Allegheny Health Network

EthosCE Training Materials

Version date 7-26-19

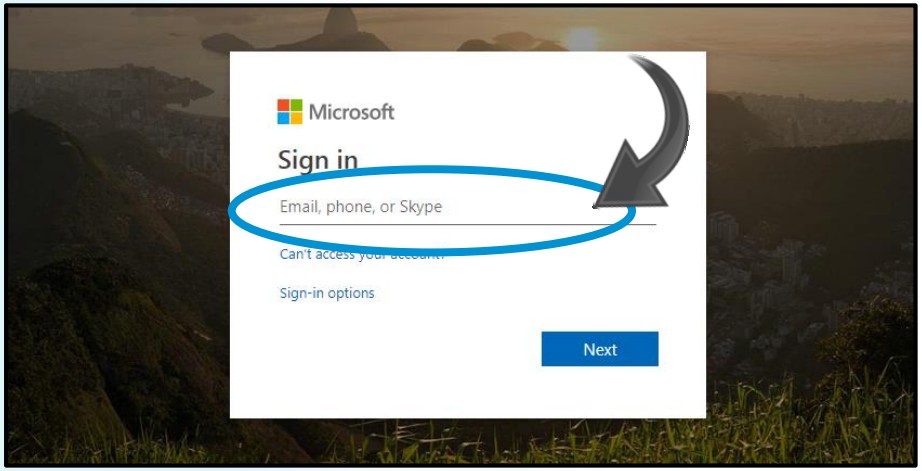
EthosCE Training

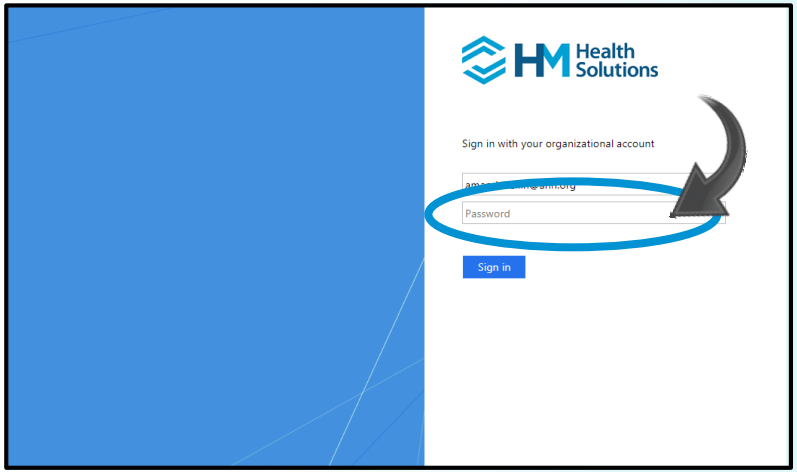
RSS Coordinator User Role Instructions

Log In

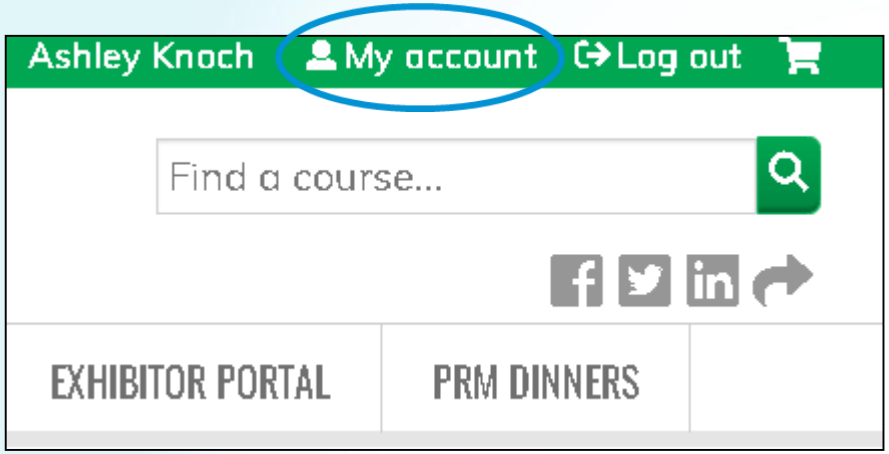
cme.ahn.org

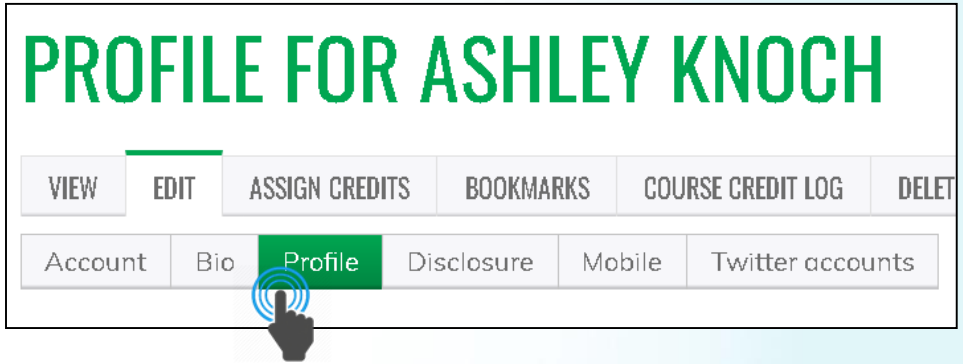
All internal employees will use AHN email & password

