



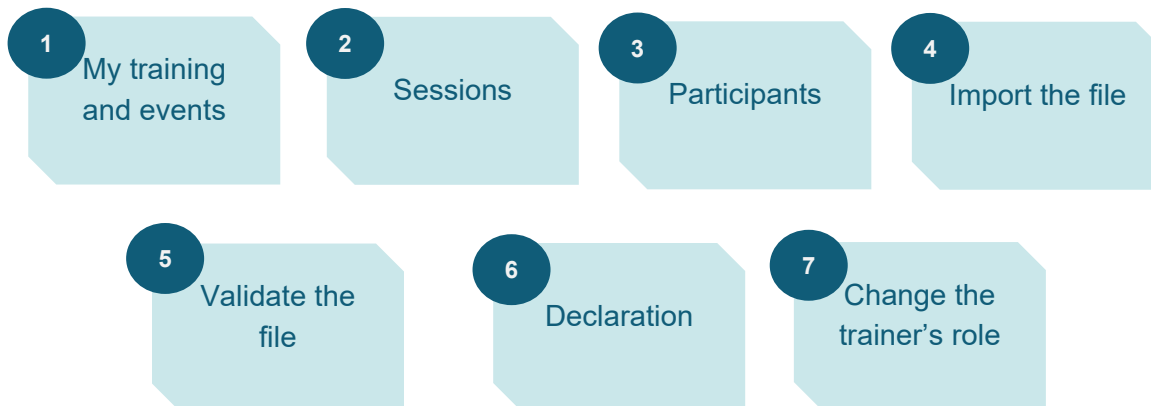
Entering the attendance list

▶▶ Background information: Training providers are responsible for entering the attendance lists of their training activities within a maximum of 30 days, thus allowing certified members to verify that their training file is up to date.

Here is how to enter an attendance list in ÉduChAD.

Please [download and use this file](#) to create your attendance list. To know more, consult step #7.

▶▶ PROCESS

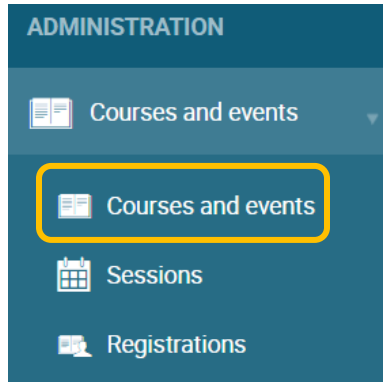


PROCEDURE

1. Log in to the ChAD Portal at portail.chad.ca, then click on ÉduChAD.
2. Click on “Courses and events” in the “Administration” section.

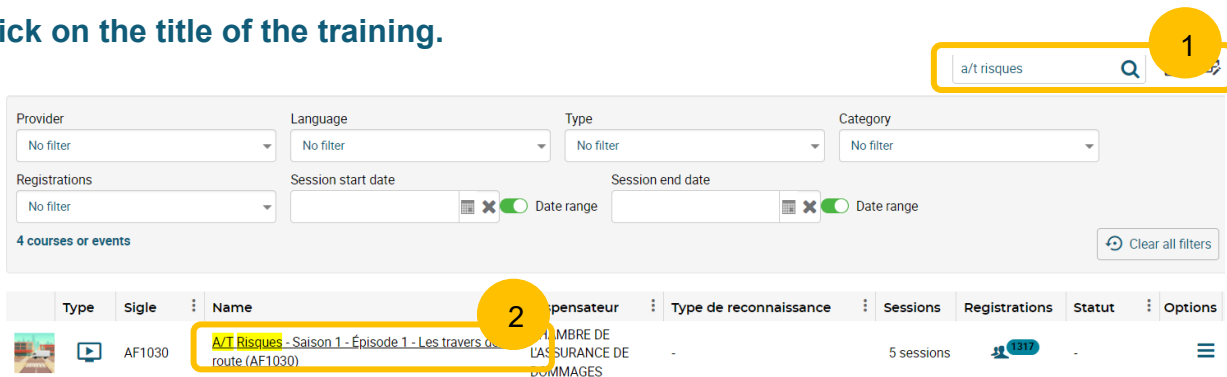


Information sheet Training providers



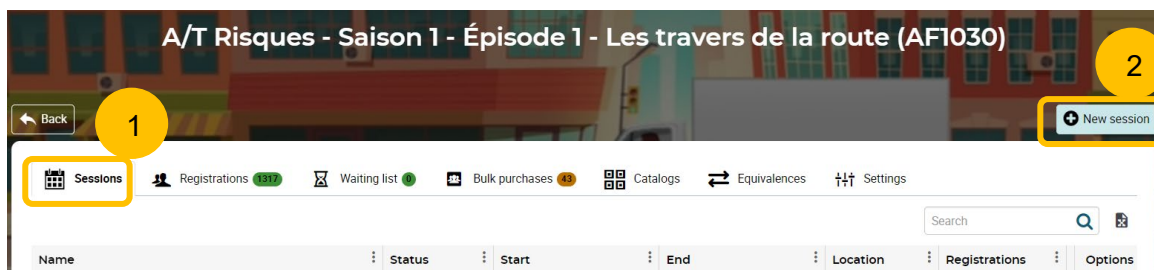
3. Use the search engine filters (for example, type a key word into the search bar at the top of the screen) to find the training for which you want to enter the attendance list.

