

An aerial photograph of the Boston University campus, featuring a large, modern, multi-story building with a grid-like facade in the background, and several smaller, older buildings with red roofs in the foreground. The entire image is overlaid with a semi-transparent red filter.

# How to Create a Session

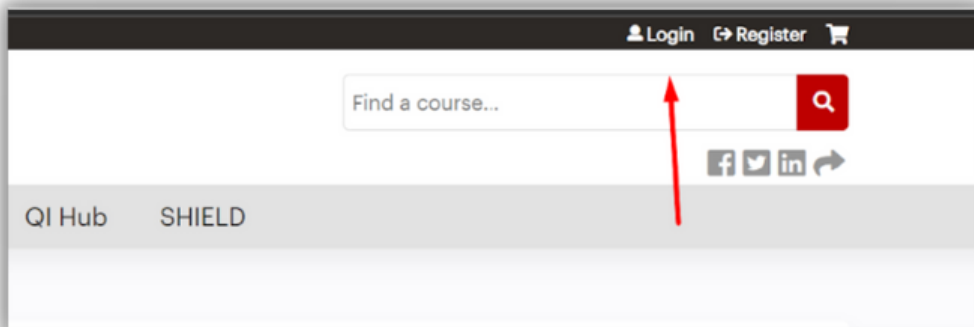
FOR YOUR REGULARLY SCHEDULED  
SERIES



**Boston University** School of Medicine  
The Barry M. Manuel Office of Continuing Medical Education

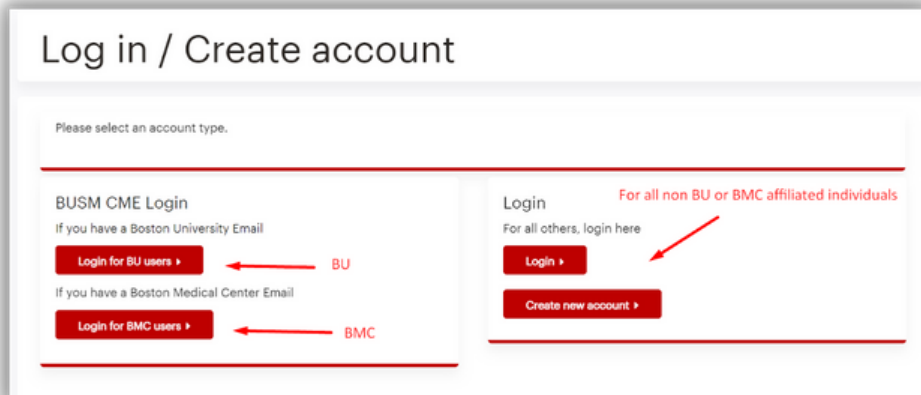
# Logging In

1. Log in to the CME homepage by navigating to **cme.bu.edu**. **OR**, click [here](#).
2. Click on the **upper-right** log in button



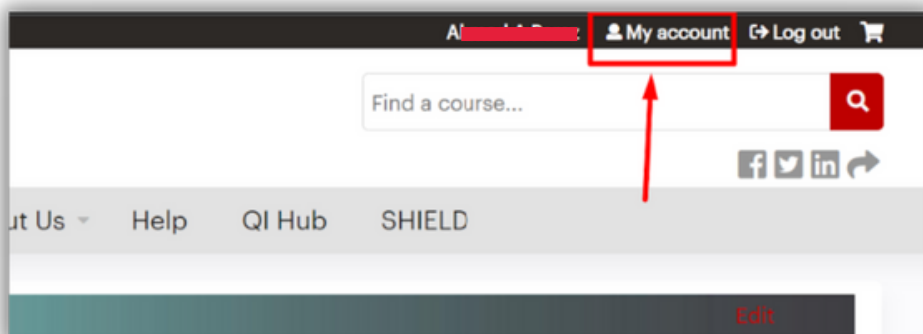
**NOTE:** For **BU and BMC email addresses**, you will be able to log in using your already existing credentials.

For **all other email addresses**, register an account.



