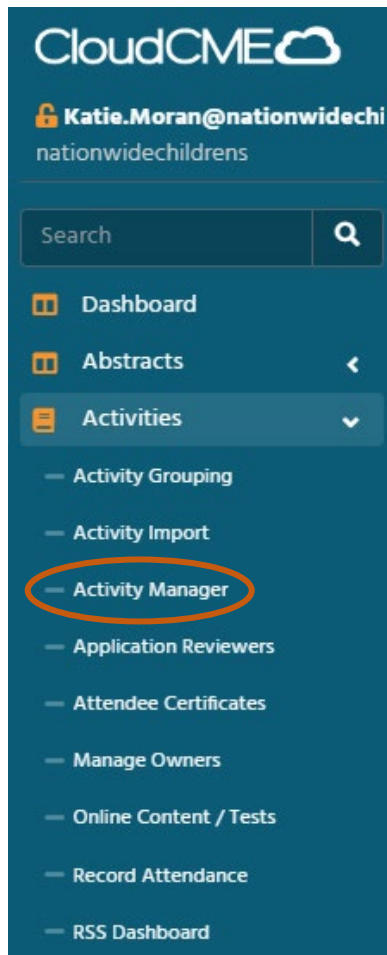


## How To: Assign a Basic Evaluation to your Activity

This guide walks users through how to add a basic evaluation that will fulfill most evaluation requirements.

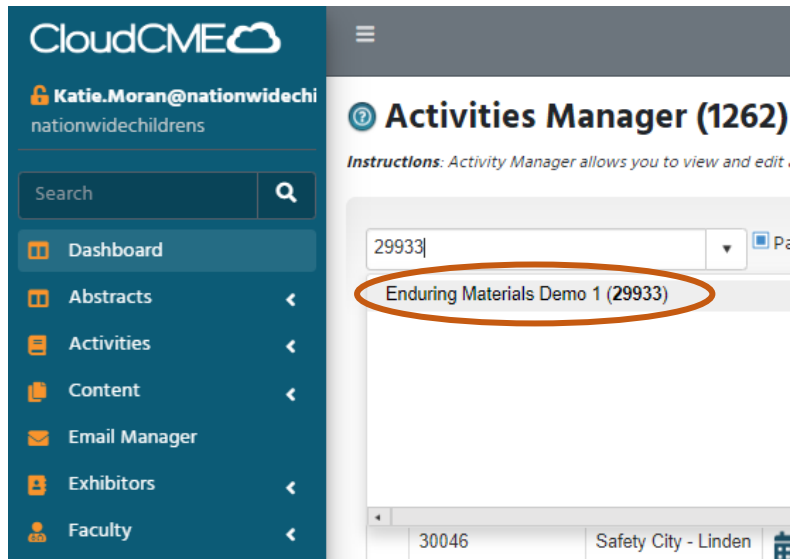
From the administrative dashboard, click on **Activity Manger**.



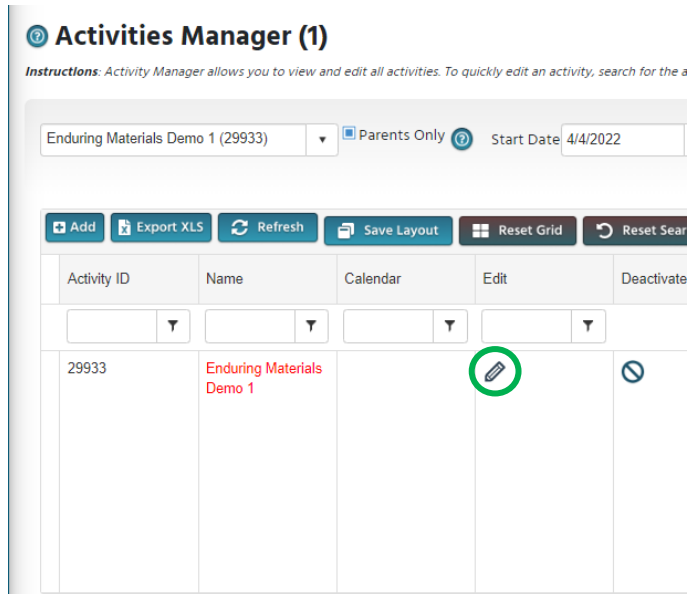
Type in the activity title or the activity ID number if you have it.

