



HOW TO GUIDE

EDUCATOR DEVELOPMENT

**BROUGHT TO YOU BY
THE PROFESSIONAL LEARNING TEAM**



DENVER
PUBLIC
SCHOOLS

WHO SHOULD USE THIS GUIDE?

Central Office departments and School Leaders who offer professional learning* for DPS educators and would like to issue a record of professional learning contact hours.

*Schoolnet should not be used to issue credit for PDU's as this is completed in ProComp

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Permission Types

- PD Admin
- Facilitators

Creating Activities

CREATING ACTIVITIES

THINGS TO KNOW



ACTIVITY

Activities are the umbrella categories in Schoolnet where you build your section(s) and sessions.



SECTION

Sections are instances within the same activity. Users cannot register for two sections of the same activity.



SESSION

Sessions are the number of days needed to complete a section of an activity.

CREATING ACTIVITIES

THINGS TO KNOW

Example



ACTIVITY

Curriculum and Instruction is offering a K-5 Math Curriculum PL this summer. K-5 Math Curriculum is the activity in Schoolnet.



SECTION

The Math department would like teachers to register by grade level to best track attendance data. Each grade level then becomes the section. A teacher cannot register for two sections, or grade levels at once.



SESSION

The K-5 Math Curriculum PL takes two full days to complete. These two dates are the sessions.

Example

ACTIVITY



The activity is K-5 Math Curriculum

[← Back to Previous Page](#)

Activity: K-5 Math Curriculum PL (math17)



Select Action ▾

✓ You are eligible to register for this activity

Basic Information

Activity #	222
Sessions	2
Internal Department	22 - SCHEDULING USE
Activity Type	Facilitated Courses
Grades	00 - 05
Description	Teachers will attend math curriculum training this summer. Please register by grade level.
Content Areas	Math

Contact Information

Curriculum and Instruction
curriculum_instruction@dpsk12.org

Registration and Scheduling

SECTION



The sections are divided up by grade

Scheduled Sections

[Kindergarten Register Here](#)

Location Manual High School
Date 06/20/2017-06/21/2017 **Status** Open
Available Spaces 30/30 **Waitlisted** 0
Facilitator Chislett, Jessica

Register

Recommend

[1st Grade Register Here](#)

Location Manual High School
Date 06/20/2017-06/21/2017 **Status** Open
Available Spaces 30/30 **Waitlisted** 0
Facilitator Chislett, Jessica

Register

Recommend

[2nd Grade Register Here](#)

Location Manual High School
Date 06/20/2017-06/21/2017 **Status** Open
Available Spaces 30/30 **Waitlisted** 0
Facilitator Chislett, Jessica

Register

Recommend

[3rd Grade Register Here](#)

Location Manual High School
Date 06/20/2017-06/21/2017 **Status** Open
Available Spaces 30/30 **Waitlisted** 0
Facilitator Chislett, Jessica

Register

Recommend

SESSION



The sessions are the two dates of the section: June 20 and 21st

Important!

CREATING ACTIVITIES

THINGS TO KNOW



Each section within the same activity has to have the same number of sessions.



Sections can have different facilitators, dates, times, available spaces, and locations within the same activity.



Your contact hours recorded in the main activity must match the hours listed in the section.



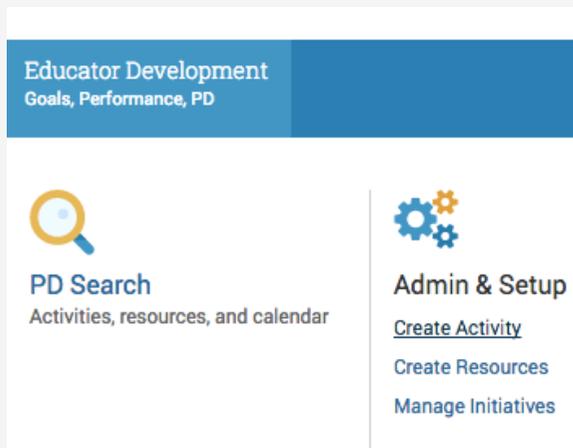
Users cannot register for more than one section within the same activity. Registering for the section means users are automatically registered for all the sessions in the section.

CREATING ACTIVITIES

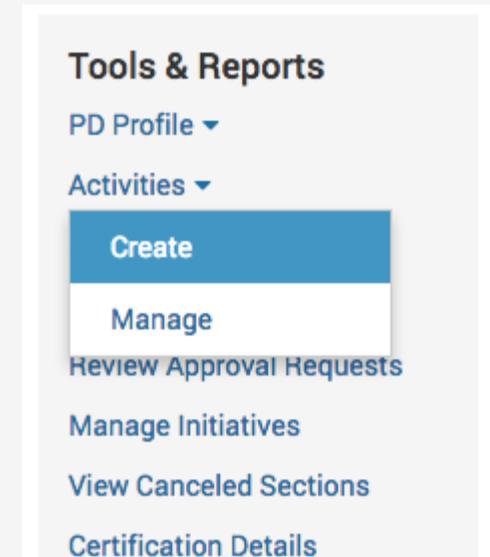
IMPORTANT STEPS

STEP 1

Click on "Create Activity"



If you hover over Educator Development, "Create Activity" is under Admin & Set Up



If you click on Educator Development, "Create" is under Tools & Reports -> Activities

CREATING ACTIVITIES

IMPORTANT STEPS

Create Activity

Basic Information

School-based Activity* Yes No

Activity Title*

Activity #*

Sessions*

Internal Department*

(Select an Internal Department or External Provider. If a review is optional or required, you must select an Internal Department.)

External Provider

Activity Type*

Grades* to

Description*

Related Documents No file chosen

Initiatives

Content Areas

PD Standards

Curricular Standards

Contact Information

Name

Phone

Email

*If provided, this must be a valid email address

Registration and Scheduling

Delivery Method In Person Online

Related URL

Approval Required for Registration Yes No

Participant Eligibility
All users are eligible for this activity.

Prerequisites

Allow Waitlist Yes No

Allow User to Cancel Registration Yes No

Allow Late Registration Yes No

Allow participants to print certificates once credits are awarded Yes No

Certification - Credit Type(s)

Please enter the number of possible credits for each option below. Each participant may receive only one type of credit. Please use a decimal to indicate partial credits. If an option is not applicable, please leave it blank.

Contact Hours

DPS Credit

College Credits

contact hours

Notes for Activity Catalog

Activity Fee \$

STEP 2

Fill out the information,
using the Cheat Sheet

Don't forget to hit "Save"
when you are done!

CREATING ACTIVITIES CHEAT SHEET

1. **ALWAYS** keep "No" checked for School-based Activity
2. Activity Title is the Title of PL Session from the Intake Form, followed by the Search Term in parentheses.

Example: K-5 Literacy Summer Professional Learning

3. The Activity Search Term should be an easy abbreviation of your title, and may include the year depending on how unique and how often your event occurs. Include the search term at the end of the title.

Example: K-5 Literacy Summer Professional Learning (litsummer17)

4. **ALWAYS** use the Activity Number that has been assigned to you, making sure each activity is consecutive.
5. Fill out how many sessions your activity will have.
6. **ALWAYS** select "22-SCHEDULING USE" from Internal Department.

