'd like to mark complete. A blue button will appear at the top right titled "Select Row Actions". Click here 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.
2. EDIT the exceptions. Click the row action to the right of any one 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. Make the appropriate changes in the resulting form (e.g. number of hours earned, type of credits, or grade). Click Update.
3. Using the drop down selector at the bottom, choose "Grades In" and click save at the top right. This will send an email to all attendees advising them their attendance is verified and reminding them to complete the evaluation for the course.

Additionally, instructors are required to submit the signed Attendance Sign In Report to the Professional Development office within five (5) days of the last date of the course. Optionally, instructors may also use the Email tool to email attendees. Grading Codes: NV = Not Verified, V = Verified, NS = No Show

Display Name	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/> Aplong, Vera	Food S...	FNS	N	CLK	2	0			
<input checked="" type="checkbox"/> Hughes, Thomas	Teacher	BG	N	CLK	2	0			
<input checked="" type="checkbox"/> Pancheri-Hanson, B...	Teacher	HHS	NV	CLK	2	0			
<input checked="" type="checkbox"/> Potter, Pat	Principal	BG	N	CLK	2	0			
<input checked="" type="checkbox"/> Tyslar, Starr	Teacher	OL	N	CLK	2	0			

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

New Status (optional)

Verifying Attendance is a three step process:

1. Use the selected rows action check marks to the left of each record to choose several or all records you'd like to mark complete. You can choose all records by clicking on the checkmark at the top left. A blue button will appear at the top right titled "Select Row Actions."

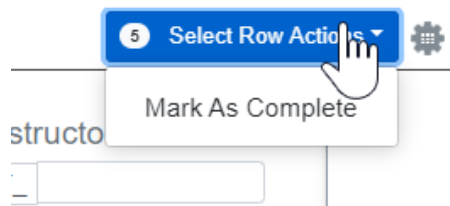
HRM+ ProDev Course Edit Grades (5 records)

Select Row Actions

Display Name	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/> Aplong, Vera	Food S...	FNS	N	CLK	2	0			
<input checked="" type="checkbox"/> Hughes, Thomas	Teacher	BG	N	CLK	2	0			
<input checked="" type="checkbox"/> Pancheri-Hanson, B...	Teacher	HHS	NV	CLK	2	0			
<input checked="" type="checkbox"/> Potter, Pat	Principal	BG	N	CLK	2	0			
<input checked="" type="checkbox"/> Tyslar, Starr	Teacher	OL	N	CLK	2	0			

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

Click here 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.



- Next, we will EDIT the exceptions. Click the row action to the right of any one 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			Attenda
✓	Potter, Pat	Principal	BG	V	CLK	2	2			Attenda
✓	Tyslar, Starr	Teacher	OL	V	CLK	2	2			Attendance verified

Row Actions & Options

- Edit

Make the appropriate changes in the resulting form (e.g. number of hours earned, type of credits, or grade). Click Update.

**Grading Codes: NV = Not Verified; V = Verified; 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)

\*Note\* - if changing the "Grade" field in the previous form, the Instructor Comments won't auto update, but 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

3. Using the drop down selector at the bottom, choose "Grades In" and click save at the top right. This will send an email to all attendees advising them their attendance is verified and reminding them to complete the evaluation for the course.

Pro-Dev Instructor Course Attendance Email

[Save](#)

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Course Information

Course (opt): Another Course with Multi-Sessions 4-1 | Location (opt): District Office | Instructor (opt): Director, Hr | Status (opt): Pending

1. Use the selected rows action check marks to the left of each record to choose several or all records you'd like to mark complete. A blue button will appear at the top right titled "Select Row Actions". Click here 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.

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3. Using the drop down selector at the bottom, choose "Grades In" and click save at the top right. This will send an email to all attendees advising them their attendance is verified and reminding them to complete the evaluation for the course.

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Display Name	Position	Location	Grade	Credit Co	Requeste	Earned	Pay	Email	Instructor Comments
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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

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

New Status (optional):

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