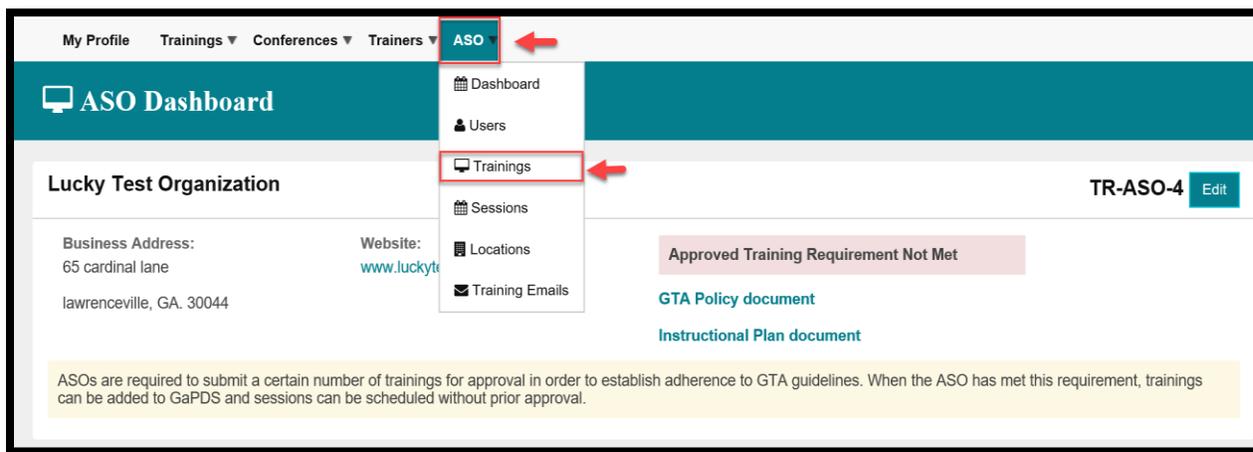


How to Manage Roster/ Submit Attendance

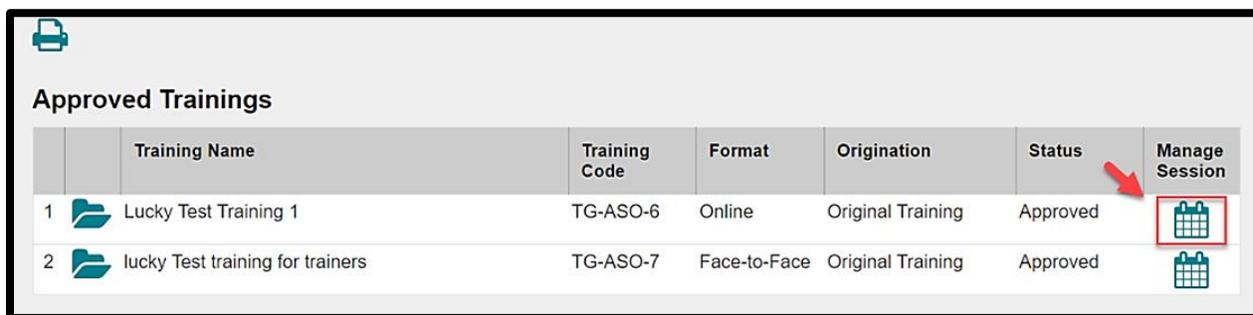
If you use GaPDS to manage training attendance and to produce certificates, you will be able to mark attendance for participants on the roster once the training date has arrived or passed. Follow the steps below to submit attendance for the session.