CREATING ACTIVITIES CHEAT SHEET

7. **ALWAYS** keep External Provider at "Select one."
8. **ALWAYS** select "Facilitated Courses" from Activity Type.
9. Fill out Grades, Description, Content Areas and Related Documents (if needed). Leave Initiatives, PD Standards, and Curricular Standards blank
10. Fill out Contact Information
11. **ALWAYS** keep Delivery Method "In Person."
12. **ALWAYS** keep Approval Required for Registration "No".
13. **ALWAYS** keep Participant Eligibility blank.
14. Only use "Prerequisites" if you have been trained on how to do so.

CREATING ACTIVITIES CHEAT SHEET

15. Determine your own answers for:

Allow Waitlist

Allow User to Cancel Registration

Allow Late Registration

Allow participants to print certificates once credits are awarded

16. Only enter Contact Hours under Certification - Credit Type(s)

17. **ALWAYS** create your activity's sections right after you have created your activity.

18. Fill out all necessary information in the Section

* Not following the important steps highlighted in this list in red could jeopardize your ability to submit final credit successfully.

CREATING ACTIVITIES CHEAT SHEET

The “Facilitator” in Schoolnet is the person who will submit final attendance.

In order to actually tag the person as a facilitator, you must search for their name in the Facilitator* Search by Last Name, First Name box.

If the facilitator’s name does not come up automatically, enter it in anyway. Contact your department’s Schoolnet lead, OR email Professional_Learning@dpsk12.org with the facilitator’s full name and supervisor in GHR. You will receive notification once the facilitator is officially registered. They will also receive an email and be able to manage registration.

You can have different facilitators for different sections within the same activity

Submitting Attendance and Final Credit

SUBMITTING ATTENDANCE AND FINAL CREDIT

REGISTRATION PART 1



**Viewing Attendance, Printing Sign-In Sheets,
Emailing Participants**



How to Register Participants



How to Remove a Registrant

VIEWING ATTENDANCE, PRINTING SIGN-IN SHEETS, EMAILING PARTICIPANTS

You can view your attendance within **Scheduled Sections**, by clicking on the blue section title(s)



Scheduled Sections

[Bridges Training for 1st Grade Option 1](#)
Location Lowry Elementary School
Date 06/13/2016-06/14/2016 Status Closed
Available Spaces 44/100 Waitlisted 0
Facilitator LENZOTTI,JULI

[Bridges Training for 1st Grade Option 2](#)
Location Lowry Elementary School
Date 06/15/2016-06/16/2016 Status Closed
Available Spaces 16/100 Waitlisted 0
Facilitator LENZOTTI,JULI

[Bridges Training for 1st Grade Option 3](#)
Location TBD
Date 08/13/2016-08/20/2016 Status Open
Available Spaces 5/70 Waitlisted 0
Facilitator LENZOTTI,JULI

Register

Recommend

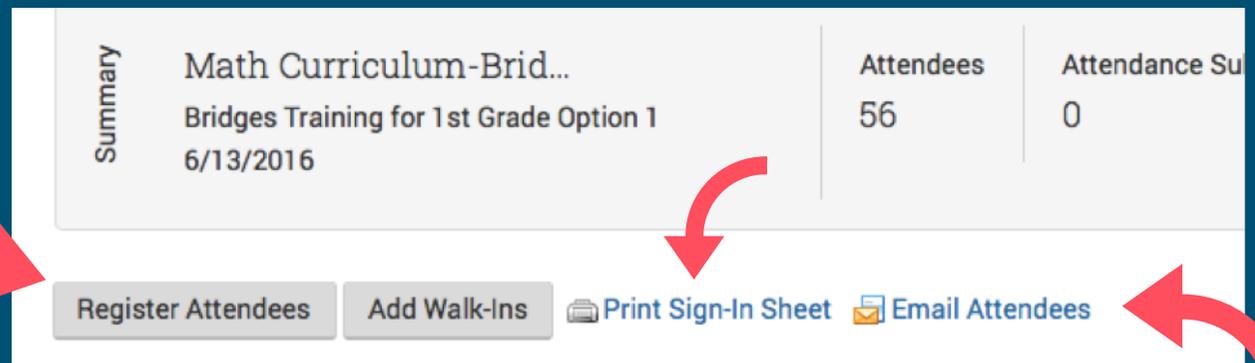
VIEWING ATTENDANCE, PRINTING SIGN-IN SHEETS, EMAILING PARTICIPANTS

Once you are within the section, click on [Track Session Attendance](#) to see a complete list of registrants:



Scheduling Details (2 Sessions)					
1.	June 13, 2016	from 8:30 AM to 3:30 PM	at	Lowry Eleme ...	Track session attendance
2.	June 14, 2016	from 8:30 AM to 3:30 PM	at	Lowry Eleme ...	Track session attendance

From here, you can register new attendees, email your attendees and print a sign-in sheet that has their names and DPS ID numbers:



Summary	Attendees	Attendance Su
Math Curriculum-Brid... Bridges Training for 1st Grade Option 1 6/13/2016	56	0

[Register Attendees](#) [Add Walk-Ins](#) [Print Sign-In Sheet](#) [Email Attendees](#)

HOW TO REGISTER PARTICIPANTS

First, navigate to the Section that you would like to register people in.

From the Section there are two ways to get to the [Register Attendees](#) page:

#1

Click the [Select Action](#) button, and then [Register Attendees](#)



← Back to Activity Details

Gloria Test Course (gtc3416) : Option 1

Select Action ▾

- Register Attendees
- Add Walk-in Attendees
- Manage Waitlist
- View Canceled Registrations

- Manage Expenses
- Manage Forms
- Review Forms
- Submit Final Credit

- Edit Section
- Delete Section

from 8:00 AM to 9:00 AM	at	TBD	Track session attendance
from 8:00 AM to 9:00 AM	at	TBD	Track session attendance

Facilitator Information

Facilitator Chislett, Jessica

Jessica_Chislett@dpsk12.org

HOW TO REGISTER PARTICIPANTS

#2

Click on **Track session attendance** in the **Scheduling Details** box and then **Register Attendees**.

Gloria Test Course (gtc3416) : Option 1

Select Action ▾

▶ [Activity Details](#)

Basic Information

Location TBD

Location Website <http://>

Scheduling Details (2 Sessions)

1.	March 05, 2016	from 8:00 AM to 9:00 AM	at	TBD	Track session attendance
2.	March 06, 2016	from 8:00 AM to 9:00 AM	at	TBD	Track session attendance



Track Attendance

[← Back to Section Details](#)

Summary Gloria Test Course (gt...
Option 1
3/5/2016

Atte
3

[Register Attendees](#) [Add Walk-Ins](#) [Print Sign-In Sheet](#) [E](#)

Results 1 - 3 of 3

<input type="checkbox"/>	Name ^	School	Participation Status
<input type="checkbox"/>	BERNARD, KIM	DENVER PUBLIC SCHOOLS	Incomplete
<input type="checkbox"/>	MCINTOSH, CHANEL	DENVER PUBLIC SCHOOLS	Completed
<input type="checkbox"/>	ONGART, DANIELLE	DENVER PUBLIC SCHOOLS	Completed

[Delete](#) [Save](#) [Save and Review Final Credit](#)

Attendance submitted by KOCHAN, GLORIA on 03/16/2016 02:36 PM



HOW TO REGISTER PARTICIPANTS

From the [Register Attendees](#) page, you can then search for participants in the [Attendee Name or ID](#) search box.



Important!

DO NOT use the other fields in your search. This will limit your search returns. ONLY use the [Attendee Name or ID](#) search box.

