EthosCE

Training: Add Speaker Names

AHN

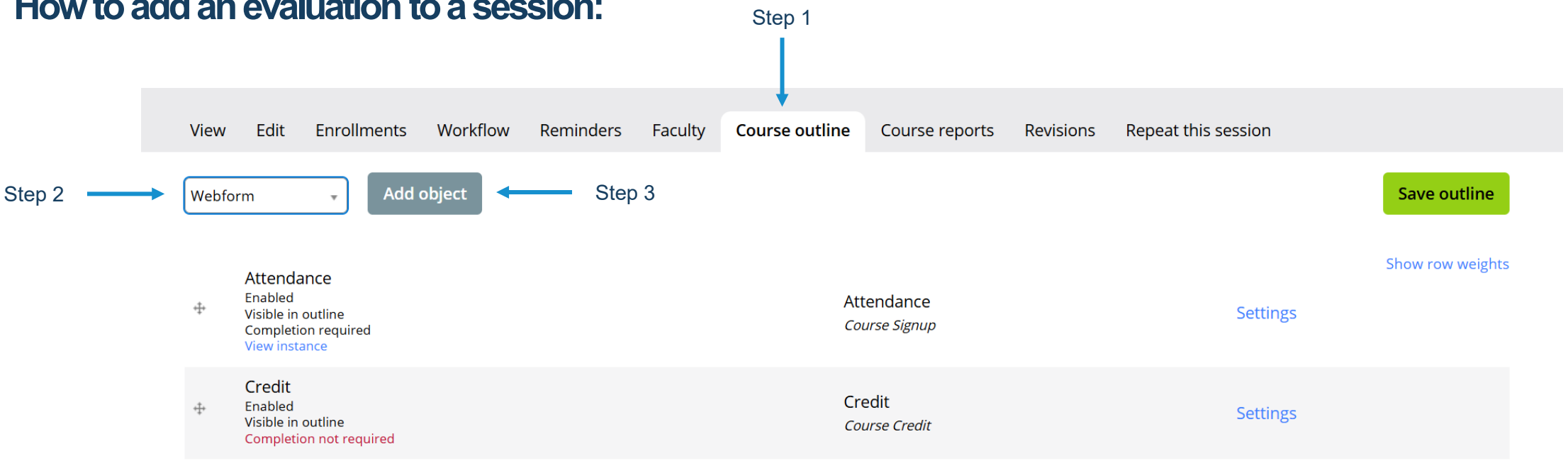
Evaluations

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**