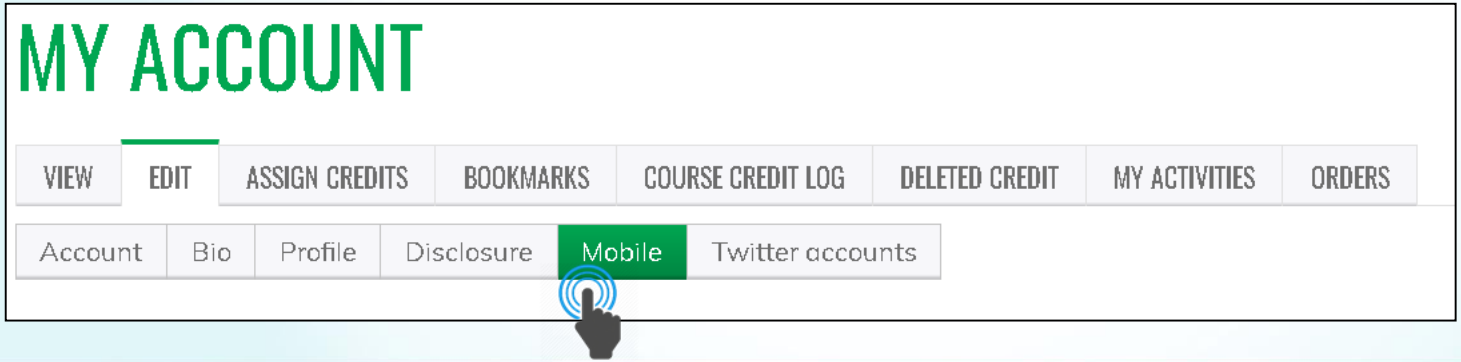




User Profile and Mobile Number



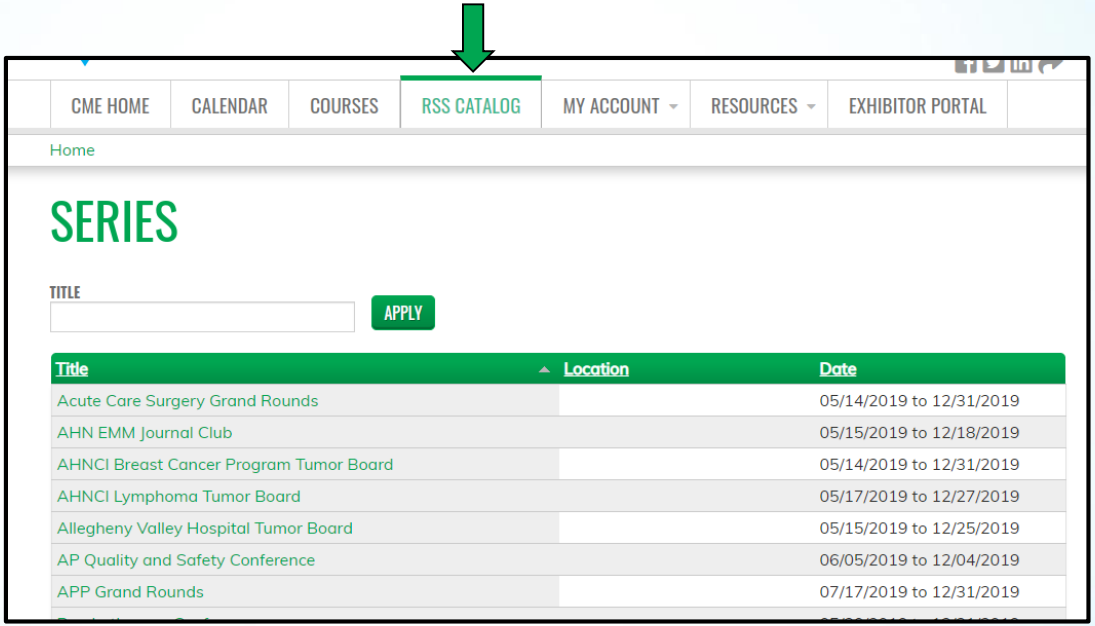




Complete profile information and add mobile number

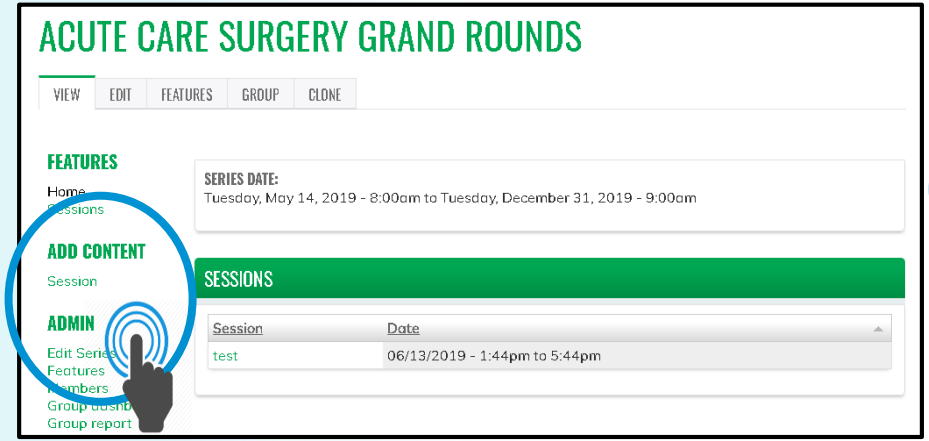
Navigate to Series

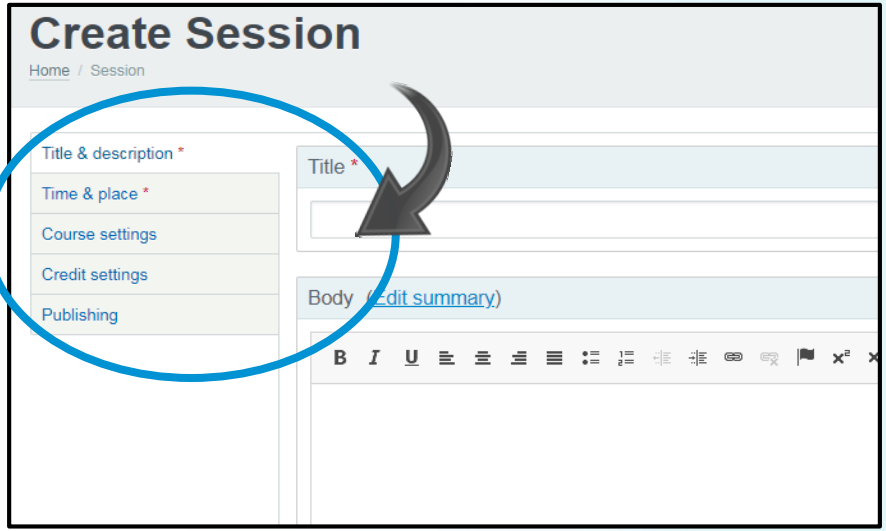
You can only search for a series within the RSS Catalog tab