Keep [Include all child Institutions in Search](#) checked.



Register Attendees for Gloria (gtc3416)

To register attendees for this activity, select the search criteria then click 'Go'.

Attendee Name or ID
Enter full or partial name or ID of the employee

Institution
 Include all child Institutions in Search

Job Category

Job Title
Enter full name or partial job title

Area of Certification

Certificate Type

Subject

Grade

Enrolled in Initiative

HOW TO REGISTER PARTICIPANTS

To locate your participants, it works best if you have their DPS ID number. If you do not have their ID, then search by the most unique part of their name to return the best results.

When you have entered their name or ID in the box, click Enter. The list of search results will populate below.

Click on the check box by their first and/or last name, and then **Register All Attendees**.



Register Attendees for Gloria Test Co (gtc3416)

To register attendees for this activity, select the search criteria 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

Grade

Enrolled in Initiative

Results 1 - 1 of 1

<input checked="" type="checkbox"/>	Name ▲	School ⇅	Job Category ⇅	Job Title ⇅	Subject
<input checked="" type="checkbox"/>	JUENGEL, MATTEA	DENVER PUBLIC SCHOOLS	Teachers, Licensed	Teacher, Secondary (High)	



HOW TO REGISTER PARTICIPANTS

THINGS TO KNOW

Important!



If you receive a “No records found” message, this means one of the following:

1. The person is already registered in this section, or another section in the same activity.
2. You’ve entered their name or ID incorrectly.
3. The person is a new employee and not entered into the system yet.
4. The person does not exist in Schoolnet



If you believe the reasons are #3 or #4 from this list, please email Professional_Learning@dpsk12.org



If you have multiple dates in your section, registering a person for one date will automatically register them for the other dates.

HOW TO REMOVE A REGISTRANT

Scheduling Details (2 Sessions)

1.	June 13, 2016	from 8:30 AM to 3:30 PM	at	Lowry Eleme ...	 Track session attendance
2.	June 14, 2016	from 8:30 AM to 3:30 PM	at	Lowry Eleme ...	 Track session attendance

Go into the section where the participant is registered. Click on **Track Session Attendance** to pull up the attendance list.

Click the box next to the registrant's name and click the red **Delete** button at the bottom of the page



Track Attendance

[Back to Section Details](#)

Summary	Jessica Training Test ... Test Section 5/17/2017	Attendees 6	Attendance Submitted 0	Credit Awarded 0
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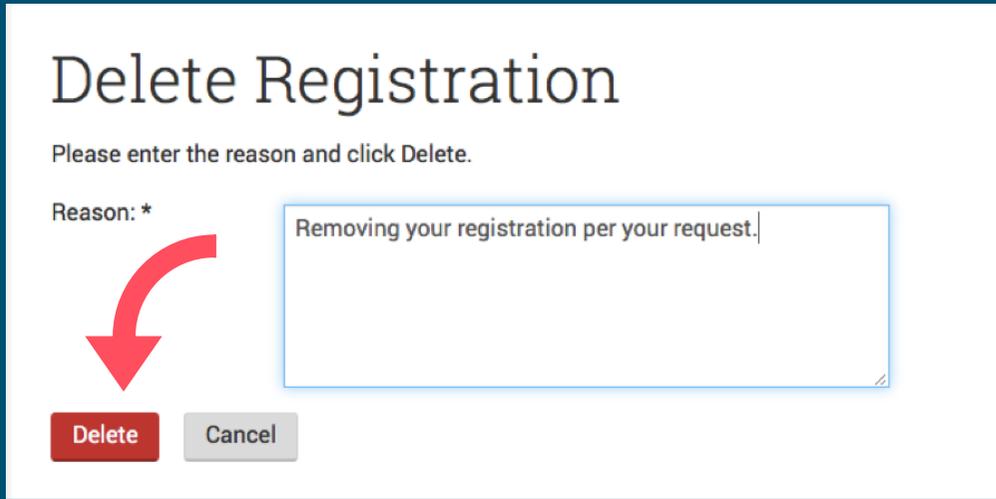
[Register Attendees](#) [Add Walk-Ins](#) [Print Sign-In Sheet](#) [Email Attendees](#)

Results 1 - 6 of 6

<input type="checkbox"/>	Name ^	School	Participation Status	Session Status	Duration (hh:mm)
<input type="checkbox"/>	AHN, ELLEN	DENVER PUBLIC SCHOOLS	Registered	Attended	1:0
<input type="checkbox"/>	DETERDING, AARON	DENVER PUBLIC SCHOOLS	Registered	Attended	1:0
<input type="checkbox"/>	IWANCIO, PAUL	DENVER PUBLIC SCHOOLS	Registered	Attended	1:0
<input type="checkbox"/>	JUENGEL, MATTEA	DENVER PUBLIC SCHOOLS	Registered	Attended	1:0
<input type="checkbox"/>	KOCHAN, GLORIA	DENVER PUBLIC SCHOOLS	Registered	Attended	1:0
<input checked="" type="checkbox"/>	MCINTOSH, CHANEL	DENVER PUBLIC SCHOOLS	Registered	Attended	1:0

[Delete](#) [Save](#) [Save and Review Final Credit](#)

HOW TO REMOVE A REGISTRANT



Delete Registration

Please enter the reason and click Delete.

Reason: *

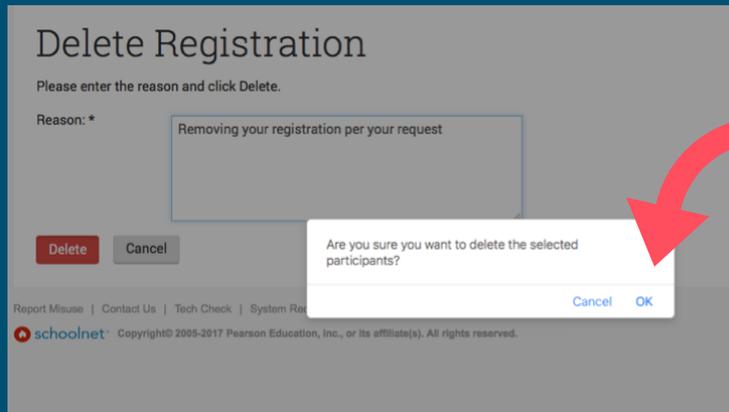
Removing your registration per your request.

Delete Cancel

Enter a reason in the **Delete Registration** box for why you are canceling the registration.



Participants will automatically receive an email notifying them their registration has been canceled with the reason you type in the box.



Delete Registration

Please enter the reason and click Delete.

Reason: *

Removing your registration per your request

Delete Cancel

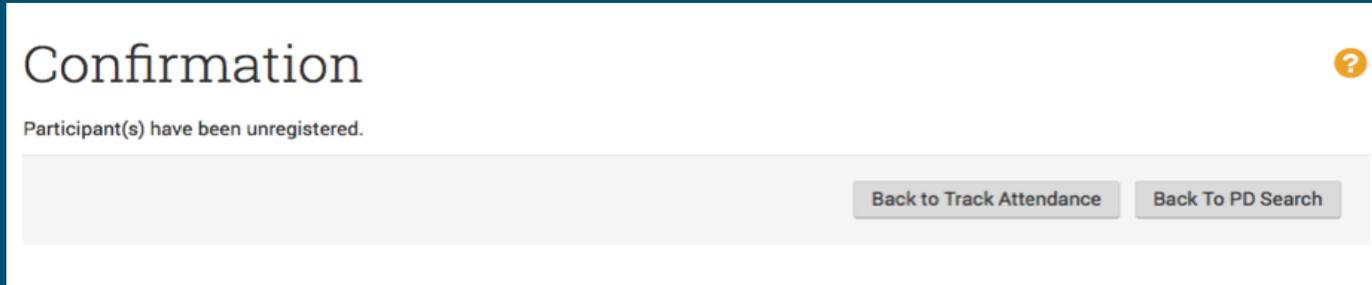
Are you sure you want to delete the selected participants?

