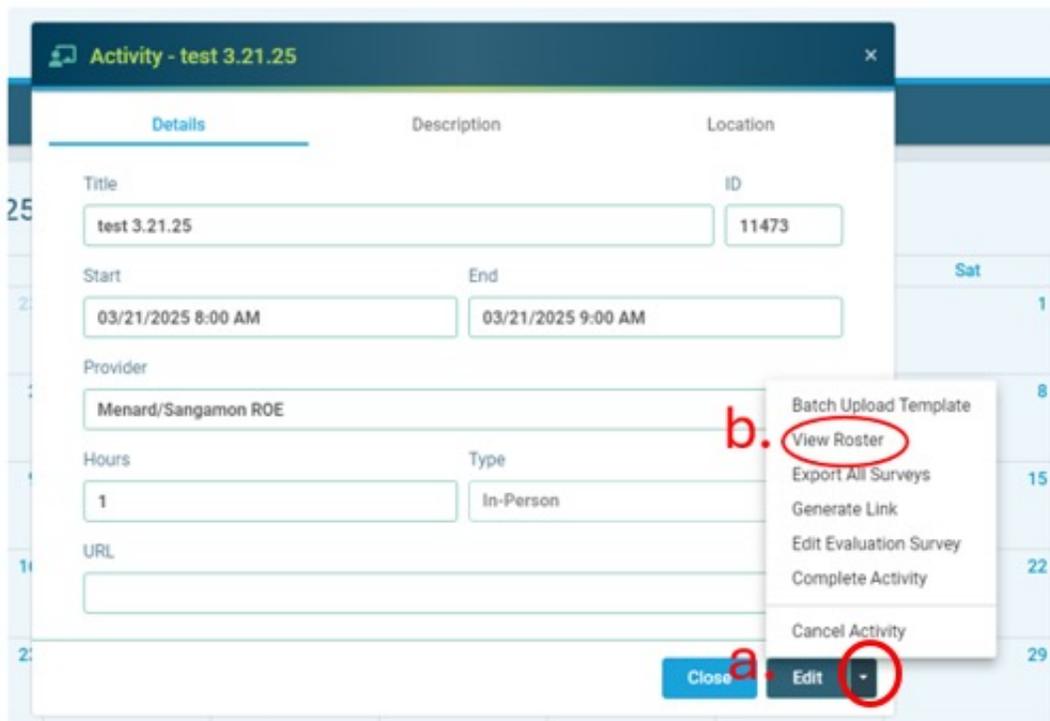


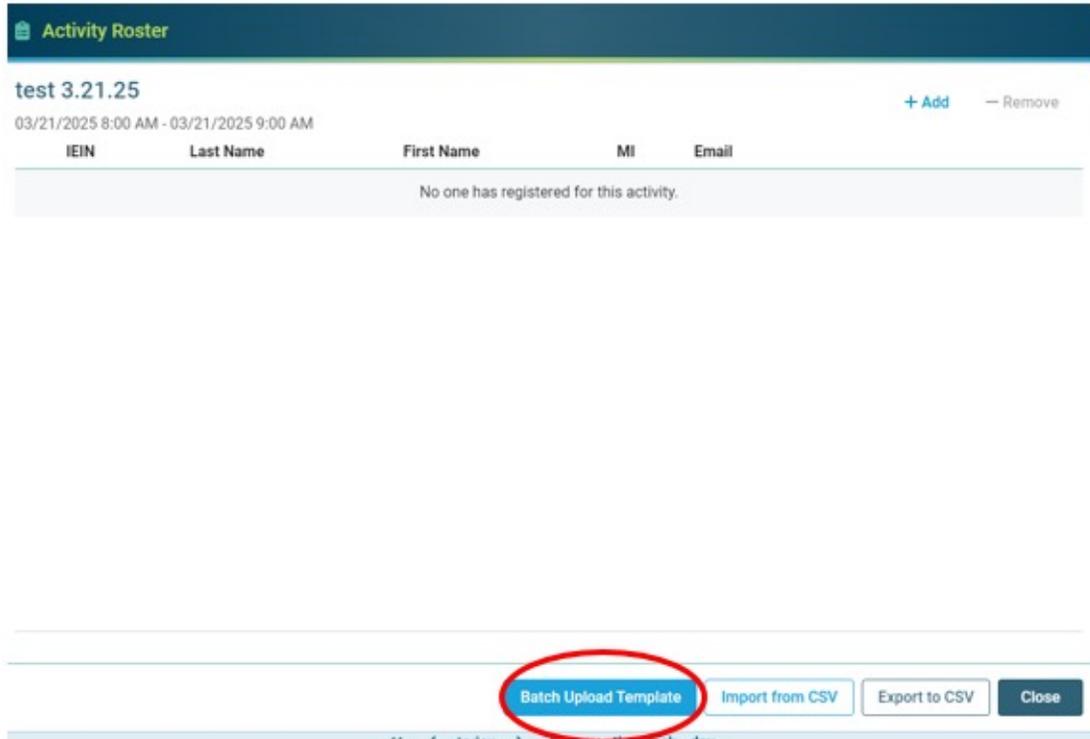


How to Use the Batch Upload Feature in PD+

1. Log in to PD+ as a provider.
2. Create and publish a PD activity.
3. Click on the **Activity Calendar**.
4. Locate the applicable activity to view the roster.
 - a. Click on the dropdown arrow on the **Edit** button.
 - b. Then select **View Roster**.

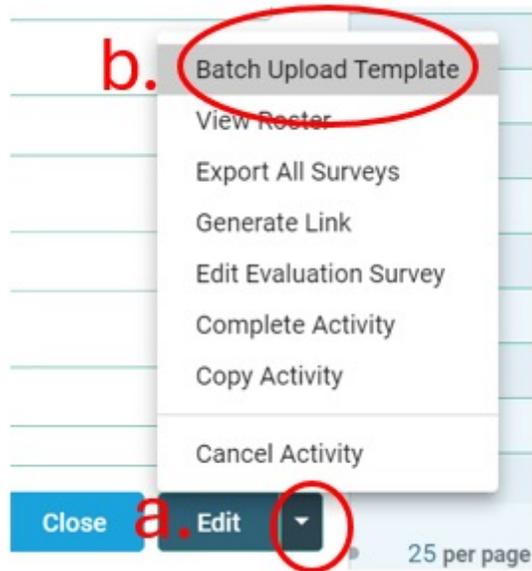


5. Click **Batch Upload Template**.

