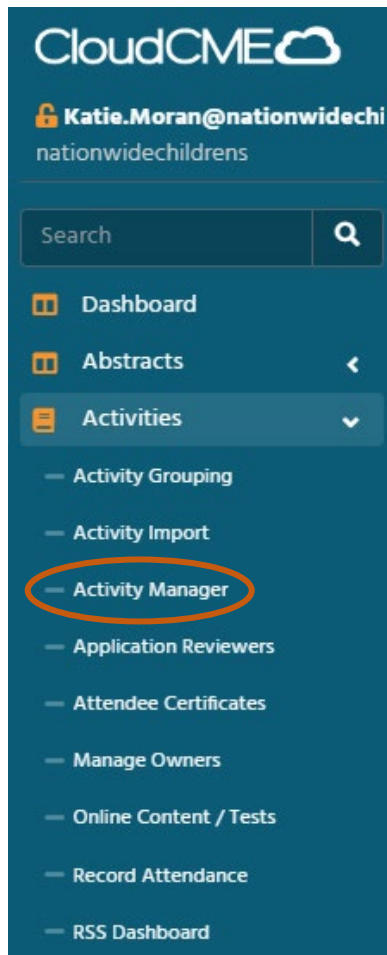# How To: Assign a Basic Evaluation to your Activity

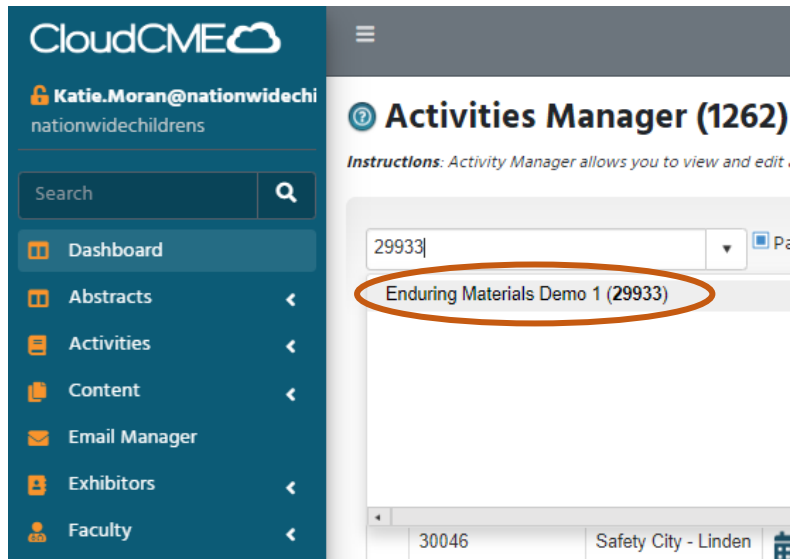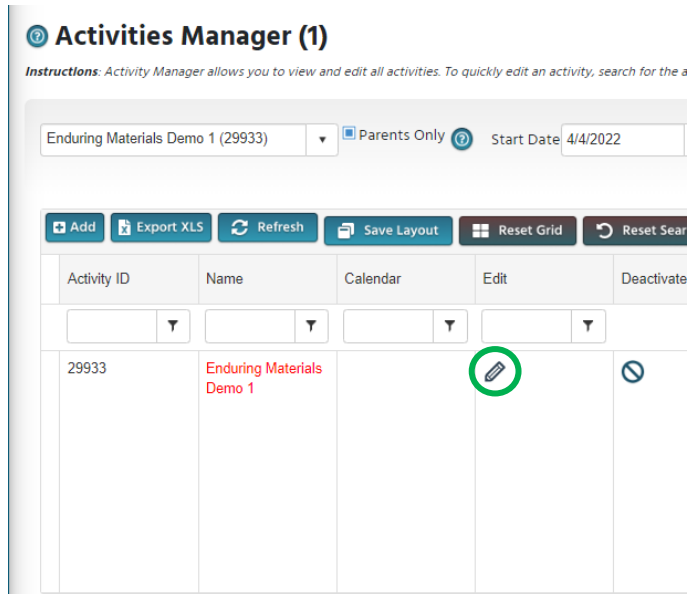|	
	This guide walks users through how to add a basic evaluation that will fulfill most evaluation requirements.
From the administrative dashboard, click on **Activity Manger**.	

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 quicky with the ID number.

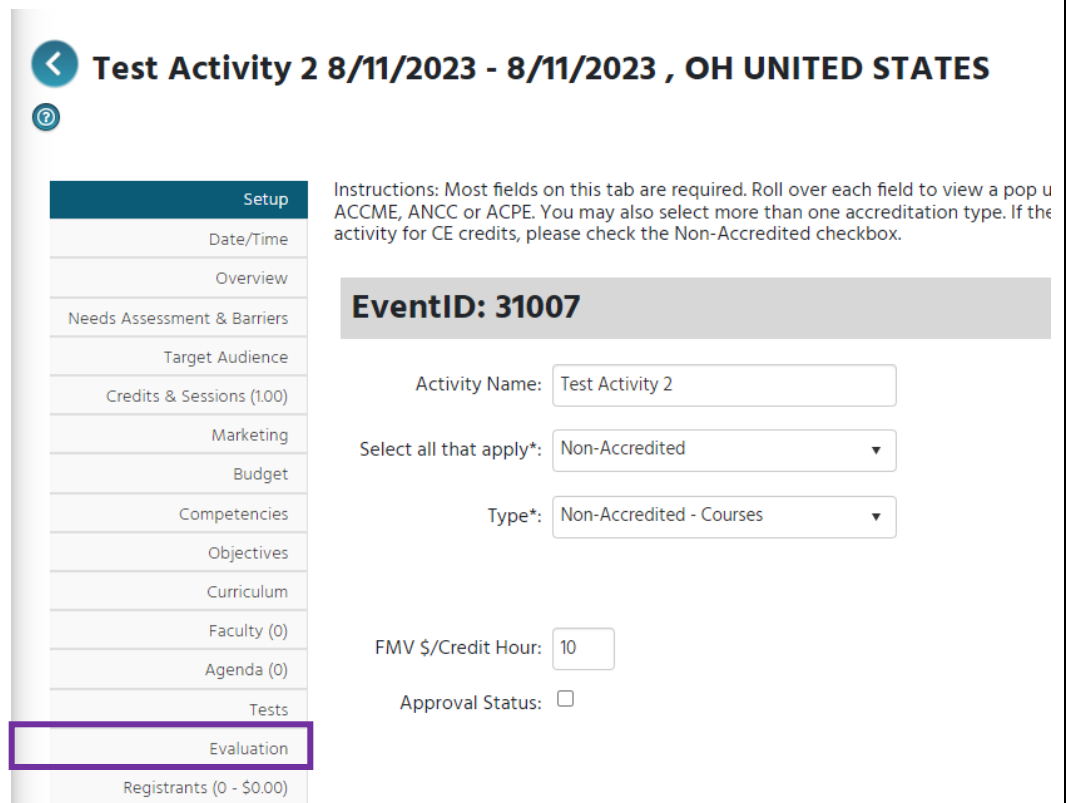Once you've found the activity, click on the **pencil** icon to open it.

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.	 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.

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 ▾ Create Evaluation Form 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? Yes ▾ 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 ● Every 1 day(s) ● Daily ○ Weekly ○ Every weekday ○ Monthly ○ Yearly ○ No end date ● End after 2 occurrences ○ End by 8/14/2023 Update Cancel
Still have questions?	**Contact our team at IPCE@nationwidechildrens.org**