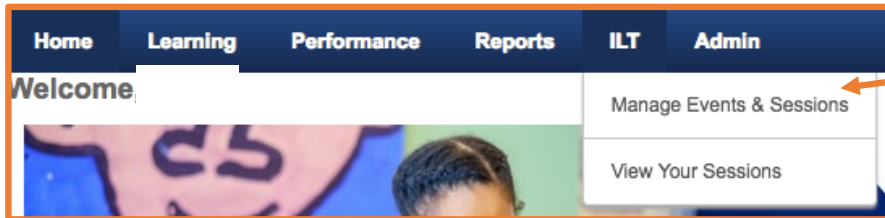


How to take attendance on a district-wide PD day

Step 1: Log into Cornerstone

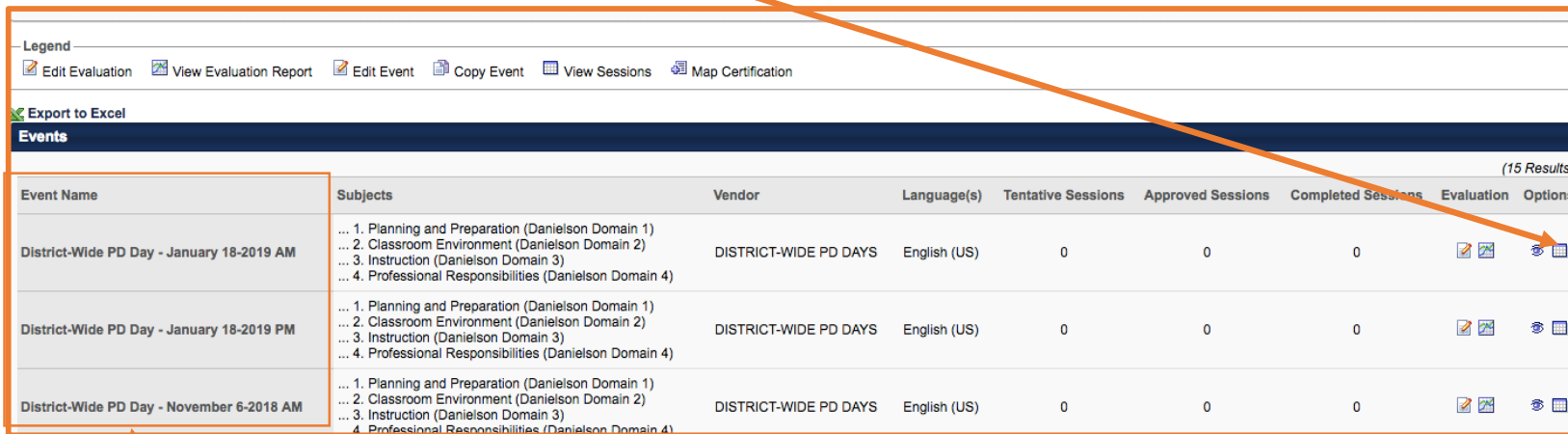
Go to <https://www.philasd.org/teachingandlearning/cornerstone-steppers-and-screencasts/> and follow stepper 1.

Step 2: Hover over ILT and select Manage Events and Sessions















Step 3: You will be taken to a new page. Scroll down a bit and you will see a list of PD events that reflect ALL of the district-wide PD days. You will need to scroll to find the date(s) for which you are taking attendance.

Once you find the date you want, click the calendar icon to see your school's session.



A screenshot of the 'Events' page in the Cornerstone application. The page shows a list of PD events with columns for Event Name, Subjects, Vendor, Language(s), Tentative Sessions, Approved Sessions, Completed Sessions, Evaluation, and Options. Three events are visible, each representing a full day split into AM and PM sessions. An orange arrow points to the calendar icon in the 'Options' column of the first event.

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
District-Wide PD Day - January 18-2019 AM	... 1. Planning and Preparation (Danielson Domain 1) ... 2. Classroom Environment (Danielson Domain 2) ... 3. Instruction (Danielson Domain 3) ... 4. Professional Responsibilities (Danielson Domain 4)	DISTRICT-WIDE PD DAYS	English (US)	0	0	0	 	 
District-Wide PD Day - January 18-2019 PM	... 1. Planning and Preparation (Danielson Domain 1) ... 2. Classroom Environment (Danielson Domain 2) ... 3. Instruction (Danielson Domain 3) ... 4. Professional Responsibilities (Danielson Domain 4)	DISTRICT-WIDE PD DAYS	English (US)	0	0	0	 	 
District-Wide PD Day - November 6-2018 AM	... 1. Planning and Preparation (Danielson Domain 1) ... 2. Classroom Environment (Danielson Domain 2) ... 3. Instruction (Danielson Domain 3) ... 4. Professional Responsibilities (Danielson Domain 4)	DISTRICT-WIDE PD DAYS	English (US)	0	0	0	 	 

This is the list of all the PD days by date. You'll notice that some full days are split into both AM & PM. Attendance must be recorded for both.

