

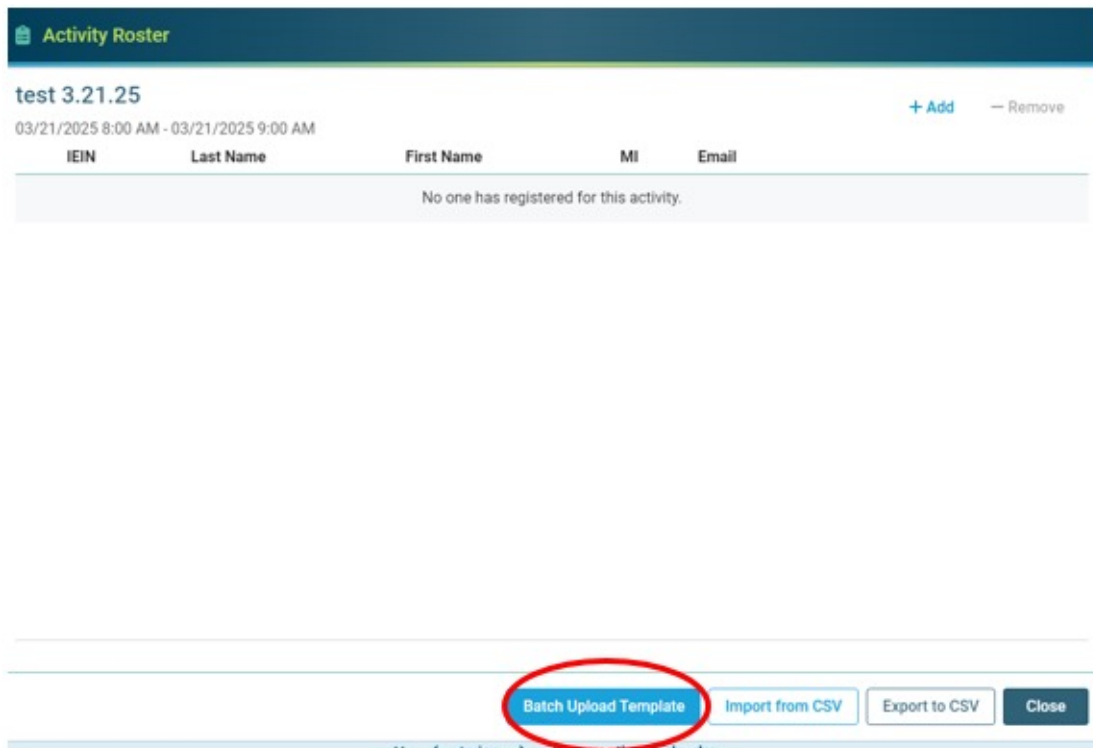


How to Use the Batch Upload Feature in PD+

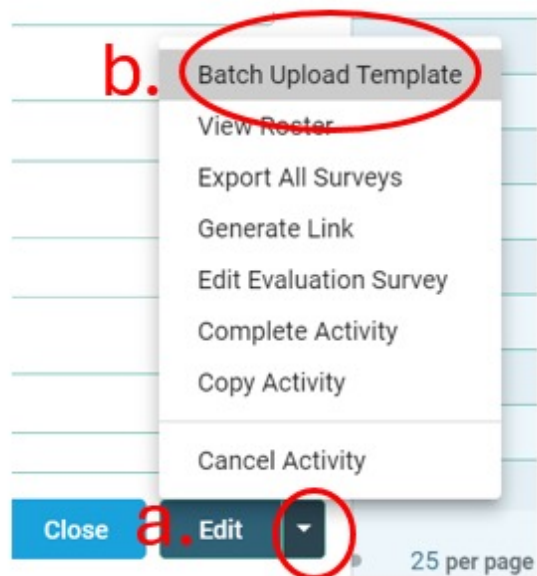
1. Log in to PD+ as a provider.
2. Create and publish a PD activity.
3. Click on the **Activity Calendar**.
4. Locate the applicable activity to view the roster.
 - a. Click on the dropdown arrow on the **Edit** button.
 - b. Then select **View Roster**.