Click on the title of the training.



4. Under the first tab, “Sessions,” click on “New session.”

*Tip: open one session per month to enter the attendance lists for all the training activities that took place during the month.





5. Fill in all the mandatory fields under the “General information” tab. This is the most important information to enter:

- The name of the session. For example, enter the date the session took place or the name of the group. This information will enable you to find the session if need be.
- Your decision whether or not to post the session in the ChAD’s catalogue (if you create the session before the training is held).

The screenshot shows the 'General information' form. A sidebar on the left contains tabs: 'General Information' (selected), 'Duration', 'Pricing', and 'Completion'. The main form area is titled 'General information' and contains the following fields and controls:

- Session name***: A text input field highlighted with a yellow box and a yellow circle containing the number '1'.
- Minimum registration** and **Maximum registration**: Two numeric input fields, both set to '0'.
- Activate waiting list**: A toggle switch that is currently turned off.
- Number of days the user has access to the content after registration (leave 0 not set a limit)**: A numeric input field set to '0'.
- Number of days the user has to complete the content after registration (leave 0 not set a limit)**: A numeric input field set to '0', highlighted with a yellow box and a yellow circle containing the number '2'.
- Hide the session from catalog**: A toggle switch that is currently turned off.
- Display dates of planned activities in catalogs**: A toggle switch that is currently turned on.
- Location**: A dropdown menu with the option 'No specific location' selected.
- Additional information**: A section with a **Date de l'activité** field, which is currently empty.
- At the bottom right, there are two buttons: 'Cancel' and 'Create'.

6. Under the “Duration” tab, please enter the start and end dates of your session. Click on “Create.”

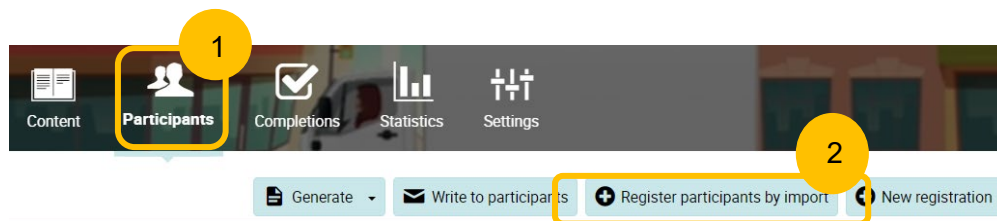
The screenshot shows the 'Duration' form. A sidebar on the left contains tabs: 'Informations générales' and 'Durée' (selected). The main form area is titled 'Durée de la session' and contains the following fields and controls:

- Début** and **Fin**: Two date input fields, both highlighted with a yellow box and a yellow circle containing the number '1'.
- At the bottom right, there are two buttons: 'Annuler' and 'Créer', with the 'Créer' button highlighted by a yellow box and a yellow circle containing the number '2'.



7. You will be sent to the training activity's page. It is perfectly normal to see the following message: "This page is empty! There is currently no information on this session." since the attendance list has not been entered.

Under the "Participants" tab, click on "Import to register participants." You will have to import an Excel spreadsheet that must include the following columns: date of completion (when the participant completed the session), certificate number, completion status (of the participant in the session).



Please [download this file](#) to create your attendance list. You will see an Excel file with these columns:

	A	B	C
1	numCertificat	Completed	CompletionDate
2	123456	oui	2022-07-31
3			
4			
5			

Please keep all original format values as default. For example, write « yes » in lowercase.

8. Choose an option to import the file. You can choose to only add new participants, change existing registrations, or register participants and change existing registrations (default option).

Select the file to download, and then click on "Validate the file."



Information sheet Training providers

Import file

Import option

Register participants and edit existing registrations

Import of CSV, Excel or TXT *

Select a file or drop it here.

Cancel Validate file

***Attention: If there is an error in the file, an error message will appear. If your completed file conforms to the template's fields: numCertificat (certificate number), Completed (completion status), CompletionDate (completion date), you won't get an error message.

1 error was found during preprocessing on the file. No data has been imported, please correct the error and re-import your file.

Line	Column	Error
2		No user found with identifier

9. After clicking on “Validate the file,” the information on the certified members, including their first names and family names, will appear.

Validation du fichier

Prénom	Nom	Numcertificat	Complétion	Date de complétion
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10. Check the box “I declare on my word of honour that this information is true and complete” and then click on “Import.” The participants will be granted their PDUs.

Je déclare sur l'honneur que ces informations sont véridiques et complètes

Notifier les participants qu'ils ont été inscrits à la session

Annuler Importer

11. To change the trainer's role from learner to instructor, please contact us at <mailto:mformation@chad.qc.ca>, specifying :



▶ Information sheet Training providers



CHAMBRE
DE L'ASSURANCE
DE DOMMAGES

- The title and acronym of the training course in question;
- The date of the session;
- The full name of the person for whom we need to change status from learner to instructor.

This will enable the trainer to earn duplicate PDUs if this is the first time he or she has given the training.