Create Sessions

Complete all required fields





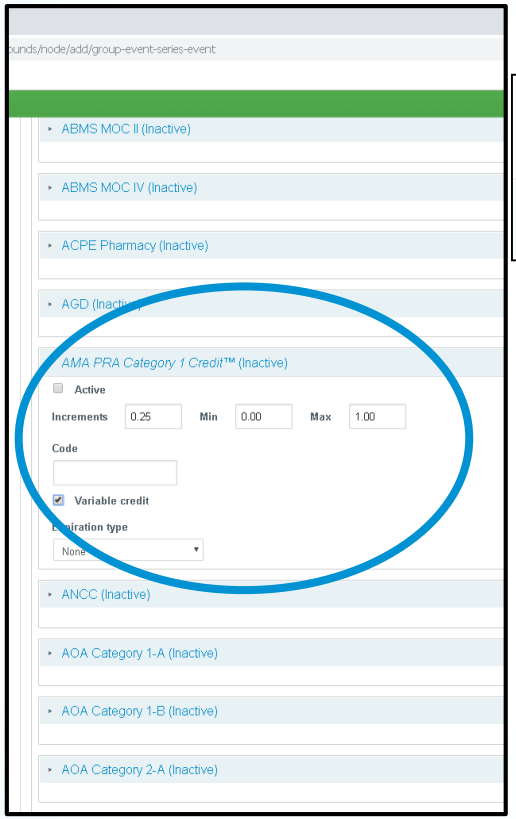
Adding Credit Type

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

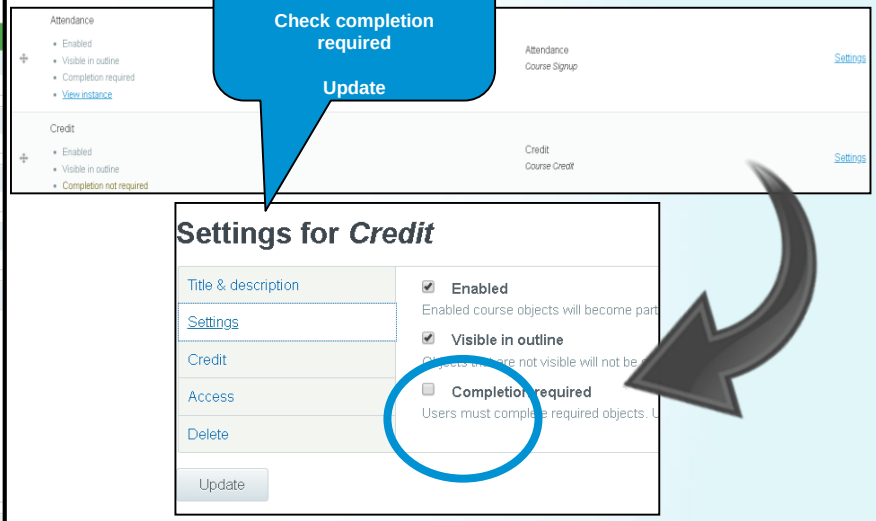


MAKE SURE THE ACTIVE BOX IS CHECKED FOR CREDIT TYPE

In Course Outline, Click on Settings

Check completion required

Update

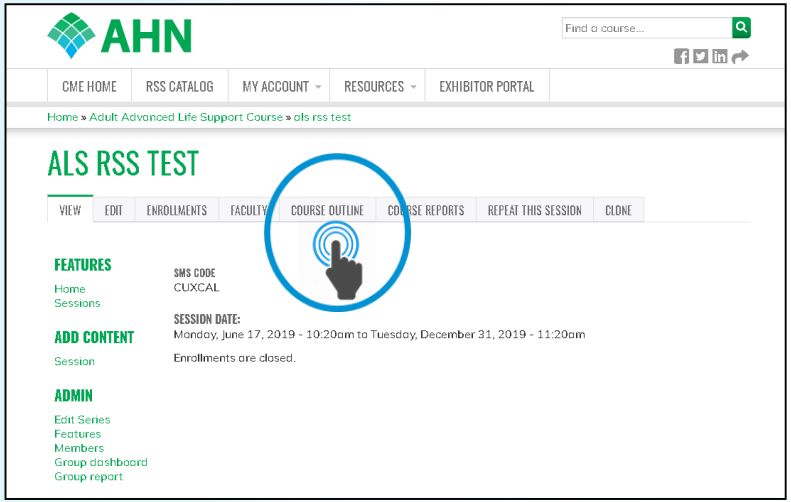


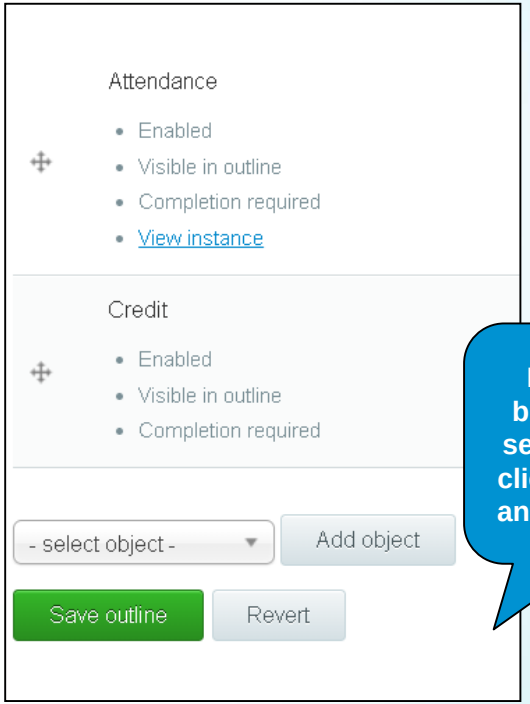
EXCEPTIONS!!

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

*Eval required for ALL Grand Rounds Sessions
*Eval for all other courses should be added QUATERLY

