



Allegheny Health Network

EthosCE Training Materials

Version date 7-26-19

EthosCE Training

RSS Coordinator User Role Instructions



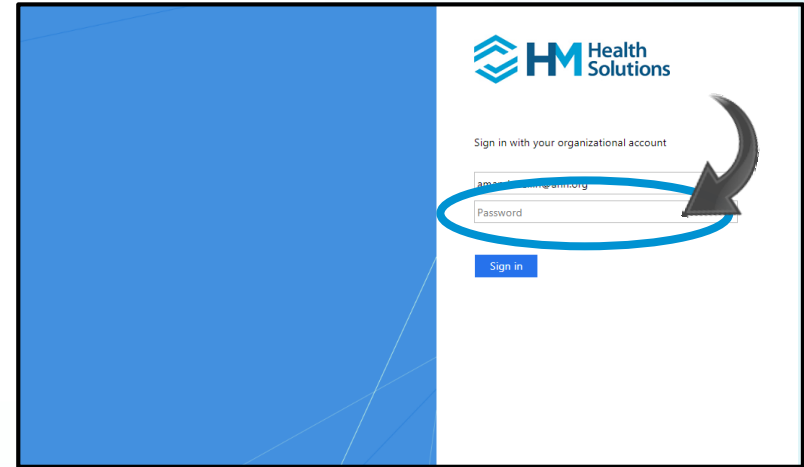
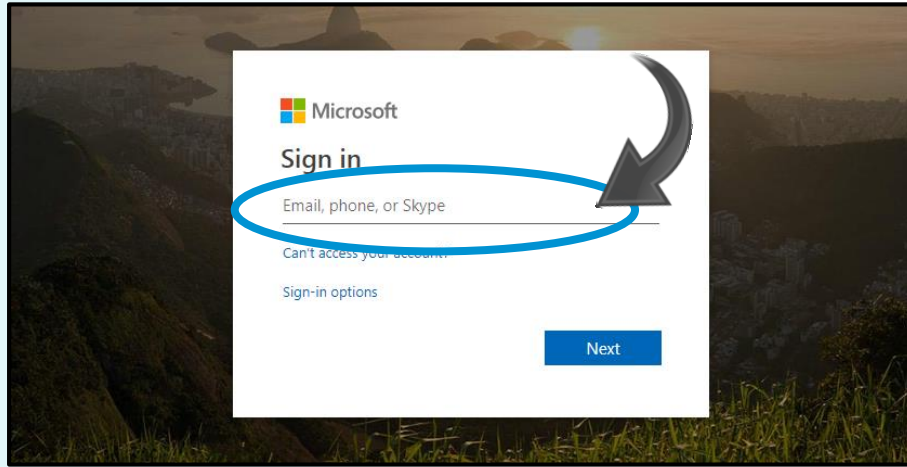
RSS Coordinator User Role Instructions

Log In

cme.ahn.org



All internal employees will use AHN email & password



RSS Coordinator User Role Instructions

User Profile and Mobile Number

Ashley Knoch **My account** Log out

Find a course...

