Allegheny Health Network

EthosCE Training Materials

Version date 7-26-19

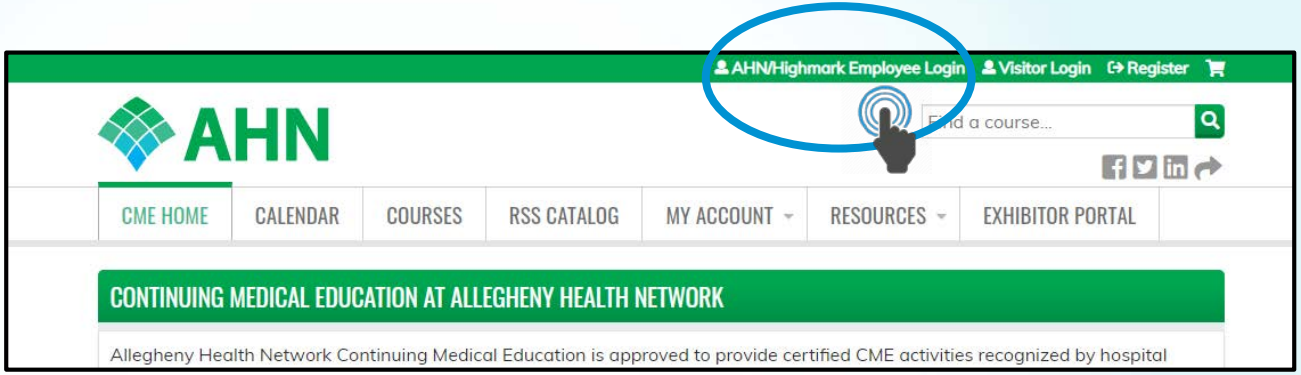
EthosCE Training

RSS Coordinator User Role Instructions

Log In

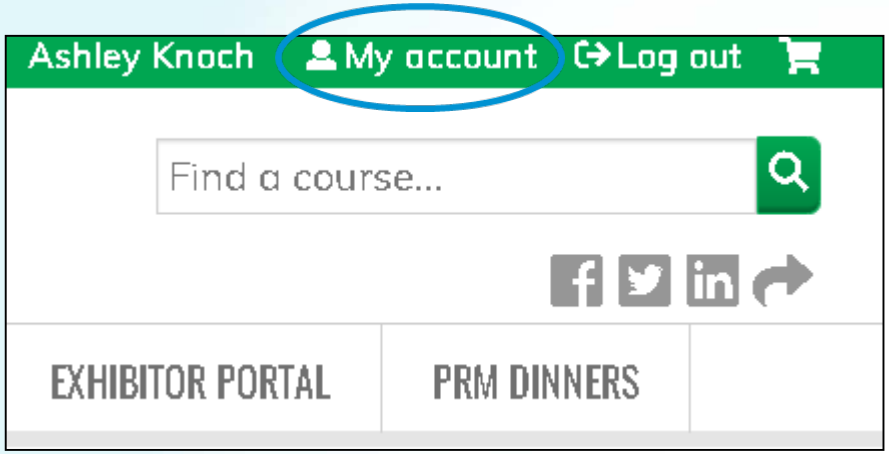
cme.ahn.org

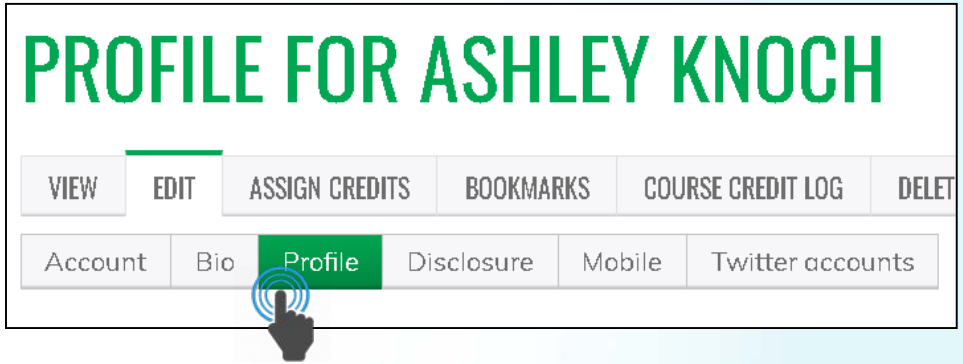
Chrome is the recommended browser

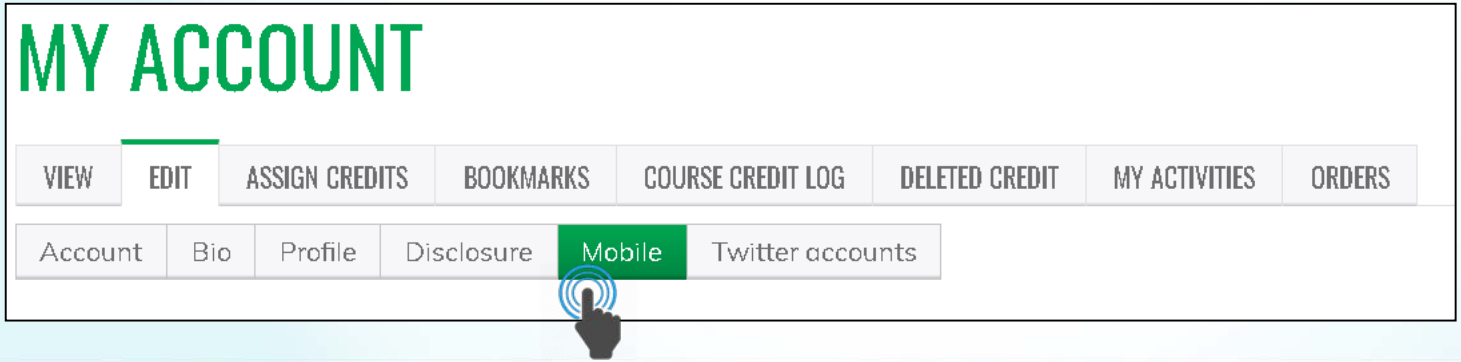


All internal employees will use AHN email & password (<firstinitial+first7oflastname>@ahn.org)