# Accessing your Series

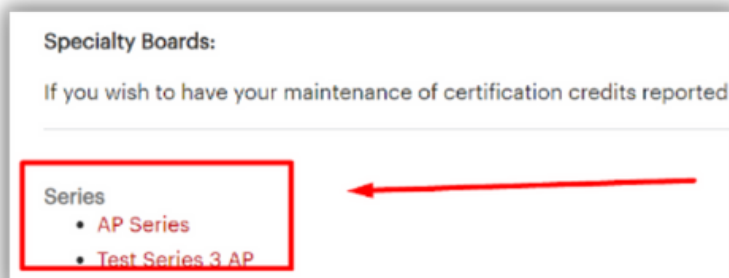
1. After logging in, navigate and click on **“My Account”** in the upper right corner



After clicking on **“My Account,”** scroll down and click on your respective series under **“Series”** that you would like to add a session to.\*.

After clicking on the series title, you will now be on the **series level**.

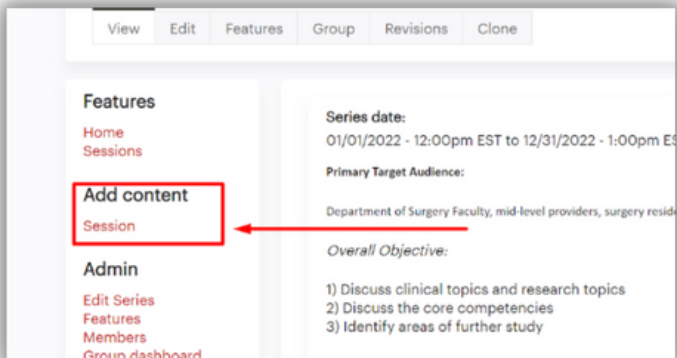
**\*IF YOUR SERIES IS NOT LISTED, EMAIL CMERSS@BU.EDU**



# Creating a Session

2. On the series level, navigate to **“Add content,”** then click **“Session”**

Any section with a **red asterisk** is **required** information to create a session



3. Under **“Title & description,”** enter in the title of the session.

## 4. Body Section

**GRAND ROUNDS SESSIONS ONLY:** SEE TEMPLATE BELOW FOR THE **“BODY”** SECTION. PLEASE COPY AND PASTE IT INTO THE BODY SECTION. **ADJUST INFORMATION AS NEEDED**

**For M&Ms, Tumor Boards, and Case Conferences, proceed to next step.**

A screenshot of the 'Create Session' form. The form has a sidebar on the left with links: 'Title & description', 'Time & place', 'Course settings', 'Credit settings', 'Workflow', 'Publishing', and 'Attachments'. The main content area has a 'Title' field with a red box around it and a 'Body' field with a red box around it. The 'Body' field contains the text '2) Identify areas of further study'. Below the 'Body' field, there's a 'Faculty/Planning Committee' section with the text 'Donald Hess, MD, Course Co-Director, has no relevant financial relationships to disclose'.

# Creating a Session

---

**NOTE:** THE TEMPLATE BELOW FOR THE "BODY" SECTION IS FOR **GRAND ROUNDS SESSIONS ONLY**. ALL OTHER ACTIVITIES MAY PROCEED TO THE **NEXT PAGE**.

---

## **Session Learning Objectives:**

1. [INSERT]
2. [INSERT]
3. [INSERT]

## **Session Faculty:**

\*Use only one from below\*

### If nothing to disclose:

[Insert Full Name], [Insert Credential], Presenter, has no relevant financial relationships to disclose.

### If something to disclose:

[Insert Full Name], [Insert Credential], Presenter, receives grant/research support from XX; is a consultant for XX; serves on the Speakers Bureau for XX; is a major stockholder in XX.

Example:

### If nothing to disclose:

Susan Williamson, MD, Presenter, has no relevant financial relationships to disclose.

### If something to disclose:

Susan Williamson, MD, Presenter, is a consultant for BioHubspot Center.

# Creating a Session

5. Under **"Time & place,"** include the date and time range for the session.

Include the **location**. This is **MANDATORY**, even though there's no asterick.

**Create Session**  
Home / Session

**Title & description \***

**Time & place \***

**Course settings**

**Credit settings**

**Workflow**

**Publishing**

**Attachments**

☒ **Live**

**Session date \***

The current site time is 10:39am EST. The site's timezone is -05:00 America/New\_York.