Evaluation



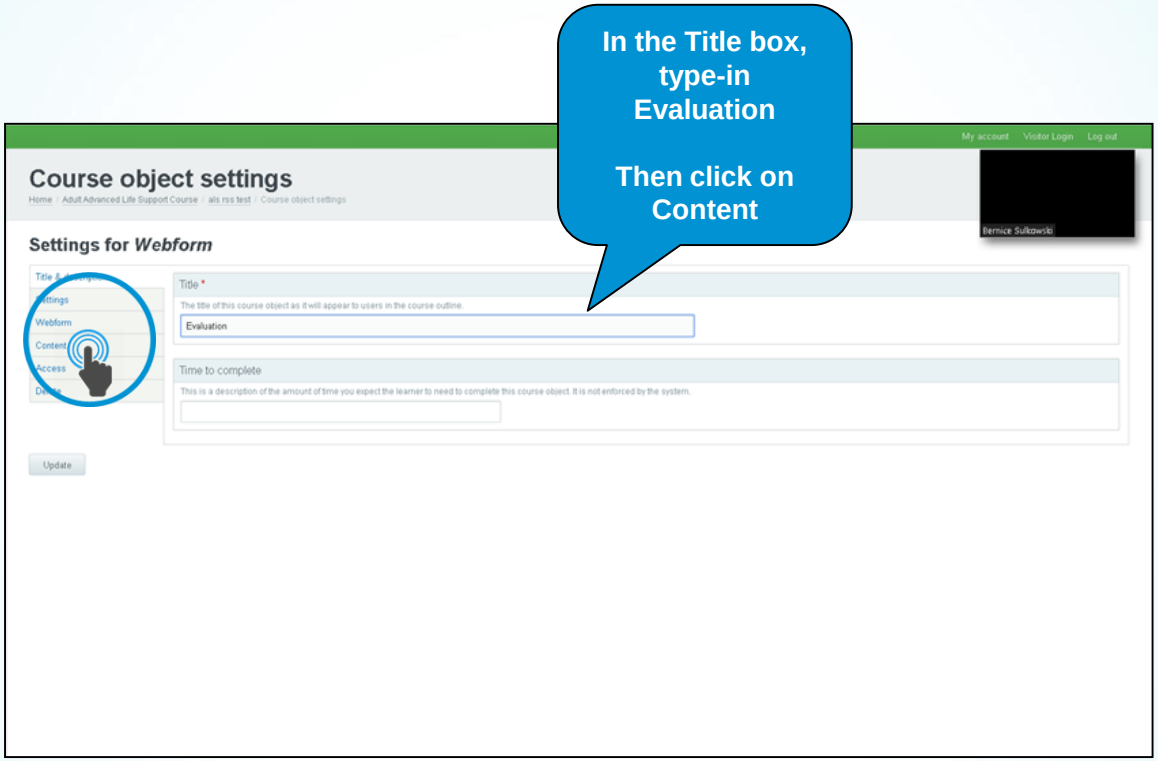


In dropdown box, scroll and select Webform, click Add Object, and Save Outline

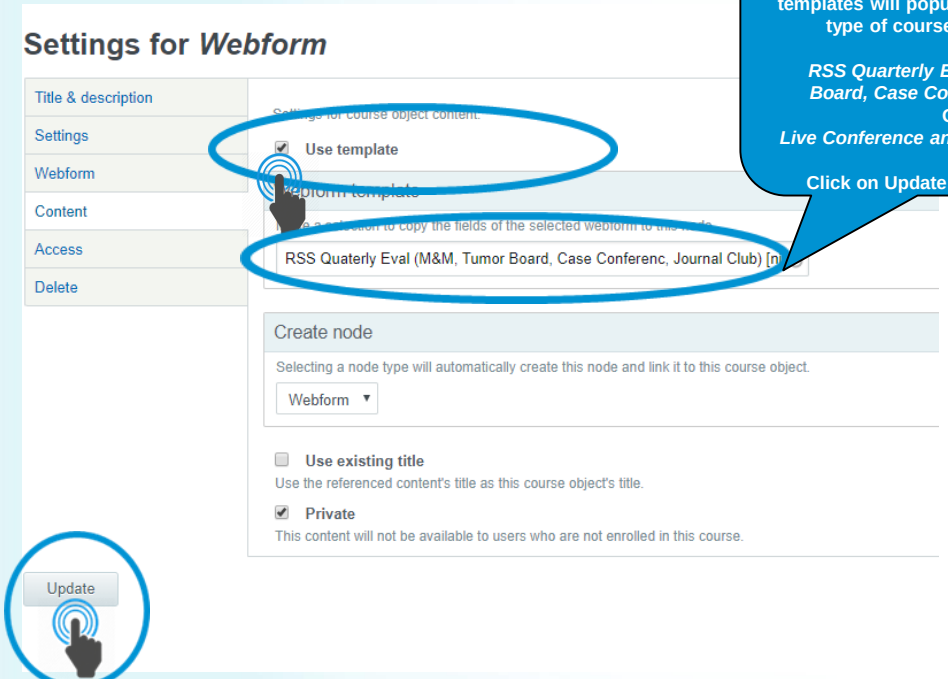
Evaluation

Click on Settings

Evaluation


In the Title box, type-in Evaluation
Then click on Content
My account
Visitor Login
Log out
Course object settings
Home / Adult Advanced Life Support Course / als rss test / Course object settings
Settings for Webform
Webform
Content
Access
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

