

Cloud CME Sidra Admin Training

CPD Office

What is Cloud CME?

Cloud CME is a one-stop-shop solution for all accredited CPD activities at Sidra.

The features include:

CPD Application Form for accreditation

Access for teaching faculty – disclosures, conflict of interest resolution

Educational Rounds – RSS Dashboard – for Administrators

Financials – income and expenses **auto-populated to accreditation bodies**

Participants – registration, evaluations, certificates – **Mobile App** from the App Store

Forms – pre-built electronic and customized templates

Attendee Portal – reporting attendance to generate credits for activities –**auto-populated for the accreditation body**

Commercial Support – electronic form to declare financial and in-kind support



Welcome

Sidra Medicine is a premier women and children's hospital with a commitment to lifelong learning and excellence in healthcare. The continuing professional development program fosters the ongoing educational needs of the culturally diverse, interprofessional healthcare team by improving knowledge, competence and performance based on the latest evidence; this translates into exceptional healthcare quality and patient outcomes.

Learners

[My Account/Transcripts](#)

New User

If you do not have an account with us, please click the button below to create one.

[Sign Up Now](#) →

Speaker/Presenter

[Complete Disclosures](#)

[Claim Speaker Credit](#)

[Policies and Resources](#)

Planning to accredit a new activity

NEW APPLICATION is a separate URL for each activity that will be sent out to each activity owner at the first meeting with the CPD Office.

1. An educator has documented a service gap. CPD is required.
2. A Scientific Planning Committee is made up of the target audience.
3. At least 2 planning meetings are held, Minutes are recorded.
4. The following documents are created: Minutes of the first and last planning committee, the program brochure, the needs assessment and the content review checklist.
5. Contact cpd@sidra.org for an appointment.
6. The applicant will be provided with their own link to their application, they will be the owner.
7. Activity owners will need to submit an activity at least 2 months before the first activity date.
8. Activity owners will be kept informed of the progress of their application via Cloud CME emails.

ACCREDITATION STANDARDS on Cloud CME

On Cloud CME the accreditation guidelines have been enforced.

- **Submit a new application at least 8 weeks prior to the start date.**
- **Automated Email notifications and reminders to planners, admin, faculty.**
- **Electronic approval process with comments for applicants.**
- **Applications will be APPROVED or REJECTED.**
- **Disclosures must be submitted prior to the activity.**
Allow a minimum of 2 weeks for COI resolution.
Allow a minimum of 1 week without COI.
- **Reviewers will conclude their application reviews within 1 week.**
- **Coordinators will upload attendees to their sessions.**
- **Attendees will receive email notifications to complete their evaluations.**
- **Certificates will be issued automatically when evaluations are complete.**

Cloud CME – 2 types of access

Applicant Access

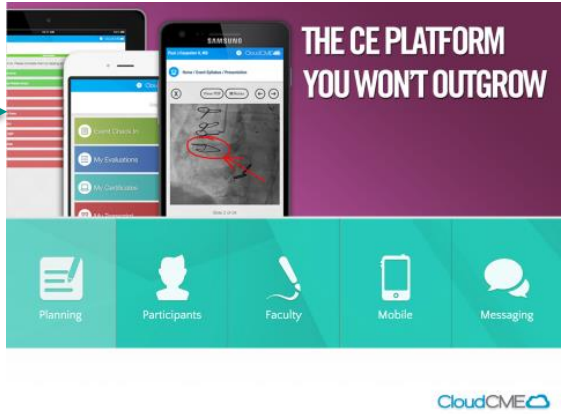
The Application Form is available only as a specific link for each activity. Once the Activity has been created following an interview with the CPD Office you will then be sent the link. Applications are assigned to specific owners. You will only be able to access your own applications. The application form is a separate URL for each activity.

Admin Access

Coordinators/owners will be nominated by their Division Chief who will receive the login rights to administer activities. It is a privilege to work on Cloud CME and it means admin staff is **accountable under the Division Chief**. Only trained coordinators are granted access.

The Division Chief nominates admin staff responsible for budgets and payments; e.g. registration fees are non-refundable.

Links and passwords cannot be shared with anyone. The admin side is sensitive because errors will be passed on to our accreditation bodies.



