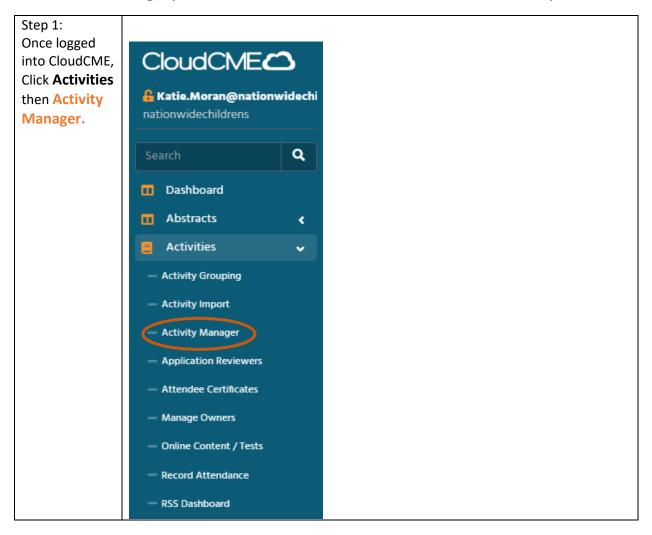
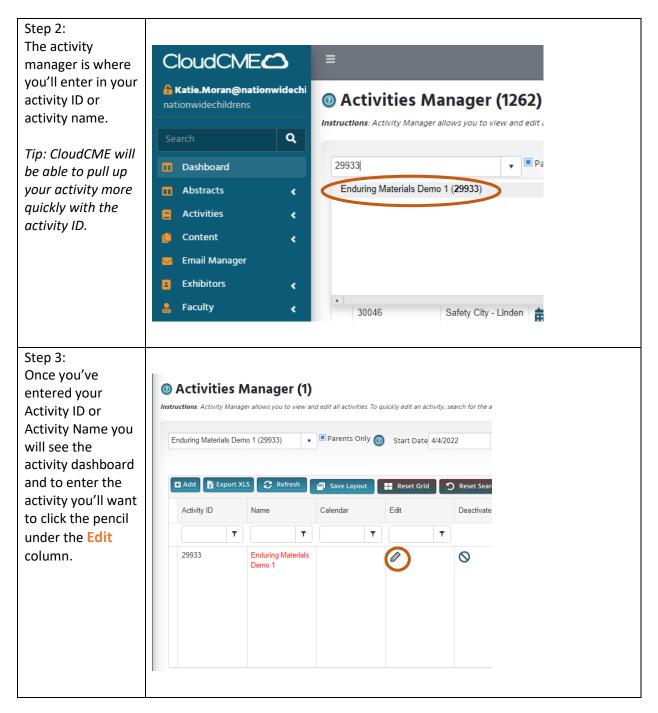


How to Manage Your Enduring Material:

