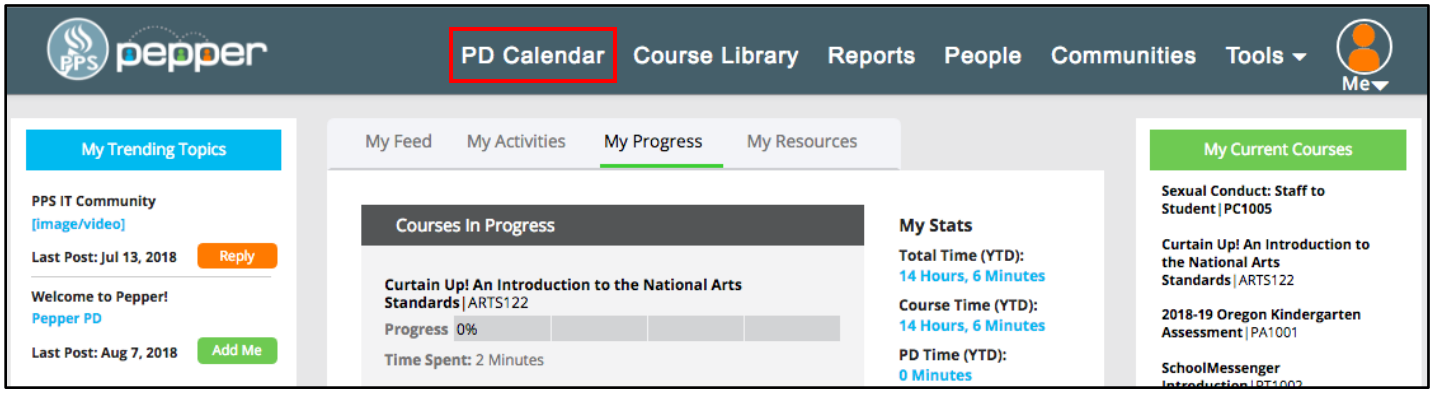
Pepper Professional Learning Guide **Recording Your Own Attendance**

