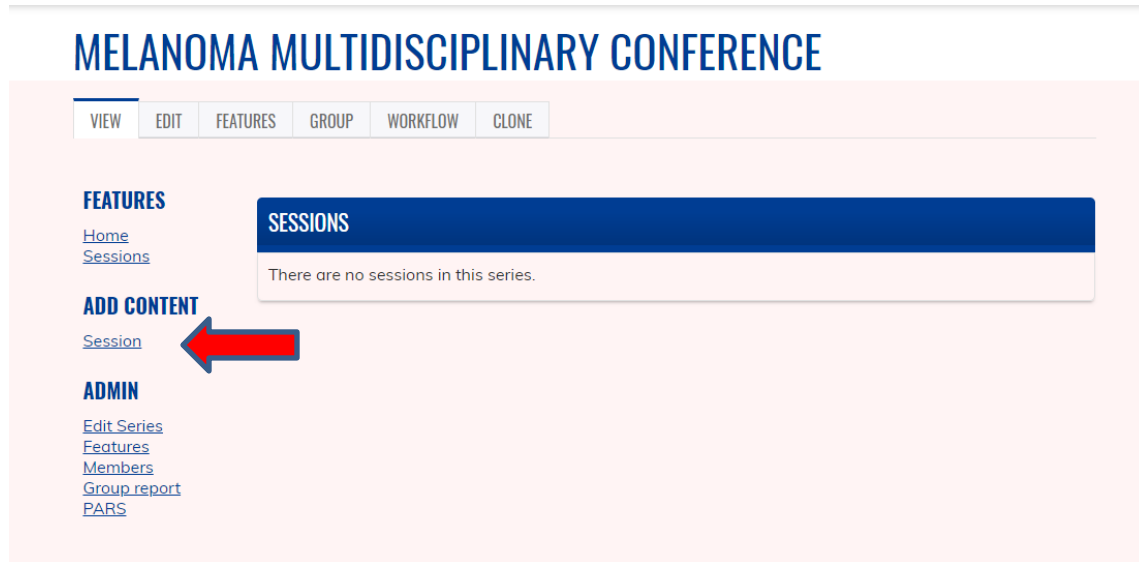


## HOW TO CREATE RSS SESSIONS IN ETHOS

1. In the series that you created
  - a. Under **Add Content**, click on the Session link



**MELANOMA MULTIDISCIPLINARY CONFERENCE**

VIEW EDIT FEATURES GROUP WORKFLOW CLONE

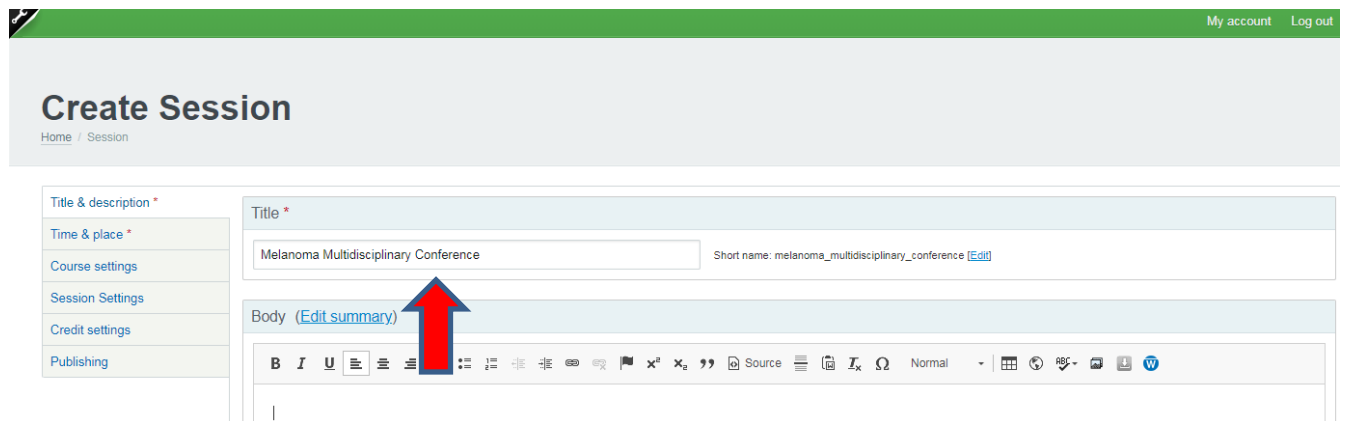
**FEATURES**  
[Home](#)  
[Sessions](#)

**ADD CONTENT**  
[Session](#)

**ADMIN**  
[Edit Series](#)  
[Features](#)  
[Members](#)  
[Group report](#)  
[PARS](#)

**SESSIONS**  
There are no sessions in this series.

2. Click on the **Title & Description** tab to the left of your screen
  - a. Enter the title/topic or name of your RSS/conference



My account Log out

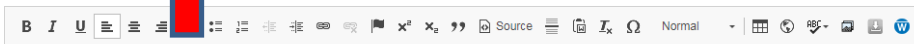
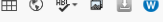
## Create Session

