How to View Member Attendance Report in CES Discovery

When AIA providers report attendance on AIA members, it is useful to know whether the attendance is recorded on the member's transcript. This report displays the courses AIA providers offered and who attended them. This is beneficial for AIA providers—showing which sessions were offered, who attended the sessions, and the completion dates.

Report yielded fields:

- Member Number
- First Name
- Last Name
- Course Title
- Session Code
- Course Number
- Credit Designation
- Learning Units
- Completion Date
 - 1. Start by logging into the CES Discovery System with your e-mail address and password.
 - 2. Once you have successfully logged into the system, select the ADMIN MENU link found at the top right side of the screen.
 - 3. Click Reports tab on the red menu bar.

Courses

4. Once you have clicked the reports tab, shared reports will be displayed. Click the Go button next to "View Member Attendance" report. (Note: each report will have a brief description as to how the report functions)

Report Attendance

THE AMERICAN D OF ARCHITECTS	NSTITUTE	ill be down from .	D June 29, 2 p.m. EDT until Ju	liscovery Ho Ily 2, at 8 a.m. ED1	ome L	.og Off	
Courses	Rep	ort Attendance	3		Reports		
	Sha	red Reports					
Click the "Go" button to run reports. N	'ou may also wish to export or	print reports.					
Title	Public Description	Created	Owner				3
Course Deactivation Report 2000-2002	Course Deactivation Report 2000-2002	7/11/2012	LMSE BADMIN	Run 🗸	Go 🕨		
Course Deactivation Report 2003-2005	Course Deactivation Report 2003-2005	7/11/2012	Katherine Gupman	Run 👻	Go 🕨		
Course Deactivation Report 2008-2008	Course Deactivation Report 2008-2008	6/26/2012	LMSD DADMIN	Run 🗸	Go 🕨		
Course Details Report	This report displays a list of courses offered by your organization.	6/22/2010	Operitel Admin	Run 💌	Go 🕨		
All Active Courses Report	This report displays a list of approved courses offered by your organization, with description, Learning Objectives and Expiration date.	7/12/2012	Katherine Gupman	Run 💌	Go 🕨		
Course History with Sessions	This report provides a list of courses and sessions.	7/16/2010	Operitel Admin	Run 🗸	Go 🕨		
Course History	This report provides a list of courses and their approval status.	7/16/2010	Operitel Admin	Run 💌	Go 🕨		
View Member Attendance	This report provides a list of users who attended courses offered by your organization.	10/12/2010	Operitel Admin	Run 💌	Go 🕨		
Course & Session Detail Report	This report will give you a list of courses and sessions offered by your organization.	4/16/2010	Operitel Admin	Run 💌	Go 🕨		

5. Fill in all fields to yield specific results. (Note: If just searching by provider code, this would list all courses, sessions and users who have taken those courses. Be as specific as possible when running reports)

Courses	Report Attendance	Reports
	Shared Reports	
View Member Attendance		Run report ►
Select the report criteria. Please note that all fiel paged results.	ds are mandatory. Click on "Run Report" to	run the report and see the
Provider Code (equal to):		
Course Title (contains):		
Course Number (contains):		
Course Number (contains): Session Code (contains):		

- 6. The report will yield results on the following fields: Member Number, First Name, Last Name, Course Title, Session Code, Course Number, Credit Designation, Learning Units, Completion Date.
- 7. To export the file to manipulate raw data click the Refresh button.

- 8. Then, click the Raw Export button.
- 9. You may export data in Microsoft excel, XML, or plain text. By default, Microsoft excel is selected. Check the box "Include column headings in first row of results". Click the Download button.

	Report Attendance	Reports
	Shared Reports	
Raw Export: View Member Atte	endance	
You can export your report as either additional information for that forma file. Click "Return to Results" to go b ew minutes to create the export file	r plain text or Microsoft Excel formats. Please select one at. Click the "Download" button at the bottom of the scre back to your report. Please be patient if trying to export a before you see the download window.	of the formats and fill out een to create and download you large reports as it may take a
Microsoft Excel		
This format will create a Microsoft Ex 50,000 rows will be truncated.	cel file (.xls) for you to download. Please note that repo	orts containing more than
Include column head	dings in first row of results	
Own		
	xml) for you to download. Please note that reports great	ter than 5 MB will be created in
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10. A file download dialog box will appear giving options to open, save, or cancel the raw export. Click Open.

Courses	Report Attendance	Reports
	Shared Reports	
Raw Export: View Member Atter You can export your report as either p additional information for that format	Idance Ilain text or Microsoft Excel formats. Please select one of Click the "Download" button at the bottom of the scree	of the formats and fill out in to create and download your
few minutes to create the export file b	before you see the down File Download	
Microsoft Excel	Do you want to open or save	this file?
This format will create a Microsoft Exc 50,000 rows will be truncated. ✔ Include column headi	el file (.xls) for you to c Name: View_Memb Ngs in first row of result From: aia.learnfle:	er_Attendance.xls ffice Excel 97-2003 Worksheet <.net
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11. Once the raw export is complete, the file can be sorted by clicking on the column heading, then click sort and filter. The file can be saved or printed.

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If you have any questions, please contact Member Services at 1-800-242-3837 or AIAMemberCareCES@aia.org.