# EthosCE

# Training: Add Course Objectives

AHN

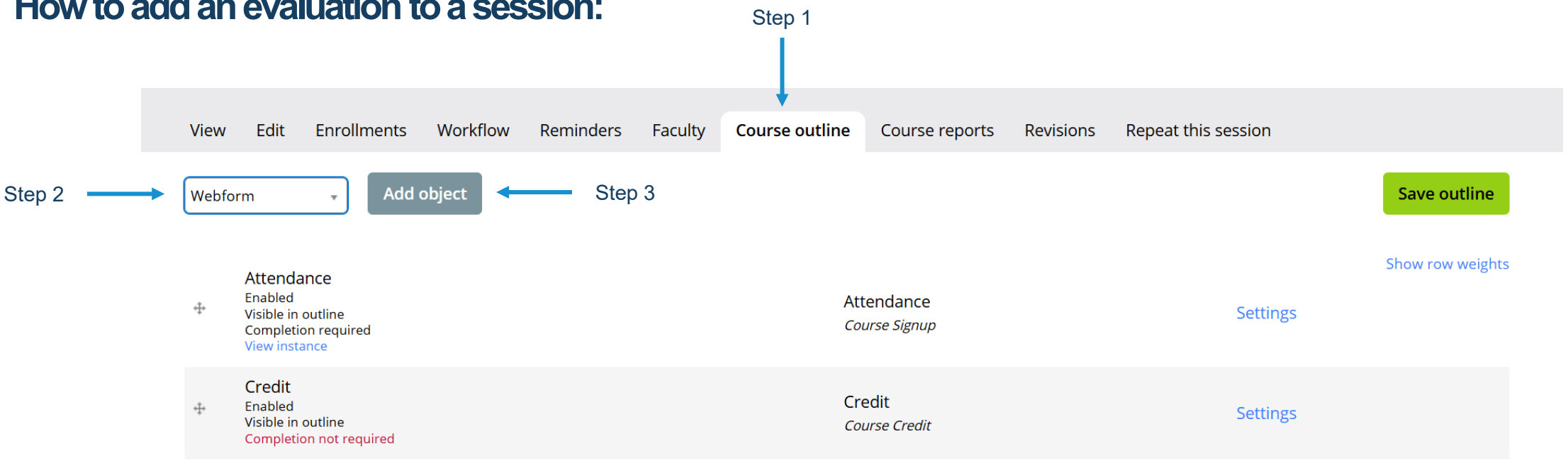
# Evaluations

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.*

# Evaluations

## How to add an evaluation to a session:




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

