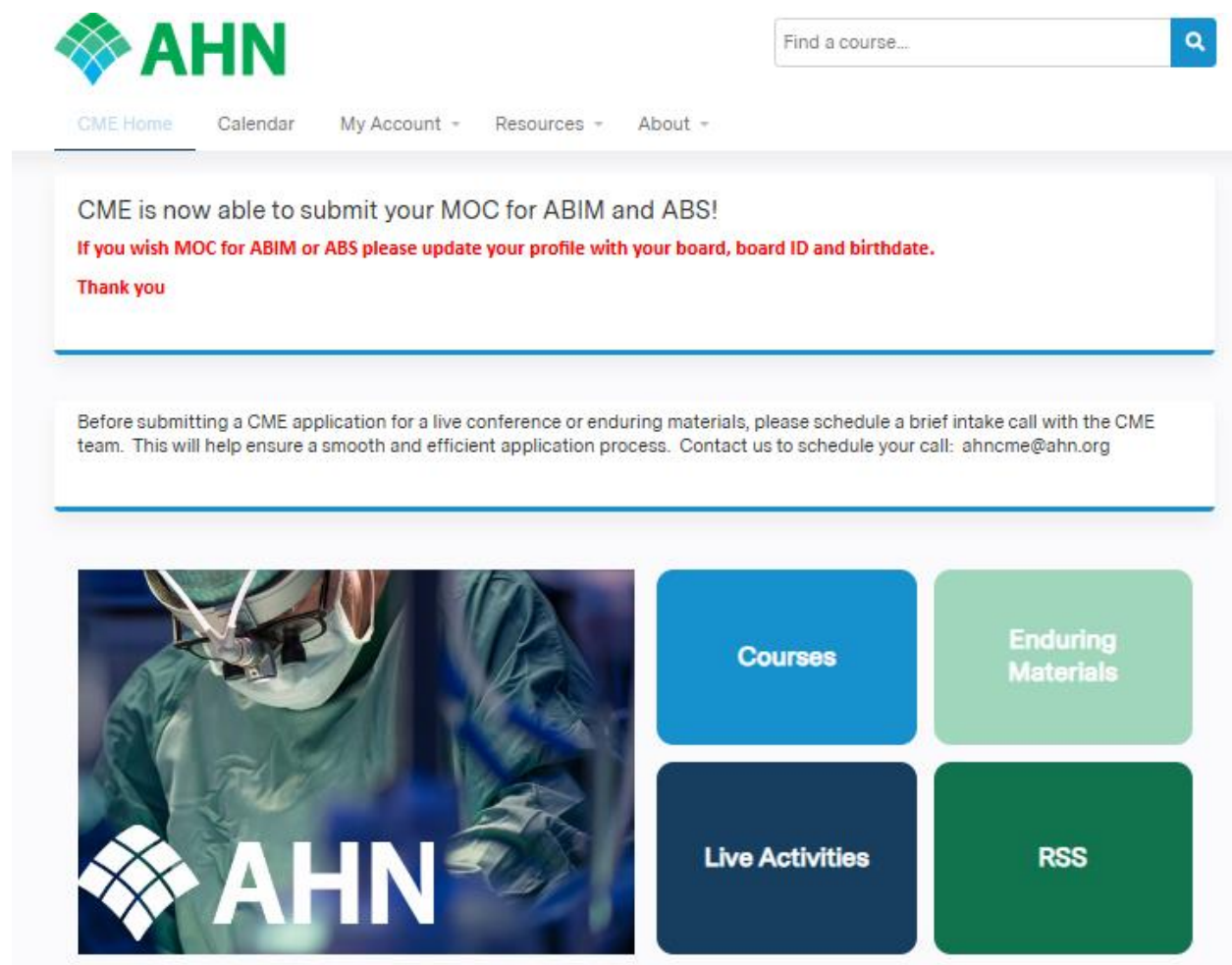


## Instructions for adding a course evaluation

**Background:** To meet ACCME requirements, all educational activities must include a course evaluation to measure learner performance improvement. For Grand Rounds, an evaluation is required for every session. For Tumor Boards, Journal Clubs, M&M, Case Conference, Chairs Conference, and similar activities, course evaluations are required four times yearly (March, June, September, December). The following steps explain how to add a course evaluation to your Ethos CE series.

### Get started:

(1) From the CME homepage, click on RSS.



