

# User Guide: Completing a Live Activity on iLearn

*(The following instructions assume that you are logged in)*

**Live and On-Demand** activities have different requirements. Please make sure you read the Instructions page whenever you register for an activity.

## For LIVE activities

### Step 1 – Go to the Session’s page on iLearn

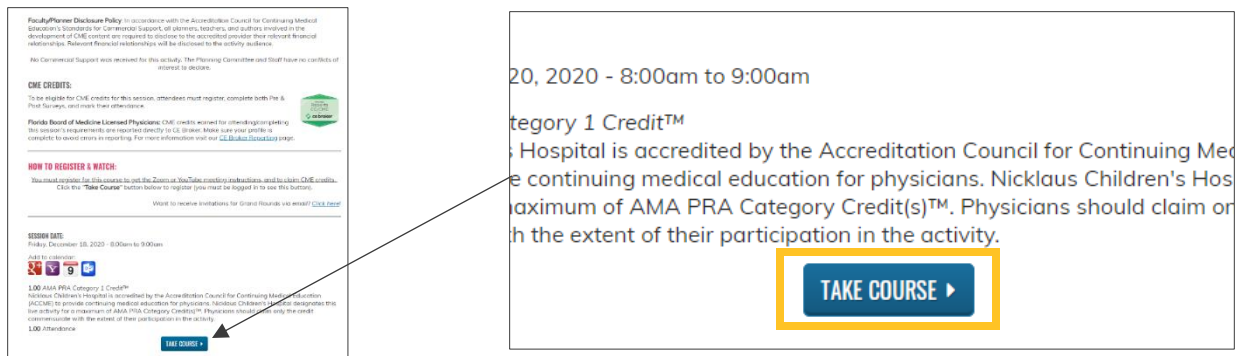
A link to the session page will be included in any invitation you receive, even if you do not register.

If you cannot find the link, you can also look for the activity under the “Live Activities”



### Step 2 – Scroll to the bottom of the page and click the Take Course button

If you have not done so already, clicking this button will register you for the session.



Faculty/Planner Disclosure Policy: In accordance with the Accreditation Council for Continuing Medical Education's Standards for Certificate Support, all planners, teachers, and authors involved in the development of CME content are required to disclose to the accredited provider their relevant financial relationships. Relevant financial relationships will be disclosed in the activity audience.

No Commercial Support was received for this activity. The Planning Committee and Staff have no conflicts of interest to declare.

**CME CREDITS:**  
To be eligible for CME credits for this session, attendees must register, complete both Pre & Post Surveys, and track their attendance.

Florida Board of Medicine Licensed Physicians: CME credits earned for attending/online/reading. This session's requirements are reported directly to the Board. Make sure your profile is complete to receive credit in reporting. For more information visit our [CME/CE/CPD](#) page.

**HOW TO REGISTER & WATCH:**  
You must register for this course to get the Zoom or YouTube content instructions and to claim CME credits. Click the "Take Course" button below to register (you must be logged in to see this button).  
Want to receive invitations for Grand Rounds via email? [Click Here](#)

**SESSION DATE:**  
Friday, December 18, 2020 - 8:00am to 9:00am

1.00 AMA PRA Category 1 Credit™  
Nicklaus Children's Hospital is accredited by the Accreditation Council for Continuing Medical Education. (ACCME) to provide continuing medical education for physicians. Nicklaus Children's Hospital designates this live activity for a maximum of AMA PRA Category Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

1.00 Attendance

**TAKE COURSE**

20, 2020 - 8:00am to 9:00am

Category 1 Credit™

Nicklaus Children's Hospital is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. Nicklaus Children's Hospital designates this live activity for a maximum of AMA PRA Category Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