Hint: CloudCME will be able to retrieve your activity much more quickly with the ID number.



Once you've found the activity, click on the **pencil** icon to open it.



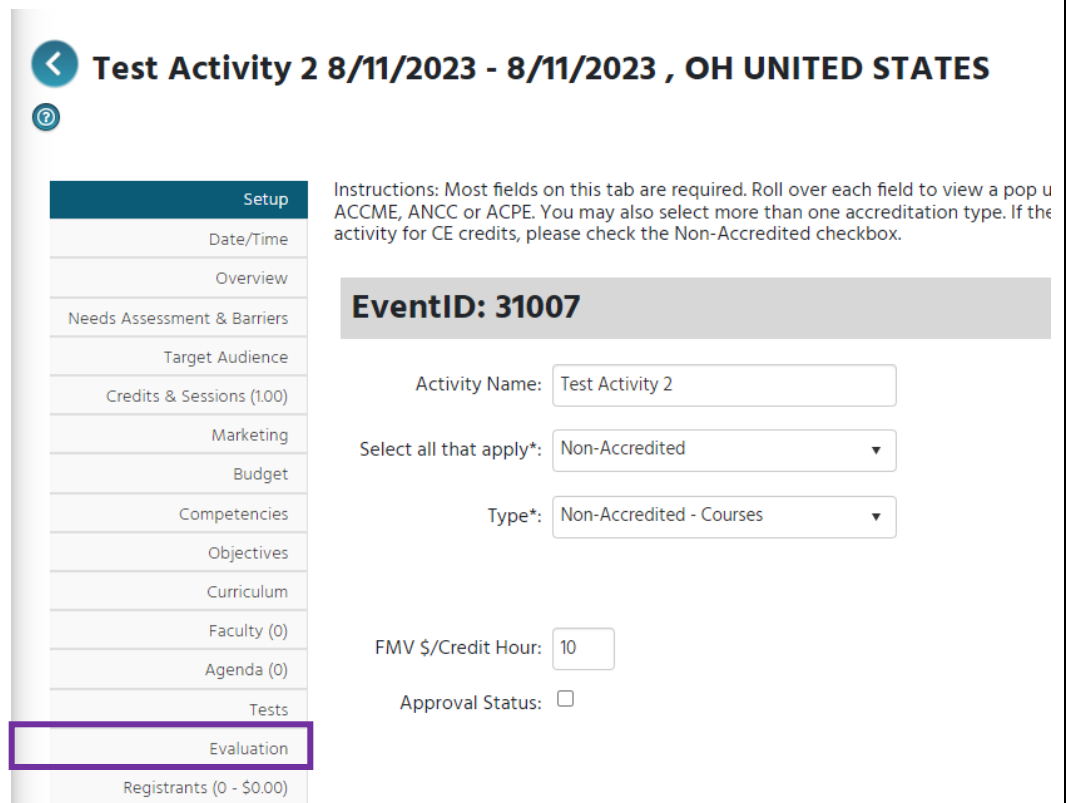
The screenshot shows the CloudCME interface. On the left is a navigation menu with options: Dashboard, Abstracts, Activities, Content, Email Manager, Exhibitors, and Faculty. The main area is titled "Activities Manager (1262)". Below the title is a search bar containing "29933" and a dropdown menu showing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