1. Log in to GaPDS as an ASO Admin, ASO Trainer Admin, or ASO Trainer*, click on the “ASO” tab, and select “Trainings”.

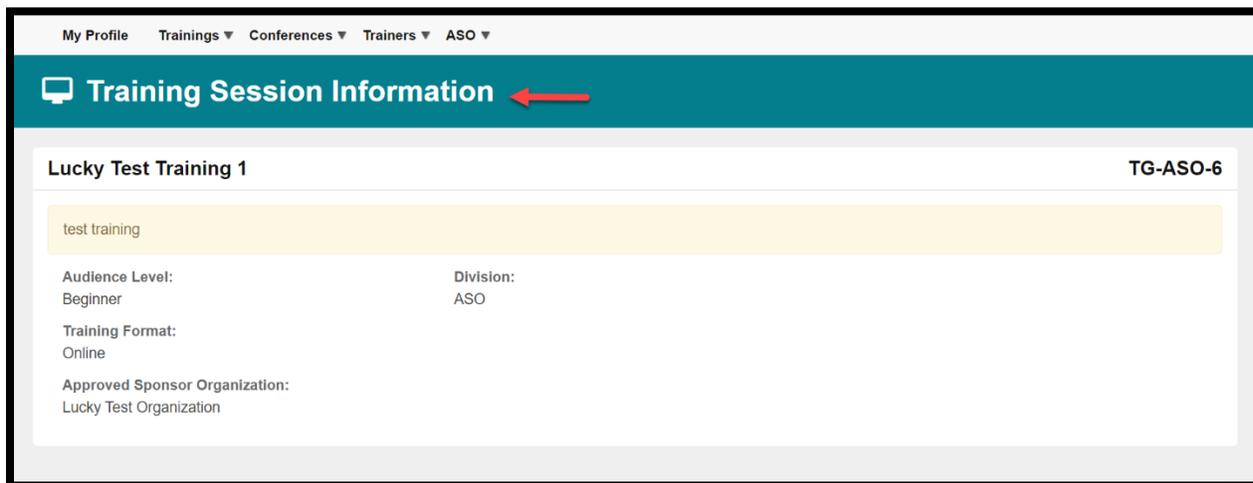


***Note:** ASO Trainers can only manage the GaPDS roster for trainings they are assigned to.

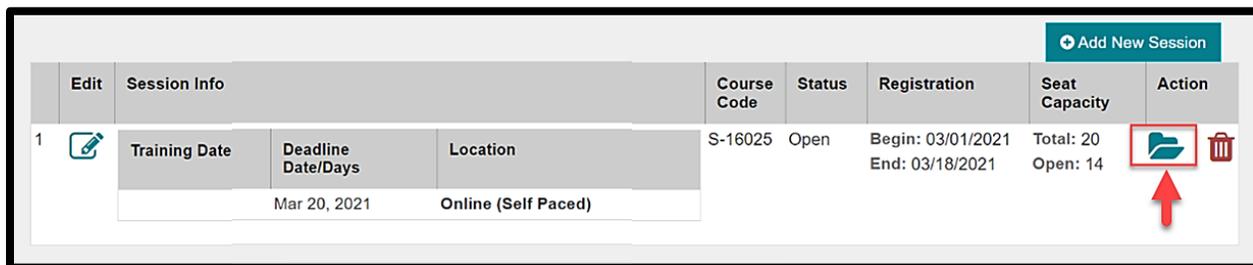
2. Under Approved Trainings, click the “Manage Session” calendar icon next to the training for which you wish to mark attendance.



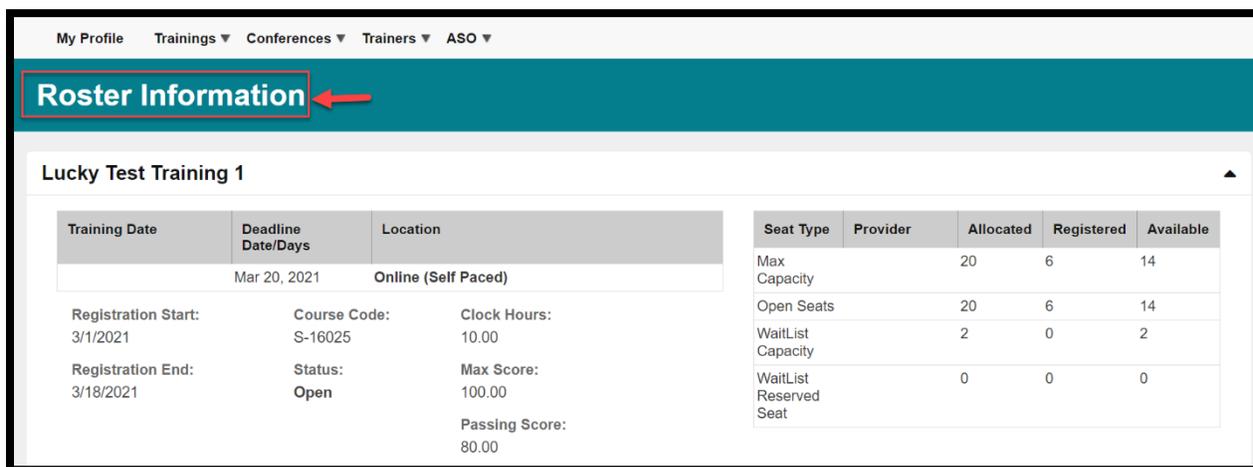
3. The Training Session Information screen displays.



