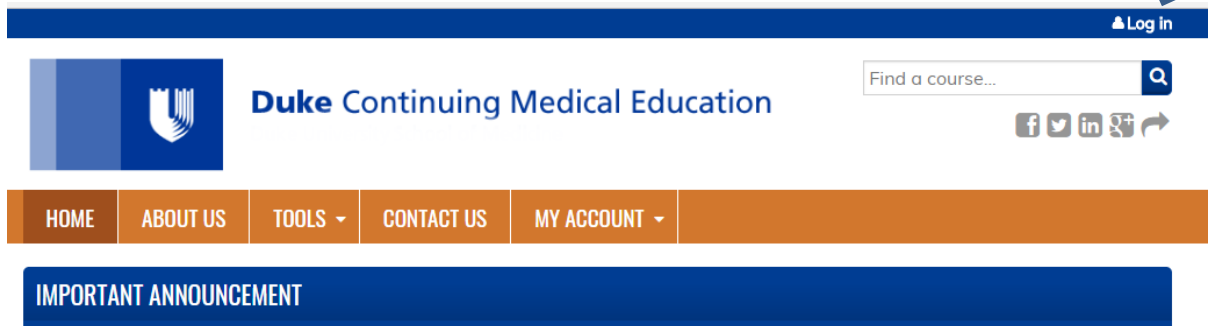
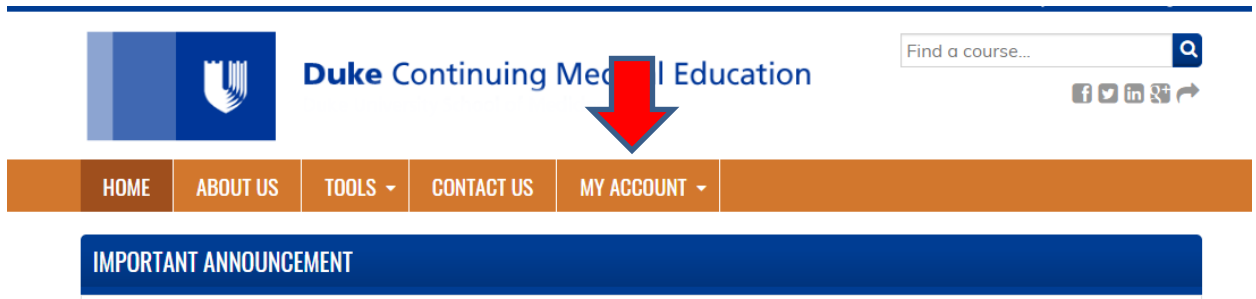


## EDITING A TOPIC AND SPEAKER IN ETHOS

1. Go to <https://ja.dh.duke.edu>
2. Login to your account by clicking on “Login” in the upper right hand corner of the page



3. Click on “My Account”



4. Under “Series” at the bottom of the page you will see the link(s) to the series you manage, **click on the link of the series you would like to edit**



### SERIES

- [DUH ASC PACU Education Series - FY19](#)
- [DUH Eye Center PACU Education Series - FY19](#)
- [Melanoma Multidisciplinary Conference - FY18](#)
- [Duke Children's Primary Care Lecture Series - FY19](#)

5. On the following page you will see the sessions associated with the series you chose to edit

Home

## DUKE CHILDREN'S PRIMARY CARE LECTURE SERIES - FY19

VIEW EDIT FEATURES **UP** WORKFLOW CLONE

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

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

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

**SESSIONS**

Session	Date
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	09/07/2018 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	10/05/2018 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	11/02/2018 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	01/04/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	02/01/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	03/01/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	04/05/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	05/03/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	06/07/2019 - 8:00am to 9:00am

6. Click on the link of the session you need to "Edit"

Home

## DUKE CHILDREN'S PRIMARY CARE LECTURE SERIES - FY19

VIEW EDIT FEATURES GROUP WORKFLOW CLONE

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

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

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

**SESSIONS**

Session	Date
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	09/07/2018 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	10/05/2018 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	11/02/2018 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	01/04/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	02/01/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	03/01/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	04/05/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	05/03/2019 - 8:00am to 9:00am
<a href="#">Duke Children's Primary Care Lecture Series - FY19</a>	06/07/2019 - 8:00am to 9:00am

