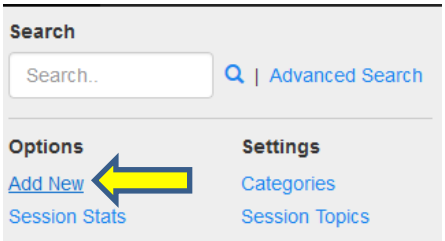
Creating a Session(s) for a Live Activity

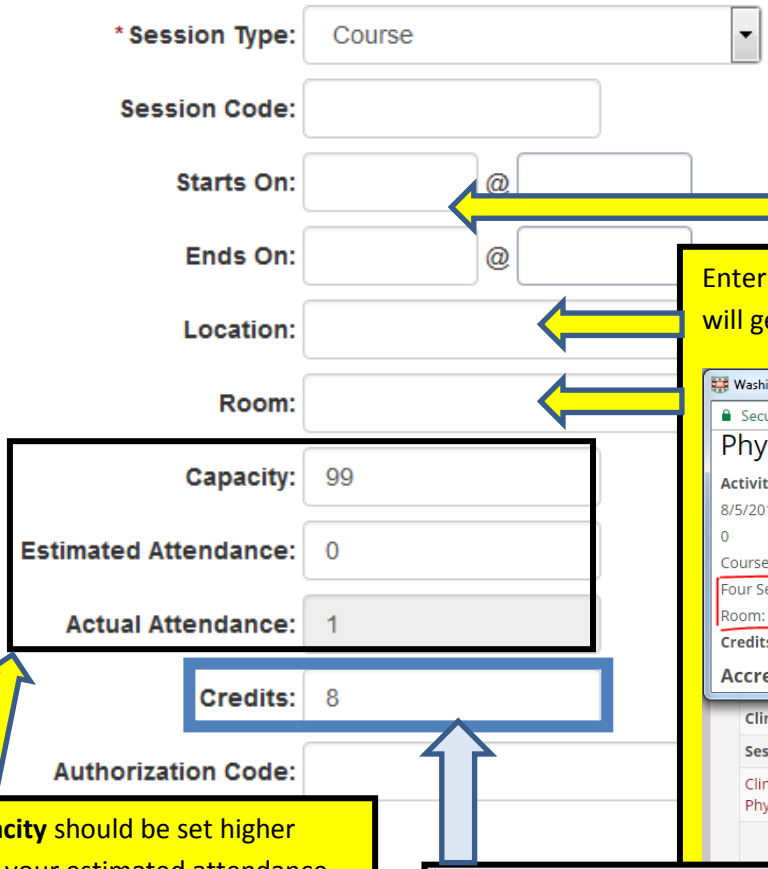
Note: If Activity and Session were created from the Application. You will not need to "Add New" Session, skip to step 3.

TWO ways you can create a new Session under your Activity.

1. Select your Activity from the switch and then go to **Sessions > Add New**

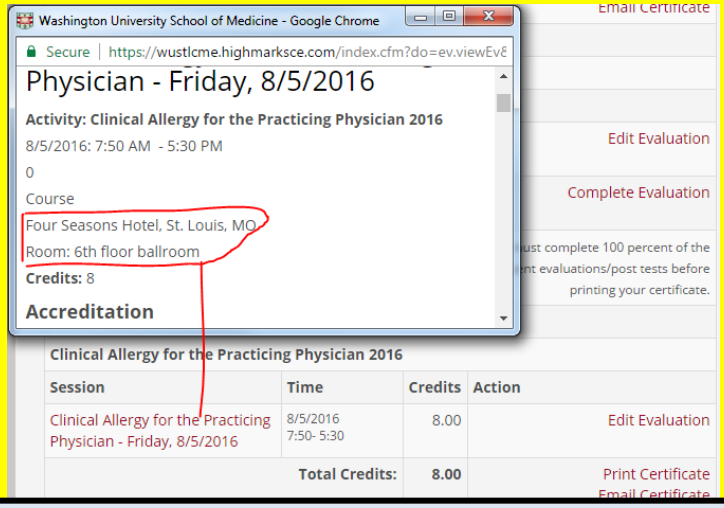


2. **OR** go to **Sessions > Add New** and then select your Activity from the drop down
3. Open your Session,
   a) For ONE day courses your title should be the same as the activity title
   b) For TWO day courses your title should be the same as the activity title WITH the day of the week at the end (i.e. – Friday)
4. Session Type: **Course**



Your **dates and times** should match the agenda of the course that day. Dates HAVE to be within your Activity date range also or you'll receive an error.

