2016

New Innovations (RMS) Conferences Module Training

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Conferences Overview

New Innovations offers you a robust interface to manage conferences and didactics for your program. Using the Manage Conferences page, you can oversee all of your conferences in one place and view their statuses at a glance. There are also many options available to you for scheduling, communicating, evaluating, and reporting on the educational experiences your programs offer, including:

- Building stand-alone or recurring conferences
- Assigning speakers
- Sending attendee and speaker notifications
- Distributing conference quality surveys
- Generating attendance rosters

Once you begin adding conference information, you can access a variety of lists and reports that help you monitor conference quality and resident attendance. You can also track:

- How much conference and didactic time is devoted to each of the core competencies
- How many credit hours are earned
- How much time is devoted to each Content category
- Which speakers you have used
- Which residents are meeting your attendance criteria
- How curriculum codes are being used
- How participants rate your conference offerings

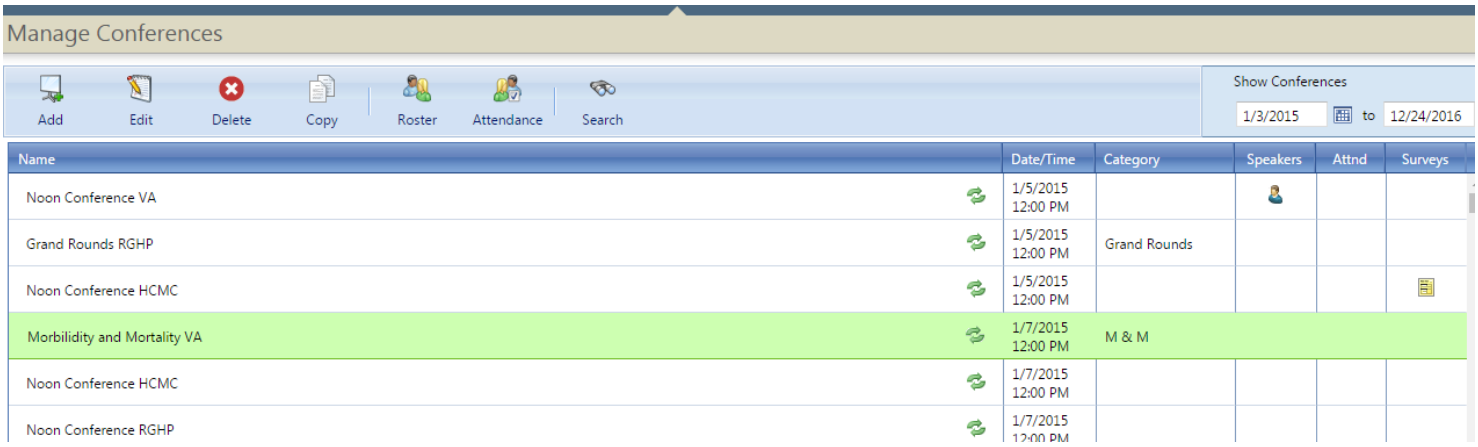
Manage Conferences

The Manage Conferences page contains a powerful conference administration tool. When you first access it, you will see a list of any conferences you have created that occur within the active date range. If you haven't created any yet, you can click the Add button to start creating conferences.

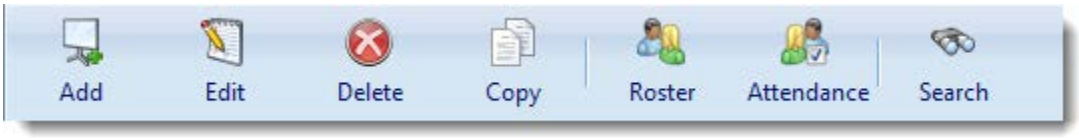
Conference Details

The list of conferences lets you quickly see the following information about all of your conferences for the selected date range:

- Conference name
- An indication that a conference is recurring
- Date and time of the conference
- Conference category
- An indication of whether a Speaker was assigned to the conference
- An indication of whether attendance has been taken
- An indication of whether conference surveys have been set up



Actions



Select a conference from the list and use the buttons across the top of the Manage Conferences page take the following actions:

- Add a conference - You don't have to select a conference to create a new one
- Edit a conference - Change any of the settings for the conference
- Delete a conference - Clear attendance rosters first
- Copy this conference - Create a conference with all of the same settings as the selected one
- Roster - Edit this conference's roster settings to change how the roster is built
- Take attendance - Mark participants as **Present**, **Tardy**, or **Excused** or leave their checkboxes blank if they are absent
- Search your conferences - Search by name, date range, content, sub content, speakers, speaker topics, curriculum code, attachments, room or location
- Adjust the list by changing the date range - Set the date range for the conferences you want to see in the list

Conference Details

If you click one of the conferences in the list, you can view the details about it in the panel to the right, including notes, speakers, file attachments, links, and notifications. You can add or edit details for the selected conference by clicking **Edit Details**. View surveys for this conference one at a time or all at once. Surveys can be deleted here too. Click the Response Report to view survey responses for this conference.

If you have a recurring conference, you can make changes and apply them to all conferences in the series that have not occurred yet when you save your changes. Changes will not be applied to conferences with dates and time prior to the current date and time. To change conferences in the past, select the individual conference and click **Edit**.

Main Tab

You can alter details such as:

- **Name of the conference**
- **Content Category:** In order to use this field, you would need to add your own content categories by going to **Setup > Categories**, entering a Content Category and clicking **Add New.** You can also click the green plus icon to create categories from this page.
- **Sub Content:** In order to use this field, you would need to add your own sub content categories by going to **Setup > Sub-Content**, selecting a Content Category to associate it with, entering a Sub Content Category, and clicking **Add New**. You can also click the green plus icon to create sub contents from this page.
- **Room:** In order to use this field, you would need to add your own list of conference rooms by going to **Setup > Conference Rooms** , entering a conference room name, and clicking **New**
- **Training Location**
- **Credit Hours and Other Credit Hours:** If you offer credit hours for your conference, you can enter them here
- **Curriculum Code:** If you have a course number or code for this conference, you can enter it here
- **Notes:** Add other information here
- **Scheduling:** Set the date, start time, and duration of this conference and set the recurrence pattern if this is a repeated event. You can also make a stand-alone conference recurring or a recurring conference a stand-alone.
- **Additional Options:**
    - Include as a required conference for attendance statistics - Check if participants are required to attend this conference. Attendance information will then be included in the Attendance Report
    - Include on people's "My Schedule" - Check if you'd like this conference to appear on participants' schedules
    - Add conference time to the Duty Hour Log for attendees marked "Present" - Check this and select a conference assignment definition if you want to automatically log conference time on residents' duty hours logs when they attend this conference

Speakers Tab

Click **Add Speaker** to identify a speaker for your conference. You could either select someone from the dropdown list or click **Enter new speaker** to add a speaker who isn't in your database. You can also enter a topic and set up email notifications for your speaker on this tab.

Attachments Tab

Access this tab to add files to a conference. This makes the file available to speakers and attendees who are on the roster.

Links Tab

Add links to online content here. Speakers and attendees will be able to access these links.

Attendee Notifications Tab

If you would like to send email notification about the conference, you can set that up here. Click **Add Notification** to get started. Then you can set other details, like:

- **Notification Name:** This is the name of this email. It will only be seen by administrators
- **To:** Select the statuses of people who should receive notification about this conference.
- **From:** Enter an email address here that will appear in the "From" line on your email
- **CC:** Enter email addresses for people who should receive courtesy copies of this notification
- **Subject:** Enter the subject line for this email

- **Attachments:** Add a file attachment to share with recipients
- **Enter additional message below:** Use this space to supplement the information in the standard email text above
- Set the number of days prior to the conference that this email should be sent
- **Add Notification to Grid:** Click this to save the notification and add it to your list of notifications

Competencies/Objectives Tab

You can categorize your conference by core competency by selecting the appropriate core competencies on this tab. You can also add objectives by clicking **Add Objectives**, checking the appropriate objective or adding a new one.

Survey Settings Tab

Set up your survey using this tab.

Apply Changes to the Series

If you are editing a field in an individual conference that belongs to a series, you can apply that change to other conferences in the same series, if:

- The other conferences have not occurred yet
- You don't alter the Recurring Series settings

Warning: If you change the recurring pattern and finalize this change, your conference series will be deleted and recreated. This means that if you have made customizations to your conferences, those customizations will be lost. The software offers you a chance to back out of this process if you decide not to proceed. It won't delete the series without warning you first.

If you need to change the start times for all your conferences in the series, you can change them in the **This Conference** section of the Conference Editor and apply the change to the series. This will not initiate the recreation of your series. If you need to change the dates, we recommend that you change them individually rather than by means of the "apply to all" option.

Once you make your changes and choose "Apply changes to other conferences in this series," you will be given this option: **Do you want to overwrite the speakers, links or notifications that have the same name in this series?** If you choose yes, then speakers, links and notifications will be replaced with new ones with the same name. This would be useful if you were adding a notification with the same name as an old one, but has new content.

