



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

Chrome is the recommended browser



All internal employees will use AHN email & password (<firstinitial+first7oflastname>@ahn.org)

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

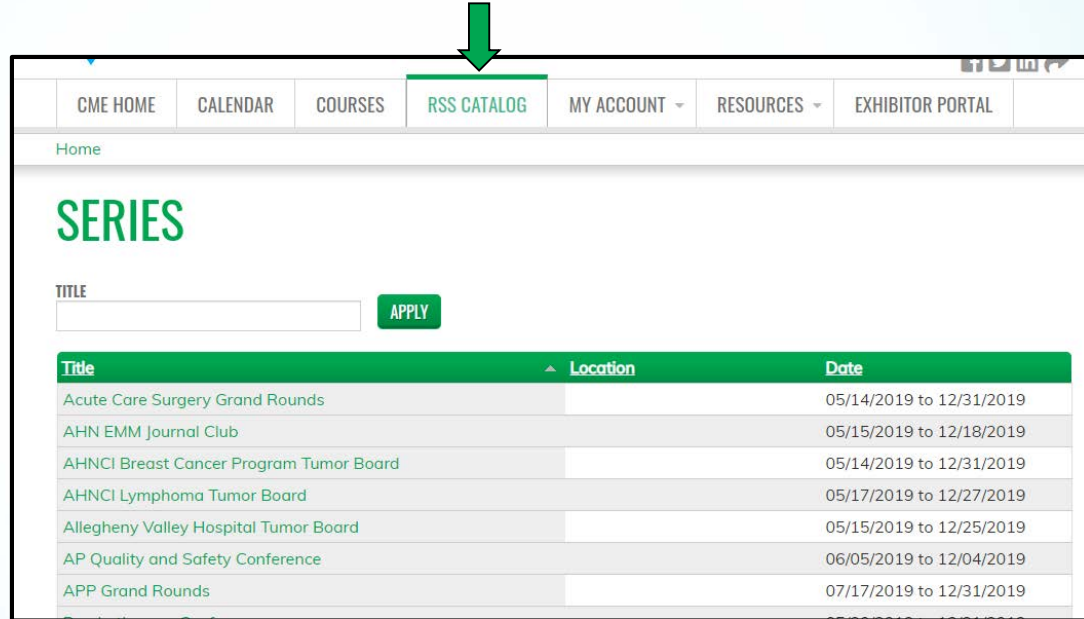
VIEW EDIT ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY ACTIVITIES ORDERS

Account Bio Profile Disclosure **Mobile** Twitter accounts

Complete profile information and add mobile number

Navigate to Series

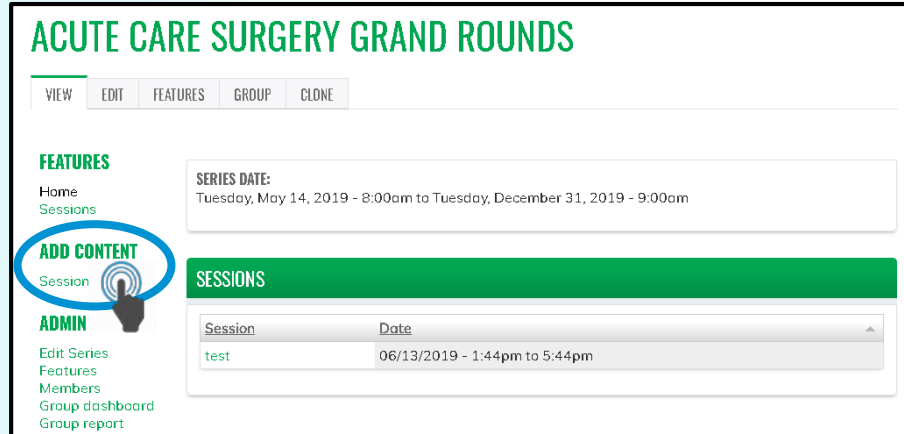
You can search for a series within the RSS Catalog tab



