How to Create a Session

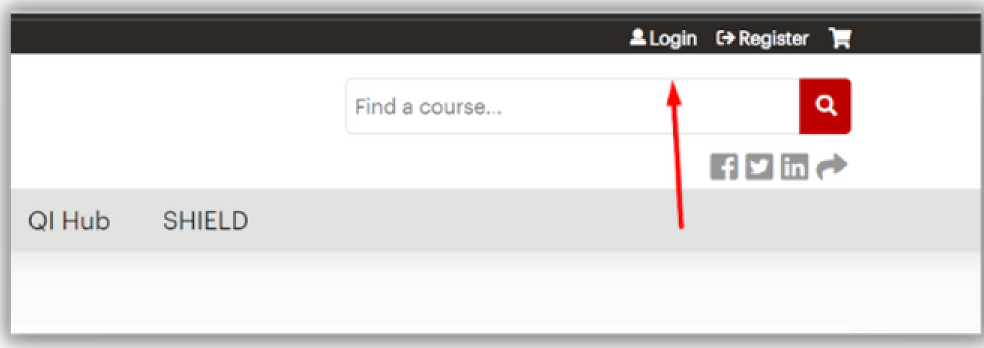
FOR YOUR REGULARLY SCHEDULED SERIES

BU

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

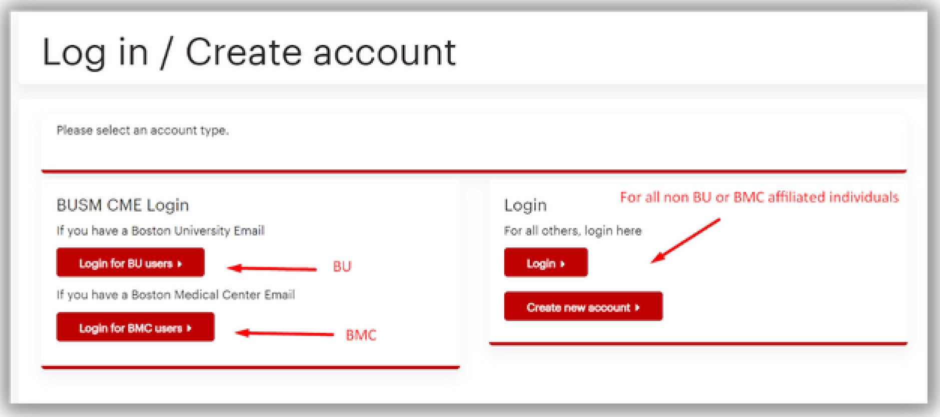
Logging In

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



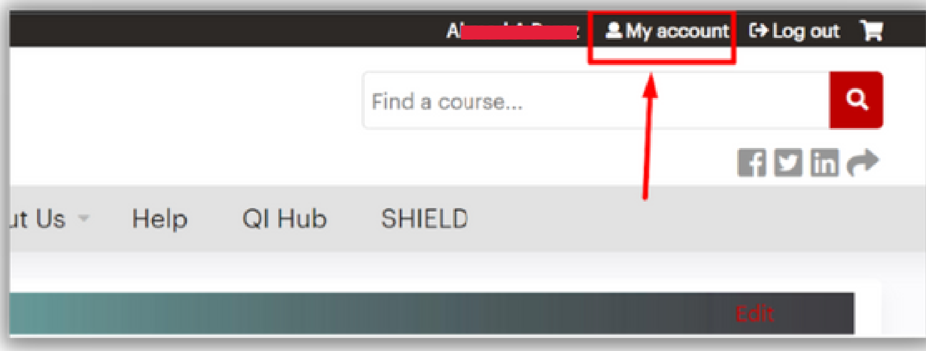
NOTE: For **BU and BMC email addresses**, you will be able to log in using your already existing credentials.

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



Accessing your Series

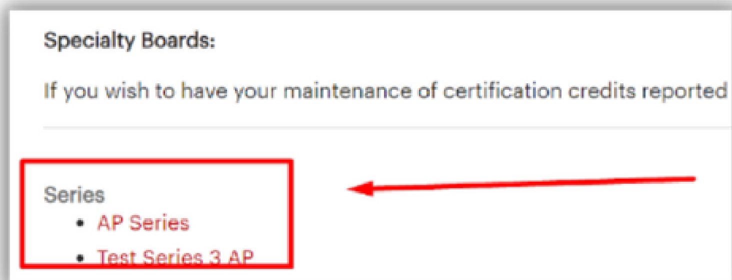
1. After logging in, navigate and click on **"My Account"** in the upper right corner



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**.