7. On the following page, click on “Edit”

The screenshot shows the Duke Continuing Medical Education website. At the top left is the Duke logo and the text "Duke Continuing Medical Education". To the right is a search bar with the text "Find a course..." and a magnifying glass icon. Below the search bar are social media icons for Facebook, Twitter, LinkedIn, and YouTube. A navigation bar contains buttons for "HOME", "ABOUT US", "TOOLS", "CONTACT US", and "MY ACCOUNT". Below the navigation bar is a breadcrumb trail: "Home » Duke Children's Primary Care Lecture... » Duke Children's Primary Care Lecture...". The main heading is "DUKE CHILDREN'S PRIMARY CARE LECTURE SERIES - FY19". Below the heading is a menu with buttons for "VIEW", "EDIT", "FACULTY", "COURSE OUTLINE", "ENROLLMENTS", "COURSE REPORTS", "REPEAT THIS SESSION", and "CLONE". A red arrow points to the "EDIT" button. On the left side, there are sections for "FEATURE", "ADD CONTENT", and "ADMIN", each with a list of links. On the right side, there are fields for "SPEAKER NAME: TBD", "LOCATION: Durham, NC United States See map: Google Maps", "ROOM NUMBER:", "SESSION DATE: Friday, September 7, 2018 - 8:00am to 9:00am", "CREDIT: 1.00 AMA PRA CATEGORY 1 CREDIT(S)™", and "SMS CODE: BORPOD".

8. On the following page you will see “Speaker Name”, type name in the text box provided (remove TBD)

The screenshot shows the "Edit Session" page for the Duke Children's Primary Care Lecture Series - FY19. At the top is a green navigation bar with buttons for "View", "Edit", "Faculty", "Course outline", "Enrollments", "Course reports", "Repeat this session", "My account", and "Log out". Below the navigation bar is the heading "Edit Session Duke Children's Primary Care Lecture Series - FY19" and a breadcrumb trail: "Home / Duke Children's Primary Care Lecture Series - FY19 / Duke Children's Primary Care Lecture Series - FY19 / Edit". On the left side, there is a sidebar with buttons for "Title & description", "Time & place", "Course settings", "Session Settings", "Credit settings", and "Publishing". The main content area has a "Speaker Name" field with the text "TBD" and a "Number" field. A red arrow points to the "Speaker Name" field. Below the "Number" field is an "Additional notes" section with a rich text editor toolbar.

9. On the same page, click on Title & Description in the menu bar to the left

The screenshot shows the top navigation bar with options: View, Edit, Faculty, Course outline, Enrollments, Course reports, Repeat this session, My account, and Log out. The main heading is 'Edit Session Duke Children's Primary Care Lecture Series - FY19'. Below the heading is a breadcrumb trail: Home / Duke Children's Primary Care Lecture Series - FY19 / Duke Children's Primary Care Lecture Series - FY19 / Edit. On the left, a vertical menu lists: Title & description \*, Time & place \*, Course settings, Session Settings, Credit settings, and Publishing. A red arrow points to the 'Title & description \*' menu item. The main content area shows a text input field with 'Duke Children's Primary Care Lecture Series - FY19' and a 'Short name' field with 'duke\_children\_s\_primary\_care\_lecture\_series\_fy19 [Edit]'. Below this is a 'Body' section with a rich text editor toolbar and a text area.

10. On the following page you will see "Title" (remove generic title) replace with the topic

This screenshot is similar to the previous one but shows the 'Title' field being edited. The 'Title' field contains 'Duke Children's Primary Care Lecture Series - FY19'. A red arrow points to the 'Title' field. Another red arrow points to the 'Body' field, which is currently empty. The rest of the page layout, including the navigation bar and left menu, is identical to the previous screenshot.

11. Scroll to the bottom of the page and click on "Save"

The screenshot shows the bottom section of the page. It includes a 'Text format' dropdown menu set to 'Full HTML' with a link for 'More information about text formats'. Below this is a 'Format' section with a 'Choose some options' input field. Underneath is a 'Category' section with a dropdown menu set to '- None -'. At the bottom of the page, there are four buttons: 'Save' (highlighted with a red arrow), 'Preview', 'View changes', and 'Delete'.