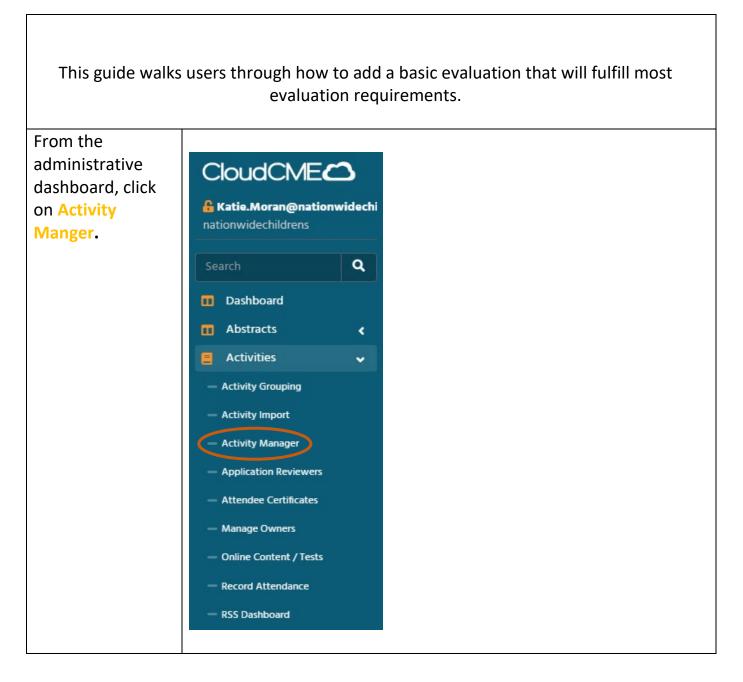


How To: Assign a Basic Evaluation to your Activity





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) | | | |

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

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|------|-----------------------------|
| t | Setup |
| | Date/Time |
| | Overview |
| I | Needs Assessment & Barriers |
| | Target Audience |
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| | Registrants (0 - \$0.00) |

nstructions: To set-up an evaluation for an activity, select an evaluation temple he evaluation report for the activity.

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| | ation | | Objectives/Commit) | Ŧ |
| 50.00) | (00.00 | | | |



| 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 | |