The **Attendee Portal** is accessible via the free CloudCME App. Screenshot 1

and

on the CloudCME website under the “**My CE**” button. Please log in to view your profile, transcript, evaluations, certificates etc.



<< Back to Sidra Medicine
Welcome Gabriela E Berger, PhD



CloudCME - separate roles and responsibilities for...

Administrators – CPD Office Oversight and Coordination, Calendar of Events

Applicants/Activity Owners – creating new applications, submitting documentation

Application Reviewers – providing advice and guidance – approve/reject

Peer Reviewers – resolving Conflicts of Interest (COI)

Faculty – speakers (moderators) – uploading biographies, disclosures, evaluations, presentations, audience response system

Activity Coordinators for RSS– adding new sessions, recording attendance, awarding credit hours, creating an agenda,

Basic Rules

1. User ID and passwords cannot be shared with anyone
2. Cloud CME access is a privilege for trained admin staff across Sidra
3. All information must be correct and verified at the point of data entry
4. Only accredited activities and dates will be supported and approved
5. Data will be auto-filtered and reported directly to accreditation authorities
6. All users are held accountable via their department chief
7. Electronic privileges may be withdrawn by the CPD Office and require admin staff to submit data manually
8. Cloud CME forces admin to submit documentation and will not allow an activity to be conducted if disclosures are outstanding or not resolved

Glossary

RSS – Regularly Scheduled Series – OR – Educational Round (and workshops/simulation)

RSS Owners – will be assigned to one or more activities and can see approved activities only

RSS Dashboard – provides an overview of all activities assigned to you

RSS dashboard – 15 columns – includes the status of an activity (incomplete, pending, in review, approved, rejected) and some show icons.

RSS Icons: calendar, trash, green plus, envelope, red minus, disclosure, upload presentation.

Parent Activity (e.g. Sidra Grand Rounds – 1st accredited session) – Parent ID #

Child Activities are related to a parent (Sidra Grand Rounds – all other sessions) – Child ID#

Calendar – auto-generate child activities – remove unaccredited/add accredited dates

Calendar – click to add dates – they will be added US style: **MM/DD/YEAR** – CAREFUL

COI – Conflict of Interest – require peer review and resolution prior to the event

Peer Reviewer – resolves a conflict of interest – the CPD Committee

Filter – a tool to search the database for specific information

Activity Owner

Working with the RSS Dashboard for **future/upcoming** events – Refer to RSS User Guide

1. Auto-generate 'child' activities only of QCHP approved dates – the CPD Office will approve the dates also individually
2. Create evaluations – required so a certificate can be issued
3. Generate a session flyer – only add learning outcomes – you can download the Word flyer and modify it, save it and use it to send out to your audience
4. **RSS dashboard – RED HAND – something is missing that you need to add.** You must add learning outcomes, faculty (presenters), and disclosures for each activity to meet accreditation standards.

IN ACTIVITY MANAGER

1. Adding a topic: **Go to ACTIVITY MANAGER – click the tab Credits & Sessions – enter the topic** – but not more than 10-12 words
2. **NEVER deactivate an activity** – it will remove all the sessions and data

Recording Attendance

First in **RSS Dashboard**, **make sure that the activity title and the date are correct**, if not you will have wrong dates on certificates. Check that all your dates are accredited.

The information in the date picker window does not update when you move from one date to another. **Use the AMERICAN date format – Month/DD/Year.**

Select the Activities tab – Record attendance.

1. **Select the activity AND the correct attendance date.** Always look for the activity name and the date to record your attendance against. Always use this format, for example look up:

Sidra Grand Rounds – November 13, 2019. NEVER remove the activity title and the date.

2. **Check that the credits are correct.** Round up to the nearest quarter for QCHP, round down to the nearest decimal point for Joint Accreditation. Adjust time for each participant. Do not record less than 60 minutes for Joint Accreditation. You can auto-award the credits.

3 Ways to Record Attendance



1. Record attendance by finding your activity and date – import the participants.
2. You can record attendance by generating a QR code. Participants use their mobile app, click scan attendance, and once they have scanned their attendance will be saved. All participants must be registered and have a profile on the cloud. It will generate an attendance sheet of everyone who attended. You can flash up the QR code in the middle of the session and must be scanned at that time. **YOU NEED TO ENSURE THE TIME IS CORRECT!** IT WILL NOT REGISTER ATTENDANCE IF THE TIME IS WRONG.
3. You can record attendance by uploading an excel spreadsheet that has been formulated for Cloud CME.
4. Follow the QCHP rounding rules. Record partial or full credits.