Once you save, you'll be offered the opportunity to customize what will be changed for each conference in the series, by tab:

- Main: Any newly changed items on the Main tab will be applied to all conferences in the series
- SPKR: Any new speakers will be added to the speaker list for all conferences in the series.
- Files: Any new attached files from this conference will be added to list of files attached to other conferences in the series
- Links: Any new links from this conference will be added to the list of links in the other conferences in the series
- NTFY: Any new notification settings from this conference will be applied to others conferences in the series
- OBJ/CMP: Any new objectives/competencies added to this conference will be applied to the other conferences in the series
- SRVY: New survey settings will be applied to the other conferences in the series

We won't remove any existing settings in the conferences in the series. We will just add to them.

Convert to a Stand-Alone Conference

This option is available if you want to **Delete conferences in your series that do not have attendance records or completed surveys**. On the Manage Conferences page, select the conference in the series that you want to keep and click **Edit Details**. Then click the link to convert to a stand-alone conference. You will be asked to confirm this action so you don't delete a series accidentally.

Conference Surveys

Program administrators can gather feedback on conference speaker presentations by using **Conference Surveys**. A **survey** is a form that can be distributed at the beginning of a conference to people on the roster so that they may evaluate their experience.

An administrator can create the survey form and then make it available by setting up:

- Date parameters for when the survey is available and expires
- Reminder emails to participants
- Administrative notices

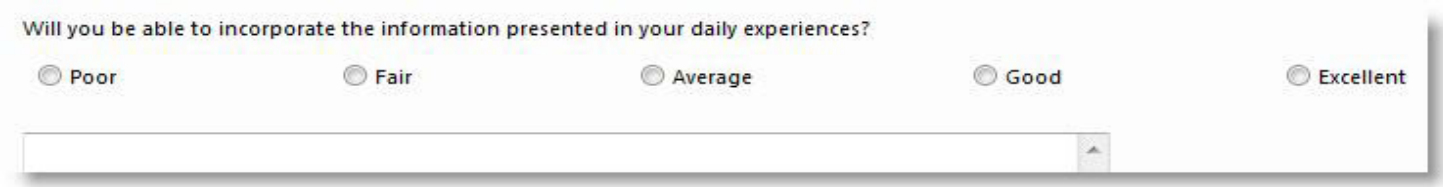
Any number of forms can be created and distributed to conference attendees by status when applicable. Reports display results by speaker or by conference. If viewing results by conference, you can then choose to view results for an individual conference or all conferences in a series.

Create Conference Survey Forms

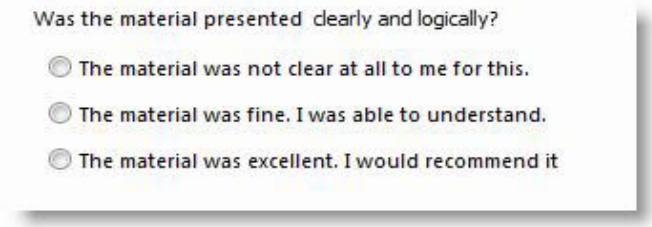
Forms are simple to create and use by going to **Conferences > Surveys > Forms and Responses** and hitting **New**. Then you can enter a name and instructions for completion, add **questions** and add **responses**.

Responses can have values from 2 to 12 and can be used on multiple forms. They can be displayed on the page in two ways:

Horizontally for short text in the response:



Vertically to accommodate very long text in the response:



Surveys that have been attached to a conference can be edited until someone completes the survey. Then the form can be viewed but not edited.

Link Surveys to Conferences

Go to **Conferences > Manage Conferences** and click **Edit** next to the conference you want to evaluate. Click the **Survey Settings** tab to add a survey to a conference. Select the appropriate survey from the dropdown list and then choose who should receive the form by status. Multiple surveys can be linked to a conference by hitting **Add Another Survey Form** again and selecting another form from the list. Then select the status or statuses of the people who should receive the new form. Multiple statuses can be assigned to more than one form.

A survey without questions or questions without responses or comments cannot be used in a conference.

Apply the Survey to Other Conferences

Surveys can also be linked to other conferences in a recurring series by using the check box at the bottom of the page and selecting the conferences the survey should be applied to. Only conferences that occur in the future are available in the list.

Date Options

The survey due date indicates how many days after the conference the attendees have to complete the survey before it is considered late.

Enter the number of days after the conference that the survey is available for completion. On this date, the surveys expire and are no longer accessible.

Distribution Options

Choose how the conference should be distributed to attendees.

- Distribute to all people on the roster, whether they attended the conference or not.
- Distribute to only those people marked present on the roster

Email Options

- You can send conference attendees an email to let them know when the survey is available for completion. You can choose to send this email immediately after the conference ends or include it in the consolidated email the day after the conference.
- You can also send reminders to people who have not filled out the survey by the due date. This email is sent in the pattern selected, such as every 3 days, and is included in the daily consolidated email.
- Administrators can receive an email confirming the attendees have been notified of the survey availability. They can also receive an email with a list of people who have not yet completed a survey by its due date.
- Once the survey settings are saved, the survey will be available at the conference start time.
- If enabled, attendees can receive an email notifying them that the survey is available. A link to the survey is also provided in the Notifications panel of each attendee's Home Page that takes them to the list of pending surveys they have been asked to be completed.
- Surveys are anonymous to the speaker; however administrators can see who completed the survey. The only exception is when the administrator is also the speaker. In that event, the administrator cannot view the name of the people who filled out surveys.
- If an attendee is unable to complete the survey before it expires, the expiration date in the survey setup can be adjusted to make the survey available again. Just change the accessible date in the conference survey settings for that particular date and save.

Results and Reports

View Completed Surveys

The Manage Conferences page displays an icon in the Surveys column for any conference with a survey attached.

- **Administrators (Level 4 and 5 users):** View completed forms by using the Details link on the Manage Conference Page. Click **Details** to view the form and attendance data. The link at the bottom right can be used to view all forms.
- **Residents and Faculty (Level 2 and 3 users):** Can view surveys you filled out by going to **Surveys > My Surveys**. Use the tabs to view surveys assigned to you that are incomplete and surveys you have completed. There is also a tab to view results of surveys completed about you as a speaker.

Manage Completed Surveys

Use the Survey Status List page to manage surveys after distribution. Administrators can complete surveys for others, delete them and view completed surveys. The columns can be filtered by using the funnel icon.

Reports

Administrators can run **Survey Results Reports** by speaker and filter by speaker name, date, conference and form name. Results are grouped by conference name, form and question. They can export their results to Microsoft Excel.

Conference Speakers can view results about themselves using the **Survey Results Report**. All identifying information about the evaluators will be hidden from them.

Each question lists the Response label, the number of times the response was chosen and the percentage the response was chosen compared to the other responses.

Comments for each question can be viewed by clicking **Show/hide comments**.

Create Content Category, Sub-Content Category and Conference Room Lists

Create Content Categories

Creating Content Categories is optional but beneficial. They are used to categorize common groups of conferences by category, like Grand Rounds conferences or Journal Club conferences. You can also use them to establish specific attendance criteria for each content category.

1. Go to **Conferences > Setup > Configuration & Details**. Select the **Categories** tab.
2. Enter a name for the Content Category in the text box and click the **Add New** link. Repeat until all Content Categories have been created.

Each Content Category name must be unique.
As you create them, Content Categories are listed in a table where they can be edited and deleted.

Create Sub-Content Categories

Sub-Content Categories are optional. They are used to further define Content Categories. For example, a Didactic Category, may contain Sub-Content Categories of Pediatrics, Obstetrics, etc.
It is not possible to define attendance criteria by Sub-Content Category.

1. Go to **Conferences > Setup > Configuration & Details**. Select the **Sub-Content** tab.
2. Select a Content Category from the drop-down list, enter a **Sub-Content Category** name in the text box, and click the **Add New** link. Repeat until all Sub-Content Categories have been created.

Each Sub-Content Category name must be unique.
As you create them, Sub-Content Categories are listed in a table where they can be edited and deleted.

Create a List of Conference Rooms

If you would like to include the names of conference rooms to include in your Conference details, you can create a list of them by following these steps:

1. Go to **Conferences > Setup > Configuration & Details.** Select the **Rooms** tab. Enter a Conference Room name.
2. Click the **Add New** link. Repeat until all Conference Rooms have been added

View Conference Calendars

View Conference in a List

View your conferences in list form including the names, dates and categories of each conference.