Setting up additional modules under a Parent Activity

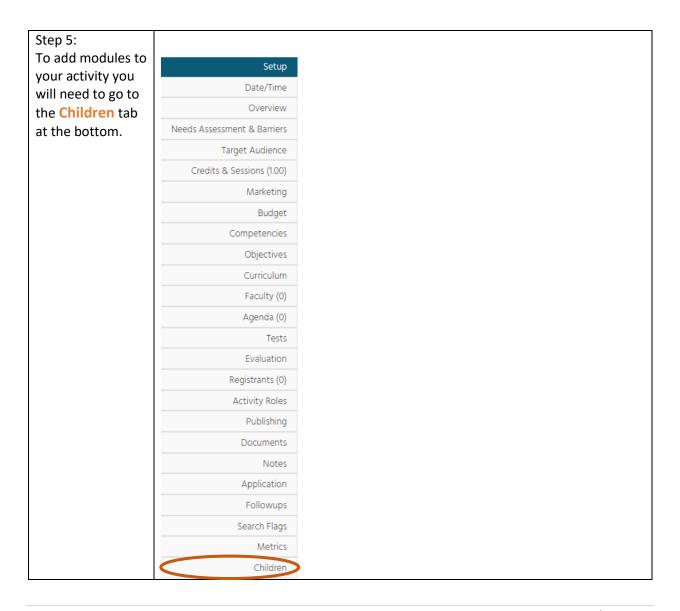








Step 4:					
You are now within the activity	EventID: 299	33			
under the 'Setup'	Activity Name:	Enduring Materials Demo 1		Activity Format:	Enduring Material
tab	Select all that apply*:	Non-Accredited	•	Activity Content Is:	Clinical
While in this tab,	Type*:	Non-Accredited - Enduring Materials	•	Activity Code:	-1
make sure that the	Delivery Method:	Online	•	Finance Code:	
Activity Format	FMV \$/Credit Hour:			Attendee Max #:	10,000
is listed as Enduring	Approval Status:			Department:	
Materials.					







Step 8: Next you'll want to click on the child under the Event Name box	To create a new child activity, enter the Child Na Child. In the table, check the Roll Child Into Parent boo the box unchecked. Child Name*: Start Time*: End Time*:	ame, Start Date/Tim x to roll the child ac 4/4/2023 9:1 4/4/2023 10:	ne, and Ei tivity intendent 14 💼 C 14 💼 C		
	Elent Name		Deactivate		
	LMS Conference: Test Child 3		-	4/4/2023 9:12:14 AM	
	LMS Conference: Test Child 2	0		4/4/2023 9:11:30 AM	
	LMS Conference: Test Child 1	C	\otimes	4/4/2023 9:10:07 AM	
Step 9: You'll need					
to adjust	Setup				
the credit	Date/Time				
hours for that	Overview				
session. To get started,	Needs Assessment & Barriers				
click on the	Target Audience				
Credit and Sessions	Credits & Sessions (1.00)				
tab in the child.	Marketing				



Step 10:							
Select the	LMS Conference: Test Child 1		Apr 4 2023 9:10AM	Dec 31 2023 10:10AM		0	0
type of	Session Name				Credits		
credit(s)	LMS Conference: Test Child 1 Session Begins: 4/4/2023 9:10 AM	(ii) Session Ends: 12/31/2023 10:10 AM	iii O		Select H		dit Type
the activity					(- 1	0.00 Cre	A PRA Category 1 dits™
is approved	0.00						n-Physician endance
for and the	Description					0.00 AN	CC Contact Hour(s)
number of						0.00 AAF	PA Credit(s)
hours	Room:	•			- 0		A Credit(s)
designated		Update					
for the							PE Contact Hour(s)
module.					•	0.00 ASV	VB ACE Credit(s)
						0.00 IPCI	E Credit(s)
Make sure					• [0.00 AD/	A CERP Credit
you do so					•	0.00 ABS	MOC Part 2
for each						0.00 FD-	ED Faculty relopment
type that						CDF	R (Commission on
was							tetic Registration) dit(s)
approved,					•	0.00 Pha Hou	rmacology Contact Irs
i.e. ANCC							nmunity Program endance
Hours and also					•	0.00 Ethi	cs
General							
attendance							
, etc.							
Stop 12	Setup	ictions: Enter up to 20 objectives for this activity.	These will be available in the Attendee Portal a	nd in evaluations. Save each co	t of objective	es hefore swiit	ching views
Step 12	Date/Time Introd	luction Text:	nicise min de avanable in the Attendee Poltal a	na in craidadons, save each se	co.objectivi	cs before swit	chang views.
Next, go to	Overview At t	he conclusion of this activity, learners will be able	to:				
the	Target Audience						
Objectives	Credits & Sessions (1.00)						
tab and	Marketing Budget	Design HTML Preview</th <th></th> <th>W</th> <th>ords: 11 C</th> <th>haracters: 61</th> <th></th>		W	ords: 11 C	haracters: 61	
enter the	Competencies						
speaker		nCME t an objective	0				
objectives	Faculty (0)						
collected	Agenda (0)	ate Cancel					
(learning							
outcomes).							



