# **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	E
<b>&amp; michael.rooney@northy</b> northwestern	weste	Record Attendance     Attend
Search	۹	Instructions: To start, search for an activity from the activity drop-down list. Use the Activity Options panel to select the credit types awarded, the attendance date, and record attendance with 0 credit hours for a user. Use the Save Credits button to save attendance and record the credit hours indicated in the Activity Options panel. For m next to Record Attendance to access the corresponding Help article.
Dashboard	ſ	Colort Funnt
Administration	<u>،</u> د	Select Event
Abstracts	<	
Activities	<	
📋 Content	<	
🥃 Email Manager		
Exhibitors	<	
💂 Faculty	<	
Finance	<	
Forms		
💄 Membership	<	
Notes		
🔟 Reports	<	

2.1 You can find the child activity's name or ID number on the Activities Manager page

ctiv	vity Name			•	Parents	Only 👩 S	tart Date	10/27/2000	Ē	End Da	ite 10/27/20	25	🗊 Тур	e Selec	:t
Ð /	Add 🔀 Expo	ort XLS	2 Refresh	•	Save La	iyout	Reset Grid	්ට Rese	et Search						
	ActivityCode		Activity ID		Calen	dar	Edit		Deactivate	Сору	QR		Approved		Owner
	fsm 9031	т		T		T		T				T		T	
•	FSM 9031		95017		曲		Ø		0	۵	Single Sca	an QR			Tamek
	ID		Approved			Show In AP		Name						Sta	rts
_		٣			T		T		T						
	97185							Disruptin	g Implicit Bias	in Acad	emic Medicir	ne - 10.26	2022	10/3	26/2022 1
	97186							Disruptin	g Implicit Bias	in Acad	emic Medicir	ne - 11.11	2022	11/1	1/2022 9:
	97187							Disruptin	g Implicit Bias	in Acad	emic Medicir	ne - 12.09	2022	12/	9/2022 9:0
	97188							Addressi	ng Implicit Bia	s in Aca	demic Medic	ine - 01.1	7.2023	1/1	7/2023 7:3
	97189							Addressi	ng Implicit Bia	s in Aca	demic Medic	ine - 05.1	5.2023	5/1	5/2023 5:3
	97190							Addressi	ng Implicit Bia	s in Aca	demic Medic	ine - 08.1	7.2023	8/1	7/2023 12

### 2.2 You can copy and paste the activity title

Record Attend	ance				
Instructions: To start, search for an a to record attendance with 0 credit h mark next to Record Attendance to a	activity from the activity drop- ours for a user. Use the <b>Save C</b> access the corresponding Help	down list. Use the <b>Activity Options</b> panel redits button to save attendance and reco article.	l to select the credit types awarded, the attend ord the credit hours indicated in the Activity Op	lance date, and number of credits. Use the ptions panel. For more detailed instructio	e Save Attendance button ns, click the blue question
Disrupting Implicit Bias in Ac	ademic Medicine - 10.26	.2022 🔻			
Disrupting Implicit Credit Types Available: AMA PRA	<b>t Bias in Academ</b> A Category 1 Credits™, Non-Ph	ic Medicine - 10.26.202 ysician Attendance	2 (97185) - 10/26/2022	Activity Options	Add User 🛃 Import
Attendance Recorded: 9				Total Users on	Roster: 9
Save Attendance	ve Credits 🛛 😩 Copy S	Series Participants	At Remove At	ttendees & Credits 🛛 🔀 Remove Cre	dits Export XLS
Search ×					
User Details	Status	Credit Details	Credit Eligibility	User Professions	
Chen, Siqi Degree: PhD UserID: 79899 Transcript	<b>*</b>	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Physician Attendance	Non-Physician	8
Li, Caitlin Degree: MD, MHQS UserID: 78098 Transcript	<b>*</b>	AMA PRA Category 1 Credits <sup>***</sup> Credit Date: 10/26/2022 Hours Claimed: 1.5	AMA PRA Category 1 Credits™	Physician	8
Ju, Jennifer Degree: MD	• -	AMA PRA Category 1 Credits™			_