Home / Session

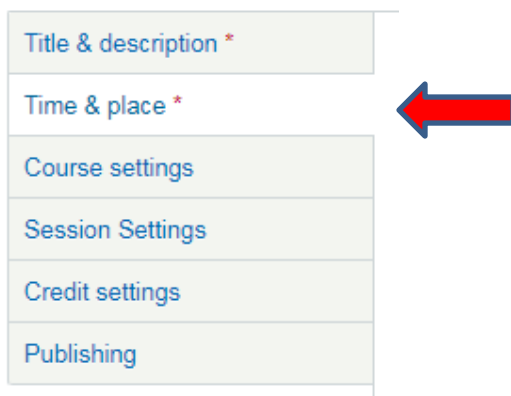
**Title & description \***

**Title \***  
Melanoma Multidisciplinary Conference Short name: melanoma\_multidisciplinary\_conference [\[Edit\]](#)

**Body (Edit summary)**

B I U  Normal 

3. Click on the **Time & Place** tab to the left of your screen



**Title & description \***

**Time & place \***

Course settings

Session Settings

Credit settings


Publishing

#### 4. SESSION DATE

- a. Enter the date of the first session/conference along with start time (ie. 01/01/2020 12:00pm)
- b. Enter the date of the first session/conference along with end time (ie. 01/01/2020 1:00pm)

Session date \*

Date	Time	to: *	Date	Time
E.g., 06/20/2018	E.g., 12:45pm		E.g., 06/20/2018	E.g., 12:45pm
<input type="text" value="01/01/2020"/>	<input type="text" value="12:00pm"/>		<input type="text" value="01/01/2020"/>	<input type="text" value="01:00pm"/>



#### 5. LOCATION

- a. Enter City/State

Location

Location name e.g. a place of business, venue, meeting point

Address

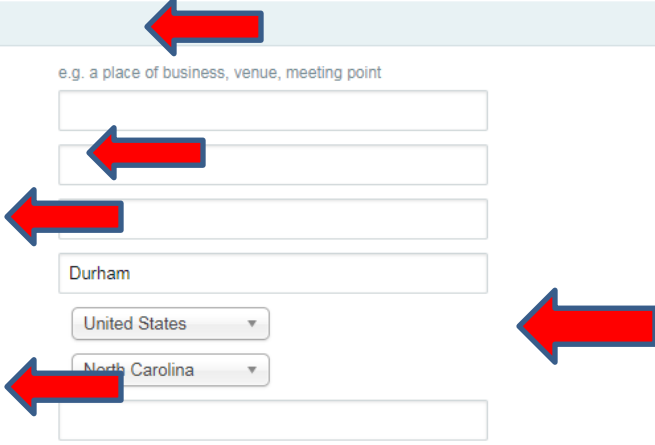
Address Line 2

City

Country

State/Province

Postal code



6. Click on the **Course Settings** tab to the left of your screen

- a. If your series is receiving Pharmacy credit and you were provided with a UAN #, enter that number(s) into the **External course ID** under **Course Settings/Duration**
- b. **\*\*If you did not request Pharmacy credit, you can skip this tab**

## Course settings

### Outline display

This controls the presentation of the course objects.

### Enrollment type

The enrollment type's fields, if required for enrollment, will be presented to the user before starting the course.

### Duration

Length of time that a user can remain in the course.

 days  hours  minutes

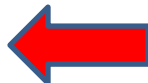
### External course ID

Course ID used to relate to an outside system.




7. Click on the **Sessions Settings** tab to the left of your screen


Title & description *
Time & place *
Course settings
Session Settings
Credit settings
Publishing



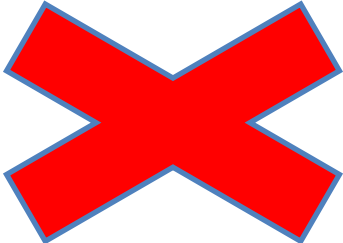
8. **SPEAKER NAME/ROOM NUMBER/ADDITIONAL NOTES**

- a. Enter Speaker's name
- b. If you have a room number, you can enter it here
- c. **Do not** enter anything under Additional Notes

Speaker Name 

Room Number 


Additional notes




body p

- d. Click on the **Credit Settings** tab to the left of your screen Activate each credit that your series was approved for by clicking on the down arrow next to the credit type and clicking on the “Active” button
- e. **Increments:** Make sure **Max** is set to the total number of credits for each session (ie. 1.00; 2.00; .50; 1.50,etc.)
- f. **\*If your series was approved for Pharmacy credit, make sure the ACPE credit is active and that you enter the UAN # in the “Code” box**
- g. **\*If your series is only accredited for 1 or 2 credit types, be sure to activate Attendance credit as well**

▾ ACPE (Inactive)


Active 


Increments  Min  Max  

Code

---

▾ AMA PRA Category 1 Credit(s)<sup>™</sup> (Inactive)


Active 


Increments  Min  Max  

Code

---

▾ ANCC (Inactive)


Active 


Increments  Min  Max  

Code

---

▾ Attendance (Inactive)

Active 

Increments  Min  Max  

Code

9. Click on the green **Save** button at the bottom of the page