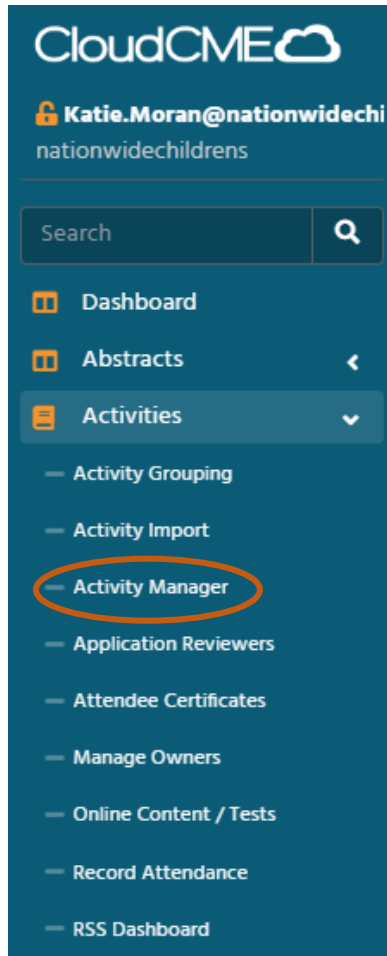


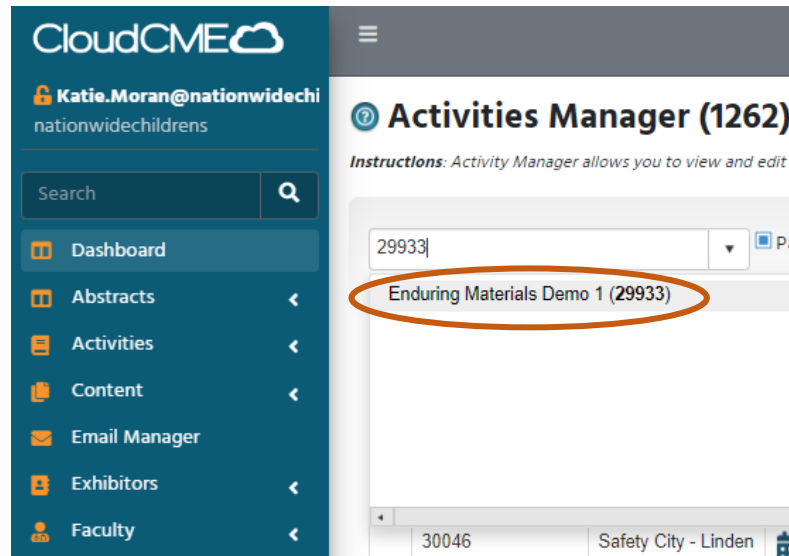
How to Manage Your Enduring Material: Setting up additional modules under a Parent Activity

Step 1:
Once logged
into CloudCME,
Click **Activities**
then **Activity
Manager**.



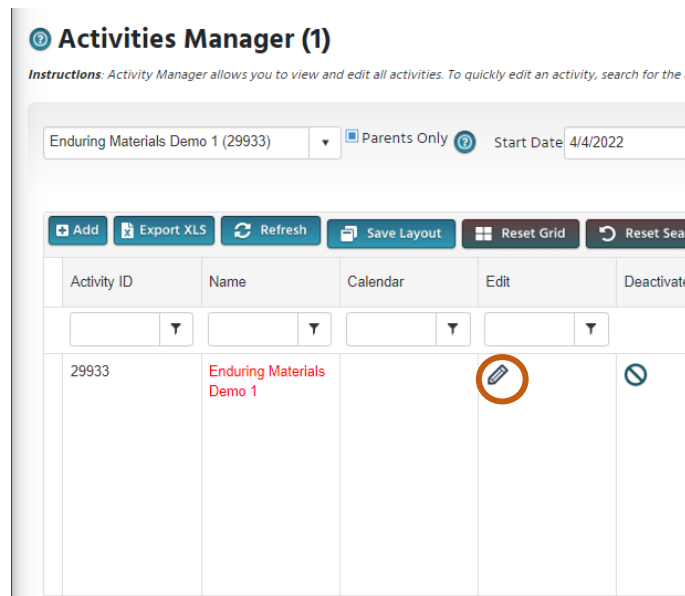
Step 2:
The activity manager is where you'll enter in your activity ID or activity name.

Tip: CloudCME will be able to pull up your activity more quickly with the activity ID.