Recording Attendance

1. Look up and add existing user. Each user has a profile with credits that they are allowed to claim. The activity credits are visible on the left side of the screen. The times can be adjusted for each participant as you add them. Round up for QCHP or round down for Joint Accreditation and remove any credits from Joint Accreditation that are less than the full 60 minutes.
2. Tick auto-award credits. Check that credit hours and credits are correct.
3. Add all your participants and **SAVE** attendance. **WAIT** until the **SAVE** window appears.
4. Attendee names are saved and appear when you add more sessions, just tick them on the right hand side or add more on the left – SAVE – and WAIT for the SAVE window to appear. The color changes to dark and it will add a line for each participant's credit separately. That is normal. A nurse might receive QCHP Cat 1, ANCC and IPCE credit for an activity.
5. If the activity has been set up with an evaluation then an email will go the attendee to complete the evaluation 2 days after the session. Two reminders will be sent within one week.
6. All attendees will have an automatically updated transcript. Once evaluations have been completed then the certificate will be electronically issued.
7. Transcripts and certificates can be saved, printed and uploaded to the QCHP.
8. Attendees must have registered and need to download the Cloud CME app on their smartphone.

DATE ERRORS ON CERTIFICATES

Working with the RSS Dashboard

1. Use the DATE PICKER in the Dashboard to move around and add dates.
2. When you double click you need to ensure that the activity title and date is correct. There have been many errors, moving around fields does not correct the text or change the previous date.
3. All RSS children need to have the activity title and the date recorded like this:
Sidra Grand Rounds – April 23, 2020 – even if you assign a session topic, the activity title needs to remain the same when you enter the attendance.
DATE PICKER: **Do not** use any other way to write this. Be aware that we are using the American date format. **Month/DD/YY – e.g.**
Sidra Grand Rounds - December 24, 2020
Pathology Weekly Case Updates: Microbiology – January 3, 2020
4. **Wrong date was recorded against attendance:** In **Record Attendance** remove all credits from everyone and then go to RSS Dashboard to ensure the date and title are corrected. Then go back to **Record Attendance** against the correct title and date. Then check select attendees again and save the attendance. This fixes any errors.



All Parents Only ?
Day Week **Month** 12/10/2019 1/10/2020 Status: Pending Owner: Administrator: -- Select --

Export XLS Save Layout Reset

Status	ID	Series	Topic	Date	Location	Department	Faculty
PENDING	Parent: 480 Child ID:801	Sidra Heart Center Lecture Series	Sidra Heart Center Lecture Series - 12/10/2019	Tuesday, December 10, 2019 7:30:00 AM - 8:30:00 AM	Other		Haytham Yassin_MBBS

RSS Activity Editor

Instructions: Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking the + in the objectives grid. Check of specialties as they apply. When finished, click Save.

Name:

Location:

Date/Time: to

Allow Texting Minutes Prior: Allow Texting Minutes After:

ACCMCE Objectives

Objective 1:

Objective 2:

Objective 3:

NEVER replace the name and date. The topic is entered in a different tab. Add location/room. **American Date Format** MM/DD/YY Only USE DATE PICKER!!!

Record Attendance (Total:0, Attended:0 No Attendance:0)

Instructions: Click the help icon for detailed instructions on the use of this screen.

Sidra Grand Rounds - November 28, 2019

All Parents Only

SAVE!

Export XLS

Save Attendance

Remove Attendees

Remove Credits

Select

Last, First

User ID

Degree

User Credit Eligibility

Transcript

Type

CECreditCategory

Hours Claim

No records to display.

Look up correct activity title and date!

Check to see that all available credits for the activity are selected – this one has 1 hour. It will issue several lines for each person as it adds the credits one by one.

Anna gets three credits and it will auto-select the right ones for her from this menu. You can also award partial credits but round down. Always ensure you see the activity title and the date, NOT THE TOPIC.

Attendance Date: 11/28/2019

Credit (Import Only): 1

No credits recorded for this activity yet.