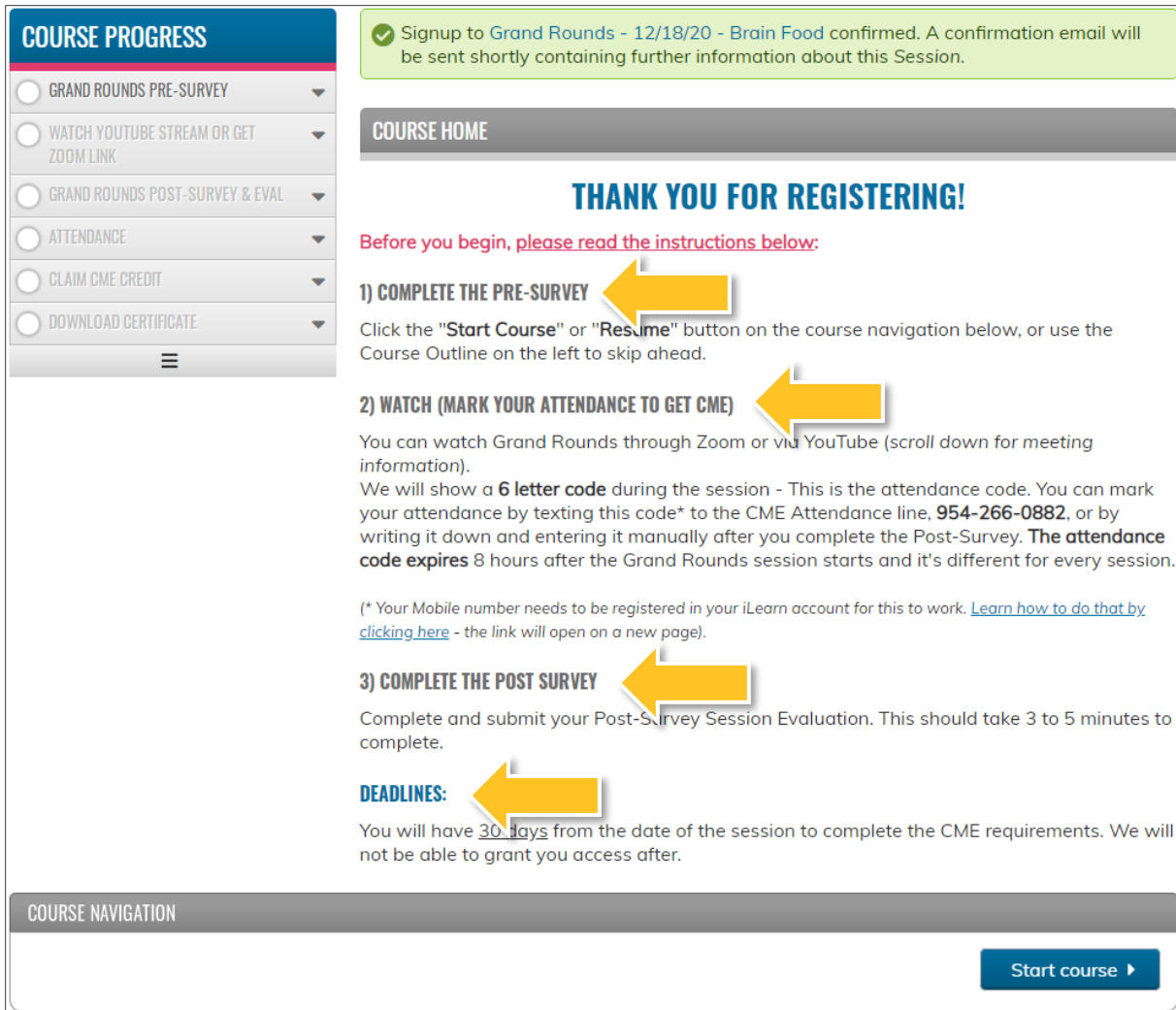
**TAKE COURSE**

**If the button is not showing:** first make sure you are logged in. The button will also not show if you did not register and you visit the page after the session takes place.

If you believe the button is not showing in error, please contact us at [cme@nicklaushealth.org](mailto:cme@nicklaushealth.org).

## Step 3 – Review the Course Instructions

After clicking “Take Course”, the **instructions** will load. Please read these instructions, as they will tell you what you need to complete for each activity.



**COURSE PROGRESS**

- GRAND ROUNDS PRE-SURVEY
- WATCH YOUTUBE STREAM OR GET ZOOM LINK
- GRAND ROUNDS POST-SURVEY & EVAL
- ATTENDANCE
- CLAIM CME CREDIT
- DOWNLOAD CERTIFICATE

Signup to [Grand Rounds - 12/18/20 - Brain Food](#) confirmed. A confirmation email will be sent shortly containing further information about this Session.

**COURSE HOME**

### THANK YOU FOR REGISTERING!

Before you begin, [please read the instructions below](#):

- 1) COMPLETE THE PRE-SURVEY**  
Click the "Start Course" or "Resume" button on the course navigation below, or use the Course Outline on the left to skip ahead.
- 2) WATCH (MARK YOUR ATTENDANCE TO GET CME)**  
You can watch Grand Rounds through Zoom or via YouTube (scroll down for meeting information).  
We will show a **6 letter code** during the session - This is the attendance code. You can mark your attendance by texting this code\* to the CME Attendance line, **954-266-0882**, or by writing it down and entering it manually after you complete the Post-Survey. **The attendance code expires 8 hours** after the Grand Rounds session starts and it's different for every session.  
(\* Your Mobile number needs to be registered in your iLearn account for this to work. [Learn how to do that by clicking here](#) - the link will open on a new page).
- 3) COMPLETE THE POST SURVEY**  
Complete and submit your Post-Survey Session Evaluation. This should take 3 to 5 minutes to complete.