User Profile and Mobile Number



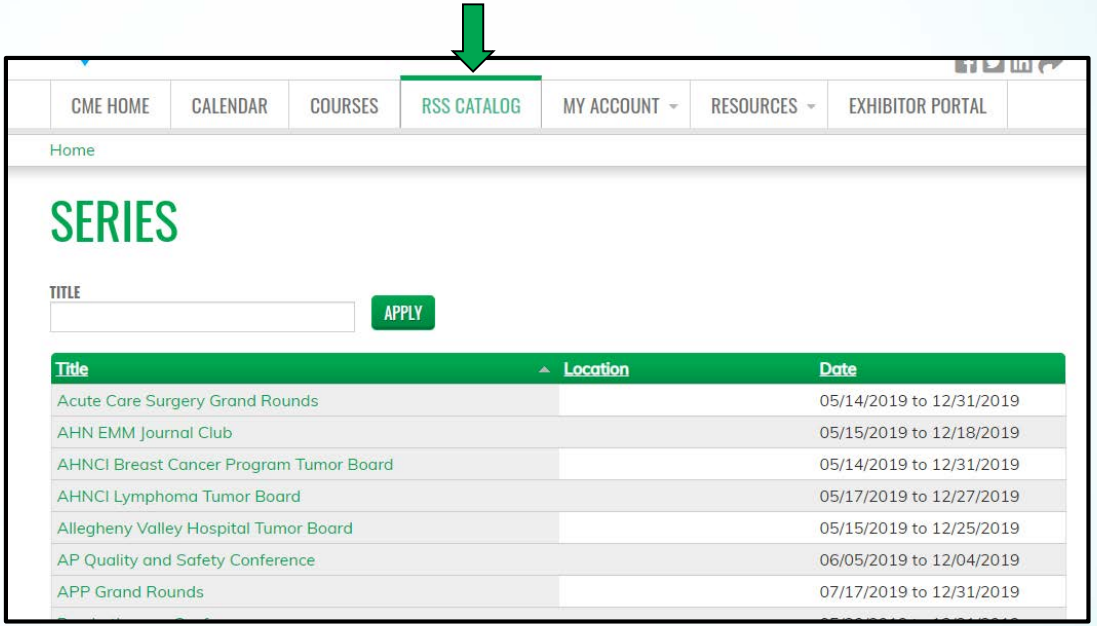




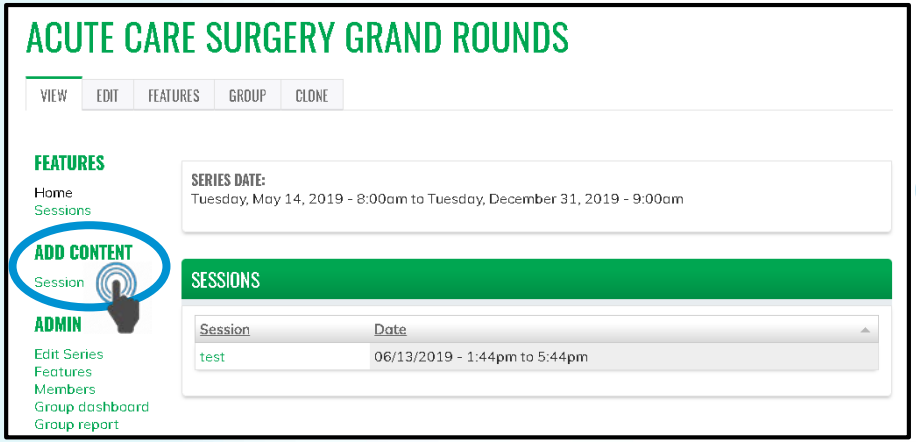
Complete profile information and add mobile number

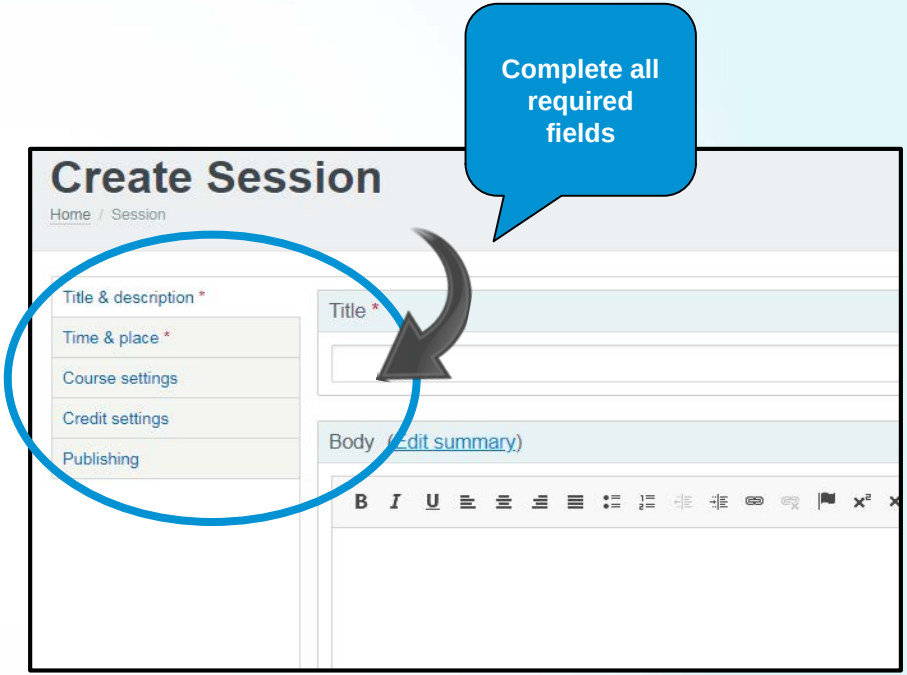
Navigate to Series

You can search for a series within the RSS Catalog tab



Create Sessions





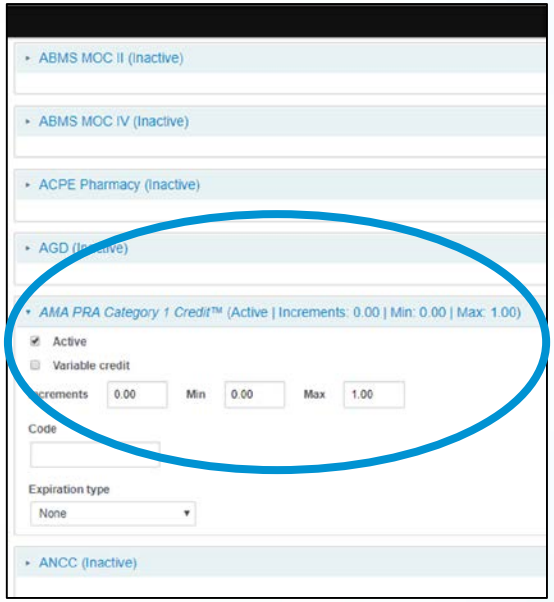
Adding Credit Type

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

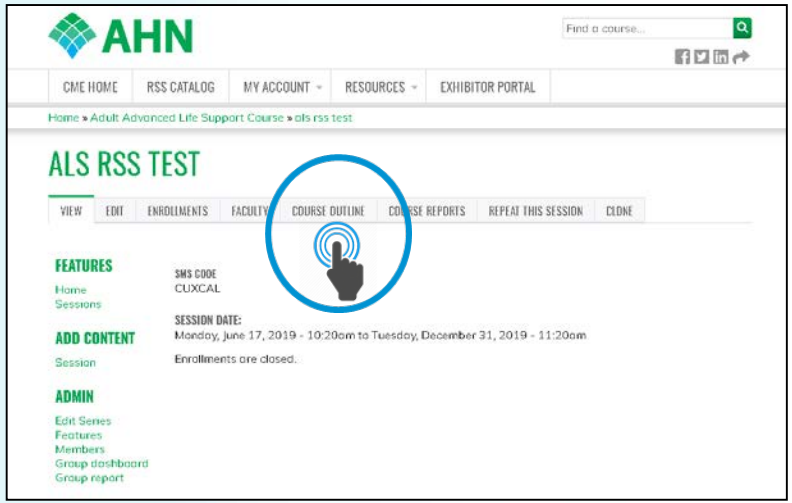
For social worker credit, select APA and add credit value.

