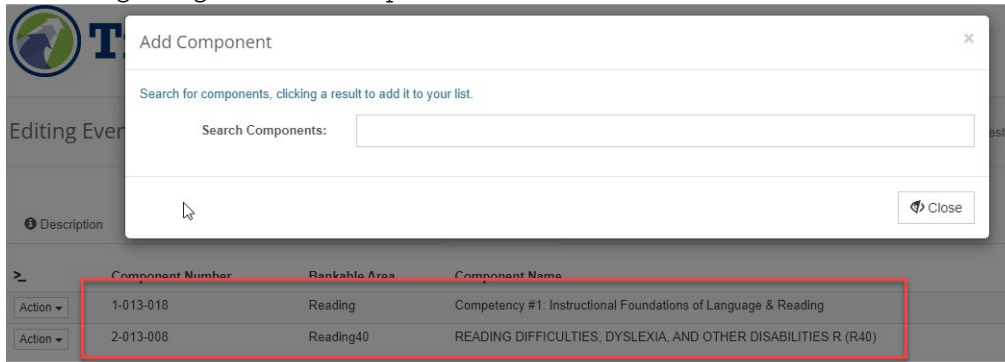


Using Multiple Components

1. When creating the event, on the 'Components' tab, you can add more than one component by searching using name or component number.



2. You will be able to choose from these components in any of the sessions associated with the event.

Description	Survey 5	Configuration	Indicators	Components	Tasks	Sessions	Attachments
>	Name	Start	Registered	Location			
Action	Reading Comp 2	2023/11/27 10:36am	2	Online			
Action	Reading Comp 2 (R40)	2023/11/27 10:36am	2	Online			

3. When assigning points, on the 'Finalize' tab, you can select which component to associate the points with.

⚠ You must assign a component under the Finalize tab for that user's status to be "Completed," even if they earned no points. Otherwise their status will remain "Attended."							
Tasks	#1	Finalize					
Select:	All	None	With selected, assign component:				
Select	Name					Component	
☒	Kirkland, Raymond	Putnam	Full	60	0	Competency #1: Instructional Foundations of Language & Reading (Reading)	
☐	Murph, Ginny	Putnam	Full	60	0	READING DIFFICULTIES, DYSLEXIA, AND OTHER DISABILITIES R (R40) (Other (4))	

4. Note: if you are awarding points under different bankability areas to one person, you will need to do that in two different sessions. Example: someone takes Reading Comp 2 and wants to split those points between the 40 Reading 40 points and 20 Reading Bankable points.