View Conferences Calendar

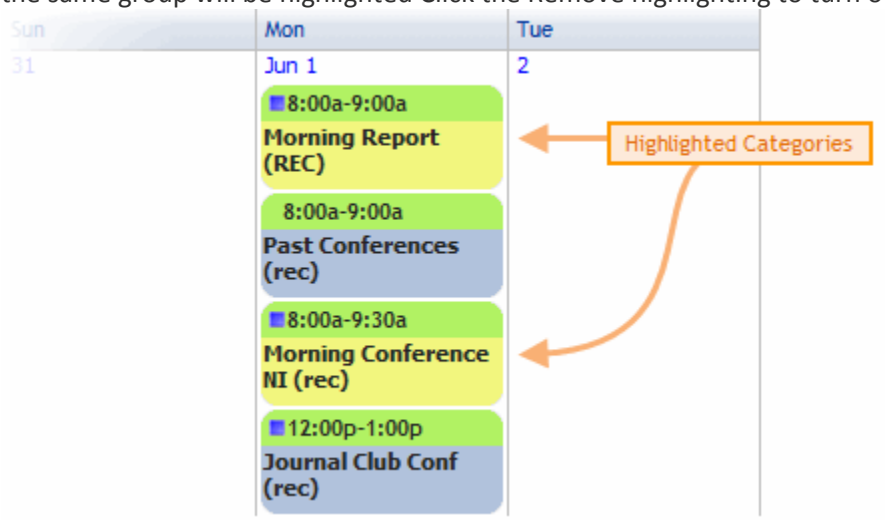
Viewing the Conference Calendar

1. Select **Conferences> Calendar**
2. Select **View** options from the drop-down lists.

View Options and Controls

Display options allows users to view conferences from the *Current Department*, *All Departments* or *My Scheduled Conferences*.

Highlight options allow users to mark all conference according to *Category*, *Department* or *Recurring Series* to distinguish them on the calendar. Click the icon adjacent to any conference and all others belonging to the same group will be highlighted Click the Remove highlighting to turn off this feature.



Custom View option allows users to choose from a set of specialized calendar views that have been configured by authorized administrators to display specific conference information. If no Custom Calendar Views have been configured there will be no selections available.

Calendar Format options allow users to select the **Month**, **Week**, **Work Week**, **Day**, or **Year** links to change the calendar format.

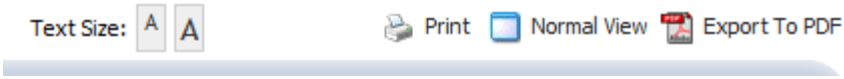
Go to this Date option allows users to enter a date and click **Go** to quickly focus the calendar on a specific date.

Click the **Arrow Icons** located in the upper corners of the calendar to navigate to the previous or next month.

Print Friendly View

A **Print Friendly View** link appears in the upper right corner of the Conference Calendar.

Clicking the **Print Friendly View** option will refresh the calendar page with the standard header controls suppressed and the addition of a text size control to help adjust the calendar information for print output.



Click the **Text Size** control to increase or decrease the font size for the entire calendar.
Click **Normal View** to return to the standard calendar view.

Configure Conference Calendar Custom Views

Custom Views of the Conference Calendar allow administrators to save calendars that display specific conference details.

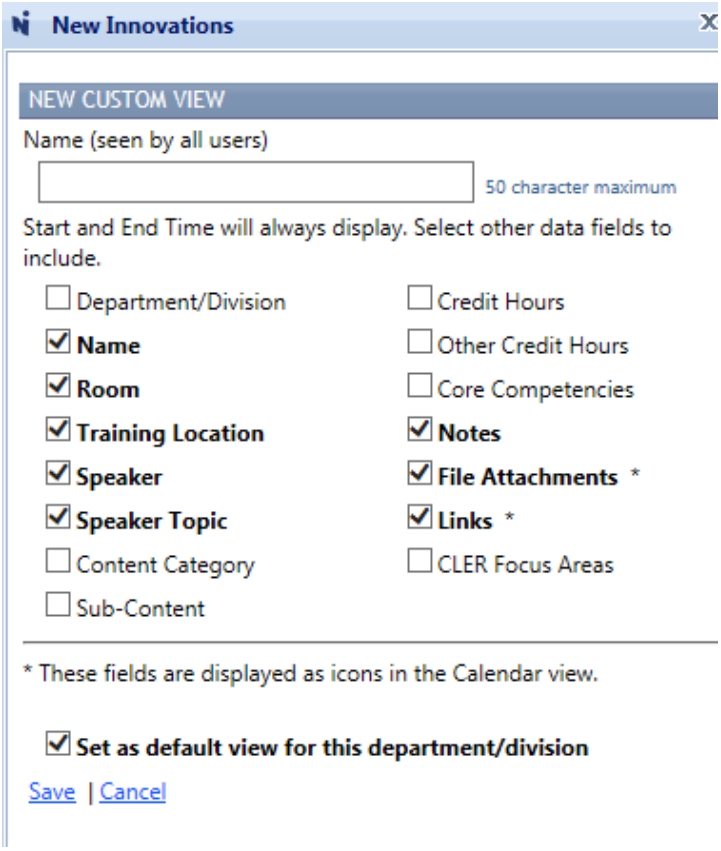
Required Privileges

Only Level 5 or 6 Users in Conferences can configure Custom Views of the Conference Calendar.

Configure Custom Views

1. Select **Conferences > Calendar**.

2. Click the **Add a New Custom View** icon.



3. Enter a **Name** for the View. This title will be visible to all users to select from in their drop down lists.
4. **Check any number of items** to appear on the calendar display.
5. Check the **Set as default view for this department/division** option to make this view the first view that users will see when viewing the calendar.
6. Click **Save**.

The view will now appear in the Custom View drop down list for all users.

Edit or Delete a Custom View of the Conference Calendar

Once Custom Views are saved the administrative controls that appear adjacent to the Custom View option will expand to include the Edit and Delete icons.

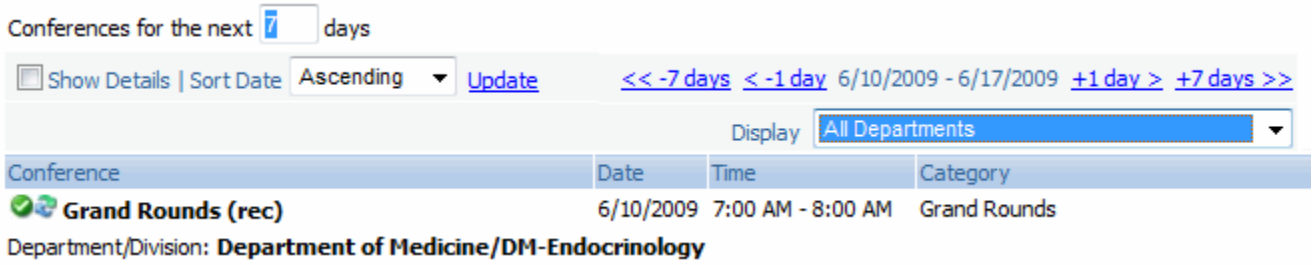
1. Select **Conferences > Calendar**.
2. Click the **Edit** or **Delete this Custom View** icons

Edit option will display the original view configuration dialog where options may be changed and all modifications saved as normal.

Delete option will completely remove the Custom View and if the configuration was set as the Default Department View, reset the Default View to the original display (conference times and names only).

View Conferences for the Week

1. Select **Conferences > Calendar**.
2. Select **Listing by Week**.
3. If desired, enter the number of days in the box, check the **Show Details** check box and select either the asc (ascending) or desc (descending) option. Then, click the **Update** link. If desired, select a view from the **Current View** box.



View Conferences by Date

1. Enter a start and end date in the date boxes, check the Show Details check box, and select either the asc (ascending) or desc (descending) option. Then, click the **Update** link. If desired, select a view from the **Current View** box.

(✓) Indicates a Required Conference. (✗) Indicates a Conference that is not required

Set Attendance Requirements

Attendance Requirements allow administrators to generate reports that compare attendance rates among individuals grouped by characteristics such as Status Type, Department/Division and Rotation.
To set Attendance Requirements, you must select one of three options:
Select **Conferences > Attendance > Requirements**.
Option 1 - Sets the same requirement for all Conferences.
Option 2 - Set different requirements for all Conferences based on the Status Type of the attendee.

Example:
Personnel with an R2 status are required to attend 90% of all Department Conferences while personnel with an R3 status must attend 80% of the same Conferences.

Option 3 - Set different requirements for both Status Types AND Content Categories.

Example:

All R2's must attend 90% of all Department Journal Club & Didactics Conferences while all R3's must attend 75% of all Department Journal Clubs & Didactics, but 90% of Grand Rounds Conferences.

Attendance Requirements apply only to the Department in which they are configured.

Manage Rosters and Attendance

View Roster

The **View Roster** feature provides NO editing capabilities. It simply provides a view of the people assigned to a specific Conference along with their Status Types and Department/Division membership. If they are assigned to a Primary Rotation on the day of the Conference, that Rotation will be listed as well.
If you want to take attendance or add or remove people from the roster, click the **Take Attendance** or **Add/Remove People from Roster Manually** link.

If you want to change the Roster by editing the default configuration that created it, click the **Edit Roster Configuration & Rebuild Roster Automatically**.

1. Select **Conferences > Manage Conferences**.
2. If desired, enter dates and click the **Update** button to restrict the Conferences listed to just those that occur within a specific date range.
3. Optional: Use the Search Feature to locate the specific Conference you would like to edit.
4. Click the conference that you want to see the roster for.
5. Click **Roster.**
6. Click **View Roster**.

