

RSS TRAINING

Enrollment (Managing Attendance)

SMS Texting

The new system allows learners to record attendance **by sending an SMS text message**.

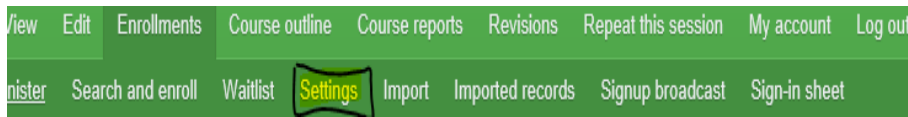
- Learners must have Mobile enabled in their account.
- Once the session is in the “ Approved” state (refer to the Session Workflow for more information), the RSS coordinator will have access to a unique code for each session.
- Once the learner texts the session code, they will receive text confirmation and credit is awarded instantly.

Step 1- Access your **Series** and applicable **Session**.

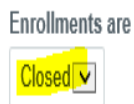
Step 2- Click on **Enrollments**.



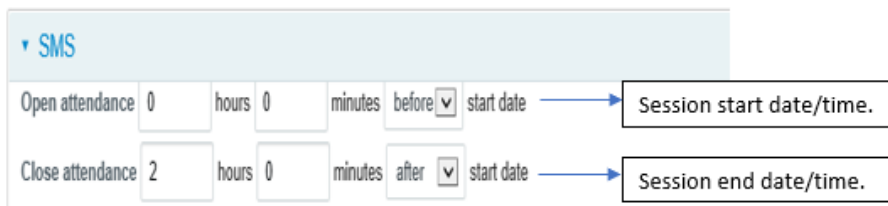
Step 3- Click on **Settings**.



a. Ensure **Enrollments** are closed.



b. Adjust the time for how long you want the SMS enrollment to be open (i.e. when a learner will be allowed to text the code).

A form titled 'SMS' with two rows. The first row is 'Open attendance' with input fields for '0' hours and '0' minutes, a dropdown menu set to 'before', and 'start date'. An arrow points to a box labeled 'Session start date/time.'. The second row is 'Close attendance' with input fields for '2' hours and '0' minutes, a dropdown menu set to 'after', and 'start date'. An arrow points to a box labeled 'Session end date/time.'.

In this example, a learner can text at the time the session begins and 2 hours after the session.

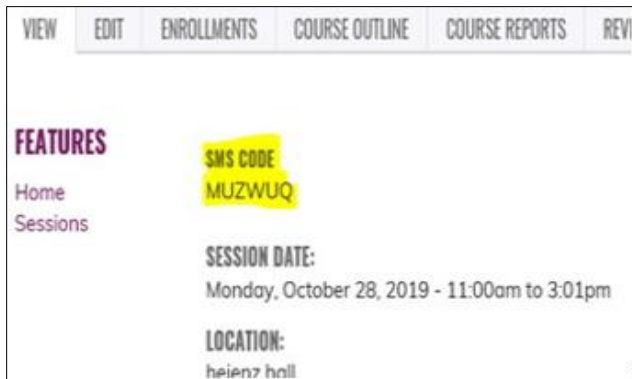
c. Do not send a confirmation email. The learner will receive an automated text notification (**leave unchecked**).

Send confirmation

Confirmation email
Email sent to user upon signup. Sup
signups" permission), and any token

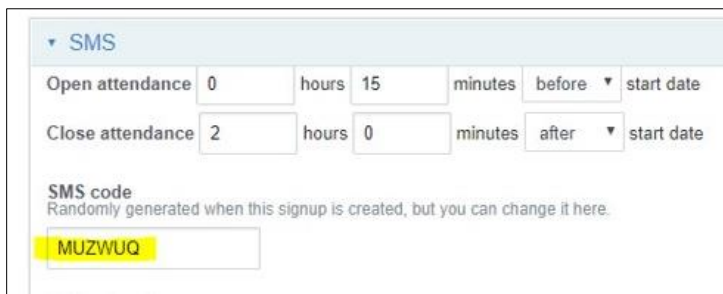
Step 4: Once the session is in the “Approved” state (refer to the Session Workflow for more information), the course contact will have access to a unique code for each session. The course contact can find the unique 6-digit code on the landing page of the session and in Enrollments.

1. On the landing page of the Session:





The screenshot shows a navigation bar with tabs: VIEW, EDIT, ENROLLMENTS, COURSE OUTLINE, COURSE REPORTS, and REVI. Below the navigation bar, there is a 'FEATURES' section. Under 'FEATURES', there is a 'SMS CODE' field with the value 'MUZWUQ' highlighted in yellow. Below this, there is a 'SESSION DATE:' field with the value 'Monday, October 28, 2019 - 11:00am to 3:01pm'. Below that, there is a 'LOCATION:' field with the value 'heien7 hall'.

2. In **Enrollments**, choose **Settings**:



The screenshot shows the 'SMS' settings page. It has a dropdown menu for 'SMS' and two rows of input fields. The first row is 'Open attendance' with a value of '0' hours and '15' minutes, and a dropdown menu set to 'before' and a 'start date' field. The second row is 'Close attendance' with a value of '2' hours and '0' minutes, and a dropdown menu set to 'after' and a 'start date' field. Below these fields, there is a section for 'SMS code' with the text 'Randomly generated when this signup is created, but you can change it here.' and a text input field containing 'MUZWUQ' highlighted in yellow.

Step 5: Provide the SMS code to the learners. There is not a required method for communicating the unique code along with the phone number to text to, 412-312-4424, to the learners. Two examples are provided below (click to view) and available at <http://cce.upmc.com/rss>.

-  [Sample SMS Text Code Onsite Slide.pptx](#)
-  [Sample Onsite Documentation_How to Receive and View Credit Using SMS Texting.doc](#)