Professional Development System How To Remote Check In

You can now "Check In" to an online workshop even if you are attending virtually! That's right, if you are not in person, that's not a problem!

All you do, is register for your online workshop and attend! During your online workshop, a "Remote Check-In Code" will be shared with you. Simply log in to the Professional Development System, click on "Remote Check In" and Check in using the code provided. Follow the step-by-steps notes below to check in remotely.

To Check-In for an Online Workshop:

1. Register for the Workshop through the Professional Development System

2. Receive "Remote Check-In Code" from the Workshop Presenter/Contact

3. Log in to Professional Development System

4. *Click on "Remote Check In" (This will appear on the Professional Development System Menu bar)*
   You will be directed to the Remote Check-In page.
   A listing of your registered online workshop that will be starting within the next 15 minutes will appear.
   ***The online workshop will appear** 15 minutes before the workshop start time (throughout the workshop and will remain visible for 15 minutes after the session end time)*

5. Click on "Check In"

6. Enter the Remote Check-In Code and Click Submit

   A message will display to confirm you have checked in successfully.

1. How do I receive the code to check in for an online workshop?
   a. During your online workshop, the "Remote Check In Code" will be shared with you.

2. When can I check in for an online workshop?
   a. The "Remote Check In" tab will appear 15 minutes before the workshop start time, throughout the workshop, and 15 minutes after the session end time.

3. Can I check in for the online workshop without registering for the workshop?
   a. You MUST register for the workshop in order to have the option to "Remote Check In".

4. How can I confirm that I check in for the online workshop?
   a. You will receive a message that says you have successfully checked in. Within the Remote Check In tab, you will also see a listing of "Sign-ins in the last 12 hours" that you have signed in for.

   (see image below)

   ### My Professional Development Workshops

   | View/Print Transcript | View/Print Transcript by Date | View/Upload Out Of District Certificates |

   My Calendar   My Upcoming Workshops   My Workshop History   **Remote Check In**   My QR/Barcode

   #### Remote Check In

   You can check in to your workshop remotely just like you do when you enter your 4-digit pin in person. You must enter in code provided to you by the presenter or workshop owner. Workshop(s) to check in to will begin to show up 15 minutes before the workshop starts and will be there until 15 minutes after it ends.

Workshop#	Title	Description	
145367	MackinVIA Tools	Digital Tools and Content for EL and SPED Students and Teachers.	Check in

   #### Sign-ins in the last 12 hours

Workshop#	Date Time
145367	4/5/2020 2:07:59 PM

5. What if I attended the online workshop, but did not use the "Remote Check In Code" to check in and do not have credit for this workshop?
   a. Please contact the designated Workshop Contact(s) from the Workshop Details page to request to be checking in manually.