

How To: Assign a Basic Evaluation to your Activity





Type in the activity title or CloudCME the activity ID 🔒 Katie. Moran@nationwidechi Activities Manager (1262)
 number if you nationwidechildrens Instructions: Activity Manager allows you to view and edit . have it. Q 🔳 Pa Dashboard 29933 • Hint: CloudCME Enduring Materials Demo 1 (29933) will be able to Abstracts < Activities retrieve your < activity much Content < more quicky with Email Manager the ID number. Exhibitors < Faculty < Safety City - Linden 30046 Once you've Activities Manager (1)
 found the Instructions: Activity Manager allows you to view and edit all activities. To quickly edit an activity, search for the a activity, click on ▼ ■ Parents Only 🔞 Start Date 4/4/2022 Enduring Materials Demo 1 (29933) the **pencil** icon to open it. 🗈 Add 🖹 Export XLS 🛛 📿 Refresh Save Layout 🔡 Reset Grid 🌓 🍎 Reset Sea Activity ID Name Calendar Edit Deactivate T т т т 29933 Enduring Materials 0 Ø Demo 1



On the left hand		
side of the page		
there are a series	S Test Activity 2	2 8/11/2023 - 8/11/2023 , OH UNITED STATES
of tabs.	0	
Select the		
	Setup	Instructions: Most fields on this tab are required. Roll over each field to view a pop u ACCME, ANCC or ACPE. You may also select more than one accreditation type. If the
Evaluation tab to	Date/Time	activity for CE credits, please check the Non-Accredited checkbox.
continue.	Overview	
	Needs Assessment & Barriers	EventID: 31007
	Target Audience	
	Credits & Sessions (1.00)	Activity Name: Test Activity 2
	Marketing	Select all that apply*: Non-Accredited
	Budget	
	Competencies	Type*: Non-Accredited - Courses
	Objectives	
	Curriculum	
	Faculty (0)	FMV \$/Credit Hour: 10
	Agenda (0)	Approval Status:
	Tests Evaluation	
	Registrants (0 - \$0.00)	
From the evaluation tab, click the down arrow to open a drop down with the evaluation options.	Setup Instruction Date/Time Date/Time Overview BH ECHO II Needs Assessment & Barriers Target Audience Credits & Sessions (100) Email Rem Marketing Budget	2023 - 8/11/2023 , OH UNITED STATES As: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click Create Evaluation report for the activity. Basic Evaluation Create Evaluation Form Automated Emails For Incomplete Evaluations Concer Note: The pre-populated option will rarely be the best option.



If you are new to setting these activities up in CloudCME, we recommend selecting 2606 **Template - Basic Evaluation**.

If you would like to include a follow up evaluation on outcomes, we recommend 8 Template – **Evaluation** (Basic/ **Commitment to** Change).

For more guidance on which evaluation would be best for your activity, reach out to our team.

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Setup Date/Time Needs Assessm Tar Credits & !

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Instructions: To set-up an evaluation for an activity, select an evaluation template the evaluation report for the activity.

Overview	BH ECHO Basic Evaluation 🔹		Create Evaluation Form
s Assessment & Barriers	Form ID	Form Name	
Target Audience	3597	BH ECHO Basic Evaluation	*
Credits & Sessions (1.00)	3084	Template - Evaluation (Multi-day Overall Basic)	
Marketing	2801	TEMPLATE - CE General Program Evaluation	
Budget	2606	Basic Evaluation	
Competencies	2546	Template - Attestation Only Evaluation	
Objectives	1314	Template - EMS Program Evaluation	
Objectives	760	2020 PGR Evaluation Template	
Curriculum	526	Template - BH Evaluation	
Faculty (0)	10	Template - Evaluation (Multi-day Overall/Commit to Change)	
Agenda (0)	8	Template - Evaluation (Basic/Commit to Change)	
Tests	7	Template - Evaluation (50 Faculty/20	
Evaluation		Objectives/Commit)	-
Registrants (0 - \$0.00)			

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Once you've selected the evaluation you wish to attach, select Create Evaluation Form. This customizes	Instructions: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click Create Evaluation Form . Basic Evaluation
the template and saves it as a new form in CloudCME.	submitted may lead to data loss.
Once the evaluation has been set up, you will be able to see the form #.	Instructions: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click Create Evaluation Form . I the evaluation report for the activity. Evaluation Form ID <u>6325 - 'Test Activity 2 Event Evaluation'</u> is setup. Total submissions: 0 Is the Evaluation Required for All Participants? Yes
As submissions come in, you can view them here in Activity Manager.	By default, evaluations are required of all participants for a certificate to be issued. If your event is for credit, we recommend leaving this in place.



Optional: Automated Reminders You can set up reminder emails to be sent to participants who haven't completed the evaluation yet.		
Simply click the checkbox, and some additional options will appear. Select the desired frequency and an end date.	Email Reminder Setup: Drable Automated Emails For Incomplete Evaluations Update Cancel Email Reminder Setup:	
We recommend ending reminders after two occurrences.	Image: Second state in the second	
Then, click the Update button, and your preferences will update.	○ No end date	
Still have questions?	Contact our team at IPCE@nationwidechildrens.org	