Add Users:

Auto-Award Credits for Added Users

Lookup & Add Existing User:

**Look up users – internal directory.
Or add external users.**

Record Attendance (Total:1, Attended:0 No Attendance:1)

Instructions: Click the help icon for detailed instructions on the use of this screen.

Sidra Grand Rounds - November 28, 2019 All Parents Only

SAVE!

Export XLS

Select	Last, First	User ID	Degree	User Credit Eligibility	Transcript	Type	CECreditCategory	Hours Claimed	Credit Date
<input type="checkbox"/>	Berger, Gabriela	33	PhD	Non-Physician Participation Credit	Transcript		0	0.00	Remove Credit

?

Add Briza, Anna Liza A (36)
abriza@sidra.org?

Lookup existing user and add.
Click ok. It will add them on
the screen.
When you have added all your
users click **SAVE attendance!**

Record Attendance (Total:30, Attended:18 No Attendance:12) Cannot find Sidra staff? Contact Dharma Natarajan so he can add them. I could not find Nur Hedzir, Griffiths Angharad and Armida Dela Cruz.

Instructions: Click the help icon for detailed instructions on the use of this screen.

Sidra Grand Rounds - November 28, 201 All Parents Only

dnatarajan@sidra.org

Attendance Options

- AMA PRA Category 1 Credits™
- CNE Nursing Credits
- CPE Pharmacy Credits
- QCHP Credits - Category 1
- IPCE Credits

Attendance Date:

Credit (Import Only):

[Last credit recorded on 11/28/2019](#)

Add Users:

Auto-Award Credits for Added Users

Lookup & Add Existing User:

Bulk Import:

<input type="checkbox"/> Select	Last, First	User ID	Degree	User Credit Eligibility	Transcript	Type	CECreditCategory	Hours Claimed	Credit Date	
<input checked="" type="checkbox"/>	Briza, Anna Liza	36	MA in Nursing, RN, BSN	Non-Physician Participation Credit, CNE Nursing Credits, QCHP Credits - Category 1, IPCE Credits, QCHP Credits - Category 3, QCHP Credits - Mixed Category 1 & 3	Transcript	QCHP Credits - Category 1	26	1.00	11/28/2019	Remove Credit
<input checked="" type="checkbox"/>	Briza, Anna Liza	36	MA in Nursing, RN, BSN	Non-Physician Participation Credit, CNE Nursing Credits, QCHP Credits - Category 1, IPCE Credits, QCHP Credits - Category 3, QCHP Credits - Mixed Category 1 & 3	Transcript	IPCE Credits	27	1.00	11/28/2019	Remove Credit
<input type="checkbox"/>	Catabay, Rechelle	2369	Dental Assistant	Non-Physician Participation Credit	Transcript		0	0		Remove Credit

Bulk Upload of Attendance

You can also Bulk Upload Attendance (under Resources) using the EXCEL Template. Use the CE Credit Category ID numbers on the right. Nominate in 5 categories: nurses, physicians, pharmacists, allied health and non-physicians. For a/health select the QCHP credit that applies – 26, 28 or 29. See examples below.

Email	First Name	Last Name	Degree	CE Category ID
aakers@sidra.org	Adam	Akers	MD	1
abriza@sidra.org	Anna	Briza	RN	7
gberger@sidra.org	Gabriela	Berger	PhD	3

CECreditCategoryID	Credit Type
<input type="text"/>	<input type="text"/>
1	AMA PRA Category 1 Credits™
3	Non-Physician Participation Credit
7	CNE Nursing Credits
23	CPE Pharmacy Credits
26	QCHP Credits - Category 1
27	IPCE Credits
28	QCHP Credits - Category 3
29	QCHP Credits - Mixed Category 1 & 3

Wrong session title, wrong place for topic

- Home
- Abstracts
- Activities
- Administration
- Content
- Email
- Exhibitors
- Faculty
- Finance
- Membership
- Notes
- Reports

Pharmacy Education Sessions - Second Line Therapy for Status Epilepticus - January 28, 2020 1/28/2020 - 1/28/2020 Sidra OPC-C6.301A - M

Setup	Date/Time	Overview	Needs Assessment & Barriers	Specialties	Credits & Sessions (1.00)	Marketing	Budget	Competencies	Objectives		
Curriculum	Faculty (4)	Agenda (1)	Tests	Evaluation	Registrants (2 - \$0.00)	Owners	Publishing	Documents	Notes	Application	Followups
Search Flags	Metrics										

Instructions: Sessions are also referred to as tracks. A session takes place within a larger meeting/conference and is one of several, concurrent meetings. Edit the sessions below, and make sure the times are correct. Session times are the times you will work within when creating the meeting agenda.