f t in

EXHIBITOR PORTAL PRM DINNERS

PROFILE FOR ASHLEY KNOCH

VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELET

Account Bio **Profile** Disclosure Mobile Twitter accounts

MY ACCOUNT

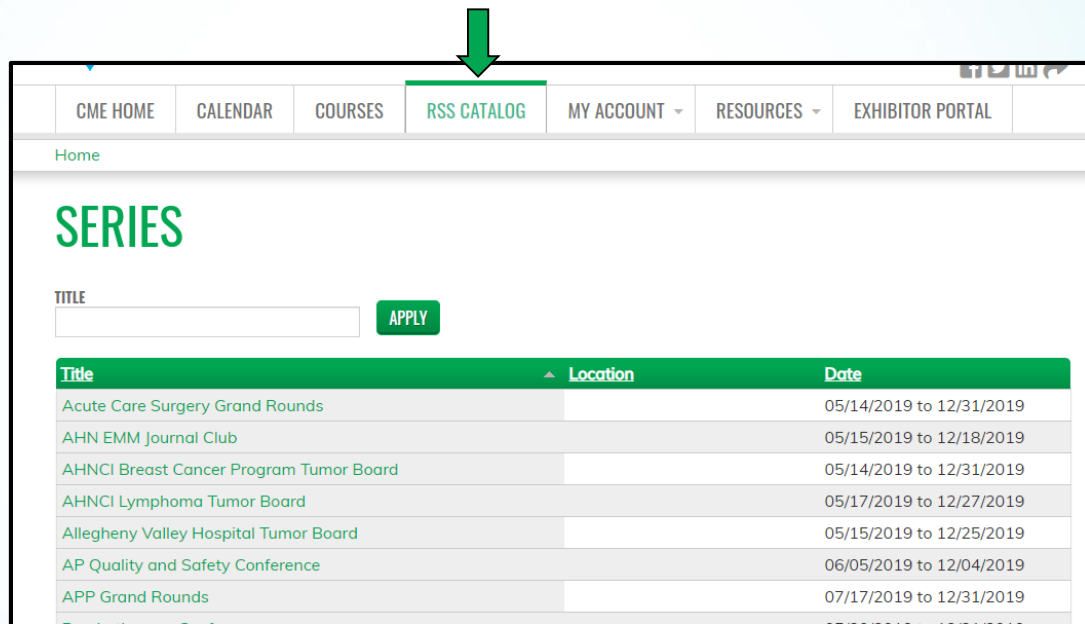
VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY ACTIVITIES ORDERS

Account Bio Profile Disclosure **Mobile** Twitter accounts

Complete profile information and add mobile number

Navigate to Series

You can only search for a series within the RSS Catalog tab



The screenshot shows the RSS Catalog interface. A green arrow points to the 'RSS CATALOG' tab in the top navigation bar. Below the navigation bar, the page title 'SERIES' is displayed in large green letters. A search section includes a 'TITLE' input field and an 'APPLY' button. Below the search section is a table with three columns: 'Title', 'Location', and 'Date'. The table lists several series with their respective dates.

Title	Location	Date
Acute Care Surgery Grand Rounds		05/14/2019 to 12/31/2019
AHN EMM Journal Club		05/15/2019 to 12/18/2019
AHNCI Breast Cancer Program Tumor Board		05/14/2019 to 12/31/2019
AHNCI Lymphoma Tumor Board		05/17/2019 to 12/27/2019
Allegheny Valley Hospital Tumor Board		05/15/2019 to 12/25/2019
AP Quality and Safety Conference		06/05/2019 to 12/04/2019
APP Grand Rounds		07/17/2019 to 12/31/2019

Create Sessions

Complete all
required
fields

ACUTE CARE SURGERY GRAND ROUNDS

VIEW EDIT FEATURES GROUP CLONE

FEATURES

Home
Sessions

ADD CONTENT

Session

ADMIN

Edit Series
Features
Members
Group dashboard
Group report

SERIES DATE:
Tuesday, May 14, 2019 - 8:00am to Tuesday, December 31, 2019 - 9:00am

SESSIONS

Session	Date
test	06/13/2019 - 1:44pm to 5:44pm

Create Session

Home / Session

Title & description *

Time & place *

Course settings

Credit settings

Publishing

Title *

Body (Edit summary)

B I U [List icons] [Link icon] [Image icon] [Fullscreen icon] [Close icon]

RSS Coordinator User Role Instructions

Adding Credit Type

In credit settings, add AMA PRA (MD, DO) and Attendance (other healthcare) credit value.

For social worker credit, select APA and add credit value.

