RSS Coordinator FAQ

Where do I text the Attendance Code?

Text Attendance Code to (412) 301-9919.

How do I extend timeframe of attendance code?

Enrollments > Settings > SMS > update the "3" (automatically set to 3hrs; do not exceed 24hrs) > change to "after" in the dropdown.

How do I enroll an attendee when they forget to text-in?

Click on session > Enrollments > Search and Enroll > search attendee name > Enroll User > Administer > select attendee > mark user attended.

What do I do when an attendee tells me that their enrollment expired?

Check the duration settings: Edit > Course setting > all boxes should have a "0".

How do I manually open enrollments after a session has expired?

Enrollments > Settings > first drop down, select "Open" > Save configuration.

What credits do I add to a session?

AMA PRA Category 1: MD, DO, CRNP, PA

Attendance: All other healthcare providers

Where do I add credits to a session?

Edit > Credit settings > AMA PRA Category 1/Attendance > Active > increments of .25 > max 1.0 (1hr =1 credit) > variable credit > Save.

How do I make session credit required?

Course Outline > Settings (credits column) > Settings > select Credit required > Update > Save outline.

How do I add an evaluation to session?

Course Outline > select Webform from drop-down menu > Add object > Settings (webform column) > title it "Evaluation" > Content > type "eval" where search box populates > select either "Live Conference and GR Eval Template" for Grand Rounds, or "Evaluation (Tumor Board, Case

Conference, M&M, Journal Club Template)" for all others > Update > Save outline > click on re-order symbol (four arrow icon) > re-order Evaluation above Credit column > Save outline.

How do I update speaker name in Grand Rounds evaluation?

Course Outline > Evaluation column > click on Edit questions > "Rate each speaker/author/moderator on their ability to deliver clear and actionable education" column > Edit > replace "Speaker Name" with name of speaker (keep the number and "**|**" symbol in front of name) > Save component > Save.

How do I award credit?

Course reports > Award credits > check the checkbox next to the learner's name > Edit awarded credit > click the credit type that needs to be modified or revoked > select Award/update this credit type to modify credit, or select Delete this credit type to revoke credit > enter in credit number in the Credits field to update credit amount > change the credit type via the "Change any X credit to" dropdown > Next Click > Confirm.

How do I edit the confirmation email?

Enrollments > Settings > Confirmation email > update text box.

How do I access my transcript?

Formal Courses: My Account > My Activities > Completed activities > Download PDF

RSS Credit: My Account > My Activities > Session credit > Download PDF

*Please note: RSS credit in the new system can be found under Session credit transcript. All other credit will appear in Completed activities transcript (formal courses).