The screenshot shows the CloudCME interface. On the left is a navigation menu with options: Dashboard, Abstracts, Activities, Content, Email Manager, Exhibitors, and Faculty. The main area is titled 'Activities Manager (1262)'. Below the title is a search bar containing '29933'. Below the search bar, the result 'Enduring Materials Demo 1 (29933)' is displayed and circled in orange. At the bottom of the interface, there are tabs for '30046' and 'Safety City - Linden'.

Step 3:
Once you've entered your Activity ID or Activity Name you will see the activity dashboard and to enter the activity you'll want to click the pencil under the **Edit** column.



The screenshot shows the 'Activities Manager (1)' interface. At the top, there is a search bar with 'Enduring Materials Demo 1 (29933)' and a 'Parents Only' checkbox. Below the search bar are buttons for 'Add', 'Export XLS', 'Refresh', 'Save Layout', 'Reset Grid', and 'Reset Search'. A table below contains activity information:

Activity ID	Name	Calendar	Edit	Deactivate
29933	Enduring Materials Demo 1			

Step 4:
You are now within the activity under the 'Setup' tab

While in this tab, make sure that the **Activity Format** is listed as Enduring Materials.

EventID: 29933

Activity Name:

Select all that apply*:

Type*:

Delivery Method:

FMV S/Credit Hour:

Approval Status:

Activity Format:

Activity Content Is:

Activity Code:

Finance Code:

Attendee Max #:

Department:

Step 5:
To add modules to your activity you will need to go to the **Children** tab at the bottom.

- Setup
- Date/Time
- Overview
- Needs Assessment & Barriers
- Target Audience
- Credits & Sessions (1.00)
- Marketing
- Budget
- Competencies
- Objectives
- Curriculum
- Faculty (0)
- Agenda (0)
- Tests
- Evaluation
- Registrants (0)
- Activity Roles
- Publishing
- Documents
- Notes
- Application
- Followups
- Search Flags
- Metrics
- Children

Step 6:
Once in the Children tab, enter the name of the module

Use the activity name and then a colon and the name of the module.

Set the start and end time for how long you plan to keep the modules open and available for.

Select **Add Child**.

Instructions: This screen allows you to create individual child activities for all activity types (RSS, Enduring Courses, etc.) and to create a new child activity, enter the **Child Name**, **Start Date/Time**, and **End Date/Time**. If the child activity should inherit **Child**.

In the table, check the **Roll Child Into Parent** box to roll the child activity into the parent activity for the Program Summary the box unchecked.

Child Name*:

Start Time*: 4/4/2023 9:11

End Time*: 4/4/2023 10:

Child should inherit objectives? Child should inherit planners? Child should inherit faculty? Child should inherit f

Add Child

Event Name	Deactivate	Start Date
No records to display.		

Instructions: This screen allows you to create individual child activities for all activity types (RSS, Enduring Courses, etc.) and to create a new child activity, enter the **Child Name**, **Start Date/Time**, and **End Date/Time**. If the child activity should inherit **Child**.

In the table, check the **Roll Child Into Parent** box to roll the child activity into the parent activity for the Program Summary the box unchecked.

Child Name*:

Start Time*: 4/4/2023 9:11

End Time*: 4/4/2023 10:

Child should inherit objectives? Child should inherit planners? Child should inherit faculty? Child should inherit f

Add Child

Event Name	Deactivate	Start Date
No records to display.		

Step 8:
Next you'll want to click on the child under the **Event Name** box

***Instructions:** This screen allows you to create individual child activities for all activity types (RSS, Enduring Courses, etc.) and v To create a new child activity, enter the **Child Name**, **Start Date/Time**, and **End Date/Time**. If the child activity should inherit tl **Child**.*

*In the table, check the **Roll Child Into Parent** box to roll the child activity into the parent activity for the Program Summary Re the box unchecked.*

Child Name*:

Start Time*:

End Time*:

Child should inherit objectives? Child should inherit planners? Child should inherit faculty? Child should inherit facu

Event Name	Deactivate	Start Date
LMS Conference: Test Child 3	🚫	4/4/2023 9:12:14 AM
LMS Conference: Test Child 2	🚫	4/4/2023 9:11:30 AM
LMS Conference: Test Child 1	🚫	4/4/2023 9:10:07 AM

Step 9:
You'll need to adjust the credit hours for that session. To get started, click on the **Credit and Sessions** tab in the child.

Setup
Date/Time
Overview
Needs Assessment & Barriers
Target Audience
Credits & Sessions (1.00)
Marketing

Step 10:
Select the type of credit(s) the activity is approved for and the number of hours designated for the module.