1hr = 1 credit

Click on Save

MAKE SURE THE ACTIVE BOX IS CHECKED FOR CREDIT TYPE

unds/node/add/group-event-series-event

ABMS MOC II (Inactive)

ABMS MOC IV (Inactive)

ACPE Pharmacy (Inactive)

AGD (Inactive)

AMA PRA Category 1 Credit™ (Inactive)

☒ Active

Increments: 0.25 Min: 0.00 Max: 1.00

Code:

☒ Variable credit

Expiration type:

ANCC (Inactive)

AOA Category 1-A (Inactive)

AOA Category 1-B (Inactive)

AOA Category 2-A (Inactive)

In Course Outline,
Click on Settings

Check completion
required

Update

Settings for Credit

Title & description

[Settings](#)

Credit

Access

Delete

Update

☒ Enabled

Enabled course objects will become part of the course.

☒ Visible in outline

Objects that are not visible will not be shown in the course outline.

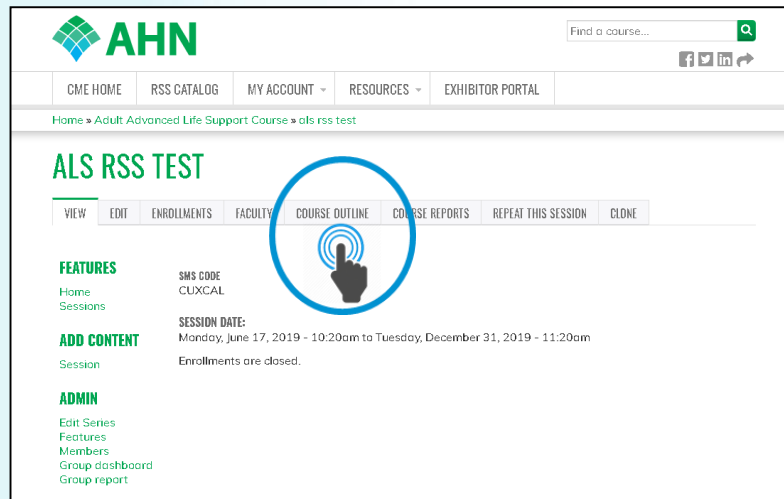
☐ Completion required

Users must complete required objects. U

EXCEPTIONS!!
When there is not an evaluation required* make sure Variable Credit AND Completion Required are NOT selected.



Evaluation



The expanded view shows the course outline with two sections: Attendance and Credit. Each section has a plus icon and a list of options. The Attendance section includes: Enabled, Visible in outline, Completion required, and View instance. The Credit section includes: Enabled, Visible in outline, and Completion required. Below the sections is a dropdown menu with the text '- select object -' and a button labeled 'Add object'. At the bottom are two buttons: 'Save outline' and 'Revert'.

Attendance

- Enabled
- Visible in outline
- Completion required
- [View instance](#)

Credit

- Enabled
- Visible in outline
- Completion required

- select object -

Add object

Save outline

Revert

In dropdown box, scroll and select Webform, click Add Object, and Save Outline

Evaluation

<div>+</div>	<p>Attendance</p> <ul style="list-style-type: none">• Enabled• Visible in outline• Completion required• View instance	<p>Attendance <i>Course Signup</i></p> <p>Settings</p>
<div>+</div>	<p>Credit</p> <ul style="list-style-type: none">• Enabled• Visible in outline• Completion required	<p>Credit <i>Course Credit</i></p> <p>Settings</p>
<div>+</div>	<p>Webform</p> <ul style="list-style-type: none">• Enabled• Visible in outline• Completion required• Save course to edit object	<p>Webform <i>Course Webform</i></p> <p>Settings</p>

Click on Settings

RSS Coordinator User Role Instructions

Evaluation

My account Visitor Login Log out

Course object settings

Home / Adult Advanced Life Support Course / als rss test / Course object settings

Settings for Webform

Settings
Webform
Content
Access
Display

Title *
The title of this course object as it will appear to users in the course outline.
Evaluation

Time to complete
This is a description of the amount of time you expect the learner to need to complete this course object. It is not enforced by the system.