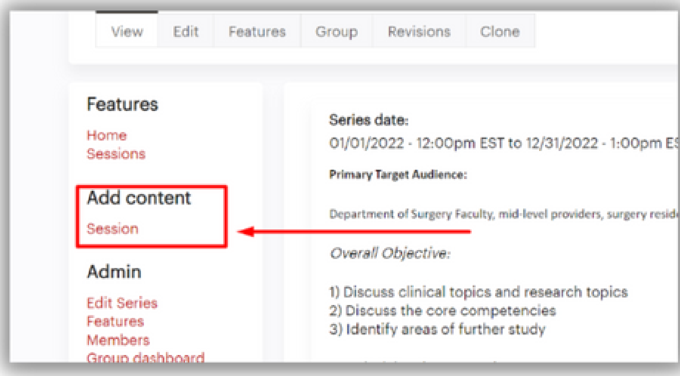
***IF YOUR SERIES IS NOT LISTED, EMAIL CMERSS@BU.EDU**



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

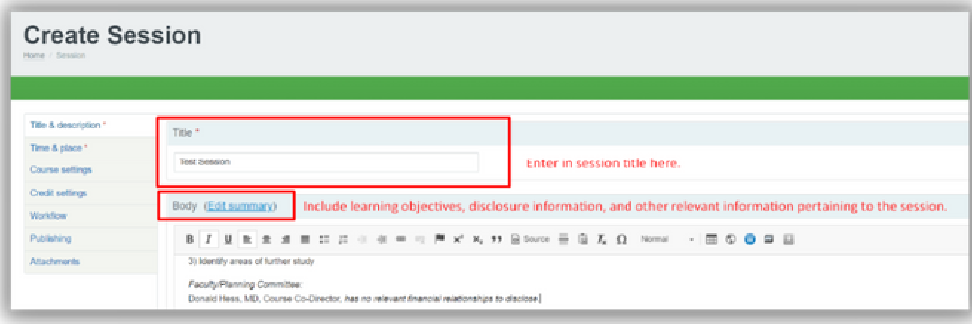


3. Under **"Title & description,"** enter in the title of the session.

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.



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

<u>If nothing to disclose:</u>

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

<u>If something to disclose:</u>

[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:

<u>If nothing to disclose:</u>

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

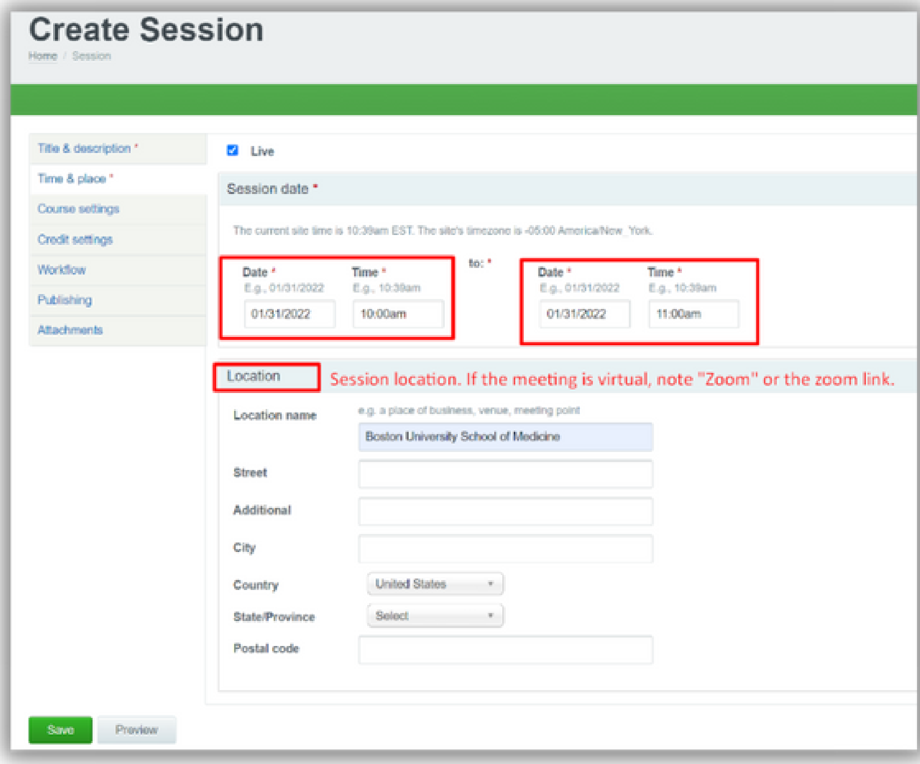
<u>If something to disclose:</u>

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

Creating a Session

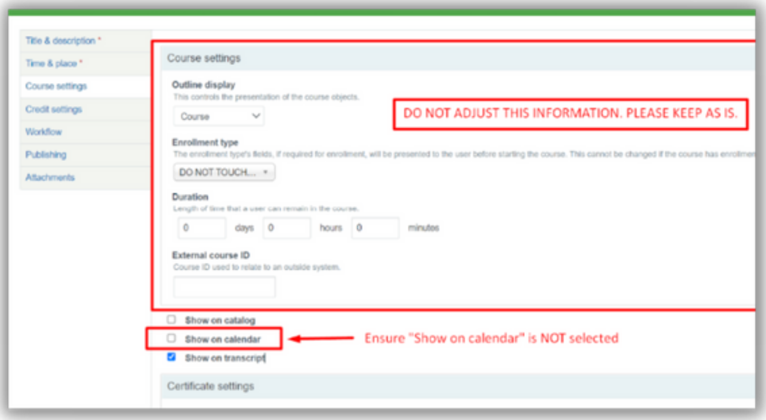
5. Under **"Time & place,"** include the date and time range for the session.

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



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



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

AMA PRA Category 1 Credit

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

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

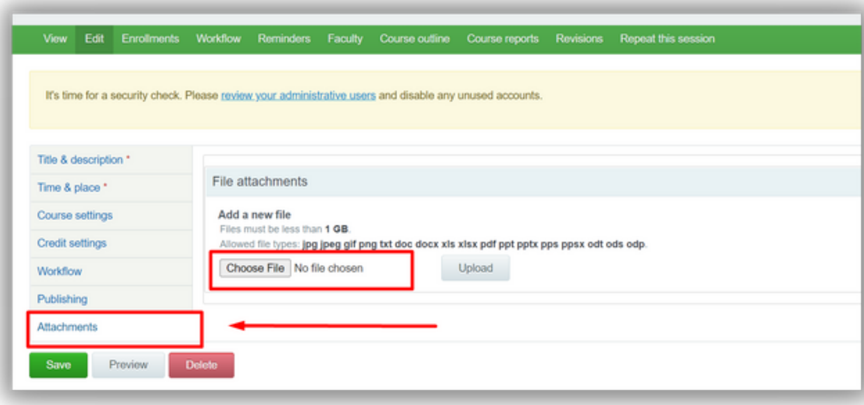
Next, **scroll down** to **Participation Credit**

   a. 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.

