

How to Submit Course Attendance by Course, Session or User

To Submit Attendance by Course or Session

1. Start by logging into CES Discovery with your e-mail address and password and clicking on the 'Admin Menu' link.
2. Click on the **"Report Attendance"** tab on main menu.
3. Click on the second **"Report Attendance"** category.

The screenshot shows the 'Report Attendance' interface. At the top, there is a navigation bar with 'Courses', 'Report Attendance', and 'Reports'. The 'Report Attendance' section is active, showing a 'Course Selection' form. The form includes several dropdown menus for filters: Topic Area, Course Format, Curriculum Orientation, Delivery Provider Type, Delivery Provider, Season, Year, and Approval Status. There are also text input fields for Course Number, Course Name, and Keywords. At the bottom, there are checkboxes for 'Hide empty sessions' and 'Hide finished sessions', and a 'Search' button. A large black arrow points down to the 'Report Attendance' tab, and another points up to the 'Course Selection' form.

4. The **"Select Method"** field will automatically default to course search. You can then search for your course by Course Title or Course Number. (Note: Please use **one** method of searching for a course; either by course title or course number but **not both**. The best method of searching for a course is by course number.)

5. Click on the **“Search”** button.

Discovery Home Log Off

THE AMERICAN INSTITUTE OF ARCHITECTS

Courses Report Attendance Reports

| Report Attendance |

Report Attendance

Select method Course Search

Course Title

Course Number

Keywords

+ Advanced Search For Course

Search

6. Depending on how you search on a course would determine yielded results. Click the **“Sessions”** button next to the desired course, then select the date you are reporting attendance on. If you haven't entered a session for that particular date, click **“Add Session.”**

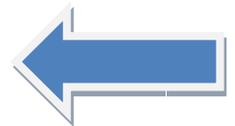
Report Attendance

Select method
Course Title
Course Number
Keywords

[Advanced Search](#)

| Course Title | Course Number | Season | Year |
|--|---------------|--------|------|
| Succession Planning for Architects: How to Get Out of Business | -BSF204 | | 2009 |

| Session Code | Start Date | End Date | |
|--------------|------------|------------|---------------------------------------|
| 194 | 09/28/2010 | 09/28/2010 | <input type="button" value="Select"/> |
| 192 | 09/15/2010 | 09/15/2010 | <input type="button" value="Select"/> |
| 193 | 09/12/2010 | 09/12/2010 | <input type="button" value="Select"/> |
| 190 | 09/11/2010 | 09/11/2010 | <input type="button" value="Select"/> |
| 191 | 09/04/2010 | 09/04/2010 | <input type="button" value="Select"/> |
| 173 | 08/17/2010 | 08/17/2010 | <input type="button" value="Select"/> |
| 172 | 08/11/2010 | 08/11/2010 | <input type="button" value="Select"/> |
| 171 | 05/25/2010 | 05/25/2010 | <input type="button" value="Select"/> |
| 170 | 05/05/2010 | 05/05/2010 | <input type="button" value="Select"/> |
| 169 | 04/06/2010 | 04/06/2010 | <input type="button" value="Select"/> |
| 168 | 03/15/2010 | 03/15/2010 | <input type="button" value="Select"/> |



7. Enter in the member number and click **“Search.”** If you do not have the member number, you can search by first name or last name.

| Report Attendance |

Report Attendance

Succession Planning for Architects: How to Get Out of Business-172

First Name

Last Name

Member Number 

Users Selected
No Users Selected

8. Once you have found the member in the system, click **“Select.”**

| Report Attendance |

Report Attendance

Succession Planning for Architects: How to Get Out of Business-172

First Name

Last Name

Member Number

| Member Number | Name | Community | Business Unit | |
|---------------|--------------|-----------|---------------|---------------------------------------|
| 30001691 | Gardner,John | Members | AIA Iowa | <input type="button" value="Select"/> |

First Previous 1 Next Last

9. If you would like to add additional members, you can do so by repeating steps 5 and 6 until all AIA members are listed under the ‘Selected Users’ area.

