



To follow along with these instructions, you will need:

- To be logged in to your iLearnPeds.com Support or Activity Administrator account.
- A registered user to mark attendance for. Otherwise, register the user **FIRST**.

| STEP 1 – Go to the session/activity you wish to enroll the user | Home » Cardiology and Cardiothoracic Surgery » Cardiol | | | | | |
|---|--|---------------------------|--|--|--|--|
| in, and click the ENROLLMENTS tab. | VIEW EDIT E | NROLLMENTS REMINDERS FA | | | | |
| (For this example, we will use the Cardiology Confer- ence, but these instructions apply to any activity.) | REVISIONS REPEAT THIS SESSION | | | | | |
| | FEATURES | Register Se | | | | |
| | Home Calendar | The Cardiology and Cardio | | | | |

STEP 2 – Scroll to find the user you wish to update or use the provided fields to enter your search parameters and click **Apply** to begin your search.

| View | e Edit | Enrollments | Reminder | s Faculty | Course outline | Agenda | Course repo | orts Revisio | ns Repe | at this session | | |
|--|----------------|-----------------|---------------|--------------|------------------|---------|-------------------|------------------|----------------------------------|------------------|-----------------------|----------------------------------|
| Administer Search and enroll Waitlist Settings Imported records Signup broadcast Sign-in sheet | | | | | | | | | | | | |
| Displ | aying 1 - 2 | 6 of 26 enrollm | nents. | | | | | | | | | |
| User | name | | | User: E-mail | | | First name | | | Last nar | me | |
| | | | | | | | John | | | Doe | | |
| Ар | ply | | | | | | | | | | | |
| Op | erations | | | | | | | | | | | |
| | Remove | enrollment | Edit enrollm | nent Ma | rk user attended | Mark us | er not attende | d Modify | fields | Send e-mail | 0 rows se | lected |
| | | | | | | | | | | | | |
| | <u>Usernar</u> | ne | <u>E-mail</u> | | | | <u>First name</u> | <u>Last name</u> | <u>Enrollm</u> <u>created</u> | ent Enro star | <u>ollment</u> ted | <u>Enrollment</u> <u>ends</u> |

STEP 3 – Once you find the user, select the checkbox to the left of their name, then click the Mark User Attended button above.

| Operations | | | | | | | |
|------------|-------------------|---------------|-----------------|----------------------|---------------------|-------------------------|--|
| | Remove enrollment | | Edit enrollment | | Mark u | ser attended | |
| | selected (reset | :) | | | | \searrow | |
| | <u>Username</u> | <u>E-mail</u> | | <u>First</u> name | <u>Last</u> name | <u>Enrollment c</u> | |
| | J.doe | j.doe@gm | ail.com | John | Doe | 02/15/2023 - 11:18am | |

| STEP 4 – Review that you selected the correct user, then clic proceed. | Are you sure you wan Mark user attended or | | | | |
|--|---|--------------------------|--------------------------|----------------|--|
| | | View Edit | Enrollments | Reminders | |
| | | Repeat this se | ession | | |
| | | Administer | Search and enrol | l Waitlist ! | |
| | | You selected | the following <i>ite</i> | em: | |
| | | John Doe's en Confirm | rollment in Cardio | ology Conferer | |
| | | l V | \checkmark | | |
| STEP 5 – You will see the following confirmation notices: | Administer Search | n and enroll V | Vaitlist Setting | - - | |
| "Performed Mark user attendance on 1 item", and the Attended column to the right of the user will | Deufermed Man | k | | | |
| no show the text "Attended" | Displaying 1 - 1 of 1 e | nrollments. | <u>ls Atten</u> | <u>ded Typ</u> | |
| | | | Atten | ded Bul enr | |

NOTES – Following the steps above will have the following effects:

- The user will receive any emails related to the marking of attendance for an activity.
- The user's completion deadlines will be set based on their Enrollment Created Date (i.e. "CME forms must be completed within X days from enrollment date"). When marking the attendance of a user that was already enrolled, **make sure to review the Enrollment Ends column** as this date will not be affected by marking their attendance, and they will not receive extended time to complete their requirements.
- If the enrollment end date needs to be extended please contact Gabriela Martinez at <u>gabriela.martinez@nicklaushealth.org</u> or <u>cme@nicklaushealth.org</u> for their enrollment date to be edited.

Still need help?

Check out our <u>New User Guide</u> and our <u>FAQ</u> to see more walk-through guides. You can also email us at <u>cme@nicklaushealth.org</u> if you need assistance.