The screenshot shows the RSS Catalog interface. At the top, there is a navigation bar with tabs: CME HOME, CALENDAR, COURSES, RSS CATALOG (highlighted with a green arrow), MY ACCOUNT, RESOURCES, and EXHIBITOR PORTAL. Below the navigation bar, the page title is "Home". The main heading is "SERIES" in large green letters. Below the heading, there is a search section with a "TITLE" label, a text input field, and an "APPLY" button. Below the search section, there is a table with three columns: Title, Location, and Date. The table lists several series with their respective locations and 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



ACUTE CARE SURGERY GRAND ROUNDS

VIEW EDIT FEATURES GROUP CLONE

FEATURES

- Home
- Sessions
- ADD CONTENT**
- Session

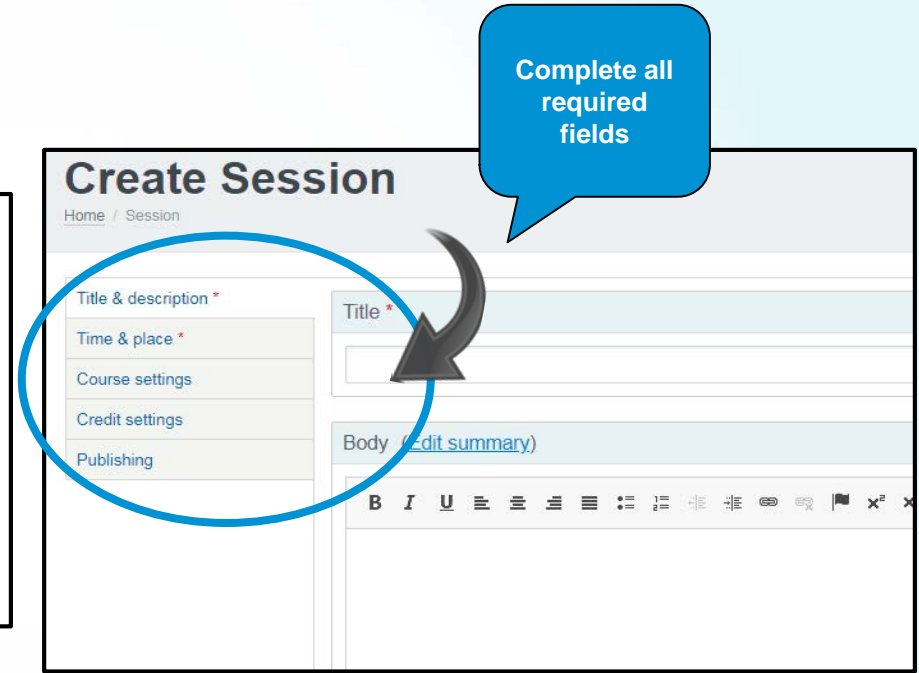
ADMIN

- 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)

Complete all required fields

Adding Credit Type

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

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

Active

1hr = 1 credit

The screenshot displays a list of credit types in a web application. The entries are:

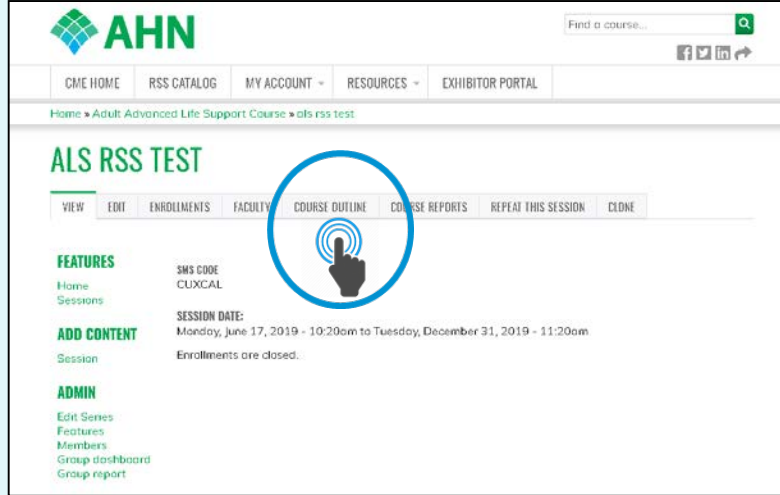
- ABMS MOC II (Inactive)
- ABMS MOC IV (Inactive)
- ACPE Pharmacy (Inactive)
- AGD (Inactive)
- AMA PRA Category 1 Credit™ (Active | Increments: 0.00 | Min: 0.00 | Max: 1.00)** - This entry is circled in blue.
- ANCC (Inactive)

