

## Record Attendance

**Instructions:** Search and select the activity from the activity drop-down list. Use the Activity Options sidebar to edit credits awarded, attendance date, and number of credits. For more detailed instructions, click the blue question mark next to Record Attendance to access the corresponding Help article.

Pediatric Grand Rounds - September 6, 2022 (6050) - HSGI-01-P...

### Pediatric Grand Rounds - September 6, 2022 (6050) - 09/06/2022

Credit Types Available: AMA PRA Category 1 Credits™, Non-Physician Participation Credit, DHP Credits - Category 1

Activity Options

Add User

Attendance Recorded: 144

Total Users on Roster: 147

Save Attendance

Save Credits

Remove Attendees & Credits

Remove Credits

Export XLS

Search...

User Details	Status	Credit Details	Credit Eligibility	User Professions
<input type="checkbox"/> Abboud, Patricia Degree: MD UserID: 3052 <a href="#">Transcript</a>		AMA PRA Category 1 Credits™ Credit Date: 09/06/2022 Hours Claimed: 1	AMA PRA Category 1 Credits™, DHP Credits - Category 1	Physician
<input type="checkbox"/> Abboud, Patricia Degree: MD UserID: 3052 <a href="#">Transcript</a>		DHP Credits - Category 1 Credit Date: 09/06/2022 Hours Claimed: 1	AMA PRA Category 1 Credits™, DHP Credits - Category 1	Physician
<input type="checkbox"/> Abdalla, Tasneim Degree: UserID: 8756 <a href="#">Transcript</a>		Non-Physician Participation Credit Credit Date: 09/06/2022 Hours Claimed: 1	Non-Physician Participation Credit	

# Cloud CME – Recording and Editing Attendance

(New and improved User Interface – to be rolled out on 16<sup>th</sup> September, 2022.)

A brief help guide for activity administrators and SPCs

# Record Attendance - select your activity/session date

**CloudCME**

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sidra

Search

**Record Attendance**

**Instructions:** Search and select the activity from the activity drop-down list. Use the Activity Options sidebar to edit credits awarded, attendance date, and number of credits. For more corresponding Help article.

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- Pediatric Grand Rounds - November 8, 2022 (6058) - HSGI-01-P153
- Pediatric Grand Rounds - November 1, 2022 (6057) - HSGI-01-P153
- Pediatric Grand Rounds - October 25, 2022 (6056) - HSGI-01-P153
- Pediatric Grand Rounds - October 18, 2022 (6055) - HSGI-01-P153
- Pediatric Grand Rounds - October 11, 2022 (6054) - HSGI-01-P153

Total **84** events found

On 'record attendance' screen, enter your activity code or part of activity name in activity drop-down list and select the session date for which you want to record attendance.

# Record attendance – activity controls

Pediatric Grand Rounds - September 6, 2022 (6050) - HSGI-01-P...

**Pediatric Grand Rounds - September 6, 2022 (6050) - 09/06/2022**

Credit Types Available: AMA PRA Category 1 Credits™, Non-Physician Participation Credit, DHP Credits - Category 1

Activity Options Add User

Attendance Recorded: 145 Total Users on Roster: 147

- 1 **Activity options** – To edit session credit values
- 2 **Add user** – To add an attendee for the session
- 3 **Attendance recorded** – Total number of users whose attendance has been recorded and/or they have been awarded credits for the session
- 4 **Total Users on Rooster**– Total number of users who are on roster with or without credits including ones for whom attendance hasn't been recorded yet

# Record attendance – Activity Options

## Record Attendance

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Pediatric Grand Rounds - September 6, 2022 (6050) - HSGI-01-P...

### Pediatric Grand Rounds - September 6, 2022 (6050) - 09/06/2022

**Credit Types Available:** AMA PRA Category 1 Credits™, Non-Physician Participation Credit, DHP Credits - Category 1

Activity Options

Add User

#### Activity Options

AMA PRA Category 1 Credits™ (Max Credit: 1.00)

1.00



Non-Physician Participation Credit (Max Credit: 1.00)

1.00



DHP Credits - Category 1 (Max Credit: 1.00)

1.00



Attendance Date: 06/09/2022



\*If the user is not eligible for any of these credit types, *General Attendance* will be applied.