Cancel OK

Once you hit **Delete**, a pop up box will appear asking you to confirm this action. Click **Ok**



HOW TO REMOVE A REGISTRANT



You will receive a confirmation page that your participant has been unregistered.



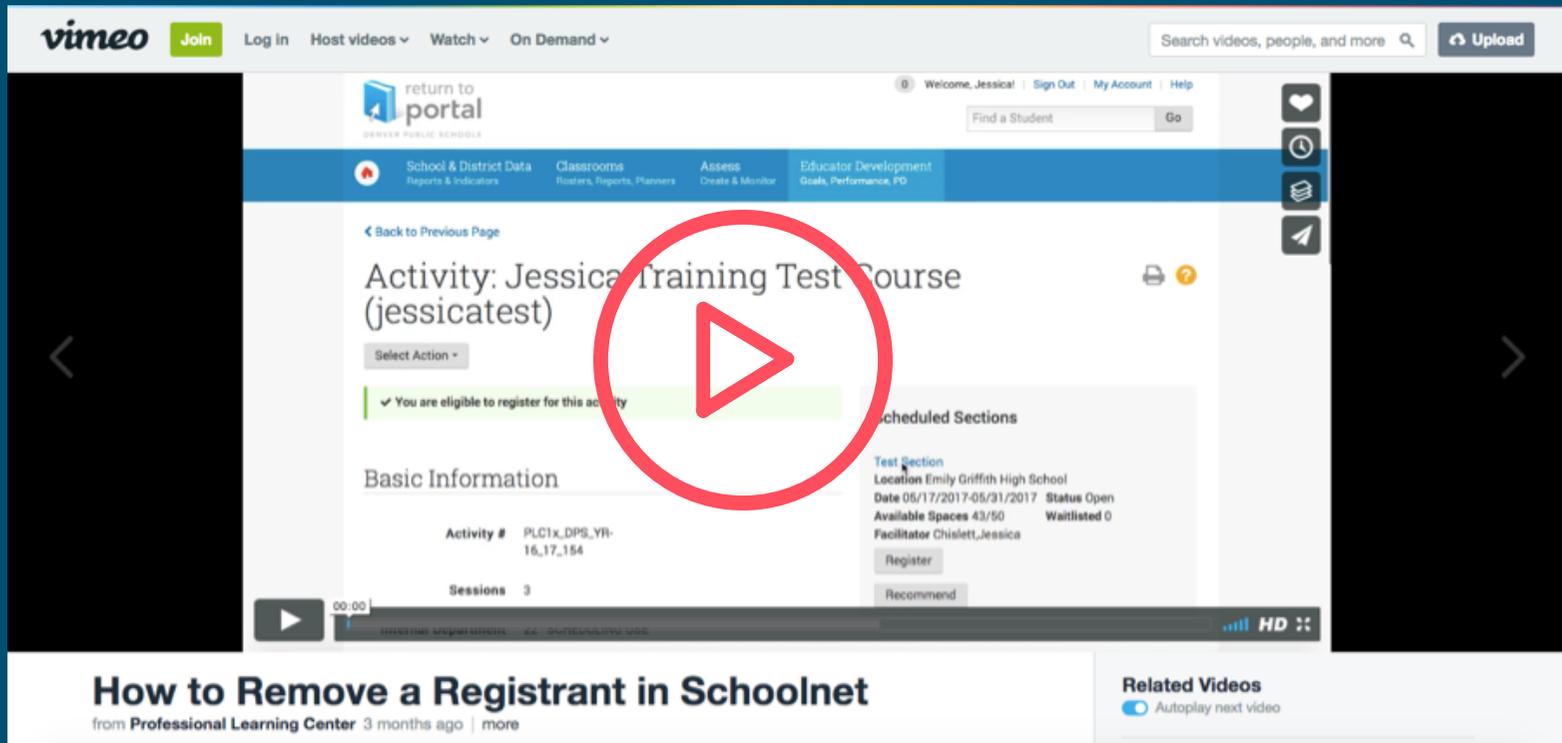
Important!

Removing a participant from one session will remove him or her from every session in the section.



HOW TO REMOVE A REGISTRANT

Click below to watch a short video on how to remove a registrant



The screenshot displays a Vimeo video player interface. The video title is "How to Remove a Registrant in Schoolnet" from the "Professional Learning Center" 3 months ago. The video content shows a Schoolnet portal page for a user named Jessica. The page title is "Activity: Jessica Training Test Course (jessicatest)". A red play button icon is overlaid on the video player. The portal page includes a navigation bar with options like "School & District Data", "Classrooms", "Assess", and "Educator Development". Below the navigation bar, there is a "Select Action" dropdown menu and a green notification bar stating "You are eligible to register for this activity". The "Basic Information" section shows "Activity # PLCT1x_DPS_YR-16_17_154" and "Sessions 3". The "Scheduled Sections" section shows a "Test Section" at "Emily Griffith High School" with "Date 06/17/2017-05/31/2017", "Status Open", "Available Spaces 43/50", and "Waitlisted 0". The "Facilitator" is listed as "Chislett, Jessica". There are "Register" and "Recommend" buttons visible.



SUBMITTING ATTENDANCE AND FINAL CREDIT

REGISTRATION PART 2



Submitting Attendance



Final Credit



Waitlists



Pending Approvals

SUBMITTING ATTENDANCE



Important!

In order for participants to receive an official certificate of completion, you must record attendance and submit final credit correctly.

Make sure to follow each of the steps listed below!

STEP 1

Locate your attendance list. Mark who attended or did not attend from the main attendance list. You must do this for each session.

STEP 2

Once you have gone down the row, go back to the top and mark the checkbox next to **Name**.



SUBMITTING ATTENDANCE

Results 1 - 56 of 56

<input checked="" type="checkbox"/>	Name ^	School	Participation Status	Session Status	Duration (hh:mm)
<input checked="" type="checkbox"/>	ALBA, CLAUDIA 	Smith Renaissance School	Registered	Attended	7:0
<input checked="" type="checkbox"/>	ALFARO, MARCO 	Samuels Elementary School	Registered	Did not attend	0:0
<input checked="" type="checkbox"/>	ATKINS, LAUREN 	Godsman Elementary School	Registered	Attended	7:0
<input checked="" type="checkbox"/>	BOYER, KELLY 	Park Hill School	Registered	Did not attend	0:0
<input checked="" type="checkbox"/>	CARLSON, CORRIGAN 	University Park Elementary School	Registered	Attended	

STEP 3

Scroll down to the bottom and hit Save.