Questions go to professionaldevelopment@philasd.org or 215.400.4280

Step 4: After selecting the calendar icon, you will be taken to a new screen with only the session for your school listed for that PD day. Select the roster management icon for your session. It looks like two people. You will be taken to a new screen after you click it.

District-Wide PD Day August 20-2018 AM

Search

Tentative Approved Completed Cancelled

Session ID: Locator Number: Start Date: to

Location: Instructor:

Sessions

(1 Result)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Monday	8/20/2018 8:30 AM EST	8/20/2018 11:30 AM EST	August 20, 2018 AM - ENGINEERING & SCIENCE HIGH District-Wide PD Days	1957	ENGINEERING & SCIENCE HIGH	48 of 250		Approved	

Step 5: Select the attendance and scoring tab on the new screen. This is the tab where you will take attendance. Your school's staff who are eligible for Act 48 hours or professional education hours should already be listed.

District-Wide PD Day August 20-2018 AM Roster

Session Roster ?

Roster **Attendance and Scoring**

Session Status: Approved

Session Start Date: 8/20/2018 8:30:00 AM

Session End Date: 8/20/2018 11:30:00 AM

Seats Available: 202/250

Attachments: No file chosen

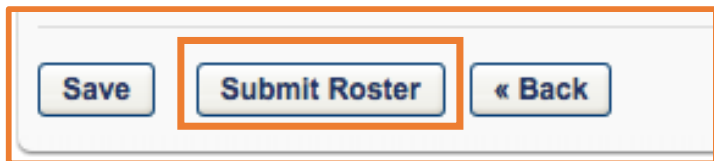
Step 6: Mark staff as being absent or present by checking the box in the ATTENDANCE column only. If the box in the attendance column is checked, it means the staff member was present. DO NOT SELECT ANYTHING IN THE SCORE OR PASS COLUMNS.
You may also use the check/uncheck all feature to speed up the process and then go through an only uncheck those who were absent.

Larger schools will have more pages of staff listed. Just click all of through all of the pages to ensure attendance is accurate.

Name	User ID	Attendance	Score	Pass	Session Completion
A		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
E		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018
C		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	8/20/2018

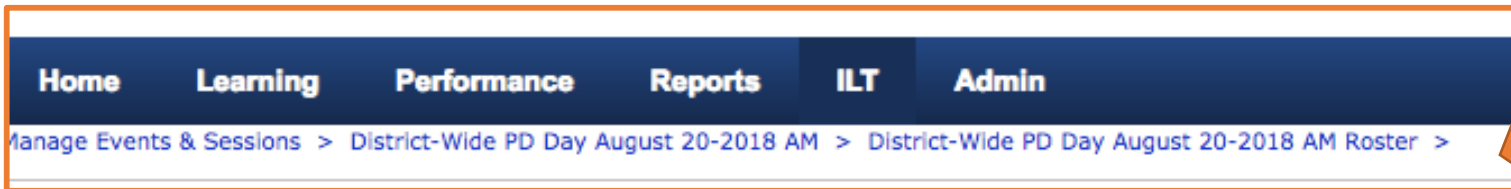
Do not select save or submit roster until you are finished.

Step 7: Once you have finished completing the attendance column for all pages, select Submit Roster in the bottom left corner.



Step 8: Repeat the process to take attendance for the next day or session. If a PD day is split into an AM and a PM session, you need to take attendance TWICE for that day to be completed.

You can repeat the process by hovering over ILT and starting back at step 2 OR you can use the click path at the top of the screen to go back to the prior screen to take attendance for a new date or session.



How do I check myself to make sure attendance was submitted?

1. Go back to step 4 where you had clicked the people icon to take attendance. It should be blank now.
2. Check the **COMPLETED** box and select search.

District-Wide PD Day August 20-2018 AM

Search

Tentative Approved Completed Cancelled

Session ID: Locator Number: Start Date: to

Location: Instructor:

The session should appear after you select search and in the status column it will say completed. If you need to look for a particular staff member name, you can click on the people icon and you will see all your staff names in alphabetical order in the numbered tabs.

Search

Tentative Approved Completed Cancelled

Session ID: Locator Number: Start Date: to

Location: Instructor:

Sessions (1 Result)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Monday	8/20/2018 1:00 PM EST	8/20/2018 3:30 PM EST	August 20, 2018 PM - BALDI MIDDLE SCHOOL District-Wide PD Days	2091	BALDI MIDDLE SCHOOL	137 of 250		Completed	