Distance Learning and Faculty Development (DLF) Training Guide:

**Instructions for DLF Workshop Instructor/Presenter**

**Description:** In July 2015, CSM began utilizing Online Services for professional development workshops. This is the same tool where you input grades and where students register for classes. Each DLF workshop will have one designated instructor listed for the workshop section. The instructor is responsible for using Online Services to (1) get a list of registrants, (2) take attendance, and (3) enter grades.

Note -- This is a new registration system, so DLF Workshop instructors will need to assist attendees with registration during and/or after the workshop. All attendees must register in order to for you to enter grades. To assist with registration, see the DLF Training Guide -- How to Register for DLF Professional Development Workshops.

**Step 1**
- Go to [http://www.csmd.edu/](http://www.csmd.edu/)
- Click on -- Visit my.CSMD

**Step 2**
- In my.CSMD, click on -- Online Services

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**Figure 1:** my.CSMD link

**Figure 2:** Online Services link
**Step 3**
- In Online Services, click on -- Faculty
- *Note that attendees will register under the Employees link, not the Faculty link!*

![Faculty link](image)

**Step 4**
- To see the roster, you need to use the Grading link.
- *The Class Roster link does not currently work for Professional Development courses/sections; IMT is working on a fix.*
- In Online Services, click on -- Grading

![Faculty Page in Online Services](image)
Step 5

- Select the correct PD term. Professional Development workshops have three terms, PD Fall, PD Spring, and PD Summer. These are slightly different from our normal academic semesters. For example, pre-semester workshops are “in” PD Fall or PD Spring, even though they occur before the Fall semester begins.
- Note that currently you will only see a PD term if you have at least one registered attendee. You will not see or be able to select a PD term if no one has registered. IMT is working to see if this can be changed.

Figure 5: Professional Development Terms

Step 6

- Select the Midterm or Final grading
- Select the correct workshop
- Click -- Submit.

Figure 6: Selecting your workshop (roster)

Step 7

- Use the next screen as your roster. Note that this example shows only one registrant.
- We recommend that you print this page before your workshop begins. You can then use it to take attendance. You can also use the classroom computer to bring this page up in order to see the most recent list at the beginning of your workshop.
• If a person attends your workshop but did not register, please help him/her register using the new system. See the DLF Training Guide -- How to Register for DLF Professional Development Workshops.

Figure 7: Viewing registrants

Figure 8: Selecting your workshop (grading)

Step 8
• After your workshop is done, repeat the steps above to get to the Grading Page.
• Remember to select Final grades along with your workshop.
Step 9

- Enter the grade earned. DLF only uses three grades on the list:
  - Completed – This is like a Pass for a credit course; the attendee earns CEUs
  - Incomplete – The attendee left early, came late, or did not participate (if required for the workshop); the attendee does not earn CEUs
  - No Show – A registrant did not show up for the workshop; he/she does not earn CEUs
- Do not use Withdrawal or Excused Absence.
- Grades should be entered within 72 hours after the workshop ends.
- Send an email to DLF ([KStevens1@csmd.edu](mailto:KStevens1@csmd.edu)) if an attendee does not appear on your list.

Figure 9: Types of professional development grades

![Types of professional development grades](image)

Figure 10: Final grade entered

![Final grade entered](image)

- Verify the grades entered, and click -- OK

Figure 11: Grading Confirmation Form

![Grading Confirmation Form](image)

Attendees who registered will see their grades in Online Services on the Employee page under the link, Professional Development Transcript.

Thank you!