

Center for Addiction Recovery Training

1. Click on "Attendance Tab"

Welcome Tonya M Jakubowski

- Professional Development
 - ACTIVITY
 - Search Activity
 - Create Activity and Class
 - Search Activity Class
 - Create Activity Materials
 - Activity Status Management
 - Manage Professional Development
 - ENROLLMENT
 - ATTENDANCE
 - AWARDS
 - INSTRUCTOR
 - PARTICIPANT
 - MERCHANT INFORMATION
 - PUBLIC CATALOG
 - CALENDAR

Requested by Tonya M Jakubowski

- Details
- View Enrollment
- Create Enrollment
- Attendance**
- Awards
- Reports

Record Attendance

Name Recovery Coach Academy	Code CART-20-100-126	Session Type MULTIPLE	Attendance Status ATTENDANCE NOT RECORDED
Session Date 1/24/2020	Start Time 8:00 AM	End Time 5:00 PM	Session Status ATTENDANCE NOT RECORDED
Enrollment 9	Attended 0	Partials 0	Did Not Attend 0

Attendance Options

Select from dropdown of session dates, the page will automatically refresh to the session selected: 01/24/2020 (ATTENDANCE NOT RECORDED)

2. Click "LAUNCH SELF ATTENDANCE"

- Sign In Sheet
- View/Take all Attendance
- Launch Self Attendance Check-In**
- Session Notes
- Print Attendance
- Compose/Send Custom Email
- Email Course Evaluation

*****Please select Attendance Status from the drop down box*****

NONE SELECTED Auto Email Evaluation Form

<input type="checkbox"/>	Name	Notes	Attendance Status	Evaluation Completed	Evaluation Time	Email	Location	Phone	# Records
<input type="checkbox"/>	Bell, Alicia G		NOT RECORDED	NOT STARTED		alicia.bell@nhhsqualitycare.org	Individual	509-671-1357	1
<input type="checkbox"/>	camacho, alberto		NOT RECORDED	NOT STARTED		albertocamacho.4420@gmail.com	Individual	509-866-2972	2
<input type="checkbox"/>	Flores, Reyna		NOT RECORDED	NOT STARTED		reyna485@gmail.com	Community Mental Health Agency	509-240-4320	3
<input type="checkbox"/>	Lewis, alexandria r		NOT RECORDED	NOT STARTED		alexandriarockford@gmail.com	Individual	509-680-9394	4
<input type="checkbox"/>	martinez, jazmine M		NOT RECORDED	NOT STARTED		jazzie2003@hotmail.com	Community Mental Health Agency	951-286-7572	5
<input type="checkbox"/>	NOLAN, TORRANCE N		NOT RECORDED	NOT STARTED		RECOVERPERIOD1@GMAIL.COM	Recovery Community Organization	253-232-8236	6
<input type="checkbox"/>	Read, Floral M		NOT RECORDED	NOT STARTED		fread@okhbc.org	Community Mental Health Agency	509-322-1317	7
<input type="checkbox"/>	Usher, Shawna		NOT RECORDED	NOT STARTED		shawna.usher74@gmail.com	Individual	509-866-3811	8
<input type="checkbox"/>	verdejo, migdalia		NOT RECORDED	NOT STARTED		verdejomi23@gmail.com	Community Mental Health Agency	512-662-8783	9