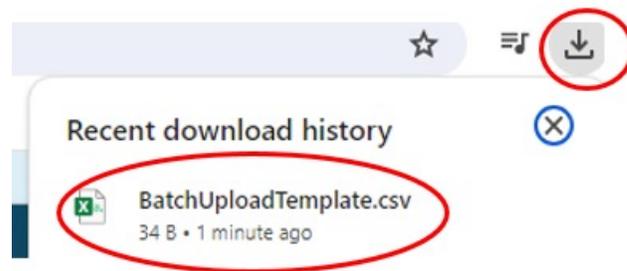


6. The **Batch Upload Template** can also be accessed by:

- a. Clicking on the dropdown arrow on the **Edit** button.
- b. Then selecting **Batch Upload Template**.



7. Open the CSV file from your recent download history.

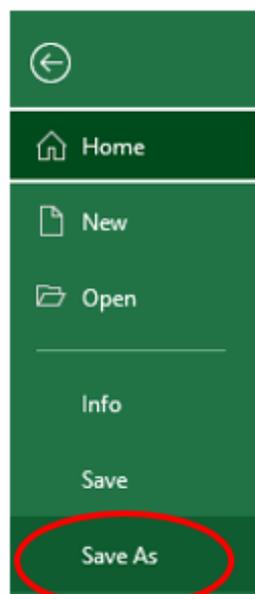


8. You can use this template to take attendance during the PD activity or copy and paste the attendee's information onto this sheet.