Update

Bernice Sukowski

In the Title box,
type-in
Evaluation

Then click on
Content

RSS Coordinator User Role Instructions

Evaluation

Settings for Webform

Settings for course object content.

☒ Use template

Webform template

RSS Quarterly Eval (M&M, Tumor Board, Case Conferenc, Journal Club) [n]

Create node

Selecting a node type will automatically create this node and link it to this course object.

Webform ▼

☐ Use existing title

Use the referenced content's title as this course object's title.

☒ Private

This content will not be available to users who are not enrolled in this course.

Click on Use template

Type Evaluation; as you type, our templates will populate. Based on your type of course, select either:

RSS Quarterly Eval (M&M, Tumor Board, Case Conf, Journal Club)
Or
Live Conference and GR Eval Template

Click on Update and Save outline

Attendance

- Enabled
- Visible in outline
- Completion required
- [View instance](#)

Credit

- Enabled
- Visible in outline
- Completion required

Evaluation

- Enabled
- Visible in outline
- Completion required
- [Edit instance](#)
- [View instance](#)
- [Edit questions](#)

- select object - Add object

Save outline

After you save outline, drag Evaluation section to be above Credit section

Attendance

- Enabled
- Visible in outline
- Completion required
- [View instance](#)

Evaluation

- Enabled
- Visible in outline
- Completion required
- [Edit instance](#)
- [View instance](#)
- [Edit questions](#)

Credit

- Enabled
- Visible in outline
- Completion required

- select object - Add object

Save outline Revert



RSS Coordinator User Role Instructions

Adding Sessions

The screenshot shows the AHN (Allegheny Health Network) RSS Coordinator interface. At the top, there's a green header with the AHN logo and a search bar. Below the header is a navigation bar with links: CME HOME, RSS CATALOG, MY ACCOUNT, RESOURCES, and EXHIBITOR PORTAL. The main content area is titled 'ACUTE CARE SURGERY GRAND ROUNDS'. Below this title are buttons for VIEW, EDIT, FEATURES, GROUP, and CLONE. The left sidebar contains sections for FEATURES (Home, Sessions), ADD CONTENT (Session), and ADMIN (Edit Series, Features, Members, Group dashboard, Group report). The main content area has a 'SERIES DATE' section showing 'Tuesday, May 14, 2019 - 8:00am to Tuesday, December 31, 2019 - 9:00am'. Below this is a 'SESSIONS' table with columns 'Session' and 'Date'. A hand icon with a blue circle highlights the 'test' session entry. The bottom of the page has a footer with links for INFORMATION (Find a Doctor, Patients & Visitors), LOCATIONS (Allegheny General Hospital, Allegheny Valley Hospital), and PRIVACY & PATIENT RIGHTS (Notice of Privacy Practices, GDPR).

bsulkows

Find a

CME HOME RSS CATALOG MY ACCOUNT RESOURCES EXHIBITOR PORTAL

ACUTE CARE SURGERY GRAND ROUNDS

VIEW EDIT FEATURES GROUP CLONE

FEATURES

Home
Sessions

ADD CONTENT

Session

ADMIN

Edit Series
Features
Members
Group dashboard
Group report

SERIES DATE:
Tuesday, May 14, 2019 - 8:00am to Tuesday, December 31, 2019 - 9:00am

SESSIONS

Session	Date
test	06/13/2019 - 1:44pm to 5:44pm

INFORMATION LOCATIONS PRIVACY & PATIENT RIGHTS

Find a Doctor Allegheny General Hospital Notice of Privacy Practices

Patients & Visitors Allegheny Valley Hospital GDPR

RSS Coordinator User Role Instructions

SMS attendance

Send SMS attendance code to attendees before and/or at each session

Home » Acute Care Surgery Grand Rounds » test

TEST

VIEW EDIT ENROLLMENTS FACULTY COURSE OUTLINE COURSE REPORTS REVISIONS REPEAT THIS SESSION CLONE

FEATURES
Home Sessions

ADD CONTENT
Session

ADMIN
Edit Series
Features
Members
Group dashboard
Group report

SMS CODE
LOWBUK

SESSION DATE:
Thursday, June 13, 2019 - 1:44pm to 5:44pm

Enrollments are closed.