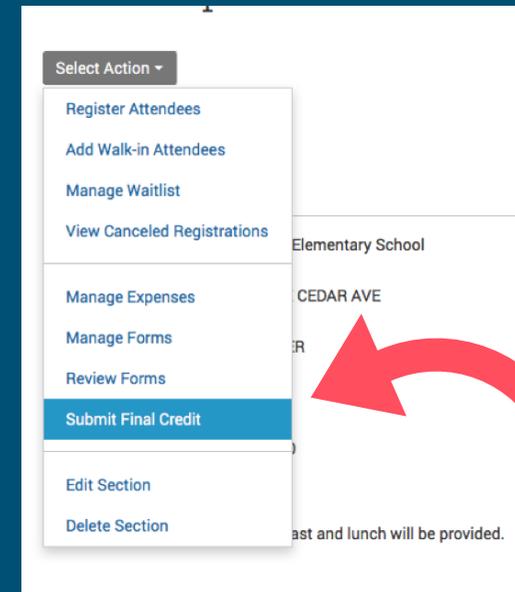
Important!

You must hit **Save** for each page of your attendance list in order for attendance to be recorded. If you have 100+ plus participants, you must go back and record attendance/hit save for each page.

SUBMITTING ATTENDANCE

STEP 4

Once you have saved each page of your attendance for each session date within your section, navigate to **Submit Final Credit**.



Submit Final Credit

[← Back To Section Details](#)

Summary	Paul Bambrick Santoyo...	Attendees	Attendance Submitted
	Paul Bambrick Santoyo DDI Session	246	246

 **Important!**

Your attendance is NOT submitted correctly until all of the numbers on the **Submit Final Credit** page match. The number of attendees, and attendance submitted must match. If they do not, this means you need to go back to Step 3.



FINAL CREDIT

To submit final credit, make sure you have first submitted attendance correctly.

There are two ways to get to the [Submit Final Credit](#) page:

#1

From the [Section Details](#) page, click on the grey button marked [Select Action](#), and navigate down to [Submit Final Credit](#)



The screenshot shows a web interface for a course section. At the top, there is a back arrow and the text "Back to Activity Details". Below that is the section title "Gloria Test Course (gtc3416) : Option 1". A grey button labeled "Select Action" is highlighted with a red arrow. A dropdown menu is open, listing several options: "Register Attendees", "Add Walk-in Attendees", "Manage Waitlist", "View Canceled Registrations", "Manage Expenses", "Manage Forms", "Review Forms", "Submit Final Credit" (highlighted with a red arrow), "Edit Section", and "Delete Section". Below the dropdown, there is a table with columns for time, location, and a "Track session attendance" link. At the bottom, there is a section titled "Facilitator Information" with the name "Chislett, Jessica" and email "Jessica_Chislett@dpsk12.org".

#2

FINAL CREDIT

From the [Track Attendance](#) page, scroll down and click on the Save and Review Final Credit button

Results 1 - 5 of 5

Name	School	Participation Status	Session Status	Duration (hh:mm)
AHN, ELLEN	DENVER PUBLIC SCHOOLS	Completed	Attended	1:0
DETERDING, AARON	DENVER PUBLIC SCHOOLS	Completed	Attended	1:0
Garcia, Mattea	DENVER PUBLIC SCHOOLS	Completed	Attended	1:0
IWANCIO, PAUL	DENVER PUBLIC SCHOOLS	Completed	Did not attend	0:0
KOCHAN, GLORIA	DENVER PUBLIC SCHOOLS	Completed	Attended	1:0

[Delete](#) [Save](#) [Save and Review Final Credit](#)

Attendance submitted by HERON, JESSICA on 04/21/2017 01:25 PM



Important!



Even if you have multiple sessions and multiple [Track Attendance](#) pages, there is only one [Submit Final Credit](#) page for the activity.

FINAL CREDIT

From the **Submit Final** page, go down the list to make sure the number of contact hours are correct and **Yes** or **No** is selected in the **Credit for Completion** column



Submit Final Credit

[← Back To Track Session Attendance](#)
Activity attendance has been saved.

Summary	August 2014 Green Da... World Lit (HS Literacy)	Attendees 22	Attendance Submitted 22	Credit Awarded 0
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Email Attendees

Results 1 - 22 of 22

<input type="checkbox"/>	Name ^	School	Job Category	Subjects	Grade	# Sessions Attended	Hours Attended	Credit for completion?	#Credits Granted	Contact
<input type="checkbox"/>	BUDDENHAGEN, BRIAN	East High School	Teachers, Licensed	English Language and Literature	09 - 12	1 / 1	7.5 / 7.5	Yes ▾	7	Contact ▾
<input type="checkbox"/>	CARDASIS, SUSAN	West Early College HS	Teachers, Licensed		All Grades	1 / 1	7.5 / 7.5	Yes ▾	7	Contact ▾
<input type="checkbox"/>	CARR, REBECCA	Florence Crittenton High School	Teachers, Licensed		All Grades	1 / 1	7.5 / 7.5	Yes ▾	7	Contact ▾
<input type="checkbox"/>	CONNELLY, MARY	East High School	Teachers, Licensed		All Grades	1 / 1	7.5 / 7.5	Yes ▾	7	Contact ▾
<input type="checkbox"/>	DEBERNARDI, HEIDI	North High School	Teachers, Licensed	Elective Activities, English	09 - 12	1 / 1	7.5 / 7.5	Yes ▾	7	Contact ▾



FINAL CREDIT

<input type="checkbox"/>	PAPAZIS, THEODOSIA	South High School	Teachers, Licensed		09 - 12	1 / 1	7.5 / 7.5	Yes	7	Contact
<input type="checkbox"/>	SHUBITZ, AMY	South High School	Teachers, Licensed	Elective Activities, English Language and Literature	09 - 12	1 / 1	7.5 / 7.5	Yes	7	Contact
<input type="checkbox"/>	TESTA, JACQUELIN	John F. Kennedy High School	Teachers, Licensed		All Grades	1 / 1	7.5 / 7.5	Yes	7	Contact
<input type="checkbox"/>	TOPF, MICHELLE	East High School	Teachers, Licensed	English Language and Literature	09 - 12	1 / 1	7.5 / 7.5	Yes	7	Contact
<input type="checkbox"/>	WAGNER, KATHLEEN	West Early College HS	Teachers, Licensed		All Grades	1 / 1	7.5 / 7.5	Yes	7	Contact
<input type="checkbox"/>	Walters, PAMELA	STRIVE Prep - Mc	Teachers, Licensed		All Grades	1 / 1	7.5 / 7.5	Yes	7	Contact
<input type="checkbox"/>	WILSON, AMBER	Thomas Jefferson High School	Teachers, Licensed	English Language and Literature	09 - 12	1 / 1	7.5 / 7.5	Yes	7	Contact

[Delete](#) [Submit Final Credit](#)

Once the list is reconciled, click the **Submit Final Credit** button. You must do this for every page of attendance.

A confirmation page will appear when the credit has been submitted correctly.



Confirmation: World Lit (HS Literacy)

Activity attendance has been saved and Participation Credit has been submitted.