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

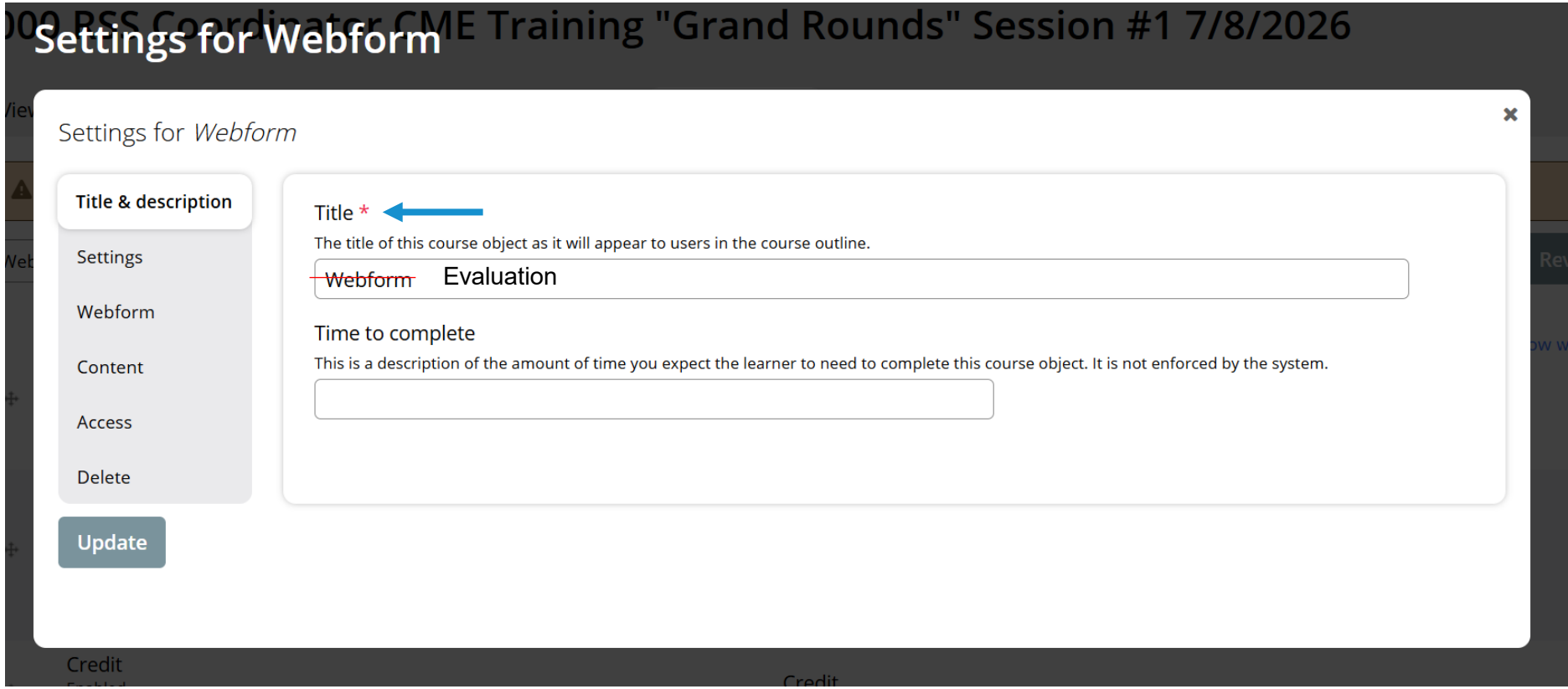
Step 3. Click **Add object**

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

# Evaluations

## Updating evaluation settings:

