

Confirming Attendance and Completing an Activity

Confirm Attendance allows for final credit to be granted for an entire (or partial) roster of participants for a selected activity. **Confirm Attendance** can only be used for activities in the Catalog.

Using Confirm Attendance will:

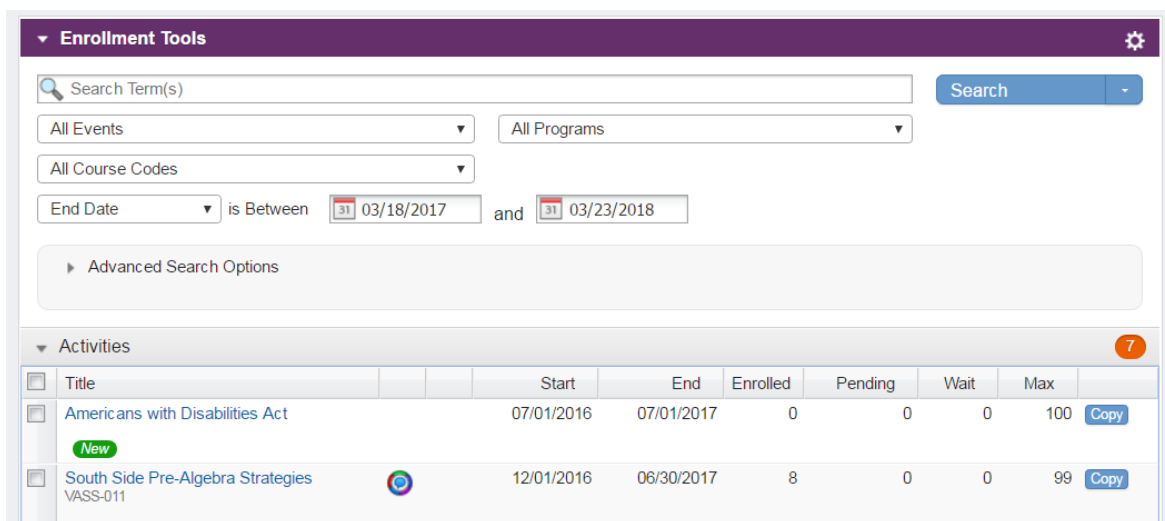
- Grant Final Credit to the participant for the activity.
- Include the activity in the participant's portfolio and transcript (if applicable).
- Send an email notification to the participant (if set appropriately in the User Profile).
- Create a Completion Certificate for the participant to access (If Completion Certificates are enabled for the provider).

Use these steps to Confirm Attendance:

1. Review activity information in Enrollment Tools.

2. The Enrollment Tools screen provides important information regarding all activities. The columns next to the activities titles indicate the number of participants in each category. Click on the column headings to sort the list by that column.

Note: If you do not see an activity listed, be sure that the viewing options at the top of the screen are set correctly (the Start Date of the activity is within the dates indicated, and the correct option regarding archived and active activities is selected).



The screenshot displays the 'Enrollment Tools' interface. At the top, there is a search bar with the text 'Search Term(s)' and a 'Search' button. Below the search bar are several filters: 'All Events', 'All Programs', 'All Course Codes', and 'End Date' set to 'is Between' with dates '03/18/2017' and '03/23/2018'. An 'Advanced Search Options' link is also visible. Below the filters is a section titled 'Activities' with a red notification badge showing the number '7'. The activities are listed in a table with columns for Title, Start, End, Enrolled, Pending, Wait, and Max. Two activities are shown: 'Americans with Disabilities Act' and 'South Side Pre-Algebra Strategies VASS-011'. The second activity has a 'New' badge and a circular icon.

Title	Start	End	Enrolled	Pending	Wait	Max	Copy
Americans with Disabilities Act	07/01/2016	07/01/2017	0	0	0	100	Copy
New South Side Pre-Algebra Strategies VASS-011	12/01/2016	06/30/2017	8	0	0	99	Copy

3. Click on the Activity Title of the activity in which you will be confirming participants.

4. Under the Actions options, clicking the Confirm Attendance button will access the Activity Roster Management tool.

Enrollment Tools ⚙️

Activity Details

Americans with Disabilities Act
 Program: EdTraining Courses
 Dates: On-Going (Ends Jul 1, 2017)

New

Hours: 0.5 | Enrolled: 0/100 | Wait: 0/0

Actions

Edit Activity i

View Roster i

Print Sign-In Sheet i

Pre-Register i

Confirm Attendance i

Email Functions i

Cancel Activity i

Report: i

Preview i

Activity Evaluation Info i

Download Roster i

5. Review and Organize the Roster:

a. Review the participant names on the Roster (towards the bottom of the screen) to ensure that everyone that attended the activity is listed. If a participant is missing, use the search tool above the roster to locate the participant. Click on the box next to their name in the search results box and click **Add to Roster** to have their name added to the roster.

b. Adjust the Roster columns and email settings (If necessary)

- Click on the drop-down boxes to select the columns to view on the Roster.
- Set the email notifications.
- Click "Save & Exit".

c. Sort the Roster by clicking on the Roster column headings. Click the column heading a second time to change the sort order for that column from ascending to descending. (The red arrow next to the column name indicates that the roster is sorted by that column. An up arrow indicates the column is sorted ascending; a down arrow indicates the column is sorted descending.)

