UCSF Continuing Education Portal

CloudCME

RSS Attendance History Report

The RSS Attendance History report provides data on Regularly Scheduled Series (RSS) attendance, with attendance numbers.

This report is used by CE/CME administrators and accreditation staff to:

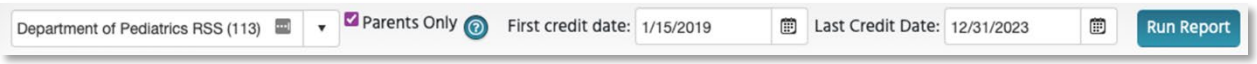
- View attendance trends by session date
- View attendance in each session and download a roster of participants
- View the number of "unique participants" that attended the series

Accessing the RSS Attendance History Report

1. Sign in to the CE Portal; scroll to the bottom to select **Administration**.
2. From the main menu, select **Reports**, then **RSS Attendance History**.

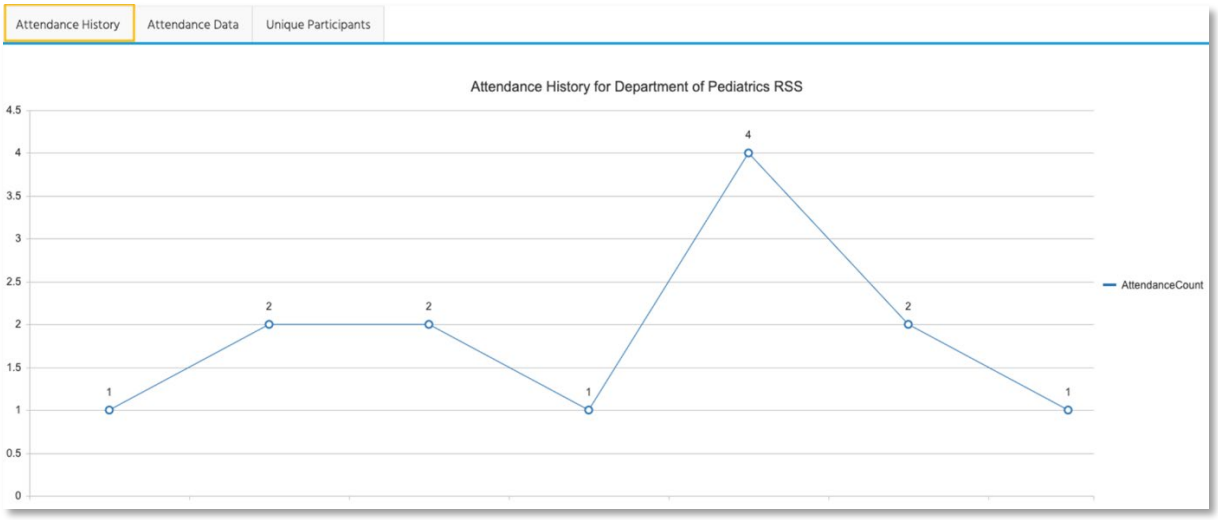
Viewing Data

1. Enter the name of the Regularly Scheduled Series in the activity search field. Narrow the search results by providing a **First Credit Date** and a **Last Credit Date** (if needed).
2. Enter the search criteria and click the **Run Report** button.



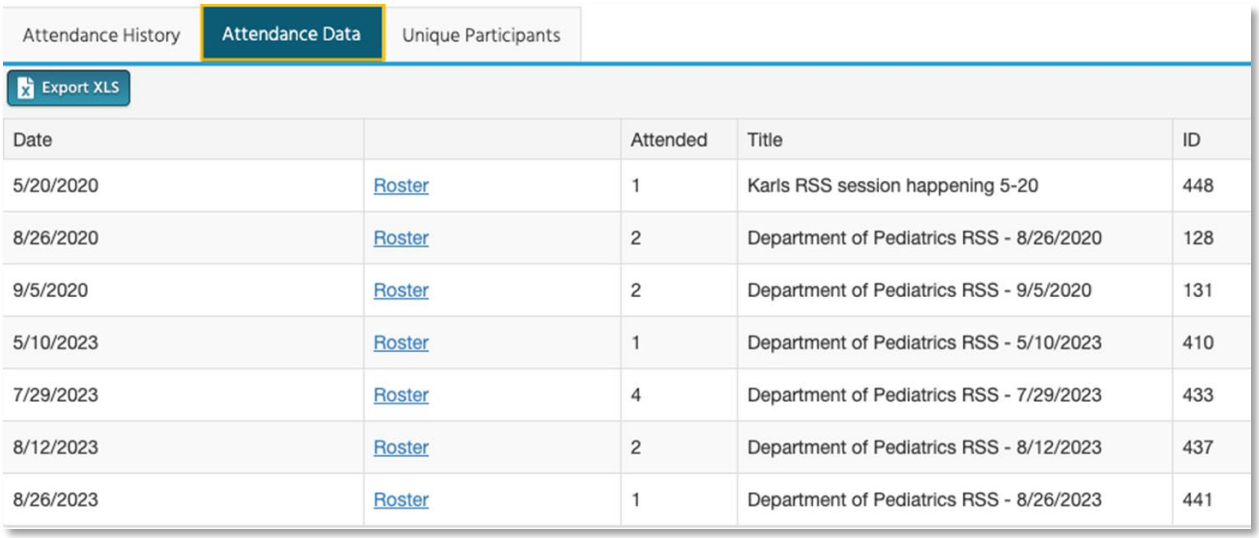
Charting Trends

The plot chart will display the actual attendance numbers for the activity on the **Attendance History** tab. Each data point on the chart represents a session.



