



EthosCE

# Training: Add Course Objectives

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AHN

## Evaluations

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For **Grand Rounds** sessions, evaluations **NEED** to be completed every session.

On the flyer, under the CME Credit section, choose this statement:  
*An Evaluation is required to complete for every session.*

For **RSS** sessions, evaluations will need to be completed **quarterly**.

On the flyer, under the CME Credit section, choose this statement:  
*Evaluations will be completed quarterly (first session in **March, June, September and December**)*

Evaluations are added to the first session of the above months.

# Evaluations

## How to add an evaluation to a session:

The screenshot shows a navigation bar with the following items: View, Edit, Enrollments, Workflow, Reminders, Faculty, **Course outline** (highlighted), Course reports, Revisions, and Repeat this session. An arrow labeled "Step 1" points to the "Course outline" tab. Below the navigation bar, there is a "Webform" dropdown menu, an "Add object" button, and a "Save outline" button. An arrow labeled "Step 2" points to the "Webform" dropdown, and an arrow labeled "Step 3" points to the "Add object" button. Below these elements, there are two rows of evaluation objects:

| Object Type | Object Name | Object Status                                                                         | Object Settings          |
|-------------|-------------|---------------------------------------------------------------------------------------|--------------------------|
| Attendance  | Attendance  | Enabled<br>Visible in outline<br>Completion required<br><a href="#">View instance</a> | <a href="#">Settings</a> |
| Credit      | Credit      | Enabled<br>Visible in outline<br>Completion not required                              | <a href="#">Settings</a> |

There is also a "Show row weights" link on the right side of the interface.

Step 1. From your session, click on **Course outline**

Step 2. From the drop-down menu, select **Webform**

Step 3. Click **Add object**

This will add the Webform to the outline and open a new window with the Webform Settings

# Evaluations

## Updating evaluation settings:

### 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~~ 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

Edit the title from **Webform** to  
**Evaluation**

# Evaluations: Grand Rounds

## Updating evaluation settings

**Step 1:** Click on “Content”

**Step 2:** Select Use template. In the drop-down box, type “Live” and choose “Live Conference and GR Eval Template”

**Step 3:** click “Update”.

### Settings for Evaluation

Settings for *Evaluation*

Title & description

Settings

Webform

**Content**

Access

Delete

Settings for course object content.

☒ Use template ← Step 2

Webform template

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

Live Conference and GR Eval Template - DO NOT REMOVE [nid: 273]

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 ← Step 3

\*You will then return to the course outline page where you will click “Save outline”.\*

# Quarterly Evaluations: RSS Sessions

## Updating evaluation settings:

**Step 1:** Click on “Content”

**Step 2:** Select Use Template. In the drop-down box, type “quarterly” and choose “RSS Quarterly Eval (M&M, Tumor Board, Case Conference, Journal Club)”

**Step 3:** Click “Update”.

### Settings for Evaluation

Settings for *Evaluation*

Title & description

Settings

Webform

**Content**

Access

Delete

Settings for course object content.

☒ Use template ← Step 2

Webform template

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

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

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

← Step 3

\*You will then return to the course outline page where you will want to hit “Save outline”.\*

# Course Outline Page

After you add the evaluation, your Course outline page will appear as follows.

## 000 RSS Coordinator CME Training "Grand Rounds" Session #1 7/8/2026

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

✓ Updated course.

- select object -

Add object

Save outline

[Show row weights](#)

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

Next slides will review how to add objectives to the evaluation

# Evaluations: Objectives

## Adding objectives to your session evaluation:

Step 1: click on “Edit questions” under Evaluation

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

Step 1

Step 2: click on Edit for the row “Activity met the stated purpose/objective(s)”

| Label                                                                                                                                                      | Form key                       | Type           | Value | Required                 | Opera                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------|-------|--------------------------|----------------------|
| <div><div></div><div>Was disclosure of faculty relationships with commercial entities made to the audience prior to the start of the activity?</div></div> | disclosure_made_to_the_aud...  | Select options | -     | <input type="checkbox"/> | <a href="#">Edit</a> |
| <div><div></div><div>Activity met the stated purpose/objective(s)?</div></div>                                                                             | activity_met_the_stated_pur... | Select options | -     | <input type="checkbox"/> | <a href="#">Edit</a> |

Step 2

# Evaluations: Objectives

## Adding objectives to your session evaluation:

Scroll down to 'Description'. In the box, add the objectives. As a note, the format must be as follows: number followed by a vertical slash. Two to three objectives are sufficient for a 30-to-60-minute CME activity.

