EVALUATION INSTRUCTIONS

- 1. Visit <u>https://apps.asbh.org/MyAccount/my-classroom</u>
- 2. Login using your ASBH login. If you are already logged in, it may log you in automatically. If you need help locating your ASBH login, email <u>info@asbh.org</u>
- 3. Select the graduation cap in line with ASBH 23rd Annual Conference

About	Membership	Annual Conference	Resources	Professional Development	Certification
About Me	My Classro	oom			
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sername & assword	Mideo	🗢 Evaluation 🛛 🛆 Download	Handout		Sort by: Recent Purchases First I Alphabetically
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4. Click on **"Instructions"** and return to home. Select **"Sessions"** to begin evaluating sessions. You will need to complete at least one session evaluation to receive a certificate.

Additional	Even	t Home		
instructions can be found here	•	i		
	V	al Conference firtual 11-16, 2021		
Instructions	Sessions	Overall Evaluation	Certificate	
•	0	0	0	
Click have to begin				
Click here to begin evaluating sessions	L	ogout		

 Select the sessions you attended by session date. If you are looking for credit completion, the top right corner will keep track of the number of credits received. If you have not purchased continuing education credit, it will say "Attendance Only" in that space.

		Keeps track of cr completed evalu	
	Lauren Winters (testuser)	0 Credits	
	23rd Annual - Day Sel	Conference	
	Monday	October 11, 2021	
Select which	Techday	October 12, 2021	
day the session was	Wednesday	October 13, 2021	
on to find what you are looking for	Thursday	October 14, 2021	
	Triday	October 15, 2021	
looking for	Saturday	October 16, 2021	
	Beduns to 1		

6. Complete the evaluation. If you are looking to receive CE, all fields in the Session Content Evaluation must be complete to be credited.

200	ion Title	Click here to start evaluat
	- October 11, 2021 -	
1:00 PM-2:0	Dental Ethics	Evolusie
2202	Psychiatry and Psychotherapy	Evoluate
2293	Reproduction	Evaluate
3:45 PM-4:4	45 PM Holocaust Genocide Contemporary Bioethics	Evaluate
2149	Military, Humanitarian and Disaster Medicine	Evaluate
2299	Neuroethics	Evaluate
2203	Public Health	Evaluate

7. Click "Save & Return". You are able to edit your responses until the overall evaluation has been submitted.

Used teaching methods that facilitated learning				0		0
Delivered a balanced presentation free of commercial bias		0	0	0	0	0
Overall Session Comments:						
Your comments here						11
Reset to Last Save	Back to Monday (NO SAVE)			Save & I	Return	

8. Once you have completed evaluations for all the sessions you attended live, **"Return to the List of Days"**. Click **"Return to the Event Home"** to switch between the session evaluation and the overall evaluation.

	Return to the List of Days
Friday	October 15, 2021
Saturday	October 16, 2021
	Return to Event Home

9. Starting on Saturday, 10/16, you will be able to fill out the overall evaluation. This evaluation is required to receive a certificate. Select "Overall Evaluation" to begin.



10. Complete evaluation and hit "Save & Return to Event Home".

Your response here				
	Save & Retu	urn to Event Home		

MOVE FORWARD ONLY IF YOU ARE FINISHED WITH EVALUATIONS AND HAVE NO FURTHER EDITS.

11. Select "Certificate" to receive your certificate. The system will automatically generate either a certificate of attendance only or a certificate that reflects your completed credit hours, depending on whether or not you have purchased CE.

	N	ial Conference /irtual		
Instructions	Sessions	11-16, 2021 Overall Evaluation	Certificate	
0		0		
	0	Credit		
_	V	al Conference irtual 11-16, 2021		
Instructions	v	irtual	Certificate	
Instructions	V	irtual 11-16, 2021	Certificate	

12. Select "Create Certificate".

You will not be able to edit your evaluations once you click this button.

Congratulations!	
Please click on the button below to create your certificate. Once you click this button you will no longer be able to make any edits to your evaluation. If you are not finished with your evaluation, please go back with the Return to Event Home button OR logout and return to the evaluation at a later time. After you have created your certificate you may login and download it at any time.	
Create Certificate	

You have options to download the certificate in PDF form or email a copy to yourself.

Your certificate has been created	and can be downloaded to your computer at any time. You may log back in and download your certificate at any time. Please keep a copy of your certificate. It is your official verification of your hours.
	Download & Print Certificate
	Email Your Certificate

FAQ

Can I use My Schedule from the conference platform to fill out evaluations?

• Unfortunately, the two systems do not sync. However, if you saved the sessions in **My Schedule** in the conference platform, you can download a PDF or CSV Spreadsheet. This can be used to help you easily find and select the sessions you attended in the Evaluation platform.



When I login to the Evaluation platform it says "Attendance Only" but I am looking to receive credit, what do I do?

- Reach out to info@asbh.org or 847-375-4745 to add onto your existing conference registration or ensure that your purchase of credit was processed properly.
- After Saturday 12/31, you will be unable to add continuing education credit to your existing registration.

I just added CE to my existing registration, why doesn't it show up on the platform?

• If you recently added CE credit to your registration, it may not appear on the portal right away. If it does not appear on the platform after 24 hours, please reach out to info@asbh.org.

I cannot find a session, why is it not listed in the platform?

- Only sessions that receive credit are available for evaluations. If the session is not listed, it is most likely a session that does not qualify for credit or has not opted to offer credit.
- Some affinity group meetings and all sponsored sessions do not qualify for continuing education credit.

Why can't I evaluate more than one session per timeslot?

• We can only offer continuing education credit for sessions that have been attended live in full. As such, you can only evaluate one session per timeslot.

Can I get both attendance and CE certificates?

• No, you will either receive an attendance-only certificate or a CE certificate depending on whether you purchased credit. The attendance-only certificate will list the dates of the event, while the CE certificate will list the dates as well as the total number of hours/sessions attended.

Important Dates:

- October 16, 2021: All evaluations are now available on the evaluation portal.
- December 31, 2021: Last day to add CE credit onto your registration
- December 31, 2021: Last day to claim CE credit
- October 1, 2022: Last day to view on-demand access to the conference