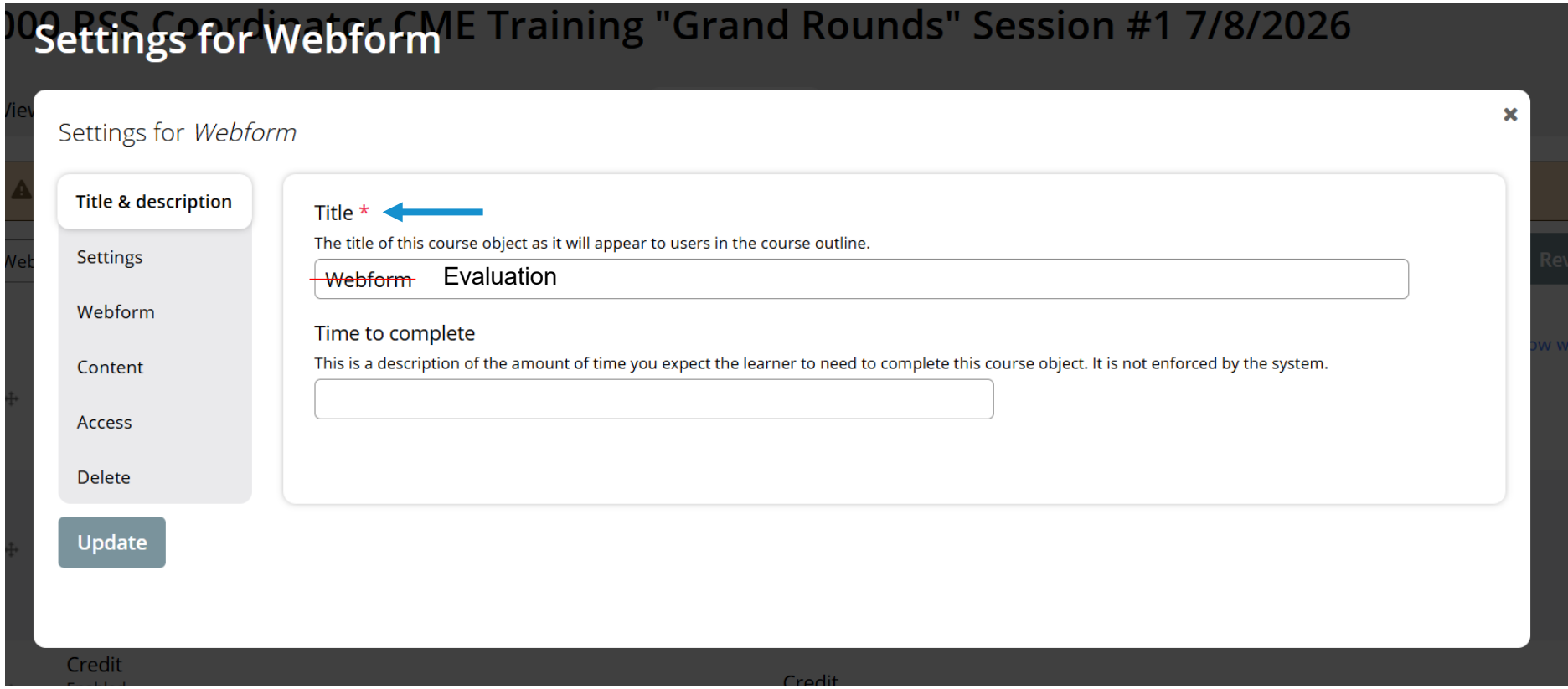
Step 3. Click **Add object**

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



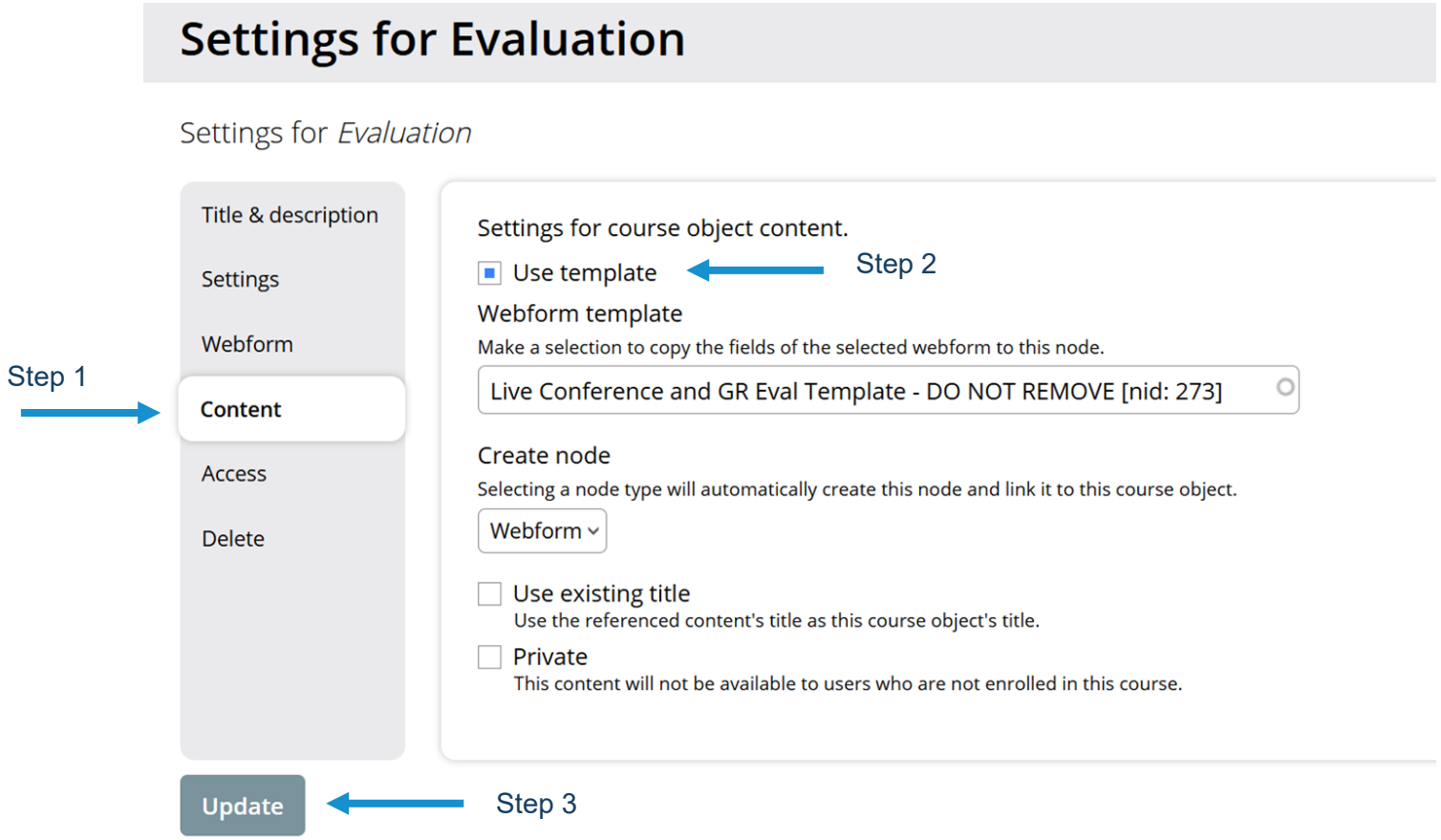
