

For many School Administrators, scheduling a class and reporting attendance can be time consuming. We realize that your time is valuable. So we want to help you work more efficiently and improve your CE Marketplace productivity.

Whether you are an experienced CE Marketplace user or newly registered, these directions and tips will be a helpful reference.

Reporting Class Attendance:

1. Click Login in the upper right hand corner of the website.

****Tip:** Please remember that you must schedule the class before class attendance is reported. For instructions on hosting a class, please [click here](#) . ******


2. Once you have logged in, from the menu on the right hand side, click on Record Class Attendance.
3. In *Step 1* of the “Record Class Attendance” section, enter the Class Code for the class you are reporting attendance for. After entering the Class Code, click on Search For Classes.

Class Code	<input type="text"/>	
Class Status	<input type="text"/>	
Class Date From	<input type="text"/>	
Class Date To	<input type="text"/>	

**** Tip:** The Class Code can be found in your Course Sponsorship Confirmation email that was sent when the class was scheduled or listed in your “Class List” on the School Overview page. ******

4. After you have searched for the Class Code, In *Step 2* of the Record Class Attendance process, click on the green Class Code that corresponds to the Class Code from your email which you are reporting attendance.

****Tip:** Make sure you are selecting the correct class session, with correct class date, class time and CE credit total. ******

CLASS INFORMATION		COURSE DETAILS	
Class Code:	016681 	Title:	test course
Date(s):	12/25/2018 To 12/25/2018	Topic:	
Times:	11:00:00 AM To 12:00:00 PM	Course Type(s):	Commercial
Class Occurrence:	Single	Credit Type:	Elective
Course Code:	050869	NAR Designation(s):	
Elective Credits:	1.00	Instructor(s):	Brittany McEvoy
Status:	Active	Description:	test course
Sponsor:	CE Marketplace Example School		
Venue:	CE Marketplace School		
City:	Lansing, MI		

- After clicking on the Class Code, you will be brought to *Step 3* of the 'Record Class Attendance' process. In this step, you will select your Sponsor Upload Worksheet that has been filled out and saved with class and attendee information to upload from your computer.

****Tip:** A blank copy of the Sponsor Upload Worksheet was attached to your 'Course Sponsorship Confirmation' email from when you first sponsored the class session. ******

Record Attendees

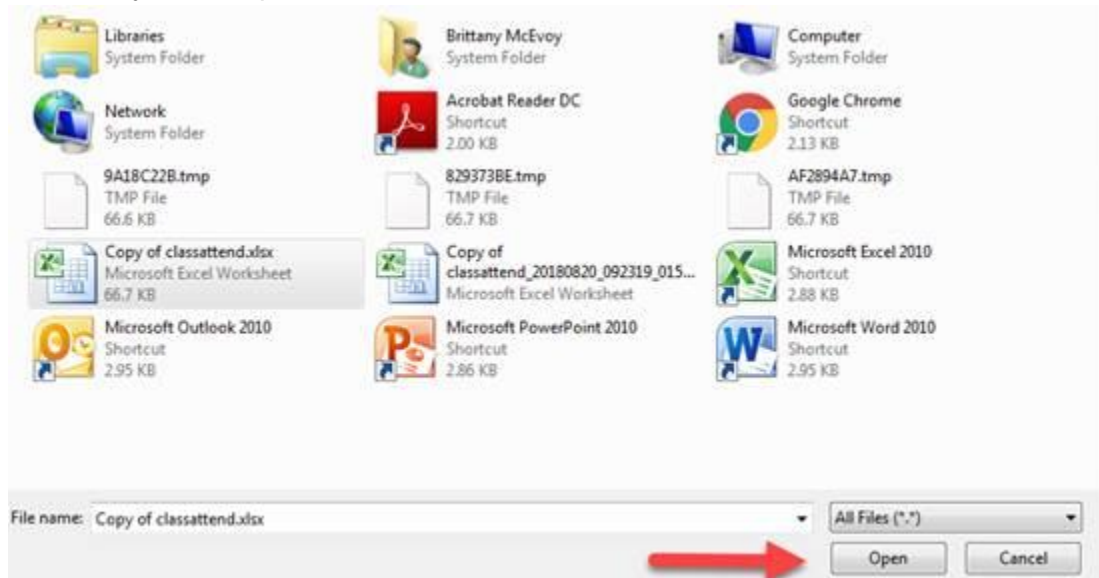
 As the sponsor of this CE Marketplace Certified Continuing Education class, you agree to upload the attendee list to the CE Marketplace website using the provided [Sponsor Upload Worksheet](#).

Import From Worksheet 

Use the button next to "Import From Worksheet" to search your computer and upload the Sponsor Upload Worksheet.

Once you have found the Sponsor Upload Worksheet that has been filled in and saved with your class attendance information from your computer, select the file and click

'Open' in your file upload window.



6. Once you have selected and opened your Sponsor Upload Worksheet from the file browser window, the website will begin to process the attendee information.

School: CE Marketplace Example School

Step 3: To add class attendees using the Sponsor Upload Worksheet:

Click the Choose File button below to locate the Excel spreadsheet you have prepared with class attendance data. Once you select the file, the screen will refresh and you will proceed to Step 4.



Class Information

Class Code	016681
Sponsor Name	CE Marketplace Example School
Course Title	test course
Class Date	12/25/2018
Credit Hours Legal	
Credit Hours Other	50 Minutes (1 Hour)
Location	CE Marketplace School 720 N. Washington Ave. Lansing, MI 48190
Attendee Count	0 <input type="button" value="Add"/>

****Tip:** Please make sure that you have filled out the top of the Sponsor Upload Worksheet to include the School Name, Class Name, Class Code, Class Date and CE Credit Hours.

7. Once the system has processed the attendees, you will see them listed at the bottom of the page.

Attendees Identified ① 2

Unidentified Attendees ① 1

NAME	LICENSE NO	NRDS NO	EMAIL	LAST 4 SSN
Brittany McEvoy	6502370202		BMcEvoy@mirealtors.com	
Darryl Garvin	6501293684		Dgarvin@mirealtors.com	

I Certify this is a full account of all registered licensees that attended this class and that all data has been verified for accuracy.

The list displayed on the website will indicate how many attendees have been identified by the system, and how many attendees are unidentified with no exact match. You can click on the green number in the "Persons Found" column next to the unidentified person to attempt to match the attendee to the correct licensee record.

If you cannot find a match, or you are unsure if the match is correct, click the Include Unidentified check box to include them with your upload. The unidentified records will be added to a queue to be manually located by CE Marketplace staff.

****Tip: If your list did not upload, check the bottom of the page for the specific error message.****

8. Once you have verified all of the attendees from your Sponsor Upload Worksheet are displayed, click the Accept Attendance List button to finalize your attendance and continue to the payment screen to pay the \$1.00 per attendee upload fee.

For more information on how to use the CE Marketplace for all of your CE needs, visit our [Resources page](#) or give us a call at 844.642.6633.