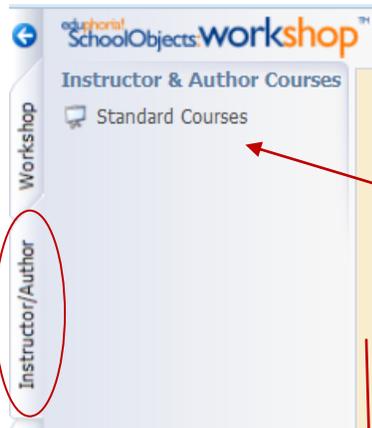


Printing Sign-In Sheets and Marking Attendance in Workshop

If you have been set up as the “Instructor” of a course, you have the ability to print sign-in sheets and mark attendance. Even though you may not be the actual Instructor, assigning you as such is the best way to give you the rights you need for marking attendance. The true instructor of the course, if someone different from you, will be described in the course description.

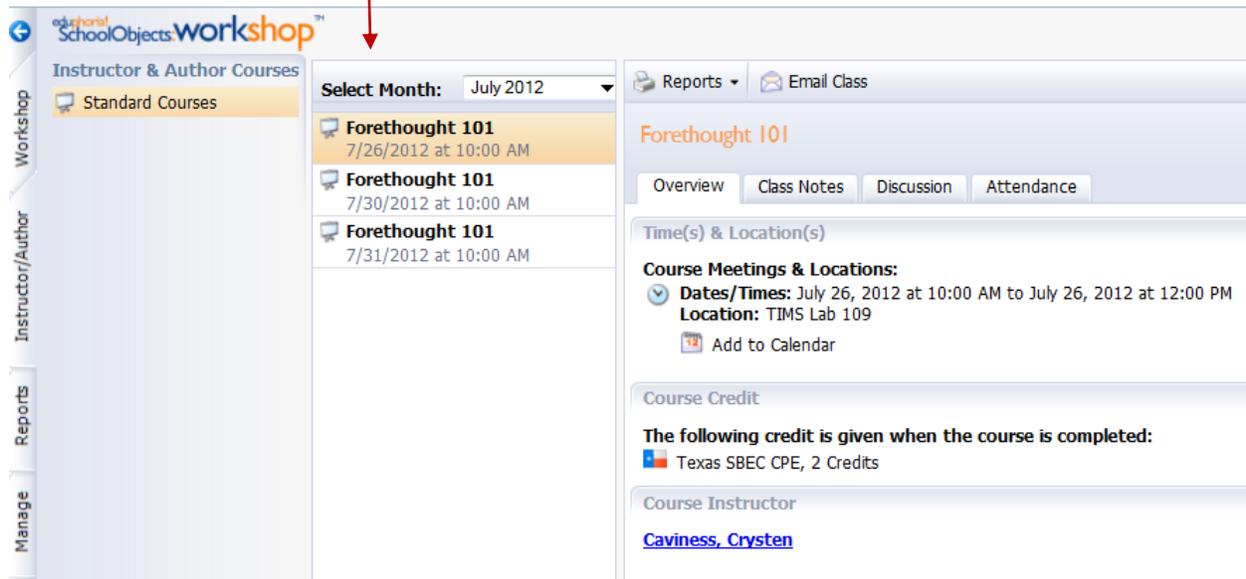
Many administrative assistants are being identified as “Instructors” so that they can help with sign-in sheets and marking attendance. Read below to learn how:



1. Once a course has been entered into eduphoria! Workshop with you identified as the Instructor who can take attendance, you will see a new tab on the left side of your screen: Instructor/Author

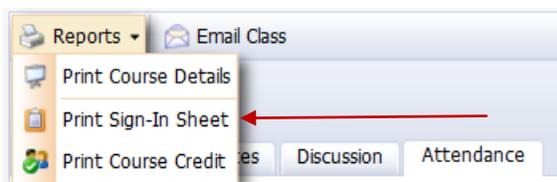
2. Click on “Standard Courses”

3. To the right, you will now see all courses for which you have the ability to print sign-in sheets and mark attendance. You can use the “Select Month” drop-down menu if you need to access courses from the past.



4. Click on a course and the course details will load.

5. Click on Reports > Print Sign-In Sheet



The Sign-In Sheet Wizard will open on the right side of the screen. Click “Next” at the bottom of the wizard.