The screenshot shows the AHN CME homepage. At the top left is the AHN logo, a green diamond shape made of smaller diamonds. To its right is a search bar with the placeholder text "Find a course..." and a magnifying glass icon. Below the logo and search bar is a navigation menu with links: "CME Home", "Calendar", "My Account", "Resources", and "About". Below the navigation menu is a white box with a blue border containing the following text: "CME is now able to submit your MOC for ABIM and ABS!", "If you wish MOC for ABIM or ABS please update your profile with your board, board ID and birthdate.", and "Thank you". Below this box is another white box with a blue border containing the text: "Before submitting a CME application for a live conference or enduring materials, please schedule a brief intake call with the CME team. This will help ensure a smooth and efficient application process. Contact us to schedule your call: ahncme@ahn.org". Below these boxes is a large image of a surgeon in green scrubs and a mask, with the AHN logo overlaid. To the right of the surgeon image are four colored buttons: "Courses" (blue), "Enduring Materials" (light green), "Live Activities" (dark blue), and "RSS" (dark green).

(2) In the Title box, type in the title of the series name > Apply



Find a course...



[CME Home](#)

[Calendar](#)

[My Account](#) ▾

[Resources](#) ▾

[About](#) ▾

[Home](#) » [Courses](#)

## Series

Title

Medical Grand Rounds

Apply

Title

Location

Date

Advanced Cardiac Life Support Provider Course 2025

01/01/2025 to  
12/31/2025

Advanced Cardiac Life Support Renewal 2025

01/01/2025 to  
12/31/2025

(3) Click on the Title to be directed to the sessions.

Find a course...

CME Home Calendar My Account Resources About

Home » Courses

## Series

Title: Medical Grand Rounds [Apply]

| Title                     | Location | Date                     |
|---------------------------|----------|--------------------------|
| Medical Grand Rounds 2025 |          | 01/01/2025 to 12/31/2025 |

(4) Click on the session to add the course evaluation

## Medical Grand Rounds 2025

View Edit Features Financials Group Group report Revisions Clone

**Features**

- Home
- Sessions

**Add content**

- Session

**Admin**

- Edit Series
- Features
- Members
- Group menu
- Group dashboard
- Workflow dashboard
- PARS

**Series date:**  
01/01/2025 - 12:00pm EST to 12/31/2025 - 1:00pm EST

**Series location:**  
PA  
United States  
See map: [Google Maps](#)

### Sessions

| Session   | Date                               |
|---|------------------------------------|
| Medicine Institute: Medical Grand Rounds - Session 1 - 01.15.2025 | 01/15/2025 - 12:00pm to 1:00pm EST |
| Medicine Institute: Medical Grand Rounds - Session 2 - 1.29.2025  | 01/29/2025 - 12:00pm to 1:00pm EST |
| Medicine Institute: Medical Grand Rounds - Session 3 - 2.5.2025   | 02/05/2025 - 12:00pm to 1:00pm EST |
| Medicine Institute: Medical Grand Rounds - Session 4 - 2.19.2025  | 02/19/2025 - 12:00pm to 1:00pm EST |
| Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025  | 03/05/2025 - 12:00pm to 1:00pm EST |

(5) Click on the Course Outline tab

The screenshot shows the AHN CME Home interface. At the top, there's a search bar with the text 'Find a course...' and a magnifying glass icon. Below the search bar, navigation links include 'CME Home', 'Calendar', 'My Account', 'Resources', and 'About'. The main content area has a breadcrumb trail: 'Home » Medical Grand Rounds 2025 » Medicine Institute: Medical Grand Rounds ...'. The title 'Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025' is prominently displayed. Below the title, a tabbed interface shows 'View', 'Edit', 'Enrollments', 'Workflow', 'Reminders', 'Faculty', 'Course outline' (highlighted in yellow), and 'Course reports'. Under the 'Course outline' tab, there are buttons for 'Repeat this session' and 'Clone'. To the left, a sidebar contains sections for 'Features' (Home, Sessions), 'Add content' (Session), and 'Admin' (Edit Series, Features, Members, Group menu, Group dashboard, Workflow dashboard). The main content area under the tabs displays session details: 'Session date: 03/05/2025 - 12:00pm to 1:00pm EST', 'Location: Zoom webinar, United States, See map: Google Maps', 'Add to calendar:' with icons for Google+, Yahoo!, and a calendar icon showing '9', and '1.00 Attendance'.

