

How to Check Your Course Status in CES Discovery

There are TWO ways to check your Course Status. This tutorial will demonstrate both.

To begin checking your course status, please be aware of the course status definitions and what they mean for your submission.

Draft Submission – Your course is incomplete and you are still working on your submission.

Pending Admin Approval – You have submitted your course for review, and it is currently being considered by our course reviewers.

Requires More Information – You must make minor changes to your course before it can be approved.

Approved – You may begin advertising and offering the course.

Denied – Your course content does not qualify for AIA/CES credits.

Suspended – You (the provider) have voluntarily removed the course from the course catalogue. It can be resubmitted pending admin approval.

HOW TO CHECK YOUR COURSE STATUS USING THE COURSES VIEW

1. To search for the Course Status of a course you recently submitted, please begin by logging into CES Discovery.
2. Click on the Admin Menu then Courses at the top of the page and you should arrive here:

OF ARCHITECTS

Courses Report Attendance Reports

| Course Management | Import |

Search Existing Courses

Add New Course
 Course Search

Topic Area: All
 Course Format: All
 Approval Status: Approved
 Delivery Provider Type: All
 Delivery Provider: All
 Course Number:
 Course Name:
 Keywords:
 Season: All
 Year: All

3. On the Approval Status drop down menu, click Approved.
4. Click on Search at the bottom right side of the page.
5. The list of your AIA/CES Approved Course should generate at the bottom of the page.

OF ARCHITECTS

Courses Report Attendance Reports

| Course Management | Import |

Delivery Provider: All
 Course Number:
 Course Name:
 Keywords:
 Season: All
 Year: All
 Display Inactive Courses
 Display Approved Courses Only

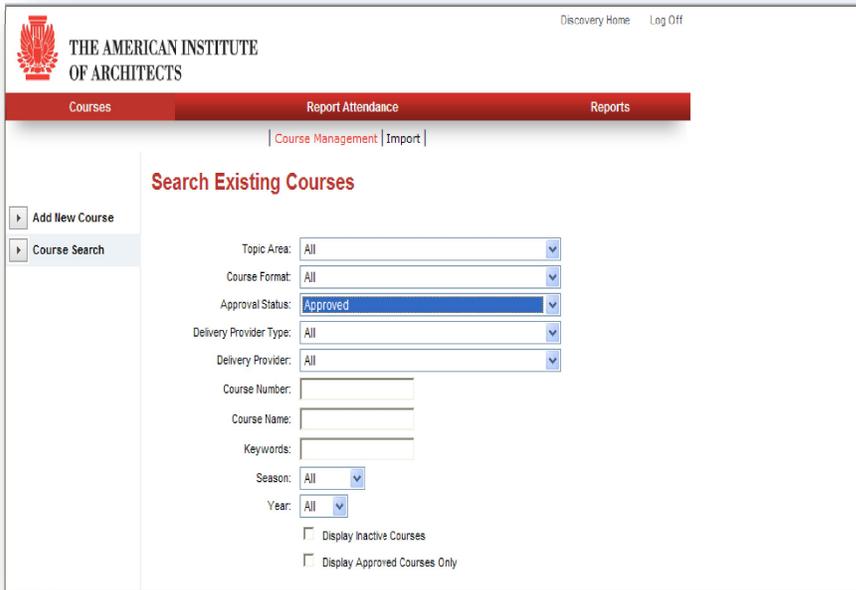
Search

Search Results

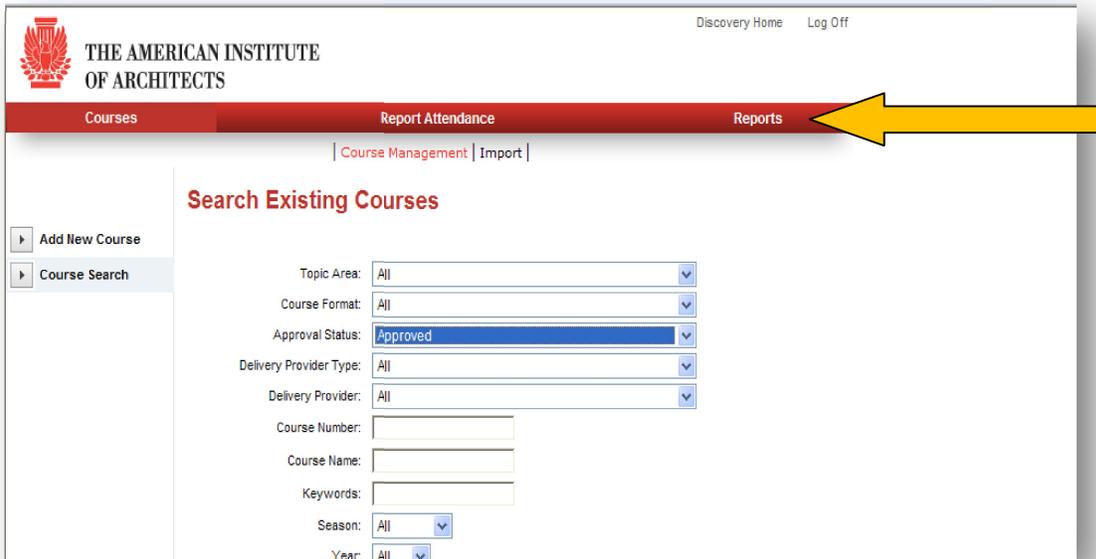
Course Title	Course Code	Season	Year	Instruction Department
Capturing Light: An Introduction to Lighting Translucent Resin	P-3FORM6		2010	
DEMISTIFYING RESINS - ARCHITECTS GUIDE TO DESIGNING WITH POLYMERS	P-3FORM1		2009	
DEMISTIFYING RESINS: AN ARCHITECTS GUIDE TO				