**Date \*** **Time \*** **to:** **Date \*** **Time \***  
E.g., 01/31/2022 E.g., 10:39am E.g., 01/31/2022 E.g., 10:39am  
01/31/2022 10:00am 01/31/2022 11:00am

**Location** **Session location. If the meeting is virtual, note "Zoom" or the zoom link.**

**Location name** \*e.g. a place of business, venue, meeting point  
Boston University School of Medicine

**Street**

**Additional**

**City**

**Country** United States

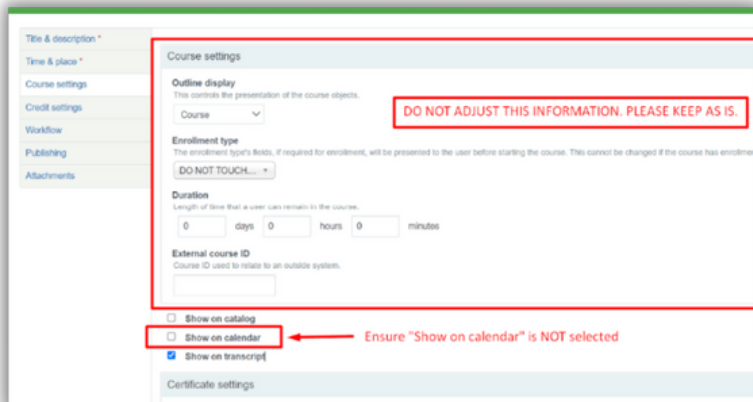
**State/Province** Select

**Postal code**

**Save** **Preview**

# Creating a Session

5. Under **“Course Settings”** DO NOT ADJUST ANY EXISTING SETTINGS. LEAVE AS IS. **Ensure** that “show on calendar” is **NOT** selected/checked



The screenshot shows the 'Course settings' form. A red box highlights the 'Outline display' section with the text 'DO NOT ADJUST THIS INFORMATION. PLEASE KEEP AS IS.' Another red box highlights the 'Show on calendar' checkbox, which is unchecked, with an arrow pointing to it and the text 'Ensure “Show on calendar” is NOT selected'. The 'Show on catalog' checkbox is checked, and the 'Show on transcript' checkbox is also checked. The 'Duration' section shows 0 days, 0 hours, and 0 minutes. The 'External course ID' field is empty.

6. Under **"Credit Settings,"** follow the following steps:

## AMA PRA Category 1 Credit

- Ensure that the credit is **active**, and enter the number of credits for the session under **“Max.”**
- Enter in the same amount under child credits if they apply to the session

1 HOUR = 1 CREDIT | 1/2 HOUR = .5 CREDIT

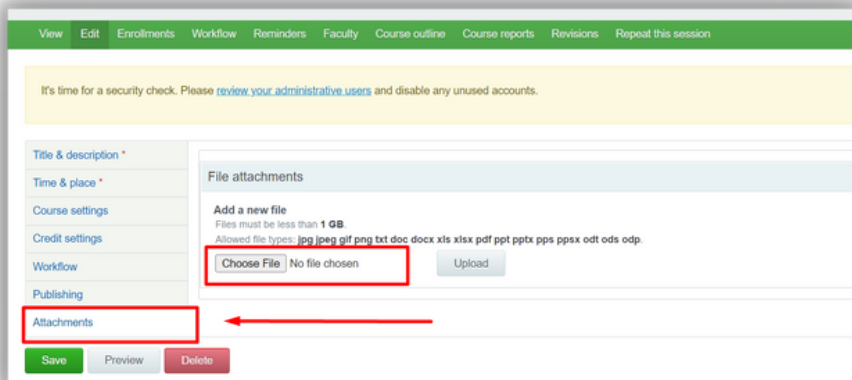
Next, **scroll down** to **Participation Credit**

- Ensure that the credit is **active**, and enter the **same** number of credits for the session under **“Max.”**