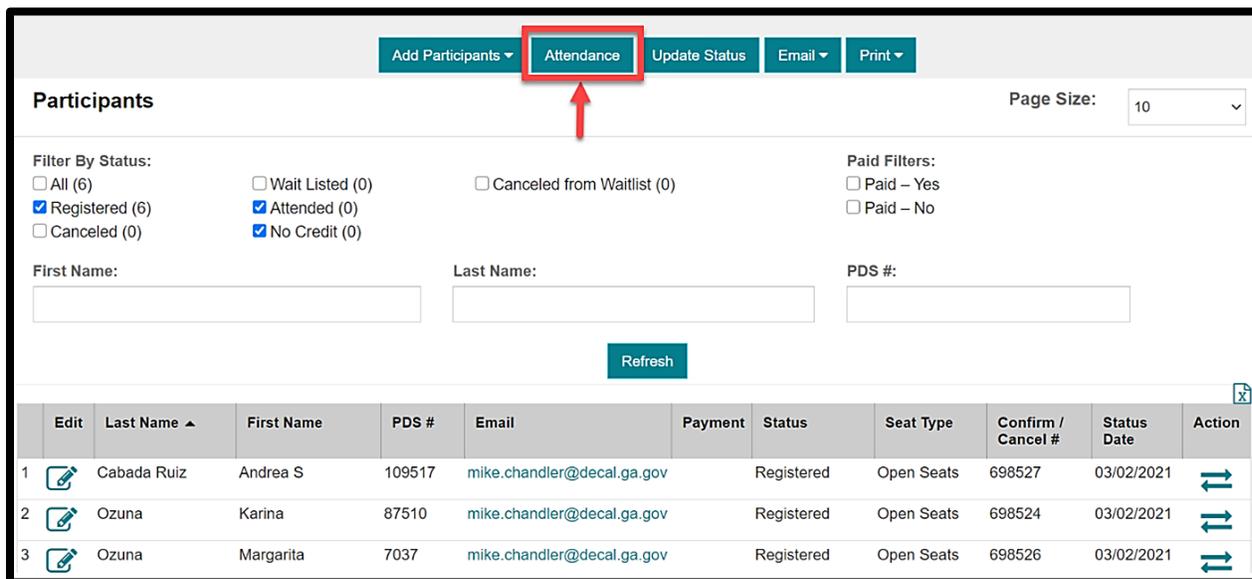
4. Click on the “View/Edit Roster” (folder) icon.



5. The Roster Information screen displays.



6. Click the “Attendance” button.



Participants Page Size: 10

Filter By Status:
 All (6) Wait Listed (0) Canceled from Waitlist (0)
 Registered (6) Attended (0)
 Canceled (0) No Credit (0)

Paid Filters:
 Paid – Yes
 Paid – No

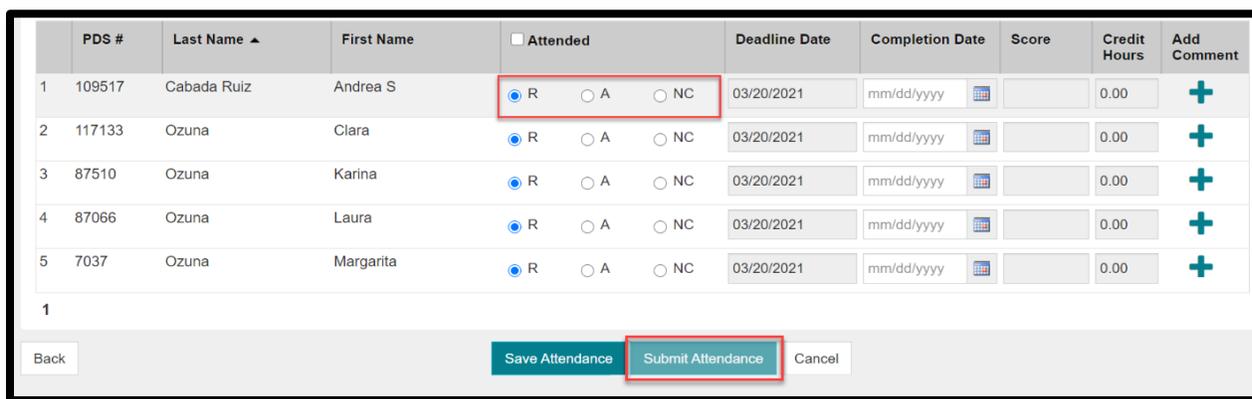
First Name: _____ Last Name: _____ PDS #: _____

Edit	Last Name ▲	First Name	PDS #	Email	Payment	Status	Seat Type	Confirm / Cancel #	Status Date	Action
1	Cabada Ruiz	Andrea S	109517	mike.chandler@decal.ga.gov	Registered	Registered	Open Seats	698527	03/02/2021	
2	Ozuna	Karina	87510	mike.chandler@decal.ga.gov	Registered	Registered	Open Seats	698524	03/02/2021	
3	Ozuna	Margarita	7037	mike.chandler@decal.ga.gov	Registered	Registered	Open Seats	698526	03/02/2021	

Note: The “Attendance” button activates after the training session date has passed.