Edit Default Roster Configuration

Edit the Default Roster Configuration to re-define how people are selected to be assigned to a Conference when it is created. Rosters for existing Conferences will not be affected.

1. Go to **Conferences > Configuration & Defaults**
2. Click **View/Edit Default Attendance Roster Configuration**
3. Select one of two ways to build your roster configuration:

   - **Build Attendance Roster By Rotation And Status** - This method builds the roster based on the status of people scheduled on rotations selected here. The system goes to the block schedule and only picks up people with the statuses selected on rotation selected. An example of a time when you would use this option is when residents scheduled on a surgery rotation should attend M & M conferences.
   - **Build Attendance Roster By Department Personnel** - This method builds the roster by including all of the people currently in your department with the selected statuses. The status is determined by the resident's training record. If a training record does not exist, such as with faculty, then the system utilizes the block schedule to check for statuses. If the an individual does not have a training record nor a block schedule, then the system checks the demographic record for the status.

Check the box for **Include People from My Divisions (if applicable) on Attendance Roster when it is automatically built.**
Click **Save Default Roster Configuration**

Manually Add People to a Conference Roster

1. Go to **Conferences > Manage Conferences**.
2. Optional: Enter dates and click **Update** to restrict the Conferences listed to just those that occur within a specific date range.
3. Click on the appropriate conference
4. Click the Attendance icon in the top banner
5. Click **Add People**
6. Check the names of people to add them to the roster
7. Click **Add Selected People**
8. Click **View Roster** to ensure that the people you intended to select were actually added to the roster.

Manually added Attendees are highlighted in blue.

Add People from Other Departments

1. Go to *Conferences > Manage Conferences*
2. Highlight the conference and click **Attendance** in the task bar at the top of the page
3. Click **Edit**
4. At the bottom of the page select the **department**
5. Click **Update list of potential people above**
6. **Check** the people to add
7. Click **Add Selected people**

Filter the List of People

Click the Filter by Status and/or the Filter by Rotation link if you wish to restrict the people listed by their assigned Status Type or Rotation. Select one or more Status Types or Rotations, and then click the Update list of potential people above link.

If you filter by Rotation, click the Only show rotations from [Active Department/Division Name] if appropriate.

Manually Remove People from a Conference Roster

1. Go to **Conferences > Manage Conferences**.
2. Optional: Enter dates and click **Update** to list conferences that occur within a specific date range.
3. Click on the appropriate conference.
4. Click the Attendance icon in the top banner.
5. Click **Remove People.**
6. Click **OK**.
7. Select the person or people you want to remove from the roster.
8. Click **Remove Selected People**.
9. Click **OK**.

Note: If attendance has been taken AND if the Conferences module has been configured to add hours to attendee's Duty Hours after they were marked present AND an individual has confirmed/approved those logged hours in the Duty Hours module, then that individual cannot be removed from the roster.

Add/Remove People by Editing the Default Roster Configuration

Changing a specific Conference's Default Roster configuration only changes the Default Roster Configuration for that Conference. Other Conference rosters will continue to be based on the original Default Roster configuration.

1. Go to **Conferences > Record Attendance**
2. Optional: Set date range and click **Update** to filter conferences by date
    a. Optional: Uncheck *Show Required Conferences only*
3. Click the Name of the Conference you wish to add or remove people from
4. Click **Edit Roster Configuration link**
5. Configure the roster as desired, and then click the Save Configuration and Rebuild Roster link.

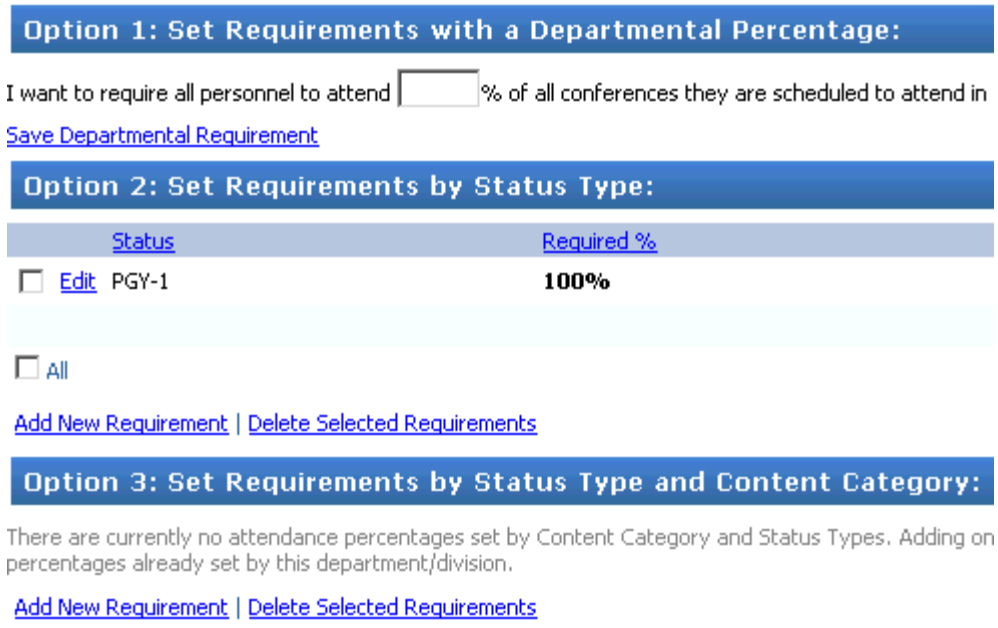
A red asterisk (*) Indicates that attendance has already been taken and at least one person is marked as present, tardy, or excused.

If attendance has been taken for an individual, that individual and his or her attendance will remain on the roster.

If attendance has been taken AND if the Conferences module has been configured to add hours to attendee's Duty Hours after they were marked present AND an individual has confirmed/approved those logged hours in the Duty Hours module, then that individual cannot be removed from the roster.

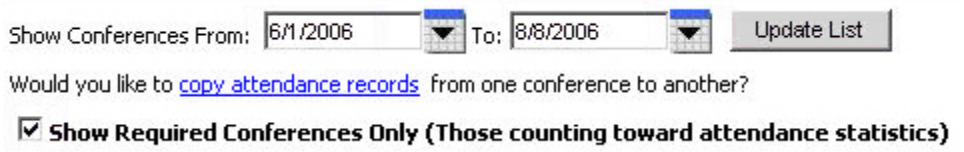
Edit Attendance Requirements

1. Select **Conferences**.
2. Select **Attendance > Requirements**
3. Edit the requirements as desired



Take Attendance By Conference

1. Select **Conferences**.
2. Select **Attendance > Report By Conference**
3. If desired, enter dates and click the **Update** button to restrict the Conferences listed to just those that occur within a specific date range. Remove the check from the **Show Required Conferences only** checkbox, if desired.



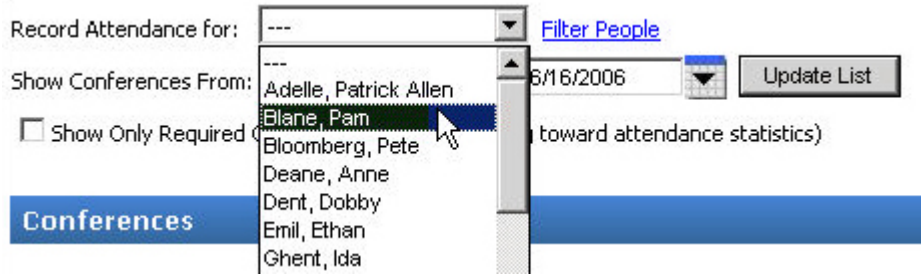
4. Click the name of the Conference you wish take attendance for.
5. Check the appropriate boxes to the left of each person's name, click the **Save** link, and then click the **OK** button.

- Records that have not had attendance recorded will be marked with a question mark (?) in the last column.
- Records where attendance has been recorded will be marked with a green bullet (l)in the last column.
- Once attendance has been recorded for The *Clear All* link clears all of your choices. If a box is not checked and the roster is saved the individual will be recorded as absent.
- A person may marked with multiple statuses checked (i.e. Tardy and Present, or Tardy, Present, and Excused).
- A person marked as both Present and Excused for a conference receives an extra point for that conference in the Attendance reports. Specifically, the % Attended statistic is calculated using this formula: (% attended = Present/(# Required - Excused) * 100). Therefore, a person who is marked Present for two required conferences and also as excused for one of them receives a % Attended statistic of 200% (2/[2 -1] * 100).
- Once attendance is taken for a person, it cannot be reversed unless the individual is removed from the roster and added again.
- If conference attendance that is marked as 'Present' or 'Present and Tardy' is configured to be entered as a Duty Hour log automatically BUT the Conference occurred during a locked Academic Year interval, the log entry will not be entered into Duty Hours. However, the log WILL be reflected in Duty Hour reports.