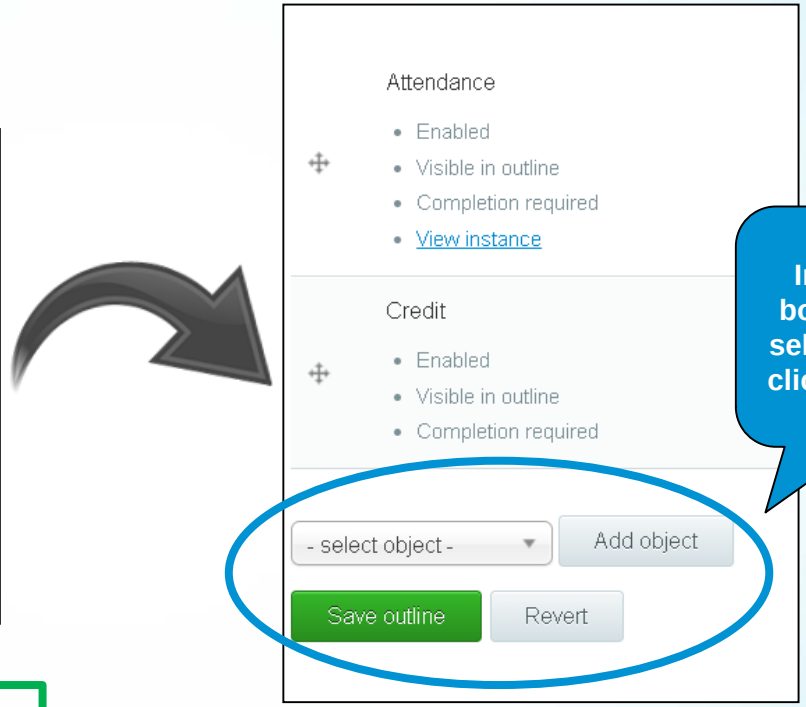
Active

1hr = 1 credit



Evaluation



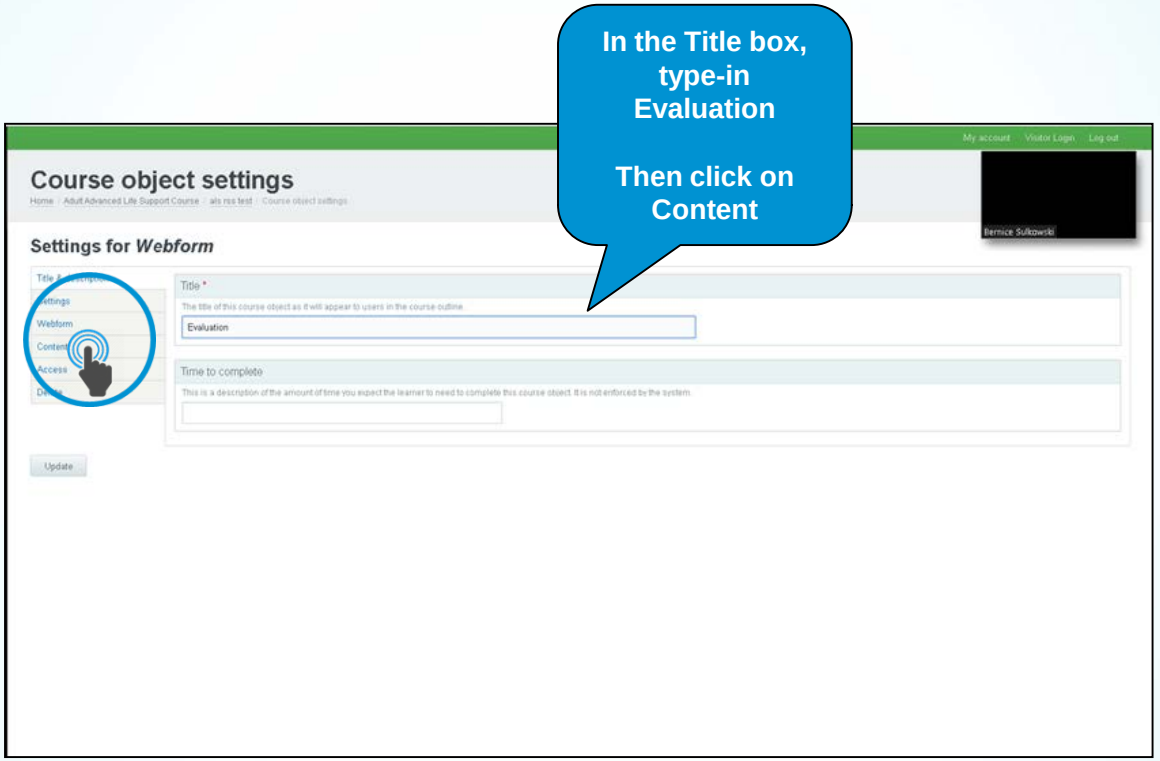


*Eval required for ALL Grand Rounds Sessions
*Eval for all other courses should be added QUATERLY

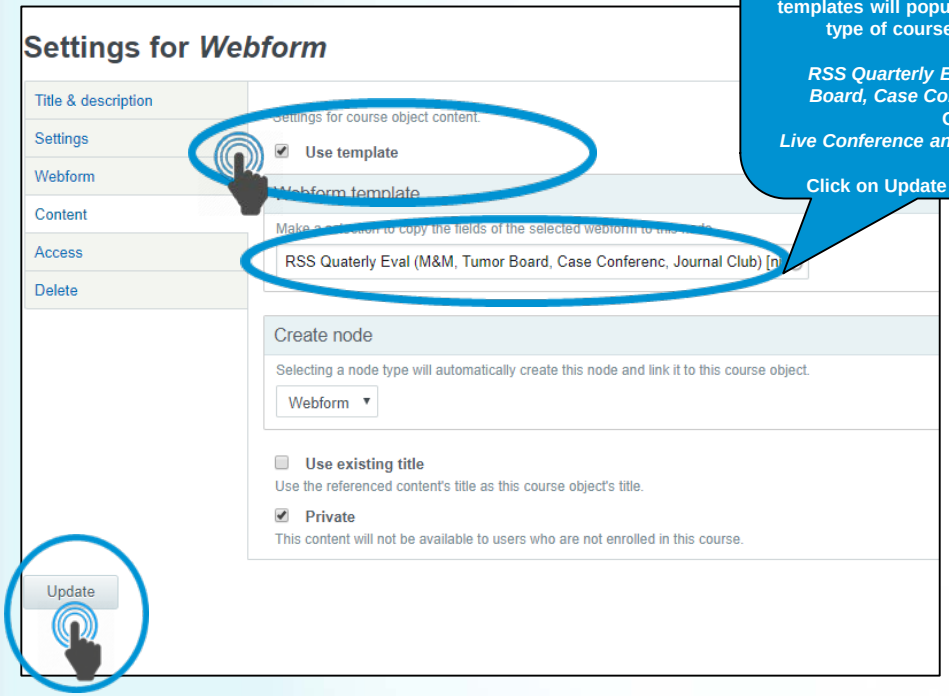
Evaluation

Attendance
Enabled
Visible in outline
Completion required
View instance
Attendance
Course Signup
Settings
Credit
Enabled
Visible in outline
Completion required
Credit
Course Credit
Settings
Webform
Enabled
Visible in outline
Completion required
Save course to edit object
Webform
Course Webform
Settings
Click on Settings

