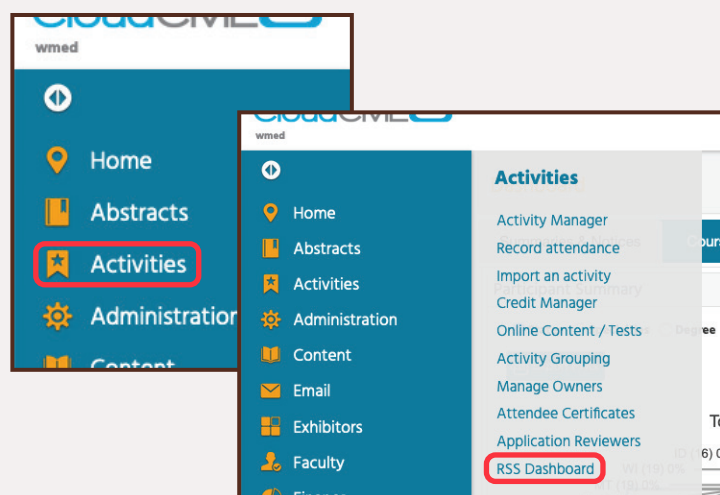
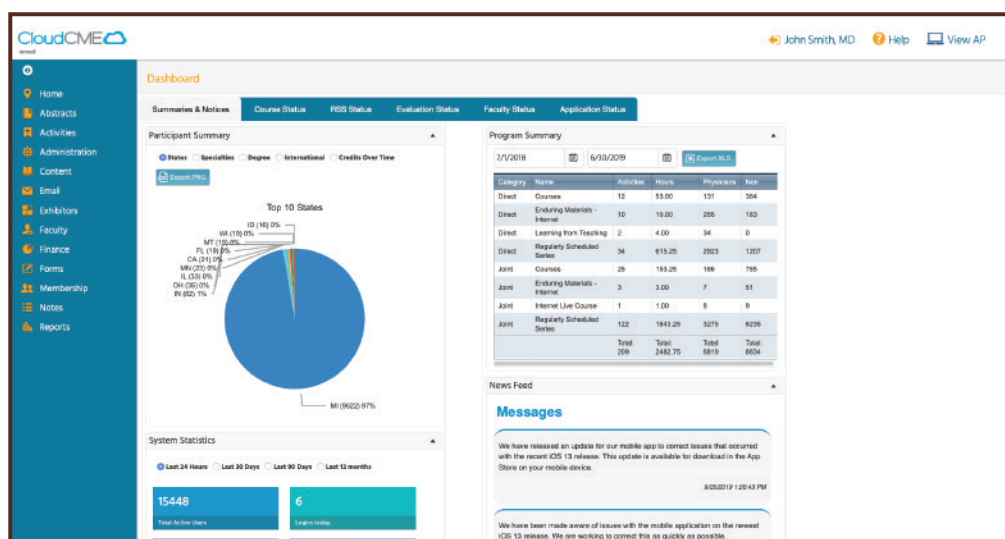
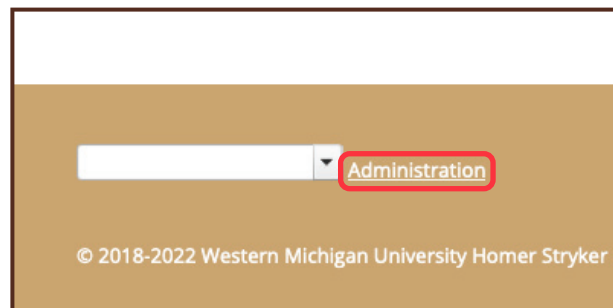


Managing Activities in the RSS Dashboard

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.

RSS Dashboard

Instructions: This screen shows upcoming RSS. If faculty or disclosures are missing the activity is considered incomplete, cannot be approved and credit cannot be awarded. You can edit the activity by clicking its name. To assign faculty, enter a lastname and select a user from the dropdown, then click Add. If no disclosure is on file, the faculty member will be contacted by email to complete it. Use the date selectors if you need to view a different time frame.

1 [Search Bar] ☐ All ☐ Parents Only

2 ☐ Day ☐ Week ☒ Month 9/30/2019 10/30/2019

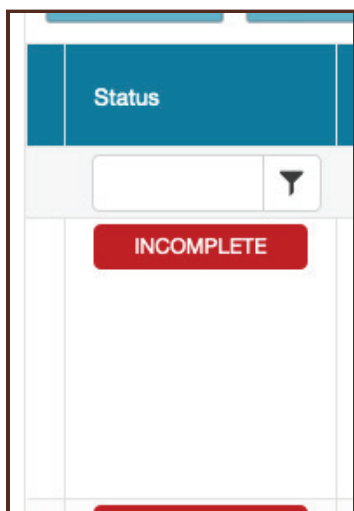
3 Status: Incomplete

Export XLS Save Layout Reset

Status	ID	Series	Topic	Date	Location	Department	Faculty	Disclosures
INCOMPLETE	Parent: 14475 Child ID:15087	2019 Topics in Psychiatric Nursing	2019 Topics in Psychiatric Nursing - 10/1/2019	Tuesday, October 1, 2019 8:00:00 AM - 9:00:00 AM	Various		<input type="text"/> Email Faculty: <input type="checkbox"/>	NO DISCLOSURE
INCOMPLETE	Parent: 15730	FIMB Educational	FIMB Educational	Tuesday, October 1	WMed Uniohn	Biostatistics 8		

- 1 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.
- 2 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.
- 3 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**).