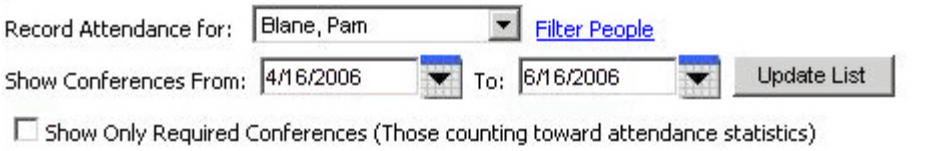
Take Attendance By Person

1. Select **Conferences**.
2. Select **Attendance > Report By Person**
3. Select a person from the drop-down list.

   By default, people from the Active Department/Division are listed in the drop-down box.
   If you would like to restrict the people listed in the drop-down list by Status Type, click the **Filter People** link, select one or more Status Types, and then click the **Update List of People** link.



4. If desired, enter dates and click the **Update** button to restrict the Conferences listed to just those that are schedule within a specific date range. Remove the check from the **Show Only Required Conferences** checkbox, if desired.

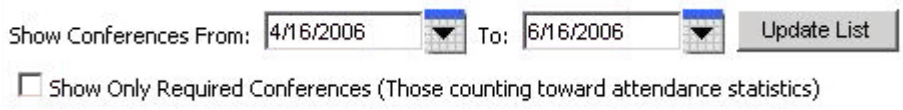


5. Mark attendance as appropriate for the selected individual. Then click the **Save** link and the **OK** button.
   - Records that have not had attendance recorded will be marked with a question mark (?) in the last column.
   - Records where attendance has been recorded will be marked with a green bullet (I)in the last column.
   - Once attendance has been recorded for The *Clear All* link clears all of your choices. If a box is not checked and the roster is saved the individual will be recorded as absent.
   - A person may be marked with multiple statuses checked (i.e. Tardy and Present, or Tardy, Present, and Excused).
   - A person marked as both Present and Excused for a conference receives an extra point for that conference in the Attendance reports. Specifically, the % Attended statistic is calculated using this formula: (% attended = Present/(# Required - Excused) * 100). Therefore, a person who is marked Present for two required conferences and also as excused for one of them receives a % Attended statistic of 200% (2/[2 -1] * 100).
   - Once attendance is taken for a person, it cannot be reversed unless the individual is removed from the roster and added again (see Manually Remove People from a Conference Roster).
   - Clicking the **All Present**, **All Tardy**, or **All Excused** links may be quicker than selecting each checkbox individually.
   - If conference attendance that is marked as 'Present' or 'Present and Tardy' is configured to be entered as a Duty Hour log automatically BUT the Conference occurred during a locked Academic Year interval, the log entry will not be entered into Duty Hours. However, the log WILL be reflected in Duty Hour reports. For information, see Schedule Locking.

My Attendance

An individual must be assigned a Privilege Level of a least a 3 in the Conferences module of his or her Department/Division to take his or her own attendance.

1. Select **Conferences**.
2. Select **Attendance > Record Attendance**.
3. If desired, enter dates and click the **Update List** button to restrict the Conferences listed to just those that are scheduled within a specific date range. Remove the check from the **Show Only Required Conferences** checkbox, if desired.



5. Mark attendance as appropriate. Then click the **Save** link and the **OK** button.
   - The **Clear All** link clears all of your choices so that you may start again. Or, click **Clear All** and then the **Save** link to mark everyone as ABSENT.
   - A person may be both Tardy and Present, or even Tardy, Present, and Excused.
   - A person marked as both Present and Excused for a Conference receives an extra point for that Conference in the Attendance reports. Specifically, the % Attended statistic is calculated using this formula: % attended = Present/(# Required - Excused) * 100. Therefore, a person who is marked Present for two required conferences and also as excused for one of them receives a % Attended statistic of 200% (2/[2 -1] * 100).
   - Once attendance is taken for a Conference, it cannot be 'un-taken'. Even if you use the **Clear** link to clear all checkmarks and click **Save**, you have simply marked yourself as absent. The only way to remove an individual's attendance for a Conference is to remove the individual from the Roster.
   - Clicking the **All Present**, **All Tardy**, or **All Excused** links may be quicker than selecting each checkbox individually.
   - If conference attendance that is marked as 'Present' or 'Present and Tardy' is configured to be entered as a Duty Hour log automatically BUT the Conference occurred during a locked Academic Year interval, the log entry will not be entered into Duty Hours. However, the log WILL be reflected in Duty Hour reports.

Clear Attendance

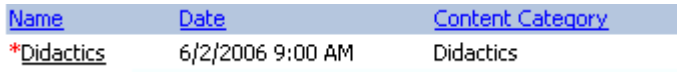
When a Conference is created, attendance for everyone is reported as absent until they are marked present, tardy, excused or some combination of the three. Therefore, attendance cannot be re-recorded. Even if you use the **Clear** link to clear all checkmarks and click **Save**, you have simply marked everyone as absent.

The only way to remove an individual's attendance statistics for a Conference is to remove the individual from the Roster If you add them back to the roster either manually or by changing the roster configuration, they will still be reported as absent until you mark them as present, excused, or tardy.

However, if you delete a Conference, you automatically remove attendance for that Conference. To delete a Conference for which attendance has been taken, you must clear the Roster first, using the instructions below:

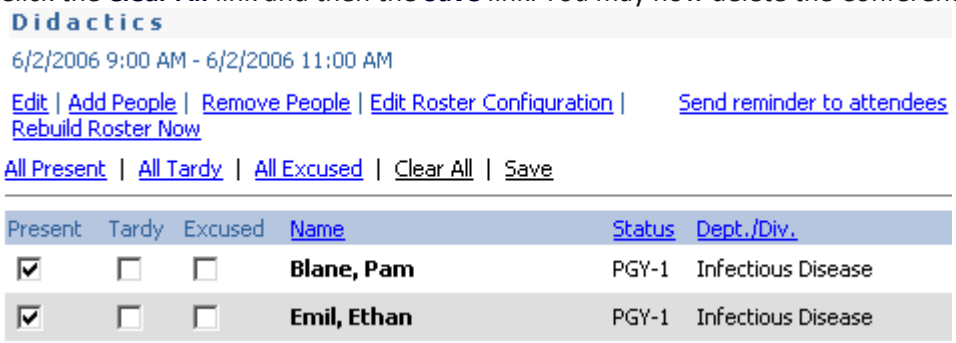
1. Select **Conferences**.
2. Select **Attendance > Record Attendance**.
3. If needed, enter and date range and click the **Update List** button. You may also choose to remove the check from the **Show Required Conferences...** checkbox.

4. Click the **Name** of the Conference associated with the roster you would like to clear.



Name	Date	Content Category
*Didactics	6/2/2006 9:00 AM	Didactics

5. Click the **Clear All** link and then the **Save** link. You may now delete the Conference



Copy Attendance Records

1. Select **Conferences**.
2. Select **Attendance > Record Attendance**.
3. Click the **copy attendance records** link.

4. If desired, enter dates and click the **Update List** button to restrict the Conferences listed in the drop-down boxes to just those that occur within a specified date range.
5. From the drop-down boxes, select the Conference with attendance records you wish to copy (Source Conference) and the Conference you wish to copy the attendance records to (Destination Conference) and then click the **Save** button.

Attendance Reports

My Stats Report

This report is available to members of your program so that they may see a breakdown of their attendance by conference and by category.

1. Go to **Conferences > Attendance Report**.
2. Click the **View Report** button to view the default **My Stats** report

Report Notes and Options

- Remove the check from the Include details in this report to see summary information only
- Filter by Rotation to modify the contents of the Rotations multi-select box
- Check *Display My Rotations Only* to list all Rotations that belong to the current department
- Check *Include conferences held while not on a rotation* to include attendance statistics on Conferences you may have attended while not assigned to any Rotation.
- Click **Filter by Category** and select one or more the options from the Categories box

- Attendance data will be included from conferences that occurred within the specified date range
- A conference is Required if the *Include this conference in attendance statistics (The Required Conference)* option was checked when the conference was created
- A conference is covered by one of the attendance requirements if an Attendance Requirement was configured during the setup process to apply to this person
- Conference attendance percentage is calculated by counting the total number of conferences where the attendee was marked present and dividing it by the number of required conferences, less any excused conference

