**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:

* \*Pre-registration (Ethos) (only ***prior to*** the start date for a live activity)
* Importing (Excel Spreadsheet)
* Search and Enroll (Manual Entry)
* SMS Texting

**Notes:**

\*ALL three options are available for each session. For example, you can use Importing but still use the Search and Enroll tool for the same activity.

\* A learner will not be able to enroll for a live activity after a live activity has started.

**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.





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



1. Once their name appears place a check mark in the box of the record you are editing.



1. Once they are selected, choose the relevant option.



**Important Note:** The list includes all learners who have an account and have been awarded credit for this session (entered by Pre-registration, 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.