

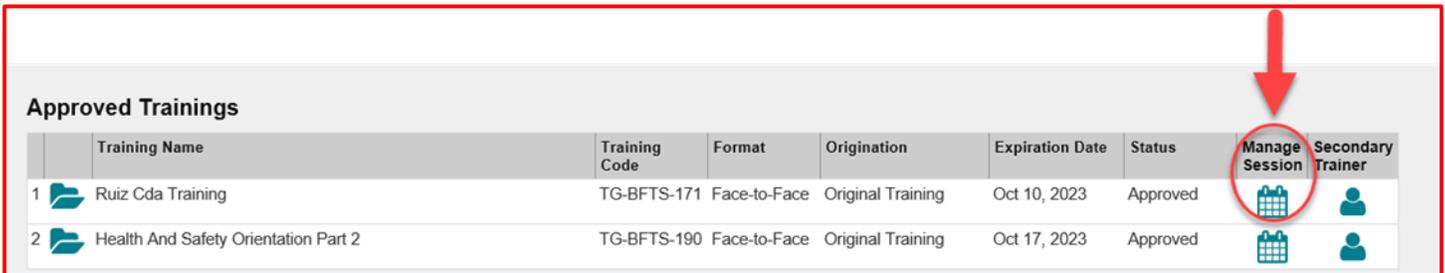
How to Manage Roster/ Submit Attendance

Once your training date has arrived, you will be able to mark attendance for participants on the roster. Follow the steps below to submit attendance for the session.

1. Once logged into GaPDS, click the “GA Approved Trainer” menu item, then select the My Trainings sub menu item.



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



3. The Roster Information page displays
 - a. Click the “Attendance” button

Roster Information

Health And Safety Orientation Part 2

Training Date	Location	County	Seat Type	Provider	Allocated	Registered	Available
Oct 19, 2018 7:00AM - 11:00AM	Ruiz House 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett	Max Capacity		10	1	9
			Total Reserved Seats	Expand	5	0	5
			Open Seats		5	1	4
			WaitList Capacity		1	0	1
			WaitList Reserved Seat		0	0	0

Registration Start: 10/17/2018	Course Code: S-7428	Clock Hours: 4.00
Registration End: 10/18/2018	Status: Open	



Add Participants ▾
Attendance
Update Status
Email ▾
Print ▾

Participants

Page Size:

Filter By Status:

<input type="checkbox"/> All (1)	<input type="checkbox"/> Wait Listed (0)	<input type="checkbox"/> Canceled from Waitlist (0)
<input checked="" type="checkbox"/> Registered (0)	<input checked="" type="checkbox"/> Attended (1)	
<input type="checkbox"/> Canceled (0)	<input checked="" type="checkbox"/> No Credit (0)	

First Name:

Last Name:

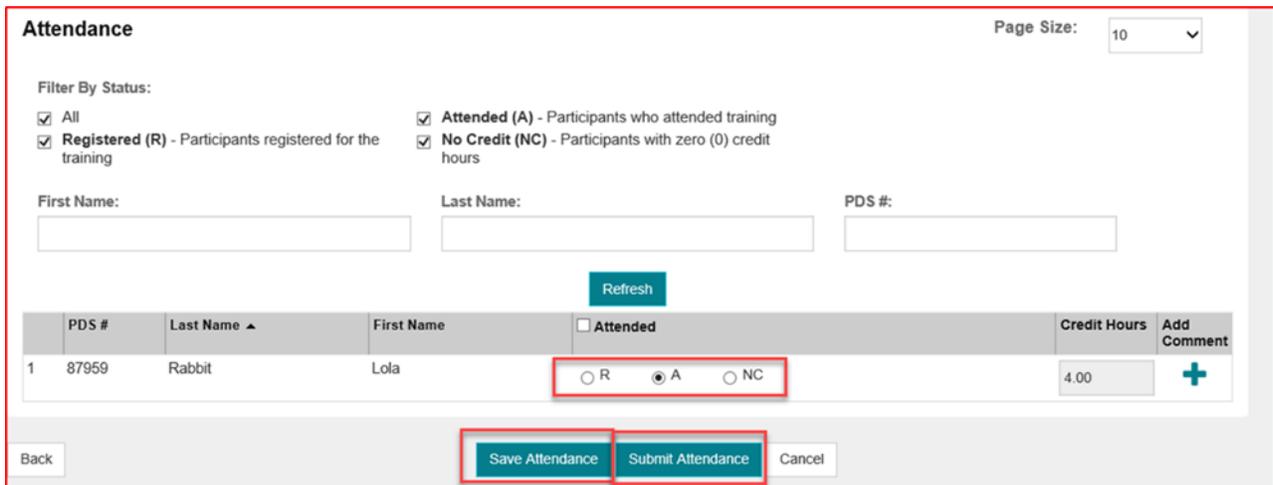
PDS #:

Refresh

4. Mark Attendance

- a. To mark attendance, select the radio button that correctly identifies the status of the person’s attendance being reported.
 - a. Attended – participant has completed the training for the selected training date and will receive credit.
 - b. No Credit – 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 more late, Left 15 mins. or more early.

NOTE: The “Submit Attendance” button is grayed out until attendance has been marked for all registered participants for all of the training dates for the session you may save attendance as many times as needed until all registered participants have their attendance marked.



