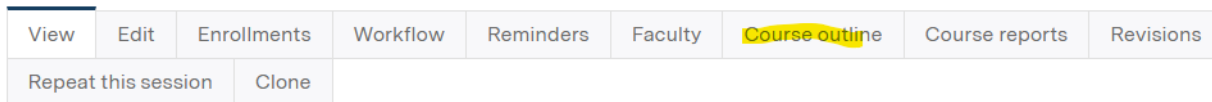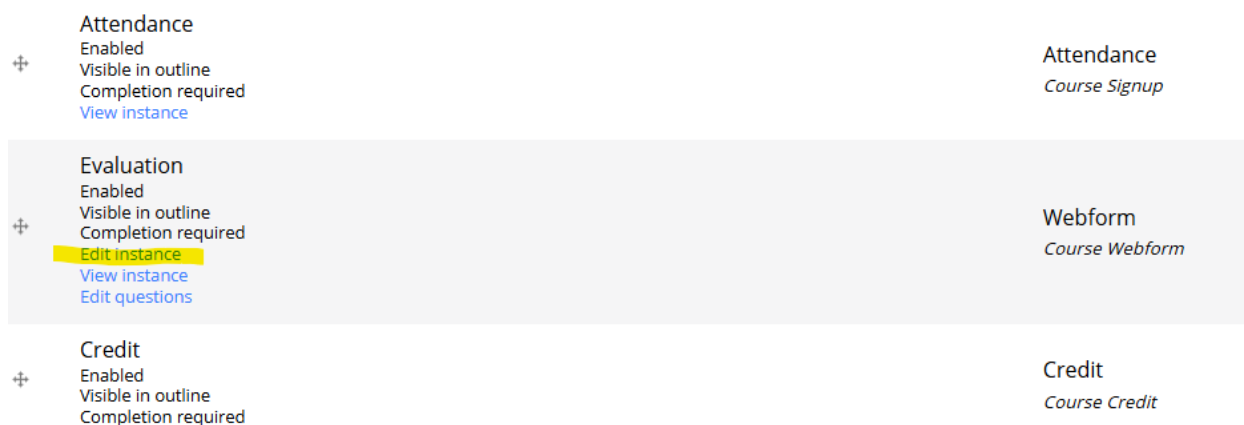How to add course objectives to your session evaluation in EthosCE
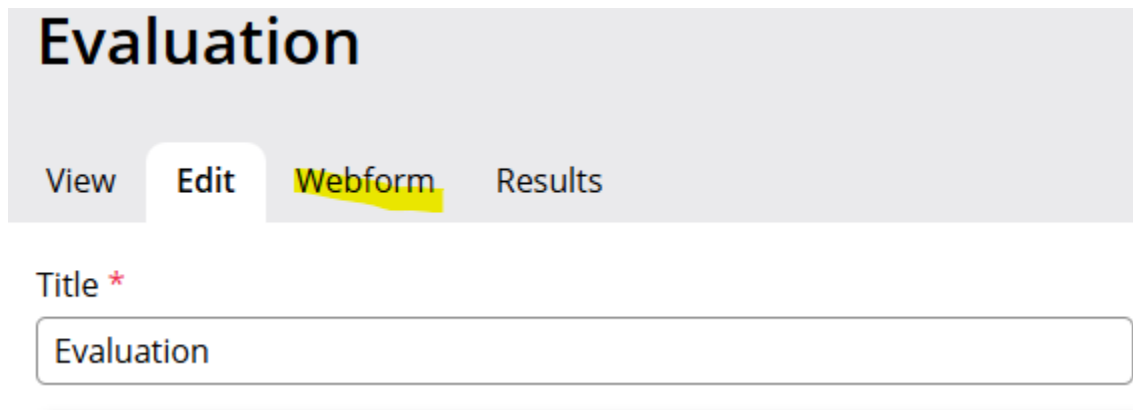
1. Locate your session in EthosCE
2. Click on Course outline

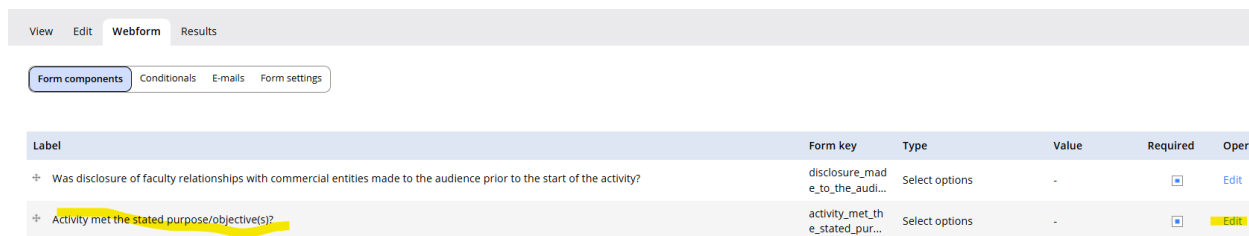| View	Edit	Enrollments	Workflow	Reminders	Faculty	Course outline	Course reports	Revisions
Repeat this session	Clone							

3. Click on edit instance under the Evaluation object

⊕ Attendance
Enabled
Visible in outline
Completion required
View instance
                                                                Attendance
                                                                Course Signup

⊕ Evaluation
Enabled
Visible in outline
Completion required
Edit instance
View instance
Edit questions
                                                                Webform
                                                                Course Webform

⊕ Credit
Enabled
Visible in outline
Completion required
                                                                Credit
                                                                Course Credit

4. Click on Webform

Evaluation

View   **Edit**   Webform   Results

Title *

Evaluation

5. Click on Edit (far right) in the row for "Activity met the stated purpose/objective(s)?"

View   Edit   Webform   Results

Form components   Conditionals   E-mails   Form settings

Label	Form key	Type	Value	Required	Opera
⊕ Was disclosure of faculty relationships with commercial entities made to the audience prior to the start of the activity?	disclosure_made_to_the_audi...	Select options	-	☑	Edit
⊕ Activity met the stated purpose/objective(s)?	activity_met_the_stated_pur...	Select options	-	☑	Edit

6.
7. In the description box, add the objectives. Note the format is specific and must be numbered followed by the vertical slash. Two to three learning objectives are

How to add objectives to an evaluation session in EthosCE 6.25.2025

sufficient for a 30-to-60-minute CME activity. Remember, objectives must be described using measurable verbs.

8. Final step is to move bottom of page and click on Save component

Evaluation

View   Edit   **Webform**   Results

[**Form components**]   Conditionals   E-mails   Form settings

Label *

This is used as a descriptive label when displaying this form element.

> Activity met the stated purpose/objective(s)?

Form Key *

Enter a machine readable key for this form element. May contain only alphanumeric characters and underscores. This ke

> activity_met_the_stated_purpose_objectives

Default value

The default value of the field identified by its key. For multiple selects use commas to separate multiple defaults. Browse

Description

A short description of the field used as help for the user when he/she uses the form. Browse available tokens.

> 1| Review current research articles
> 2| Conduct pre and post course survey on knowledge of AHN research opportunities
> 3| Discuss funding for research projects