

1) Sign in sheets – 1 for each class session

Print out from ERO: Log in. Go to Reports Tab – Session Sign in Sheets – Type SRN in the “From” and “To” boxes and click “View Report.” **File – Print** will print all sessions that are posted for your course.

2) Mark Attendance of course participants in ERO – Done only upon completion of the course

To mark that participants have completed the course:

- Log in to ERO.
- Search for your course by SRN or Curriculum.
- Scroll to the bottom blue section that says “Session Registration.”
- Click on the link “Attendance/Email.”
- When the course is complete, verify that each participant has met the attendance and course requirements. Check the **Yes** box for each participant who has completed the course, the **No** box for those who did not show up or dropped without notice, and leave the boxes **blank** for those who may still complete the course, but who should not yet receive credit, or who gave notice of dropping. Click the “Update” button. **Please do not mark Yes for participants who still need to make up work or hours until they have completed everything.**

3) Evaluation form from each participant –online through ERO – Done on last or next-to-last class session

After you give directions to your class, please leave the room during the evaluation process. Remind participants that this is an anonymous evaluation. Their name or SS# is not associated with their evaluation.

Please submit a hard copy of the ERO evaluations from the Reports section.

Course Participants:

- Log in to ERO and click on the “My Evaluations” tab.
- Click on the on the link “Evaluate” next to the title of the course.
- Fill out the evaluation, then click on “Submit” button.

Instructors: (Please do not do this while course participants are present.)

- Log in to ERO and click on the “Reports” Tab.
- Scroll down and click on the link “**Session Evaluation Responses.**” (Under “Sessions”)
- Enter the SRN of your course in both the “**From**” and “**To**” boxes and click “**View Report.**”
- Print out the completed evaluations report and turn it in.

4) A copy of the class roster with the instructor’s signature.

To print out a class roster through ERO:

- Log in to ERO and click on the “Reports” Tab.
- Click on the link “Session Roster.”
- Search by the SRN of your course to view your roster.
- Print a copy of your roster, sign it, and submit it.

To show participants how to print out Certificates:

- Once all participants have filled out their course evaluations and you have marked them as attended, have them login to ERO. (They may already be logged in from doing their evaluations.)
- Click on the “My Transcript” tab.
- Click on the link “Certificate” next to the title of the course. They can print the certificate from here.

Your signature verifies that the listed participants attended a minimum of 90 percent of the required 45 hours for graduate or recertification credit.

5) Pre/Post Tests - One form for each participant for both pre and post - Please total all forms and turn in

Have each participant fill out the **Pre Test** at the beginning of your 1st class session. Collect the forms. On the last class session, have your participants fill out the **Post Test**, and total their Yes and No responses.

6a) Recertification Courses: State Dept. Recertification form filled out for each participant

Done at beginning of the course – filled out by course participants.

6b) Graduate Courses: Course Evaluation forms for The Citadel (filled out by course participants)

See Citadel Procedures. This will be mailed to you from The Citadel 2 weeks before the course ends. Please call Judy Annan at 937-6473 if you do not receive this packet in the mail.

Remind your participants that they will need to contact The Citadel 937-6808 to have their transcripts sent to the CCSD Human Resources Office Bill_Briggman@charleston.k12.sc.us; 937-6575 along with all renewal documentation the year they are renewing in order to receive credit. For more information: <http://www.ccsdschools.com/certrenew/index.htm>