Evaluation


In the Title box, type-in Evaluation
Then click on Content
Course object settings
Settings for Webform
Webform
Content
Access
Title *
Evaluation
Time to complete
Update

Evaluation

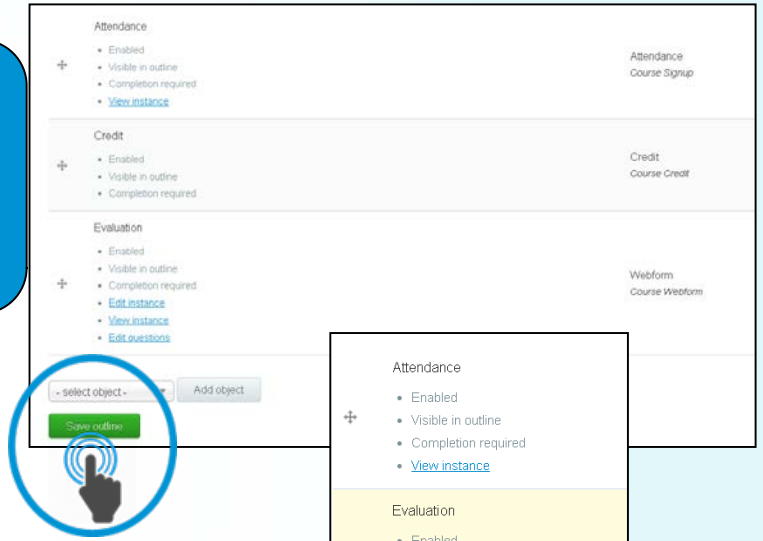


Click on Use template

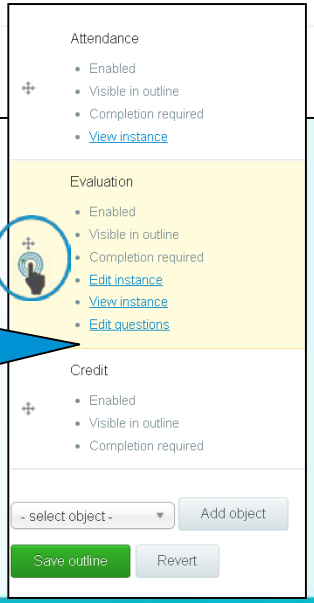
Type Evaluation; as you type, our templates will populate. Based on your type of course, select either:

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

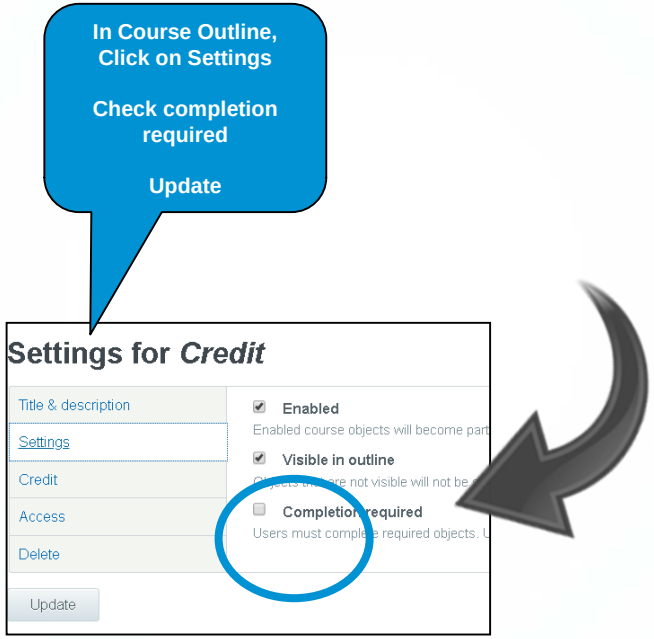
Click on Update and Save outline



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



Evaluation


In Course Outline, Click on Settings
Check completion required
Update
Settings for Credit
Title & description
Settings
Credit
Access
Delete
Update
Enabled
Visible in outline
Completion required

Confirmation Email

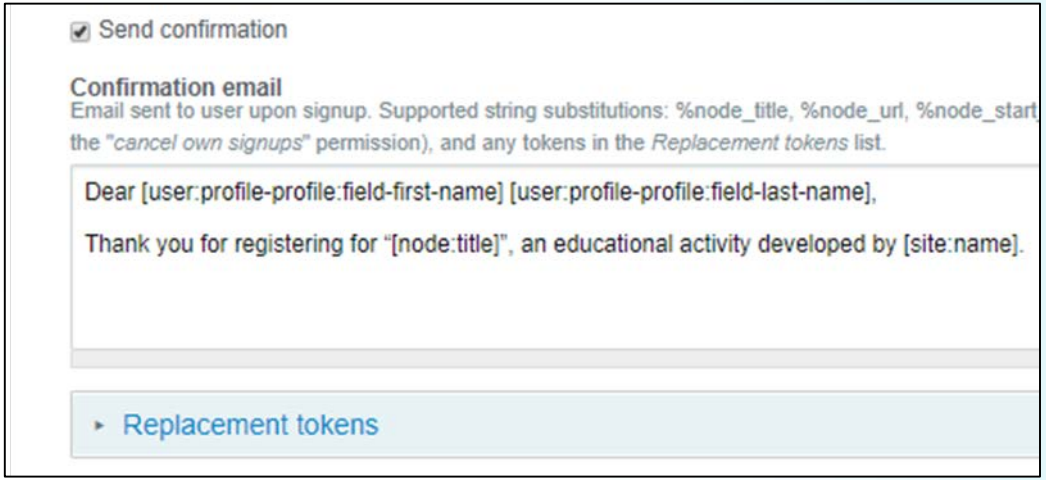
Confirmation email is defaulted to a generic, global response. To make edits to the response in your session:

Click on Enrollments

Settings

Scroll to Confirmation Email

Update text box



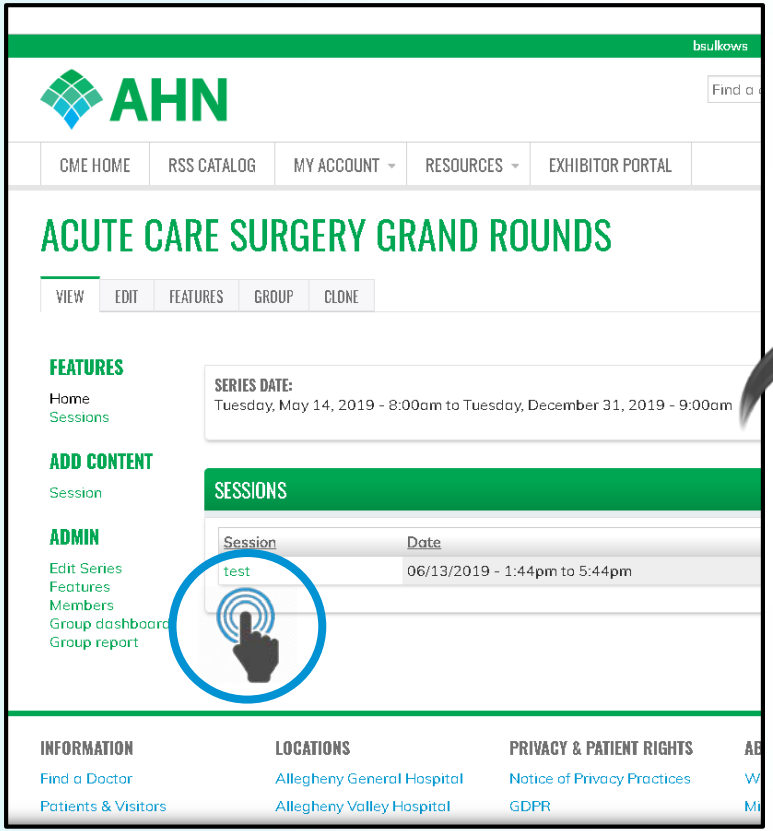
If you have an evaluation associated with a session and want to add a direct link to the evaluation, copy and paste the URL of the session after the defaulted message. Example:

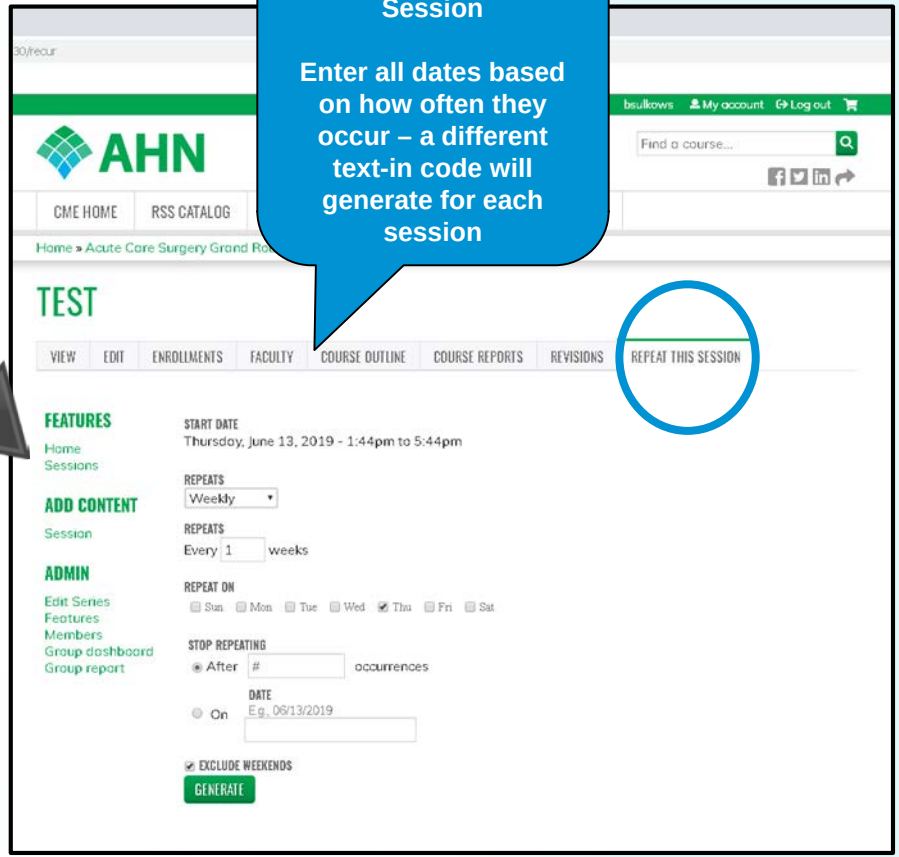
"Dear [user:profile-profile:field-first-name] [user:profile-profile:field-last-name], Thank you for registering for "[node:title]," an educational activity developed by [site:name].

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

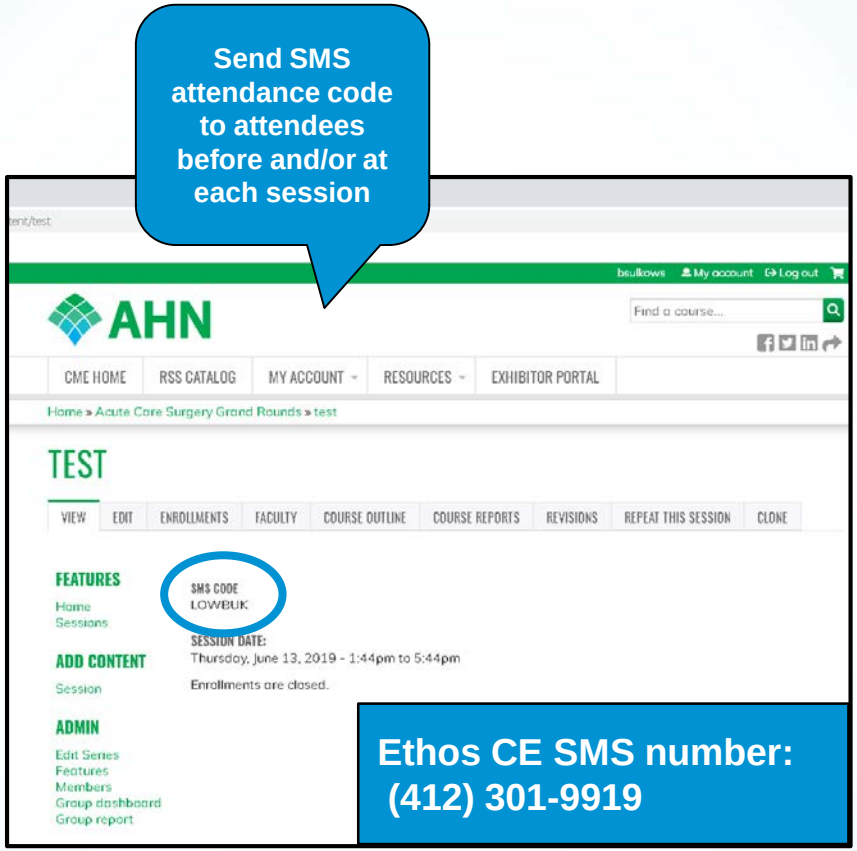
*****Please note that this only updates the response email, NOT the reply text.**