Edit the title from Webform to Evaluation



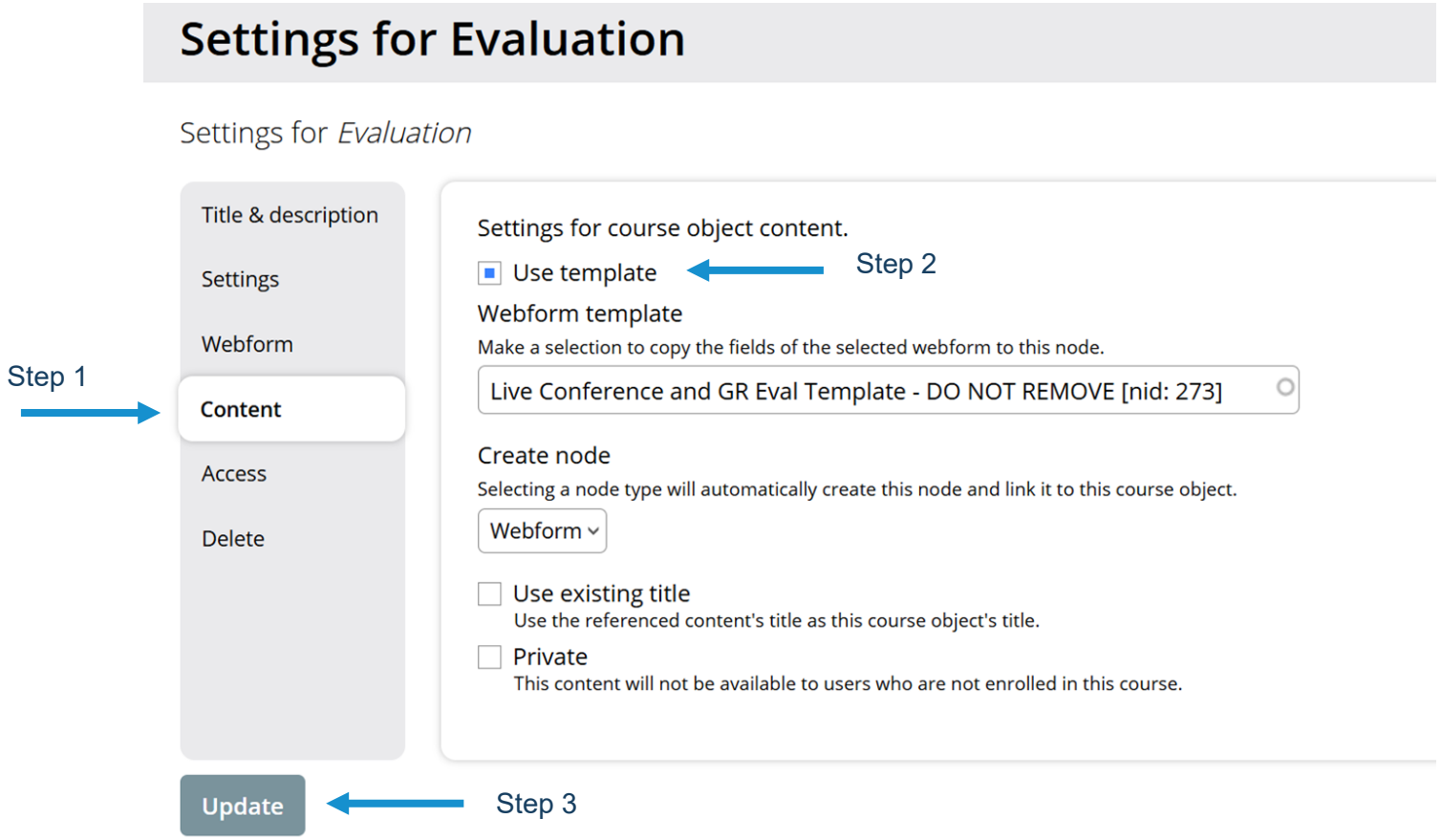
# Evaluations: Grand Rounds

## 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”**

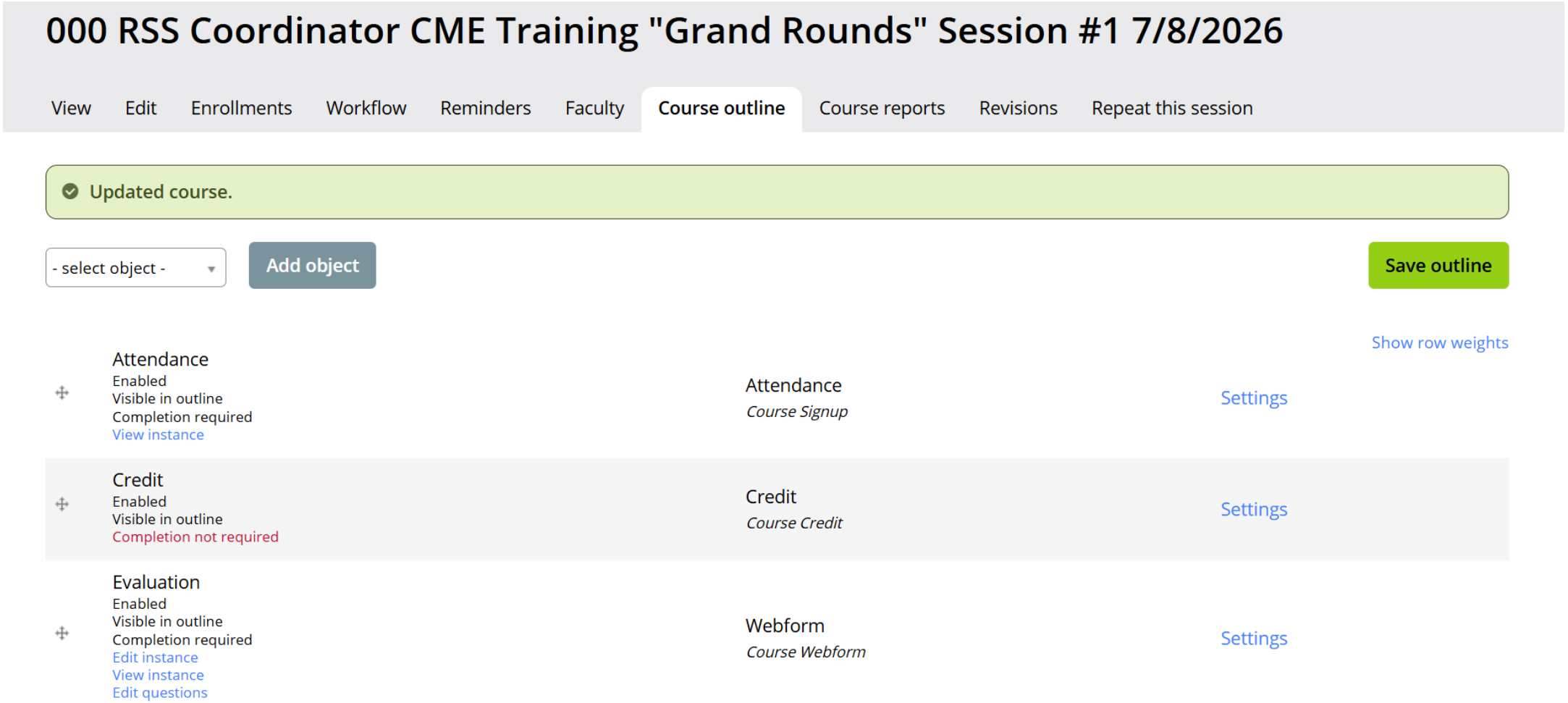
**Step 3**: click “Update”.