Attendance Page Size: 10

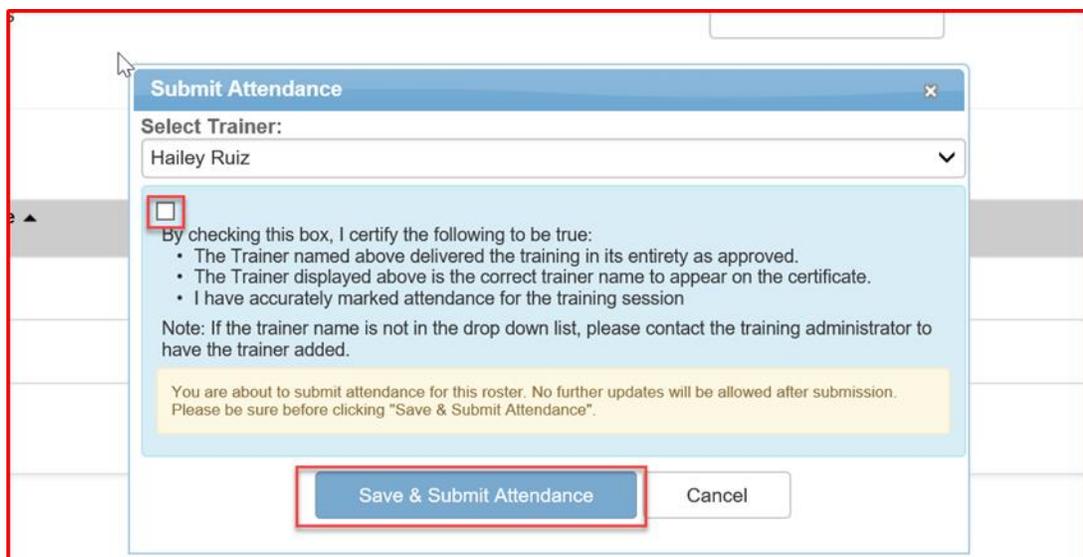
Filter By Status:

All **Registered (R)** - Participants registered for the training **Attended (A)** - Participants who attended training **No Credit (NC)** - Participants with zero (0) credit hours

First Name: Last Name: PDS #:

	PDS #	Last Name ▲	First Name	<input type="checkbox"/> Attended	Credit Hours	Add Comment
1	87959	Rabbit	Lola	<input type="radio"/> R <input checked="" type="radio"/> A <input type="radio"/> NC	4.00	<input style="background-color: #00a651; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>

5. Click “Save Attendance”
 - a. After attendance has been saved for all registered participants for all days of the training, the “Submit Attendance” button will become active and user will be permitted to submit attendance.
 - b. Click the “Submit Attendance” button. The “Submit Attendance” pop up window will display.
 - c. Review the Submit Attendance Agreement Click the checkbox
 - d. Click the “Save & Submit Attendance” button



Submit Attendance

Select Trainer:
Hailey Ruiz

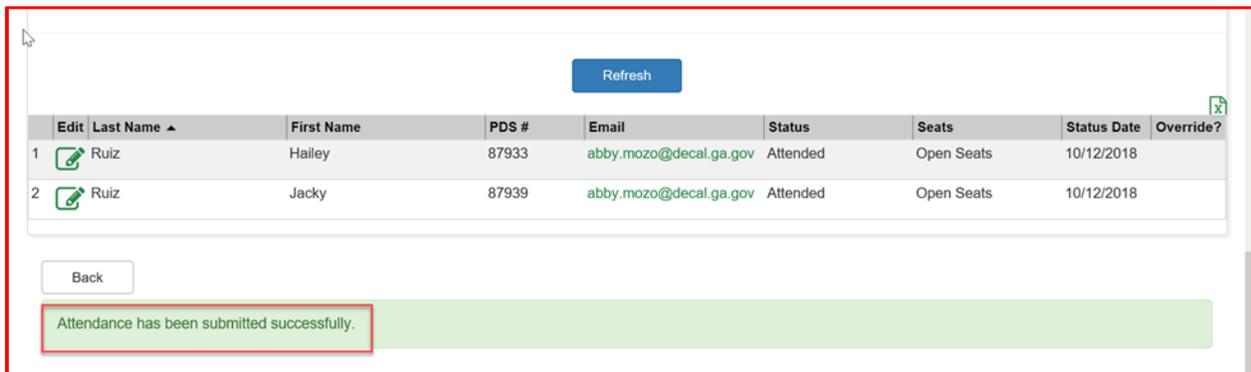
By checking this box, I certify the following to be true:

- 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".

NOTE: Once attendance has been submitted, at the bottom of the page, you should see a message: “Attendance has been submitted successfully.” Once attendance has been submitted for a session, the training will automatically appear in the training history for participants who attended all days of the session. The trainer can no longer make changes to the roster once attendance has been submitted.



The screenshot shows a web interface with a table of participants and a success message. At the top center is a blue "Refresh" button. Below it is a table with the following columns: Edit, Last Name, First Name, PDS #, Email, Status, Seats, Status Date, and Override?. The table contains two rows of data. Below the table is a "Back" button and a green message box that says "Attendance has been submitted successfully."

	Edit	Last Name ▲	First Name	PDS #	Email	Status	Seats	Status Date	Override?
1		Ruiz	Hailey	87933	abby.mozo@dec.al.ga.gov	Attended	Open Seats	10/12/2018	
2		Ruiz	Jacky	87939	abby.mozo@dec.al.ga.gov	Attended	Open Seats	10/12/2018	

Back

Attendance has been submitted successfully.

Certificate of Completion

Lola Rabbit

Participant's Name

Has successfully completed:

Health And Safety Orientation Part 2

Training Date(s) : 10/19/2018

Training Location : Face-to-Face

Training Level : Beginner

Competency : ECE1.2, ECE1.3, ECE2.2, ECE4.2, ECE4.3

Training Expiration Date : 10/17/2023

Clock Hours : 4.00

Trainer : Hailey Ruiz

AE-BFTS-1 - Bright from the Start: Georgia Department of Early Care and Learning

This training is approved by Bright from the Start: Georgia Department of Early Care and Learning