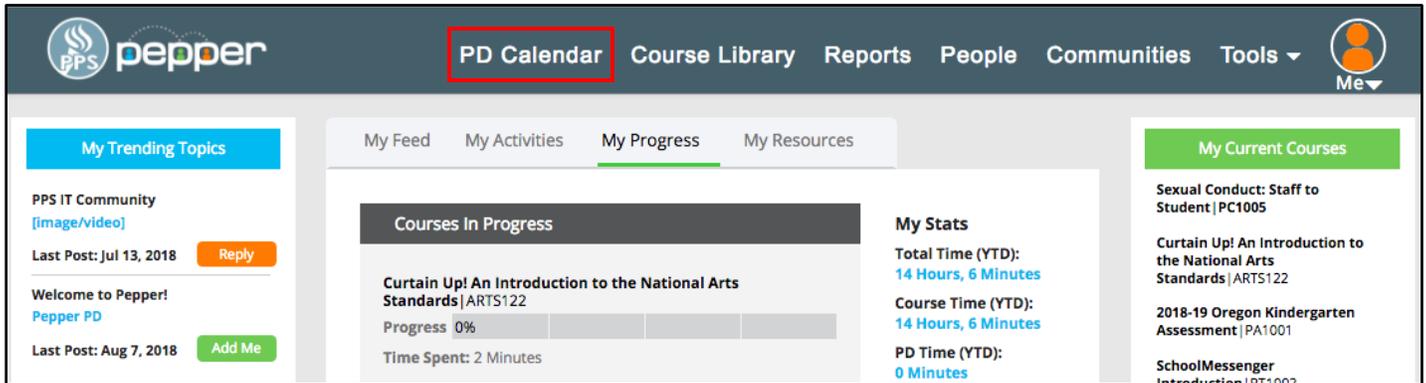


Follow these instructions to record your attendance for an event in PD Planner.

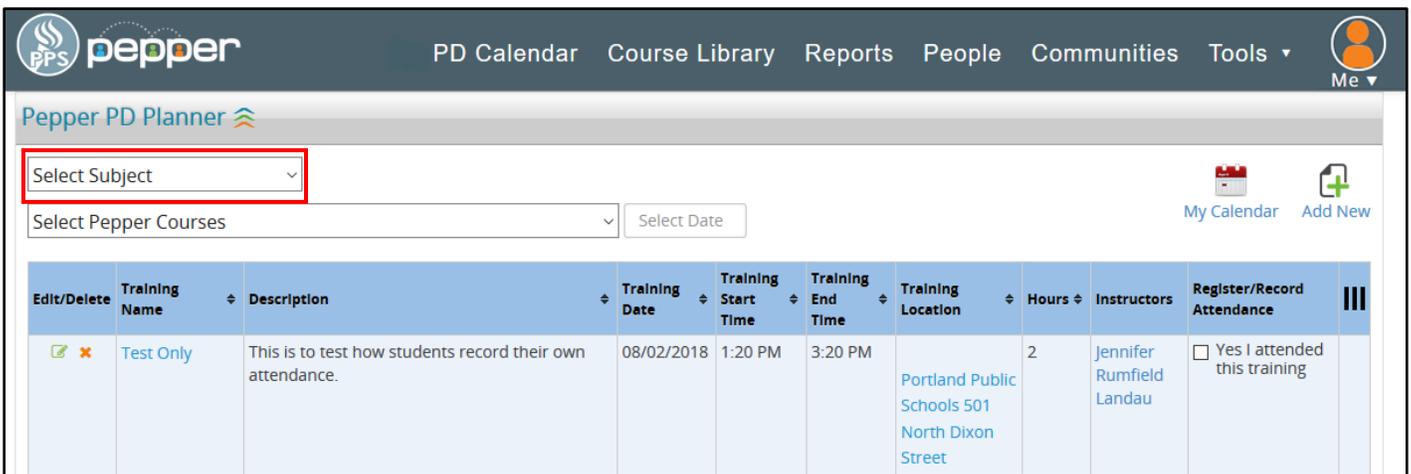
1. Accessing your PD Calendar

Click on “**PD Calendar**” in the top menu of the dashboard to see the event list.