Evaluation

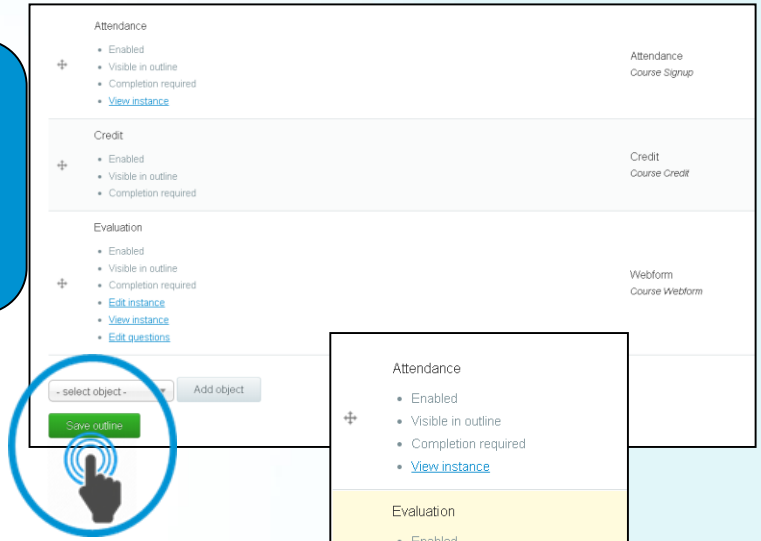


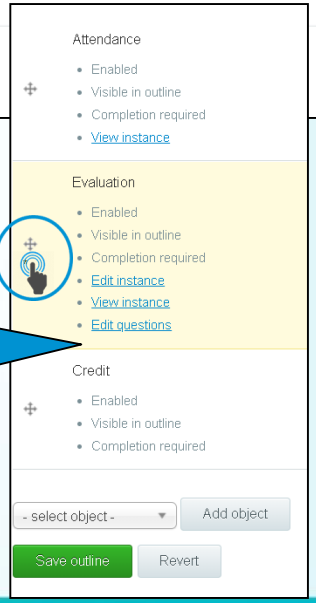
Click on Use template

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

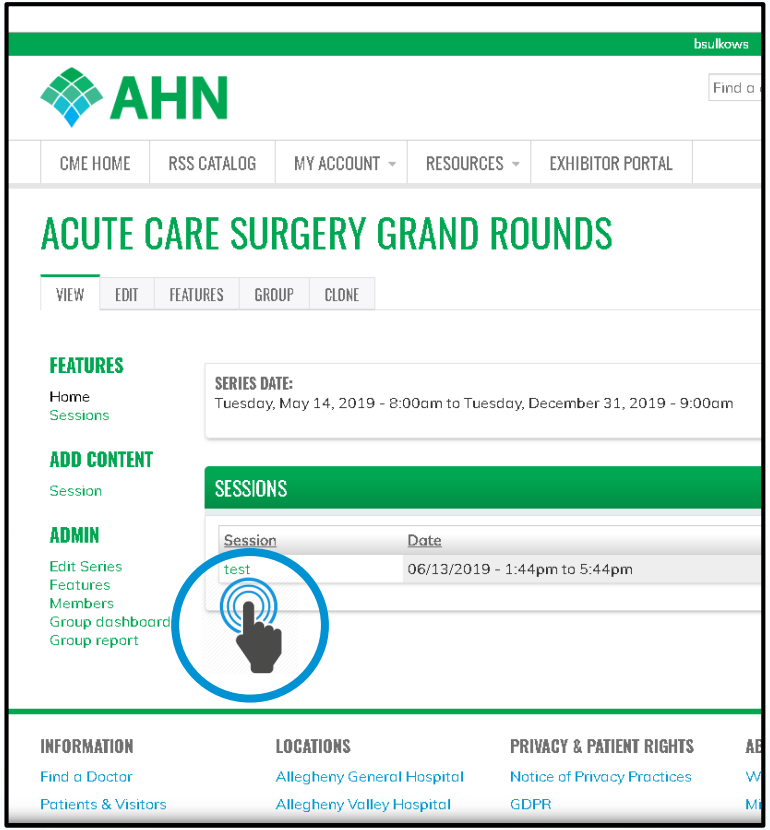
Click on Update and Save outline





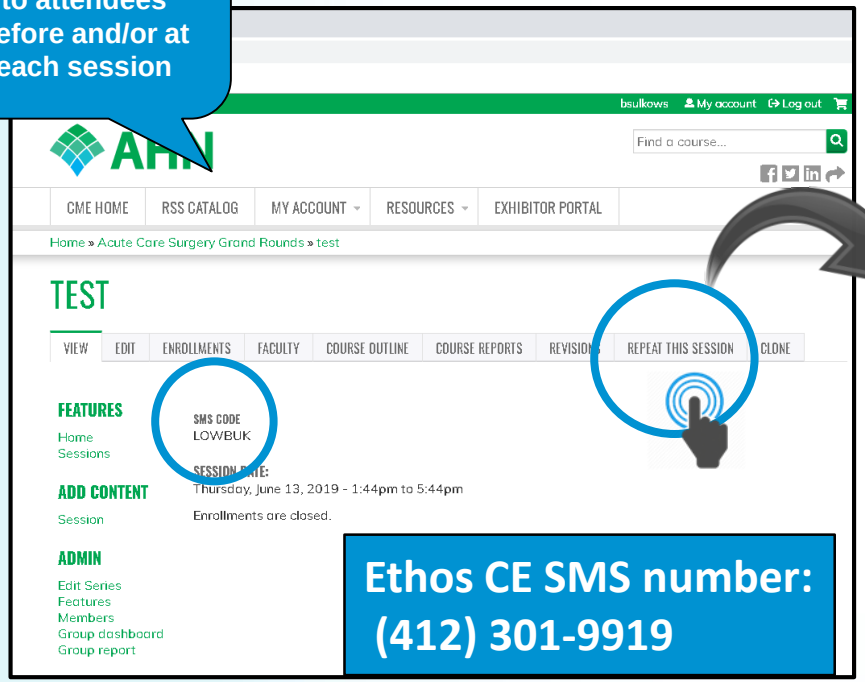
After you save outline, drag Evaluation section to be above Credit section