Make sure you do so for each type that was approved, i.e. ANCC Hours and also General attendance, etc.

LMS Conference: Test Child 1 Apr 4 2023 9:10AM Dec 31 2023 10:10AM 0 0

Session Name
LMS Conference: Test Child 1

Session Begins: 4/4/2023 9:10 AM **Session Ends:** 12/31/2023 10:10 AM

Seat Capacity 0.00

Description

Room:

[Update](#)

Credits		
Select	Hours	Credit Type
<input type="checkbox"/>	0.00	AMA PRA Category 1 Credits™
<input type="checkbox"/>	0.00	Non-Physician Attendance
<input type="checkbox"/>	0.00	ANCC Contact Hour(s)
<input type="checkbox"/>	0.00	AAPA Credit(s)
<input type="checkbox"/>	0.00	APA Credit(s)
<input type="checkbox"/>	0.00	ACPE Contact Hour(s)
<input type="checkbox"/>	0.00	ASWB ACE Credit(s)
<input type="checkbox"/>	0.00	IPCE Credit(s)
<input type="checkbox"/>	0.00	ADA CERP Credit
<input type="checkbox"/>	0.00	ABS MOC Part 2
<input type="checkbox"/>	0.00	FD-ED Faculty Development
<input type="checkbox"/>	0.00	CDR (Commission on Dietetic Registration) Credit(s)
<input type="checkbox"/>	0.00	Pharmacology Contact Hours
<input type="checkbox"/>	0.00	Community Program Attendance
<input type="checkbox"/>	0.00	Ethics

Step 12
Next, go to the **Objectives** tab and enter the speaker objectives collected (learning outcomes).

Setup **Instructions:** Enter up to 20 objectives for this activity. These will be available in the Attendee Portal and in evaluations. Save each set of objectives before switching views.

Date/Time Introduction Text:

Overview At the conclusion of this activity, learners will be able to:

Needs Assessment & Barriers

Target Audience

Credits & Sessions (100)

Marketing

Budget

Competencies

Objectives NonCME

Curriculum

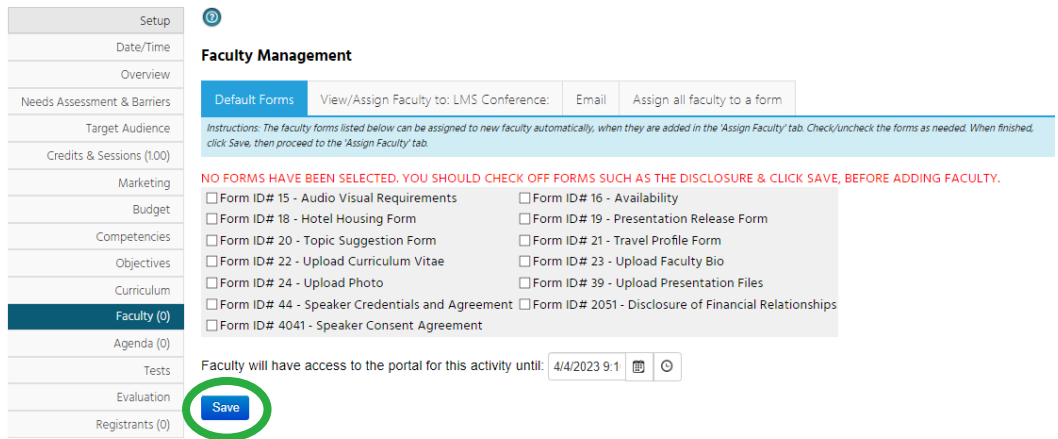
Faculty (0)

Agenda (0)

Words: 11 Characters: 61

[Update](#) [Cancel](#)