Activity options function should be used ONLY if you want to award partial credits to a user. Otherwise it is recommended to leave these values as it is.

# Record attendance – Add user

**Pediatric Grand Rounds: Severe Trauma Brain injury in Children - September 6, 2022 (6050) - 09/06/2022**

Credit Types Available: AMA PRA Category 1 Credits™, Non-Physician Participation Credit, DHP Credits - Category 1

Activity Options **Add User** Import

**Search for Existing User:**

sheikh, x

- Abu el-**Sheikh**,rania (2889) rabualshikh@sidra.org
- Ahmed Basadiq, Halimah Abdulsamad Sheikh (1972) hahmedbasadiq@sidra.org
- E**sheikh**,Abdelmoneem (10128) AElsheikh3@hamad.qa
- E**sheikh**,Abdelmoneem (10910) AElsheikh@sidra.org
- Sheikh**,Ameena (4628) aazzahr@hamad.qa

Total 9 Users found

**Create New CloudCME User:**

First Name Last Name Select Degree

Email Select Profession(s)...

\*All fields are required.

Add User to Roster Add User & Record Attendance Add User & Award Credit

A. Use the standard user dropdown on left hand side to find an existing CloudCME user (by surname) OR fill in the fields on right hand side to add a brand new person.

B. Click “Add User to Roster” to simply add the selected user, or click “Add User & Award Credit” to add the selected user and automatically award them credits for the session.

# Record attendance – Save or Remove attendance/credits

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Pediatric Grand Rounds - September 6, 2022 (6050) - HSGI-01-P...

## Pediatric Grand Rounds - September 6, 2022 (6050) - 09/06/2022

Credit Types Available: AMA PRA Category 1 Credits™, Non-Physician Participation Credit, DHP Credits - Category 1

Activity Options

Add User

Attendance Recorded: 145

Total Users on Roster: 147

1 Save Attendance

2 Save Credits

3 Remove Attendees & Credits

4 Remove Credits

5 Export XLS

- 1 **Save Attendance** – Marks selected user(s) attendance but with zero (0) credits
- 2 **Save Credits** – Issues selected user(s) with full or partial credits (by default full credits if no change was made in activity options)
- 3 **Remove Attendance & Credits** – Remove the credit record and also remove the selected user(s) from the roster
- 4 **Remove Credits** – Remove the credit record, but leave the selected user(s) “On Roster”
- 5 **Export XLS** – Export list of attendees to Excel

This is important change to note compared to previous user interface of record attendance

# Record attendance – Description of important icons

 User has been added to roster with attendance recorded and credit awarded

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 User has been added to roster with attendance recorded but without credit awarded

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 User has been added to roster but without attendance recorded or credits awarded

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 Delete user attendance record and awarded credits but keep on roster

## Important points to remember for Troubleshooting

Admins or the CPD Office are contacted when credits have not been issued to participants. There could be a number of reasons.

1. Credit has not yet been awarded. **SAVE CREDITS** .
2. The QR code is simply an intent to register for a session, it does not award credits automatically.
3. Attendance is recorded and credits are awarded **AFTER** the session by the admin.
4. Admins need to tell the attendees to **WAIT** for credits to be issued (**recommended timeframe is 2-3 days after the session**).
5. Admins can remove credits at any time from 'no shows' and 'early leavers'.
6. Multiple profiles have been created for each person. The computer is a binary system and will not be able to award credits.
7. Profiles with errors –missing information e.g. degree.
8. Profiles have been changed and credit has already been awarded, for example as a 'non-physician', then the profile was changed to 'physician'. If this has happened then inform the CPD office –to remove profiles and change how credit has been awarded for past sessions.

If you have any further queries or comments, please email CPD Office at [cpd@sidra.org](mailto:cpd@sidra.org)