RSS TRAINING

Enrollment (Managing Attendance)

SMS Texting

The new system allows learners to record attendance **by sending an SMS text message**.
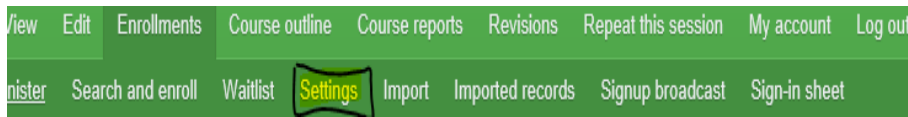- Learners must have Mobile enabled in their account.
- Once the session is in the " Approved" state (refer to the Session Workflow for more information), the RSS coordinator will be have access to a unique code for each session.
- Once the learner texts the session code, they will receive text confirmation and credit is awarded instantly.

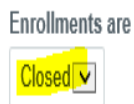**Step 1-** Access your **Series** and applicable **Session**.

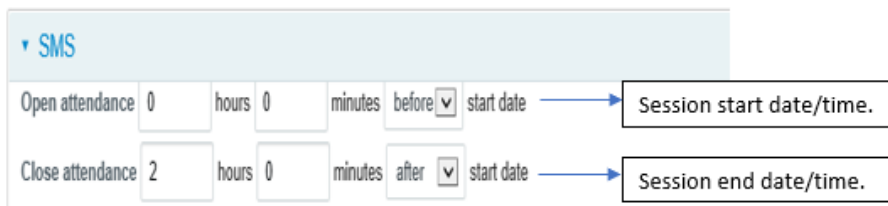**Step 2-** Click on **Enrollments.**

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).

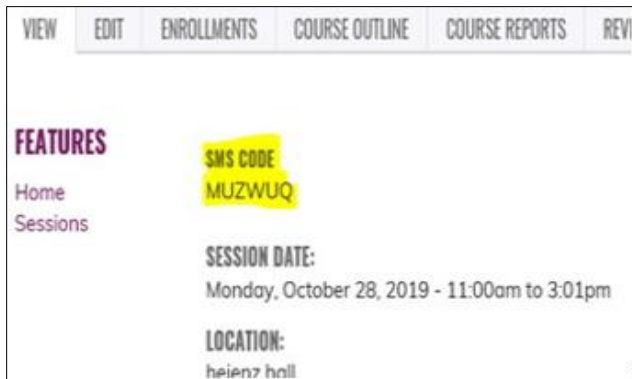In this example, a learner can text at the time the session begins and 2 hours after the session.

c. Do not send a confirmation email. The learner will receive an automated text notification (**leave unchecked**).
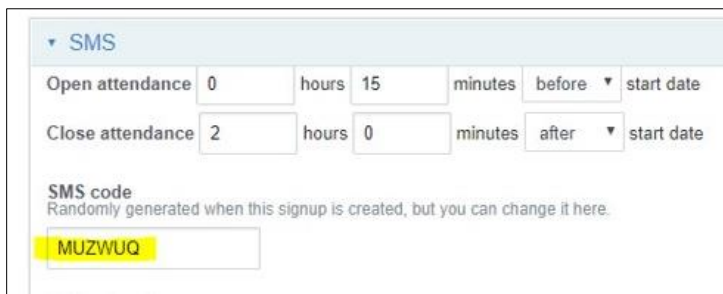
Step 4: Once the session is in the "Approved" state (refer to the Session Workflow for more information), the course contact will have access to a unique code for each session. The course contact can find the unique 6-digit code on the landing page of the session and in Enrollments.

1. **On the landing page of the Session:**

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

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