+ Add New Session Refresh | X

Session Name	Description	Credit Type	Starts	Ends	Credits	Room	Seats		
<input type="text"/>	<input type="text"/>								
Pharmacy Education Sessions - Second Line Therapy for Status Epilepticus - January 28, 2020		Non-Physician Participation Credit, CPE Pharmacy Credits, QCHP Credits - Category 1	Jan 28 2020 3:45PM	Jan 28 2020 4:45PM	100, 100, 100		0	Delete	Edit

This is where the session title or topic goes but you need to click edit on the right.

Right session name below but still wrong activity title above.

Pharmacy Education Sessions - Second Line Therapy for  Epilepticus - January 28, 2020 1/28/2020 - 1/28/2020 Sidra OPC-C6.301A - Meeting Room Doha

Setup	Date/Time	Overview	Needs Assessment & Barriers	Specialties	Credits & Sessions (1.00)	Marketing	Budget	Competencies	Objectives		
Curriculum	Faculty (4)	Agenda (1)	Tests	Evaluation	Registrants (2 - \$0.00)	Owners	Publishing	Documents	Notes	Application	Followups
Search Flags	Metrics										

Instructions: Sessions are also referred to as tracks. A session takes place within a larger meeting/conference and is one of several, concurrent meetings. Edit the sessions below, and make sure the times are correct. Session times are the times you will work within when creating the meeting agenda.

+ Add New Session Refresh X

Session Name	Description	Credit Type	Starts	Ends	Credits	Room	Seats		
<input type="text"/>	<input type="text"/>								
Second Line Therapy for Status Epilepticus		Non-Physician Participation Credit, CPE Pharmacy Credits, QCHP Credits - Category 1	Jan 28 2020 3:45PM	Jan 28 2020 4:45PM	100, 100, 100		0	Delete	Edit

Good session title.




If you nominate the session title here it will then show a topic in the certificate.

Correct activity title. Always ensure it is correct first.
Then click Credits & Sessions and this will open up the tab.
Click edit on the right, then edit your session title. Save.

 Pharmacy Education Sessions - January 28, 2020 1/28/2020 - 1/28/2020 Sidra OPC-C6.301A - Meeting Room Doha, QATAR

Setup	Date/Time	Overview	Needs Assessment & Barriers	Specialties	Credits & Sessions (1.00)	Marketing	Budget	Competencies	Objectives	Curriculum	Faculty (4)	Agenda (1)	Tests
Evaluation	Registrants (2 - \$0.00)	Owners	Publishing	Documents	Notes	Application	Followups	Search Flags	Metrics				

Instructions: Sessions are also referred to as tracks. A session takes place within a larger meeting/conference and is one of several, concurrent meetings. Edit the sessions below, and make sure the times are correct. Session times are the times you will work within when creating the meeting agenda.

 Add New Session  Refresh | 

Session Name	Description	Credit Type	Starts	Ends	Credits	Room	Seats		
<input type="text"/>	<input type="text"/>								
Second Line Therapy for Status Epilepticus		Non-Physician Participation Credit, CPE Pharmacy Credits, QCHP Credits - Category 1	Jan 28 2020 3:45PM	Jan 28 2020 4:45PM	1.00, 1.00, 1.00		0	Delete	Edit



Cloud CME Dashboard issues: RED Hand – incomplete. Nominate faculty, complete disclosures, enter learning outcomes. Correct for Sidra Grand Rounds, Pharmacy Ed.