For the selected 'AMA PRA Category 1 Credit™' entry, the following options are visible:

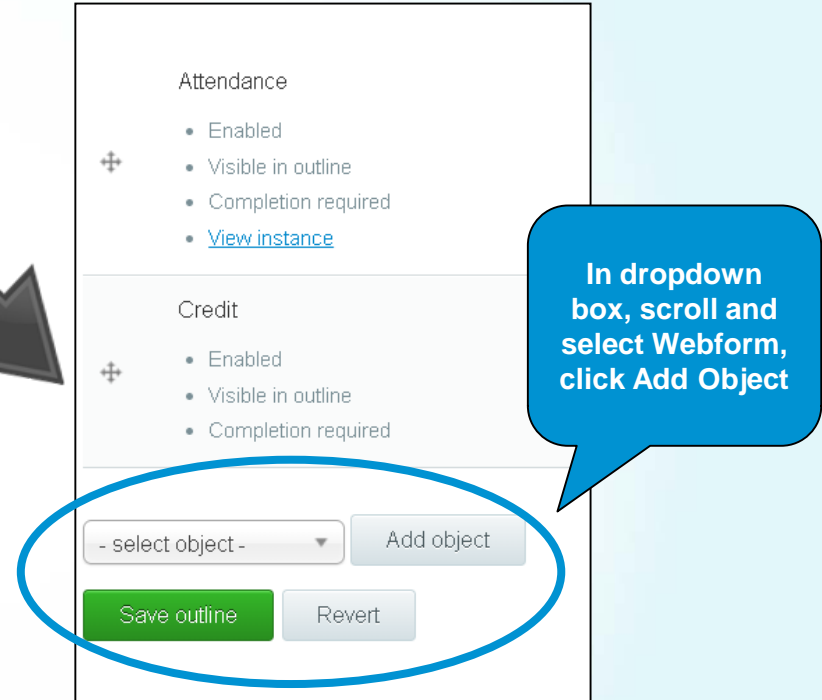
- ☒ Active
- ☐ Variable credit
- Increments: 0.00 Min 0.00 Max 1.00
- Code: [text input field]
- Expiration type: None (dropdown menu)

RSS Coordinator User Role Instructions

Evaluation



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



Evaluation

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

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 res test / course object settings

Settings for Webform

Settings
Webform
Content
Access
Content

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

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 Sulowski

In the Title box,
type-in
Evaluation

Then click on
Content

RSS Coordinator User Role Instructions

Evaluation

Settings for *Webform*

Title & description	Settings for course object content.
Settings	<input checked="" type="checkbox"/> Use template
Webform	Webform template
Content	Make a selection to copy the fields of the selected webform to this node.
Access	RSS Quarterly Eval (M&M, Tumor Board, Case Conferenc, Journal Club) (n
Delete	

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.

Update

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	Attendance Course Signup
+ <ul style="list-style-type: none">EnabledVisible in outlineCompletion requiredView instance	
Credit	Credit Course Credit
+ <ul style="list-style-type: none">EnabledVisible in outlineCompletion required	
Evaluation	Webform Course Webform
+ <ul style="list-style-type: none">EnabledVisible in outlineCompletion requiredEdit instanceView instanceEdit questions	

- select object - ▾ Add object

Save outline

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

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

RSS Coordinator User Role Instructions

Evaluation

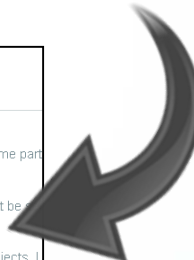
In Course Outline,
Click on Settings

Check completion
required

Update

Settings for *Credit*

Title & description	<input checked="" type="checkbox"/> Enabled Enabled course objects will become part of the course.
Settings	<input checked="" type="checkbox"/> Visible in outline Objects that are not visible will not be shown in the course outline.
Credit	<input type="checkbox"/> Completion required Users must complete required objects. L
Access	
Delete	
<input type="button" value="Update"/>	



RSS Coordinator User Role Instructions

Confirmation Email

Confirmation email is defaulted to a generic, global response. To make edits to the response in your session:

Click on Enrollments

Settings

Scroll to Confirmation Email

Update text box

☒ Send confirmation

Confirmation email

Email sent to user upon signup. Supported string substitutions: %node_title, %node_url, %node_start the "cancel own signups" permission), and any tokens in the *Replacement tokens* list.

