



Schoolnet: Facilitating a PD Activity Quick Reference Card

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Facilitators in Educator Development act as the “point person” for a professional development activity, but do not necessarily lead it. There are tasks for facilitators both before and after an activity. In some cases, some of these tasks may be handled by a school or district PD administrator instead of a facilitator.

This document helps you to do the following:

- View assignments
- Register attendees
- Manage waitlist
- Print sign-in sheets
- Email participants
- Add walk-ins
- Record attendance and grant final credit

View Assignments

Activity sections to which you are assigned are visible in your PD Profile.

To view assignments:

1. Roll your cursor over the Educator Development header and click My PD Profile in the sub-menu
2. Click **Facilitating Activities**

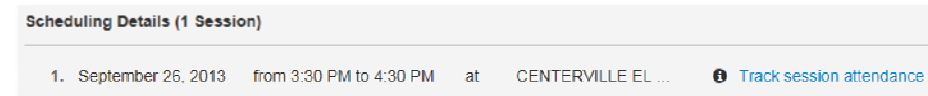


3. Click the title of an activity

Start/End Date(s) ▾	Activity type ▾	Activity name ▾
9/26/2013	Workshop	Data Coach for Principals

4. Scroll down and click **Track session attendance** to see who is registered so far on the Attendees screen

If there are multiple sessions, click the first one.



Register Attendees

PD administrators and facilitators have the option to register attendees. For example, you can register all staff in your school for a required orientation session. Alternatively, individuals can register themselves for activities from the activity catalog.

To register participants:

1. Go to the Attendees screen of a session as described above.
2. Click **Register Attendees**
3. On the Register Attendees page, use the drop-down menus to filter as desired and then click **Go**

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- Click the checkboxes to the left of the names of individuals to register, or select all by clicking the box in the header row
Although the search results may include individuals who do not meet prerequisite and eligibility requirements, PD administrators can over-ride registration restrictions and select any user.
- Click **Register Selected Attendees**
If there are multiple sessions in the section the user will be automatically registered for all days.
- On the confirmation page, choose to register others for this activity or go to the activity catalog

Manage the Waitlist

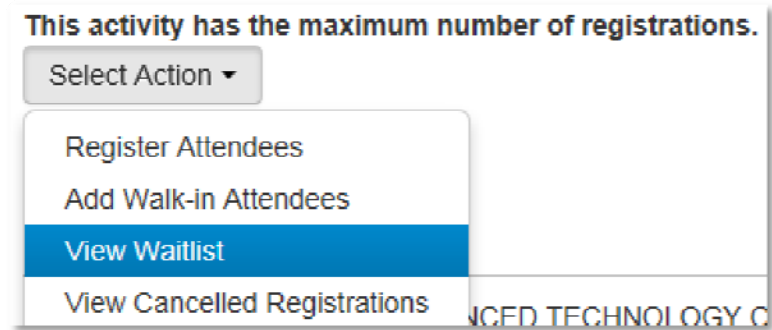
PD Planner automatically generates a waitlist for any full activities unless this configuration has been turned off. Individuals wanting to register for an activity that is already full can request to be added to a waitlist. If a registered individual cancels a registration, the next individual on the waitlist will automatically receive an email notification of registration. PD administrators can override the maximum number of participants to register individuals from the waitlist for activities for which they have access. If an activity requires pre-approval, approval must be granted first.

To view users on the waitlist:

- From My PD Profile Facilitating Activities, click the title of an activity

Start/End Date(s) ⇅	Activity type ⇅	Activity name ⇅
9/26/2013	Workshop	Data Coach for Principals

- In the Select Action menu, choose View Waitlist



- A list of name(s) appears. After selecting an individual, you can override the attendance maximum and add the user, or delete user from the waitlist.

Name	School	# in Waitlist	Date/Time added to Waitlist	Participation status
HERNANDEZ, ANDREW	KNIGHT SCHOOL	1	07/07/13 11:37PM	Waitlisted

- Users still on the waitlist appear in the track attendance list
- Click the Participation Status column header to group users on the waitlist
- Use the email link provided to notify user(s) that they can attend, or check the box and click **Delete** to remove them from the list

<input type="checkbox"/>	DUBBCL, WILLIAM	KNIGHT SCHOOL	Waitlisted	<input type="text"/>	0:0
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Printing Sign-in Sheets

Before an activity occurs, you can print a sign-in sheet that lists all of the registered attendees, and has space for unregistered participants (walk-in attendees). If desired, you can add additional information to the sign-in sheet before printing.

To print a sign-in sheet:

1. Locate a section you are facilitating as described above
2. Click **Print Sign-In Sheet**

This will generate your sign-in sheet as a Word document that you can print or save.



Email Participants

Although users receive an email when they register for a class, you may wish to send them special instructions or a reminder closer to the activity date.

To email participants:

1. Go to the Track Attendance page as described previously
2. Click **Email Attendees**



3. If desired, you can add or delete email recipients
4. Include a subject with your message and then click **Send**

Add Walk-ins

In the event that you have unregistered walk-ins, you will need to track their attendance. Be sure to add any walk-in attendees before changing the session status for registered attendees. Walk-in attendees will then be added to this list as "Registered", and to any subsequent sessions of the activity listings, as well as to the final credit page. If the activity is full, walk-ins will be added with status "waitlisted" and a PD administrator will have to register individuals from the waitlist. For multi-day activities, a walk-in added to one session of an activity will automatically be added to all subsequent sessions of the activity.

To add walk-ins:

1. On the Track Attendance page, click **Add Walk-Ins**



2. Select criteria to narrow down the results and click **Go**.

Add Walk-In Attendees: Peer Conferencing with ELLs

To add walk-in attendees to this activity, select the search criteria and then click, 'Go'.

Attendee Name or ID:

Enter full or partial name or ID of the employee

Institution:

Job Category:

Job Title:

Enter full name or partial job title

Area of Certification:

Certificate Type:

Subject Taught:

Grade:

3. Check the appropriate name(s) and click **Add Selected Attendees as Walk-Ins**

Take Attendance

After the activity, you will need to record the attendance. Be sure walk-ins have already been added.

To take attendance:

1. Go to the Track Attendance page as described previously
2. Use the sign-in sheet to determine which registered attendees attended and which did not, and select the status accordingly: either 'Attended' or 'Did not attend'

You may also edit the amount of time that each participant attended the session in the Duration field. You do not need to check the checkboxes when taking attendance.

<input type="checkbox"/>	Dennis, Counselor 1	DENNIS SCHOOL	Registered	Walk-in Attended	1:0
<input type="checkbox"/>	HERNANDEZ, ANDREW	KNIGHT SCHOOL	Waitlisted	Attended	0:0

Delete Save Save and Review Final Credit Save with Final Credit 12 Hours

3. Be sure to save the attendance or you will have to re-enter it; either click **Save**, or if you see the option to grant final credit, click **Save and review Final Credit** and then refer to the next section for details

Grant Final Credit

Final credit for an activity is not automatically assigned to attendees. Individuals do not receive credit for an activity in their plan until final credit has been submitted. Until then, the activity status in their plan displays as "Registered" and the credits are not counted for the individual. In some cases this task is done by someone other than the facilitator.

To assign final credit:

1. After attendance is taken on the Track Attendance page, the Submit Credit page appears

2. The lower portion of this page may display names of participants who are either waitlisted for the activity, or whose activity requests have not yet been approved

An administrator must either register the participant from the waitlist, or approve the individual's request before you can submit credit for the individual.

3. Verify the **Credit for Completion** status and number of credits for each attendee
4. With all entries made, click **Submit Final Credit**