

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
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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.



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)

Discovery Home Log Off
 will be down from June 29, 2 p.m. EDT until July 2, at 8 a.m. EDT.

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Courses Report Attendance Reports

Shared Reports

Click the "Go" button to run reports. You may also wish to export or print reports.

Title	Public Description	Created	Owner	Run	Go
Course Deactivation Report 2000-2002	Course Deactivation Report 2000-2002	7/11/2012	LMS@ IADMIN	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	8/28/2012	LMS@ IADMIN	Run	Go
Course Details Report	This report displays a list of courses offered by your organization.	8/22/2010	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.	7/18/2010	Operitel Admin	Run	Go
Course History	This report provides a list of courses and their approval status.	7/18/2010	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.	4/18/2010	Operitel Admin	Run	Go

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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 fields are mandatory. Click on "Run Report" to run the report and see the paged results.

Provider Code (equal to):

Course Title (contains):

Course Number (contains):

Session Code (contains):

Member ID First Name Last Name Course Title Course Number Session Code Credit Designation Learning Units Completion Date

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.

- Then, click the Raw Export button.
- 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.

Courses	Report Attendance	Reports
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Shared Reports

Raw Export: View Member Attendance

You can export your report as either plain text or Microsoft Excel formats. Please select one of the formats and fill out additional information for that format. Click the "Download" button at the bottom of the screen to create and download your file. Click "Return to Results" to go back to your report. Please be patient if trying to export large reports as it may take a few minutes to create the export file before you see the download window.

Microsoft Excel

This format will create a Microsoft Excel file (.xls) for you to download. Please note that reports containing more than 50,000 rows will be truncated.

Include column headings in first row of results

Xml

This format will create an Xml file (.xml) for you to download. Please note that reports greater than 5 MB will be created in txt format - please do not attempt to open them from your browser as it may cause your browser to crash.

Include headings element

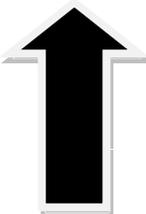
Plain Text

This format will create a plain text file (.txt) for you to download. Please select a delimiter to be used to separate each field per row. You may also choose to surround each field value with additional characters if required. Please note the row delimiter is always a carriage return and line feed character.

Include column headings in first row of results

Delimiter:

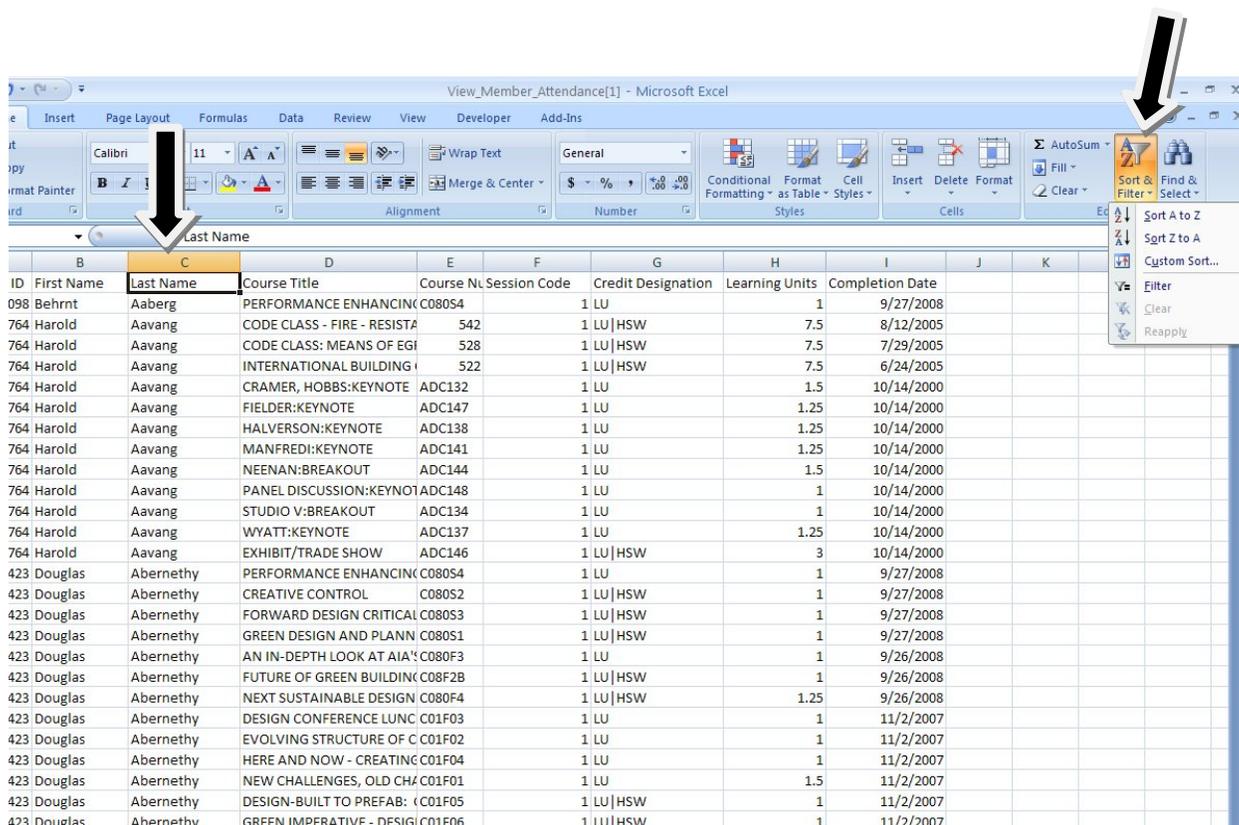
Encapsulate values in:



10. A file download dialog box will appear giving options to open, save, or cancel the raw export. Click Open.

The screenshot shows a web application interface with a red navigation bar at the top containing 'Courses', 'Report Attendance', and 'Reports'. Below the navigation bar is a sub-header 'Shared Reports'. The main content area is titled 'Raw Export: View Member Attendance'. It contains a paragraph of instructions: 'You can export your report as either plain text or Microsoft Excel formats. Please select one of the formats and fill out additional information for that format. Click the "Download" button at the bottom of the screen to create and download your file. Click "Return to Results" to go back to your report. Please note that it may take a few minutes to create the export file before you see the download button.' Below this text are three radio button options: 'Microsoft Excel' (selected), 'Xml', and 'Plain Text'. The 'Microsoft Excel' section includes a checkbox for 'Include column headings in first row of results' which is checked. The 'Xml' section includes a checkbox for 'Include headings element' which is unchecked. The 'Plain Text' section includes a checkbox for 'Include column headings in first row of results' which is unchecked, a 'Delimiter:' dropdown menu set to 'Tab', and an 'Encapsulate values in:' dropdown menu set to 'Nothing'. At the bottom of the page are two buttons: 'Return to Results' and 'Download'. A 'File Download' dialog box is overlaid on the right side of the page. The dialog box has a title bar with a close button (X) and the text 'File Download'. The main content of the dialog box asks 'Do you want to open or save this file?'. It shows a file icon, the name 'View_Member_Attendance.xls', the type 'Microsoft Office Excel 97-2003 Worksheet', and the source 'From: aia.learnflex.net'. There are three buttons: 'Open', 'Save', and 'Cancel'. A large black arrow points to the 'Open' button. At the bottom of the dialog box, there is a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

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.



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