#	Select	Name	Building	Approval Status	Sub Status	Hours#1 May 23	Hours#2 Jun 21	Hours#3 Jun 22	Awarded Hours	Evals
1.	<input type="checkbox"/>	Aberson, Sally	Ivan Dretzky High School	Complete	None Required	7	7	7	18	•
2.	<input type="checkbox"/>	Accorti, Anne	Rogers Elementary School	Complete	None Required	7	7	7	18	•
3.	<input type="checkbox"/>	Adams, Carol	Rogers Elementary School	Complete	None Required	7	7	7	18	•

1.	<input type="checkbox"/>	Aberson, Sally Ivan Dretzky High School	Complete	None Required	7	7	7	18	•
2.	<input type="checkbox"/>	Accorti, Anne Rogers Elementary School	Complete	None Required	7	7	7	18	•
3.	<input type="checkbox"/>	Adams, Carol Rogers Elementary School	Complete	None Required	7	7	7	18	•
4.	<input type="checkbox"/>	Adams, Sharon Ivan Dretzky High School	In Progress	None Required	7	7	7	18	•
5.	<input type="checkbox"/>	Aesop-Carr, Phill Crossroads Middle School	In Progress	None Required	7	7	7	18	•
6.	<input type="checkbox"/>	Ander, Ti Wilson Secondary School	Complete	None Required	7	7	7	18	•
7.	<input type="checkbox"/>	Ashworth, Janine Ivan Dretzky High School	In Progress	None Required	7	7	7	18	•
8.	<input type="checkbox"/>	Callahan, Roland Ivan Dretzky High School	In Progress	None Required	7	7	7	18	•
9.	<input type="checkbox"/>	Costenbader, Noreen Central Office - DOE	In Progress	None Required	7	7	7	18	•
10.	<input type="checkbox"/>	Cruz, Steven Crossroads Middle School	In Progress	None Required	7	7	7	18	•
11.	<input type="checkbox"/>	Davis, Lea Anne Wilson Secondary School	In Progress	None Required	7	7	7	18	•

Set Status
 Set Checked =

Archive this activity? Yes No

6. Set the Participants' Status - To set the participants' status as Completed:

1. Click in the box next to the participants' names (or click **Check All** at the bottom of the screen).
2. Change the number of hours or credits to be granted for each participant (if appropriate). This is the number that will appear on the participant's completion certificate.
3. Click on the **Set Status** drop-down list and select **Complete**.
4. Click on the **Save** button.

(Note: if you are done with awarding hours/credit and no longer wish to see this activity, by default, on your enrollment screen then you can select to archive this activity prior to save.)

Roster										
#	Select	Name	Building	Approval Status	Sub Status	Hours#1 May 23	Hours#2 Jun 21	Hours#3 Jun 22	Awarded Hours	Evals
1.	<input type="checkbox"/>	Aberson, Sally	Ivan Dretzky High School	Complete	None Required	7	7	7	18	•
2.	<input type="checkbox"/>	Accorti, Anne	Rogers Elementary School	Complete	None Required	7	7	7	18	•
3.	<input type="checkbox"/>	Adams, Carol	Rogers Elementary School	Complete	None Required	7	7	7	18	•
4.	<input checked="" type="checkbox"/>	Adams, Sharon	Ivan Dretzky High School	In Progress	None Required	3	7	7	17	•
5.	<input checked="" type="checkbox"/>	Aesop-Carr, Phill	Crossroads Middle School	In Progress	None Required	7	0	7	14	•
6.	<input type="checkbox"/>	Ander, Ti	Wilson Secondary School	Complete	None Required	7	7	7	18	•
7.	<input checked="" type="checkbox"/>	Ashworth, Janine	Ivan Dretzky High School	In Progress	None Required	7	7	5	18	•
8.	<input checked="" type="checkbox"/>	Callahan, Roland	Ivan Dretzky High School	In Progress	None Required	7	7	7	18	•
9.	<input checked="" type="checkbox"/>	Costenbader, Noreen	Central Office - DOE	In Progress	None Required	7	7	7	18	•
10.	<input checked="" type="checkbox"/>	Cruz, Steven	Crossroads Middle School	In Progress	None Required	7	7	7	18	•
11.	<input checked="" type="checkbox"/>	Davis, Lea Anne	Wilson Secondary School	In Progress	None Required	7	7	7	18	•

Set Status
 Set Checked =

Archive this activity? Yes No

Repeat the above steps to set a different status for other participants (denied, no show, etc.).

7. Click **Save** at the bottom of the screen to save the changes to the roster.