Evaluations: Grand Rounds

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”**

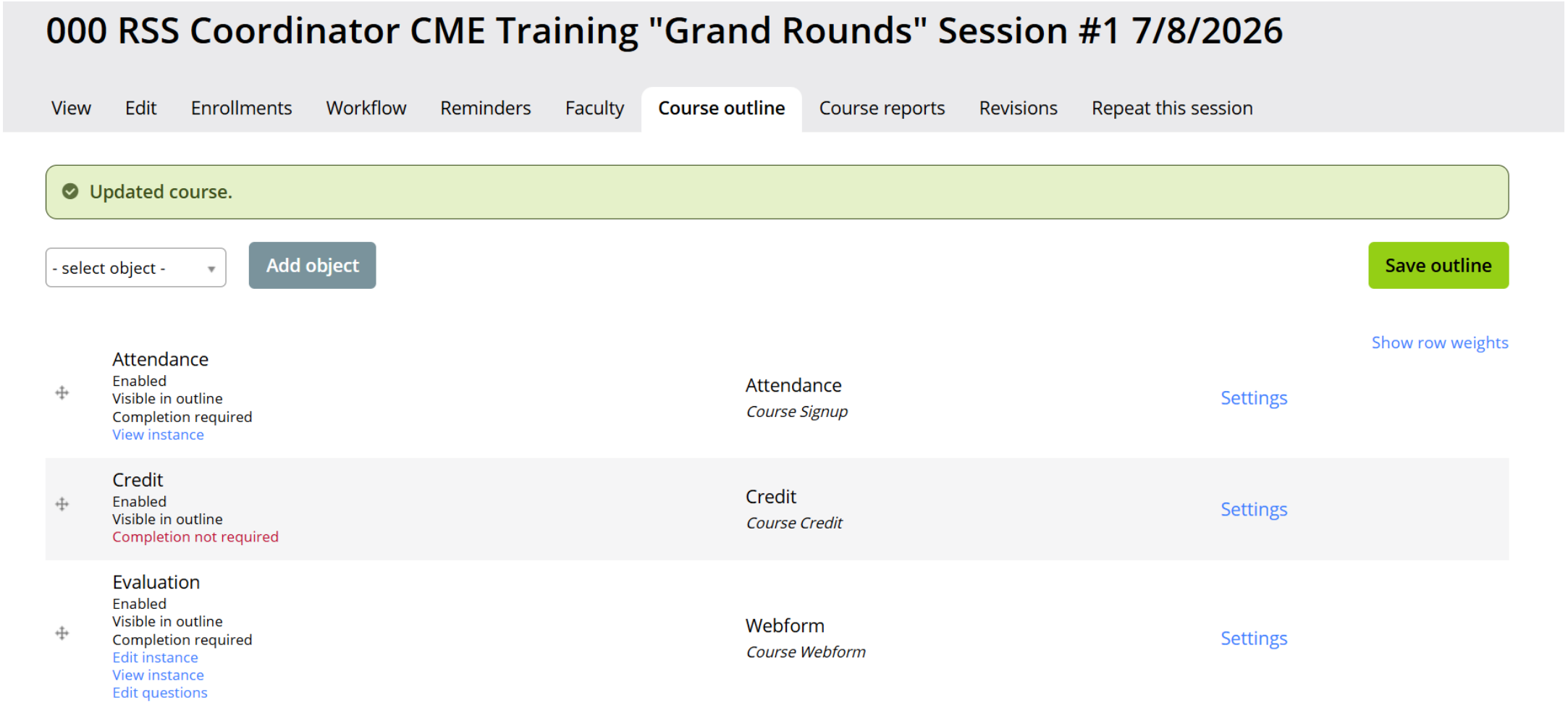
Step 3: click “Update”.



