

Sessions:

# Administering with Activities Manager

A brief audio-visual guide for administrators.

Once you are logged in select your activity and, using the triangle drop down next to the pencil, click to select the session you want to administer.

### Activities Manager (1)

Instructions: To edit and work with a single event that already exists, begin by selecting it from the drop down list. This will result in much faster operations for all edits on that activity. To add a new Activity, click Add New Record in the Grid View below.

Perioperative Nursing Education Rounds  All  Parents Only   
Type -- Select -- Start Date 7/7/2014 End Date 7/7/2023  Hide Inactive  Activity Planning Form Submissions

Edit	Approved	ActivityCode	Name	Activity ID	Owners	Description (Unformatted View)	Calendar	Format	Starts
<input type="checkbox"/>	<input type="checkbox"/>	HSGI-01-P206	Perioperative Nursing Education Rounds	1824	Jacob Magwenzi, Rodolfo Jr Franco Relano,	1 hour educational session for perioperative nurses.	31	Educational Round	6/4/2020 7:00:00 AM

ID	Approved	Show In AP	Name	Starts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2762	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Perioperative Nursing Education Rounds - June 4, 2020</a>	6/4/2020 7:00:00 AM
2766	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Perioperative Nursing Education Rounds - June 25, 2020</a>	6/25/2020 7:00:00 AM
2988	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Perioperative Nursing Education Rounds - July 16, 2020</a>	7/16/2020 7:00:00 AM
2989	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Perioperative Nursing Education Rounds - August 6, 2020</a>	8/6/2020 7:00:00 AM
2990	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Perioperative Nursing Education Rounds - August 20, 2020</a>	8/20/2020 7:00:00 AM
2991	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Perioperative Nursing Education Rounds - September 3, 2020</a>	9/3/2020 7:00:00 AM

CloudCME  
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In the white Setup tab, add the Joint Accreditation ID. It is made up of the program number and the date: P206 July 16 (P206 is the last part of the QCHP activity code)

Perioperative Nursing Education Rounds - July 16, 2020 7/16/2020 - 7/16/2020 Sidra Medicine Doha, QATAR

Setup	Date/Time	Overview	Needs Assessment & Barriers	Target Audience	Credits & Sessions (1.00)	Marketing	Budget	Competencies	Objectives	JA Commendation Criteria	Curriculum	Faculty (0)	Agenda (0)	Tests
Evaluation	Registrants (0 - \$0.00)	Owners	Publishing	Documents	Notes	Application	Followups	Metrics						

Instructions: Most fields on this tab are required. Roll over each field to view a pop up description. Required fields are marked with a \*. You must select at least one of the three accreditation types: ACCME, ANCC or ACPE. You may also select more than one accreditation type. If the activity is joint accredited, please click the joint accreditation checkbox below. If you will not be designating this activity for CE credits, please check the Non-Accredited checkbox.

EventID: 2988

Activity Name: Perioperative Nursing Education Rounds -

Select all that apply \*: ANCC, Joint Accredited

Type \*: Directly provided - Regularly Schedule

Joint Accreditation Activity ID: P206 July 16

ANCC Activity Type: -- Select --

FMV \$/Credit Hour: 0

Approval Status:

Activity Format: Educational Round

Activity Code: HSGI-01-P206

Finance Code:

Attendee Max #: 40

Department: Nursing Practice Development Div (2)

Location: Sidra Medicine

City \*: Doha

State \*: -- Select --

Country \*: QATAR

Update Cancel

Click Update

In the Date/Time tab, adjust the time. Adjust texting if required. Click update. Do not ever change the date because this date is accredited.

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Instructions: Set the start and end dates for the activity and the beginning and end times. If the activity is an RSS, you MUST set the start and end date to the first date the activity takes place, and set the times to accurately reflect the start and end times. Then click the recurrence checkbox and select how often the activity recurs. If you do not setup the RSS correctly, with regards to dates and recurrence, it may not display properly on the calendar.