A screenshot of the PD+ 'Activity - test 3.21.25' form. The form is divided into sections: Details, Description, and Location. The 'Details' section contains fields for Title (test 3.21.25), ID (11473), Start (03/21/2025 8:00 AM), End (03/21/2025 9:00 AM), Provider (Menard/Sangamon ROE), Hours (1), Type (In-Person), and URL. A red circle labeled 'a.' highlights the 'Edit' button at the bottom right. A dropdown menu is open from the 'Edit' button, showing options: Batch Upload Template, View Roster (circled in red), Export All Surveys, Generate Link, Edit Evaluation Survey, Complete Activity, and Cancel Activity. A red circle labeled 'b.' points to the 'View Roster' option. The background shows a calendar grid with dates 1, 8, 15, 22, and 29.

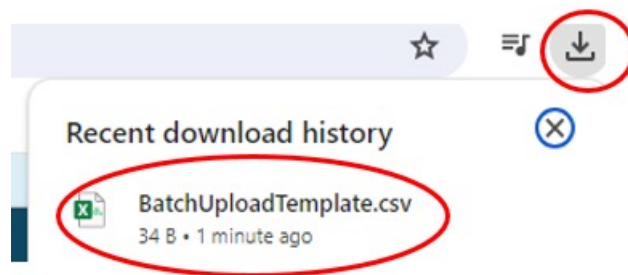
5. Click **Batch Upload Template**.



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**.



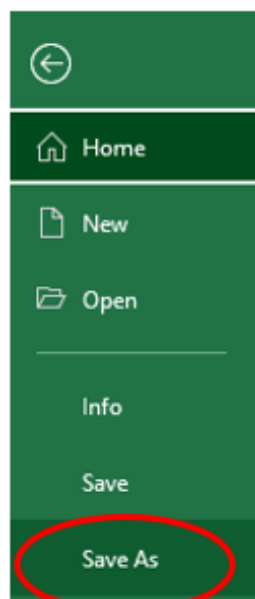
7. Open the CSV file from your recent download history.



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 date of birth **must match** what is listed in their Educator Licensure Information System (ELIS) account.

A	B	C	D	E
IEIN	Last Name	First Name	MI	DOB
808889	Coolteacher	Timmy		9/13/1964

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**.

Activity Roster

test 3.21.25

+ Add — Remove

03/21/2025 8:00 AM - 03/21/2025 9:00 AM

IEIN	Last Name	First Name	MI	Email
No one has registered for this activity.				

Batch Upload Template

Import from CSV

Export to CSV

Close

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.

Are you sure you want to import 1 educators?

No

Yes

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	Dob	Result
808889	Coolteacher	Timmy		9/13/1964	Successful

- a. If the IEIN and date of birth 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 birth date does not match what is listed in ELIS. This same message is shown if the IEIN does not match what is listed in ELIS.

Bulk Registration Import Results					
IEIN	Last Name	First Name	MI	Dob	Result
808889	Coolteacher	Timmy		9/12/1964	Educator birth date does not match.

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

Bulk Registration Import Results					
IEIN	Last Name	First Name	MI	Dob	Result
808889	Coolteacher	Timmy		9/13/1964	Successful

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

test 3.21.25

ID

11473

Start

03/21/2025 8:00 AM

End

03/21/2025 9:00 AM

Provider

Menard/Sangamon ROE

Hours

1

Type

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**.

The screenshot shows a web interface titled "Complete Activity - test 3.21.25". Below the title is a table with columns: Attendance, Hours, IEIN, Last Name, First Name, MI, and Email. The first row of the table has the following values: an unchecked checkbox under "Attendance", "1.00" under "Hours", "808889" under "IEIN", "Coolteacher" under "Last Name", "Timmy" under "First Name", "J" under "MI", and "ctaylor@isbe.net" under "Email". A red circle labeled "a." is around the "Attendance" checkbox. Above the table, a red circle labeled "b." is around a "+ Add Educator" link. Below the table, a red circle labeled "c." is around a "Verify Attendance" button.

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

The screenshot shows a modal window with a dark blue header containing the text "Enter an email to test the Evaluation Notification" and a close button (X). Below the header is a text input field labeled "Email Address". At the bottom right of the modal is a dark blue button with the text "OK", which is circled in red.

- 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.