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 speakers to the evaluation

Evaluations: Speakers

Updating speaker information on your session evaluation:

Step 1: click on “Edit questions” under Evaluation



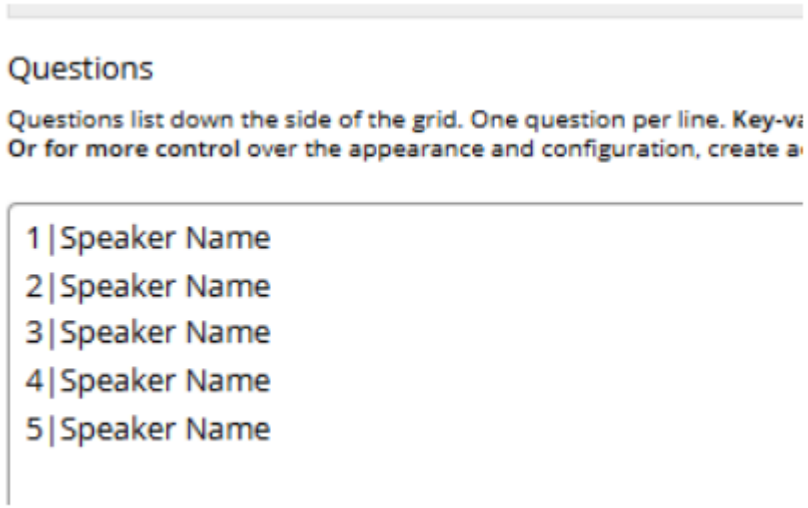
Step 2: click on Edit for the row “Rate each speaker/author/moderator on their ability to deliver clear and actionable education”



Evaluations: Speakers

Updating speaker information on your session evaluation:

Scroll down to Questions. Replace “Speaker Name” with each presenter(s) name.
Delete all unused “Speaker Names” and add as many speaker names as you need.