10. Once you have all of the AIA members listed, click **“Continue.”**

First Name
Last Name
Member Number

Users Selected

| Member Number | Name | Community | Business Unit | |
|---------------|---------------------|-----------|-----------------------|---|
| 30001717 | Borgognoni, William | Members | AIA Southern Illinois | <input type="button" value="Remove"/> |
| 30001691 | Gardner, John | Members | AIA Iowa | <input type="button" value="Remove"/> |
| | | | | <input type="button" value="Continue"/> |
| Member Number | Name | Community | Business Unit | |
| 30001717 | Borgognoni, William | Members | AIA Southern Illinois | <input type="button" value="Select"/> |

11. To apply a grade to one user at a time, select the checkbox next to their name, then set the user’s **“Date Completed,” (Date of session) “Content Completed,” (select Attended)** and the **“Grade” (Select completed)** and click the **“Save”** button.

To apply a grade to all users, select the checkbox next to **“Select All.”** Then set the **“Date Completed,” (Date session was held) “Content Completed,” (Select attended)** and the **“Grade” (Select completed)**. Then click the **“Apply”** button to populate the grade to the selected users. It’s important that you select the apply button first when applying a grade to multiple users only. Once the grades have been populated, you must click **“Save”** to store the grades for the selected users.

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Report Attendance

Back

Succession Planning for Architects: How to Get Out of Business-172

| <input type="checkbox"/> | Name | Date Completed | Content Completed | Grade | |
|--------------------------|---------------------|------------------|-------------------|----------|---|
| <input type="checkbox"/> | Gardner, John | November 23 2010 | Attended | Complete | ✓ |
| <input type="checkbox"/> | Borgognoni, William | November 23 2010 | Attended | Complete | ✓ |
| <input type="checkbox"/> | SelectAll | February 28 2012 | Attended | Complete | |

To Apply a grade to multiple users, select the checkbox in the header above for all users or beside the names of selected users you would like to grade. Then set the Completion Date, Content Completion Type, and the Grade below and click the Apply button to populate the grade above to the selected users. Once the grades have been populated you must click Save to store the grades for the selected users.

Course registrations that have granted exemptions to other courses cannot be modified.

To Submit Attendance by User

1. Click on the **“Report Attendance”** tab on main menu. Then, click the ‘report attendance’ link under the ‘report attendance’ tab
2. In the **“Select Method”** field, choose the **“User Search.”**
3. Enter in the member number and hit **“Search.”** If you don’t have the member number, you can search by first name or last name. Depending on how you search on a member will determine yielded results.



Report Attendance

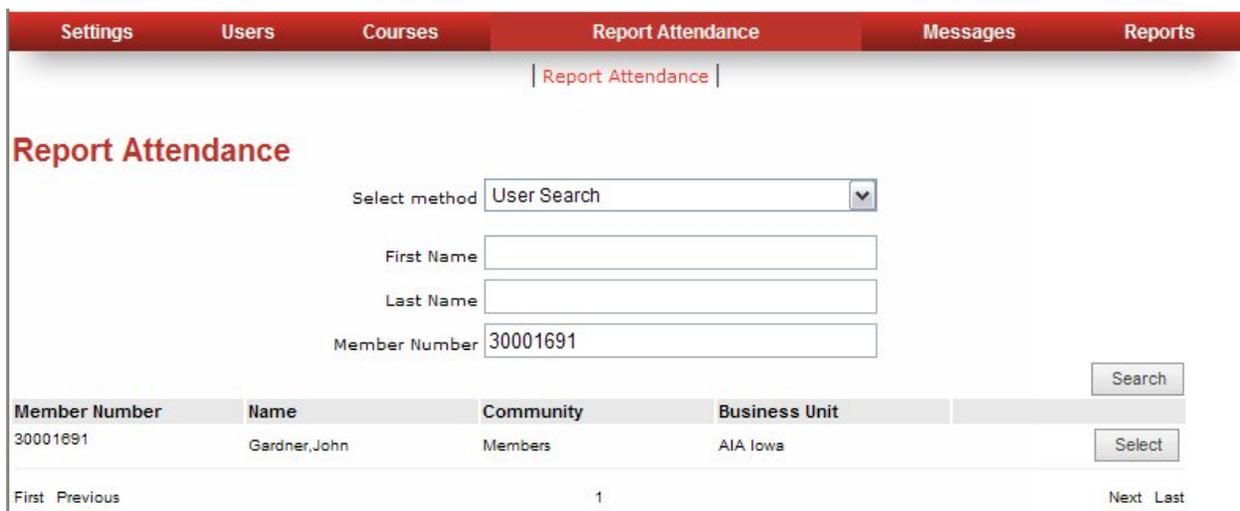
Select method

First Name

Last Name

Member Number

4. Once you have found the member in the system click **“Select.”**



| Member Number | Name | Community | Business Unit |
|---------------|---------------|-----------|---------------|
| 30001691 | Gardner, John | Members | AIA Iowa |

