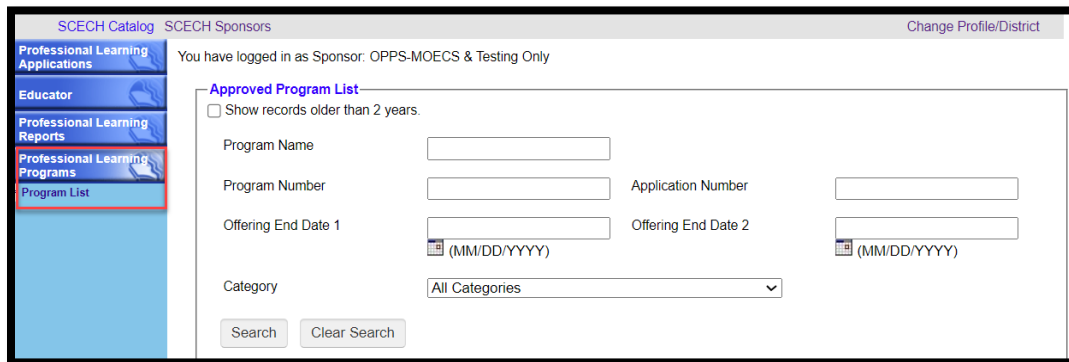


Uploading Participants

State Continuing Education Clock Hours (SCECH) Manual

After a State Continuing Education Clock Hours (SCECH) Program has taken place, the participants must be uploaded into the Michigan Online Educator Certification System (MOECS). Only the SCECH Coordinator (not an Assistant Coordinator) has access to upload participants in order to avoid duplication.



Participants must have a Personnel Identification Code (PIC) number and a MOECS account to be awarded their SCECHs in MOECS. Any participant who does not have a PIC receives a [Certificate of Completion](#).

If an educator receives a Certificate of Completion and later receives a PIC and MOECS account, the educator may return the certificate along with a valid PIC number to the sponsor of the program to be uploaded into MOECS.

Instructors/Speakers of professional learning sessions are not eligible for SCECHs in sessions they present. They are considered the experts on the topic.

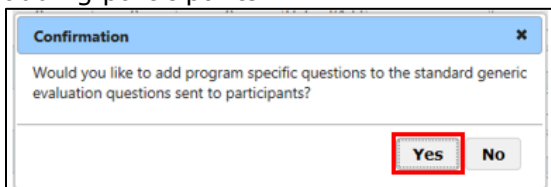
Please follow the steps below to enter participants in the Michigan Online Educator Certification System (MOECS).

1. SCECH Coordinator logs into MOECS account and clicks on "Professional Learning Programs" (See Above).
2. To upload participants, select Upload/Add under the Roster Heading from the appropriate program.

Program Name	Program Number	Begin Date	End Date	County	Uploaded	Evaluation Complete	Roster	Pending Upload	Functions
test dates	20222187	05/01/2023	05/05/2023	Clinton	2	0	Upload/Add	No	Please Se
Phone Extension Test	20231549	04/11/2023	04/11/2023	Crawford	1	0	Upload/Add	No	Please Se
Test for catalog use	20230451	02/01/2023	02/01/2024	Ingham	1	0	Upload/Add	No	Please Se

3. If participants have not yet been uploaded to this particular program, a popup menu will appear and ask about adding evaluation questions. Evaluation questions can only be added

before the first participant is uploaded. Click "Yes" to add questions or "No" to continue to adding participants.



4. Upload participants by entire roster using the downloadable template (Option 1) or by individual attendee (Option 2).
5. Once upload is saved without errors, the program evaluation survey will be sent to each uploaded participant. Survey notifications are sent one per upload, but a survey will be available to complete for each date entered for the participant. Once the program evaluation survey is completed, the participant will receive SCECHs for the program.

Option 1: Uploading entire roster by using the roster template

1. Click "Download Template".

First Name, Last Name, PIC, Event Date, and SCECHs Earned are required fields.

Option 1 - Upload Entire Roster

Upload Attendee information using Excel CSV file

Please select the CSV file to upload from your computer by using the "Browse" button.

NOTE: If you have more than 2,000 attendees, please split your list of attendees into multiple Excel CSV files and upload them separately.

Choose File No file chosen

Upload

[How do I create a csv file](#)

[Download Template](#)

2. Within the upload template, enter accurate information into each corresponding column. The template includes columns for First Name, Last Name, Event Date, General SCECHs, and each of the School Counselor categories (College Prep and Selection, Career Exploration, Military Options). Only enter SCECHs into the school counselor columns if uploading to a [School Counselor program](#). **Do not** change anything in the first row (header row). If you change anything on the template, the file will not upload.

A	B	C	D	E	F	G	H
First Name	Last Name	PIC	Event Date	General SCECHs	School Counselor - College	School Counselor - Career	School Counselor - Military

The below information pertains to the completion of the template:

- **Names:** Both first and last names must match the name associated with the PIC as it appears in MOECS. If a shortened version of the name is used, it will read as an error.
- **PIC:** Must be entered accurately. If the PIC does not match both names, it will read as an error.
- **Event Date:** Date of the specific activity. A participant can only be uploaded to a specific date one time. If using a yearlong program, the same participant may be entered on the same template multiple times to different dates, but not multiple times to the same date.