Enter your **location and room**. These are not required, but it will get displayed on the website here:



Capacity should be set higher than your estimated attendance.

Estimated attendance is for your own notes, it can be left blank.

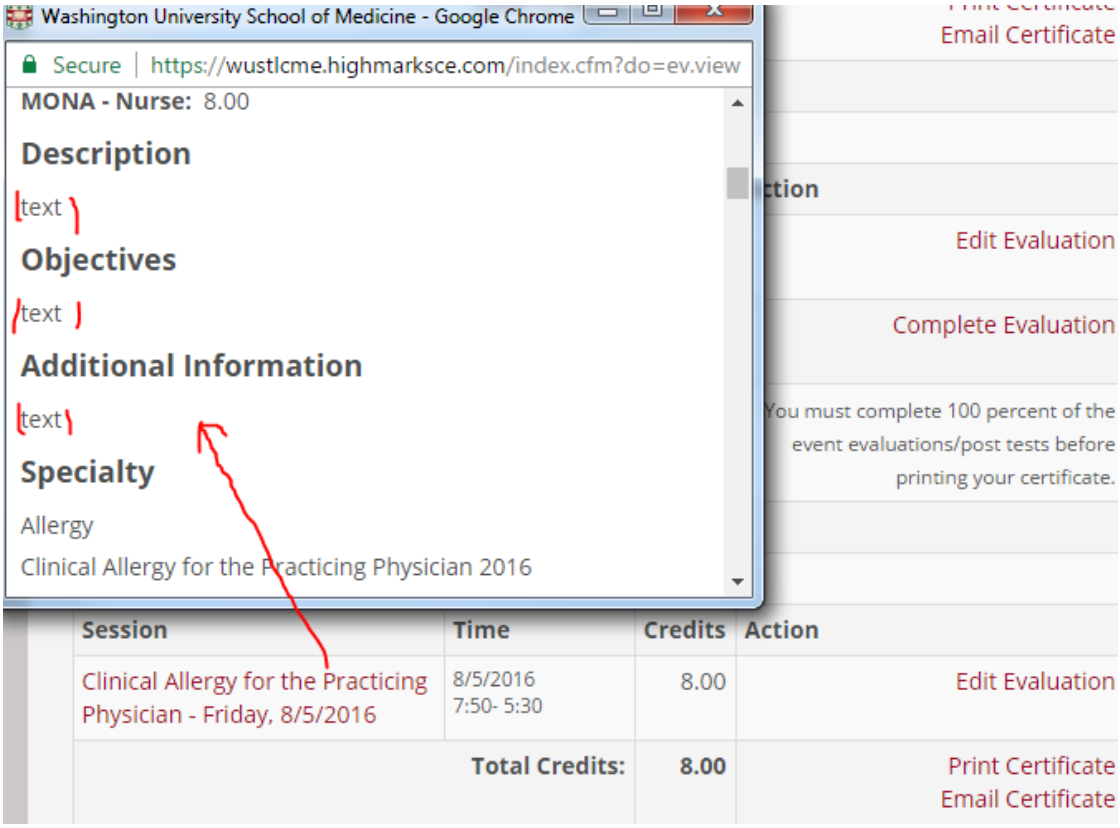
Actual Attendance will be system generated after checking people in.

For **ONE** day courses: this is the maximum amount of credit awarded for the course. This is credit awarded and displayed on the transcript.

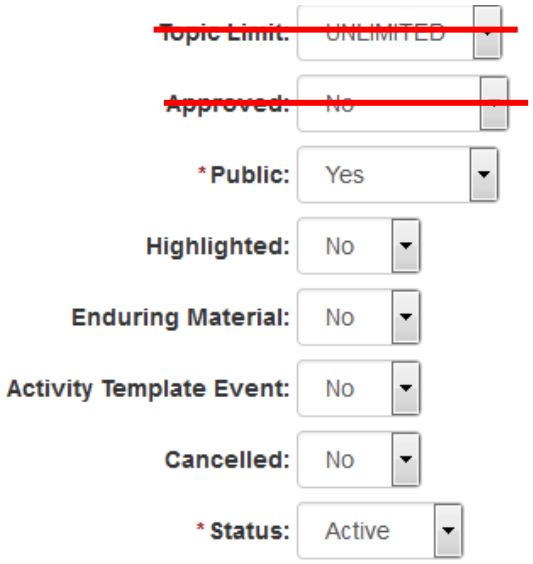
For **TWO** day courses: this is the maximum amount of credit awarded for that DAY of the activity ONLY. This is credit awarded and displayed on the transcript.

