

Managing Enrollment and Attendance:

Enrollment is the process for recording attendance. As the contact for this course, you will be responsible for ensuring the CCEHS has an accurate list of attendees. This is an important step because the attendee will not be able to complete the course evaluation and/or claim credit until they are enrolled.

Note: The onsite instructions for claiming credit provided to the learner will vary for each option (G. Awarding Credit below)

Options for recording attendance are outlined below. You will work with your CCEHS course contact to determine the most appropriate option for your course.

There are multiple enrollment options available:

Option 1: Ethos/CCEHS Registration. You use online registration available in the CCEHS Learning Portal. In this scenario the attendees will be able to access the course evaluation and claim credit the day of the activity. Following the activity, you will provide me with an “Add/Remove” list to ensure the attendance is accurate. The benefit of this scenario is that the attendee will be able to access the course evaluation and/or claim credit immediately.

Option 2: Import prior to the course. You provide me with a list of attendees in an Excel spreadsheet (**attached**) prior to the conference date. In this scenario the attendees will be able to access the course evaluation and claim credit the day of the activity. Following the activity, you will provide me with an “Add/Remove” list to ensure the attendance is accurate. The benefit of this scenario is that the attendee will be able to access the course evaluation and/or claim credit immediately. **Refer to “Importing” instructions for step-by-step instructions.**

Option 3: Import following the course. You provide me with a list of attendees in an Excel spreadsheet (**attached**) following the activity. In this scenario the attendee will not be able to access the course evaluation and/or claim credit until I receive the attendee information and upload in the new system. **Refer to “Importing” instructions for step-by-step instructions.**

Option 4: Attendance code. You will receive a unique code. As the course contact, you will provide the code to the learners. The learner has the option to either text the code or go to <http://cce.upmc.com/code> and enter the code. Once submitted, the learner is enrolled in the course. **Refer to “Attendance Code” for step-by-step instructions.**

Option 5: Search and enroll. The Search and Enroll feature can be used to manually record a learner’s attendance. This is a good option for enrolling a few learners, but it is time consuming if you are enrolling a large number. **Refer to “Search and Enroll” instructions for step-by-step instructions.**

Note:

- You will be able to enroll any user this way, but they must already have an account created.
- You must enroll the learner AND mark the learner as attended. The course will not appear in Pending Activities if the learner has not been marked as attended.

Below are **sample Confirmation Emails**. Essentially, anything you add in the confirmation email text box will be included in the confirmation. In addition to including instructions for how to receive credit, this is a good option for adding information relevant to the course such as a Zoom link.

Note:

- If you are importing, **only attendees with an account** will receive a confirmation email.
- If you are using the “CODE” option, a confirmation email is not applicable in most scenarios.