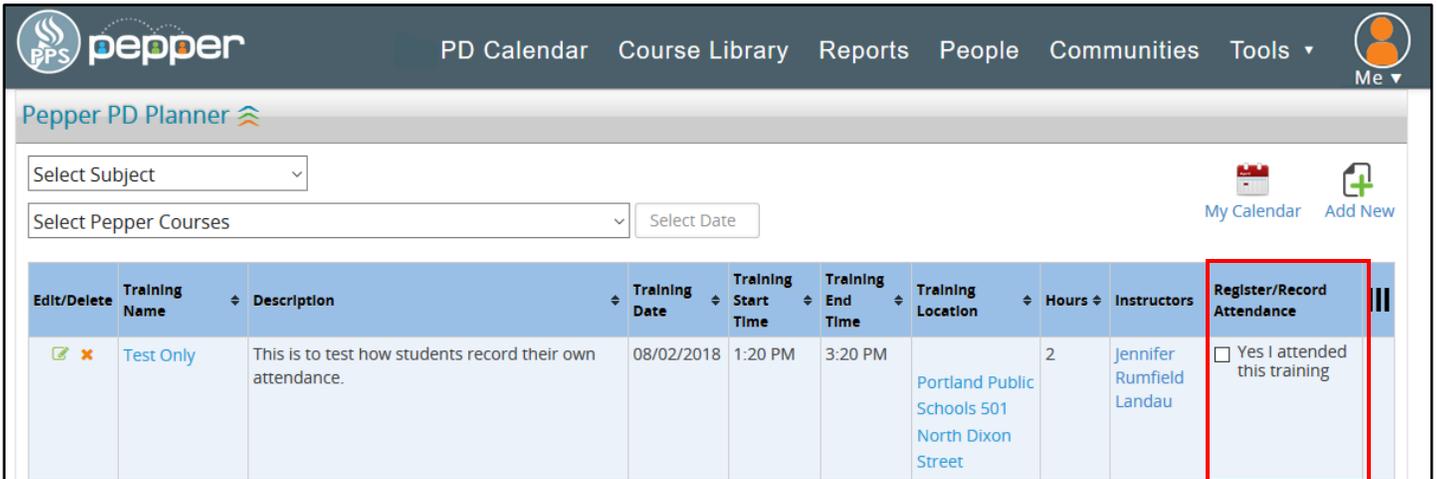
2. Find your Event

From the PD Planner page, select the event you have attended. You can use “**Select Subject**” from the drop down menu or enter the event date for easier searching.



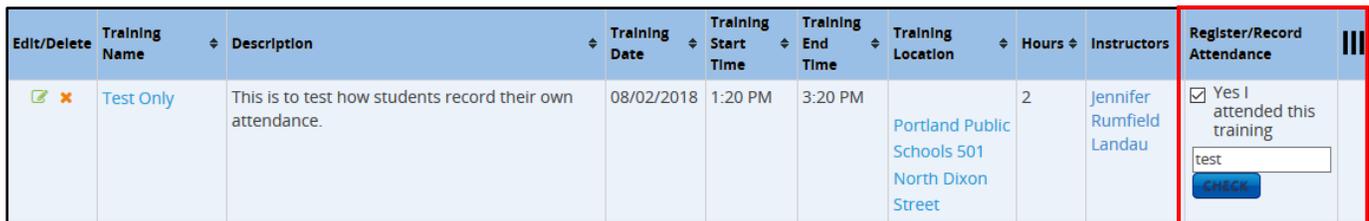
3. Record Your Attendance

The instructor will provide an attendance code during the event. Once you have found the correct event, go to the **“Register/Record Attendance”** column.



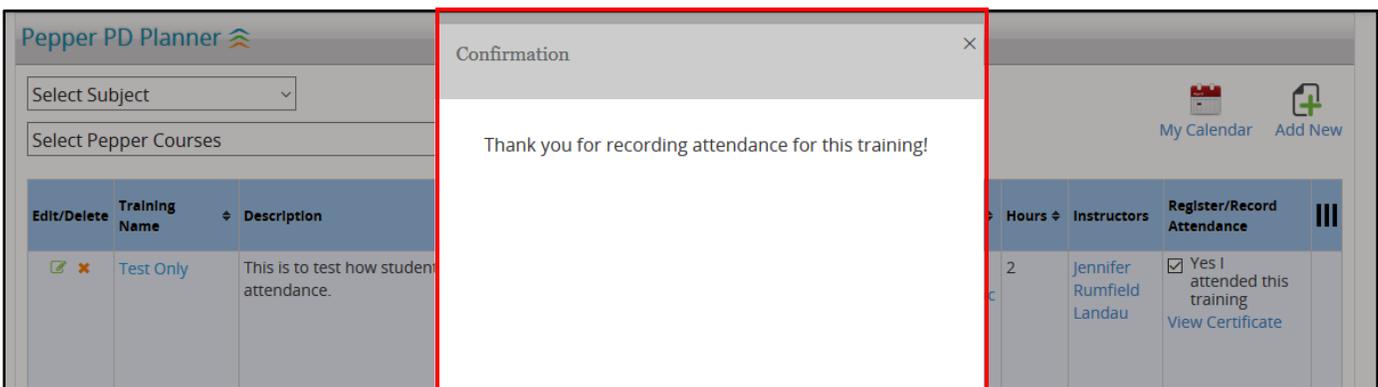
Edit/Delete	Training Name	Description	Training Date	Training Start Time	Training End Time	Training Location	Hours	Instructors	Register/Record Attendance
	Test Only	This is to test how students record their own attendance.	08/02/2018	1:20 PM	3:20 PM	Portland Public Schools 501 North Dixon Street	2	Jennifer Rumfield Landau	<input type="checkbox"/> Yes I attended this training

Check, the **“Yes I attended this training”** box under the **“Register/Record Attendance”** column, enter the attendance code provided by the instructor into the blank field, and click the **“Check”** button.



Edit/Delete	Training Name	Description	Training Date	Training Start Time	Training End Time	Training Location	Hours	Instructors	Register/Record Attendance
	Test Only	This is to test how students record their own attendance.	08/02/2018	1:20 PM	3:20 PM	Portland Public Schools 501 North Dixon Street	2	Jennifer Rumfield Landau	<input checked="" type="checkbox"/> Yes I attended this training test <input type="button" value="CHECK"/>

You will receive a confirmation message that your attendance has been recorded.



Confirmation

Thank you for recording attendance for this training!