

## Instructions to enter RSS attendance from sign in sheets as an Admin

*This is best done using Firefox as your browser.*

Once logged in as an Admin

**Activities > Search for course number > Drop down arrow > Select Activity**

Action	Name	Course Number	Starts On	Ends On
	Urology Chief Residents Rounds	BUR02	Tue, 01/01/2013	

Preview

Select Activity

## Sessions > Advanced Search

Dashboard | People | Activities | Applications | **Sessions** | Web Content | Reports | Settings | Help | Sign Off

Live Site

Search  | [Advanced Search](#)

Activity: Urology Chief Residents Rounds [Dashboard](#) [Select / Switch](#)

Options: [Add New](#), [Session Stats](#)

Settings: [Categories](#), [Session Topics](#), [Session Types](#), [Locations/Room](#), [Meeting Times](#), [Person Roles](#)

To limit the number of sessions displayed, expand the **Dates/Location** using the + sign, and use the **Starts On/After** calendar to 1/1/16 > **blue Search button**.

*\*You have to use the calendar, it won't let you type in a date.*

Course: Non-Credit Session, Regularly Scheduled Series

Activity: Urology Chief Residents Rounds (Tue, 1/1/2013)

Level: -- ALL --

**Dates/Location**

Starts On:  @

Starts On/After: 01/01/2016 @  Or On/Before:  @

Step 2 - Select Sort Options

Sort By:  Starts On

Then By:  Title

On the results screen:

- find the **date** of the session you want to work on in the list (if the date you need is not there, see the last page of this document)
- **click** the blue **Title** in the row of the date
- then you will get a **pop up window** that looks like this:

## Session: Urology Chief Residents Rounds

Preview   Manage Assignments   Topics   Category   Upload Documents

Roster Management   Attendance Management   Manage Accreditations   Duplicate

Report: RSS Session Credit Claiming and Accreditation

\* - indicates a required item.

\* **Title:**

Characters left: 270

There are 3 options for a session date:

**Cancelled = Yes**

**Approved = No** (If the session is marked with "N/C" or "No Credit" highlighted in orange)

**Approved = Yes**

**For Cancelled = Yes –**

Scroll past all the text fields and change **Cancelled** from Yes to **No**. Then **Save** it, once save is confirmed you can close the window.

Evaluation Form: -- SELECT --

Approved: Yes

\* Public: Yes

Highlighted: No

Enduring Material: No

Activity Template Event: No

Cancelled: No 

\* Status: Active

**For Approved = No –**

If the paperwork is marked with "N/C" or "No Credit" highlighted in orange, that means we could not give credit to that session because of some issue. The default for the session is Approved = No, so you need to:

- make a note in the **Description** and **Accreditation** boxes indicating that no credit could be given due to the "why" written on either the sign in sheet or the session planning form for that date
- Then **Save** it, once save is confirmed you can close the window.

## For Approved = Yes –

Scroll past all the text fields and change **Approved** from No to **Yes** and then **Save** the page.

Evaluation Form: -- SELECT --

**Approved:** Yes

\* Public: Yes

Highlighted: No

Enduring Material: No

Activity Template Event: No

Cancelled: No

\* Status: Active

Then **scroll** all the way to the **bottom** of the pop up window and **click** (using Firefox) on the link for **Manage Attendance Url**.

Preview Url: <http://wustlcme.highmarksce.com/index.cfm?do=ev.viewEv&ev=11899>

[Preview Url](#) | [View QR Code](#)

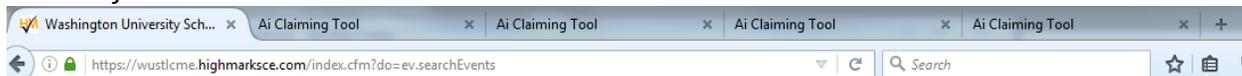
Claim Attendance Url <http://wustlcme.highmarksce.com/index.cfm?do=ip.claimCreditApp&eventID=11899>

[Claim Attendance Url](#) | [View QR Code](#)

Manage Attendance Url <http://wustlcme.highmarksce.com/index.cfm?do=ev.claimCreditAdmin&eventID=11899>

[Manage Attendance Url](#) | [View QR Code](#)

*\*One option is to open all the dates from that sign in sheet and have them as tabs at the top. Then just go from tab to tab for each date. BUT be sure that you only “Page Down” to scroll to keep the lines aligned. Save any add ons for the end.*



*See next page for how to record attendance.*

**To record attendance:**

If the person initialed the sign in sheet for that date, click on the **blue Check In** to claim their attendance. It will then display "Checked In".

\*If you accidentally checked someone in, click on the 3 dots and click Remove Credit.

For RSS, you won't need to edit partial credit.

*\*Something to watch for, as you check people in or remove names, the lines will shift, if you go too fast than you may check in the wrong person.*

Urology Chief Residents Rounds

Wohl Hospital 2nd Floor, 1st and 4th Wednesdays at 7:00 am  
03/02/2016 12:00am

Search Roster

First Name	Last Name	Company	Action
Barrett	Anderson		Checked In
Gerald	Andriole		Check In
Paul	Austin		Check In

Remove From Master List

First Name	Last Name	Company	Action
Barrett	Anderson		Checked In
Gerald	Andriole		Check In
Paul	Austin		Check In

Remove Credit  
Edit Partial Credit

***As you go through these lists, there will most likely be a lot of names in the computer that are not on the printed page or vice versa.***

**To remove a name from the computer that is not on the printed list,** click on the 3 dots on the right and click Remove from Master List. \*But use the most current sign in sheet as your guide, if you use the oldest month, you may have to add names back on in later months.

**If the name is not on the sign in sheet,** scroll to the very bottom to the text box to **Add a User to Attendance.** Type in the start of the first or last name, it will autofill as it finds names. If after trying for names in multiple ways you still do not find the right name, do not create a new user. Just mark it with a "?" by their name on the paper sign in sheet.

First Name	Last Name	Action
Gino	Vricella	Check In

thiemannj

No account in the system? Click [Here](#) to create a new user account.

**Once all dates on that month are documented** in the system, write on the top left/middle of the paper sign sheet "Entered M/D/YY" (that day's date) and your initials. E.g. Ent 7/14/16 RT

To change to a new activity, click the **Select/Switch** button in the **top right of the screen** and then click the radio button to **Remove Current Selection** and click Select.

Washington University School of Medicine

Activity: Pediatric Coding Conference Dashboard Select / Switch

Select Activity

Select an activity you want to set as your default activity

Remove Current Selection

2017
2016
2015
2014
2013
TBD

System will automatically switched to selected activity. If you don't save, your changes will be lost.

Cancel Select

### Special circumstances –

**Add a session that was not already created.** Go to the closest session date before the one you are creating and click on the blue title to open the session pop up window. Once you open the session pop up window, click **Duplicate**. You will get a pop up, click OK. Change the **date** and **add a '-1' to the Session Code**. Then **Save** the session and enter credit as normal.

### Session: Urology Chief Residents Rounds

Preview Manage Assignments Topics Category Upload Documents

Roster Management Attendance Management Manage Accreditations Duplicate

Report: RSS Session Credit Claiming and Accreditation

\* - indicates a required item.

\* Title: Urology Chief Residents Rounds

Characters left 270

Session Code: 1548

Starts On: 01-08-2016 12:00am

Ends On: 01-08-2016 12:00am

Location: Wohl Hospital 2nd Floor, Fridays