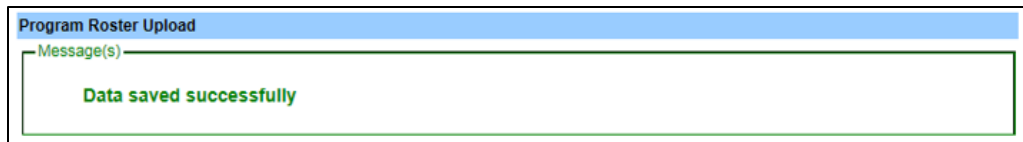
- **General SCECHs:** The amount of SCECHs earned from the activity for that specific date. Partial credit may be given if a participant only attended a portion of the activity. The number of General SCECHs may not exceed the total number of hours in the program application.
 - **School Counselor Categories:** Enter the amount earned in each category. Only needed to be completed for programs created using the school counselor category. Hours may not exceed the total amount of hours entered for each category in the program application. General educators may receive hours in these categories.
3. Save the completed template as .csv file.
 4. Click Browse on the Upload page to select the prepared file.
 5. Press the "Upload" button to upload the roster.
 6. Correct errors. After uploading rosters, MOECS will list all participants who were accepted as matching records in MOECS (Roster Records Found) as well as those rejected participants due to errors (Rejected Roster Records), along with three options: Accept Roster Records Found, Delete Complete Upload, and Export to Excel.

Roster Records Found			
First Name	Last Name	PIC	SCECHs Earned
FNAME	HUNDREDONE	812358	45
FNAME	HUNDREDTWO	812359	45

*Select "**Accept Roster Records Found**" to upload Records Found and **DELETE** Rejected Roster Records

Rejected Roster Records						
Edit	Delete	First Name	Last Name	PIC	SCECHs Earned	Error
		FNAME	HUNDREDTHREE		45	PIC is empty.
		FNAME		864911	45	Last Name cannot be empty. Last name does not match.
			HUNDREDFIVE	864910	45	First Name cannot be empty. First name does not match.
		John	Smith	123	45	No registrant found with last name as 'Smith' and first name as 'John' and PIC as '123'.
		Joe	Smith	333	45	Last name does not match. First name does not match.

- **Accept Roster Records Found:** This will upload all records in the *Roster Records Found* list and delete any remaining *Rejected Roster Records* from MOECS. Any deleted errors would need to be fixed and reuploaded. It is recommended to export the list prior to accepting to have a record of any errors. Errors may be corrected before accepting the records (see below). Once *Accept Roster Records Found* is selected, a "Data saved successfully" message will appear at the top of the screen. The upload is not complete until this message is shown.



- **Delete Complete Upload:** This would delete the whole file from MOECS and remove all the uploaded names for that program. The entire corrected participant list would then need to be reuploaded to award the SCECHs. If deleting the complete upload, a box will pop up asking for confirmation. Select OK to delete the complete upload. Select Cancel to correct those errors listed.
- **Export to Excel:** This option will create an export file that downloads to Microsoft Excel. The file will contain all participants uploaded with Roster Records Found listed first, followed by the Rejected Roster Records. Export this prior to accepting records to have a record of errors.
- **Correcting Roster Errors:** To correct any of the errors from the rejected roster, click the edit pencil on the left and enter the corrected information. Individual names may be deleted by clicking the red X.

Correct Roster Error

PIC: 864910
 First Name:
 Last Name: HUNDREDFIVE
 SCECHs Earned: 45

Save Cancel

Edit	Delete	First Name	Last Name	PIC	SCECHs Earned	Error
		FNAME	HUNDREDTHREE		45	PIC is empty.
		FNAME		864911	45	Last Name cannot be empty. Last name does not match.
			HUNDREDFIVE	864910	45	First Name cannot be empty. First name does not match.
		John	Smith	123	45	No registrant found with last name as 'Smith' and first name as 'John' and PIC as '123'.

*Select "Accept Roster Records Found" to upload Records Found and DELETE Rejected Roster Records

Accept Roster Records Found Delete Complete Upload Export to Excel

- If needed, the [Educator List](#) may be used to ensure the name and PIC match. This can be done prior to upload, or when correcting errors from the exported list. Click "Educator" from the left menu and search by first name, last name, PIC, or email to find the educator's record. Partial names may be used to search.

Professional Learning Applications
 Educator
 Professional Learning Reports
 Professional Learning Programs

Educator List

Search

Last Name: First Name:
 Email: PIC:

Search Clear Search

Option 2: Uploading by individual attendee

1. Enter the PIC for the educator.
2. Hit Enter or Tab and the first and last name will prepopulate.
3. Verify educator's name.
4. Enter the date of the specific activity as the Event Date.
5. Enter the amount of SCECHs earned (This may be a
6. different amount than the total SCECHs allowed for the program)
7. Click "Save" after entering each participant.
8. When finished, select "Done". A "Data Successfully Saved" message will appear.

Option 2 - Upload Attendees Individually Or add an Attendee to a previously uploaded roster
Add Attendee Information

PIC	<input type="text"/>	You can look up an educator by PIC. Simply textbox and hit Tab key.
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Event Date	<input type="text"/>	
General SCECHs Earned	<input type="text" value="45"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Done"/>		

Participant Upload Corrections

If you have awarded an educator the wrong number of hours, in the wrong area, or the wrong Event Date you can delete them from the program if they have not completed the evaluation yet. After deleting the record, re-enter the educator with the correct number of hours.

If they have completed the evaluation, send an email request to SCECH@Michigan.gov and we can change the hours if needed. We will need the program approval number, the participants name & PIC, the Event Date, and the amount it needs changed to.

For more information, please view the [Uploading SCECH Program Participants to MOECS Instructional Video](#) or contact SCECH@Michigan.gov.

[Return to the full SCECH Sponsor Manual.](#)