

Reporting Attendance

To get started, access the Application Service Center for the course for which you would like to report attendance.

Session Specific Forms

Please choose an activity date/location to generate an attendance log, or an activity date/location **and** a session to generate a certificate of attendance/completion template or an evaluation form.

* Activity Date/Location	<input type="text"/>
* Session	<input type="text"/>

- [Download an Attendance Form](#)
- [Download a Certificate of Attendance/Completion Template](#)
- [Download an Evaluation Form](#)

Attendance Reporting

- [Attendance Reporting Grid](#)
This web-based grid allows you to view all attendance data that has been reported to date for a given session or activity. You may use this grid to report new attendees, or change the existing reported CEAS.Data.
- [Attendance Log Importer](#)
This importer allows you to upload your Excel 2007 (.xlsx) Attendance Log, and have attendance data bulk imported automatically from that form. Note that once attendance data has been reported for a session in a Traditional program, this option is no longer available for that session.

Miscellaneous

- [View and/or Order Additional Activity Repeat Dates](#)
- [Update Presenters or Authors](#)

There are two ways to enter attendance for the course: directly from the website in the attendance reporting grid or by uploading an Excel[®] file into the attendance log importer.

Attendance Reporting Grid

To enter individuals directly from the web, select the date of the event in the activity date/location area (orange box) and then select "attendance reporting grid."

Session Specific Forms

Please choose an activity date/location to generate an attendance log, or an activity date/location **and** a session to generate a certificate of attendance/completion template or an evaluation form.

* Activity Date/Location	<input type="text"/>
* Session	<input type="text"/>

- [Download an Attendance Form](#)
- [Download a Certificate of Attendance/Completion Template](#)
- [Download an Evaluation Form](#)

Attendance Reporting


- [Attendance Reporting Grid](#)
This web-based grid allows you to view all attendance data that has been reported to date for a given session or activity. You may use this grid to report new attendees, or change the existing reported CEAS.Data.
- [Attendance Log Importer](#)
This importer allows you to upload your Excel 2007 (.xlsx) Attendance Log, and have attendance data bulk imported automatically from that form. Note that once attendance data has been reported for a session in a Traditional program, this option is no longer available for that session.

Miscellaneous

- [View and/or Order Additional Activity Repeat Dates](#)
- [Update Presenters or Authors](#)

To enter data into the attendance reporting grid, please complete the following for each attendee:

1. Enter the attendee's AARC member number
 2. Enter the attendee's first name
 3. Enter the attendee's last name
 4. Enter the attendee's email address
 5. Select the attendee's state of residence, and
 6. Check the box to indicate which of the sessions the attendee attended. You can select "checked all" for attendees who attended all sessions or you can check individual sessions. The individual session legend is at the top of the web page and shows the session name, number of CRCE for the session, and the session's content category.
7. When you are finished, click "submit."
You may return to this reporting grid and add other attendees at a later date, if needed.



AARC Continuing Respiratory Care Education

Application Service Center
Course Number/Title: 140032000 - AARC Orientation
Date/Location: 3/1/2013 Irving TX

1. Session: 13875 - MGT - (1.00 Hour) -- AARC Orientation

REPORTED LIST

AARC Member	First Name	Last Name	Email Address	State of Residence	Session	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875
					Check all	13875

Maximum Contact Hours: 1.00

[Back](#) | [Submit](#)

- (AARC) Adult Critical Care
- (MGT) Management
- (BPT) Business/Management/Programs
- (CPR) Noncardiac Patients
- (CLP) Clinical Practice
- (PTT) Pulmonary Function
- (ETB) Ethics and Law
- (PFS) Patient Safety
- (SST) Simulation
- (SST) Sleep Medicine

Attendance Log Importer

To upload an Excel file, you will first have to select your activity date and location and then download an attendance form. You can find this form link under the activity date/location selection area.

Session Specific Forms

Please choose an activity date/location to generate an attendance log, or an activity date/location and a session to generate a certificate of attendance/completion template or an evaluation form.

* Activity Date/Location

* Session

- [Download an Attendance Form](#)
- [Download a Certificate of Attendance Completion Template](#)
- [Download an Evaluation Form](#)

Attendance Reporting

- [Attendance Reporting Grid](#)
This web-based grid allows you to view all attendance data that has been reported to date for a given session or activity. You may use this grid to report new attendees, or change the existing reported CEAS.Data.
- [Attendance Log Importer](#)
This importer allows you to upload your Excel 2007 (.xlsx) Attendance Log, and have attendance data bulk imported automatically from that form. Note that once attendance data has been reported for a session in a Traditional program, this option is no longer available for that session.

Miscellaneous

- [View and/or Order Additional Activity Repeat Dates](#)
- [Update Presenters or Authors](#)

The attendance form allows you to enter the attendee's AARC member number, name, email address, state of residence and sessions attended. You can simply enter "x" in the sessions attended by each attendee.

AARC CRCE LOG			CRCE COURSE #		140032000
Provider Name: TEST CRCE Company					
Course Title: AARC Orientation					
Location: Irving, TX			Course Date:		3/1/2013
CRCE Approval Date: 2/19/2013			AARC Sponsor ID:		9618074
Total CRCE Hours Awarded: 1.00			Approved for Partial Credit:		No
AARC Member Number	First Name	Last Name	E-mail Address	State of Residence	AARC Orientation 3/1/2013 10:00 AM - 3/1/2013 11:00 AM

Once you have entered the information, save the file in a location on your computer that is easily accessible. You may also build your own Excel® file, though that will require extra steps in the uploading process.