Formula Used for tabulating Conference Attendance

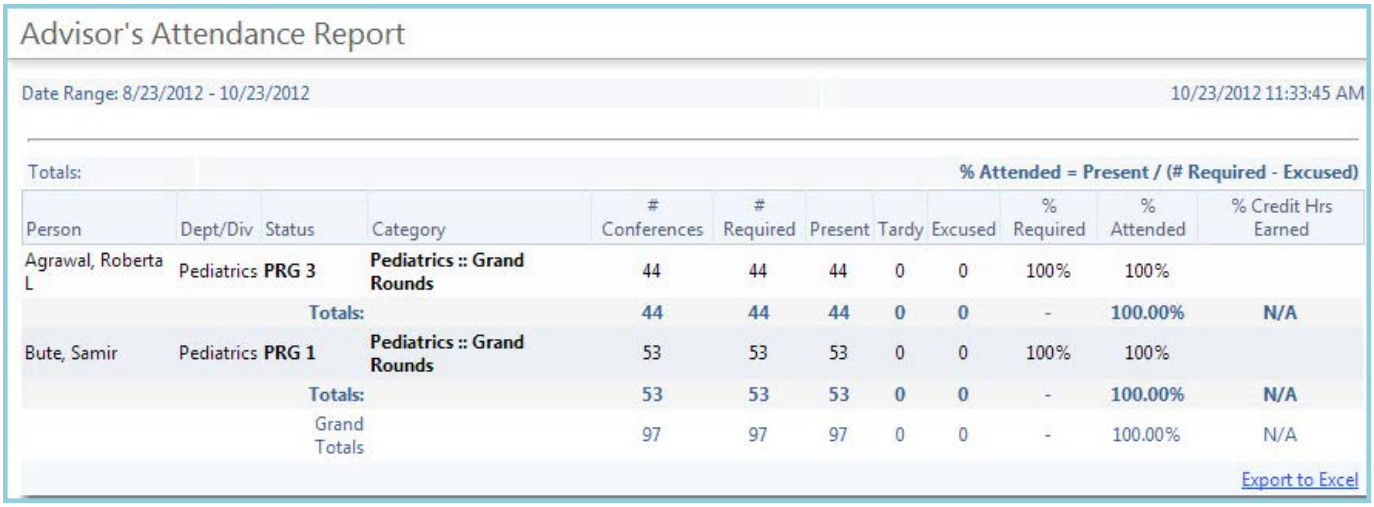
- Percentage Attended = Number Present / (Number Required - Number Excused)

Example: Dr. Patel was required to attend 84 conferences. She attended 70 of these conferences and and was excused from 7 of them. To find her attendance percentage these 7 would be subtracted from the total required (84 - 7). She now is only required at 77 conferences. She attended 70 of the 77 required for an attendance rate of 91%. The formula would appear as 70 /(84 - 7) = 91%.

Advisor Report

Only people identified as an Advisor in the Basic Information section of at least one resident's personnel data record will have Advisee statistics to view using the Advisor Report.

1. Go to **Conferences > Advisor Report**
2. Select a date range
3. Select advisee(s)
4. Click **View Report**



Advisor's Attendance Report

Date Range: 8/23/2012 - 10/23/2012 10/23/2012 11:33:45 AM

Totals: **% Attended = Present / (# Required - Excused)**

Person	Dept/Div	Status	Category	# Conferences	# Required	Present	Tardy	Excused	% Required	% Attended	% Credit Hrs Earned
Agrawal, Roberta L	Pediatrics	**PRG 3**	**Pediatrics :: Grand Rounds**	44	44	44	0	0	100%	100%	
		Totals:		**44**	**44**	**44**	**0**	**0**	-	**100.00%**	**N/A**
Bute, Samir	Pediatrics	**PRG 1**	**Pediatrics :: Grand Rounds**	53	53	53	0	0	100%	100%	
		Totals:		**53**	**53**	**53**	**0**	**0**	-	**100.00%**	**N/A**
		Grand Totals		97	97	97	0	0	-	100.00%	N/A

Export to Excel

Advisor Report Options

- Create a Report Configuration to save your custom settings. All options except the selected people are included
- To create a report configuration, click **Add New** and enter a name for the configuration. Then configure your report and click **Save**. The next time you generate an Advisor Report, the configuration will appear in the Report Configuration dropdown list
- Attendance data will be included from Conferences that occurred within the specified date range
- A Conference is Required if the *Include this conference in attendance statistics [Required Conference]* option was checked when the Conference was created
- A Conference is covered by one of the attendance requirements if an Attendance Requirement was configured during the setup process to apply to this person
- Select one or more Advisees
- Remove the check from the *Allow Paging* checkbox to include everyone's report on the same page or continuous pages
- Uncheck *Include details in this report* if you want to see summary data. This will exclude all the checked Conference columns from the top portion of the report. If you keep it checked, you can then add and remove specific columns from your report
- Filter by Rotation to modify the contents of the Rotations list
- Check *Display My Rotations Only* to list all Rotations that belong to the current department
- Check *Include conferences held while not on a rotation* to include attendance statistics on Conferences you may have attended while not assigned to any Rotation
- Click **Filter by Category** and select one or more the options from the Categories multi-select box

By Person Report

Generate an attendance report on a specific person.

1. Go to **Conferences > Attendance > Report By Person**
2. Click **View Report**

Totals: % Attended = Present / (# Required - Excused)

Person	Dept/Div	Status	Category	# Conferences	# Required	Present	Tardy	Excused	% Required	% Attended	% Credit Hrs Earned
Agrawal, Roberta L	Pediatrics	PRG 3	Pediatrics :: Grand Rounds	44	44	44	0	0	100%	100%	
		Totals:		44	44	44	0	0	-	100.00%	N/A
Broderick, Cathryn Ruth	Pediatrics	PRG 1	Pediatrics :: Grand Rounds	3	3	3	0	0	100%	100%	
		Totals:		3	3	3	0	0	-	100.00%	N/A
Bute, Samir	Pediatrics	PRG 1	Pediatrics :: Grand Rounds	53	53	53	0	0	100%	100%	
		Totals:		53	53	53	0	0	-	100.00%	N/A
Bute, Samira	Pediatrics/Neonatal Medicine	PRG 3	Pediatrics :: Grand Rounds	3	3	3	0	0	100%	100%	
		Totals:		3	3	3	0	0	-	100.00%	N/A
Castro, Christine	Pediatrics/Neonatal Medicine	PRG 3	Pediatrics :: Grand Rounds	3	3	3	0	0	100%	100%	
		Totals:		3	3	3	0	0	-	100.00%	N/A
Conti, Maria Victoria	Pediatrics	PRG 3	Pediatrics :: Grand Rounds	3	3	3	0	0	100%	100%	
		Totals:		3	3	3	0	0	-	100.00%	N/A
Smith, Jamie	Pediatrics	PRG 2	Pediatrics :: Grand Rounds	3	3	3	0	0	100%	100%	
		Totals:		3	3	3	0	0	-	100.00%	N/A
		Grand Totals		112	112	112	0	0	-	100.00%	N/A

Report Notes and Options

- Select or create a Report Configuration from the drop-down box. Create a report configuration to save a set of filters and attributes. All options except the selected people are associated with the name you enter and save.
- To create a report configuration, click **Add New** link and enter a name for the configuration. Then configure your report and click the Save link. The next time you generate an Advisor Report, the configuration will appear in the Report Configuration dropdown list.
- Edit the date range or select an Academic Year
- A Conference is 'Required' if the Include this conference in attendance statistics. [Required Conference] option was checked when the Conference was created (see Create a Conference).
- A Conference is 'covered by one of the attendance requirements' if an Attendance Requirement was configured during the setup process to apply to this person (see Set Attendance Requirements).
- Check the Only show conferences held in [Your Department/Division] box to restrict the conferences data to those occuring in your department only.
- Check one or both options below the Show these People... drop-down box.
- The Include archived people in the list option will include in the drop-down box people who have been archived.
- The Include rotators from other departments/divisions on report will include rotators in the REPORT.
- Remove the check from the Allow Paging checkbox to list everyone on the same page.
- Removing the check from the *Include details in this report* checkbox will exclude ALL the checked Conference columns from the top portion of the report. If you keep the check, you can then remove one or more checks from specific columns, which will omit just those columns from the top portion of the report.
- Check *Filter by Status* to restrict the data included in the report to that belonging to people assigned those Status Types.
- Check *Filter by Department/Division* to select specific Departments and/or Divisions you want to see data from
- Click **Filter by Rotation** and then one or more of three options below the Rotations multi-select box.

- Check *Display My Rotations Only* to list all Rotations that belong to the current department.
- Check *Include conferences held while not on a rotation* to include attendance statistics on Conferences you may have attended while not assigned to any Rotation.
- Check Filter by Category and select one or more the options from the Categories multi-select box.

By Conference Report

Generate an attendance report for a specific conference.

1. Go to **Conferences > Report By Conference**
2. Select a date range
3. Select the name of the conference
4. Click **View Report**

Grand Rounds

8/23/2012 1:04 PM - 8/23/2012 2:04 PM

Person	Status	Department	Rotation	Present	Tardy	Excused
Bute, Samir	PRG 1	Pediatrics	PED:BEHAV DEV	●		
Agrawal, Roberta L	PRG 3	Pediatrics	EM:EM	●		
Bute, Samira	PRG 3	Neonatal Medicine	PED:ADOL	●		
Castro, Christine	PRG 3	Neonatal Medicine	PED:COMMUNITY	●		

Export to Excel

Totals:

Status Types	# On Roster	Present	Tardy	Excused	Attendance Percentage
PRG 1	1	1	0	0	100.00%
PRG 3	3	3	0	0	100.00%
All	**4**	**4**	**0**	**0**	**100.00%**

Export to Excel

Rotations	# On Roster	Present	Tardy	Excused	Attendance Percentage
EM:EM	1	1	0	0	100.00%
PED:ADOL	1	1	0	0	100.00%
PED:BEHAV DEV	1	1	0	0	100.00%
PED:COMMUNITY	1	1	0	0	100.00%
All	**4**	**4**	**0**	**0**	**100.00%**

Export to Excel

Dept/Div	# On Roster	Present	Tardy	Excused	Attendance Percentage
Neonatal Medicine	2	2	0	0	100.00%
Pediatrics	2	2	0	0	100.00%
All	**4**	**4**	**0**	**0**	**100.00%**

Export to Excel

Report Notes and Options

- The default date range begins two months prior to the Current Date
- The **Update List** button reloads the Conference list with Conferences that are scheduled within the specified date range.
- Remove the check from the *Show Required Conferences Only...* checkbox, and then select one or more Conferences from the dropdown list.