Dear [user:profile-profile:field-first-name] [user:profile-profile:field-last-name],

Thank you for registering for "[node:title]", an educational activity developed by [site:name].

► Replacement tokens

If you have an evaluation associated with a session and want to add a direct link to the evaluation, copy and paste the URL of the session after the defaulted message.

Example:

"Dear [user:profile-profile:field-first-name] [user:profile-profile:field-last-name],
Thank you for registering for "[node:title]," an educational activity developed by
[site:name].

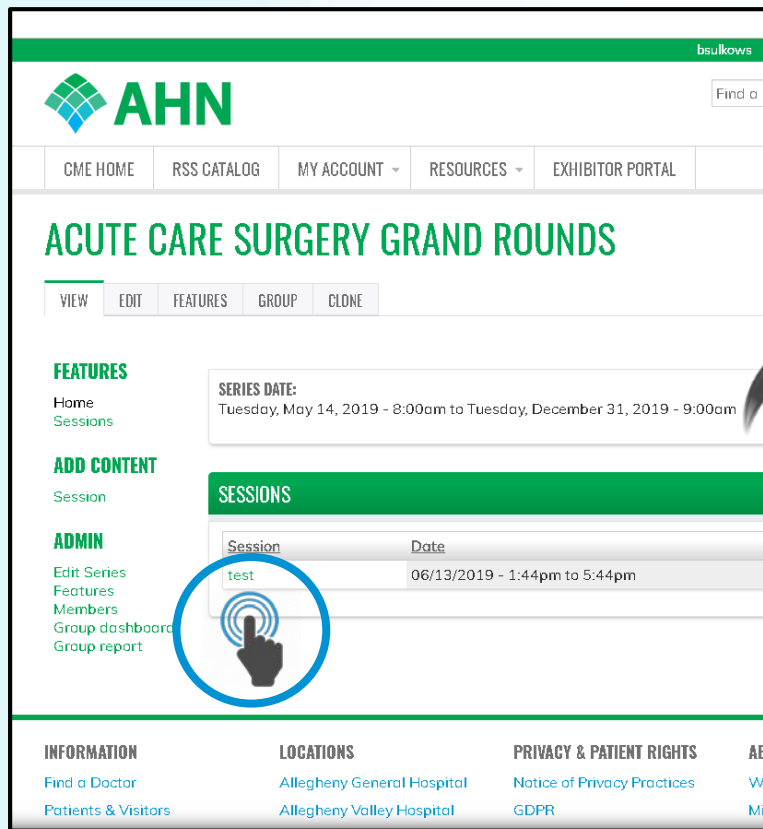
Link to evaluation: <https://cme.ahn.org/sv-lung-and-pleural-tumor-board/content/sv-lung-and-pleural-tumor-board-53>"