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

# Course Outline Page

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




Next slides will review how to add objectives to the evaluation

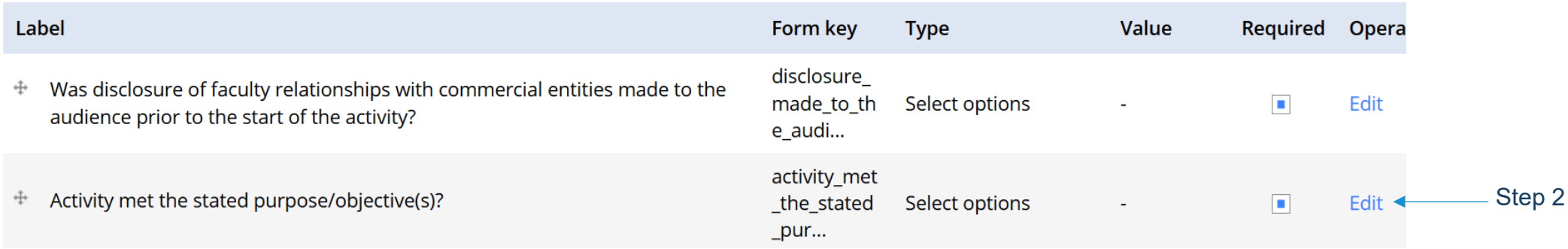
# Evaluations: Objectives

## Adding objectives to your session evaluation:

Step 1: click on “Edit questions” under Evaluation



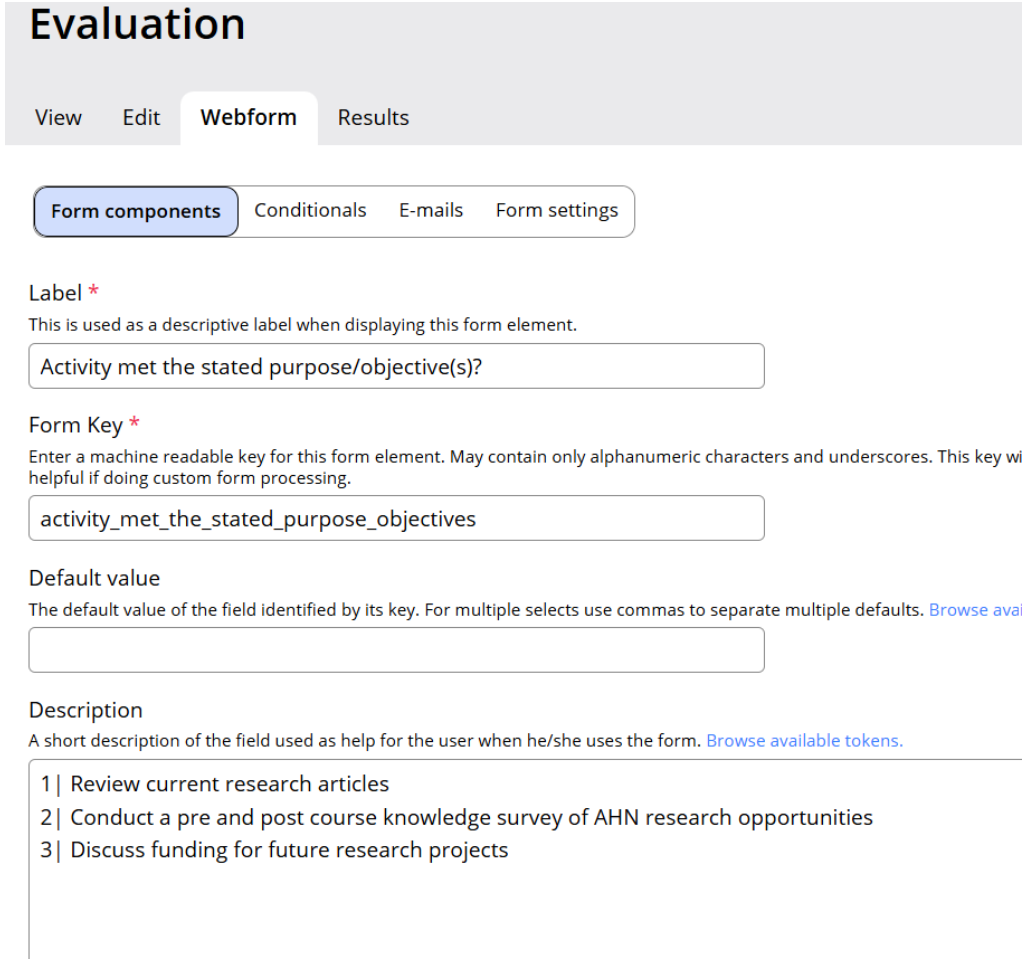

Step 2: click on Edit for the row “Activity met the stated purpose/objective(s)”