- If *Show Required Conferences only* is checked, only required Conferences will be listed in the Conferences dropdown list.
- Conferences are required if the *Include this conference in attendance statistics [Required Conference]* option was checked when the conference was created
- Selecting specific Departments and/or Divisions will restrict the data included in the report to that belonging to people assigned to selected Departments or Divisions.
- Checking the *Include Archived Rotations* checkbox will include archived Departments and Division in the Rotations multi-select box.
- Checking the *Only show rotations from Infectious Disease* option will limit the Rotations included in the multi-select box to just those that belong to the Active Department/Division.
- Checking the *Include people not on rotation* option will include in the REPORT people assigned to Conferences when not on rotations.
- Selecting specific Rotations will restrict the data included in the report to that belonging to people assigned just to those Rotations.

Home > Conferences > **Conference Reports - Attendance**

Additional Conference Reports

Core Competency Report By Department/Division

The Core Competency Report provides the following data for each Core Competency:

- Conference name and department
- Core Competency associated with the conference's content category and sub-content category
- Start date
- Duration
- Credit hours (CH)
- Other credit hours (OCH)

Optional report details include for each Core Competency total duration, credit hours, and other credit hours. Conferences must have been associated with one or more Core Competencies to be included in the report. Each Conference is listed once for each Core Competency associated with it. Conferences with multiple Core Competencies are identified by a green asterisk.

1. Go to **Conferences > Reports > Core Competency**
2. Click **Core Competency by Department/Division**
3. Enter a date range or select an Academic Year
4. Select one or more core competencies from the dropdown list
5. Optional: Remove the check from the *Show Details on Report* box.
6. Click **View Report**

Totals:

Department/Division	Core Competency	Duration	CH	OCH
Department of Neurosurgery/NSURG - Neurosurgery	**Patient Care**	6.00 hr(s)	8	0
Department of Neurosurgery/NSURG - Neurosurgery	**Medical Knowledge**	6.00 hr(s)	8	0
Department of Orthopaedics/ORTHO - Pediatric Orthopaedics	**Patient Care**	25.00 hr(s)	0	0
Department of Orthopaedics/ORTHO - Pediatric Orthopaedics	**Medical Knowledge**	25.00 hr(s)	0	0
Department of Orthopaedics/ORTHO - Pediatric Orthopaedics	**Systems-Based Practice**	25.00 hr(s)	0	0
Department of Pathology/PATH - Blood Bank	**Patient Care**	27.00 hr(s)	0	0
Department of Pathology/PATH - Blood Bank	**Medical Knowledge**	27.00 hr(s)	0	0
Department of Pathology/PATH - Blood Bank	**Practice-Based Learning and Improvement**	27.00 hr(s)	0	0
Department of Pathology/PATH - Blood Bank	**Interpersonal and Communication Skills**	31.50 hr(s)	0	0
Department of Pathology/PATH - Blood Bank	**Professionalism**	31.50 hr(s)	0	0
Department of Pathology/PATH - Blood Bank	**Systems-Based Practice**	28.50 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Patient Care**	37.00 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Medical Knowledge**	37.00 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Practice-Based Learning and Improvement**	37.00 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Interpersonal and Communication Skills**	37.00 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Professionalism**	37.00 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Systems-Based Practice**	37.00 hr(s)	0	0
Department of Pediatrics/PEDS - Emergency Medicine	**Osteopathic Philosophy and Osteopathic Manipulative Medicine**	4.00 hr(s)	0	0

Export to Excel

Core Competency Report By Person

The Core Competency Report by Person provides the following data for each Core Competency:

- The name and Department/Division of each person who attended a Conference associated with a Core Competency
- Content-Category
- Sub-Content Category
- Start date
- Duration
- Credit hours (CH)
- Other credit hours (OCH)

Optional report details include for each Core Competency, total duration, credit hours, and other credit hours.

A person must have attended a Conferences associated with one or more Core Competencies to be included in the report. Each Person is listed once for each Conference they attended with a Core Competency associated with it. Conferences listed multiple times are identified by a green asterisk.

1. Go to **Conferences > Reports > Core Competency**
2. Click **Core Competency by Person**
3. Enter a date range or select an Academic Year
4. Select one or more Core Competencies
5. Select people
6. Optional: Check *Show Details on Report...*
7. Click **View Report**

Core Competency Report by Person - 9/1/2012 - 12/24/2012 10/24/2012 9:03:22 AM

* Department	Name	Conference	Category	Sub Category	Core Competency	Start	Duration	CH	OCH
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Patient Care**	9/3/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Patient Care**	9/10/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Patient Care**	9/24/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Medical Knowledge**	9/3/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Medical Knowledge**	9/10/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Medical Knowledge**	9/24/2012 7:00 AM	2.00 hr(s)	0	0
JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Journal Club - Medical Knowledge	Journal Club		**Medical Knowledge**	9/4/2012 10:00 AM	1.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Practice-Based Learning and Improvement**	9/3/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Practice-Based Learning and Improvement**	9/24/2012 7:00 AM	2.00 hr(s)	0	0
* JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	Grand Rounds	Rounds		**Practice-Based Learning and Improvement**	9/10/2012 7:00 AM	2.00 hr(s)	0	0

Export to Excel

Totals:

Department	Name	CoreCompetency	Duration	CH	OCH
JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	**Patient Care**	6.00 hr(s)	0	0
JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	**Medical Knowledge**	7.00 hr(s)	0	0
JAS Surgery/JAS - General Surgery	**Alden, Wyatt**	**Practice-Based Learning and Improvement**	6.00 hr(s)	0	0

Content Category Report

The Content Category Report lists each Conference that is associated with a Content Category and scheduled within a specific date range. In addition to Content Category, the following data for each Conference listed is provided: the Conference name, Sub-Content Category (if any), start and end dates and times, credit hours (CH) and other credit hours (OCH). In addition, total credit hours and other credit hours are reported for each Content Category.

1. Go to **Conferences > Reports > Content Category**
2. Enter a date range or select an Academic Year.
3. Select one or more Content Categories
4. Click **View Report**

Date Range: 9/1/2012 - 10/23/2012

Category	Sub-Content	Conference	Start	End	CH	OCH
Journal Club		Journal Club - Medical Knowledge	9/4/2012 10:00 AM	9/4/2012 11:00 AM	1	0
Journal Club		Journal Club - Interpersonal Communication	10/2/2012 10:00 AM	10/2/2012 11:00 AM	0	0
Rounds		Grand Rounds	9/3/2012 7:00 AM	9/3/2012 9:00 AM	2	0
Rounds		Grand Rounds	9/10/2012 7:00 AM	9/10/2012 9:00 AM	2	0
Rounds		Grand Rounds	9/17/2012 7:00 AM	9/17/2012 9:00 AM	2	0
Rounds		Grand Rounds	9/24/2012 7:00 AM	9/24/2012 9:00 AM	2	0
Rounds		Grand Rounds	10/1/2012 7:00 AM	10/1/2012 9:00 AM	2	0
Rounds		Grand Rounds	10/8/2012 7:00 AM	10/8/2012 9:00 AM	2	0
Rounds		Grand Rounds	10/15/2012 7:00 AM	10/15/2012 9:00 AM	2	0
Rounds		Grand Rounds	10/22/2012 7:00 AM	10/22/2012 9:00 AM	0	0

Export to Excel

Totals

Category	Credit Hours (CH)	Other Credit Hours (OCH)
Journal Club	1	0
Rounds	14	0

Curriculum Code Report

The Curriculum Code Report lists Conferences by the curriculum codes assigned to them. In addition to the curriculum code, the following data is provided for each Conference:

- Date
- Content Category
- Sub-Content Category
- Credit hours (CH)
- Other credit hours (OCH)

1. Go to *Conferences > Reports > Curriculum Code*
2. Enter a date range
3. Select a curriculum code or select 'All'
4. Optional: Check *Only show conference that have a curriculum code*
5. Click **Update List**

Conference	Date	Code	Content Category	Sub Content	CH	OCH
Grand Rounds	9/3/2012 12:00:00 AM	GR2	Rounds		2	0
Journal Club - Medical Knowledge	9/4/2012 12:00:00 AM	JC1	Journal Club		1	0
Grand Rounds	9/10/2012 12:00:00 AM	GR2	Rounds		2	0
Grand Rounds	9/17/2012 12:00:00 AM	GR2	Rounds		2	0
Grand Rounds	9/24/2012 12:00:00 AM	GR2	Rounds		2	0
Grand Rounds	10/1/2012 12:00:00 AM	GR2	Rounds		2	0
Journal Club - Interpersonal Communication	10/2/2012 12:00:00 AM		Journal Club		0	0
Grand Rounds	10/8/2012 12:00:00 AM	GR2	Rounds		2	0
Grand Rounds	10/15/2012 12:00:00 AM	GR2	Rounds		2	0
Grand Rounds	10/22/2012 12:00:00 AM		Rounds		0	0

Export to Excel

Speakers Report

Two Speaker Reports can be generated to display survey results about your conference speakers: one generated by the program coordinator and the other generated by the speaker.