Ethos CE SMS number:
(412) 301-9919

Enter all dates based on how often they occur – a different text-in code will generate for each session

Home » Acute Care Surgery Grand Rounds » test

TEST

VIEW EDIT ENROLLMENTS FACULTY COURSE OUTLINE COURSE REPORTS REVISIONS REPEAT THIS SESSION

FEATURES
Home Sessions

ADD CONTENT
Session

ADMIN
Edit Series
Features
Members
Group dashboard
Group report

START DATE
Thursday, June 13, 2019 - 1:44pm to 5:44pm

REPEATS
Weekly

REPEATS
Every 1 weeks

REPEAT ON
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

STOP REPEATING
☐ After # occurrences

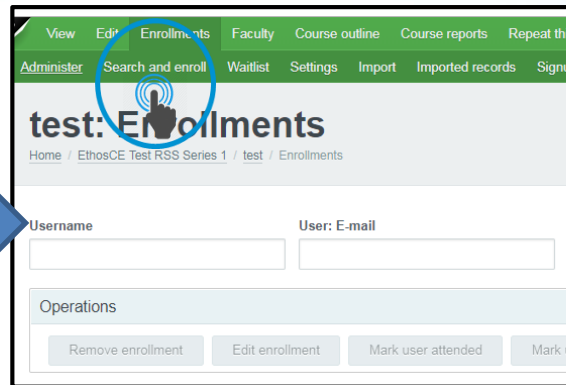
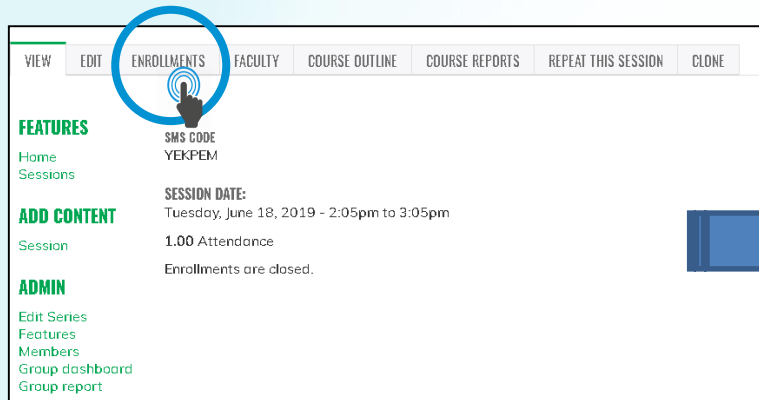
DATE
☐ On E.g. 06/13/2019