61		
Step 11		
Under the	Set	up 🔘
Faculty tab,	Date/Ti	me Faculty Management
you can	Overvi	
assign	Needs Assessment & Barri Target Audier	
documents	Credits & Sessions (1.	click Save, then proceed to the 'Assign Faculty' tab.
if needed	Market	NO FORMS HAVE BEEN SELECTED. YOU SHOULD CHECK OFF FORMS SUCH AS THE DISCLOSURE & CLICK SAVE, BEFORE ADDING FACULTY. Form ID# 15 - Audio Visual Requirements Form ID# 16 - Availability
OR add	Budg	Form ID# 18 - Hotel Housing Form Form ID# 19 - Presentation Release Form
faculty to	Competenc	
the activity	Curricul	Form ID# 24 - Upload Photo Form ID# 39 - Upload Presentation Files
if all	Faculty	O O
information	Agenda	Fourthy will have access to the participantity until automatic and the participantity and the partity and the participantity and the partity and the partity and
	Te	
has been	Registrants	Save
previously		
collected.		
	If you select	any forms make sure to click 'Save'.
Step 12:		
To assign	Setup	-
faculty to	Date/Time F	aculty Management
the event	Needs Assessment & Barriers	Default Forms View/Assign Faculty to LMS Conference. Email Assign all faculty to a form Instructors: No can add faculty by going selevistics of their later areas in the faculty found faculty to a form and a doubt member on concerne areas faculty and concorrect and their faculty faculty faculty faculty to a form their faculty member of their faculty facu
you will		exclusion memore to receive an energies and compose water on the same case seed can reveal use.
enter their	Marketing Budget	dd Faculty Already in CloudCME Add New Faculty not in CloudCME
name (last	Competencies Objectives	Faculty assigned to LMS Conference: Test Child 1 - Starts:Tuesday, April 4, 2020, Ends:Sunday,
name first)	Curriculum	Preview Faculty List
in the Add	Faculty (0) Agenda (0)	ptional Faculty information. Information entered into this box will appear above the faculty list. You can nine and enduring materials, where you are not building an agenda, you should add your faculty here ir
Faculty	Tests	nine and endaring indictions, milete you are not ourning an agential, you situand add you racking rece in
-	Registrants (0)	Save Faculty Information
Already in	Activity Roles Publishing	E Export XLS 🔐 Save Layout 📰 Reset Grid 🔿 Reset Search
CloudCME	Documents Notes	Faculty Last Name Addrefy Addrefy Date Non- Form Non- Eval Non- Eval Figure 100
box.	Application Followups	T T T No records to display T T
	Setup	- aculty Management
If they do	Date/Time Overview	Default Forms View/Assign Faculty to: LMS Conference: Email Assign all faculty to a form
not have a		Instructions: You can add faculty by typing a few letters of their but none in the faculty facility field below and them electring them from the it. elect a faculty member to receive an email that you can compose latter on the Email tab.
CloudCME	Credits & Sessions (100) Marketing	When faculty are added to this activity, create a complimentary registration for them.
account	Budget	dd Faculty Already in CloudCME Add New Faculty not in CloudOME
you can	Competencies Objectives 0	Faculty assigned to LMS Conference: Test Child 1 - Starts: Tuesday, April 4, 2020, Ends: Sunday,
add them	Curriculum Faculty (0)	Preview Faculty List
by selecting	Agenda (0) C	ptional Faculty Information: Information entered into this box will appear above the faculty list. You can nline and enduring materials, where you are not building an agenda, you should add your faculty here ir
Add New	Tests Evaluation	
Faculty not	Registrants (0) Activity Roles	Save Facally lefomation fs toport XLS Save Layout Reset Grid > Reset Search
in	Publishing Documents	Fridde Non.
CloudCME.	Notes	Roudy Last Name Activity Date From Eval
STORE OF L	Application Followups	T T No records to display



Step 13: When you enter last	Faculty Management
name first,	Default Forms View/Assign Faculty to: LMS Conference: Email Assign all faculty to a form
be sure	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.
that you are	When faculty are added to this activity, create a complimentary registration for them.
selecting	Add Faculty Already in CloudCME Moran, Katie (83 Add New Faculty not in CloudCME
the correct person and verifying	Moran, Katie (83430) Katie.Moran@nationwidechildrens.org 0 Faculty assigned to LMS Con Moran, Kaylee N (79392) Kayleemoran@trinityneaith.com Moran, Kimberly (76024) Kimberly.Moran@nationwidechildrens.org Sunday, Decen Moran, Kristin (56403) kristin.moran@nationwidechildrens.org Preview Faculty List Moran, Kristin (56403) kristin.moran@nationwidechildrens.org
the correct email address	Optional Faculty Information: Info You can list out online and enduring materials, where instead.
associated with the	Save Faculty Information
user.	