The course outline will appear as follows with two objects: Attendance and Credit.

The screenshot shows the 'Course outline' tab selected. The breadcrumb trail is 'Home » Medical Grand Rounds 2025 » Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025'. The title 'Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025' is at the top. Below the title, a tabbed interface shows 'View', 'Edit', 'Enrollments', 'Workflow', 'Reminders', 'Faculty', 'Course outline' (selected), 'Course reports', and 'Repeat this session'. Below the tabs, there's a dropdown menu with '- select object -' and an 'Add object' button. The main content area displays two objects: 'Attendance' and 'Credit'. Each object has a plus icon on the left and a list of settings: 'Attendance' (Enabled, Visible in outline, Completion required, View instance) and 'Credit' (Enabled, Visible in outline, Completion not required). On the right side, the objects are labeled 'Attendance Course Signup' and 'Credit Course Credit'.

(6) From the select object drop down menu, select Webform and click on Add object


Home » Medical Grand Rounds 2025 » Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025

## Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025

View Edit Enrollments Workflow Reminders Faculty **Course outline** Course reports Repeat this session

- select object -  
Manual step  
Payment  
Poll  
Quiz  
Quiz comparison  
Quiz self assessment  
SCORM/TinCan  
Warpwire video  
**Webform**

Add object



Attendance  
Course Signup

Credit  
Course Credit

You are now in the Settings for Webform.

### Settings for Webform

Settings for *Webform*

Title & description  
Settings  
Webform  
Content  
Access  
Delete

Title \*

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

Webform

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

(7) Edit the title. Changed Webform to Evaluation

Settings for *Webform*

Title & description

Settings

Webform

Content

Access

Delete

Update

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.

(8) Follow the next four steps.

( 1) From the left-side menu, click on Content.

(2) From Settings for course object content select Use template

(3) In the Webform template box type in M&M and wait a few seconds. The evaluation template will populate.

(4) From the drop-down menu select M&M, Tumor Board, Case Conference Eval.

Click Update. In the next window, click on the X in the upper right corner

Settings for *Webform*

Title & description

Settings

Webform

Content

Access

Delete

Update

Settings for course object content.

☒ Use template

Webform template

Make a selection to copy the fields of the selected webform to this node.

M&M

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

M&M, Tumor Board, Case Conference Eval

☐ 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.

The Course Evaluation page appears as follows

Home » Medical Grand Rounds 2025 » Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025


## Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025

View Edit Enrollments Workflow Reminders Faculty **Course outline** Course reports Repeat this session

⚠ Changes to this course have not yet been saved.

- select object - Add object

|   |  |                                    |
|---|--|------------------------------------|
| + | Attendance<br>Enabled<br>Visible in outline<br>Completion required<br><a href="#">View instance</a>              | Attendance<br><i>Course Signup</i> |
| + | Credit<br>Enabled<br>Visible in outline<br>Completion not required   | Credit<br><i>Course Credit</i>     |
| + | Evaluation<br>Enabled<br>Visible in outline<br>Completion required<br><a href="#">Save course to edit object</a> | Webform<br><i>Course Webform</i>   |



(9) There are three objects: Attendance, Credit, and Evaluation. The objects need to be reordered. The Credit object always follows the Evaluation object. To reorder, grab the grey cross on the left side that appears by each object. Place your mouse cursor over the cross (hint: your mouse cursor will change to a cross). Press the left mouse button to drag credit below evaluation > Save Outline (far right, not pictured above)

The Credit object states **Completion not required**. This needed changed.

Home » Medical Grand Rounds 2025 » Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025

## Medicine Institute: Medical Grand Rounds - Sessions 5 - 3.5.2025

View Edit Enrollments Workflow Reminders Faculty **Course outline** Course reports Repeat this session

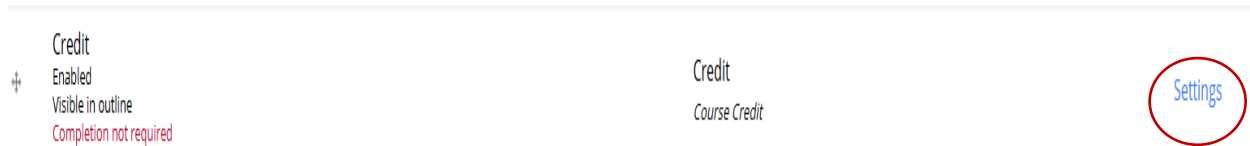
✔ Successfully updated 2025-2025 PARS data for *Medical Grand Rounds 2025*.

