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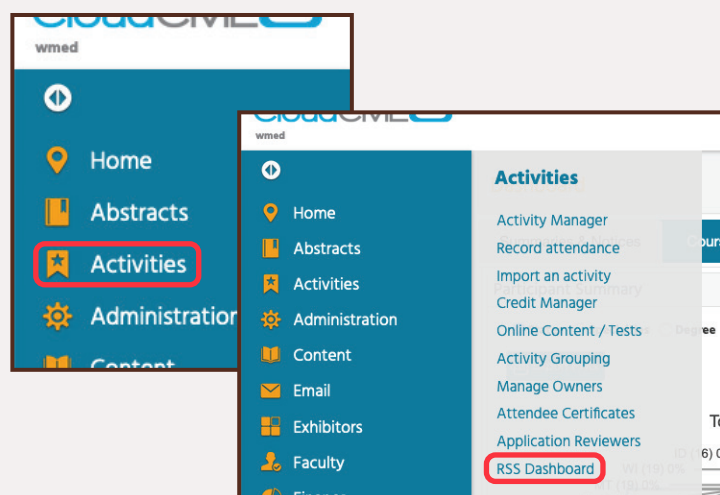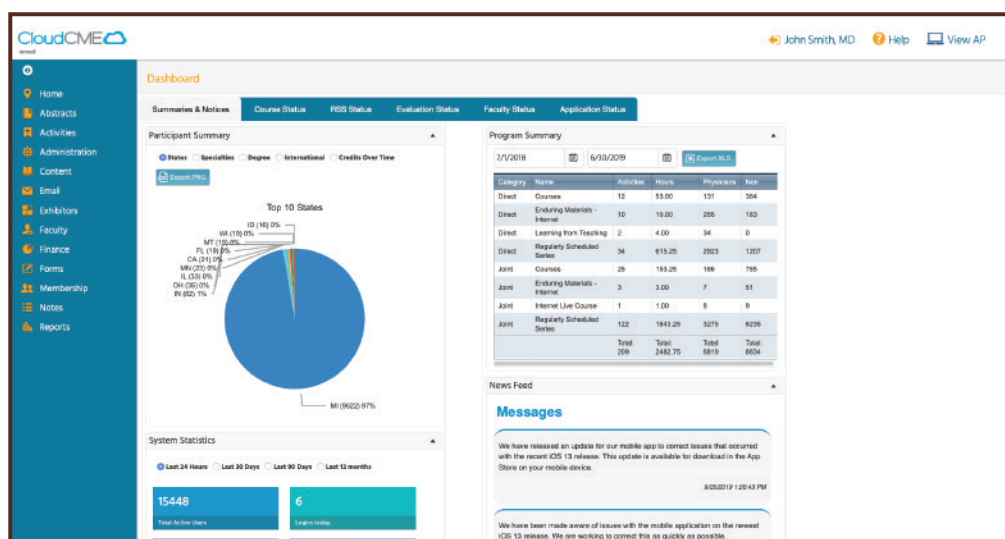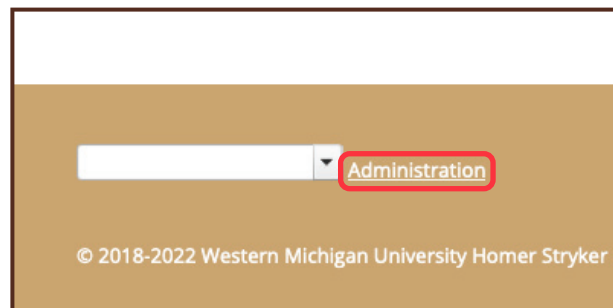
Navigating To The RSS Dashboard

First, go to the **WMed CE Portal (wmed.cloud-cme.com)** and sign in. Then, scroll to the bottom of the home page – you'll see a small drop-down box in the lower left corner of the page, with a link to the right that says **Administration.** Click this and you'll be taken to the **Cloud CME admin website.**

To find the **RSS Dashboard,** click **Activities** in the navigation bar to the left of the page, and in the menu that pops out, click **RSS Dashboard.** Please note that your navigation menu may not look the same as the one shown here.

Finding Activities on the RSS Dashboard

Let's go over some of the **filtering tools** available on the RSS Dashboard.

❶ To find a single activity, type the **activity title** or **code** in the box at the top of the page. You can use the checkboxes to the right to show all activities that match your search or parent activities only.

❷ If the activity doesn't appear, you may need to adjust the **date range.** By default, this is set to search one month in advance. Click the **calendar** buttons in each box and use the menu that pops up to adjust the date range. You can also use the buttons to the left to automatically adjust the range to one day, week, or month in advance.

❸ Depending on the approval status of the activity, you will also need to change the **Status** filter. By default, this is set to **Incomplete.** Click the drop-down box and choose the status that best matches your activity (See **Page 3**).