7. To mark attendance, select the radio button that correctly identifies the status of the person whose attendance is being recorded.

- **Attended (A)** – participant has completed the training for the selected training date and will receive credit.
- **No Credit (NC)** – participant will not receive credit for the selected training date. If No Credit is selected, select the reason from the dropdown shown: No Show, Arrived 15 mins. or later, Left 15 mins. or earlier.



	PDS #	Last Name ▲	First Name	<input type="checkbox"/> Attended	Deadline Date	Completion Date	Score	Credit Hours	Add Comment
1	109517	Cabada Ruiz	Andrea S	<input checked="" type="radio"/> R <input type="radio"/> A <input type="radio"/> NC	03/20/2021	mm/dd/yyyy		0.00	
2	117133	Ozuna	Clara	<input checked="" type="radio"/> R <input type="radio"/> A <input type="radio"/> NC	03/20/2021	mm/dd/yyyy		0.00	
3	87510	Ozuna	Karina	<input checked="" type="radio"/> R <input type="radio"/> A <input type="radio"/> NC	03/20/2021	mm/dd/yyyy		0.00	
4	87066	Ozuna	Laura	<input checked="" type="radio"/> R <input type="radio"/> A <input type="radio"/> NC	03/20/2021	mm/dd/yyyy		0.00	
5	7037	Ozuna	Margarita	<input checked="" type="radio"/> R <input type="radio"/> A <input type="radio"/> NC	03/20/2021	mm/dd/yyyy		0.00	

1

Note: The “**Submit Attendance**” button is grayed out until attendance has been marked for all registered participants for all the training dates for the session. You may click “**Save Attendance**” as many times as needed until all registered participants have their attendance marked.

8. Once you are ready to finalize the training session, click the “**Submit Attendance**” button.

	PDS #	Last Name ▲	First Name	<input type="checkbox"/> Attended	Deadline Date	Completion Date	Score	Credit Hours	Add Comment
1	109517	Cabada Ruiz	Andrea S	<input type="radio"/> R <input checked="" type="radio"/> A <input type="radio"/> NC	03/20/2021	3/2/2021	90.00	10.00	+
2	117133	Ozuna	Clara	<input type="radio"/> R <input checked="" type="radio"/> A <input type="radio"/> NC	03/20/2021	3/2/2021	90.00	10.00	+
3	87510	Ozuna	Karina	<input type="radio"/> R <input checked="" type="radio"/> A <input type="radio"/> NC	03/20/2021	3/2/2021	100.00	10.00	+
4	87066	Ozuna	Laura	<input type="radio"/> R <input checked="" type="radio"/> A <input type="radio"/> NC	03/20/2021	3/2/2021	90.00	10.00	+
5	7037	Ozuna	Margarita	<input type="radio"/> R <input checked="" type="radio"/> A <input type="radio"/> NC	03/20/2021	3/2/2021	100.00	10.00	+

1

Back

9. The “**Submit Attendance**” pop up window will display.

- If a trainer has been assigned to the session, the trainer’s name auto populates in the Select Trainer field. If a trainer has not been assigned to the session, click on the “**Select Trainer**” dropdown, and select a trainer.
- Review the Submit Attendance Agreement and then click the checkbox.
- Click “**Save & Submit Attendance**”.

Submit Attendance [X]

Select Trainer: Rainy Day ← **a**

← **b**

By checking this box, I certify the following to be true:

- The Trainer named above delivered the training in its entirety as approved.
- The Trainer displayed above is the correct trainer name to appear on the certificate.
- I have accurately marked attendance for the training session

Note: If the trainer name is not in the drop down list, please contact the training administrator to have the trainer added.

You are about to submit attendance for this roster. No further updates will be allowed after submission. Please be sure before clicking "Save & Submit Attendance".

← **c**

10. A message displays that the attendance has been successfully submitted.



Note: Once attendance has been submitted for a session:

- The training automatically appears in the training history for participants who attended all days of the session.
- You will not be able to make any changes to the roster attendance. If changes are needed, contact GaPDS at gapds@dec.al.ga.gov or 404-267-2760 to have the roster updated.