Step 15: To add documents	ectors: You can add faculty by typing a few let a faculty member to receive an email that you then faculty are added to this activu Faculty Already in CloudCME Mora culty assigned to LMS Conferent where Faculty List onal Faculty List onal enduring materials, where y we Faculty Information	u can compose liter on the 'i illy, create a complim in, Katie (83 • in, Katie (83 • in	Email tab, select to hentary regist Starts: Tuesd Starts: Tuesd box will appe an agenda, yu Reset Search T T Store any	their row, then di stration for the Add New Fac lay, April 4, 2 ear above the ou should ad Activity Date	em. culty not 2023, E e faculty dd your	n CloudCME n CloudCME stds: Sunday, I list. You can li aculty here in Clinical Linical Linical	December 3 ist out course stead. Disclosure Nothing to di 04403/2023 5	e directo	Type:Non-	Accredi	ted - Endurin	ig Materials -	Internet prominence, by	
selected the participant, you will see the name populate in the box below. Step 15: To add documents	Then faculty are added to this activ Faculty Already in CloudCME Mora culty assigned to LMS Conference where Faculty Information: Information and enduring materials, where y we Faculty Information: Export XLS Faculty Information Export XLS Faculty Information Faculty Information Faculty Information Export XLS Faculty Information Faculty Information	rity, create a complim in, Katie (83 • nce: Test Child 1 - S on entered into this t vou are not building a Reset Grid • Advity LMS Conf LMS Conf Instructions:	hentary regisi starts: Tuesd box will appe an agenda, y Reset Search	Add New Fac	em. 2023, E e faculty dd your	n CloudCME inds: Sunday, I ist. You can li aculty here in clinical	n Disclosure	e directo	Disclosure D	faculty	who need to b	e listed with p	Bio	
participant, you will see the name populate in the box below. Step 15: To add documents	Faculty Already in CloudCME Mora culty assigned to LMS Conferen www Faculty List onal Faculty Information: Informatio e and enduring materials, where y we Faculty Information Export XLS Faculty Information Export XLS Cut S Kathe Moran Setup Date/Time	In, Katie (83 • nce: Test Child 1 - S on entered into this t received into t receive	Astarts: Tuesd box will appe an agenda, yu Reset Search	Add New Fac	2023, E e faculty our d your	Adds: Sunday, I list. You can li aculty here in Clinical Exception	n Disclosure	e directo	Disclosure D	faculty	who need to b	e listed with p	Bio	
you will see the name populate in the box below.	culty assigned to LMS Conferent wiew Faculty List onal Faculty Information: Information te and enduring materials, where your we Faculty Information Export XLS Save Layout Conference Kalle Moran, BS- Crifes Moran Setup Date/Time	Ace: Test Child 1 - S on entered into this t on are not building a Reset Grid T LMS Cont Child 1 Instructions:	box will appe an agenda, y Reset Search y erence: Test 4 Store any	Activity Date	2023, E e faculty id your	Adds: Sunday, I list. You can li aculty here in Clinical Exception	n Disclosure	e directo	Disclosure D	faculty	who need to b	e listed with p	Bio	
the name populate in the box below.	www.Faculty List onal Faculty Information: Information e and enduring materials, where y we Faculty Information Export XLS	on entered into this to are not building a local are not building a loc	box will appe an agenda, y Reset Search y erence: Test 4 Store any	Activity Date	t faculty dd your	list. You can li acuty here in clinical Exception	n Disclosure	e directo	Disclosure D	faculty	who need to b	e listed with p	Bio	
populate in the box below. Step 15: To add documents	onal Faculty Information: Informatio e and enduring materials, where y ve Faculty Information Export XLS	Reset Grid D Reset	Reset Search	Activity Date	T I	xolude Non- rorm Clinical Exception	n Disclosure	T isclose -	Disclosure D	ate			Bio	
