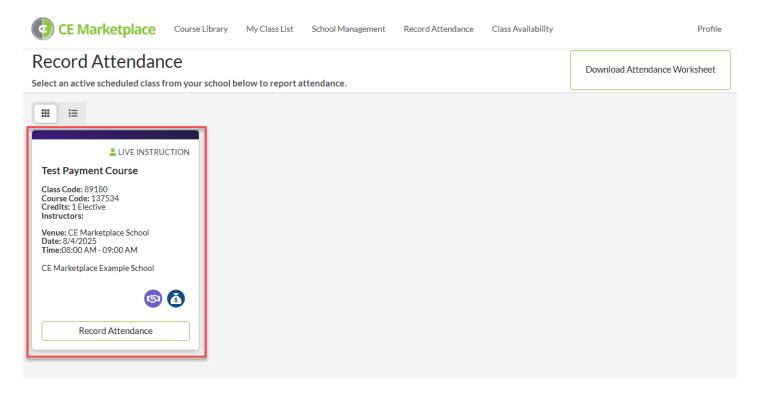
## **Recording Attendance for a Class Session**

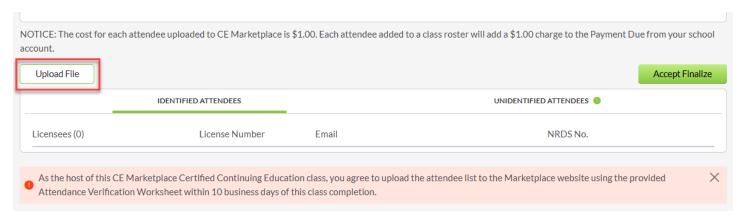
To record class attendance on CE Marketplace, you must <u>first schedule (host) the class</u> to generate a class code. For more information on scheduling a class, please visit

https://www.cemarketplace.net/resources and view the 'How to Schedule (Host) A Class' resource.

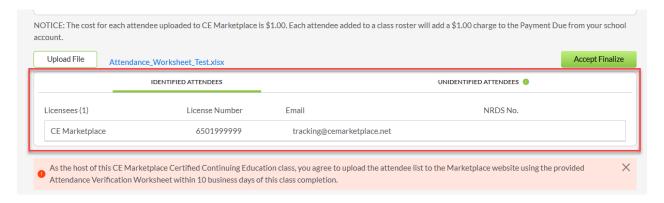
Once your course has been scheduled with your specific class details, you will navigate to 'Record Attendance'. On this page you will see all your open scheduled class sessions. Click on the class instance you would like to report attendance for:



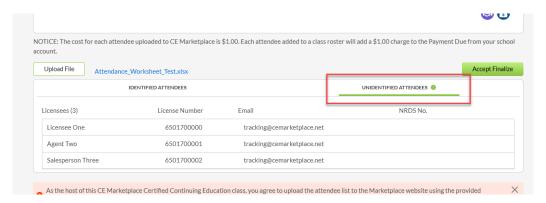
On the next page you will upload your prepared 'Attendance Upload Worksheet' which should contain each licensee's first name, last name, email address and correct license number. Verify licensee pocket cards to assure this information is correct prior to uploading.



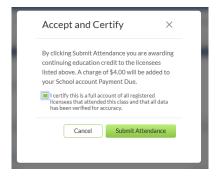
Once you have uploaded your attendance sheet, attendees will be placed in two categories, 'Identified Attendees' and 'Unidentified Attendees'. The first view will show all licensees who the system has made a direct match.



Clicking the 'Unidentified Attendees' will display a list of licensees who did not match a record directly in the system. This could be due to an incorrect license number or a new licensee whose information has yet to be loaded into the system. Unidentified attendees will be manually matched with the correct attendee by CE Marketplace staff. We may contact the provider for additional information on a licensee if needed.



Next click the 'Accept Finalize' button to upload your attendance and award credits. Once you have clicked the 'Accept Finalize' button you will next see a modal window with the upload fee that will be added to your 'Pending Fees' and a check the box next to the attendance acknowledgement. Click the 'Submit Attendance' button to finalize the process.



If you have questions or issues when uploading attendance, please contact CE Marketplace at 844-642-6633 or <a href="mailto:education@cemarketplace.net">education@cemarketplace.net</a>.