Start Time:\* 7/16/2020 7:00 AM [calendar icon] [clock icon]

End Time:\* 7/16/2020 8:00 AM [calendar icon] [clock icon]



TimeZone: (GMT +3:00) Baghdad, Riyadh, Moscow, S

Allow Texting Minutes Prior: 30.00

Allow Texting Minutes After: 60.00



Recurrence

Update Cancel



In the Overview tab, add your online link to the Description field. Ensure that you give it a title, long links cannot display well in the App. You can also add your topic and speaker.

Gabriela E Berger, PhD Help View AP

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Instructions: The activity synopsis is limited to 300 characters including spaces and will appear in the course listing page. If you do not provide a synopsis, the description will display in the portal summary listing instead. A more detailed description appears once the user clicks the course Details. This description is also included in ACCME PARS activity reports.

Synopsis (300 character max):

Design </> HTML Preview Words: 0 Characters: 0

Description: ?

abc [Rich Text Editor Icons] Font Name Size A

x<sup>2</sup> x<sub>2</sub> B I U [Text Alignment Icons] [List Icons] [Table Icons]

1 hour educational session for perioperative nurses.

Place short online link, topic and speaker.

Design </> HTML Preview Words: 7 Characters: 52

Annual Reporting Description: ?

abc [Rich Text Editor Icons] Font Name Size A

In the Credits & Sessions tab, click Edit and the Session Details will drop down. Remove all the text in the Session Name and add your topic. Add seat capacity if limited, but only if you have registration. Do not touch the credits. Click update.

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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	
Perioperative Nursing Education Rounds - July 16, 2020		Non-Physician Participation Credit, CNE Nursing Credits, QCHP Credits - Category 1	Jul 16 2020 7:00 AM	Jul 16 2020 8:00 AM	1.00, 1.00, 1.00		0	<a href="#">Delete</a> <a href="#">Edit</a>

**Session Name**

**Session Begins:**  **Session Ends:**

**Seat Capacity**

**Description**

**Room:**

**Credits**

Select	Hours	Credit Type
<input type="checkbox"/>	0.00	AMA PRA Category 1 Credits™
<input checked="" type="checkbox"/>	1.00	Non-Physician Participation Credit
<input checked="" type="checkbox"/>	1.00	CNE Nursing Credits
<input type="checkbox"/>	0.00	CPE Pharmacy Credits
<input checked="" type="checkbox"/>	1.00	QCHP Credits - Category 1
<input type="checkbox"/>	0.00	IPCE Credits
<input type="checkbox"/>	0.00	QCHP Credits - Category 3
<input type="checkbox"/>	0.00	QCHP Credits - Mixed Category



CloudCME.com/admin/Events/activityEditor.aspx?eventid=2988&RadUrid=de130c17-12ad-4f13-9fca-5fd4d2da8b45

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Setup Date/Time Overview Needs Assessment & Barriers Target Audience Credits & Sessions (1.00) Marketing Budget Competencies **Objectives** JA Commendation Criteria Curriculum Faculty (0) Agenda (0) Tests

Evaluation Registrants (0 - \$0.00) Owners Publishing Documents Notes Application Followups Metrics

Instructions: Enter up to 20 objectives for this activity. These will be available in the Attendee Portal and in evaluations. Save each set of objectives before switching views.

Introduction Text:

Design </> HTML Preview Words: 0 Characters: 0

Objective 1: ENTER YOUR OBJECTIVES HERE

Objective 2:

Objective 3:

Objective 4:

Objective 5:

Objective 6:

Objective 7:

Objective 8:

Objective 9:

Objective 10:

Objective 11:

sidra\_2701\_Transcr....pdf Failed - Network error

11:43 AM 07/07/2020

Click the Objectives tab, enter your objectives. These will be shown on the poster that you can create in the RSS Dashboard. Click Update to SAVE.



Click Faculty on the Faculty Tab, enter the surname and WAIT until several names appear, select the correct one.

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Instructions: Use the user lookup box below to add users as faculty for the event. The grid below displays all the relevant information for faculty assigned to this event.

- Default Forms
- Faculty
- Email
- Assign All Faculty to a Form

When faculty are added to this activity, create a complimentary registration for them.

