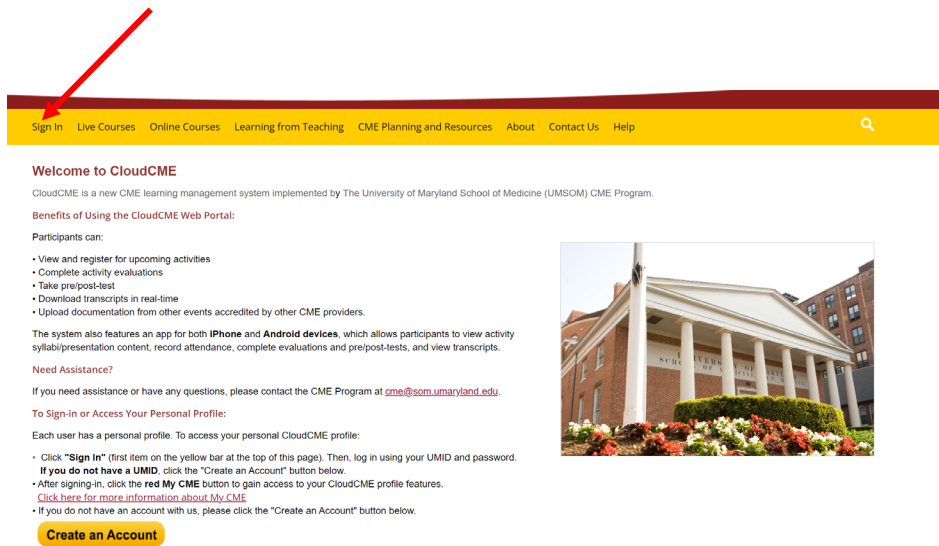
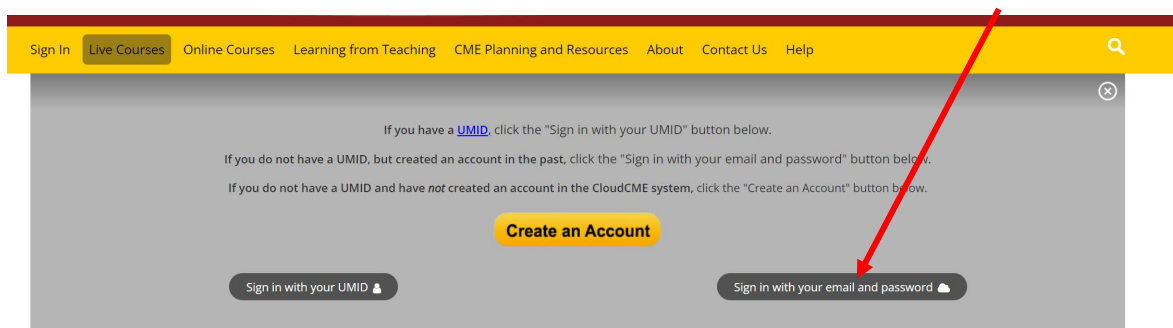


Instructions to Access the RSS Dashboard

1. Go to CloudCME <https://umaryland.cloud-cme.com/default.aspx> (you should save this to your browser).
2. Click on Sign-in.



3. Sign in using the email address and password that you used to create your account.



Welcome to CloudCME

CloudCME is a new CME learning management system implemented by The University of Maryland School of Medicine (UMSOM) CME Program.

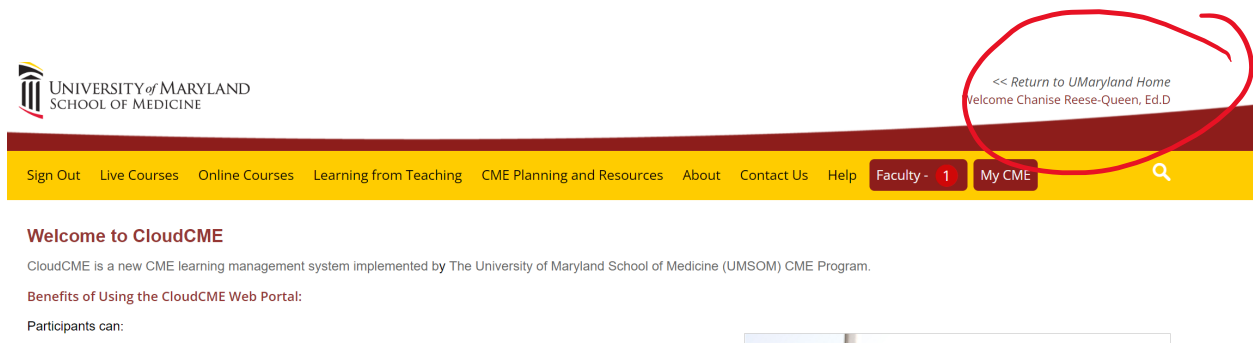
Benefits of Using the CloudCME Web Portal:

Participants can:

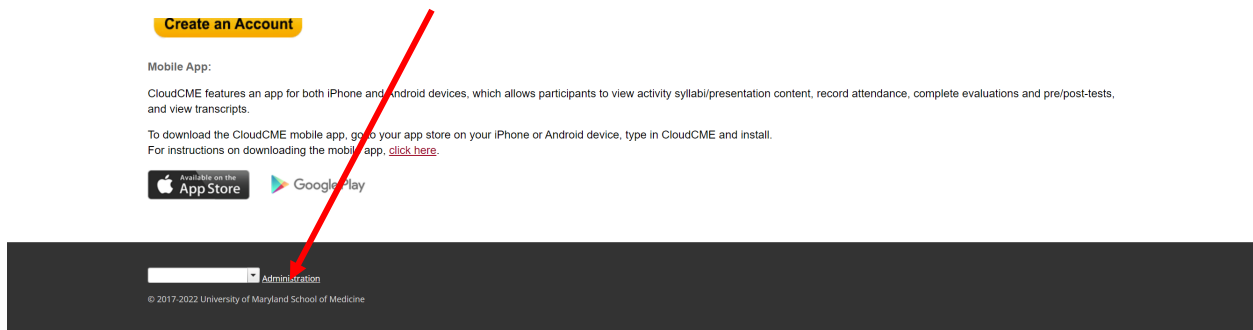
• View and register for upcoming activities



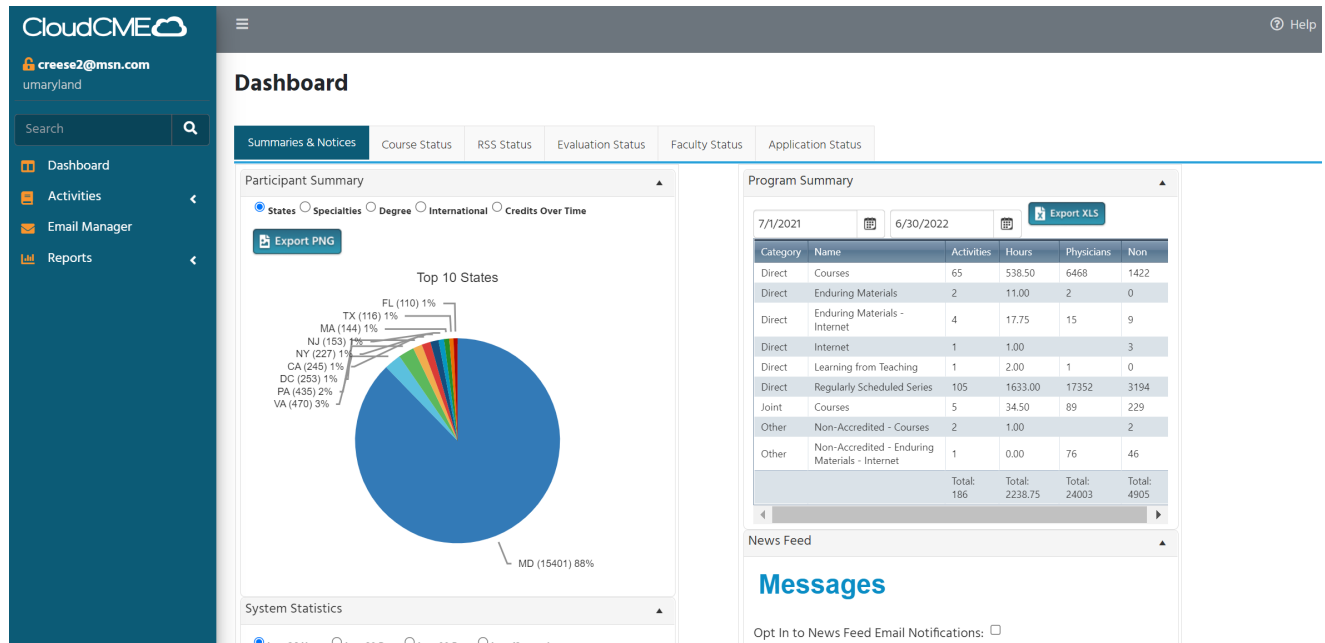
4. Once you have signed in, you will see your name at the top right-hand side of the website.