# 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.




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

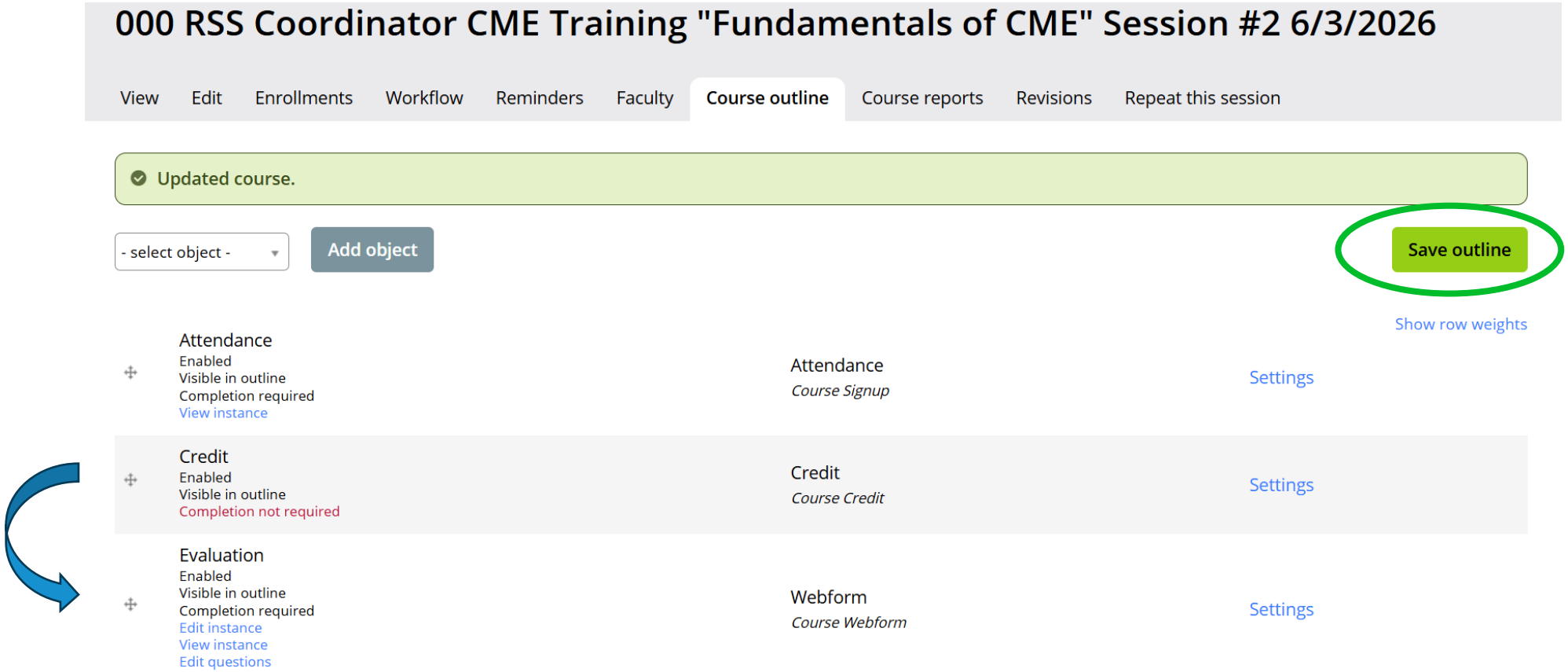



***Remember, objectives must be described using measurable verbs.***

# Course Outline Page

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