Dashboard

Export XLS Refresh

Activity	Code	ID	Approved?	Date	AC	AA	Owners	Location	Objectives?	faculty	Disclosures
Pathology Grand Rounds - January 26, 2020	HSGI-01-P131	1694	<input checked="" type="checkbox"/>	1/26/2020			Meda Elshobasy, Ruby Mathew,	Sidra Medicine Auditorium	Y	0	0
Pathology Weekly Case Update: Microbiology - January 27, 2020	HSGI-01-P55	1145	<input checked="" type="checkbox"/>	1/27/2020	Meda Elshobasy,		Meda Elshobasy, Ruby Mathew,	Sidra Medicine Auditorium	N	0	0
Arabic for Medical Purposes - January 27, 2020	HSGI-01-P148	1388	<input checked="" type="checkbox"/>	1/27/2020			Michelle O'Brien, Carmela Gardones,	Other	N	1	1
Sidra Heart Center Lecture Series - January 28, 2020	HSGI-01-P156	808	<input checked="" type="checkbox"/>	1/28/2020			Julianne Metcalf, Ma Christina Olano,	Other	N	1	1
Pediatric Grand Rounds - January 28, 2020	HSGI-01-P153	1464	<input type="checkbox"/>	1/28/2020		Kimberly Nieto,	Kimberly Nieto, Christel Rapada,	Sidra Medicine Auditorium	N	0	0
Pharmacy Education Sessions - January 28, 2020	HSGI-01-P165	1320	<input checked="" type="checkbox"/>	1/28/2020			Nadeem Zia,	Sidra OPC-C6.301A - Meeting Room			1
Sidra Grand Rounds - January 29, 2020	HGSI-01-P126	1124	<input checked="" type="checkbox"/>	1/29/2020		Gabriela Berger, Mehrosh Qureshi, Anna Liza Briza,		Sidra Medicine Auditorium			2
Pathology Weekly Case Updates: Hematopathology - January 29, 2020	HSGI-01-P57	585	<input checked="" type="checkbox"/>	1/29/2020			Meda Elshobasy, Ruby Mathew,	Sidra Medicine Auditorium	N	0	0
6A Clinical Nursing Rounds - January 29, 2020	755-472	755	<input checked="" type="checkbox"/>	1/29/2020			Jacob Magwenzi,	Other	N	0	0



QR Codes can be found in **activity manager**, find your CHILD activity by the activity date. **NEVER touch the PARENT.**



<https://sidra.cloud-cme.com/WebService/SelfAttendScan.aspx?EventID=124>

Creating a QR Code

Each activity has a specific QR code allocated.

- You can click on the **QR code** to print it.
- Always save the QR code with the activity title and date. Eg. Sidra Grand Rounds 29 Jan 2020
- Attendees need to use their mobile app and take a photo of the QR code.
- This will create an attendance record under the tabs: REPORTS-FINANCE-REGISTRATION



For all activities comprising of 1 hour to 2 hours you may create a QR code. *These are short educational rounds/journal clubs. This works well if you provide full credit. It is up to participants to be honest when claiming credits.*

For all activities over 2 hours you can use the QR code to sign in but you also need to create a sheet to sign out. *These are workshops, conferences, seminars.* Registration lists can be created before the event, administrators can then register attendees and record attendance after the event.

The QR code should be randomly flashed onto the screen in the middle of the PowerPoint presentation, do not post at the doors. QR codes **cannot** be used before or after the activity. Ensure that your activity time has been correctly set for the session.

Once participants have registered then they will be uploaded and you simply record their attendance. Finished.

Attendees have scanned the QR code. How do you find them after the session so you can award credits?

Go to REPORTS – FINANCE – REGISTRATIONS

Then click on the **Summary** tab.

A graph will appear with attendee details.

Then click on the **Data** tab to find the attendee names.

You can go to RECORD ATTENDANCE and add the attendance, add anyone else who failed to scan into the session.

SAVE. Done.

Registrations (193) ID 1464 Pediatric Grand Rounds - January 28, 2020 - Directly Provided - Regularly Scheduled Series

Select Event: Pediatric Grand Rounds - January 28, 20: All Parents Only Automated Reporting Settings

Begin Date: 1/26/2020 1: End Date: 1/28/2020 6: Product Purchased: -- Select --

Pay Status: Paid AR All

Sort By: Summary First Name Last Name Date

Attendance Status: All Registrations Attended No-Shows

Sort Direction: Ascending Descending

- Summary
- Data**
- Email
- Badges & Sign In Sheets

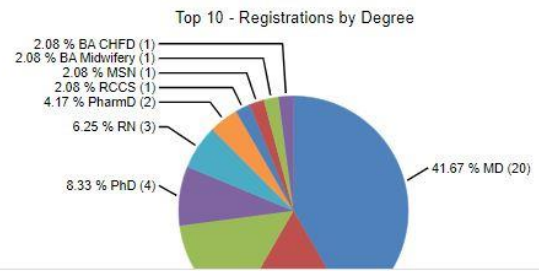
1 of 7 | Export to the selected format | Export |