☒ EXCLUDE WEEKENDS

GENERATE

RSS Coordinator User Role Instructions

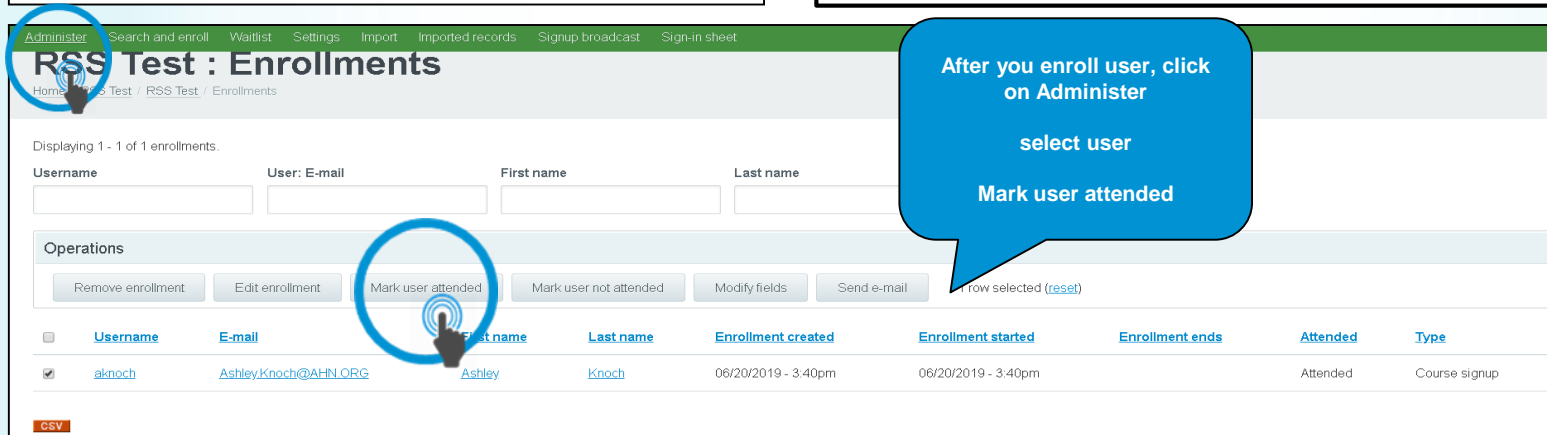
Enroll Participants



Click on Search and Enroll
Search by First and Last Name

Enroll User

***you can only enroll a user that has an account created in the system



After you enroll user, click on Administer

select user

Mark user attended

RSS Coordinator User Role Instructions

Extend Text-in Timeframe

Click on your session

Enrollments

Settings

SMS

Change "3" to extend
timeframe

RSS TEST

VIEW

EDIT

ENROLLMENTS

[Administer](#)

[Search and enroll](#)

[Waitlist](#)

[Settings](#)

[Import](#)

[In](#)

Rss Test: Enrollments

[Home](#) / [RSS Test](#) / [Rss Test](#) / [Enrollments](#)

[Administer](#)

[Search and enroll](#)

[Waitlist](#)

[Settings](#)

[Import](#)

[Imported records](#)

Rss Test

[Home](#) / [RSS Test](#) / [Rss Test](#) / [Settings](#)

Enrollments are

Closed ▾

Send signups to

Email address where notification of new signups will be sent. Leave blank for no notifications

▼ SMS

Open attendance 0 hours 0 minutes before ▾ start date

Close attendance 3 hours 0 minutes after ▾ start date



RSS Coordinator User Role Instructions

Award Credit

View Edit Enrollments Faculty Course outline Course reports Revisions Repeat this session

Overview Award credits Course objects Dashboard Orders

Home / RSS Coordinator Meetings / Training 1 / Award credits

First name Last name Date completed

Start date
E.g., 07/26/2019

Apply

End date
E.g., 07/26/2019

Operations

Edit awarded credit 0 rows selected

<input type="checkbox"/>	ID	Course	User ID	Username	E-mail	First name	Last name	Status
<input checked="" type="checkbox"/>	478	Training 1	366	aknoch	Ashley.Knoch@AHN.ORG	Ashley	Knoch	Evaluation

Attendance

To add, edit or delete this credit type update the appropriate fields below.

Action

- ☐ No change
- ☒ Award/update this credit type
- ☐ Delete this credit type

Credits

1.0

Date awarded

Date
E.g., 07/26/2019

Time
E.g., 11:06am

Change any Attendance credit to




Attendance


Click the "COURSE REPORTS" tab.
Click "Award credits" link.
Check the checkbox next to the learner's name.
Click "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.
Click "Next."
Click "Confirm."





RSS Coordinator User Role Instructions

Transcripts

Formal Course Transcript

Ashley Knoch  My account  Log out 

Find a course... 