Add Faculty Already in CloudCME  Add Faculty Not in CloudCME  Add New Individual

- + Add
- Export XLS
- Refresh
- Save Layout
- Reset

<input type="checkbox"/>	Faculty	Last Name	Activity	Activity Date	Planner	Disclosure	Disclosure Date	Bio	CV	Photo	Assigned Forms	# Prese
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>						
No records to display.												
	Select											

Searched by Relano, found the presenter and there are NO DISCLOSURES. If there are disclosures you need to contact the presenter.

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Instructions: Use the user lookup box below to add users as faculty for the event. The grid below displays all the relevant information for faculty assigned to this event.

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- Faculty
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- Assign All Faculty to a Form

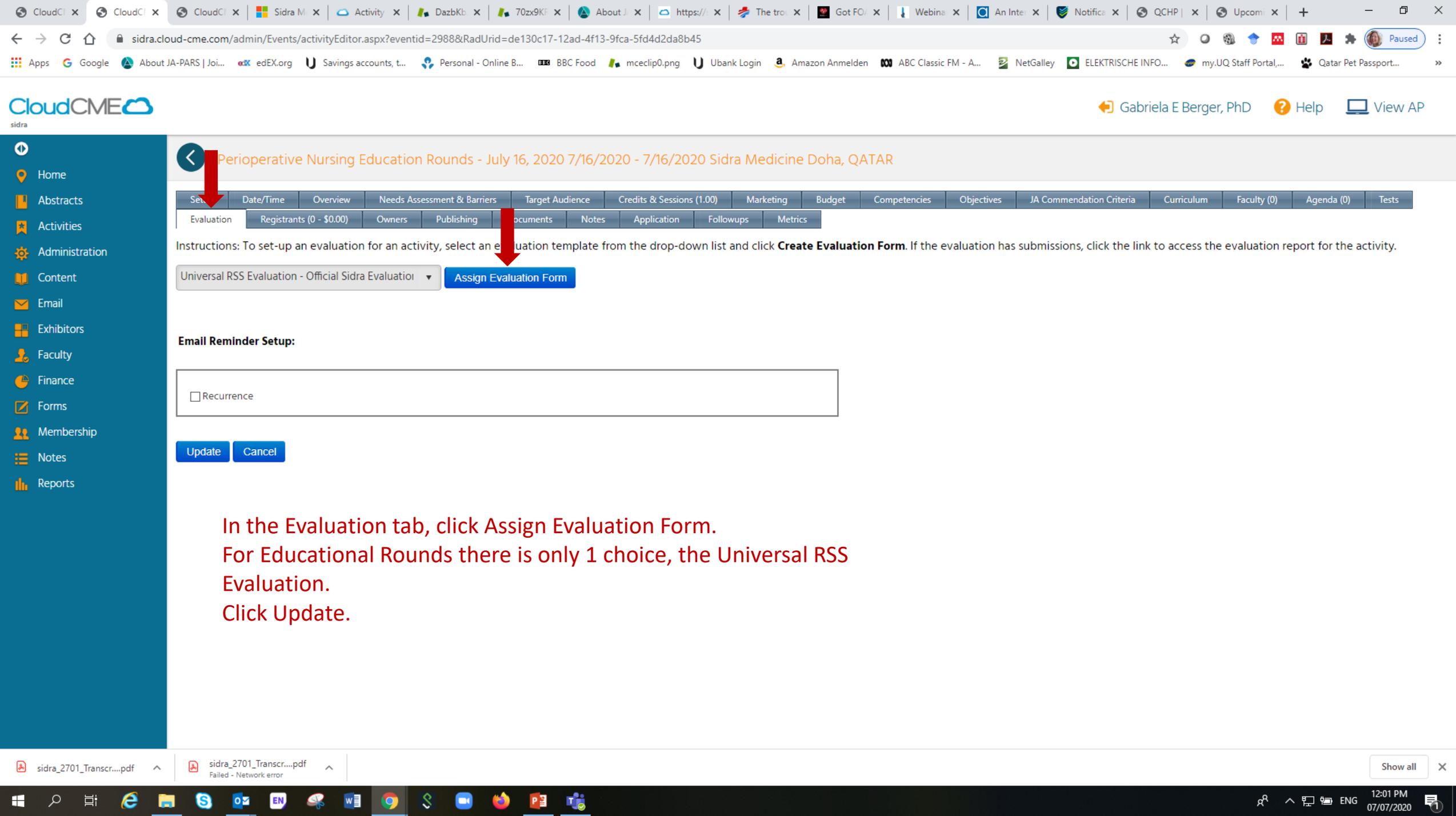
When faculty are added to this activity, create a complimentary registration for them.