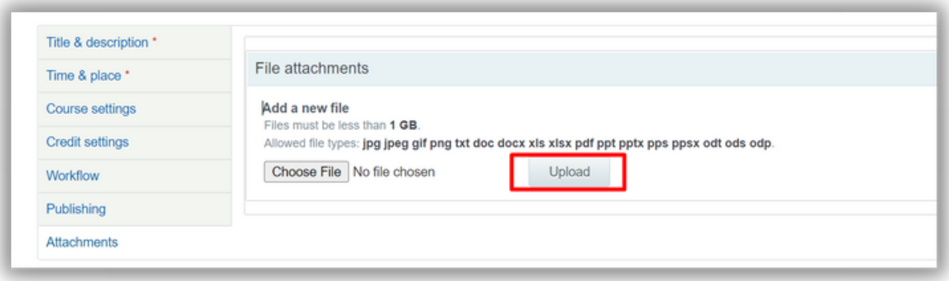
Creating a Session

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



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

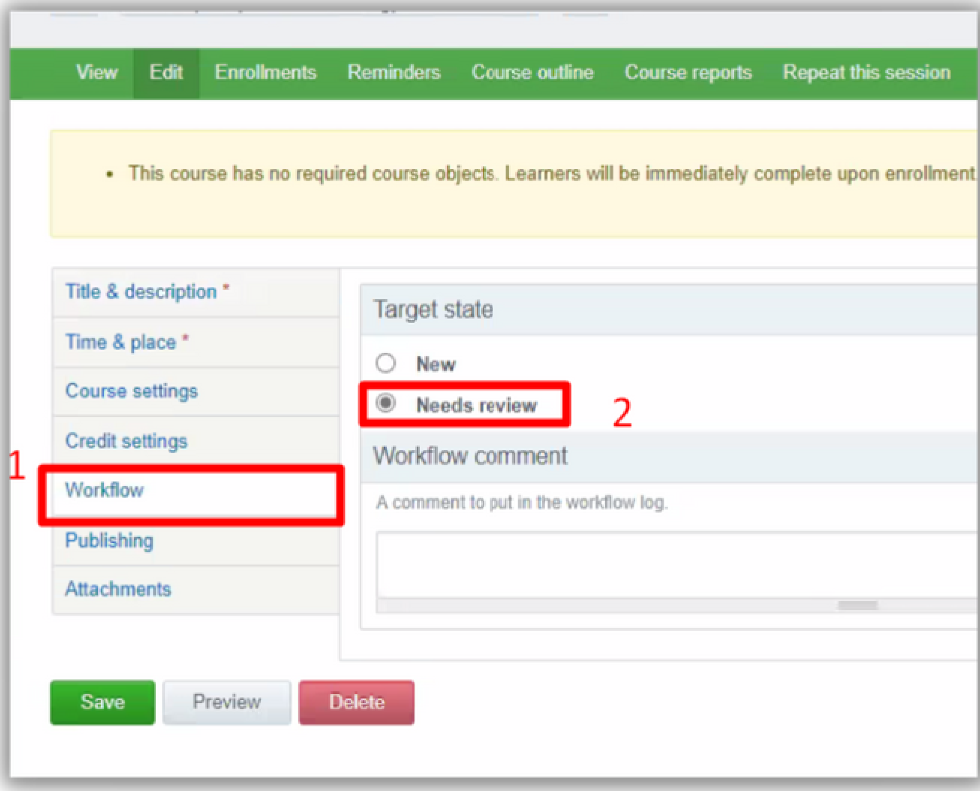
Then, press **"Upload."**



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

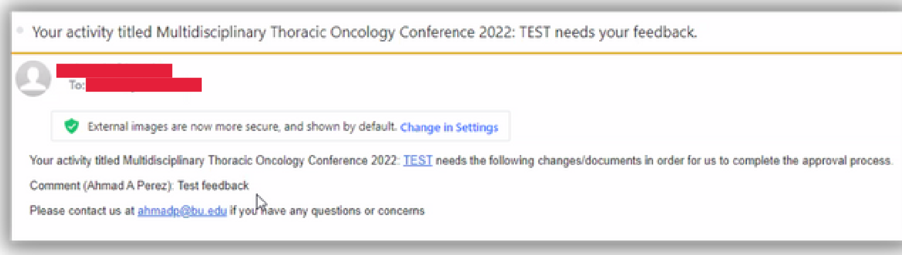
Submitting your Session

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

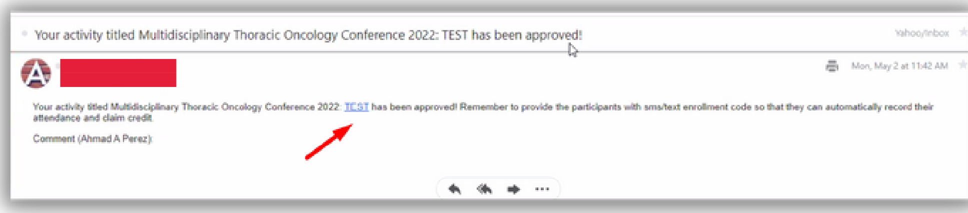


Email Updates

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.