**Ensure all information is correct. At the bottom of the page, press “Save” to create your session.**

# Creating a Session

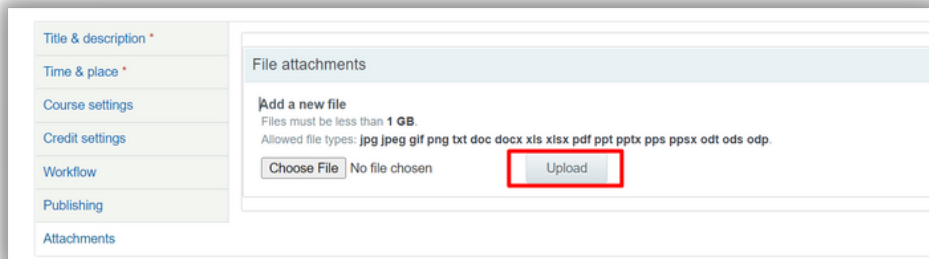
5. Under **"Attachments,"** please include the disclosure form for the speaker of the activity.



The screenshot shows a web interface for creating a session. At the top is a green navigation bar with links: View, Edit, Enrollments, Workflow, Reminders, Faculty, Course outline, Course reports, Revisions, and Repeat this session. Below this is a yellow banner with a security check message. On the left is a sidebar menu with options: Title & description, Time & place, Course settings, Credit settings, Workflow, Publishing, and Attachments. The 'Attachments' option is highlighted with a red box, and a red arrow points from it to the 'File attachments' section on the right. The 'File attachments' section has a header 'File attachments' and a sub-header 'Add a new file'. It states 'Files must be less than 1 GB.' and lists 'Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp.' Below this are two buttons: 'Choose File' (highlighted with a red box) and 'Upload'. There is also a status 'No file chosen'.

Under Attachments, click **"Choose File"** and select the disclosure form PDF.

Then, press **"Upload."**



This screenshot is a closer view of the 'File attachments' section. It shows the 'Add a new file' section with the same file type restrictions and allowed formats as the previous image. The 'Choose File' button is on the left, and the 'Upload' button is on the right, highlighted with a red box. The status 'No file chosen' is displayed between the two buttons.

Ensure all information is correct. At the bottom of the page, press **"Save"** to create your session.



# Submitting your Session

10. Navigate to the **"Edit"** tab, and then **"Workflow."** change the target state to **"Needs review"** and then press **"Save."**

The screenshot displays a web interface for editing a course session. At the top, a green navigation bar contains tabs: View, Edit, Enrollments, Reminders, Course outline, Course reports, and Repeat this session. Below this, a yellow banner states: "This course has no required course objects. Learners will be immediately complete upon enrollment".

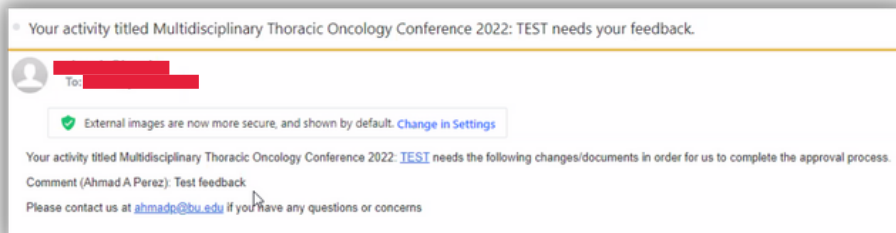
On the left, a sidebar lists various settings: Title & description \*, Time & place \*, Course settings, Credit settings, Workflow, Publishing, and Attachments. The 'Workflow' option is highlighted with a red box and labeled with a red '1'.

The main content area shows the 'Workflow' configuration. Under the 'Target state' section, there are two radio buttons: 'New' and 'Needs review'. The 'Needs review' option is selected and highlighted with a red box, labeled with a red '2'. Below this is a 'Workflow comment' section with a text input field and a placeholder text: "A comment to put in the workflow log.".

At the bottom, there are three buttons: 'Save' (green), 'Preview' (light blue), and 'Delete' (red).

# Email Updates

If feedback is given on your submitted session, you will be notified **via email** with any updates that will require submission.



Once your session is approved, you will also be notified via email. You will be able to **access the provided activity code** for participants to claim credit with by clicking on the **hyperlinked title of your session** on the email.



**That's it!**

**You've successfully  
created and  
submitted a session  
for review.**

The CME department will now review  
your session.

**After** your session is approved, you will  
receive an automated email and the  
activity code will be available for viewing  
under the “**Enrollments**” tab or on the  
**home page** of the session.