If credit amounts vary between credit types, see the **Manage Accreditations** page

5. Open field boxes **Description** through **Sponsor** can be left blank. However, information that does map over or get entered here will also display on the website as seen below:



6. Contact information can be used for your own notes or left blank
7. Pre-Test and Post-Test are for Internet Enduring Material only, leave blank for Live Courses
8. Evaluation Form is for TWO day courses only.
    a. All Days EXCEPT the last day, select **Speaker Evaluation**
    b. Last Day, select **Live Course Evaluation**



Public = set to "Yes"

Highlighted = leave as "No"

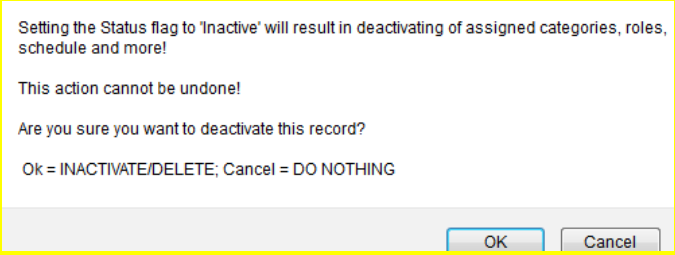
Enduring Material = No

Activity Template Event = used for Co-plan series or Rounds so outside coordinators can duplicate for their own sessions.

Cancelled = used for Rounds or Co-plans that get cancelled.

Status = leave as Active

Selecting Inactive and saving will DEACTIVATE ALL items involved with that session as shown below.



Preview URL

Preview of Session information

Claim Attendance URL

Used for Rounds and Co-plans only.

Self-checkin for claiming credit.

Preview Url: https://wustlcme.highmarksce.com/index.cfm?do=ev.viewEv&ev=30240

Preview Url | View QR Code

Claim Attendance Url https://wustlcme.highmarksce.com/index.cfm?do=ip.claimCreditApp&eventID=30240

Claim Attendance Url | View QR Code

Attendee Check-In Url https://wustlcme.highmarksce.com/index.cfm?do=ev.claimCreditAdmin&eventID=30240

Attendee Check-In Url | View QR Code

Attendee Check-In URL

Used for Live Courses. To check attendees in and **award their credit** and **gain access to the Evaluation**
Note: Credit can be changed after check-in

First Name	Last Name	Company	Email	Action
Timothy	Young	WashU	youngt@wusm.wustl.edu	Checked In
Toby	Young		tychaos@gmail.com	Check In
Samuel	Young		pflegs16@gmail.com	Checked In