[Go To Home Page](#) [Go To Section Details](#)

[Back to Previous Page](#)

FINAL CREDIT

Final Credit has been submitted correctly once the **Participants Awarded Credit** numbers match the **Registered**, and **Attendance Submitted** numbers

Registration and Scheduling

Open Registration on 7/22/2014 through 8/19/2014

Unlimited Participants Yes

Maximum Attendees Unlimited

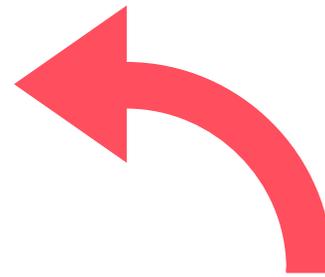
Minimum Attendees 0

Registered 22

Waitlisted 0

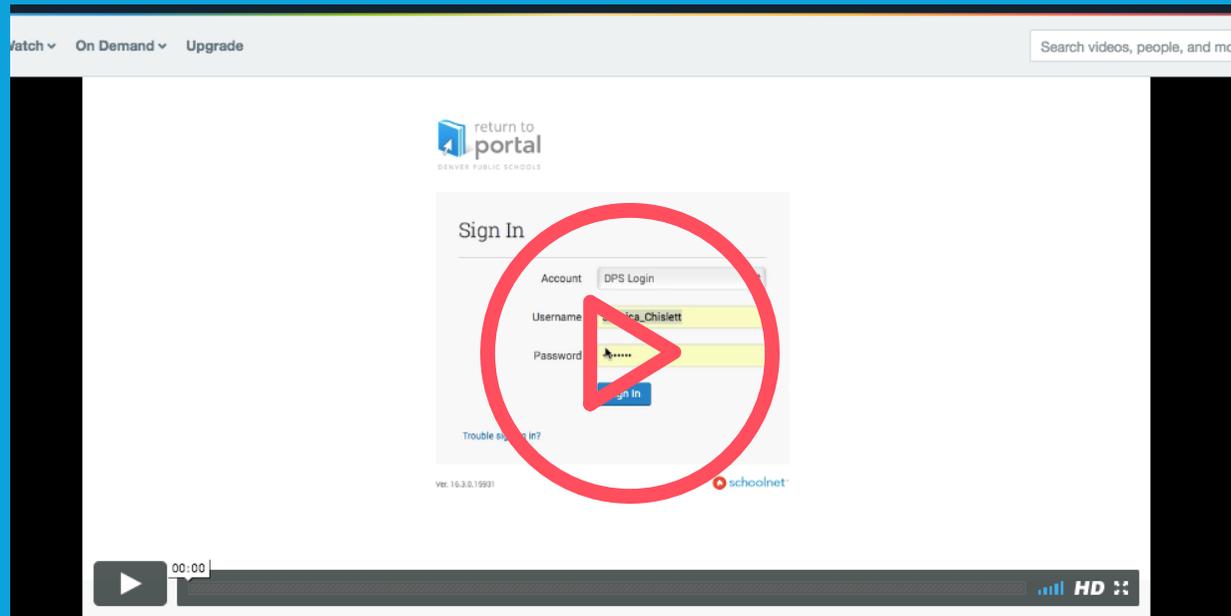
Attendance Submitted 22

Participants Awarded
Credit 22



SUBMITTING ATTENDANCE AND FINAL CREDIT

Click below to watch a short video on how to submit attendance and final credit in Schoolnet



The screenshot shows a video player interface. At the top, there are navigation links: 'Watch', 'On Demand', and 'Upgrade'. A search bar on the right contains the text 'Search videos, people, and more'. The video content displays a 'return to portal' login page for 'DENVER PUBLIC SCHOOLS'. The page has a 'Sign In' heading and a form with fields for 'Account' (set to 'DPS Login'), 'Username' (containing '..._Chislett'), and 'Password'. A blue 'Sign In' button is at the bottom of the form. A large red play button icon is overlaid on the center of the video player. Below the video player, the title 'How to Submit Attendance and Final Credit in Schoolnet' is displayed, along with the upload date '11 months ago | More' and the channel name 'Professional Learning Center'. On the right side of the video player, there are sections for 'See all video stats' (Only visible to you) and 'Related Videos' (Autoplay next video).



SUBMITTING ATTENDANCE AND FINAL CREDIT

Important!

THINGS TO KNOW



If the contact hours listed on the Activity page match the actual start and end times, you will have an easier time submitting final credit



Additional registrants can be added to the activity after final credit has been submitted. Follow each step to provide them credit.



For activities that have several sections, a separate attendance and submit final credit process should be followed for each.



Pending approvals must be cleared up before submitting attendance.

WAITLISTS

If you have allowed for a waitlist when you created the activity, and the maximum attendance has been reached, participants can request to be added to your activity's waitlist.



Important!

You will NOT receive an email notification that your attendance has been maxed out and participants have been added to your waitlist. It is up to you to periodically review the section's status within your activity.

Scheduled Sections

Bridges Training for Kindergarten
Option 1

Location Lowry Elementary School

Date 06/13/2016-06/14/2016 **Status** Closed

Available Spaces 28/100 **Waitlisted** 0

Facilitator LENZOTTI,JULI

Bridges Training for Kindergarten
Option 2

Location Lowry Elementary School

Date 06/15/2016-06/16/2016 **Status** Closed

Available Spaces 0/100 **Waitlisted** 3

Facilitator LENZOTTI,JULI



WAITLISTS

To add or remove participants from your waitlist, you must do so from each **Section**.

Navigate to the **Select Action** button. From here, you can click on **Manage Waitlist** delete or move participants to the actual registration list.



The screenshot shows a web interface for an activity titled "Math Curriculum-Bridges Training: Kindergarten (mbridgesk) : Bridges Training for Kindergarten Option 2". At the top left, there is a link to "Back to Activity Details". Below the title, there is a "Select Action" dropdown menu. The menu is open, showing several options: "Register Attendees", "Add Walk-in Attendees", "Manage Waitlist", "View Canceled Registrations", "Manage Expenses", "Manage Forms", "Review Forms", "Submit Final Credit", "Edit Section", and "Delete Section". A red arrow points to the "Manage Waitlist" option. The background of the page shows some text, including "Elementary School", "CEDAR AVE", and "ast and lunch will be provided."

WAITLISTS

The **Manage Waitlist** page will display a list of participants on your waitlist. Instructions will appear that explain in detail how to manage your waitlist:

Waitlist: K-5 Math Bridges, Year 2: Digging Deeper with Bridges Models and Strategies (bridgesdigdeep) ?

[Back to Section details](#)

Users will be automatically registered once spots become available. They will be registered in order of their "# in the waitlist." A user with a "conflict" will not be registered, regardless of their #, until they are removed from the activity that has the time conflict with this activity. A user with status "pending approval" will not move off the waitlist until their request has been approved, but their spot on the waitlist will be maintained. To delete someone from the waitlist, click the button next to their name, select "Delete individual from waitlist" and then click "Go." To manually register someone from this waitlist, select "Register individual from waitlist" and then click "Go."