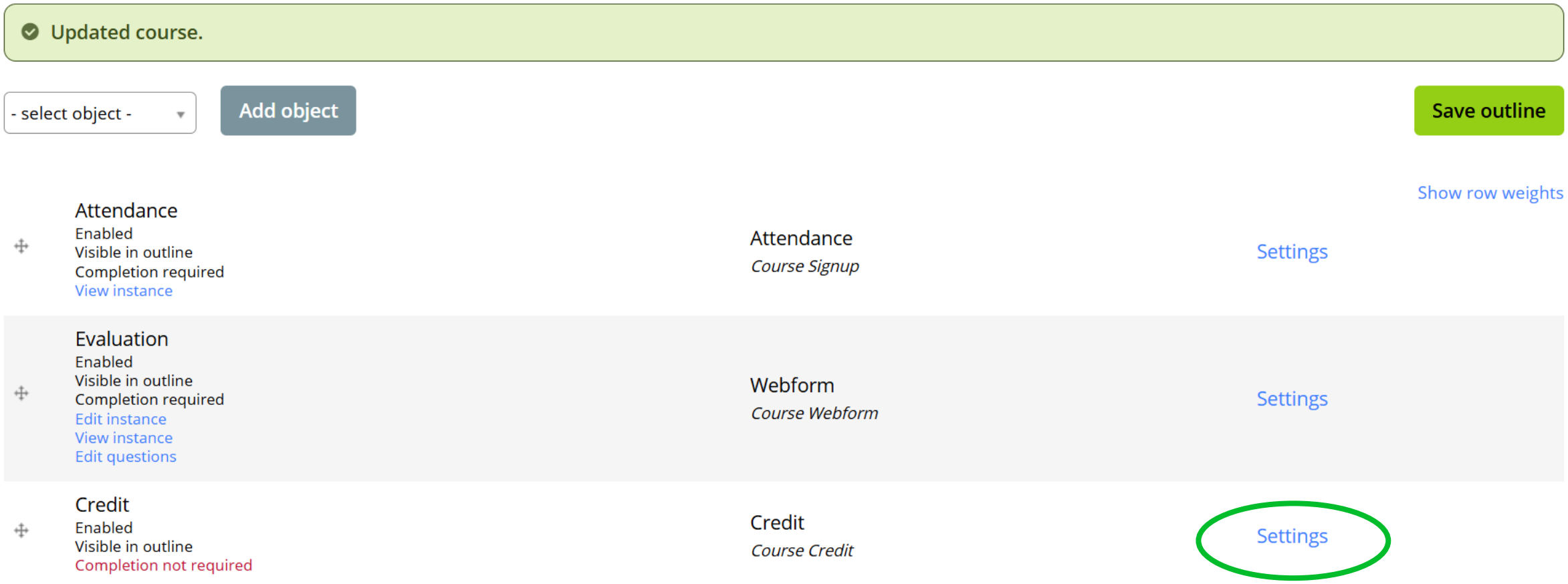
The three objects are as follows; **Attendance, Credit, and Evaluation**. The objects will need reordered. Credit will ALWAYS follow Evaluation. Using the grey four-arrow icon, press and drag the Credit object below Evaluation.




To save your work, click ‘Save outline’.