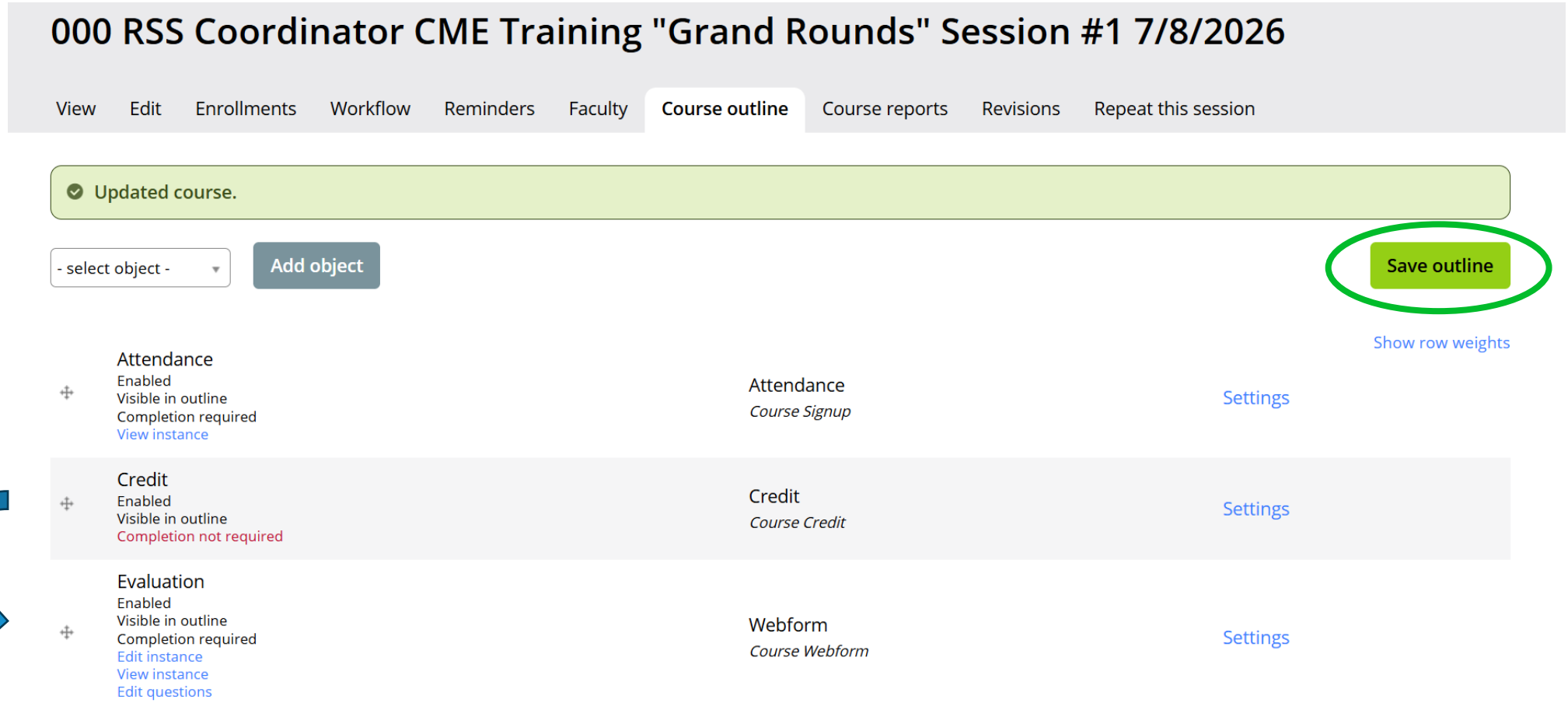
After you have completed adding or deleting presenter name(s). Scroll down to the bottom of the page and click “Save component”