MY ACCOUNT

[VIEW](#) [EDIT](#) [ASSIGN CREDITS](#) [BOOKMARKS](#) [COURSE CREDIT LOG](#) [DELETED CREDIT](#) [FACULTY](#) [MY ACTIVITIES](#)

ASHLEY.KNOCH@AHN.ORG

[PROFILE](#) [BIO](#) [DISCLOSURE](#)

COMPLETED ACTIVITIES


[VIEW](#) [EDIT](#) [ASSIGN CREDITS](#) [BOOKMARKS](#) [COURSE CREDIT LOG](#) [DELETED CREDIT](#) [FACULTY](#) [MY ACTIVITIES](#) [ORDERS](#)

[Completed activities](#) [Pending activities](#) [Session credit](#) [External credits](#)

DATE COMPLETED FROM
E.g., 07/11/2019

TO
E.g., 07/11/2019

[APPLY](#)




 Download PDF


My Account





My Activities

Select either:
Completed activities
or Session credit

RSS Credit Transcript

Ashley Knoch  My account  Log out 

Find a course... 

MY ACCOUNT

[VIEW](#) [EDIT](#) [ASSIGN CREDITS](#) [BOOKMARKS](#) [COURSE CREDIT LOG](#) [DELETED CREDIT](#) [FACULTY](#) [MY ACTIVITIES](#)

ASHLEY.KNOCH@AHN.ORG

[PROFILE](#) [BIO](#) [DISCLOSURE](#)


TOTAL SESSION CREDIT

[VIEW](#) [EDIT](#) [ASSIGN CREDITS](#) [BOOKMARKS](#) [COURSE CREDIT LOG](#) [DELETED CREDIT](#) [FACULTY](#) [MY ACTIVITIES](#) [ORDERS](#)

[Completed activities](#) [Pending activities](#) [Session credit](#) [External credits](#)

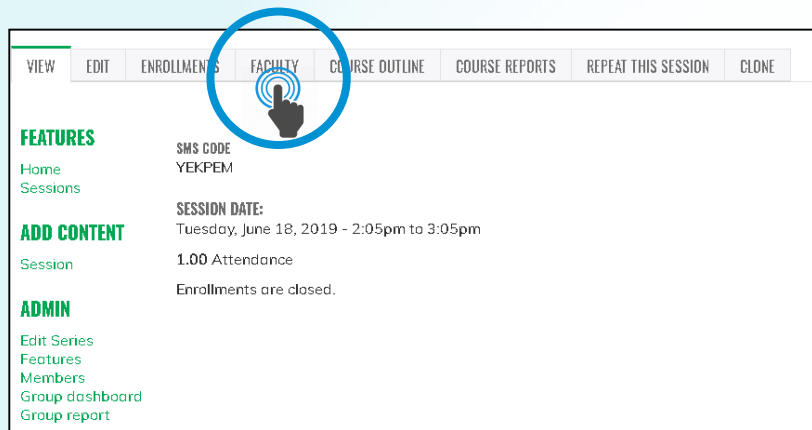
DATE COMPLETED
START DATE
E.g., 07/11/2019