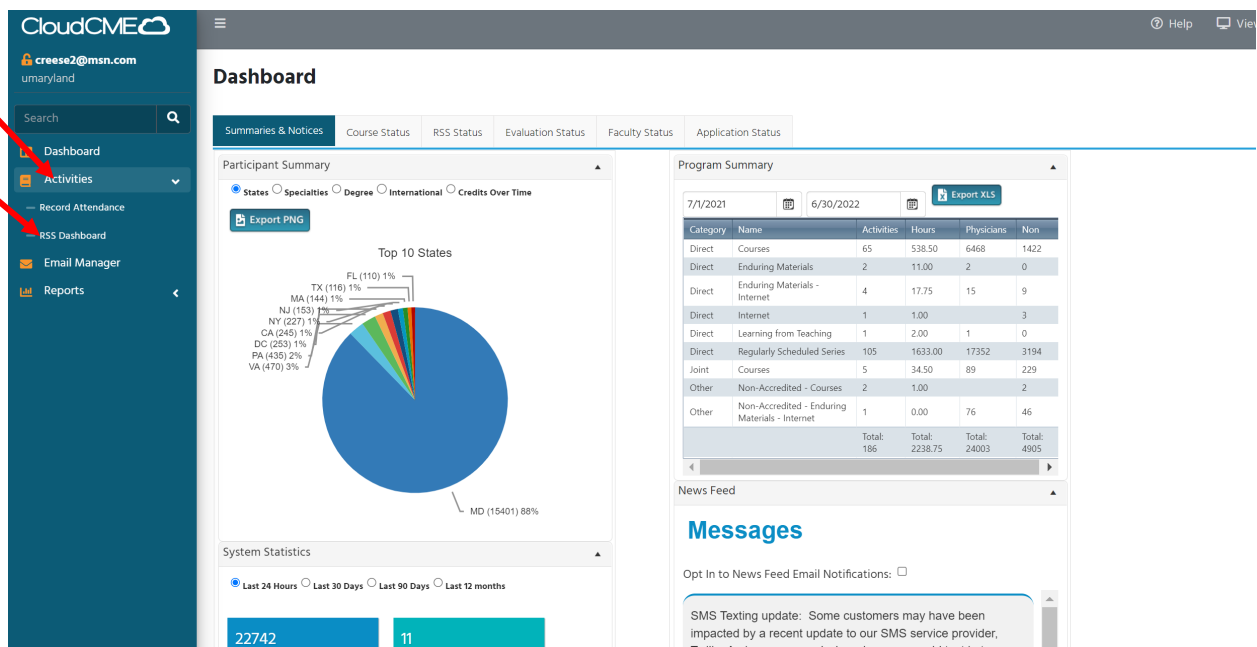
5. After you sign in, page down to the bottom of the screen. You should see a white box and the word “Administration” next to it.
6. Click on the word “Administration”.



7. You should now see the RSS Dashboard.



8. To access your RSS sessions, click on “Activities”. Once you click “Activities” you will see a drop-down list. Then, click on “RSS Dashboard”



9. Once you click on “RSS Dashboard” under “Activities”, you will see your RSS sessions. See below. Here you can look up your session by date range and by status (approved, pending, rejected, etc.). The “Child ID” is the code that learners used to record their attendance via text or app (see Record Attendance document).

CloudCME
creese2@msn.com
umaryland

RSS Dashboard

Instructions: This screen displays upcoming Regularly Scheduled Series (RSS) child activities. Enter an RSS activity name, a date range and/or select a status to display RSS child activities. To edit an activity, click the activity name or the pencil icon. To add faculty, click the Manage Faculty button in the Faculty column. Enter the last name and select the faculty from the drop-down list. Clicking the Request Disclosure checkbox will send an email for the faculty member to complete their disclosure.

Activity Name: ☐ Parents Only

Date Range: 11/21/2018 12/21/2022 Status: All Location: Department:

Faculty: Specialty:

Child Status	Details	Topic	QR	Faculty	Presentations & COI Status	Target Audience
INCOMPLETE	Series Name: Test RSS Wednesday, February 16, 2022 8:00 AM - 9:00 AM Location: Zoom Teleconference Department: N/A Parent ID: 18725 Child ID: 18726	Test RSS - 2/16/2022 <input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Calendar"/> <input type="button" value="Delete"/>	<input type="button" value="Single Scan QR"/>	<input type="button" value="Manage Faculty (0)"/>		
INCOMPLETE	Series Name: Test RSS Wednesday, February 23, 2022 8:00 AM - 9:00 AM Location: Zoom Teleconference Department: N/A Parent ID: 18725 Child ID: 18727	Test RSS - 2/23/2022 <input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Calendar"/> <input type="button" value="Delete"/>	<input type="button" value="Single Scan QR"/>	<input type="button" value="Manage Faculty (0)"/>		
INCOMPLETE	Series Name: Test RSS Wednesday, March 2, 2022 8:00 AM - 9:00 AM Location: Zoom Teleconference	Test RSS - 3/2/2022 <input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Calendar"/> <input type="button" value="Delete"/>	<input type="button" value="Single Scan QR"/>	<input type="button" value="Manage Faculty (0)"/>		

10. See documents on *How to change session-date-time-texting time* and *How to add session and speaker*.