

Printing and Using the Attendance Sheet for PIR Sessions

To print and use the attendance sheet for a PIR course, begin by accessing PIR eCentral using Great Falls Public Schools' website and the Staff Bookmarks. To log in to PIR eCentral using your instructor credentials, click on the tab "Admin." Your username and password should be your ID number twice without spaces, unless you have a five-digit ID number, in which case you will add 000 to the beginning of your ID number (i.e. 00099999).

Once you are logged in, under the "Reports" heading, select "Instructor Sessions." Under the Event title, click on the session listed. When the session displays with the list of registrants, click on the button "Attendance Sheet." Right click on the displayed attendance sheet, and select "Print." If your session is more than one day, print one copy for each day. Label the attendance sheets with the date of each session and have the participants sign the sheet each day. Please have participants sign in rather than calling roll. The attendance sheet is our proof of attendance. Make a copy of the signed sheet(s) before sending to Theda—keep them on file in case of questions. Please note any issues or noshows and mark the number of hours each teacher attended, such as a teacher leaving early and the reason (if you know) it on the sheet. Also remember to collect mailing addresses for any attendees who are not a part of Great Falls Public Schools to ensure that they receive their certificates in the mail.