First Previous 1 Next Last

5. Enter in the course number you are reporting the credit for. If you do not know the course number, enter in the course title
6. Once you have found the course in the system click **“Sessions.”**

| Settings | Users | Courses | Report Attendance | Messages | Reports |
|--|---------------|---------|-------------------|---|---------|
| Report Attendance | | | | | |
| Report Attendance | | | | | |
| Gardner,John | | | | | |
| Course Title <input type="text"/> | | | | | |
| Course Number <input type="text" value="BSF204"/> | | | | | |
| Keywords <input type="text"/> | | | | | |
| + Advanced Search For Course | | | | | |
| <input type="button" value="Search"/> | | | | | |
| Course Title | Course Number | Season | Year | | |
| Succession Planning for Architects: How to Get Out of Business | -BSF204 | | 2009 | <input type="button" value="Sessions"/> | |
| First | Previous | 1 | Next | Last | |

7. Click on the session you are reporting attendance on.

If you haven't entered a session for that particular date, click **"Add Session"**

Report Attendance

Gardner, John

Course Title

Course Number

Keywords

| Course Title | Course Number | Season | Year | |
|--|---------------|--------|------|---|
| Succession Planning for Architects: How to Get Out of Business | -BSF204 | | 2009 | <input type="button" value="Sessions"/> |

| Session Code | Start Date | End Date | |
|--------------|------------|------------|---------------------------------------|
| 194 | 09/28/2010 | 09/28/2010 | <input type="button" value="Select"/> |
| 192 | 09/15/2010 | 09/15/2010 | <input type="button" value="Select"/> |
| 193 | 09/12/2010 | 09/12/2010 | <input type="button" value="Select"/> |
| 190 | 09/11/2010 | 09/11/2010 | <input type="button" value="Select"/> |
| 191 | 09/04/2010 | 09/04/2010 | <input type="button" value="Select"/> |
| 173 | 08/17/2010 | 08/17/2010 | <input type="button" value="Select"/> |
| 172 | 06/11/2010 | 06/11/2010 | <input type="button" value="Select"/> |
| 171 | 05/25/2010 | 05/25/2010 | <input type="button" value="Select"/> |
| 170 | 05/05/2010 | 05/05/2010 | <input type="button" value="Select"/> |

8. You can continue to add additional courses for the selected user by repeating steps 5-7.

9. Once you have all of the sessions listed, click **"Continue."**

10. Usually, the time and date completed will be different for each session, so you will need to set the **"Date Completed"**, **"Content Completed"**, and **"Grade"** fields individually. For distance education courses you will need to enter **100** to indicate completed status for user.

Note: Once the sessions have been populated, you must click **"Save"** to store the grades. Do not (The words DO NOT need to be bolded and capitalized for emphasis) hit **"Apply" in this case** unless you want fields to be populated with the same information for each session (See step 11 for details).

11. If you want to apply the same **"Date Completed," "Content Completed,"** and **"Grade"** you should utilize the **"Select All"** function at the bottom of the page. Only utilize the **"Apply"** field if you want all fields on the page to be entered the same way. When you are finished, you must click **"Save"** to store the grades.

12. Upon submission of credits, you should see a confirmation that credits have been successfully submitted. You may view your member attendance report to confirm that these credits have saved.



Attendance successfully submitted!

2 attendees received Credit

0 previously submitted attendee/s credit dates or status updated

0 previously submitted attendee/s credit dates or status resubmitted unchanged

Please run the **"View Member Attendance"** report in the **'Reports'** tab for a detailed list of attendees.

If you have any questions, please contact CES Support at 1-800-242-3837, option 3 or cessupport@aia.org.