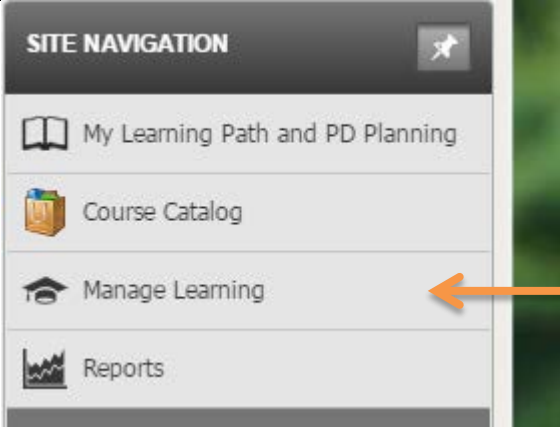
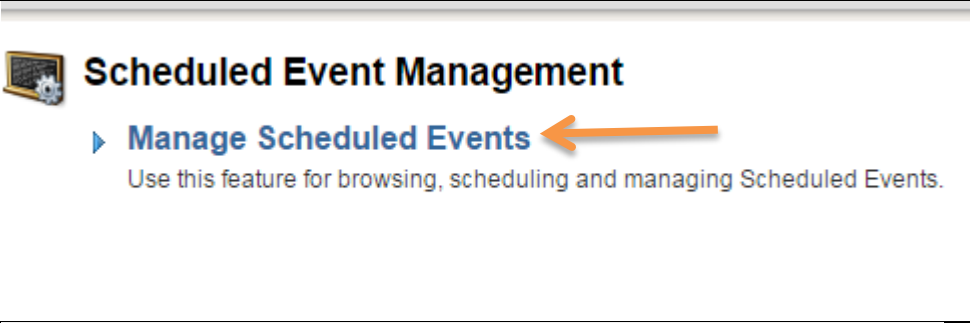
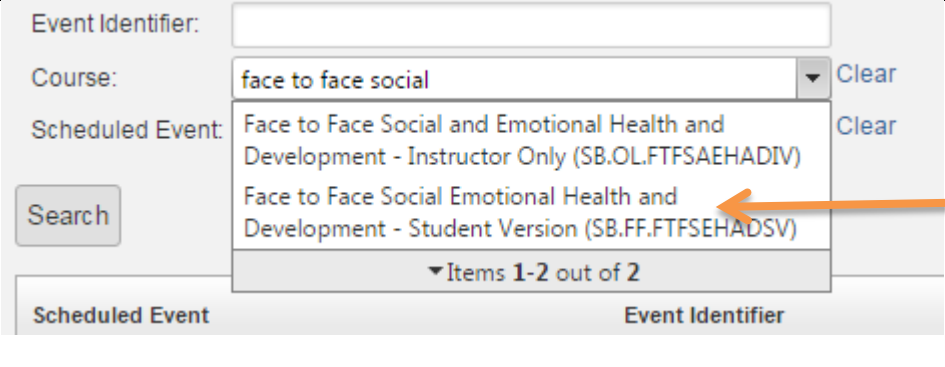
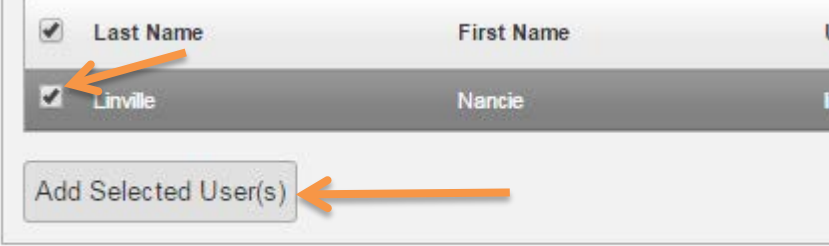
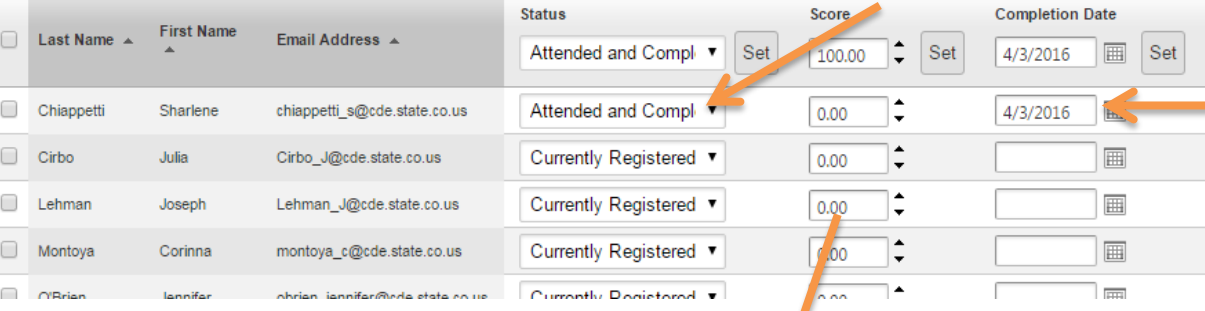
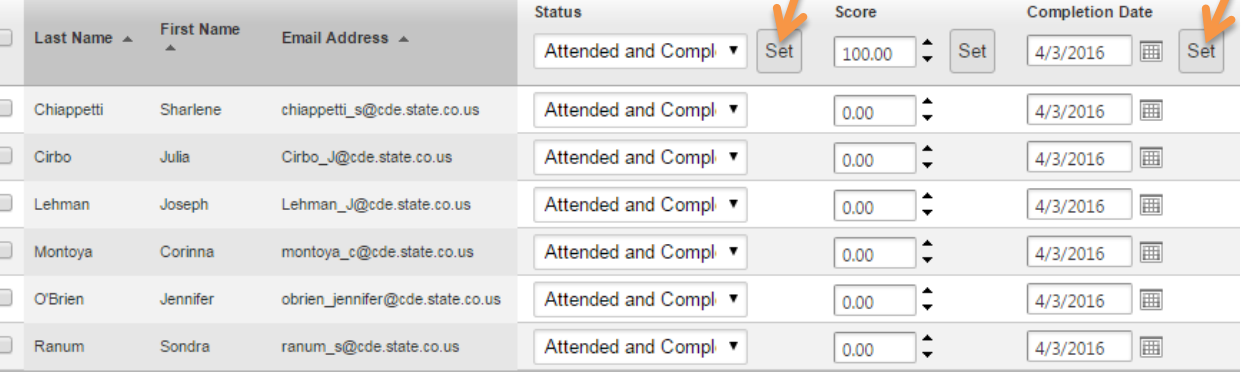
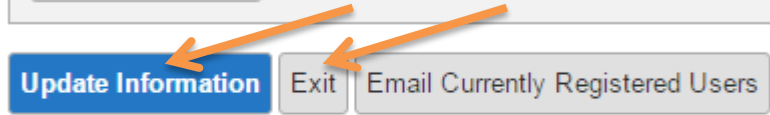