the box below.	e and enduring materials, where y ve Faculty Information Export XLS Faculty Last Nam Kalis Moran BS. Kalis Moran BS. Setup Date/Time	Reset Grid D Reset	Reset Search	Activity Date	T I	xolude Non- rorm Clinical Exception	n Disclosure	T isclose -	Disclosure D	ate			Bio	
the box below.	e and enduring materials, where y ve Faculty Information Export XLS Faculty Last Nam Kalis Moran BS. Kalis Moran BS. Setup Date/Time	Reset Grid D Reset	Reset Search	Activity Date	T I	xolude Non- rorm Clinical Exception	n Disclosure	T isclose -	Disclosure D	ate			Bio	
Step 15: To add documents	Export XLS Save Layout Cast Nam Faculty Cast Nam Kalle Moran, BS- Kalle Moran, BS- Kalle Moran Setup Date/Time	Adivity T LMS Conf Child 1 Instructions:	erence: Test 4	Activity Date 4/4/2023 y documer	T	val Exception	Nothing to di	isclose -			Reviewer(s)	Ţ		Ţ
Step 15: To add documents	Export XLS Save Layout Cast Nam Faculty Cast Nam Kalle Moran, BS- Kalle Moran, BS- Kalle Moran Setup Date/Time	Adivity T LMS Conf Child 1 Instructions:	erence: Test 4	Activity Date 4/4/2023 y documer	T	val Exception	Nothing to di	isclose -			Reviewer(s)	τ		T
Step 15: To add documents	Faculy Last Nam CHES Setup Date/Time	Adivity T LMS Conf Child 1 Instructions:	erence: Test 4	Activity Date 4/4/2023 y documer	T	val Exception	Nothing to di	isclose -			Reviewer(s)	Ţ		T
Step 15: To add documents	Katte Moran T Katte Moran BS- CHES Moran Setup Date/Time	T LMS Conf Child 1	Verence: Test	4/4/2023 y documer	T	val Exception	Nothing to di	isclose -			Reviewer(s)	Ţ		Ţ
Step 15: To add documents	Kate Moran 85. CHES Moran Setup Date/Time	LMS Conf Child 1	Store any	y documer			04/03/2023	isclose -	4/3/2023	T		T		T
Step 15: To add documents	Setup Date/Time	Child 1	Store any	y documer			04/03/2023	isclose - PDF	4/3/2023					
To add documents	Setup Date/Time	Instructions:			nts rel	ated to the								
To add documents	Date/Time				nts rel	ated to the	activ							
To add documents	Date/Time				nts rel	ated to the	activ							
To add documents		Zip & Down												
Ne	Overview		nload All	Collect	Disclo	sures								
Ne	Overview													
	eeds Assessment & Barriers		- <i>b</i>	- V	IE.	음 🕂 Uplo	ad							
to the	Target Audience													
	Credits & Sessions (1.00)	/assets/nation	nwidechild	drens/activi	ities/3	0049								
event, click	Marketing													
into the	Budget	💼 Dis	sclosures		F	ilename								
'Documents'	Competencies				1.1	Disclosure	95							
tab	Objectives													
	Curriculum													
Then click '+	Faculty (1)				1									
Upload'.	Agenda (1)													
	Tests													
	Evaluation													
	Registrants (0)													
	Activity Roles													
	Publishing													
	Documents													



Step 16:		
For people	Setup	Instructions: The checkboxes below are related to activating various features of the activity along with giving the ability to make the course featured.
	Date/Time	Publishing Options
to register	Overview	Registration Form Active 🛛 Event Active 🔷 Publish Agenda/Syllabus 🗇 Featured 🔷 Internal Only 🔷 Hide from Search Engines 🔷 Show in AP View in AP
for the	Needs Assessment & Barriers	Registration Form Active Revent Active Dublish Agenda/Syllabus Featured Internal Only Hide from Search Engines Show in AP View in AP
event, you	Target Audience Credits & Sessions (1.00)	Update Cancel
need to	Marketing	
	Budget	
make sure	Competencies	
to select	Objectives	
Show in	Curriculum	
	Faculty (1)	
AP.	Tests	
	Evaluation	
This can be	Registrants (0)	
	Activity Roles	
located	Publishing	
within the		
Publishing		
tab		
	Questions	s? Contact us at IPCE@nationwidechildrens.org