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Working With Activities in the RSS Dashboard
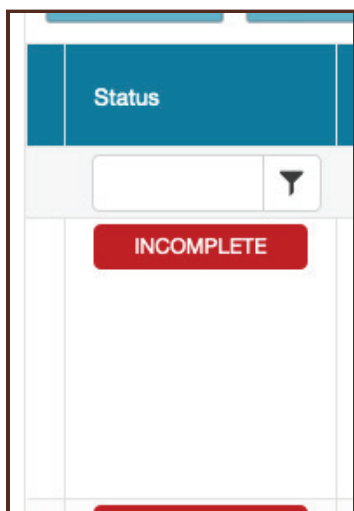
Now that you have search results, let's look at some of the columns that contain important information. The first column to the left is the **Status** column, which shows the activity's approval status.

INCOMPLETE — The activity has no faculty or a faculty member with no disclosure (see **Page 6**).

IN REVIEW — The activity has a faculty member with a positive disclosure (see **Page 6**).

PENDING — The activity is being reviewed for approval by the CE Office.

APPROVED — The activity has been approved.

Next is the **ID** column. This shows the activity codes for the **parent** activity, which represents the entire series, and the **child,** which is a single session in the series.

The third column is **Series,** which is the title of the entire series to which the activity belongs.

ID	Series
Parent: 14475 Child ID:15087	2019 Topics in Psychiatric Nursing

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Working With Activities in the RSS Dashboard (contd.)

Next is the **Topic** column, which is the title of the individual activity. This column contains several links which can be used to manage the activity.

Click the **title** to open the **RSS Activity Editor.** On this screen, you can adjust details about the activity such as the title and location. You must also add **objectives.** Please see our other **tutorial** on writing **gaps, needs, objectives, and outcomes** for help with this section.

Topic

2019 Topics in Psychiatric Nursing - 10/1/2019

RSS Activity Editor

Instructions: Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking the + in the objectives grid. Check of specialities as they apply. When finished, click Save.

Name: 2019 Topics in Psychiatric Nursing - 10/1/2019

Location:

Date/Time: 10/1/2019 8:00 AM   to   10/1/2019 9:00 AM

Allow Texting Minutes Prior: 60   **Allow Texting Minutes After:** 720

ACCME Objectives

Objective 1: Staff will have increased knowledge related to clinical practice to optimize patient outcomes.

Objective 2:

**Objective 3:**

Upload a file for this activity: Select

⚠️ **Please do not alter the date/time or time to text activity codes. If you need to make changes, please contact the CE Office by email.**

Check off the target audience for this RSS session.

|			
Academic/Research	Dentist - Oral Pathology	Hospitalist	Otolaryngology
Anesthesiology	Dentist - Oral Radiology	Infectious Diseases	Pain Medicine
Cardiovascular Disease	Dentist - Orthodontics	Internal Medicine	Pathology
Coroner	Dentist - Pediatric Dentistry	Law Enforcement	Pediatrics
Critical Care Medicine	Dentist - Periodontics	Medical Examiner	Pharmacist
Dental Assistant	Dentist - Prosthodontics	Medical Examiner Investigator	Physical Therapy
Dental Hygienist	Dentist Oral & Maxillofacial Surgery	Nephrology	Physician Assistant
Dental Researcher/Scientist	Dermatology	Neurology	Psychiatry
Dental Resident	Diagnostic Radiology	Neurosurgery	Psychology
Dental Resident - AEGD	Emergency Medicine	Nuclear Radiology	Public Health
Dental Resident - Endodontics	EMS	Nurse Anesthetist	Pulmonary Disease
Dental Resident - OMFS	Endocrinology	Nurse Practitioner	Radiologic Tech
Dental Resident - Orthodontics	Family Practice	✓ Nursing	Radiology
Dental Resident - Pediatric Dentistry	Gastroenterology	Nutrition	Registered Dietician
Dental Resident - Periodontics	General Practice	Obstetrics	Rheumatology
Dental/Dental Hygiene Student	General Surgery	Occupational Therapy	Social Work
Dentist	Geriatric Medicine	Oncology	Speech Language Pathology
Dentist - Endodontics	Gynecology	Ophthalmology	Surgical Specialties
Dentist - General Dentistry	Hematology	Optometry	Urology
Dentist - Oral Medicine	Hepatology	Orthopedic Surgery	Vascular Surgery

💾 Save

RSSWizard.aspx?EventID=15087

Then, check the boxes in the section below to specify the activity's **target audiences.** When you're finished making changes, be sure to scroll to the bottom of the editor and click the **Save** button.

💾 Save
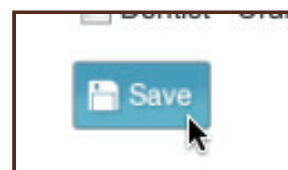
### Working With Activities in the RSS Dashboard (contd.)
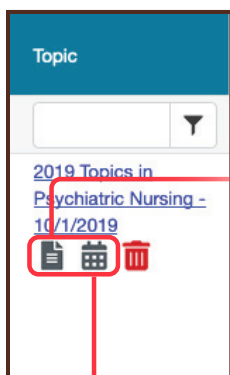
Back in the **Topic** column, there are a few more buttons under the activity title.