Repeating Sessions

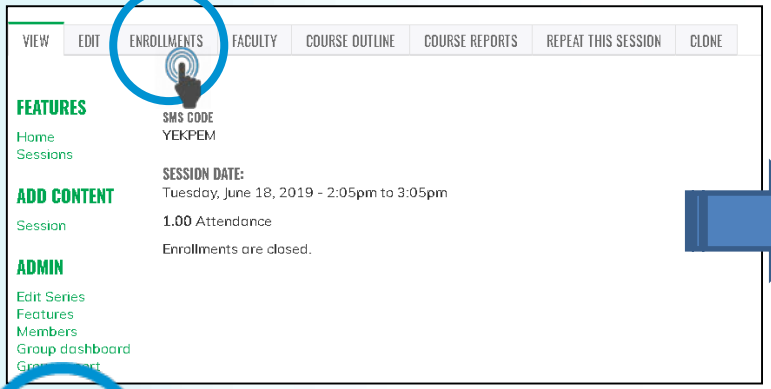


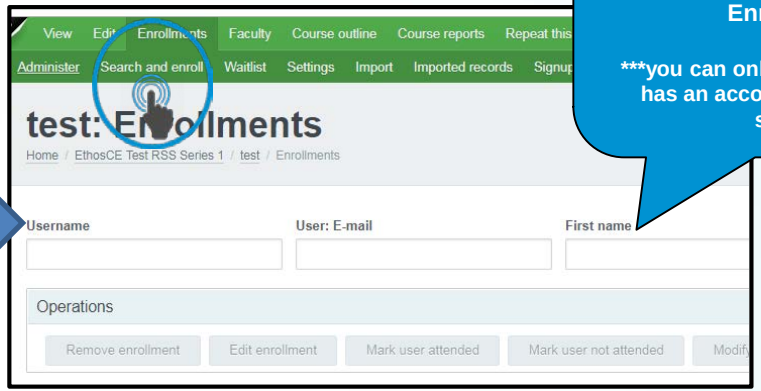


SMS attendance



Enroll Participants



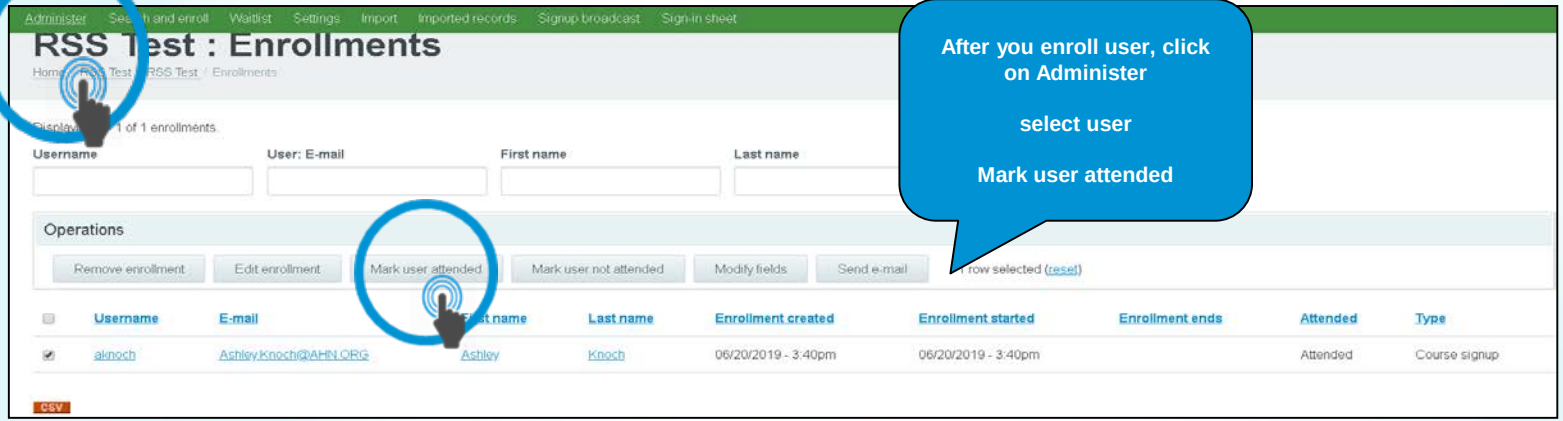


Click on Search and Enroll

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

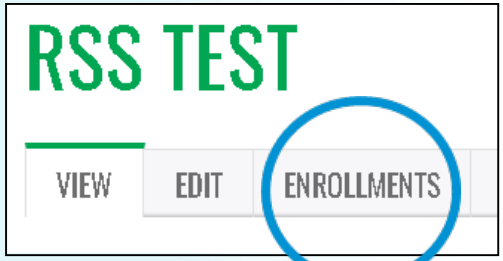