Add Faculty Already in CloudCME Relano, Rodolfo J Add Faculty Not in CloudCME Add New Individual

- Add
- Export XLS
- Refresh
- Save Layout
- Reset

	Faculty	Last Name	Activity	Activity Date	Planner	Disclos	Disclosure Date	Bio	CV	Photo	Assigned Forms	#
	<a href="#">Rodolfo Jr Franco Relano Jr, MA</a>	Relano	Perioperative Nursing Education Rounds - July 16, 2020	7/16/2020	<input type="checkbox"/>	Nothing to disclose -2/4/2020 PDF	2/4/2020					0
	Select											

javascript: \_\_doPostBack('ctl00\$ContentPlaceHolder1\$FacultyControl\$FacultyRadGrid\$ctl00\$ctl02\$ctl01\$ctl00','')



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Instructions: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click **Create Evaluation Form**. If the evaluation has submissions, click the link to access the evaluation report for the activity.

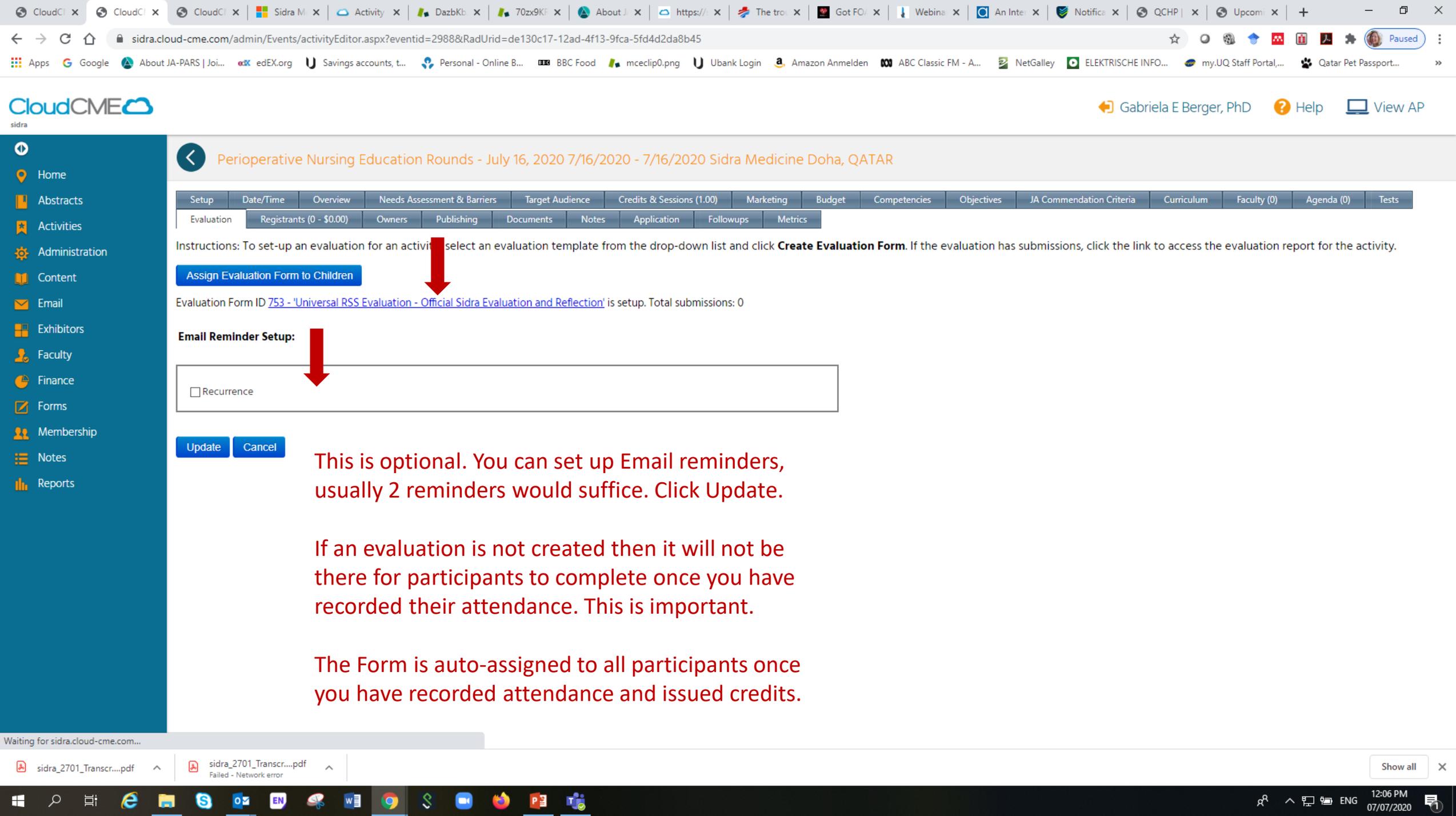
Universal RSS Evaluation - Official Sidra Evaluation ▼ [Assign Evaluation Form](#)