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
<input type="text"/> 	<input type="text"/> 
Parent: 14475 Child ID:15087	2019 Topics in Psychiatric Nursing

Managing Activities in the RSS Dashboard

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.



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 specialties as they apply. When finished, click Save.

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

Location: [Dropdown]

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: [Text Box]

Objective 3: [Text Box]

Upload a file for this activity: [Select]

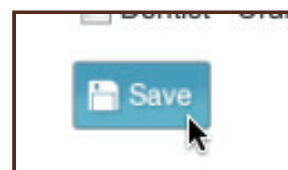
Check off the target audience for this RSS session.

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

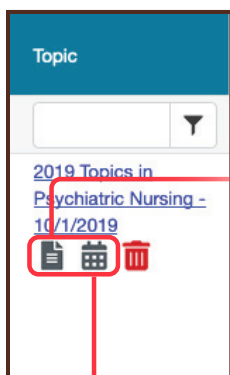
Save

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.



Working With Activities in the RSS Dashboard (contd.)



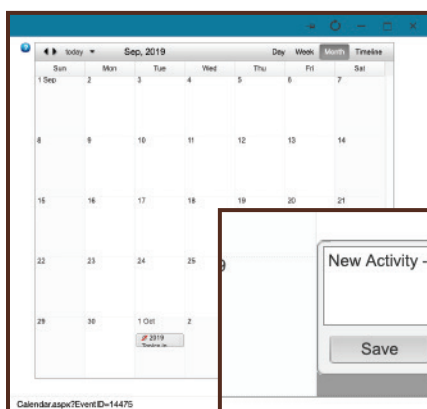
Back in the **Topic** column, there are a few more buttons under the activity title.



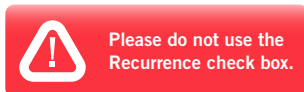
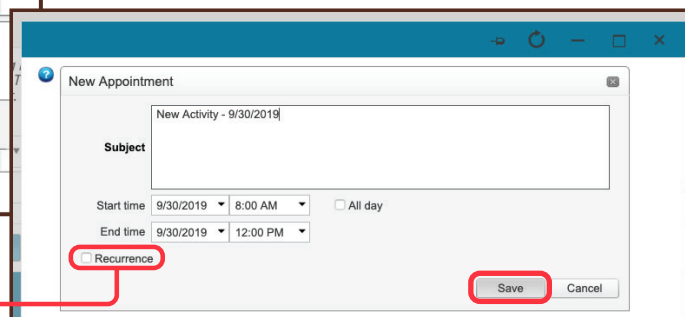
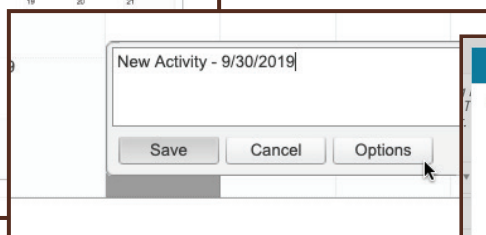
Click the **Handout** button to view the **disclosure to learners**. This handout contains the activity code and must be displayed during the activity. **Do not** print the handout until the activity is approved.



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**.



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.

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


Faculty

[Ross Driscoll, MD](#)
[Ricardo L. De Castro](#)
[Neiberg Lima, MD](#)
[Thomas Melgar, MD](#)

☒ Email Faculty

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.

Disclosure

Ross Driscoll, MD:
 Nothing to disclose -
 Disclosure
 Submitted:
 9/10/2019

 Ricardo L. De Castro - NO DISCLOSURE

Working With Activities in the RSS Dashboard (contd.)

Upload Presentation

Leonard A
Mattano, MD
[NO FILE
UPLOADED]

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**.

Upload Video

Attestation – NO Protected Health Information (PHI)

Under Federal law and the CloudCME® license agreement, you cannot send, transmit, upload or otherwise disclose any "protected health information" under HIPAA (PHI). By uploading a presentation to the CloudCME platform, you attest that the file has been thoroughly reviewed and contains no PHI. HIPAA fines may be imposed up to \$1.5M for identical violations during a calendar year. If you are unsure what to do, discuss this with your CME department manager. For detailed information on HIPAA and the rules, click here.

☒ By checking this box, you attest that the presentation has been reviewed and contains no PHI.

Upload Video

Upload PowerPoint/PDF/Video

Instructions: If you have a faculty PowerPoint, PDF, video (AVI/MP4), or audio (MP3) for the selected presentation, you may upload it here. Please ensure your filename DOES NOT contain spaces or special characters. Filenames must be less than 100 characters long. Videos must be less than 4GB.

Once you select your file, it will automatically begin uploading and a progress bar will display. DO NOT close this window or navigate away during the upload process. Depending on the size of the file, upload times will vary. When the file has completely uploaded, the 'Process File' button will become active for you to click and save the file.

Note: If you upload a PowerPoint file, it will be converted to PDF format for use in the Syllabus.

☒ presentation.pdf

Optional Note:

../faculty/UploadAVFiles.aspx?eventid=14924&userid=10330&rss=1

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.

Objectives	Audience
<input type="text"/> <input type="button" value="Filter"/>	<input type="text"/> <input type="button" value="Filter"/>
1 Staff will have increased knowledge related to clinical practice to optimize patient outcomes.	Nursing

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.