### 2.3 OR you can copy and paste the Activity ID number

Instru	Record Attendance	om the activity drop-o user. Use the <b>Save Cr</b>	lown list. Use the <b>Activity Options</b> pane <b>edits</b> button to save attendance and rec	I to select the credit types awarded, the attend ord the credit hours indicated in the Activity Op	ance date, and number of credits. Use th otions panel. For more detailed instructic	e <b>Save Attendance</b> buttor
mark r 971	next to Record Attendance to access the	e corresponding Help a	vrticle. ▼			
Di Cre	isrupting Implicit Bias adit Types Available: AMA PRA Categor tendance Recorded: 9	y1 Credits™, Non-Phy	ic Medicine - 10.26.202 sician Attendance	2 (97185) - 10/26/2022	🏚 Activity Options	Add User 🛃 Import
	Save Attendance	is 🕹 Copy S	eries Participants	🚉 Remove At	tendees & Credits 🛛 🖹 Remove Cro	dits
Se	User Details	Status	Credit Details	Credit Eligibility	User Professions	
0	Chen, Sigi Degree: PhD UserID: 79899 Transcript	<b>*</b>	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Physician Attendance	Non-Physician	8
0	Li, Caitlin Degree: MD, MHQS UserID: 78098 Transcript	<b>*</b>	AMA PRA Category 1 Credits <sup>76</sup> Credit Date: 10/26/2022 Hours Claimed: 1.5	AMA PRA Category 1 Credits™	Physician	8
	Ju, Jennifer Degree: MD UserID: 78638	<b>*</b>	AMA PRA Category 1 Credits™ Credit Date: 10/26/2022 Hours Claimed: 1.5	AMA PRA Category 1 Credits™	Physician	8

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.

() F	Record Attendance tions: To start, search for an activity from the Save Credits button to save attendance an	e activity drop-down list. Use d record the credit hours indi	the <b>Activity Options</b> panel to se ated in the Activity Options par	elect the credit types awarded, the attendance date, and number of credi el. For more detailed instructions, click the blue question mark next to Re	ts. Use the Save Attendance button to record attendance with cord Attendance to access the corresponding Help article.	) credit hours for a user.
Disr	upting Implicit Bias in Academic Med	licine - 10.26.2022	•			
Di	srupting Implicit Bias in dit Types Available: AMA PRA Category 1 Cri	Academic Medi edits <sup>™</sup> , Non-Physician Attend	cine - 10.26.2022 ( Ince	97185) - 10/26/2022	Activity Options	Add User 🛃 Import
Att	endance Recorded: 9				Total Users on Roster: 10	
0	Save Attendance	📇 Copy Series Particip	ants		💄 Remove Attendees & Credits 🛛 🎦 Remove Credi	ts Export XL
roc	oney ×					
	User Details	Status	Credit Details	Credit Eligibility	User Professions	
0	Rooney, Michael Degree: MA UserID: 79829 Transcript			Non-Physician Attendance	Non-Physician	-

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).

Record Attendance					
Instructions: To start, search for an activity from the Use the Save Credits button to save attendance and	e activity drop-down list. Use the d record the credit hours indicat	e Activity Options panel ed in the Activity Option	to select the credit types awarded, the attendance date, and number of cre s panel. For more detailed instructions, click the blue question mark next to f	dits. Use the <b>Save Attendance</b> button to record attendan lecord Attendance to access the corresponding Help artic	ce with 0 credit hours for a use le.
Disrupting Implicit Bias in Academic Med	licine - 10.26.2022	•			
Disrupting Implicit Bias in Credit Types Available: AMA PRA Category 1 Cre	Academic Medici edits <sup>™</sup> , Non-Physician Attendan	ne - 10.26.202	2 (97185) - 10/26/2022	Activity Option	s 🛃 Add User 🛓 Import
Attendance Recorded: 9				Total Users on Ro	ster: 10
Save Attendance	🖶 Copy Series Participan	ts		🏝 Remove Attendees & Credits 🛛 🖺 Remo	ve Credits Export X
rooney ×					1 records checked
User Details	Status	Credit Details	Credit Eligibility	User Professions	
Rooney, Michael Degree: MA JserID: 79829 Transcript			Non-Physician Attendance	Non-Physician	- 