END DATE
E.g., 07/11/2019

 Download PDF

RSS Coordinator User Role Instructions

Assign Faculty Form



VIEW EDIT ENROLLMENTS **FACULTY** COURSE OUTLINE COURSE REPORTS REPEAT THIS SESSION CLOSE

FEATURES
Home
Sessions

ADD CONTENT
Session

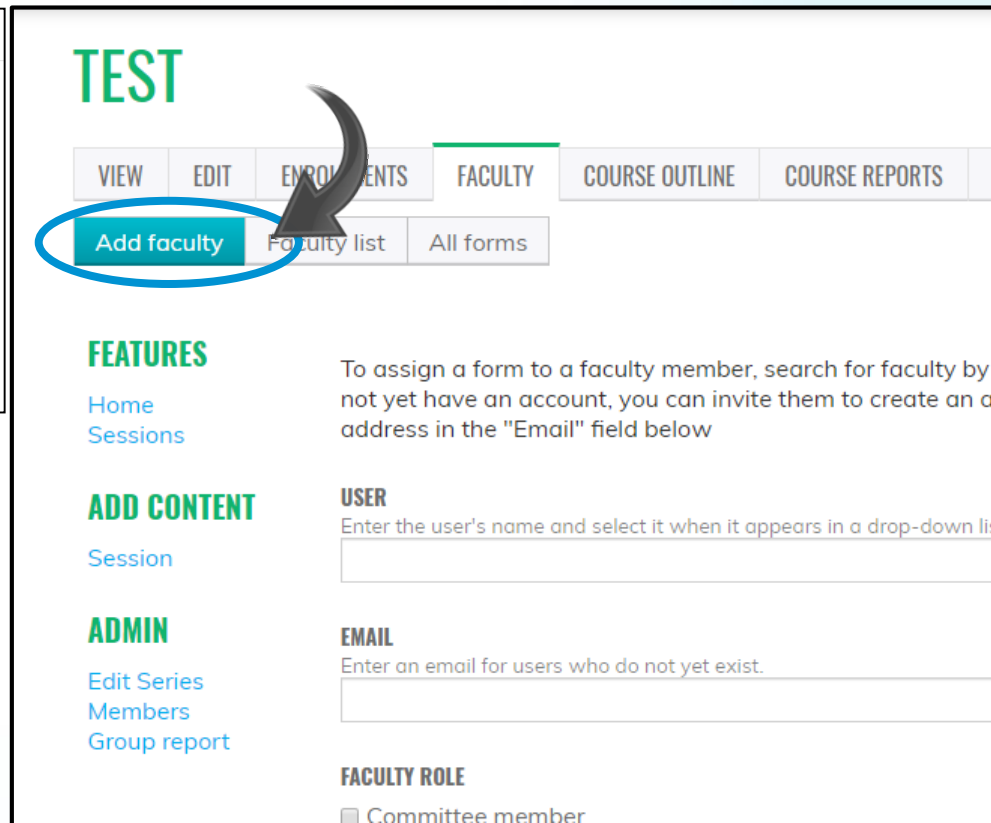
ADMIN
Edit Series
Features
Members
Group dashboard
Group report

SMS CODE
YEKPEM

SESSION DATE:
Tuesday, June 18, 2019 - 2:05pm to 3:05pm

1.00 Attendance

Enrollments are closed.



TEST

VIEW EDIT ENROLLMENTS **FACULTY** COURSE OUTLINE COURSE REPORTS

Add faculty Faculty list All forms

FEATURES
Home
Sessions

ADD CONTENT
Session

ADMIN
Edit Series
Members
Group report

To assign a form to a faculty member, search for faculty by name. If a faculty member has not yet have an account, you can invite them to create an account by entering an email address in the "Email" field below

USER
Enter the user's name and select it when it appears in a drop-down list

EMAIL
Enter an email for users who do not yet exist.

FACULTY ROLE
☐ Committee member



Assign Faculty Form

Complete the form

Click on Send Form

VIEW

EDIT

ENROLLMENTS

FACULTY

COURSE OUTLINE

COURSE REPORTS

REPEAT THIS SESSION

Add faculty

Faculty list

All forms

FEATURES

[Home](#)

[Sessions](#)

ADD CONTENT

[Session](#)

ADMIN

[Edit Series](#)

[Features](#)

[Members](#)

[Group dashboard](#)

[Group report](#)

To assign a form to a faculty member, search for faculty by name in the "User" field below. If the faculty does not yet have an account, you can invite them to create an account and assign the form by entering an email address in the "Email" field below.

USER

Enter the user's name and select it when it appears in a drop-down list.

EMAIL

Enter an email for users who do not yet exist.

FACULTY ROLE

☐ Committee member

☐ Course Director

☐ Medical director

☐ Moderator

☐ Peer reviewer

☐ Planner

☐ Speaker

FORM TYPE

☐ Conflict of Interest Resolution Form

☐ Disclosure and Speaker Agreement Form

☐ Disclosure Form

☐ Presentation request form

☐ Speaker Agreement Form

☐ PUBLISHED

SEND FORM