Course Outline Page

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

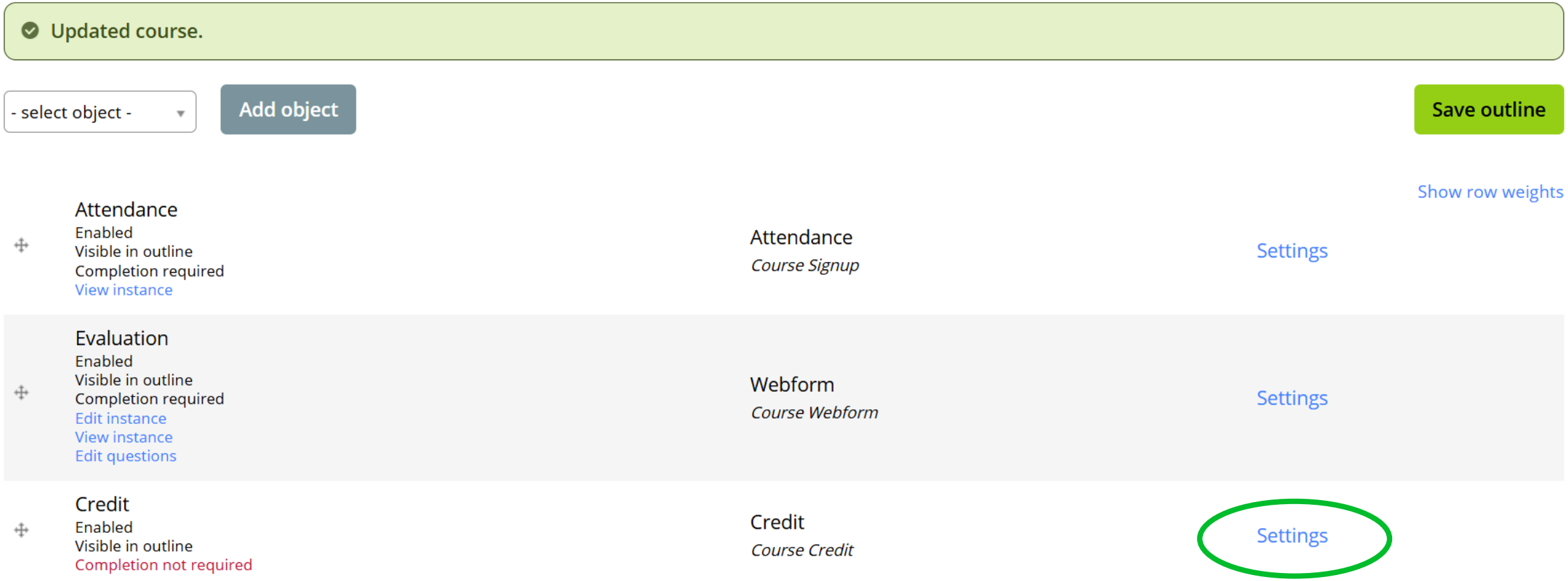
The three objects are as follows; **Attendance, Credit, and Evaluation**. The objects will need reordered. Credit will ALWAYS follow Evaluation. Using the grey four-arrow icon, press and drag the Credit object below Evaluation.



To save your work, click Save Outline.