### Email Reminder Setup:

Recurrence

[Update](#) [Cancel](#)

In the Evaluation tab, click Assign Evaluation Form.  
 For Educational Rounds there is only 1 choice, the Universal RSS Evaluation.  
 Click Update.



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Instructions: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click **Create Evaluation Form**. If the evaluation has submissions, click the link to access the evaluation report for the activity.

[Assign Evaluation Form to Children](#)

Evaluation Form ID [753 - 'Universal RSS Evaluation - Official Sidra Evaluation and Reflection'](#) is setup. Total submissions: 0

### Email Reminder Setup:

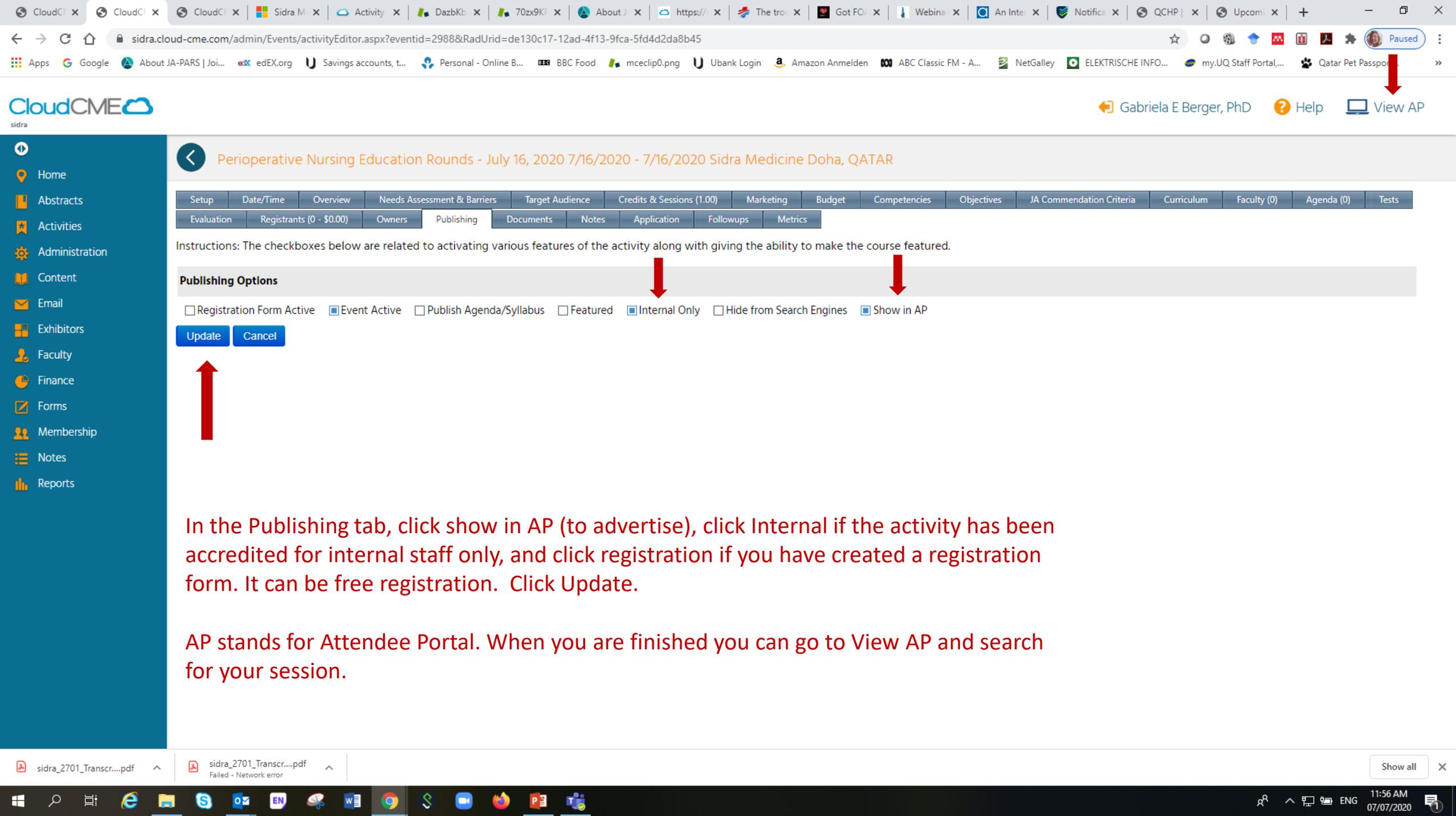
Recurrence

[Update](#) [Cancel](#)

This is optional. You can set up Email reminders, usually 2 reminders would suffice. Click Update.

If an evaluation is not created then it will not be there for participants to complete once you have recorded their attendance. This is important.

The Form is auto-assigned to all participants once you have recorded attendance and issued credits.



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Instructions: The checkboxes below are related to activating various features of the activity along with giving the ability to make the course featured.

**Publishing Options**

Registration Form Active  Event Active  Publish Agenda/Syllabus  Featured  Internal Only  Hide from Search Engines  Show in AP