HOW TO CHECK YOUR STATUS USING THE REPORT VIEW

1. To search for the Course Status of a course you recently submitted, please begin by logging into CES Discovery.
2. Click on the Admin Menu then Courses at the top of the page and you should arrive here:



3. Click on the reports button in the menu bar.



4. You will arrive at this screen:

Discovery Home Log Off

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Users Courses Report Attendance Reports

Shared Reports

Select the report you wish to run

Click the "Run" button to go to the criteria selection screen and run the report. If you would like to access your own reports select "My Reports", or create a new report select "Report Builder" from the menu above.

Title	Public Description	Created	Owner	Run	Go
Course Details Report	This report displays a list of courses offered by your organization.	8/22/2010	Operitel Admin	Run	Go
Course History	This report provides a list of courses and their status.	7/18/2010	Operitel Admin	Run	Go
View Member Transcript	This report provides a list of courses attended by each member within your chapter.	8/1/2010	Operitel Admin	Run	Go
Course Online History	This report provides a list of courses filtered by start date.	7/18/2010	Operitel Admin	Run	Go
Credit Hours	This report provides a list of Members and a total of their achieved Learning Unit credit hours.	8/22/2010	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



- Find the Course Details Report button. Click GO.
- You will arrive at this screen:

Discovery Home Log Off

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Users Courses Report Attendance Reports

Shared Reports

Course Details Report 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 EID (contains):

Course Title (contains):

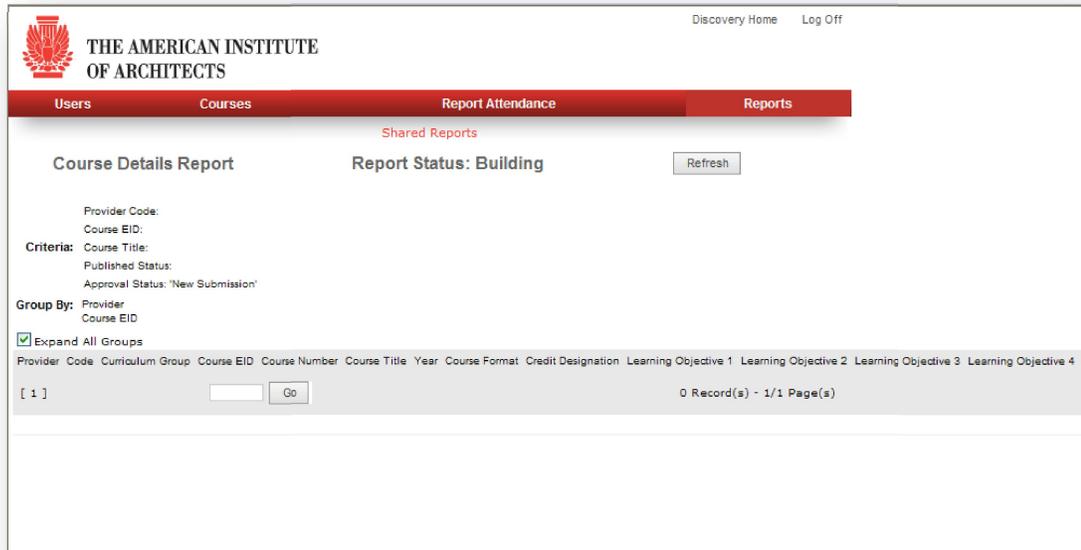
Published Status:

Approval Status:



- Click the Run Report button.

8. You will arrive at this screen with your requested information.



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