*****Please note that this only updates the response email, NOT the reply text.**



RSS Coordinator User Role Instructions

Repeating Sessions



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

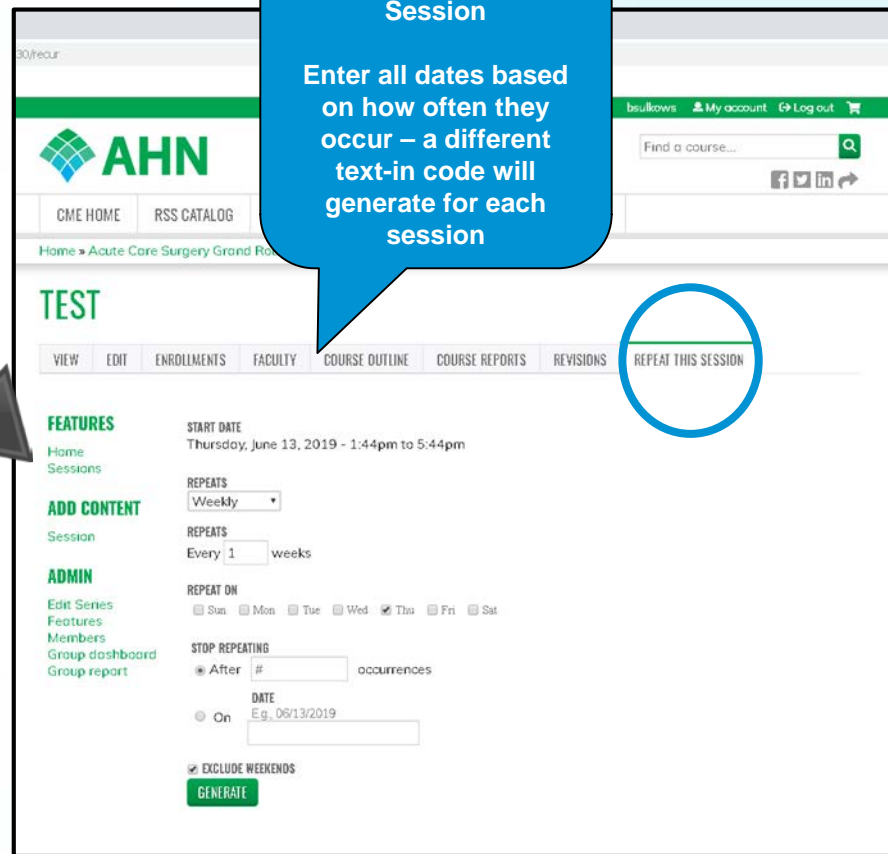
SESSIONS

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

INFORMATION
Find a Doctor
Patients & Visitors

LOCATIONS
Allegheny General Hospital
Allegheny Valley Hospital

PRIVACY & PATIENT RIGHTS
Notice of Privacy Practices
GDPR



30/feur

bsulkows My account Log out

Find a course...

Home > Acute Care Surgery Grand Rounds

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
☐ On DATE
E.g. 06/13/2019

☒ EXCLUDE WEEKENDS
GENERATE

Click on Repeat this Session

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

RSS Coordinator User Role Instructions


SMS attendance

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

ent/test

each session

biologics My account Log out

 **AHN**

Find a course...

f t w i n

CME HOME RSS CATALOG MY ACCOUNT RESOURCES EXHIBITOR PORTAL

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

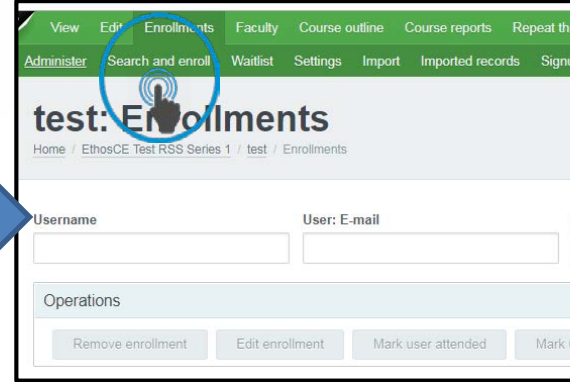
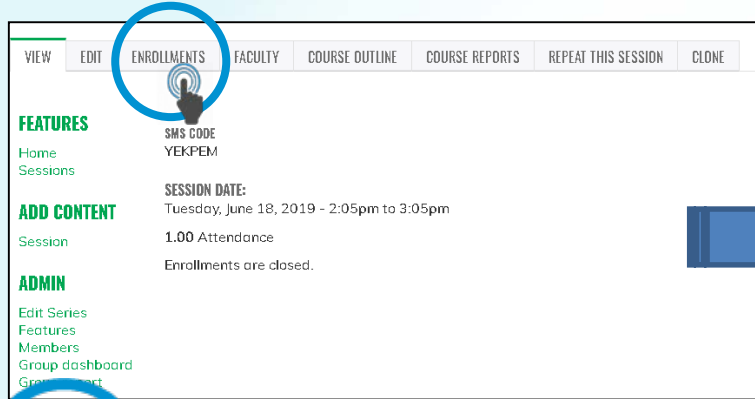
SESSION DATE:
Thursday, June 13, 2019 - 1:44pm to 5:44pm

Enrollments are closed.