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

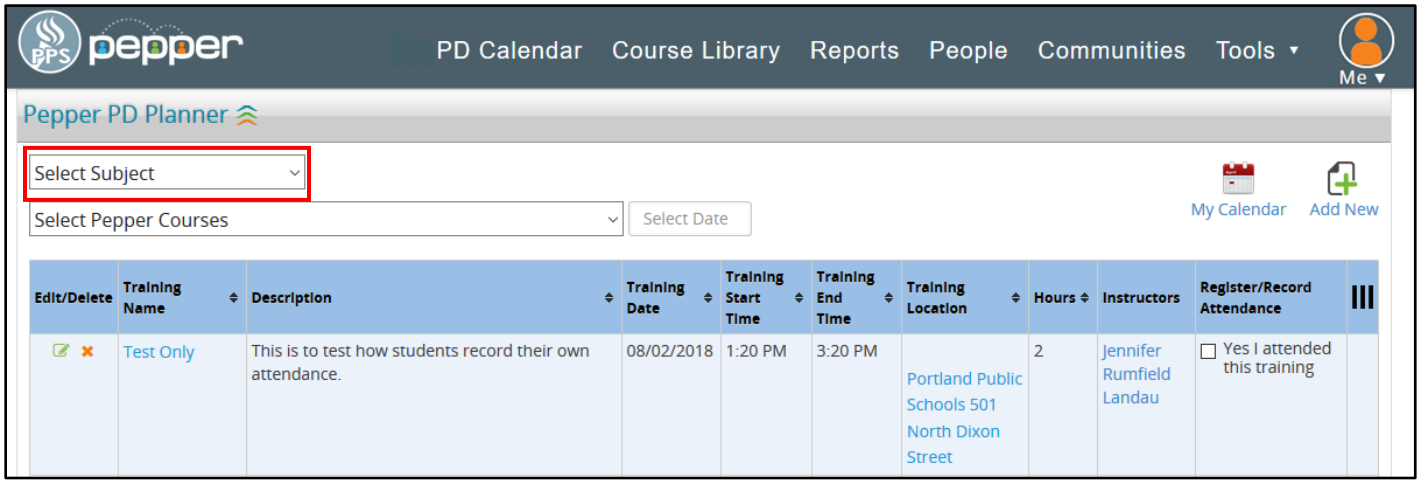
1. Accessing your PD Calendar

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



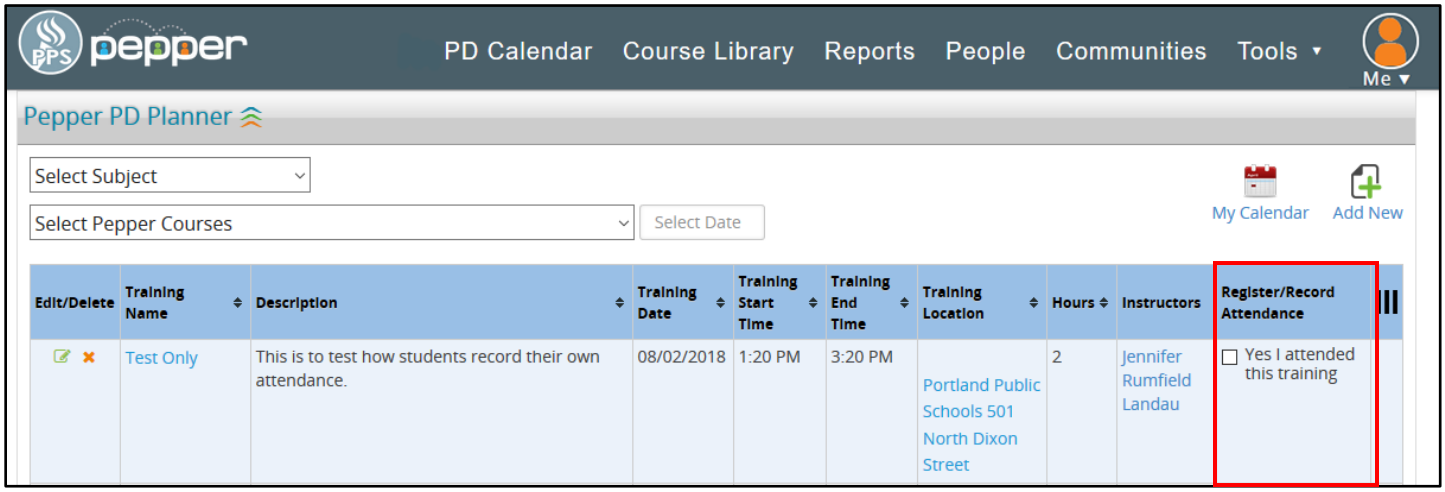
2. Find your Event

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.

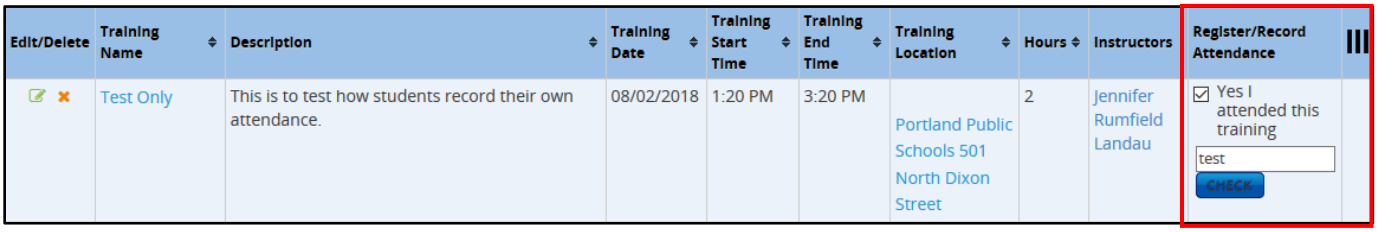
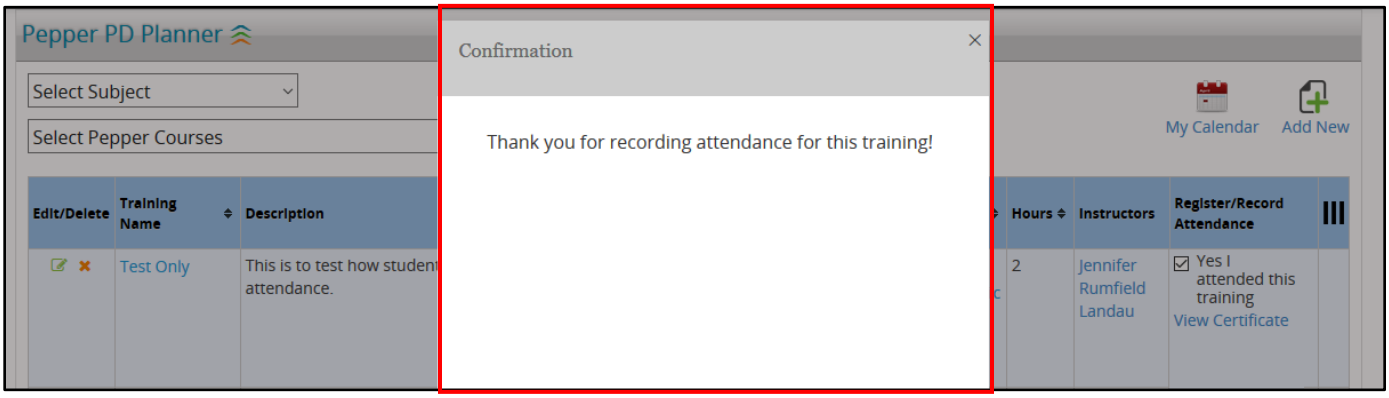


3. Record Your Attendance

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



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.



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