Adding Sessions



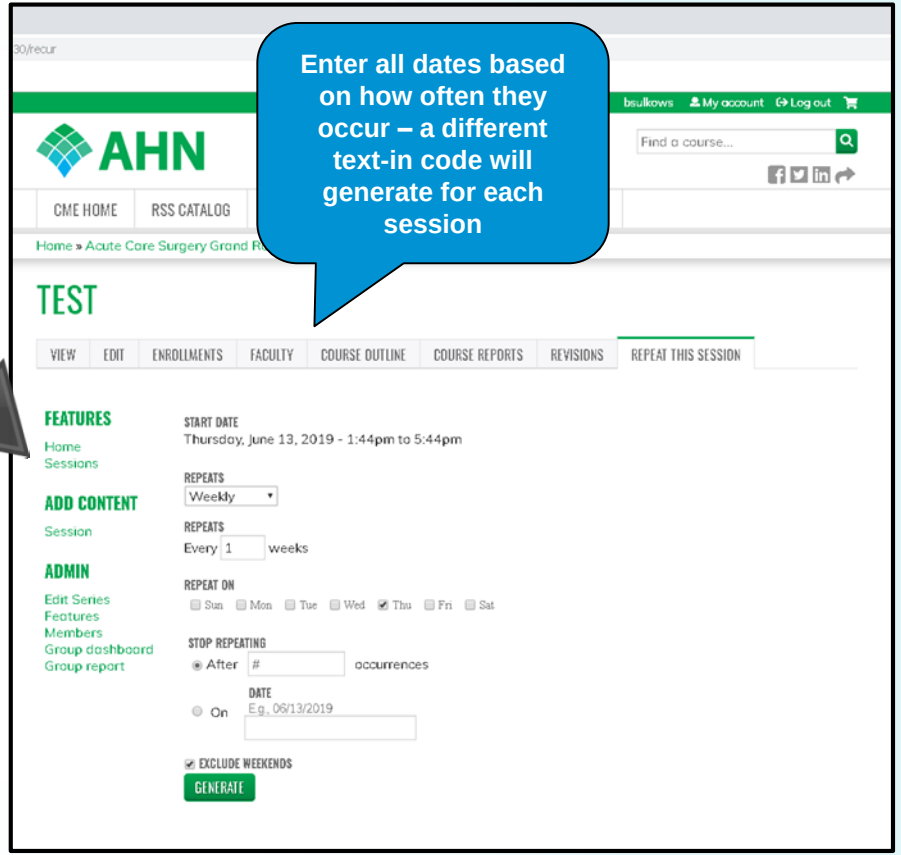
SMS attendance

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

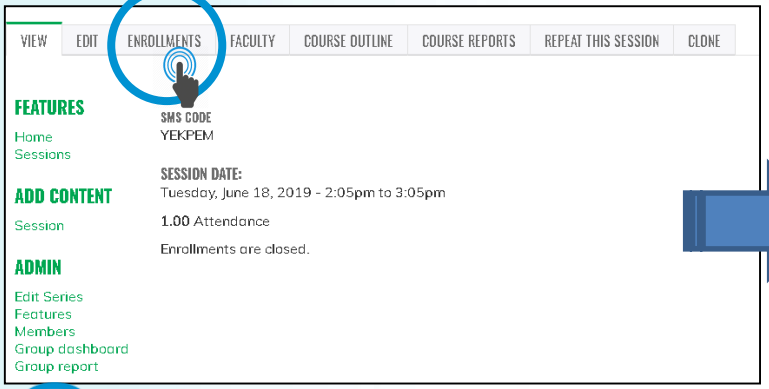


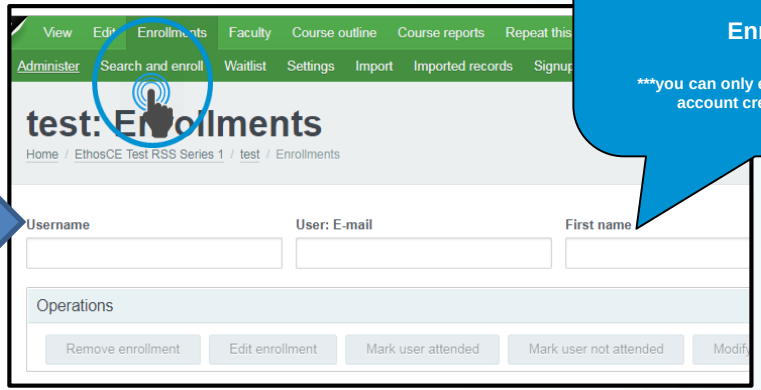
Ethos CE SMS number: (412) 301-9919

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



Enroll Participants



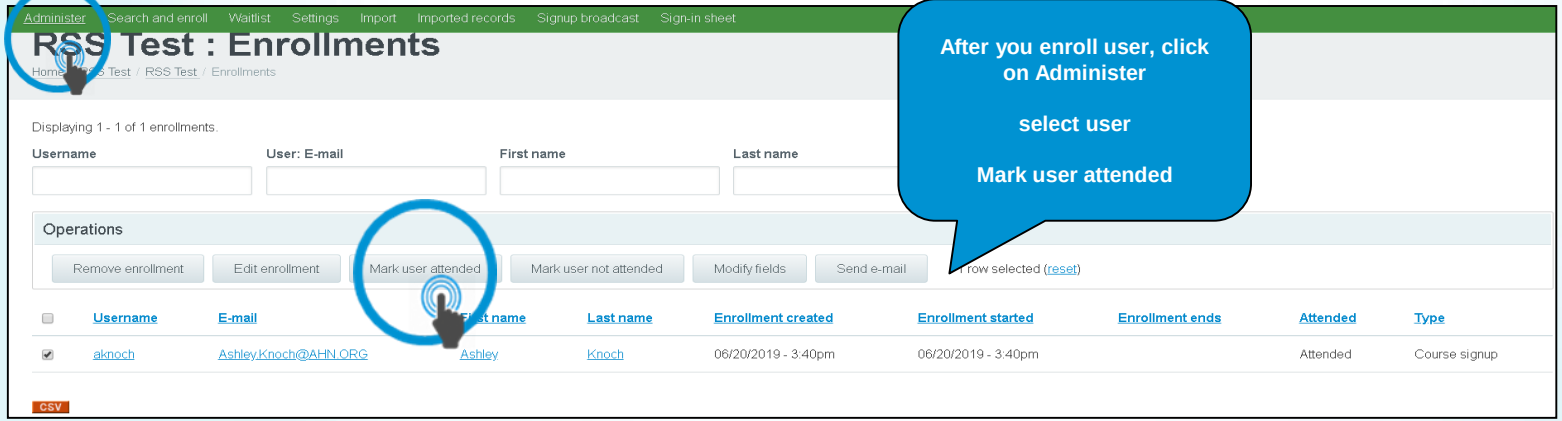


Click on Search and Enroll