Sign-In Sheet Wizard

The sign-in sheet wizard enables you to provide special notes for a course, include a special column, such as SSN, for attendees to complete and indicate whether or not to include reserve enrollments.

Add Special Notes:

Add Special Column:

Add Second Column:

Click Next > to continue.

Cancel < Back **Next >**

6. If you would like to include those attendees who have a pending status, select “Yes.”
7. If you would like to include blank lines for people who attend, but may not have registered, select a number of lines.
8. Click “Print Sign-In Sheet” and it will generate a PDF file for you to open. Choose to open the file and click “OK.” You may now print the sheet.

Sign-In Sheet Wizard

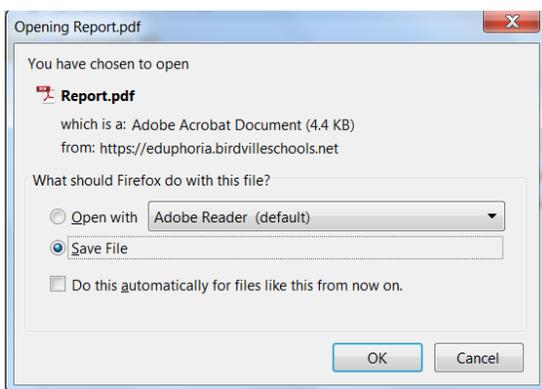
Would you like to include attendees that are registered with pending status?

Yes No

Include blank signature lines at the bottom of the sign-in sheet.

Print Sign-In Sheet

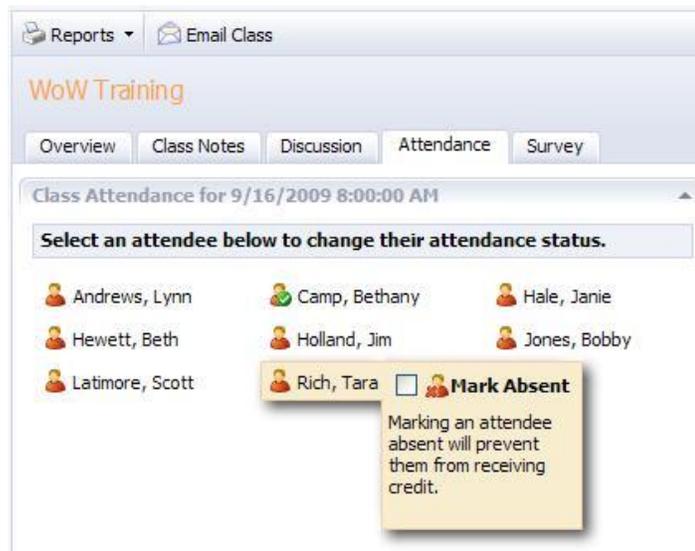
Close



9. Click “Close” to exit the Sign-In Sheet Wizard.

Marking Attendance:

1. Select the "Attendance" tab
2. You will click on any registrant who did NOT attend and mark them absent (all others are marked present by default).
3. If you need to change the status back to active, just click on the name again.



The screenshot shows a web interface for 'WoW Training' with a navigation bar containing 'Reports', 'Email Class', and 'WoW Training'. Below the navigation bar are tabs for 'Overview', 'Class Notes', 'Discussion', 'Attendance', and 'Survey'. The 'Attendance' tab is selected, displaying 'Class Attendance for 9/16/2009 8:00:00 AM'. A prompt reads 'Select an attendee below to change their attendance status.' Below this, a list of attendees is shown with their names and a small person icon: Andrews, Lynn; Camp, Bethany; Hale, Janie; Hewett, Beth; Holland, Jim; Jones, Bobby; Latimore, Scott; and Rich, Tara. Next to 'Rich, Tara' is a 'Mark Absent' button with a checkbox. A tooltip is visible over the button, stating: 'Marking an attendee absent will prevent them from receiving credit.'

4. **VERY IMPORTANT:**

Send all of your attendance sheets through inter-office mail to Kaitlyn Timmons at the Professional Learning Center.

The main goal is that the attendance sheet accurately reflects who should be counted present and who should be counted absent. If someone did not sign, but you vouch for their attendance, you may put a checkmark by their name. We will double-check that the attendance on the sheet matches what has been marked in Workshop before we mark a course complete.

5. Please e-mail Crysten Caviness or Kaitlyn Timmons if you have any questions.