## How to Mark F2F Level 2 Attendees Complete in the PDIS

1. Log in to the PDIS at <a href="http://ecpd.costartstrong.org">ecpd.costartstrong.org</a>	
2. Click on 'Manage Learning' in the left navigation	 <p>The screenshot shows a 'SITE NAVIGATION' menu with four items: 'My Learning Path and PD Planning', 'Course Catalog', 'Manage Learning', and 'Reports'. An orange arrow points to the 'Manage Learning' item.</p>
3. Click on 'Manage Scheduled Events'	 <p>The screenshot shows the 'Scheduled Event Management' page. Below the title, there is a link 'Manage Scheduled Events' with a blue arrow pointing to it. Below the link is the text: 'Use this feature for browsing, scheduling and managing Scheduled Events.'</p>
4. In the course box, start typing the course that you delivered and choose the 'Student Version' of the appropriate course	 <p>The screenshot shows a search form with the following fields: 'Event Identifier:', 'Course:' (with 'face to face social' entered), and 'Scheduled Event:'. A dropdown menu is open under 'Scheduled Event:' showing two options: 'Face to Face Social and Emotional Health and Development - Instructor Only (SB.OL.FTFSAEHADIV)' and 'Face to Face Social Emotional Health and Development - Student Version (SB.FF.FTFSEHADSV)'. An orange arrow points to the second option. There are 'Clear' buttons next to the 'Course:' and 'Scheduled Event:' fields. A 'Search' button is also present. Below the dropdown, it says 'Items 1-2 out of 2'. At the bottom, there are columns for 'Scheduled Event' and 'Event Identifier'.</p>