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

Extend Text-in Timeframe

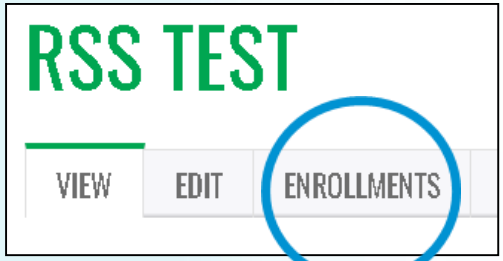
Click on your session

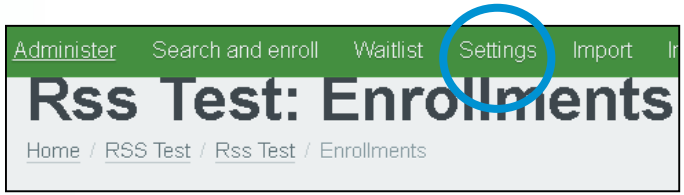
Enrollments

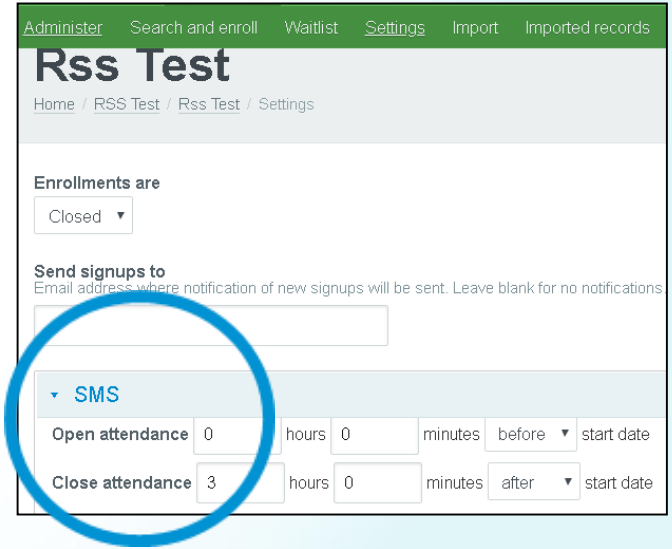
Settings

SMS

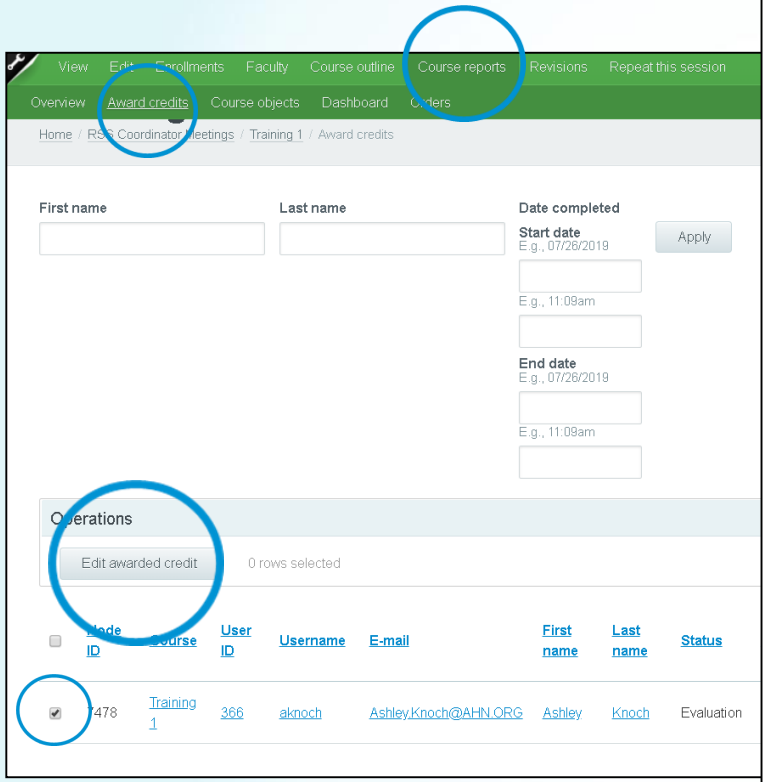
Change “3” to extend timeframe

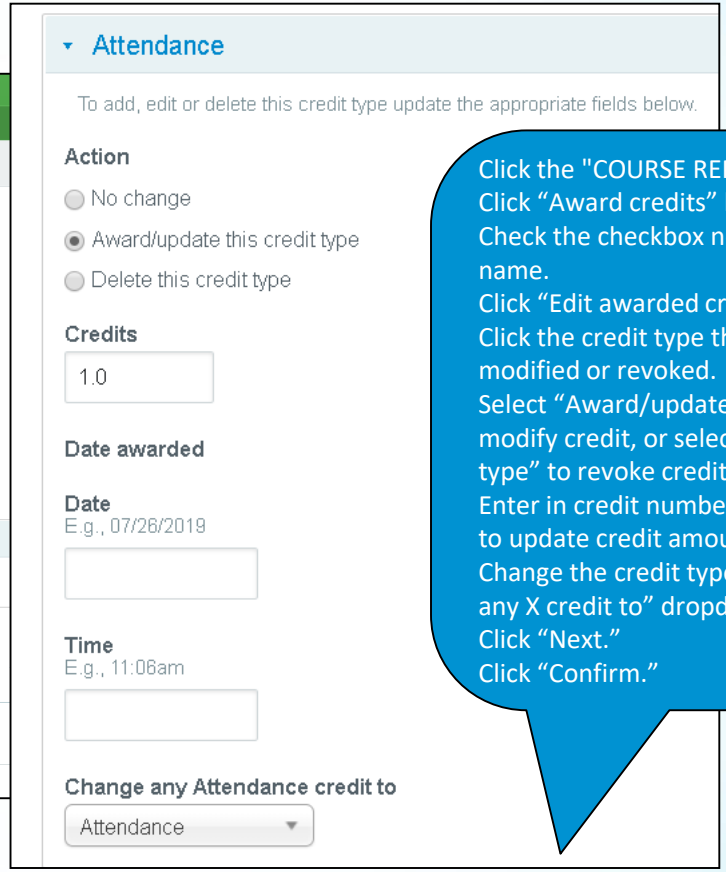






Award Credit





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.”