Instructions: To start, search for an activity from the activity drop- user. Use the Save Credits button to save attendance and record t	down list. Use the Activity Options panel to select the options panel to select the options panel. F	credit types awarded, the attendance date, and number of or more detailed instructions, click the blue question mark	credits. Use the Save Attendance buttor next to Record Attendance to access the	n to record attendance with 0 e corresponding Help article.	) credit hours for
Disrupting Implicit Bias in Academic Medicine - 10.26	.2022 🔹				
Disrupting Implicit Bias in Academ Credit Types Available: AMA PRA Category 1 Credits <sup>M</sup> , Non-Ph	ic Medicine - 10.26.2022 (97185 ysician Attendance	i) - 10/26/2022	۰	Activity Optio	ser <b>J</b> Import
Search for Existing User:		Create New CloudCME User:			
Select User	•	First Name	Last Name	Select Degree	•
		or			
		Email	Select P	rofession(s)	*
		*All fields are required.			
	Add User to Roster	💄 Add User & Record Attendance 🛛 🛓 Add User & Award C	tredit		
Attendance Recorded: 9			Tota	al Users on Roster: 9	
Save Attendance Save Credits	Series Participants		Let Remove Attendees & Credits	Remove Credits	X Export X
Search ×					
User Details	Status Credit Details	Credit Eligibility	User Professions		
Chen, Siqi Degree: PhD UserID: 79899 Transcript	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Physician Attendance	Non-Physician		8
Li, Caitlin Degree: MD, MHQS	AMA PRA Category 1 Credits™				-

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.

Record Attend	lance
---------------	-------

Instructions: To start, search for an activity from the activity drop-down list. Us user. Use the <b>Save Credits</b> button to save attendance and record the credit hou	e the Activity Options panel to select the cred rs indicated in the Activity Options panel. For m	it types awarded, the attendance date, and number of nore detailed instructions, click the blue question mark	f credits. Use the <b>Save Attendance</b> butto k next to Record Attendance to access the	n to record attendance with 0 e corresponding Help article.	credit hours for
Disrupting Implicit Bias in Academic Medicine - 10.26.2022	•				
Disrupting Implicit Bias in Academic Med Credit Types Available: AMA PRA Category 1 Credits <sup>50</sup> , Non-Physician Atten	icine - 10.26.2022 (97185) - dance	10/26/2022	٥	Activity Options 🛃 Add U	ser 🛓 Import
Search for Existing User:		Create New CloudCME User:			
Select User	·	First Name	Last Name	Select Degree	•
		Email	Select P	rofession(s)	•
		*All fields are required.			
	Add User to Roster	Add User & Record Attendance 🛛 🛓 Add User & Award 🖲	Credit		
Attendance Recorded: 9			Tota	al Users on Roster: 9	
Save Attendance Save Credits at Copy Series Participation Search	pants		Law Remove Attendees & Credits	Remove Credits	😰 Export X
User Details Status	Credit Details	Credit Eligibility	User Professions		
Chen, Siqi Degree: hD User(1): 79899 Transcript	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Physician Attendance	Non-Physician		8
Li, Caitlin Degree: MD, MHQS	AMA PRA Category 1 Credits™				-

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

Disrupting Implicit Bias in Academic Medicine - 10.26.2022 (9) iredit Types Available: AMA PRA Category 1 Credits <sup>19</sup> , Non-Physician Attendance	7185) - 10/26/2022	🏟 Activity Options 🛛 🖬 Add
Search for Existing User:	Create New CloudCME User:	
rooney, mich × • Rooney, Michael (79829) minr@sbcglobal.net	First Name	Last Name Select Degree
Rooney, Michael (73887) michael.rooney@northwestern.edu	or	
Total 2 Users found	Email	Select Profession(s)
	*All fields are required.	
Add User	to Roster 📃 💄 Add User & Record Attendance 🖉 🛓 Add User & Award Cre	dit
Ittendance Recorded: 10		Total Users on Roster: 10
🔊 Save Attendance 📑 Save Credits 😂 Copy Series Participants		🚉 Remove Attendees & Credits 🛛 🛐 Remove Credits
Search × All Columns ・		
User Details Status Credit Details	Credit Eligibility	User Professions
Chen. Sigi		

Once you select the user from the drop down, their name and degree type will show up
 Record Attendance

nstructions: To start, search for an activity from the activity drop-down list. U: see. Use the <b>Save Credits</b> button to save attendance and record the credit ho	se the Activity Options panel to select the our indicated in the Activity Options panel. F	credit types awarded, th for more detailed instruc	e attendance date, and nu tions, click the blue questi	mber of credits. Use the Save Atter on mark next to Record Attendance	idance button to record attendance with ( to access the corresponding Help article.	credit hours for
Disrupting Implicit Bias in Academic Medicine - 10.26.2022	•					
Disrupting Implicit Blas in Academic Med Credit Types Available: AMA PRA Category 1 Credits <sup>TM</sup> , Non-Physician Atter	licine - 10.26.2022 (97185	5) - 10/26/202	2		Activity Options	ser 🛓 Import
Search for Existing User:		Crea	te New CloudCME Us	ier:		
rooney, mich	× •		First Name	Last Name	Select Degree	*
Selected User:		or				
Rooney, Michael (79829) mjnr@sbcglobal.net Degree: MA		1 I	Email		Select Profession(s)	•
		*All	fields are required.			
	Add User to Roster	🚊 Add User & Record Att	endance 🛛 🎥 Add User &	Award Credit		
Attendance Recorded: 9					Total Users on Roster: 9	
📀 Save Attendance 🛛 皆 Save Credits 🖉 📇 Copy Series Partic	ipants			ax Remove Attende	es & Credits 🔀 Remove Credits	X Export X
Search ×						
User Details Status	Credit Details	Cred	it Eligibility	User Pr	ofessions	
Chen, Sigi Degres: PhD UserID: 79899 Transcript	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Pi	tysician Attendance	Non-Phys	ician	8
Li, Caitlin Degree: MD, MHQS	AMA PRA Category 1 Credits™					-

