



Upload Class Attendance

Please see the steps below on how to upload class attendance. Before uploading a class, make sure you have scheduled it in the system through the Host a Class portal. Scheduling a course will assign the class a Class Code which is needed to upload the attendance.

1. Click Login in the upper right hand corner of the website.
2. Click on Record Class Attendance.
3. Search for Class (you can search by any of the available fields.)
4. Once you find the Class click on the green Class Code to select it.
5. Scroll down and select Chose File (gray button) to attach the upload worksheet.
6. The system will search for matches using 4 points of comparison. Any attendee who does not match all 4 points will be listed at the bottom along with a number that links to the databases closest matches. You can then manually select a student's record for upload.
7. When all the students are matched in the system click Import Worksheet.
8. Certificates will be emailed to attendees within 24 hours.
9. Please note the attendance upload fee is \$1.00 per licensee and will be added to your School Payment queue for each worksheet submitted. The attendance fees are non-refundable.