

Pepper Professional Learning Guide

Recording Your Own Attendance

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.

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Pepper PD Planner 🔶														
Select Subject ~ Select Pepper Courses				~	Select Dat	e					My Calendar Add	New		
	Edit/Delete Training Name Description		¢	Training Date \Leftrightarrow	Training Start \$ Time	Training End ¢ Time	Training Location	Hours \$	Instructors	Register/Record Attendance	Ш			
	6	×	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	☐ Yes I attended this training	



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.

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Select Subject ~ Select Pepper Courses				~	✓ Select Date N						My Calendar Add New	
Edit/Delete	Training Name	\$	Description	¢	Training Date	Training Start \$ Time	Training End ‡ Time	Training Location \$	Hours \$	Instructors	Register/Record Attendance	ш
8 ×	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	☐ 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	 ✓ Yes I attended this training test CHECK 	

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

	Pepper I	PD Planner		Confirmation	×	-	-		<u>م</u>
Select Pepper Courses				Thank you for recording attendance for this training!			My Calendar Add	New	
	Edit/Delete	Training Name	Description			+ Hours +	Instructors	Register/Record Attendance	Ш
	¢ ×	Test Only	This is to test how student attendance.			2	Jennifer Rumfield Landau	Yes I attended this training View Certificate	