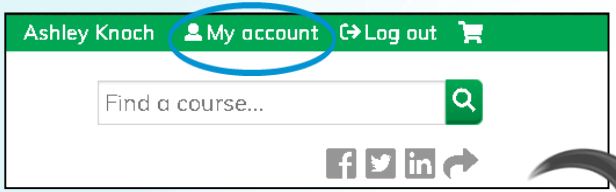
Transcripts

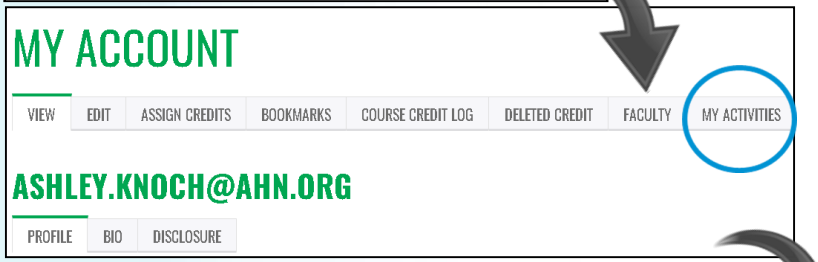
My Account

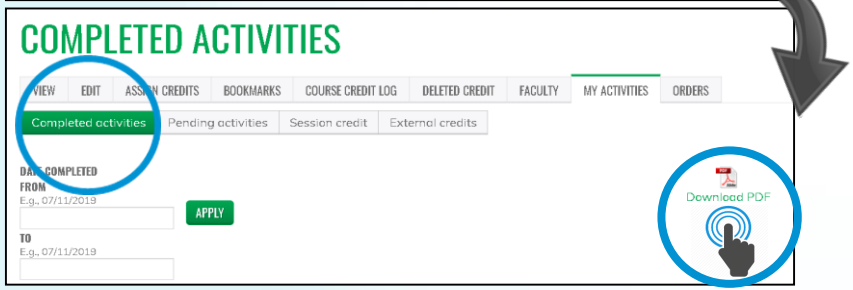
My Activities

Select either:
Completed activities
or Session credit

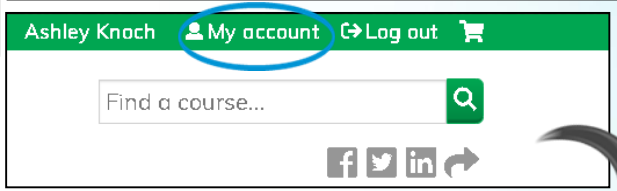
Formal Course Transcript

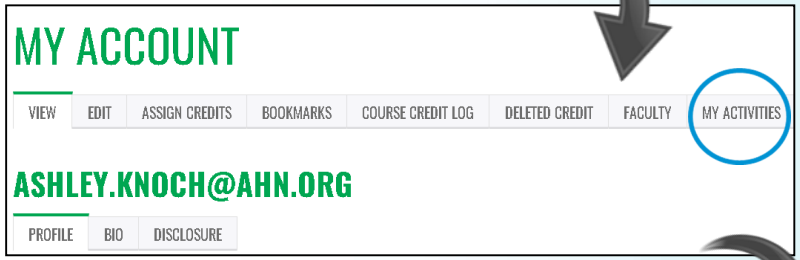


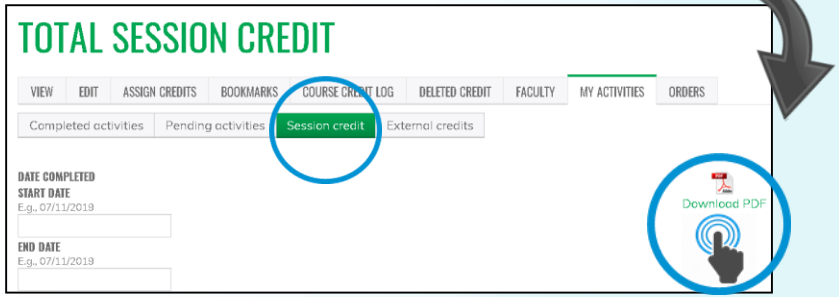




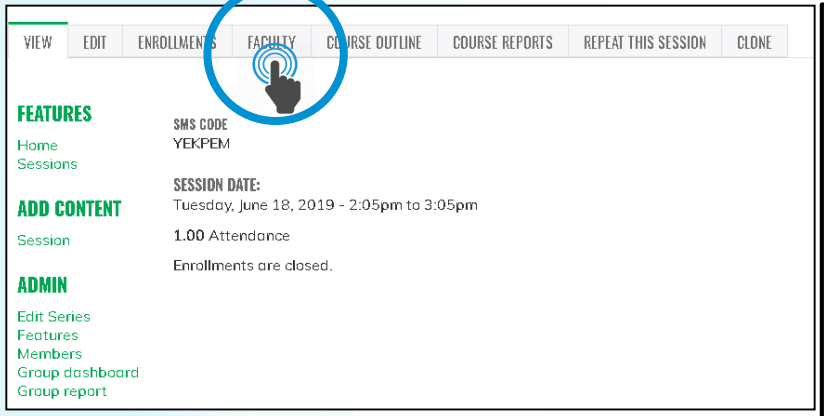
RSS Credit Transcript

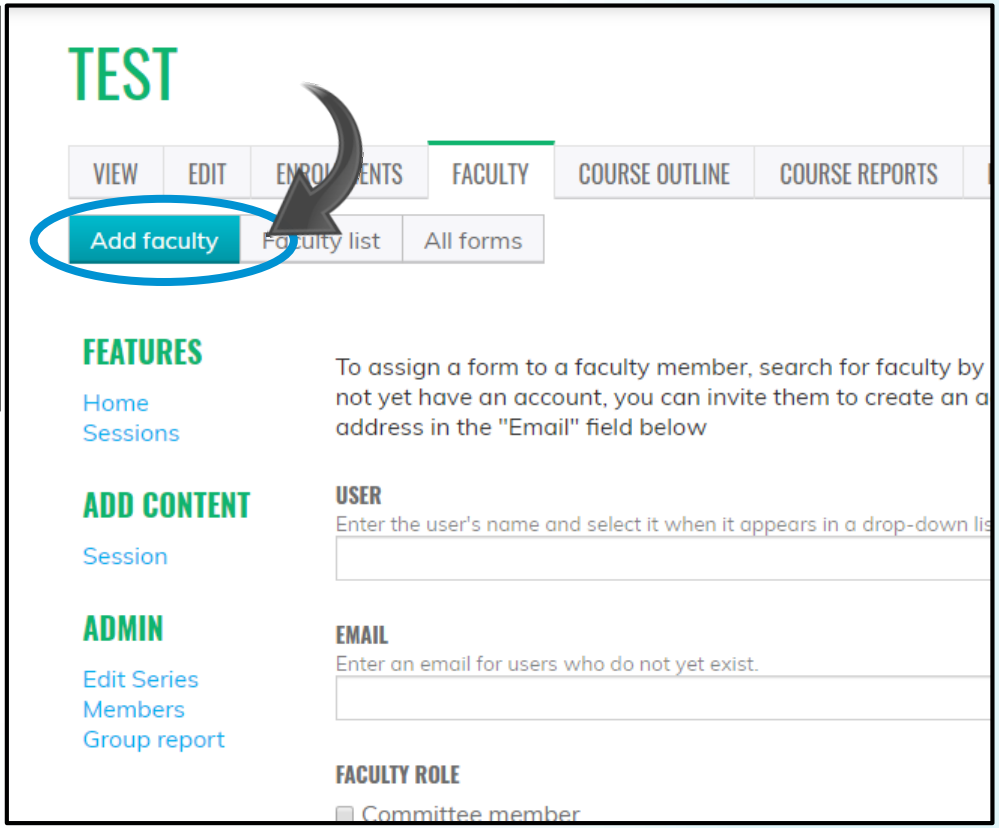




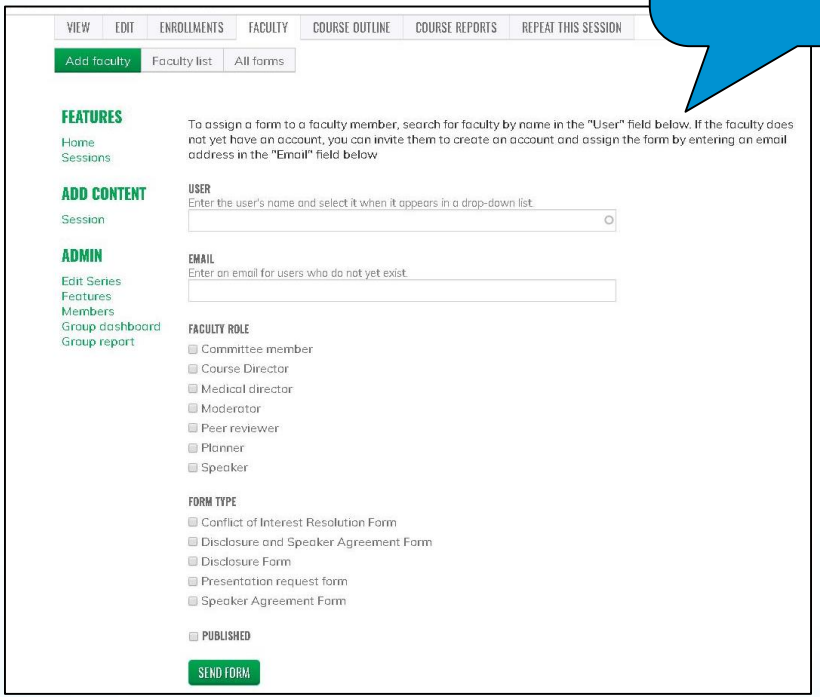


Assign Faculty Form





Assign Faculty Form

Complete the form

Click on Send Form