**Ethos CE SMS number:
(412) 301-9919**

RSS Coordinator User Role Instructions

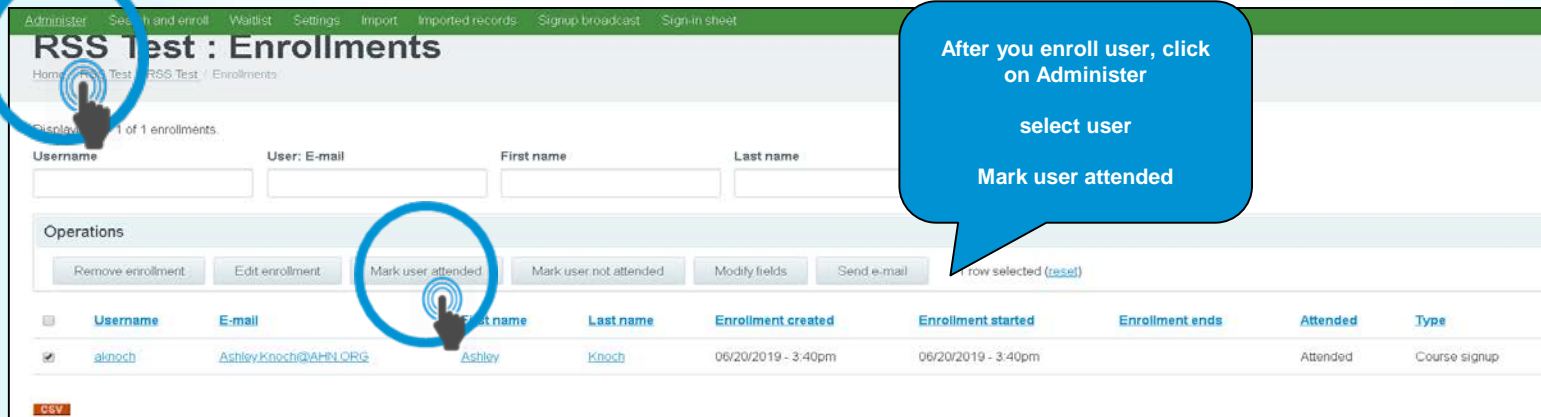
Enroll Participants



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

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

Apply

Operations

Edit awarded credit 0 rows selected

ID	Course	User ID	Username	E-mail	First name	Last name	Status
<input checked="" type="checkbox"/>	478	Training 1	360	gknoch	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](#)

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

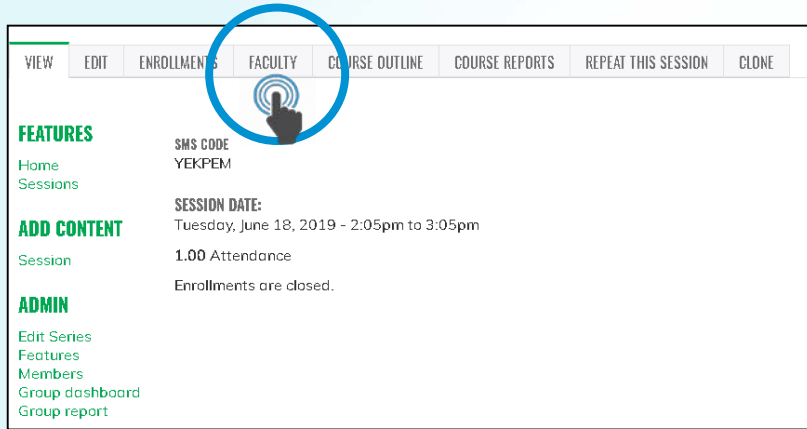
[VIEW](#) [EDIT](#) [ASSIGN CREDITS](#) [BOOKMARKS](#) [COURSE CREDIT LOG](#) [DELETED CREDIT](#) [FACULTY](#) [MY ACTIVITIES](#) [ORDERS](#)