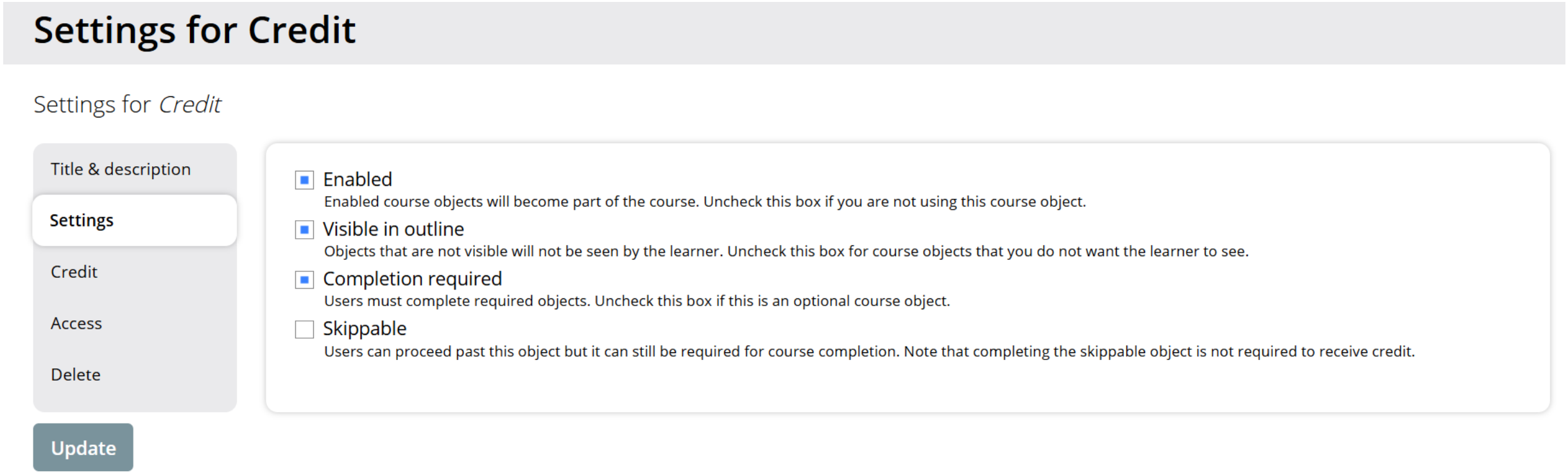
Course Outline Page

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



Evaluations

Updating settings for credit:

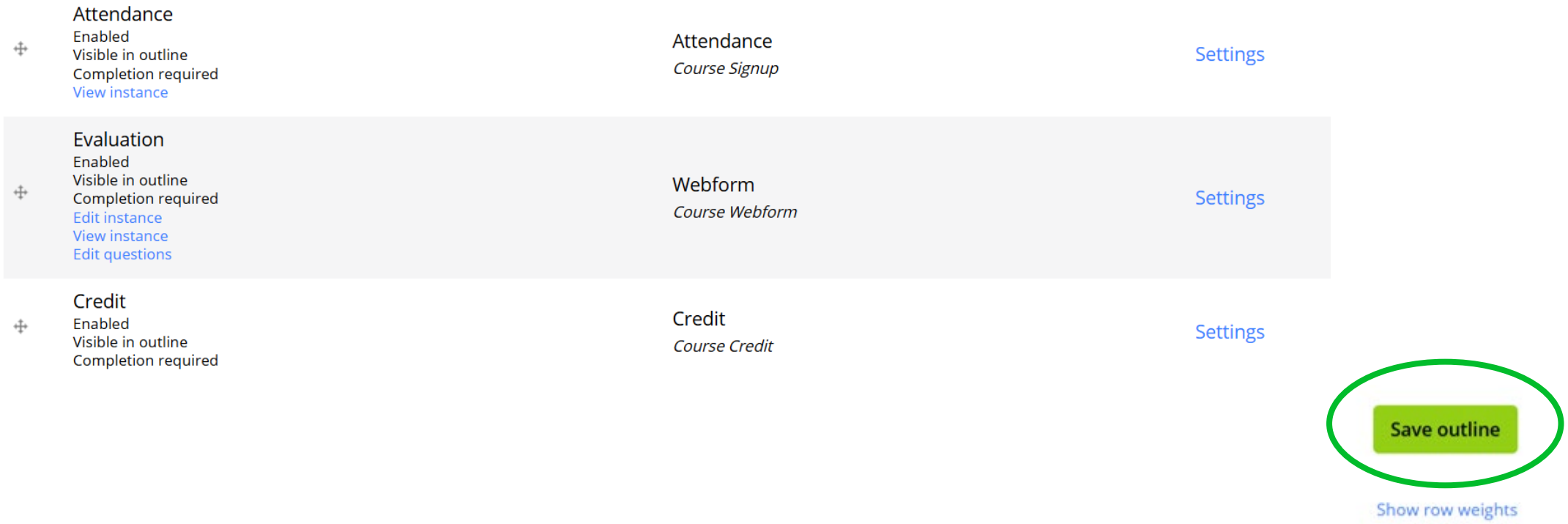


From Settings for Credit:

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

Evaluations

Here is the end result for the course outline portion:



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