**DEADLINES:**  
You will have **30 days** from the date of the session to complete the CME requirements. We will not be able to grant you access after.

**COURSE NAVIGATION**

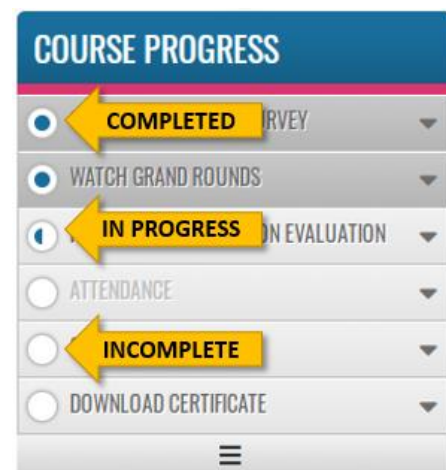
Start course ▶

The **Course Progress Menu** on the Left of the page will also show you which parts you have not completed

A **filled in circle** means that portion is completed.

A **half-filled circle** means you have started that portion, but have not finished it.

A **blank circle** means you have not started or completed that portion of the course.



**COURSE PROGRESS**

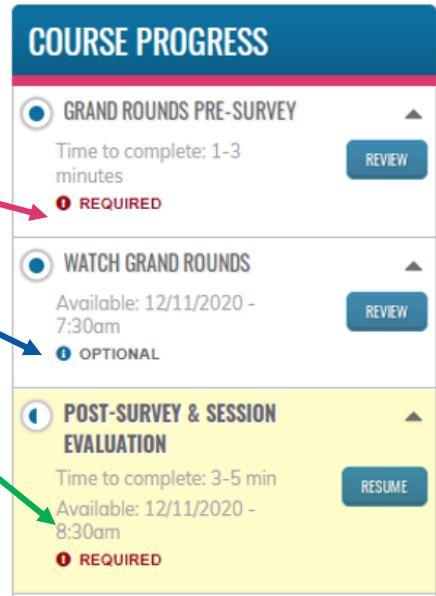
- COMPLETED** SURVEY
- WATCH GRAND ROUNDS
- IN PROGRESS** IN EVALUATION
- ATTENDANCE
- INCOMPLETE**
- DOWNLOAD CERTIFICATE

**NOTE:** Some course portions will be...

**Required**

**Optional**

And/or **only available after a certain date/time**



You will also have the option to skip to a course portion by clicking the arrow to the left of the portion's name, then click the **“REVIEW”** or **“RESUME”** button to open that part of the course.

## Step 4 – Complete the required steps

Use **the Navigation menu** on the bottom of the page to complete the steps. This will automatically take you to the next incomplete portion of the course. (The button will change accordingly and say “Start course”, “Resume”, “next”, etc.).

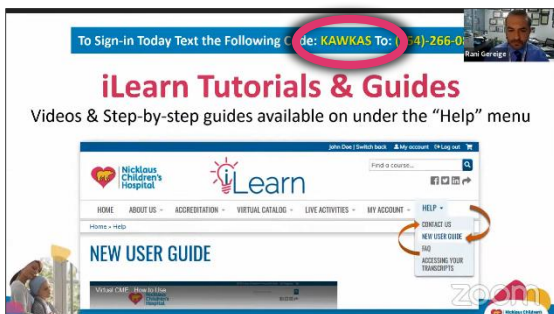
As stated above, you may also skip around to available portions, but you must complete all the **REQUIRED** portions to be able to complete the course and claim any CMEs.



**Pre-Surveys, Post-Surveys, and Session Evaluations** – Make sure you click the **SUBMIT** button at the end of each form. If you click “next” on the navigation menu before clicking “SUBMIT” your answers will be lost and you will have to do it again.

**Attendance** – To mark your attendance you will need an **Attendance Code**. These are different every session and expire after a few hours. Pay attention and ask the host or activity coordinator for instructions on how the code will be shown. For Grand Rounds codes are always shown before and after the session, typed into the Zoom chat.

You can text attendance codes to **954-266-0882** or enter it on iLearn before it expires. ([Video guide for this here](#))



**Other Optional Objects** – Some sessions will have optional pages/objects with videos or patient lists. They are there for your reference only and you should be able to skip past those sections

**Claim CME** – you will be awarded CME automatically OR asked to enter how many hours you will claim.