Click on your session

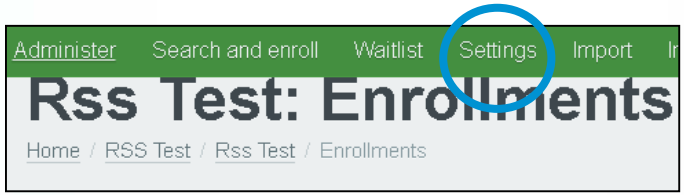
Enrollments

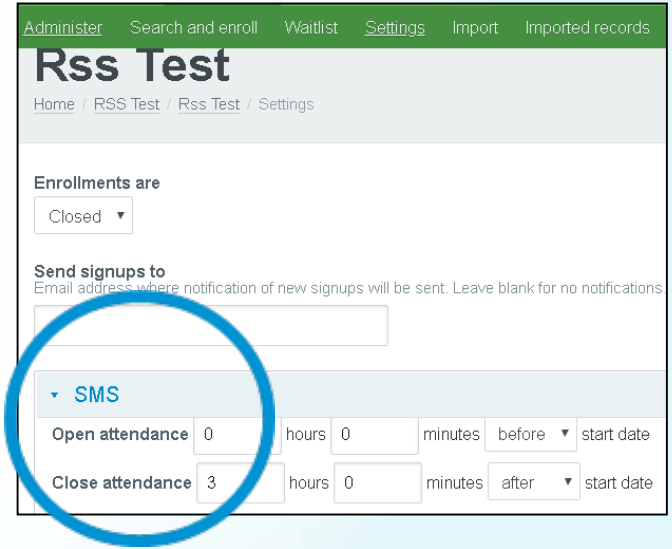
Settings

SMS

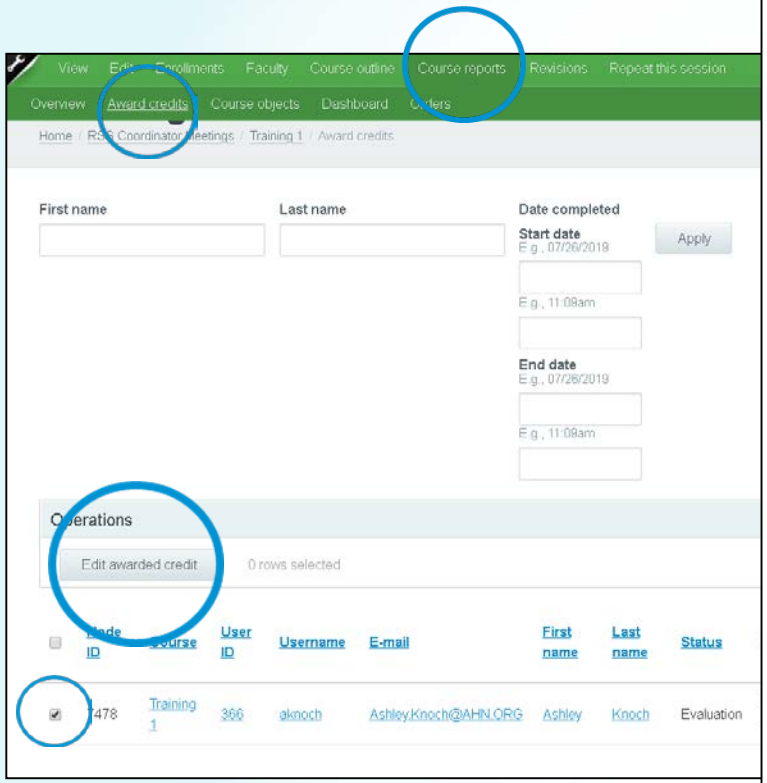
Change “3” to extend timeframe

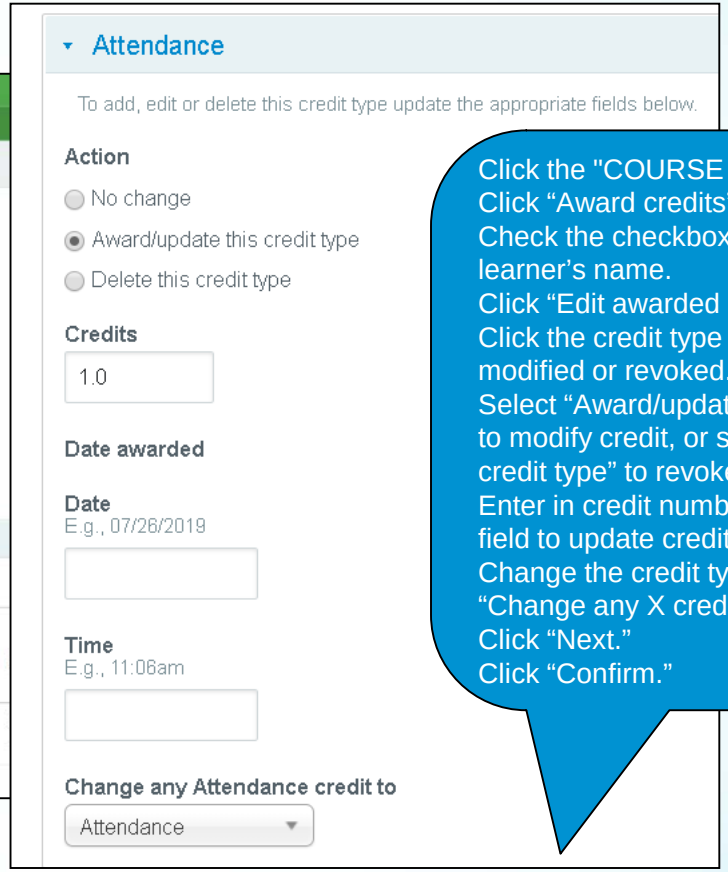






Award Credit





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.”

