

UCSF Continuing Education Portal



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

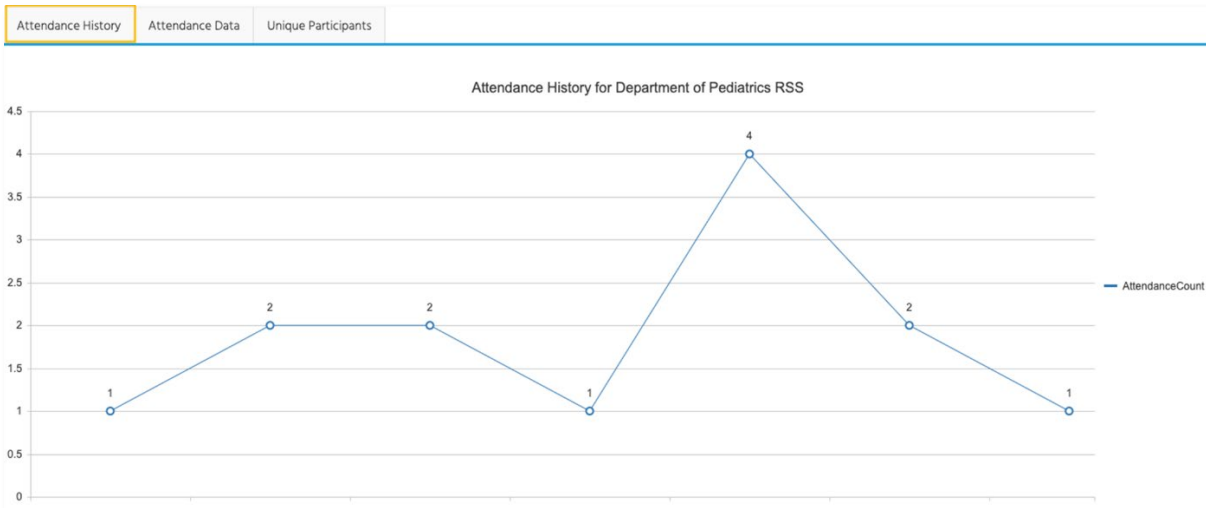
1. Enter the name of the Regularly Scheduled Series in the activity search field. Narrow the search results by providing a **First Credit Date** and a **Last Credit Date** (if needed).
2. Enter the search criteria and click the **Run Report** button.

A screenshot of the search interface for the RSS Attendance History report. It features a search bar with the text "Department of Pediatrics RSS (113)" and a dropdown arrow. To the right is a checkbox labeled "Parents Only" which is checked. Further right are two date input fields: "First credit date:" with the value "1/15/2019" and "Last Credit Date:" with the value "12/31/2023". Both date fields have calendar icons. On the far right is a blue button labeled "Run Report".

Department of Pediatrics RSS (113) ▼	<input checked="" type="checkbox"/> Parents Only ⓘ	First credit date: 1/15/2019 ⓘ	Last Credit Date: 12/31/2023 ⓘ	Run Report
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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.

Attendance History Attendance Data Unique Participants				
Export XLS				
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.

Roster

Roster

Roster

Roster

Roster

Attendance Roster for Department of Pediatrics RSS - 7/29/2023 on '7/29/2023'

Export XLS

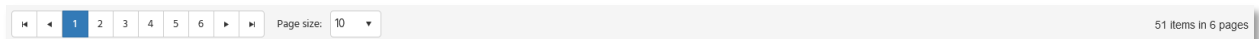
ID	Name	Degree	Credit Type	Activity	Description	Credit	Credit Date	Recorded By
<input type="text"/>	<input type="text"/>							
381	Bob Smith, RN	RN	AMA PRA Category 1 Credits™	Department of Pediatrics RSS	Jointly Provided - Regularly Scheduled Series	1.00	7/29/2023	Karl Wilkens
382	Jane Doe, MD	MD	AMA PRA Category 1 Credits™	Department of Pediatrics RSS	Jointly Provided - Regularly Scheduled Series	1.00	7/29/2023	Karl Wilkens
380	Jane Sampo, MD	MD	AMA PRA Category 1 Credits™	Department of Pediatrics RSS	Jointly Provided - Regularly Scheduled Series	1.00	7/29/2023	Karl Wilkens
2	Kory Munk, MD, PhD	MD, PhD	AMA PRA Category 1 Credits™	Department of Pediatrics RSS	Jointly Provided - Regularly Scheduled Series	1.00	7/29/2023	Karl Wilkens
2	Kory Munk, MD, PhD	MD, PhD	ABP MOC Part 2	Department of Pediatrics RSS	Jointly Provided - Regularly Scheduled Series	1.00	7/29/2023	Karl Wilkens


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.

Attendance History		Attendance Data		Unique Participants							
<div>Export XLS</div>											
User ID	Email	Last Name	First Name	Degree	Profession	Department	Organization	Credit Types Awarded	Sessions Attended	Last Session	
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
2	kmunk@multiweb.com	Munk	Kory	MD, PhD	Physician, Pharmacist	Kory	A	ABP MOC Part 2, AMA PRA Category 1 Credits™	3	7/29/2023	
6	twelch@multiweb.com	Welch	Thomas	MD	Physician	Physical Medicine and Rehabilitation	HH McGuire VA Medical Center	AMA PRA Category 1 Credits™	2	9/5/2020	
29	twelch@noemail.edu	Welch	Thomas	MD	Physician		HealthStream	AMA PRA Category 1 Credits™	2	8/12/2023	
48	hmleader@noemail.com	Leader	Heather	MD, MBA	Physician	Echocardiography	The University for all the Best Doctors	AMA PRA Category 1 Credits™	1	8/26/2023	

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.