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

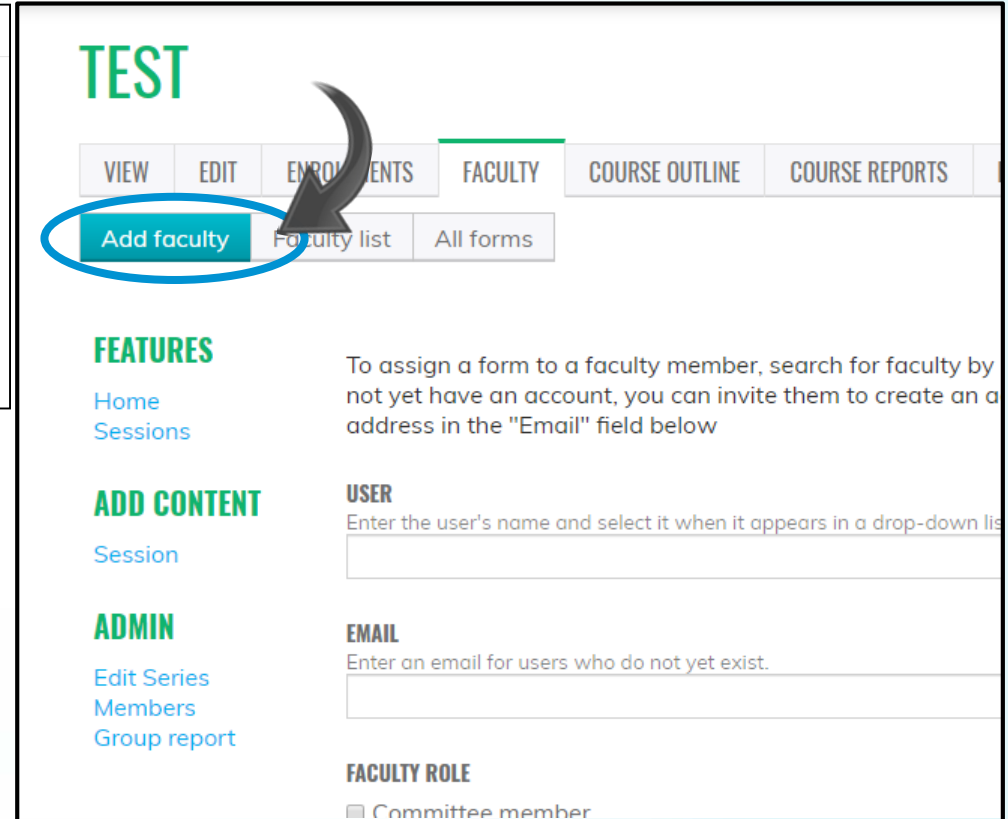
DATE COMPLETED
START DATE
E.g., 07/11/2019

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

Assign Faculty Form



The screenshot shows the top navigation bar with tabs: VIEW, EDIT, ENROLLMENTS, FACULTY, COURSE OUTLINE, COURSE REPORTS, REPEAT THIS SESSION, and CLONE. The 'FACULTY' tab is highlighted with a blue circle and a hand icon pointing to it. Below the navigation bar, the left sidebar contains sections: FEATURES (Home, Sessions), ADD CONTENT (Session), and ADMIN (Edit Series, Features, Members, Group dashboard, Group report). The main content area displays: SMS CODE YEKPEM, SESSION DATE: Tuesday, June 18, 2019 - 2:05pm to 3:05pm, 1.00 Attendance, and Enrollments are closed.



The screenshot shows the 'TEST' page with the top navigation bar containing tabs: VIEW, EDIT, ENROLLMENTS, FACULTY, COURSE OUTLINE, and COURSE REPORTS. The 'FACULTY' tab is highlighted with a blue circle and a hand icon pointing to it. Below the navigation bar, the left sidebar contains sections: FEATURES (Home, Sessions), ADD CONTENT (Session), and ADMIN (Edit Series, Members, Group report). The main content area displays: To assign a form to a faculty member, search for faculty by not yet have an account, you can invite them to create an address in the "Email" field below. Below this text are input fields for 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), and 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