## 8. Click Add User & Award Credit

#### Record Attendance

Use the Save Credits button to save attendance	and record the credit hour	s indicated in the Activity Options pane	el. For more detailed instructions, click the blue question mark	next to Record Attendance to access	the corresponding Help article.	
isrupting Implicit Bias in Academic Medici	ine - 10.26.2022	•				
Disrupting Implicit Bias in A redit Types Available: AMA PRA Category 1 Credi	Academic Medi	cine - 10.26.2022 (971	85) - 10/26/2022	I	🏚 Activity Options 🛛 🖶 Add U	lser 🛃 Imp
Search for Existing User:			Create New CloudCME User:			
rooney, mich		× •	First Name	Last Name	Select Degree	•
Selected User:			or			
Rooney, Michael (79829) mjnr@sbcglol Degree: MA	bal.net		Email	Select	t Profession(s)	•
			*All fields are required.			
		Add User to Roster	🚔 Add User & Record Attenda ce 🎥 Add User & Award C	redit		
ttendance Recorded: 9				Т	otal Users on Roster: 9	
Save Attendance Save Credits	😃 Copy Series Particip	ants		Ar Remove Attendees & Cred	its Remove Credits	Expo
earch ×						
User Details	Status	Credit Details	Credit Eligibility	User Profession	s	
Chen, Sigi Degree: PhD UserID: 79899 Transcript	<b>*</b>	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Physician Attendance	Non-Physician		8
Li, Caitlin Degree: MD_MHOS		AMA PRA Category 1 Credits				

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).

Record Attendance					
Instructions: To start, search for an activity from the activity drop-down list. Use the A- Use the Save Credits button to save attendance and record the credit hours indicated	ctivity Options panel to select the credit types awarded, the a in the Activity Options panel. For more detailed instructions, cli	ttendance date, and number of credits. I ick the blue question mark next to Recor	Jse the <b>Save Attendance</b> button to re d Attendance to access the correspon	cord attendance with 0 credit ding Help article.	t hours for a user.
Disrupting Implicit Bias in Academic Medicine - 10.26.2022	•				
Disrupting Implicit Bias in Academic Medicine Credit Types Available: AMA PRA Category 1 Credits <sup>19</sup> , Non-Physician Attendance	e - 10.26.2022 (97185) - 10/26/2022		۰	Activity Options 🚺 🖨 Add Us	er 🛓 Import
Search for Existing User:	Crea	te New CloudCME User:			
Select User	· [	First Name	Last Name	Select Degree	•
	or	Email	Select Pro	fession(s)	•
	*Aii	fields are required.			
	Add User to Roster	endance 🛛 🛃 Add User & Award Credit			
Attendance Recorded: 9			Total	Users on Roster: 10	
Save Attendance Save Credits 😂 Copy Series Participants	l		Are Remove Attendees & Credits	Remove Credits	X Export XLS
rooney ×				1 rec	ords checked
User Details Status Cre	edit Details Cred	it Eligibility	User Professions		

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.

Disrupting Implicit Bias in Academic Medicine - 10.26.2022 (97185) - 10/26/2022 Credit Types Available: AMA PRA Category 1 Credits <sup>10</sup> , Non-Physician Attendance				Activity Options		
Attendance Recorded: 10				Total Users on Roster: 10		
© ro	Save Attendance Save Credits	北 Copy Series Particip	ants		よ Remove Attendees & Credits 🛛 👫 Remove Credit	s 👔 Export XLS
	User Details	Status	Credit Details	Credit Eligibility	User Professions	
0	Rooney, Michael Degree: MA UserID: 79829 Transcript	*	Non-Physician Attendance Credit Date: 10/26/2022 Hours Claimed: 1.5	Non-Physician Attendance	Non-Physician	

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





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



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