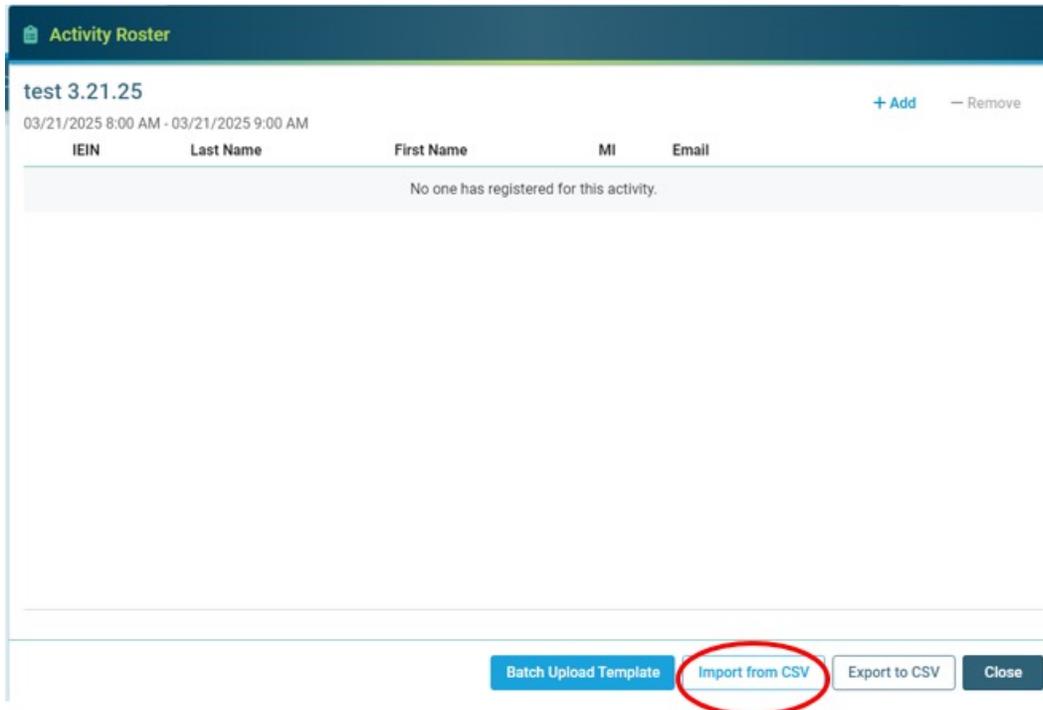
9. The attendee's Illinois Educator Identification Number (IEIN) and email address **must match** what is listed in their Educator Licensure Information System (ELIS) account.

A	B	C	D	E	F
IEIN	Last Name	First Name	MI	Email	
808889	Coolteacher	Timmy		ctaylor@isbe.net	

10. Once you have added the attendee to the list, click on **File** in the upper left-hand corner and then **Save As** to ensure the file saves as a CSV (Comma delimited)(*.csv) file.

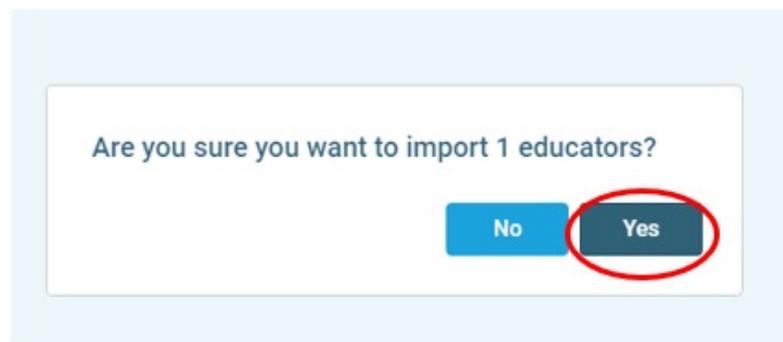


11. Return to PD+ account and click on **Import from CSV**.



12. Locate where you saved the attendance sheet, click on the file, and then select **Open**.

13. Select **Yes** when asked if you want to import the educators.



14. Next, the Bulk Registration Import Results will show you which educators were successfully added to the attendance roster.