Add a user to attendance

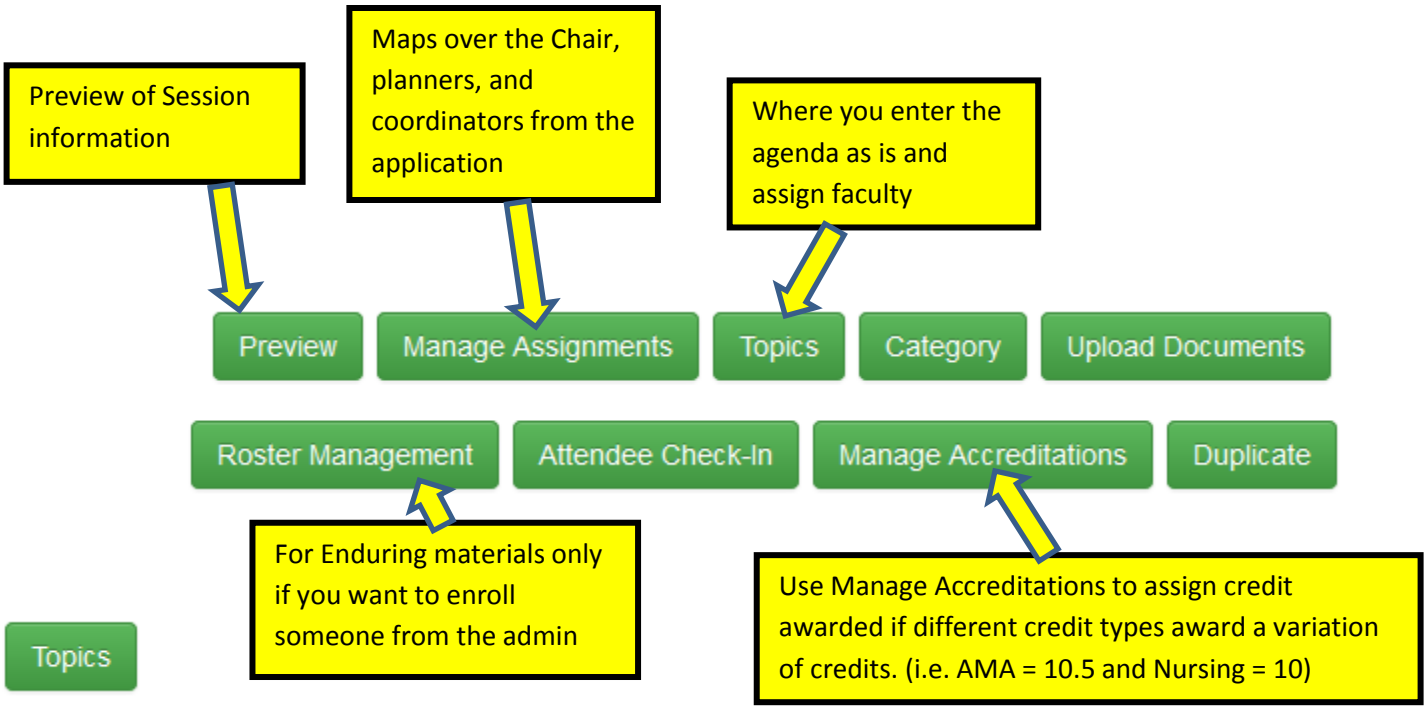
Remove Credit
Edit Partial Credit

Once a person is checked in, their awarded credit and gain access to the evaluation.

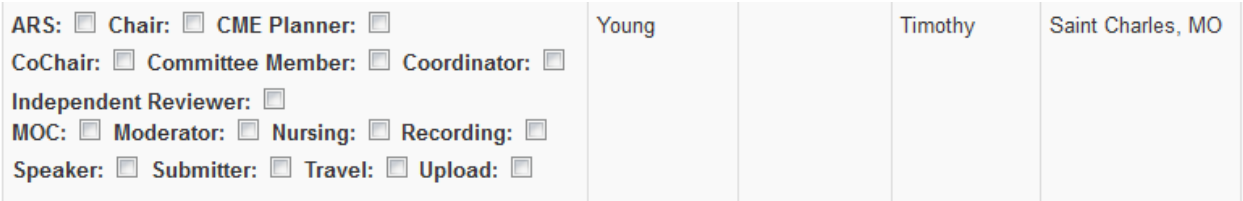
Remove Credit = this will Un-Check them from the course, removing their credit and close access to the evaluation.

Edit Partial Credit = this allows you to edit the number of credits awarded by .25 increments.

9. Click “Save”



1. For each line item in the agenda you'll "Add Topic"
2. Title = *Presentation title – Speakers Name, Degree*
    a. If there's a panel you can enter the panel time (i.e. Q & A 9:00-9:15)
    b. Or create a separate line item for it, but don't assign any faculty to this or they'll have duplicate forms.
3. Enter your Dates matching the slotted presentation time in the agenda
4. Click "Save"
5. To assign your Speaker click Manage Assignments and Assign People, search for your person



Speaker = check Speaker and Upload

optional = check Recording and ARS (Audience Response System)

Moderator = check Moderator

6. Assigning a Speaker does NOT send any emails automatically. Speaker instructional emails are sent manually from within Highmarks, be sure to include the correct tags.

Manage Accreditations

Use Manage Accreditations if your credit #'s vary at all. (i.e. AMA = 10.5 and Nursing = 10)

For **ONE** day courses your Manage Accreditations types and credits should match the "Manage Certificates" on the Activity.

1. Select AMA and enter 'Credit Hours' then click 'Save'
2. Add remaining credit types and hours.

For **TWO or MORE** day courses your Manage Accreditations types and credits should match the "Manage Certificates" on the Activity.

1. Select AMA and enter the maximum "Credit Hours" **for that DAY ONLY** then click "Save"
2. Add remaining credit types and maximum hours **for that DAY ONLY**.

Example below from Osteoporosis 2017

AMA	ANCC	AOA
* Credit Hours:	* Credit Hours:	* Credit Hours:
3.75	3.25	3.5
Approval Number:	Approval Number:	Approval Number:
* Status:	* Status:	* Status:
Active	Active	Active
Note:	Note:	Note:
Characters Left: 1000	Characters Left: 1000	Characters Left: 1000

Attendance

* **Credit Hours:**

3.75