

**Here is a step-by-step reference for doing attendance for trainings using myOSD:**

1. Your staff should have registered for the offering on myOSD.
2. The Staff Development Coordinator or Presenter needs to run sign in sheets to have at the training
3. Sign in sheets can be run on myOSD by clicking on '**Reports**' once you have logged into escworks. Then click on '**Olympia Reports**', click on '**Sign In Sheets**', **fill in the session id#** and click on '**Proceed**'. You now have the option of printing it out in several different formats.
4. Have staff sign in at the training, and note the number of hours they attend.
5. After the training, use the sign in sheets to mark staff attendance in myOSD. To mark attendance, log into escworks, click on '**Event Scheduler**', click on '**Events**', click on '**All Events**', find by filling in the **Session ID #**. **Highlight the session**, and then click on '**Attendees**'. To mark staff as attended you will click on the left-hand '**Attended**' box below their name, and **fill in the # of hours in the right-hand '0' box**. Once you have completed the attendance, **YOU MUST click on 'Update' and then 'Close'**.
6. FYI – from this attendance screen, you can also add staff (that were unable to register) to the list by clicking on either the '**Enroll**' or '**Multi Enroll**' buttons and searching by their name.
7. **The final step is the easiest, but equally important.....make a copy of the sign in sheet, and send to Tricia Kelley at K-12 Teaching & Learning.** (It is vital that a "hard copy" record be kept for audit purposes for seven years.)

Questions can be directed to the K-12 Teaching & Learning office, and by clicking on the 'Contact Us' button on myOSD.