**Update** **Cancel**

In the Publishing tab, click show in AP (to advertise), click Internal if the activity has been accredited for internal staff only, and click registration if you have created a registration form. It can be free registration. Click Update.

AP stands for Attendee Portal. When you are finished you can go to View AP and search for your session.

In the Notes tab, you can scroll many pages to see if the QR code has scanned, who did what on the activity and when. Every action will be recorded. You add notes.

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[Add Note](#)

Instructions: Use the grid below to view all of the notes for this activity.

Event Comments

[Export XLS](#)

Date	Added By	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

System Generated Event Notes

[Export XLS](#)

Name	ID	Date (EST)	Note Entered By	Type	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Gabriela Berger, PhD</a>	33	7/7/2020 11:17:35 AM	Gabriela E Berger,	Event	Activity Perioperative Nursing Education Rounds - July 16, 2020 (2988) updated by user Gabriela E Berger, PhD (33). Joint Provider Activity ID updated from to P206 July 16.
<a href="#">Gabriela Berger, PhD</a>	33	7/7/2020 10:31:51 AM	Gabriela E Berger,	Event	Activity Perioperative Nursing Education Rounds - July 16, 2020 approval set to True by Gabriela E Berger, PhD
<a href="#">Gabriela Berger, PhD</a>	33	7/7/2020 10:27:41 AM	SYSTEM	Event	Event Perioperative Nursing Education Rounds - 7/16/2020 inserted.