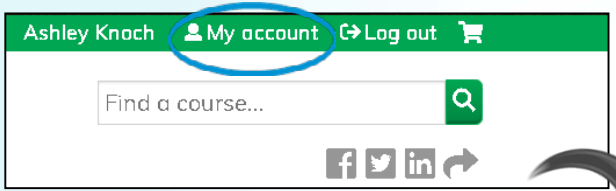
Transcripts

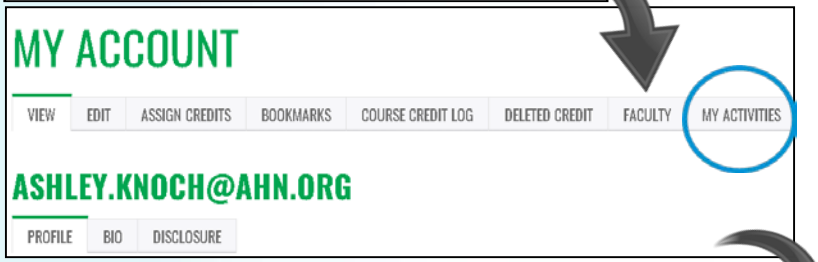
My Account

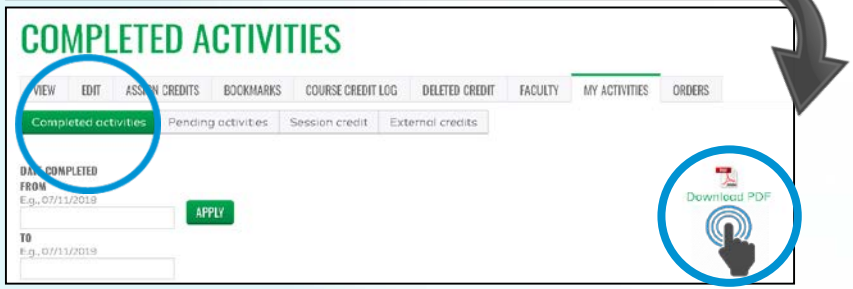
My Activities

Select either:
Completed activities
or Session credit

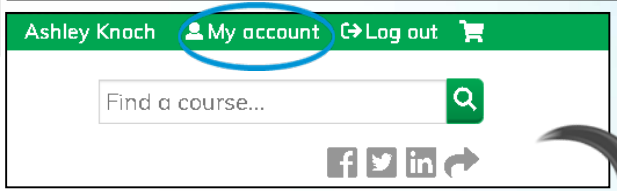
Formal Course Transcript

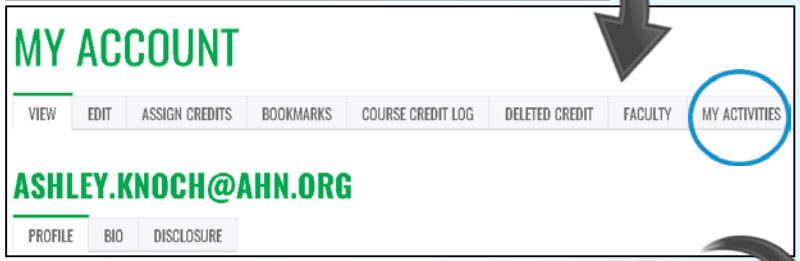


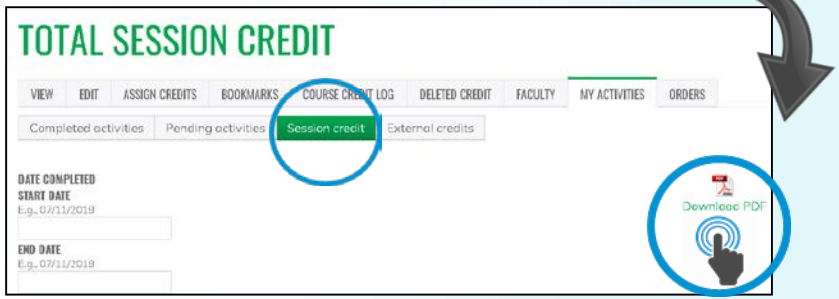




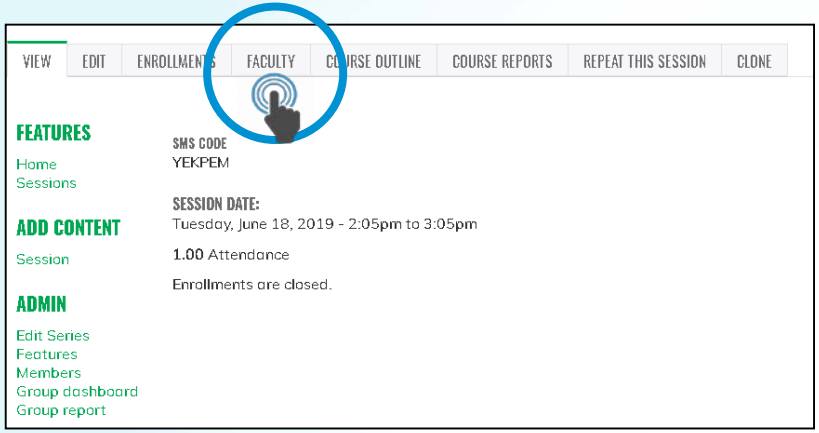
RSS Credit Transcript

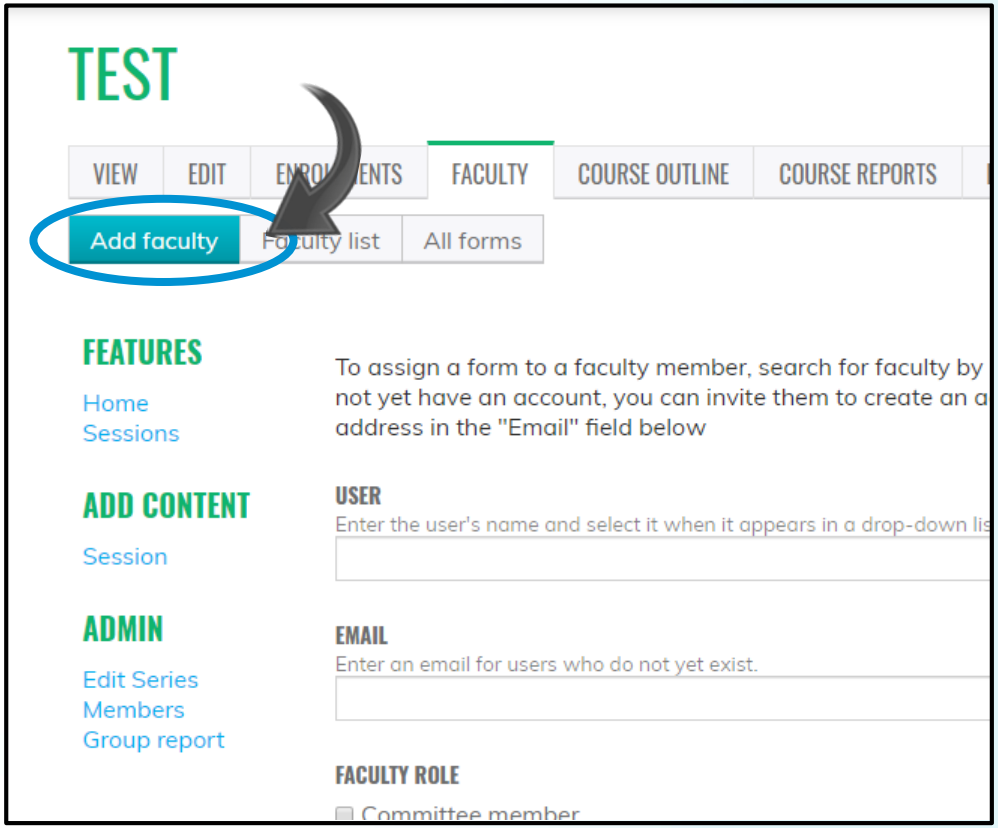






Assign Faculty Form





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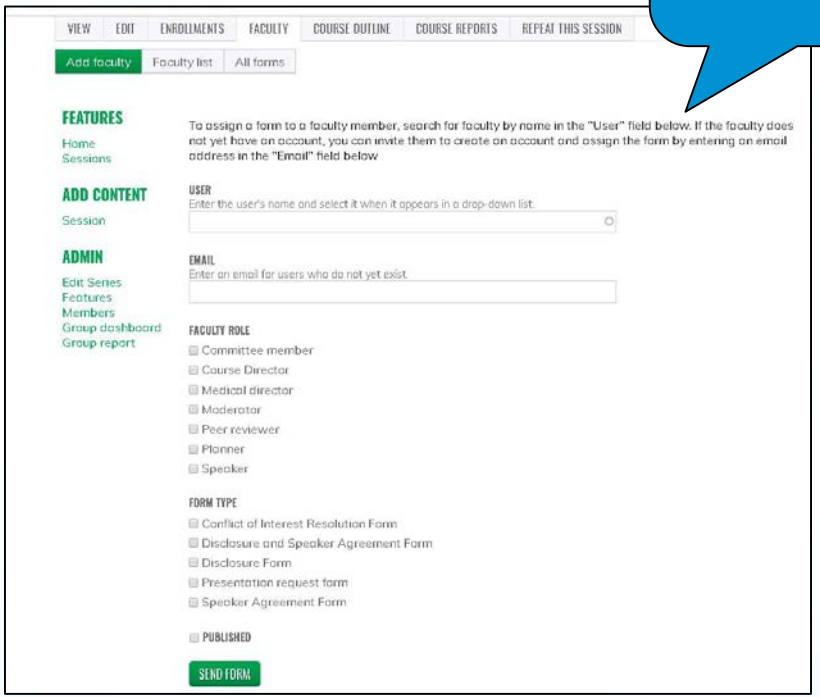

Complete the form

Click on Send Form