Select Action

Go

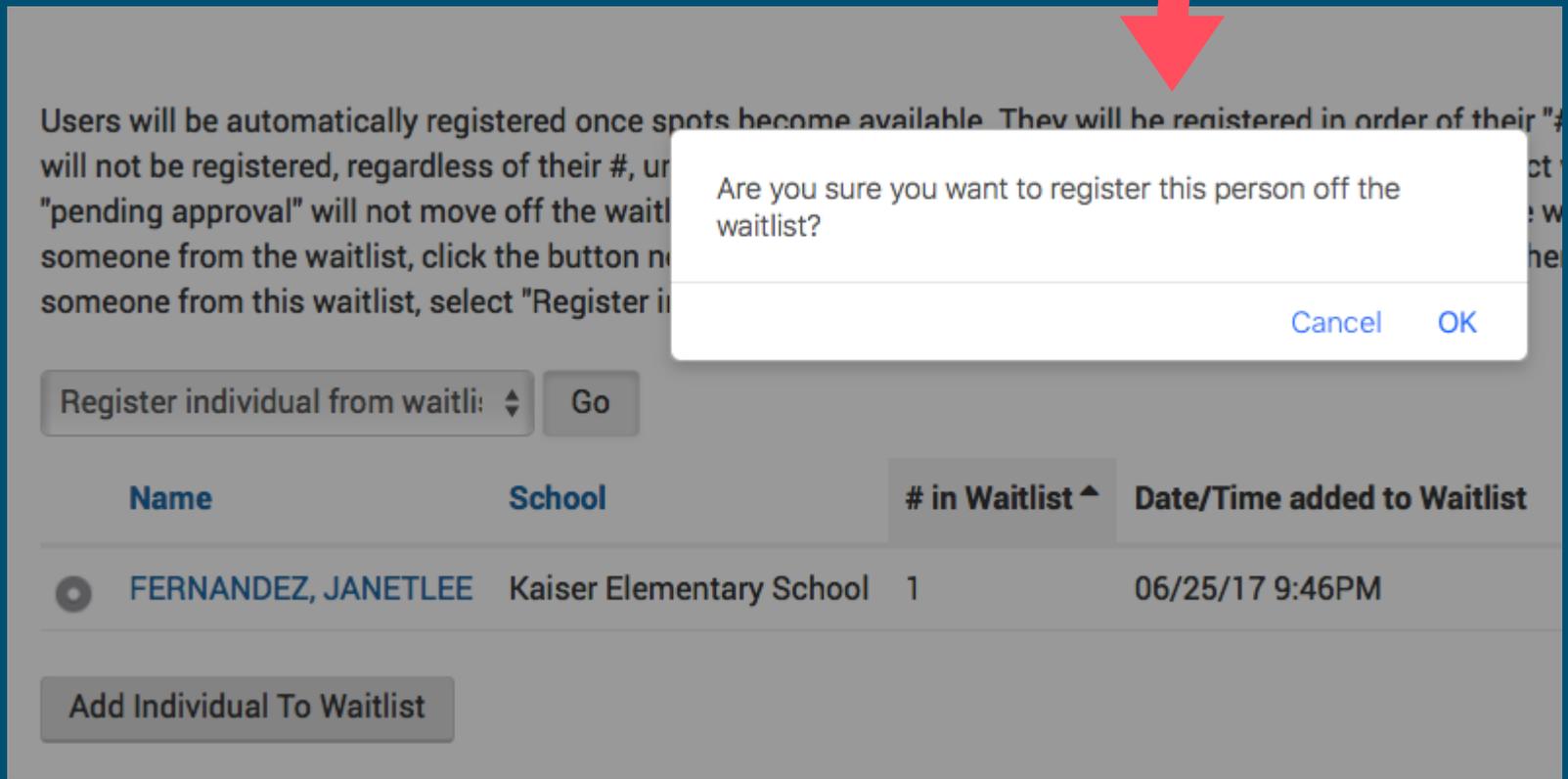
	Name	School	# in Waitlist ^	Date/Time added to Waitlist	Participation status	Request status
<input type="radio"/>	FERNANDEZ, JANETLEE	Kaiser Elementary School	1	06/25/17 9:46PM	Waitlisted	—

Add Individual To Waitlist



WAITLISTS

If you decide to register or delete a registrant from the **Manage Waitlist** page, a pop up box will appear asking you to confirm your decision



The screenshot shows a web interface for managing a waitlist. A red arrow points from the top right towards a white confirmation dialog box. The dialog box contains the text: "Are you sure you want to register this person off the waitlist?" and has "Cancel" and "OK" buttons. Below the dialog, there is a form with a dropdown menu labeled "Register individual from waitlist:" and a "Go" button. Underneath is a table with the following data:

Name	School	# in Waitlist ^	Date/Time added to Waitlist
FERNANDEZ, JANETLEE	Kaiser Elementary School	1	06/25/17 9:46PM

At the bottom of the interface, there is a button labeled "Add Individual To Waitlist".



WAITLISTS

Register Attendees for **Year 2: Digging In and Strategies (1)**

To register attendees for this activity, select the attendees you wish to register.

There are currently 0 available spaces for this activity. You have selected 1 attendee(s). To override the maximum capacity and register all selected attendees anyway, click the OK button. To edit your selections, click Cancel.

Cancel OK

Attendee Name or ID
Enter full or partial name or ID of the employee

Institution
 Include all child Institutions in Search

Job Category

Job Title

STEP 1

Even if the maximum attendee number has been reached for the section, you can always override the maximum capacity by registering the participant directly and bypass the waitlist.



WAITLISTS

STEP 2



This activity has the maximum # of attendees.

If you want to add individuals to the waitlist, click "Add to waitlist" below. To register individuals (and bypass the waitlist), click "Register all attendees" or "Register selected attendees"