✔ Updated course.

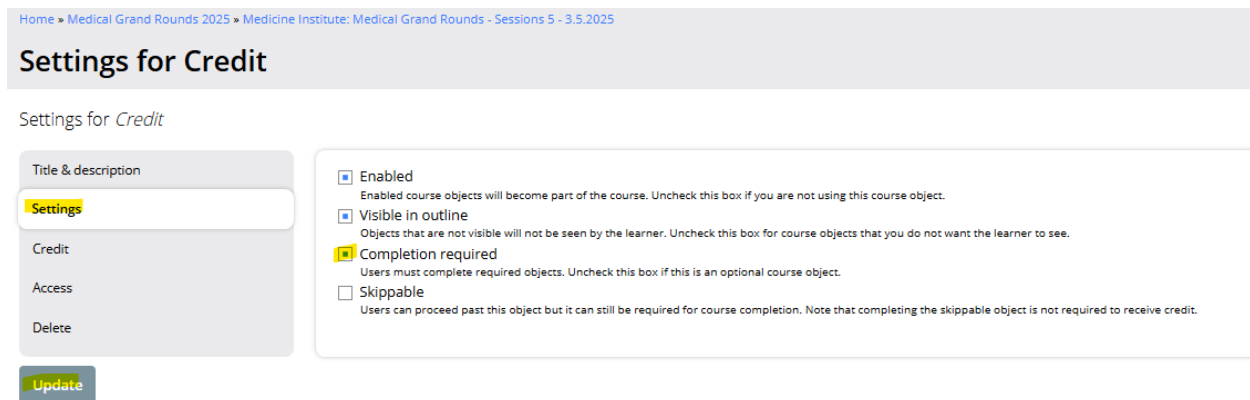
- select object - Add object

|   |  |                                    |
|---|--|------------------------------------|
| + | Attendance<br>Enabled<br>Visible in outline<br>Completion required<br><a href="#">View instance</a>  | Attendance<br><i>Course Signup</i> |
| + | Evaluation<br>Enabled<br>Visible in outline<br>Completion required<br><a href="#">Edit instance</a><br><a href="#">View instance</a><br><a href="#">Edit questions</a> | Webform<br><i>Course Webform</i>   |
| + | Credit<br>Enabled<br>Visible in outline<br>Completion not required   | Credit<br><i>Course Credit</i>     |

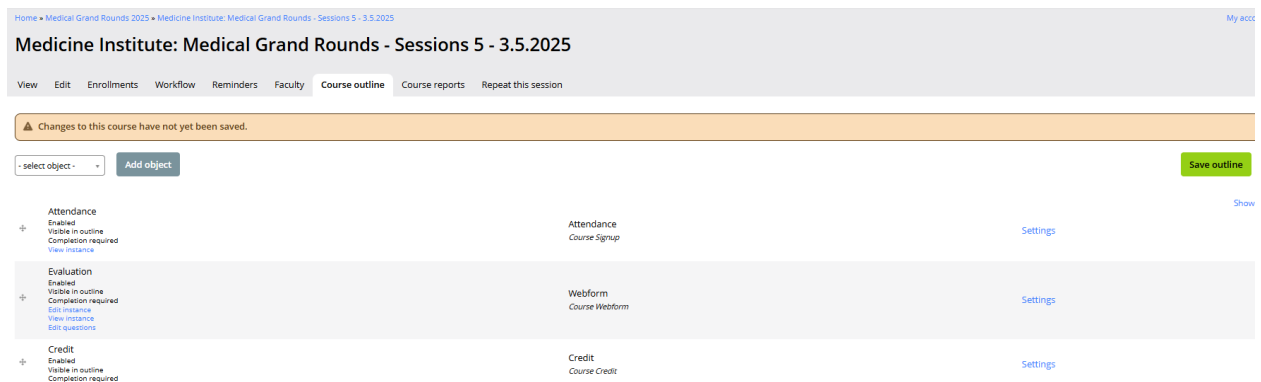
(10) Click on settings.



(11) From Settings for Credit (left menu), click on Settings. Enable Completion required. Click on Update.



(12) The Course Outline appears as follows. Click on Save Outline.



You have successfully completed the steps to add the course evaluation.