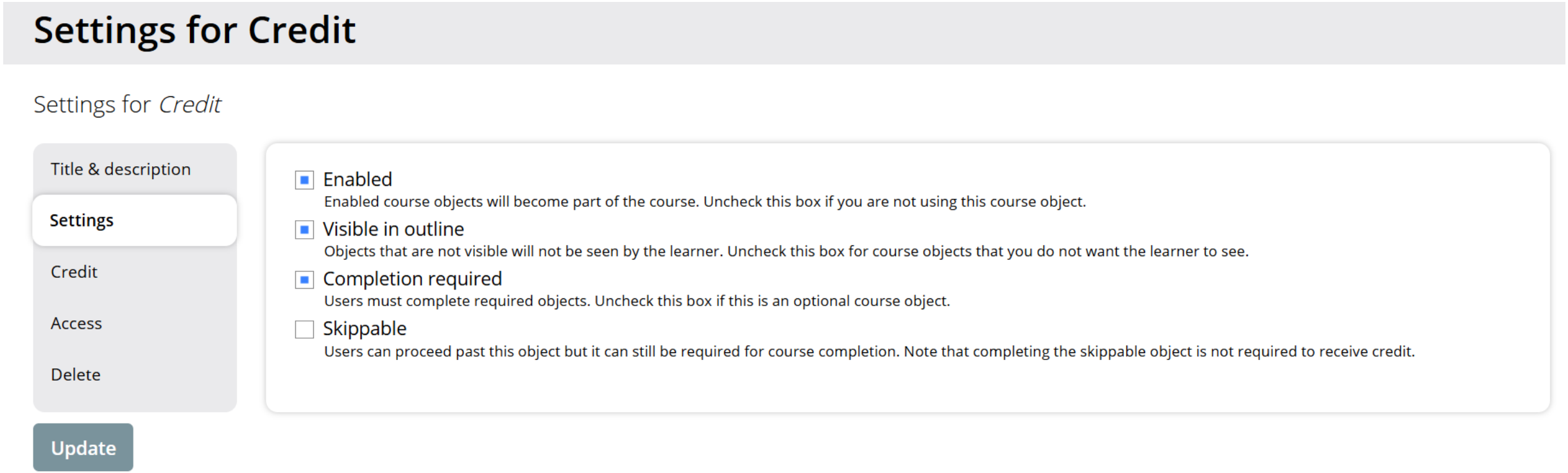
# Course Outline Page

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



# Evaluations

## Updating settings for objects:

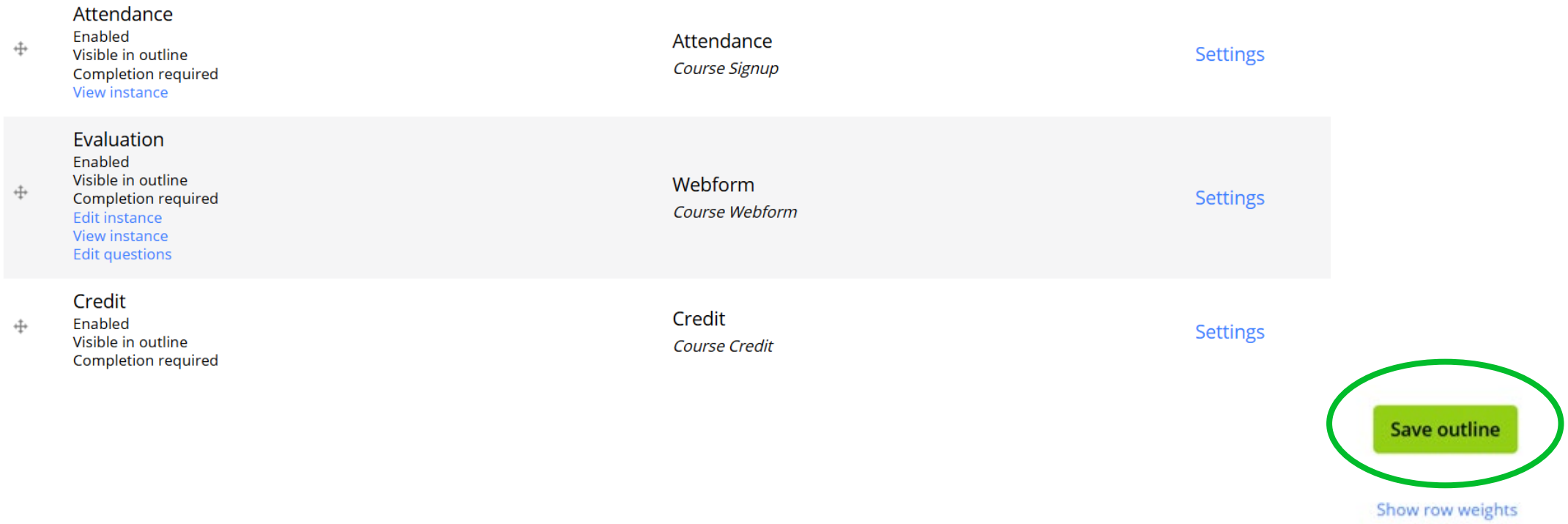



From Settings for Credit:

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

# Evaluations

Here is the end result for the course outline portion:




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