

Directions For Confirming (Completing) Attendance

Haysville USD 261

Activities:

- Enrollment Tools
- Add/Edit Activities
- Activity Mgmt
- Regional Enrollment

MyLearningPlan Announcement

» Jul 21 - Join the MLP - PD360 Integration Webinar! [delete]

My List to Approve - Penny Schuckman

Viewing Options [set preferences] [view history]

Viewing Options

[currently in session] [awaiting attendance]

Show activities that meet the following criteria:

Started Between: 05/01/2011 and 12/31/2011

Activity Title: TLC

Include: Active Only Archived Only All

[reset search]

Current Courses/Workshops

Start Date	Title	Enrolled	Pending	WaitList	Max
<input type="checkbox"/> 6/22/2011	TLC: Using Nonlinguistic Representations & Creativity To Improve Classroom Learning	3	0	0	50 [copy]
<input type="checkbox"/> 6/30/2011	TLC: Blackboard For The Classroom	3	0	0	50 [copy]
<input type="checkbox"/> 5/6/2011	TLC: Chick-Fil-A Leadercast	6	0	0	50 [copy]



Click on the activity that you would like to complete attendance for.

Activity Functions

Edit Activity

Click here to EDIT the activity.

View Roster

Select this function to view the roster and manage the wait list.

Email Functions

Select this function to send email messages to registrants.

Evaluation Info

Select this function to view evaluation data.
(Results are viewable when 2 or more responses are received.)

Confirm Attendance

Select this function to grant final credit approval.

Sign-In Sheet

Select this function to Print the sign-in sheet.

Download Roster

Select this function to download the roster to Microsoft Excel.

Cancel Activity

Select this function to cancel the activity and DELETE all participants from the roster.

8.	<input checked="" type="checkbox"/>	<u>Pacheco, Barbara</u> Prairie Elementary	Complete	7	0
9.	<input checked="" type="checkbox"/>	<u>Rudd, Jeanne</u> Prairie Elementary	Complete	7	0
10.	<input type="checkbox"/>	<u>Snow, Crvsta</u> Prairie Elementary	Removed	7	0
11.	<input type="checkbox"/>	<u>Strohm, Lisa</u>	Dropped	0	0

Set Status Set Checked Hours

Archive this activity? Yes No

Please mark **complete** instead of **confirm**! Thank you!