**Instructions for Recording Attendance for RSS Activities**

CloudCME revamped their Record Attendance screen in September 2022. This document will provide instructions for RSS coordinators on how to interact with the updated screen and new controls.

1. From the CloudCME Administration home page, click on Activities ➔ Record Attendance and you will be taken to the Record Attendance page

2. Search for your child activity by typing in the child activity’s name or ID number into the Select Event field
2.1 You can find the child activity’s name or ID number on the Activities Manager page

2.2 You can copy and paste the activity title
2.3 OR you can copy and paste the Activity ID number

3. Once the page loads your child activity, use the search bar to find the individuals whom you want to grant CME credits to. The learner’s name will appear on the roster.
4. Select the learner by checking the box next to their name. Click on Save Credits (note: you can also scroll through your roster and check off multiple individuals to give all of them credits at once).

5. If you cannot find the person you want to give CME credits to on your roster, click on Add User.
6. Use the Search for Existing User field to search for the person you want to give CME credits to. 
   **Note:** Always perform this search first before creating a new user profile.

   ![Search for Existing User](image1)

   **a.** Note: if their name pops up twice when you search for the individual, do not add them to your roster as they may be duplicate profiles. Email the CME office at cme@northwestern.edu. We will contact the learner directly and merge their profiles.

   ![Duplicate Profiles](image2)
7. Once you select the user from the drop down, their name and degree type will show up

8. Click Add User & Award Credit
9. **Adding someone who does not have a Cloud CME profile:** If you are not finding the person when you search for them in the Search for Existing User field, you can create an account for them under Create New CloudCME User. (NOTE: All fields are required to create a profile. It is especially important to make sure you select degree type MD or DO if you are creating an account for a physician as this will affect their credit eligibility. If you aren’t sure what their degree is, make your best guess and then notify the individual they should correct their profile afterwards).

10. Once you’ve completed these steps, you can search for the person on the roster to confirm that they have been added and credits have been awarded. You can also sort the users on the roster by clicking on User Details to sort them alphabetically.
11. If you accidentally awarded credits to someone, you can remove them by selecting them from the roster and then clicking on the red Remove Attendees & Credits button near the top of the page — or scroll to the right and click the red X in the same row as their name to remove credits.

![Image of the interface](image1.png)

All done!

If you’d like to export an excel spreadsheet of the attendance data for this child activity, you can click Export XLS.

![Image of the interface](image2.png)

If you have any questions or issues, reach out to your CME contact or the CME office:

CME@northwestern.edu