To upload the attendance log Excel[®] file, select "attendance log importer" from the attendance reporting area.

Session Specific Forms

Please choose an activity date/location to generate an attendance log, or an activity date/location and a session to generate a certificate of attendance/completion template or an evaluation form.

* Activity Date/Location	<input type="text"/>
* Session	<input type="text"/>

- [Download an Attendance Form](#)
- [Download a Certificate of Attendance/Completion Template](#)
- [Download an Evaluation Form](#)

Attendance Reporting

- [Attendance Reporting Grid](#)
This web-based grid allows you to view all attendance data that has been reported to date for a given session or activity. You may use this grid to report new attendees, or change the existing reported CEAS.Data.
- [Attendance Log Importer](#)
This importer allows you to upload an Attendance Log, and have attendance data bulk imported automatically from that form. Note that once attendance data has been reported for a session in a Traditional program, this option is no longer available for that session.

Miscellaneous

- [View and/or Order Additional Activity Repeat Dates](#)
- [Update Presenters or Authors](#)

The website will walk you through four steps:

1. Upload the log. Click the "browse" button, choose your log file on your computer, and click "upload."

Step 1 of 4 - Select the file to upload

Select the attendance log file to upload. You may use any Excel file you wish, but be advised that only the official Attendance Logs that can be downloaded from the Application Service Center will be supported.

The log should include at least the following columns:

- AARC Member Number
- First Name
- Last Name
- E-mail Address
- State/Province of Residence

In addition, you should have a column for each session in your activity. The presence of any mark in these columns will be interpreted as indicating the attendee's participation in that session. If the attendee did not attend that session, leave that column blank.

* Attendance Log	<input type="button" value="Browse..."/>	attendance_log_140618000.xlsx
------------------	--	-------------------------------

Upload

- Match the fields to your Excel® file. If you used the custom formatted log from the CRCE website, these fields will match without edits. If you did not, you will have to adjust the spreadsheet field on this page to match your Excel® file. Click “validate data.”

Step 2 of 4 - Match the field names

Match the fields from your spreadsheet to the required attendance information:

Attendance Information	Spreadsheet Field
AARC Member Number	AARC Member Number
First Name	First Name
Last Name	Last Name
E-mail Address	E-mail Address
State/Province	State of Residence
abc 6/24/2013 1:00 PM - 6/24/2013 2:00 PM	abc 6/24/2013 1:00 PM - 6/24/2013 2:00 PM
def 6/24/2013 10:00 AM - 6/24/2013 11:00 AM	def 6/24/2013 10:00 AM - 6/24/2013 11:00 AM
ghi 6/24/2013 3:00 PM - 6/24/2013 4:00 PM	ghi 6/24/2013 3:00 PM - 6/24/2013 4:00 PM

[Validate Data](#)

- Check to make sure that your attendee list is represented on this page. If everything is correct (green), click next. If not, click “start over.” Note: non-AARC members will be displayed in yellow, as there is no match in the database.

Step 3 of 4 - Validation

The following grid shows all of the records in your import file.

- Records shaded **green** have no data errors and matched an existing record in the AARC Membership Database.
- Records shaded **yellow** have no data errors, but did not match an existing record in the AARC Membership Database. These records will be manually reviewed by AARC staff to ensure credit is awarded where appropriate.
- Records shaded **red** have some data error, so that record will not be imported. Check the Error Message(s) column for more information about why this record will be ignored.

You are welcome to address any records shaded yellow or red before proceeding. When you are ready to continue, ensure the records you want to import are checked and click 'Next' below.

<input checked="" type="checkbox"/>	AARC Member Number	First Name	Last Name	E-mail Address	State/ Province	abc 6/24/2013 1:00 PM - 6/24/2013 2:00 PM	def 6/24/2013 10:00 AM - 6/24/2013 11:00 AM	ghi 6/24/2013 3:00 PM - 6/24/2013 4:00 PM	Error Message(s)
<input checked="" type="checkbox"/>					TX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<input checked="" type="checkbox"/>					TX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

[Start Over](#)

[Next](#)

4. This screen lets you know if the process has been completed successfully. At this point, the process is finished.

Step 4 of 4 - Results

The import process has completed successfully. You may review the data that was imported by visiting the "Attendance Reporting Grid" link from Application Service Center.

[Return to the Application Service Center](#)

You can check your log reporting by selecting "attendance reporting grid" and then selecting "reported list" on the grid page.


Application Service Center

Course Number/Title: 140618000 - Test Application 6/24/2013

Date/Location: 6/24/2013 Test City AK

1. Session: 20471 - CLP - (1.00 Hour) — abc
2. Session: 20472 - NPS - (1.00 Hour) — def
3. Session: 20473 - PTS - (1.00 Hour) — ghi

REPORTED LIST



AARC Member#	First Name	Last Name	Email Address	State of Residence	Attended	<input type="checkbox"/> 20471	<input type="checkbox"/> 20472	<input type="checkbox"/> 20473
-----------------	---------------	--------------	------------------	-----------------------	----------	--------------------------------	--------------------------------	--------------------------------