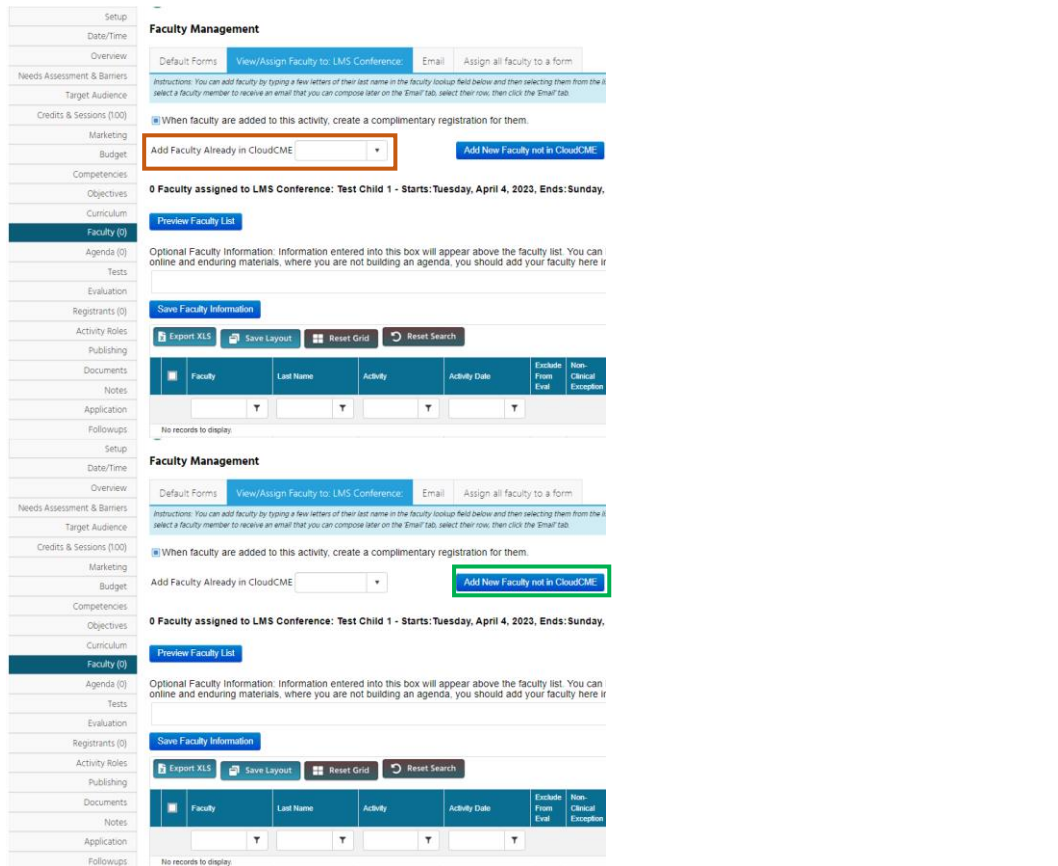
Step 11
Under the **Faculty** tab, you can assign documents if needed OR add faculty to the activity if all information has been previously collected.



If you select any forms make sure to click 'Save'.

Step 12:
To assign faculty to the event you will enter their name (last name first) in the **Add Faculty Already in CloudCME** box.

If they do not have a CloudCME account you can add them by selecting **Add New Faculty not in CloudCME**.



Step 13:
 When you enter last name first, be sure that you are selecting the correct person and verifying the correct email address associated with the user.

Faculty Management

Default Forms | **View/Assign Faculty to: LMS Conference:** | Email | Assign all faculty to a form

Instructions: You can add faculty by typing a few letters of their last name in the faculty lookup field below and then selecting them from the list. To edit select a faculty member to receive an email that you can compose later on the 'Email' tab, select their row, then click the 'Email' tab.

When faculty are added to this activity, create a complimentary registration for them.

Add Faculty Already in CloudCME: Moran, Katie (83) Add New Faculty not in CloudCME

0 Faculty assigned to LMS Con Sunday, Decen

Optional Faculty Information: Info online and enduring materials, wf You can list out y here instead.

Moran, Katie (83430) Katie.Moran@nationwidechildrens.org

Moran, Kaylee N (79892) Kayleemorand@trinityhealth.com

Moran, Kimberly (76024) Kimberly.Moran@nationwidechildrens.org

Moran, Kristin (56403) kristin.moran@nationwidechildrens.org

Morand, Kenneth (87247) kmorand@cincytechusa.com

Step 14:
Once you've selected the participant, you will see the name populate in the box below.

Default: Forms | **View/Assign Faculty to: LMS Conference:** | Email | Assign all faculty to a form

Instructions: You can add faculty by typing a few letters of their last name in the faculty lookup field below and then selecting them from the list. To edit the faculty member's assigned forms, profile or add a photo, double-click their row to display a pop up window wh select a faculty member to receive an email that you can compose later on the 'Email' tab, select their row, then click the 'Email' tab

When faculty are added to this activity, create a complimentary registration for them.

