

# RSS TRAINING

## Enrollment (Managing Attendance)

### Introduction to Managing Attendance

Enrollment is the process for recording attendance. The new system is “Account-based” meaning that every learner will need to access/create an account at <http://cce.upmc.com>. There are three options for recording attendance:

- SMS texting
- Importing (Excel Spreadsheet)
- Search and Enroll (Manual Entry)

Step by step instructions for each enrollment option are available at <http://cce.upmc.com/RSS>.

### Notes:

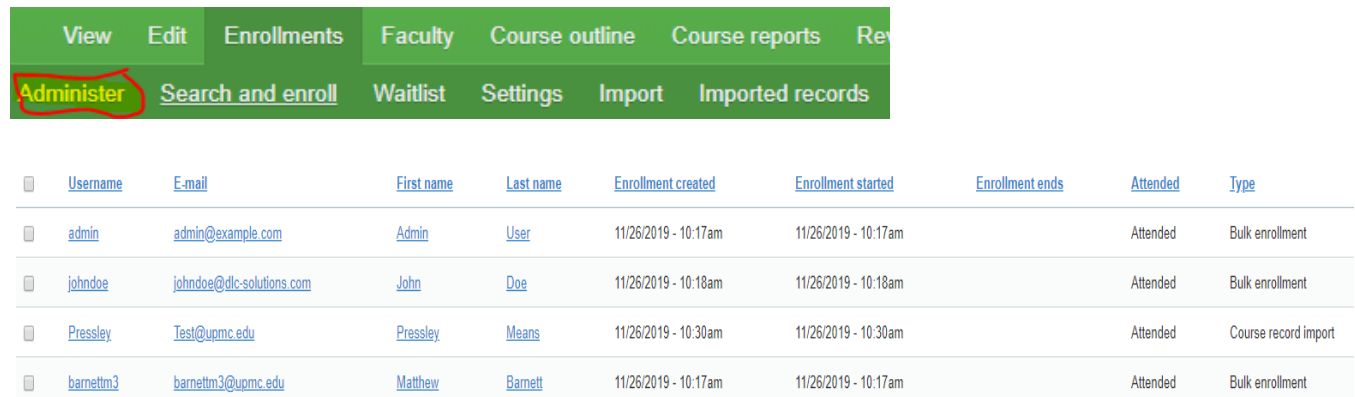
\*The preferred method is SMS Texting.

\*ALL three options are available for each session. For example, you can use SMS Texting but still use the importing tool for the same session.

### View and Edit Attendance Records

The course contact has the ability to view and edit attendance records for each session. For example, if a learner is inadvertently enrolled, the course contact can remove the enrollment.

**Step 1:** Go to **Administer**. View list of all learners.



<input type="checkbox"/>	<a href="#">Username</a>	<a href="#">E-mail</a>	<a href="#">First name</a>	<a href="#">Last name</a>	<a href="#">Enrollment created</a>	<a href="#">Enrollment started</a>	<a href="#">Enrollment ends</a>	<a href="#">Attended</a>	<a href="#">Type</a>
<input type="checkbox"/>	<a href="#">admin</a>	<a href="mailto:admin@example.com">admin@example.com</a>	<a href="#">Admin</a>	<a href="#">User</a>	11/26/2019 - 10:17am	11/26/2019 - 10:17am		Attended	Bulk enrollment
<input type="checkbox"/>	<a href="#">johndoe</a>	<a href="mailto:johndoe@dlc-solutions.com">johndoe@dlc-solutions.com</a>	<a href="#">John</a>	<a href="#">Doe</a>	11/26/2019 - 10:18am	11/26/2019 - 10:18am		Attended	Bulk enrollment
<input type="checkbox"/>	<a href="#">Pressley</a>	<a href="mailto:Test@upmc.edu">Test@upmc.edu</a>	<a href="#">Pressley</a>	<a href="#">Means</a>	11/26/2019 - 10:30am	11/26/2019 - 10:30am		Attended	Course record import
<input type="checkbox"/>	<a href="#">barnetm3</a>	<a href="mailto:barnetm3@upmc.edu">barnetm3@upmc.edu</a>	<a href="#">Matthew</a>	<a href="#">Barnett</a>	11/26/2019 - 10:17am	11/26/2019 - 10:17am		Attended	Bulk enrollment

**Step 2:** To edit enrollments, type in any part of their **first** and/or **last name** and/or email.

User: E-mail	First name	Last name	
<input type="text" value="admin@example.com"/>	<input type="text" value="Admin"/>	<input type="text" value="User"/>	<input type="button" value="Apply"/>

- Once their name appears place a check mark in the box of the record you are editing.
- Check the box to select the applicable user(s), once they are selected, choose the option relevant to the situation.

Operations

1 row selected ([reset](#))

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<input type="checkbox"/>	<a href="#">Username</a>	<a href="#">E-mail</a>
<input checked="" type="checkbox"/>	<a href="#">admin</a>	<a href="#">admin@example.com</a>

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Operations

**Important Note:** The list includes all learners who have an account and have been awarded credit for this session (entered by SMS text, Importing, and/or Search and Enroll).

**Tip:** If you are looking for a learner who was imported but is not listed in the “Administer” tab, it is likely that the learner did not create an account.