Click the **Handout** button to view the **disclosure to learners.** This handout contains the activity code and must be displayed during the activity. **Do not** print the handout until the activity is approved.

If you need to add additional dates to the series, click the **Calendar** button. On the next screen, double-click on any date in the calendar to add an activity. A small box will pop up with a field to enter the activity title. Enter the title and click the **Options** button in the lower right.
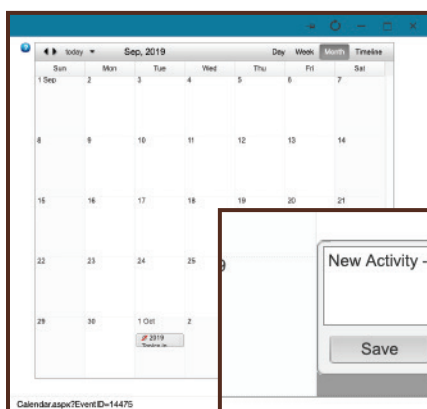
On the next menu, specify the start and end dates for the activity. If it's not applicable, uncheck the **All day** box and two drop-down boxes that let you specify the start and end times will appear. When finished, click **Save.**

⚠ Please do not use the Recurrence check box.
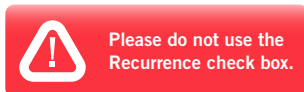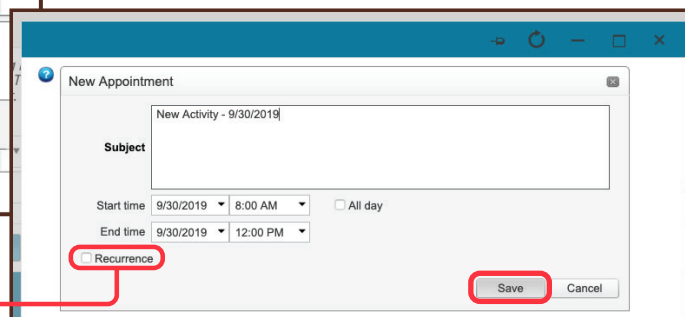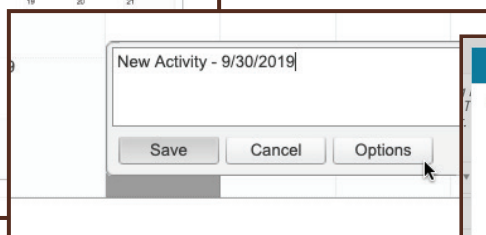
Back on the calendar, click the **X** in the upper right corner of the calendar to return to the RSS Dashboard.

You should ignore the **Trash** button. If you need to cancel a session, please contact the **CE Office** by email.

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Working With Activities in the RSS Dashboard (contd.)

The next three columns – **Date, Location,** and **Department** – show basic information about the activity.

Date	Location	Department
Tuesday, October 1, 2019 8:00:00 AM - 12:00:00 PM	WMed Upjohn Campus	Biostatistics & Epidemiology

The **Faculty** column shows all faculty currently involved in the activity, including speakers and presenters. Before doing anything else in this column, make sure the **Email Faculty** box is checked, so that faculty members are updated on changes made to the activity.

Next to each faculty member's name are buttons to email the faculty member, or remove them from the activity. Below the names, you'll find a box you can use to add faculty. Click in the box and type the faculty member's **last name** to search, then click on the name when it appears below. Click the **+** button next to the box to add the faculty member.

! Please **do not** add faculty to the activity until you can account for all faculty members involved. Also, please make sure a faculty member is not listed in our database before contacting the CE Office to add them.

The next column, **Disclosure,** shows the status of each faculty member's financial disclosure. Depending on whether the faculty member listed a **conflict of interest (COI)** on their disclosure, this will show either the details of their COI (see **Page 7**), or "Nothing to disclose."

Disclosures expire one calendar year after the last submission date. If the disclosure expires before the activity date, the faculty member will need to submit a new one as soon as possible.

If the faculty member does not have a disclosure on file, their name will appear with a **warning icon** and "NO DISCLOSURE." The faculty member will receive an email reminder to complete a disclosure, along with instructions.

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Working With Activities in the RSS Dashboard (contd.)

In the event that a faculty member does have a COI to disclose, the **Upload Presentation** column will allow you to upload a copy of their **presentation** for review.

Click the **upload** button. A disclaimer will pop up, which requires you to confirm that the presentation does not contain any **Protected Health Information (PHI)** under **HIPAA.** Check the box to confirm and click **Continue.**

On the next screen, carefully read the guidelines for uploading the presentation file, and then click **Select** to locate the file on your computer or other storage. You can also include an **Optional Note.** Click **Process File** to upload the presentation and return to the RSS Dashboard.

The next columns show the **Objectives** and intended **Audience** that you specified in the **RSS Activity Editor (Page 4).**

Child activities must be added at least **2 weeks** before the activity date. If any changes to the activity are needed within 1 week of the activity date, please email the **CE Office** immediately.