Pediatric Grand Rounds - January 28, 2020 - Registrations

Activity ID 1464, Directly Provided - Regularly Scheduled Series
1/28/2020 11:00:00 AM - 1/28/2020 12:00:00 PM Doha,



Registrant Count: 75 Total Revenue: QR0.00



Troubleshooting – QR attendance

1. The most common error is with android phones, when special permission is required for the app to use the camera.
2. Check the settings and look for permissions.
3. Once you are in the Cloud CME app you need to ensure that the app can access calendar, camera and storage. **Turn them on.**
4. Storage is needed in order to see Transcripts and Certificates.
5. You may also try to remove and then install the Cloud CME app again. The organizational password is **Sidra**.

Activity Manager – do not touch the parent, work only on the child

ON THE CHILD TABS – USE ONLY THE FEW SPECIFIED

Do not use all the tabs available, some you should never touch because the activity has been accredited according to the tabs.

Allowed are the following tabs:

1. **Evaluations** – add the evaluation.
2. **Credits & Sessions**: Only to add the **session name**. Do not touch the credits.
3. **Specialty** – this is your target audience
4. **Objectives** – important to add
5. **Faculty** – important to add
6. **Evaluations** – important to add
7. **Never ever DEACTIVATE** an activity. It will be GONE.

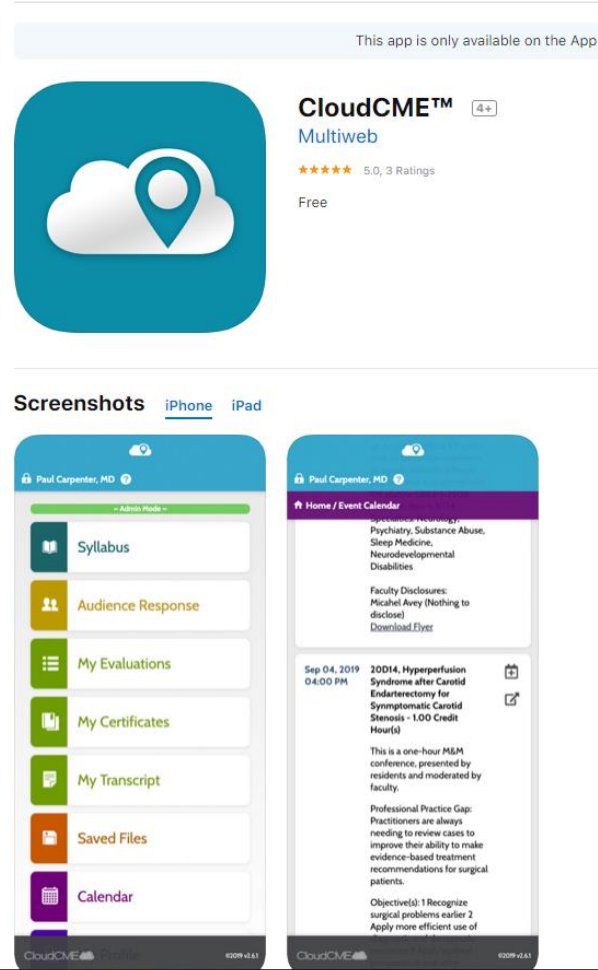
Attendees

Once they have registered on Cloud CME by submitting their profile first. Then attendees can download the app. Use the Sidra email, the password is Sidra.

Attendees can scan their attendance by using a QR code which you show during the activity on the PowerPoint.

Educators can submit educational materials for attendees. They can also use the audience response system.

App Store Preview



Thank you for attending our training sessions.

Further information is located under the RESOURCES tab.

<https://sidra.cloud-cme.com/>

We value your feedback. 😊

We would like to hear from you so we can improve your experience.

If you are happy to share, please complete our brief 5 minute survey. We will collate this feedback and share the results with you.

<https://www.surveymonkey.com/r/3PC2MKM>

Please submit your comments by 28th February 2020.