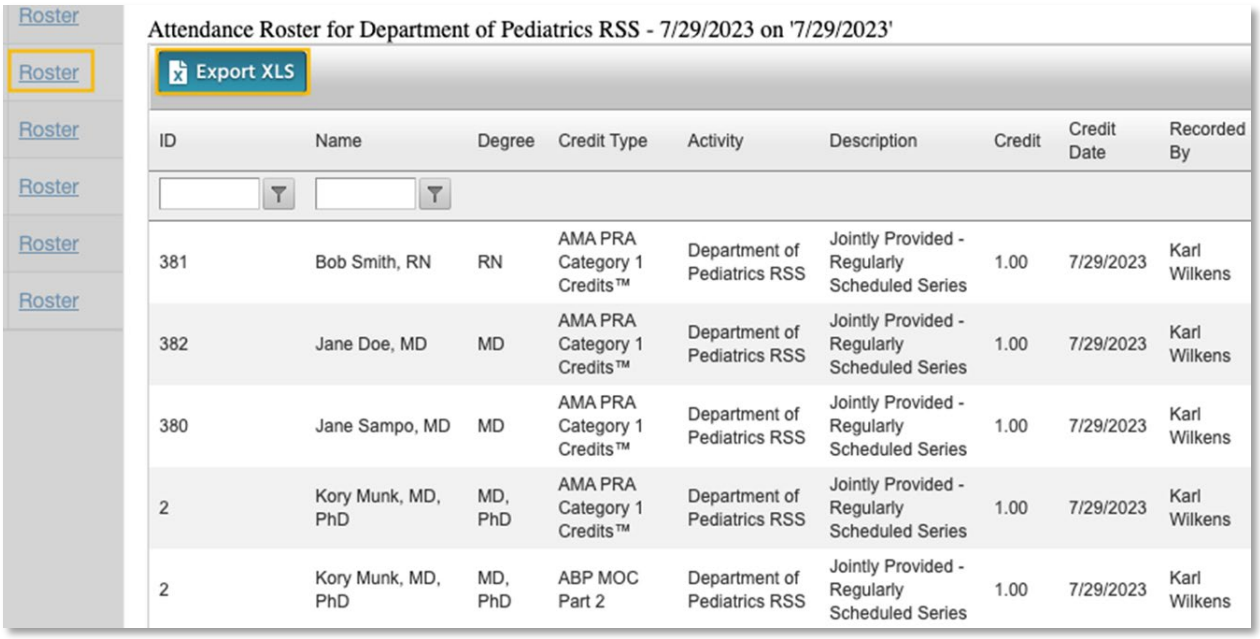
Viewing Details

The **Attendance Data** tab will display additional data points such as the child activity date, the attendance total, the title of the child activity, and the child ID number.



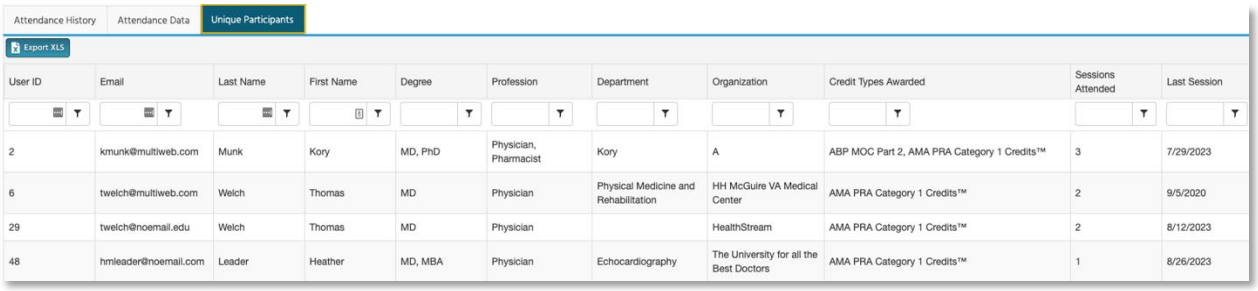
Date		Attended	Title	ID
5/20/2020	Roster	1	Karls RSS session happening 5-20	448
8/26/2020	Roster	2	Department of Pediatrics RSS - 8/26/2020	128
9/5/2020	Roster	2	Department of Pediatrics RSS - 9/5/2020	131
5/10/2023	Roster	1	Department of Pediatrics RSS - 5/10/2023	410
7/29/2023	Roster	4	Department of Pediatrics RSS - 7/29/2023	433
8/12/2023	Roster	2	Department of Pediatrics RSS - 8/12/2023	437
8/26/2023	Roster	1	Department of Pediatrics RSS - 8/26/2023	441

Click the **Roster** link to display a pop-up window with the Attendance Roster for the specific date. Information from the Data table and Attendance Roster can be exported to an Excel file by clicking the **Export XLS** button.



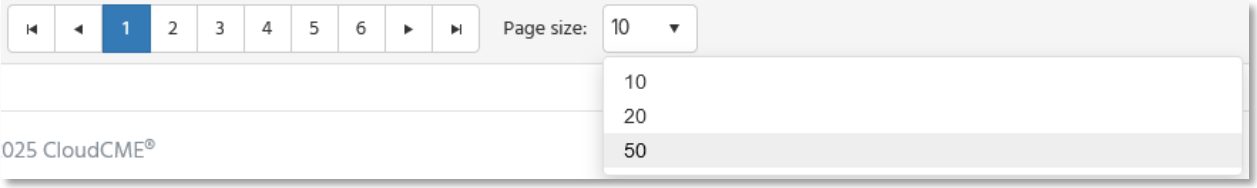
View Who Attended throughout the Year

The **Unique Participants** tab will display participants who will be counted as individuals, rather than by the number of activities that they have attended.



Setting up Your View

All data can be scrolled through using the page numbers at the bottom or exported to a report by selecting

.

Increase the **Page Size** to see more records per page.