

## Verifying Attendance, Sending out Evaluations and Completing Paperwork

Login to: <http://staffdev.misd.k12.wa.us>

Select Registrar/Instructor Home

Home | Browse By > Category - Target Audience - Professional Certification - Standards - Calendar

Registrar/Instructor Home

**User Profile**

- [Edit My Profile](#)
- [My Transcript](#)
- [Logout](#)

**Start Here**

**Browse**

- [Category](#)
- [Target Audience](#)

**My Classes - Upcoming**

None

**My Classes - Recent**

None

**Upcoming Classes**

None

Find your course. You may have to “look” for your course; you can use the Calendar link (in the grey bar above Registrar/Instructor Home) and then move through the months to find your class.

Select Edit Class using either the green Edit Class button or the link to the left.

**Registrar / Instructor Options**

- [Edit Class](#)
- [Create New Class Based on This Class](#)
- [Logout](#)

Select the green Attendance Tab on the left.

Class #: 157 Title: TOSA Leadership, Best Practice and Emerging Technology Development

**Attendance**

*Note: Once attendance is verified for a 'posted' or a 'not posted' class an automatic email to take an evaluation is sent.*

	Hours Attended	For	Att Ver	Clock Hours	Credit	Credit Paid	Fees Paid	Emailed Evaluation
Julie Hovind	<input type="text" value="20"/>	CH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
Sarah Olson	<input type="text" value="20"/>	CH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No

Navigation tabs on the left: Description, Standards, Details, Places & Times, Fees /CH/Credit, Instructors, Classlist, **Attendance**, Evaluation.

For each participant, complete the Hours Attended and check the Att Ver box.

Once you save, an email will be sent to the participant asking them to complete an Evaluation.

You can come back at a later time, select the Evaluation tab to see a summary of participant's evaluations.

**The ORIGINAL sign-in sheet should be initialed in the top right corner for "Verified by," dated and sent to Mary Newcomer at the District Office. Remember to keep copies of agendas.**