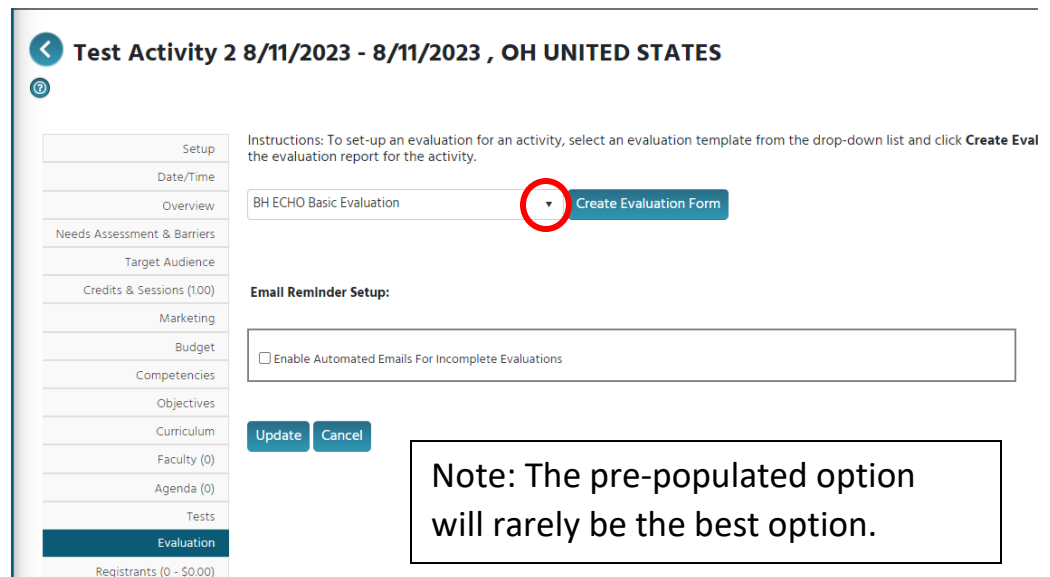
The screenshot shows the "Activities Manager (1)" page. At the top, it displays "Enduring Materials Demo 1 (29933)" and "Parents Only" with a "Start Date" of "4/4/2022". Below this are several action buttons: Add, Export XLS, Refresh, Save Layout, Reset Grid, and Reset Search. A table lists the activity details:

Activity ID	Name	Calendar	Edit	Deactivate
29933	Enduring Materials Demo 1			

On the left hand side of the page there are a series of tabs. Select the **Evaluation** tab to continue.



From the evaluation tab, click the **down arrow** to open a drop down with the evaluation options.



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.

**Test Activity 2 8/11/2023 - 8/11/2023 , OH UNITED STATES**

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

BH ECHO Basic Evaluation Create Evaluation Form

Form ID	Form Name
3597	BH ECHO Basic Evaluation
3084	Template - Evaluation (Multi-day Overall Basic)
2801	TEMPLATE - CE General Program Evaluation
2606	Basic Evaluation
2546	Template - Attestation Only Evaluation
1314	Template - EMS Program Evaluation
760	2020 PGR Evaluation Template
526	Template - BH Evaluation
10	Template - Evaluation (Multi-day Overall/Commit to Change)
8	Template - Evaluation (Basic/Commit to Change)
7	Template - Evaluation (50 Faculty/20 Objectives/Commit)

Registrants (0 - \$0.00)

**Test Activity 2 8/11/2023 - 8/11/2023 , OH UNITED STATES**

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10	Template - Evaluation (Multi-day Overall/Commit to Change)
8	Template - Evaluation (Basic/Commit to Change)
7	Template - Evaluation (50 Faculty/20 Objectives/Commit)

Registrants (0 - \$0.00)

Once you've selected the evaluation you wish to attach, select **Create Evaluation Form**.

This customizes the template and saves it as a new form in CloudCME.

Instructions: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click **Create Evaluation Form**. the evaluation report for the activity.

Basic Evaluation

Please double-check your work, making changes once evaluations have been submitted may lead to data loss.

Once the evaluation has been set up, you will be able to see the form #.

As submissions come in, you can view them here in Activity Manager.

Instructions: To set-up an evaluation for an activity, select an evaluation template from the drop-down list and click **Create Evaluation Form**. the evaluation report for the activity.

Evaluation Form ID [6325 - 'Test Activity 2 Event Evaluation'](#) is setup. Total submissions: 0

Is the Evaluation Required for All Participants?

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.

We recommend ending reminders after two occurrences.

Then, click the **Update** button, and your preferences will update.

**Email Reminder Setup:**

Enable Automated Emails For Incomplete Evaluations

**Update** **Cancel**

**Email Reminder Setup:**

Enable Automated Emails For Incomplete Evaluations

Hourly  
 Daily  
 Weekly  
 Monthly  
 Yearly

Every 1 day(s)  
 Every weekday

No end date  
 End after 2 occurrences  
 End by 8/14/2023

**Update** **Cancel**

**Still have questions?**

Contact our team at [IPCE@nationwidechildrens.org](mailto:IPCE@nationwidechildrens.org)