### Evaluation

ViewEditWebformResults

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 key will be helpful if doing custom form processing.

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 available tokens](#).

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 a pre and post course knowledge survey of AHN research opportunities

3 | Discuss funding for future research projects

After you have completed adding your objectives, scroll down to the bottom of the page and click "Save component"

Save component

**\*Remember, objectives must be described using measurable verbs.\***

# Course Outline Page

**After you have saved the objectives, you will be navigated back to the course outline page**

The three objects are as follows; **Attendance**, **Credit**, and **Evaluation**. The objects will need reordered. Credit will ALWAYS follow Evaluation. Using the grey four-arrow icon, press and drag the Credit object below Evaluation.

## 000 RSS Coordinator CME Training "Fundamentals of CME" Session #2 6/3/2026

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

✓ Updated course.

- select object -

Add object

Save outline

Show row weights

+ Attendance  
Enabled  
Visible in outline  
Completion required  
[View instance](#)

Attendance  
Course Signup

[Settings](#)

+ Credit  
Enabled  
Visible in outline  
Completion not required

Credit  
Course Credit

[Settings](#)

+ Evaluation  
Enabled  
Visible in outline  
Completion required  
[Edit instance](#)  
[View instance](#)  
[Edit questions](#)

Webform  
Course Webform

[Settings](#)

To save your work, click 'Save outline'.



# Course Outline Page

As you see, Credit states **Completion not required**. This will need to be changed. Click on Settings

✓ Updated course.

- select object -

Add object

Save outline

Show row weights

⛶ Attendance  
Enabled  
Visible in outline  
Completion required  
[View instance](#)

Attendance  
*Course Signup*

[Settings](#)

⛶ Evaluation  
Enabled  
Visible in outline  
Completion required  
[Edit instance](#)  
[View instance](#)  
[Edit questions](#)

Webform  
*Course Webform*

[Settings](#)

⛶ Credit  
Enabled  
Visible in outline  
**Completion not required**

Credit  
*Course Credit*

[Settings](#)

# Evaluations

## Updating settings for objects:

### Settings for Credit

Settings for *Credit*

Title & description

Settings

Credit

Access

Delete

Update

☒ Enabled

Enabled course objects will become part of the course. Uncheck this box if you are not using this course object.

☒ Visible in outline

Objects that are not visible will not be seen by the learner. Uncheck this box for course objects that you do not want the learner to see.

☒ Completion required

Users must complete required objects. Uncheck this box if this is an optional course object.

☐ Skippable

Users can proceed past this object but it can still be required for course completion. Note that completing the skippable object is not required to receive credit.

From Settings for Credit:

1. Select “Settings”.
2. Enable “Completion required”.
3. Click “Update”

# Evaluations

Here is the end result for the course outline portion:

|                                                                                                                                                                                                                                                    |                                                       |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------|
| <div><div>+</div><div>Attendance</div><div>Enabled</div><div>Visible in outline</div><div>Completion required</div><div><a href="#">View instance</a></div></div>                                                                                  | <div>Attendance</div> <div><i>Course Signup</i></div> | <div><a href="#">Settings</a></div> |
| <div><div>+</div><div>Evaluation</div><div>Enabled</div><div>Visible in outline</div><div>Completion required</div><div><a href="#">Edit instance</a></div><div><a href="#">View instance</a></div><div><a href="#">Edit questions</a></div></div> | <div>Webform</div> <div><i>Course Webform</i></div>   | <div><a href="#">Settings</a></div> |
| <div><div>+</div><div>Credit</div><div>Enabled</div><div>Visible in outline</div><div>Completion required</div></div>                                                                                                                              | <div>Credit</div> <div><i>Course Credit</i></div>     | <div><a href="#">Settings</a></div> |

Save outline

[Show row weights](#)

**\*It is important to remember; you need to click Save outline when you make any changes. This ensures your work has been saved.\***