Register All Attendees

Register Selected Attendees

Add To Waitlist

Results 1 - 50 of 191

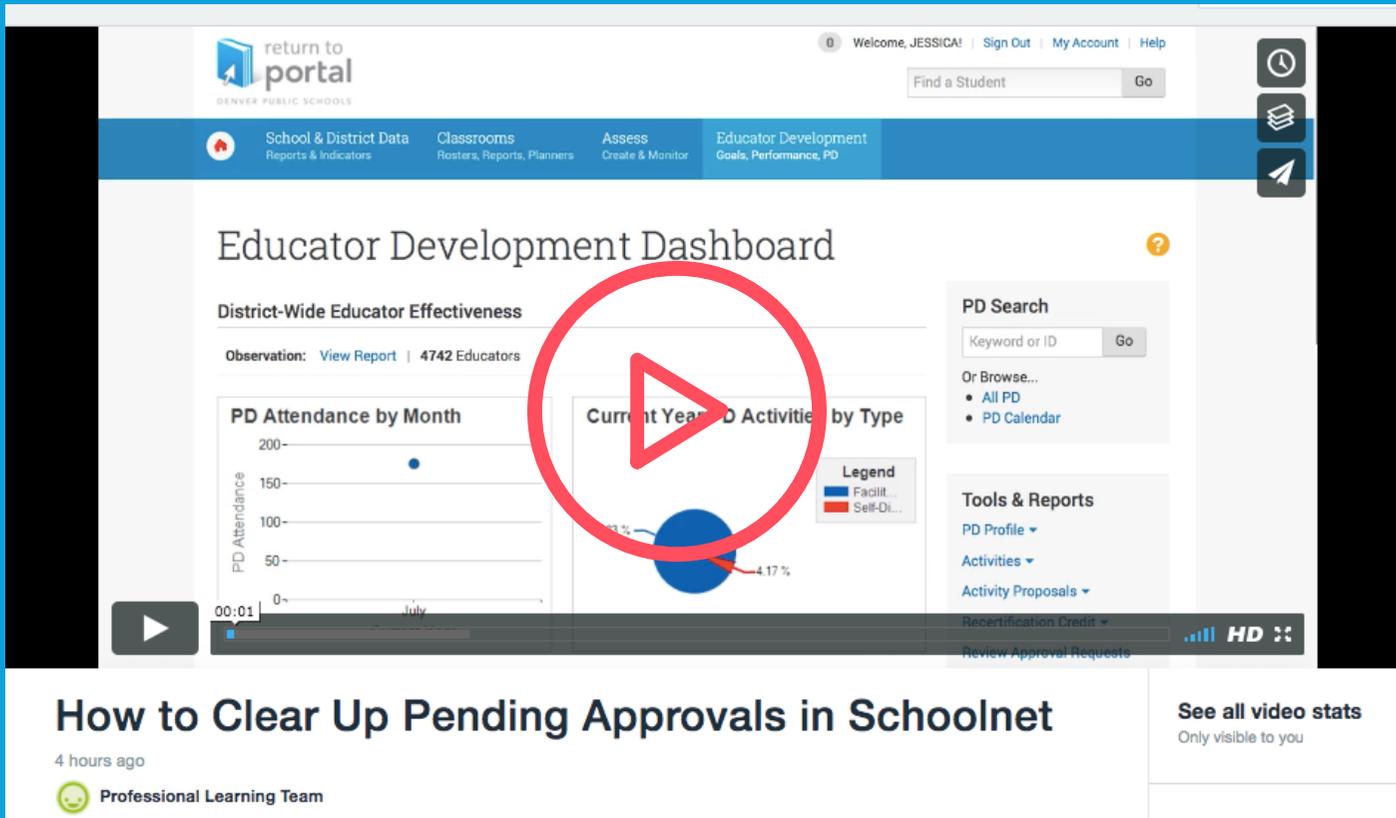
< Prev 50 Next 50 >

<input type="checkbox"/>	Name ^	School	Job Category	Job Title	Subject Taught	Grade
<input type="checkbox"/>	ATENCIO MARTINEZ, SIMONE	Denison Montessori School	Job not classified	Early Childhood Education		All Grades



PENDING APPROVALS

Click below to watch a short video on how to clear pending approvals



The screenshot shows the 'return to portal' interface for DENVER PUBLIC SCHOOLS. The user is logged in as JESSICA. The main navigation bar includes 'School & District Data', 'Classrooms', 'Assess', and 'Educator Development'. The 'Educator Development' section is active, displaying the 'Educator Development Dashboard'. The dashboard features a 'District-Wide Educator Effectiveness' section with an observation report for 4742 educators. Below this are two charts: 'PD Attendance by Month' and 'Current Year PD Activities by Type'. A red play button icon is overlaid on the video player, indicating a video is available. The video player shows a progress bar at 00:01. The video title is 'How to Clear Up Pending Approvals in Schoolnet', posted 4 hours ago by the Professional Learning Team. A 'See all video stats' link is also visible.



Important!

You must have PD Admin permissions to clear pending approvals.

Important!

PENDING APPROVALS

THINGS TO KNOW



Facilitators of the activity where a participant has an existing conflict will receive a Pending Approval email from Schoolnet



This email has a link for the facilitator to clear up the Pending Approval, but it does not always work.



Until the Pending Approval status is removed, the person will appear on the attendance list, but will NOT show up in the attendance numbers.



Pending approvals must be cleared in order for attendance to be submitted successfully.

Permission Types

PERMISSION TYPES

THINGS TO KNOW

PD ADMIN

PD Admin level access can do the following:

- Create activities
- Edit and delete activities and sections
- Update attendance and submit final credit on any activity
- Clear pending approvals
- Add facilitators

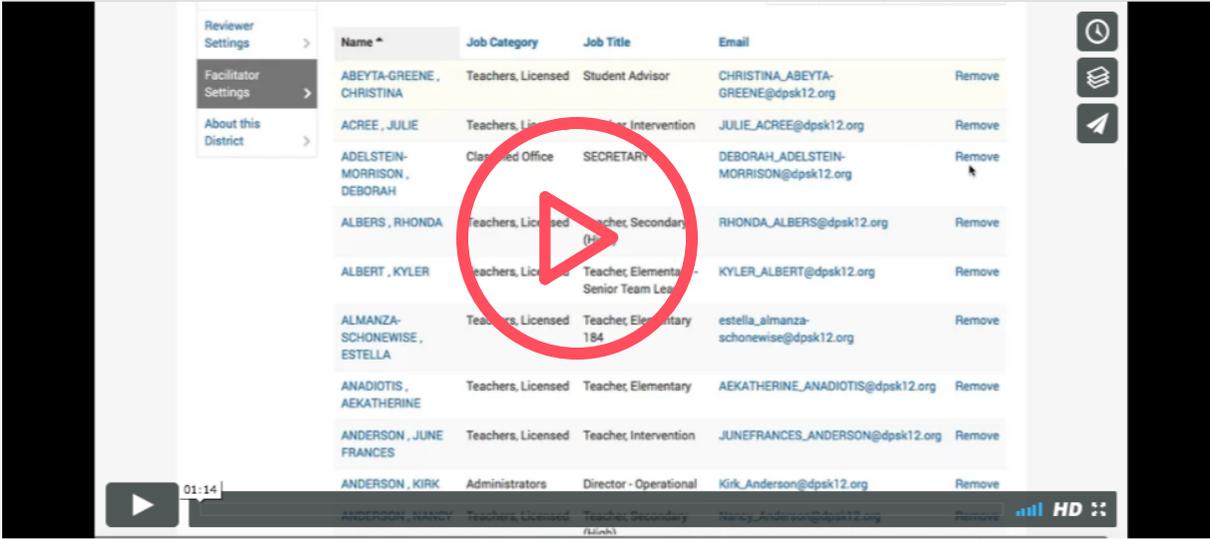
FACILITATOR

Facilitator level access can do the following:

- Must be assigned to the activity in order to see and manage attendance
- Can submit final credit for assigned activities

PROVIDING FACILITATOR ACCESS IMPORTANT STEPS

Click on the arrow to watch a video on how to provide facilitator access in Schoolnet



The video player shows a table with the following data:

Name *	Job Category	Job Title	Email	
ABEYTA-GREENE, CHRISTINA	Teachers, Licensed	Student Advisor	CHRISTINA_ABEYTA-GREENE@dpsk12.org	Remove
ACREE, JULIE	Teachers, Licensed	Director, Intervention	JULIE_ACREE@dpsk12.org	Remove
ADELSTEIN-MORRISON, DEBORAH	Classified Office	SECRETARY	DEBORAH_ADELSTEIN-MORRISON@dpsk12.org	Remove
ALBERS, RHONDA	Teachers, Licensed	Teacher, Secondary	RHONDA_ALBERS@dpsk12.org	Remove
ALBERT, KYLER	Teachers, Licensed	Teacher, Elementary - Senior Team Lead	KYLER_ALBERT@dpsk12.org	Remove
ALMANZA-SCHONEWISE, ESTELLA	Teachers, Licensed	Teacher, Elementary 184	estella_almanza-schonewise@dpsk12.org	Remove
ANADIOTIS, AEKATHERINE	Teachers, Licensed	Teacher, Elementary	AEKATHERINE_ANADIOTIS@dpsk12.org	Remove
ANDERSON, JUNE FRANCES	Teachers, Licensed	Teacher, Intervention	JUNEFRANCES_ANDERSON@dpsk12.org	Remove
ANDERSON, KIRK	Administrators	Director - Operational	Kirk_Anderson@dpsk12.org	Remove

Providing Facilitator Access in Schoolnet
4 hours ago

See all video stats
Only visible to you

You must have PD Admin access in order to follow these steps

GAINING PD ADMIN ACCESS

IMPORTANT STEPS

STEP 1

Notify your department's Schoolnet Master Team Lead for permission to gain access

STEP 2

Master Team Lead submits request to Professional_Learning@dpsk12.org

STEP 3

PL Team will submit a request through DoTS. DoTS will notify you of your new level of access

STEP 4

PL Team will make sure your permissions are correct and you have the right training.