<p>5. In the Scheduled Event box, there will only be one choice—choose it and then click the 'Search' button</p>																	
<p>6. Look for your Scheduled Event, paying attention to Dates and Times. Click the 'Manage' link.</p>	<table border="1"> <thead> <tr> <th>Scheduled Event</th> <th>Event Identifier</th> <th>Date(s) &amp; Times</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Face to Face Social Emotional Health and Development - Student Version <i>Course: Face to Face Social Emotional Health and Development - Student Version -- v.1 (SB.FFTFSEHADSV)</i> Created By: Jennifer O'Brien</td> <td>---</td> <td>1/28/2016 8:00 AM to 5:00 PM (Mountain Standard Time)</td> <td>In Progress  </td> </tr> <tr> <td>Face to Face Social Emotional Health and Development - Student Version <i>Course: Face to Face Social Emotional Health and Development - Student Version -- v.1 (SB.FFTFSEHADSV)</i> Created By: Jennifer O'Brien</td> <td>---</td> <td>2/19/2016 9:15 AM to 10:45 AM (Mountain Standard Time)</td> <td>In Progress  </td> </tr> <tr> <td>Face to Face Social Emotional Health and Development - Student Version <i>Course: Face to Face Social Emotional Health and Development - Student Version -- v.1 (SB.FFTFSEHADSV)</i> Created By: Jennifer O'Brien</td> <td>---</td> <td>4/03/2016 2:45 PM to 3:30 PM (Mountain Standard Time)</td> <td>In Progress  </td> </tr> </tbody> </table>	Scheduled Event	Event Identifier	Date(s) & Times	Status	Face to Face Social Emotional Health and Development - Student Version <i>Course: Face to Face Social Emotional Health and Development - Student Version -- v.1 (SB.FFTFSEHADSV)</i> Created By: Jennifer O'Brien	---	1/28/2016 8:00 AM to 5:00 PM (Mountain Standard Time)	In Progress	Face to Face Social Emotional Health and Development - Student Version <i>Course: Face to Face Social Emotional Health and Development - Student Version -- v.1 (SB.FFTFSEHADSV)</i> Created By: Jennifer O'Brien	---	2/19/2016 9:15 AM to 10:45 AM (Mountain Standard Time)	In Progress	Face to Face Social Emotional Health and Development - Student Version <i>Course: Face to Face Social Emotional Health and Development - Student Version -- v.1 (SB.FFTFSEHADSV)</i> Created By: Jennifer O'Brien	---	4/03/2016 2:45 PM to 3:30 PM (Mountain Standard Time)	In Progress
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<p>7. If you have attendees on your roster who did not register for the course, you can easily add them by going to the 'Search &amp; Add User(s)' tab.</p>																	
<p>8. Search by First Name, Last Name or Unique ID (PDIS Email) and click 'Search'</p>																	

<p>9. Click the box by the person you would like to register and click 'Add Selected User(s)'. They will then show up on the 'Registered Users &amp; Management' tab.</p>	
<p>10. From the roster information you collected at the training, look for participants and, as you find them, change their status to 'Attended and Completed' and fill in the Completion Date box.</p>	
<p>11. If all of the people who registered also attended and completed, there is a shortcut you can use. You can push the 'Set' button in the Status column which will change everyone's status to 'Attended and Completed'. By pushing the 'Set' button in the Completion Date column, all Completion Dates change to the date at the top of the column.</p> <p><b>NOTE: YOU DON'T NEED TO DO ANYTHING WITH THE SCORE COLUMN</b></p>	
<p>12. To finish the whole process, push the 'Update Information' button, then 'Exit'</p>	

13. If you need any help along the way, please contact the PDIS Help Desk at <a href="mailto:PDISHelp@cde.state.co.us">PDISHelp@cde.state.co.us</a> or 1.844.447.4441	