Speakers Report - Generated by Coordinator

The Speakers Report lists selected speakers and the Conferences to which they are assigned within a specified date range. It can only be generated for speakers who have a demographic record in your database.

Other columns include the Category, Date, Credit hours, Other credit hours and Topic. Speakers are listed once per each Conference assigned. In addition, total Conferences, credit hours, and other credit hours are provided for each speaker.

1. Go to *Conferences* > *Reports* > *Speakers*
2. Set a date range
3. Select one or more Conference speakers
4. Click **View Report**

Speaker	Category	Conference	Date	CH	OCH	Topic
Beebe, Elizabeth	JAS - General Surgery::Journal Club	Journal Club - Medical Knowledge	**9/4/2012**	1	0	
Benson, Wayne A	JGB Internal Medicine::Wednesday Morning Meetings	Wednesday Morning Meetings	**9/19/2012**	0	0	
Berg, Kevin Lucas	JM-Internal Medicine::Journal Club	Journal Club	**9/26/2012**	0	0	
Brooks, Minerva	JAS - General Surgery::Rounds	Grand Rounds	**9/3/2012**	2	0	
Daruwalla, Farrokh	JAS - General Surgery::Rounds	Grand Rounds	**9/10/2012**	2	0	
Fillmore, Steve	JM-Internal Medicine::Grand Rounds	Grand Rounds 1	**9/4/2012**	0	0	
Fisher, Mary	JM-Internal Medicine::Grand Rounds	Grand Rounds 1	**9/4/2012**	0	0	
Goddard, Stewart	JAS - General Surgery::Rounds	Grand Rounds	**9/17/2012**	2	0	
Grimes, John Wesley	JGB Internal Medicine::Didactics	Noon Conference	**9/19/2012**	0	0	
Johnston, Carissa	JM-Internal Medicine::Grand Rounds	Grand Rounds 1	**9/4/2012**	0	0	
Milliken, Matt	EM Internal Medicine::Noon Conference	Noon Conference	**9/24/2012**	0	0	
Parker, Peter	JM-Internal Medicine::Grand Rounds	Grand Rounds 2	**9/18/2012**	0	0	
Potter, Sal	JAS - General Surgery::Rounds	Grand Rounds	**9/24/2012**	2	0	
Sanders, Luke Jack	JM-Internal Medicine::Journal Club	Journal Club	**9/26/2012**	0	0	---

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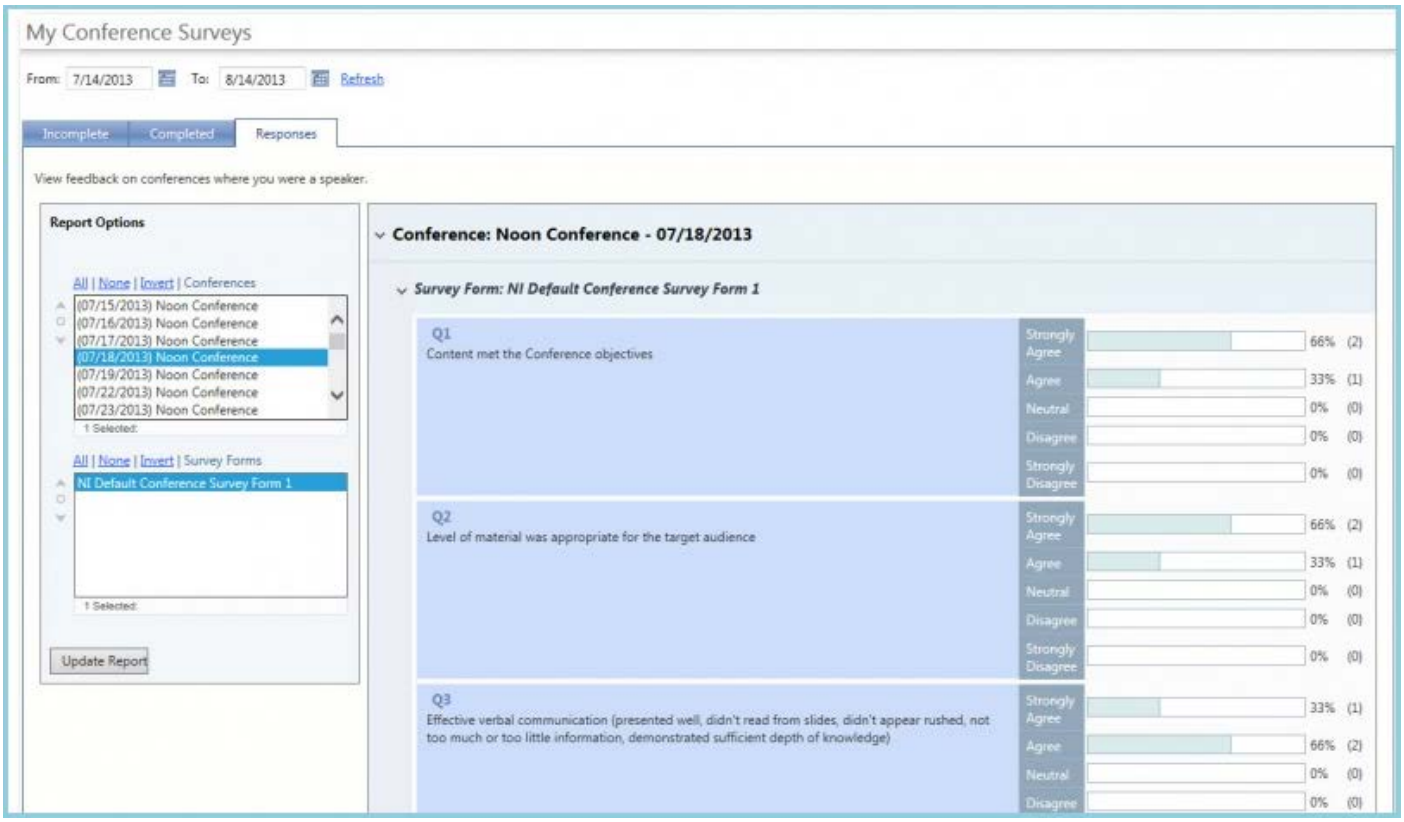
Totals

Speaker	# of Conferences	Credit Hours (CH)	Other Credit Hours (OCH)
Beebe, Elizabeth	1	1	0
Benson, Wayne A	1	0	0
Berg, Kevin Lucas	1	0	0
Brooks, Minerva	1	2	0
Daruwalla, Farrokh	1	2	0
Fillmore, Steve	1	0	0
Fisher, Mary	1	0	0
Goddard, Stewart	1	2	0
Grimes, John Wesley	1	0	0
Johnston, Carissa	1	0	0
Milliken, Matt	1	0	0
Parker, Peter	1	0	0
Potter, Sal	1	2	0
Sanders, Luke Jack	1	0	0

Export to Excel

Speakers Report - Generated by Speaker

1. Go to *Conferences* > *My Surveys*
2. Select a date range and click **Refresh**
3. Select the **Responses** tab
4. Select a conference
5. Select a survey form
6. Click **Update Report**
7. Survey results are displayed on the right side of the page. Comments are listed below.


My Conference Surveys
From: 7/14/2013
To: 8/14/2013
Refresh
Incomplete
Completed
Responses
View feedback on conferences where you were a speaker.
Report Options
All | None | Invert | Conferences
(07/15/2013) Noon Conference
(07/16/2013) Noon Conference
(07/17/2013) Noon Conference
(07/18/2013) Noon Conference
(07/19/2013) Noon Conference
(07/22/2013) Noon Conference
(07/23/2013) Noon Conference
1 Selected:
All | None | Invert | Survey Forms
NI Default Conference Survey Form 1
1 Selected:
Update Report
Conference: Noon Conference - 07/18/2013
Survey Form: NI Default Conference Survey Form 1
Q1
Content met the Conference objectives
Strongly Agree 66% (2)
Agree 33% (1)
Neutral 0% (0)
Disagree 0% (0)
Strongly Disagree 0% (0)
Q2
Level of material was appropriate for the target audience
Strongly Agree 66% (2)
Agree 33% (1)
Neutral 0% (0)
Disagree 0% (0)
Strongly Disagree 0% (0)
Q3
Effective verbal communication (presented well, didn't read from slides, didn't appear rushed, not too much or too little information, demonstrated sufficient depth of knowledge)
Strongly Agree 33% (1)
Agree 66% (2)
Neutral 0% (0)
Disagree 0% (0)