

## **Steps for Awarding Points in NetConnect** **(For Non-Moodle Course)**

The Implementation (ARROW) survey is configured for you to take attendance and select Pending Complete in NetConnect on the day of your section end date. The Implementation (ARROW) survey is no longer available 40 days after your section end date.

For each day you delay marking a participant Pending Complete after the section end date, the number of days the participant has to complete the survey diminishes by a day. (Example: if you mark the participant Pending Complete the day after the section end date, then the participant will have 39 days to complete the survey.)

If you wish to make sure participants have a full 40 days to complete the Implementatin (ARROW) survey, the section end date must be changed. Please follow the instructions for doing that below in *Steps for Reactivating Implementation ARROW Survey for 40 (More) Days*

### **Instructions for Marking Attendance on the Day the Section is Offered**

**(This gives participants a full 40 days to complete the Implementation (ARROW) Survey)**

- On the day the section is offered, In Attendance mark attendance in system
- On the day the section is offered, In Roster Status mark each person Pending Complete (Electronic *Implementation ARROW* will Trigger for participants)

An email is sent out to the participant's district email account on the day after the survey has been triggered. The survey closes sometime on the 40<sup>th</sup> day after the section end date.

Collect Follow Up Documentation (you will arrange to do this, it is not done in NetConnect)

After the *Implementation ARROW* and Follow-up are collected, change Roster Status to Complete (NOTE\*\*\*\*\*Make sure you adjust the number of points awarded (in Award Multiple Credits) before this step if desired, otherwise participants will get the number of points you listed in the course)

Points are awarded in the System

**Steps for Reactivating *Implementation ARROW* Survey for  
40 (More) Days**  
*(These are the instructions for changing the course end date)*

*Make sure participants who have not completed a survey are marked **Pending Complete** in the **Roster Management** area of NetConnect.*

- Select **Propose a Course** (at top of screen)
- Type section name/number in search box for **Section**
- Select **Search**
- From the list, select the Section you would like to revise
- Next to the Section name, in the Actions dropdown, select **Manage**
- From the list, select the section you wish to edit and select **Edit**
- Scroll to the bottom, select **Edit**
- Change the **Section End Date** to the current date (today's date)
- At the bottom select **Save**
- At the bottom select **Done**

The survey will be immediately rereleased to those who have not completed it and are marked pending complete.

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