Add Faculty Already in CloudCME: Moran, Katie (83) | **Add New Faculty not in CloudCME**

0 Faculty assigned to LMS Conference: Test Child 1 - Starts: Tuesday, April 4, 2023, Ends: Sunday, December 31, 2023, Type: Non-Accredited - Enduring Materials - Internet

Preview Faculty List

Optional Faculty Information: Information entered into this box will appear above the faculty list. You can list out course directors and other faculty who need to be listed with prominence, by adding online and enduring materials, where you are not building an agenda, you should add your faculty here instead.

Save Faculty Information

Export XLS | Save Layout | Reset Grid | Reset Search

Faculty	Last Name	Activity	Activity Date	Exclude From Eval	Non-Clinical Exception	Disclosure	Disclosure Date	Reviewer(s)	Bio
<input type="checkbox"/>	Katie Moran, BS, CHES	Moran	LMS Conference- Test Child 1	4/4/2023	<input type="checkbox"/>	<input type="checkbox"/>	Nothing to disclose - 04/03/2023 PDF	4/3/2023	

Step 15:
To add documents or handouts to the event, click into the 'Documents' tab

Then click '+ Upload'.

Setup | Date/Time | Overview | Needs Assessment & Barriers | Target Audience | Credits & Sessions (1,00) | Marketing | Budget | Competencies | Objectives | Curriculum | Faculty (1) | Agenda (1) | Tests | Evaluation | Registrants (0) | Activity Roles | Publishing | **Documents**

Instructions: Store any documents related to the activ

Zip & Download All | **Collect Disclosures**

◀ ▶ ↻ 🗑️ ⌂ ⌵ **+ Upload**

/assets/nationwidechildrens/activities/30049

- 30049
 - Disclosures

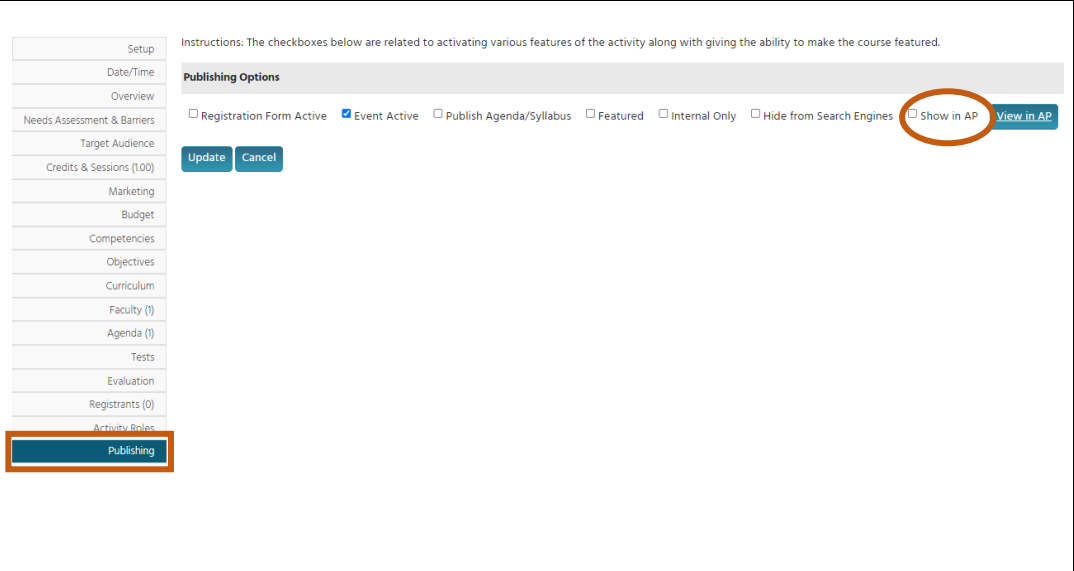
Filename

- Disclosures

Step 16:

For people to register for the event, you need to make sure to select **Show in AP**.

This can be located within the Publishing tab



Instructions: The checkboxes below are related to activating various features of the activity along with giving the ability to make the course featured.

Publishing Options

Registration Form Active
 Event Active
 Publish Agenda/Syllabus
 Featured
 Internal Only
 Hide from Search Engines
 Show in AP [View in AP](#)

Update Cancel

Setup
 Date/Time
 Overview
 Needs Assessment & Barriers
 Target Audience
 Credits & Sessions (100)
 Marketing
 Budget
 Competencies
 Objectives
 Curriculum
 Faculty (1)
 Agenda (1)
 Tests
 Evaluation
 Registrants (0)
 Activity Roles
Publishing

Questions? Contact us at IPCE@nationwidechildrens.org