Bulk Registration Import Results					
IEIN	Last Name	First Name	MI	Email	Result
808889	Coolteacher	Timmy		ctaylor@isbe.net	Successful

- a. If the IEIN and email do not match, then the participant will not receive professional development hours. You will see a message on the registration results showing which educators will not receive PD hours.
- b. This message lets you know the email address does not match what is listed in ELIS. This same message is shown if the IEIN does not match what is listed in ELIS.

Registration Import Results			
First Name	MI	Email	Result
Timmy		taylor@isbe.net	Educator email does not match email from IEIN.

15. You can download the Results for your records or select **Close**.

The screenshot shows a window titled "Bulk Registration Import Results" with a close button (X) in the top right corner. The window contains a table with the following data:

IEIN	Last Name	First Name	MI	Email	Result
808889	Coolteacher	Timmy		ctaylor@isbe.net	Successful

At the bottom of the window, there are two buttons: "Download Results" and "Close". The "Close" button is circled in red.

16. Then, you will click on **Close** again.

17. You will be directed back to the activity on the provider calendar screen.

a. Click on the dropdown arrow on the **Edit** button.

b. Then select **Complete Activity**.

Activity - test 3.21.25

Details	Description	Location
Title		ID
test 3.21.25		11473
Start	End	
03/21/2025 8:00 AM	03/21/2025 9:00 AM	
Provider	Menard/Sangamon ROE	
Hours	Type	
1	In-Person	
URL		

Batch Upload Template
View Roster
Export All Surveys
Generate Link
Edit Evaluation Survey
Complete Activity
Cancel Activity

Close Edit

18. Select all attendees who should receive professional development hours.

a. During this time, you may adjust the hours awarded if an educator only attended part of the activity.

b. You also may add additional attendees by clicking the **Add** button.

c. Once attendance is verified, you will click **Verify Attendance**.

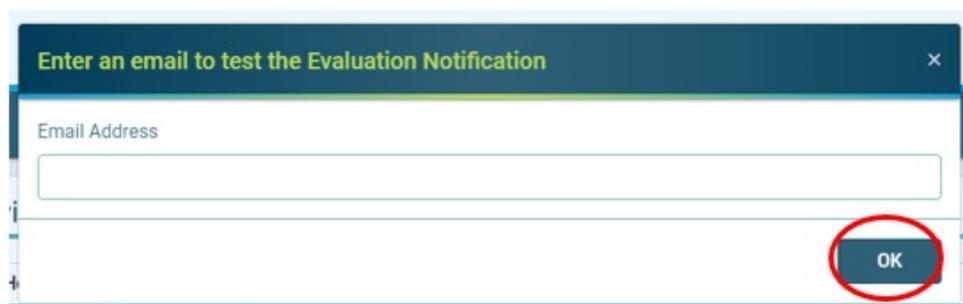
Complete Activity - test 3.21.25

+ Add Educator

Attendance	Hours	IEIN	Last Name	First Name	MI	Email
<input type="checkbox"/>	1.00	808889	Coolteacher	Timmy	J	ctaylor@isbe.net

Verify Attendance

19. You are not required to enter an email to test the evaluation notification. Instead, just click **OK**.



- 20.** You can continue to add attendees to a saved batch upload list or CSV file. The file can be imported as many times as needed until all attendees are included on the attendance roster in PD+ for a particular activity.
- a.** The system will only add attendees that are not already included on the attendance roster.
 - b.** You will need to repeat steps 17-19, marking the activity as complete, to award professional development hours to newly added attendees.
- 21.** You have successfully added attendees to the roster using the batch upload feature. You also marked the activity as complete and verified the attendance. All educators whose attendance was verified will receive a notification in PD+ to complete Form 77-21A to receive PD hours. Once Form 77-21A is completed by the educator, PD hours will be awarded for the activity. An educator will not receive PD hours until the activity is marked as complete and Form 77-21A is completed.

Please send any questions to PDPlus@isbe.net.