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

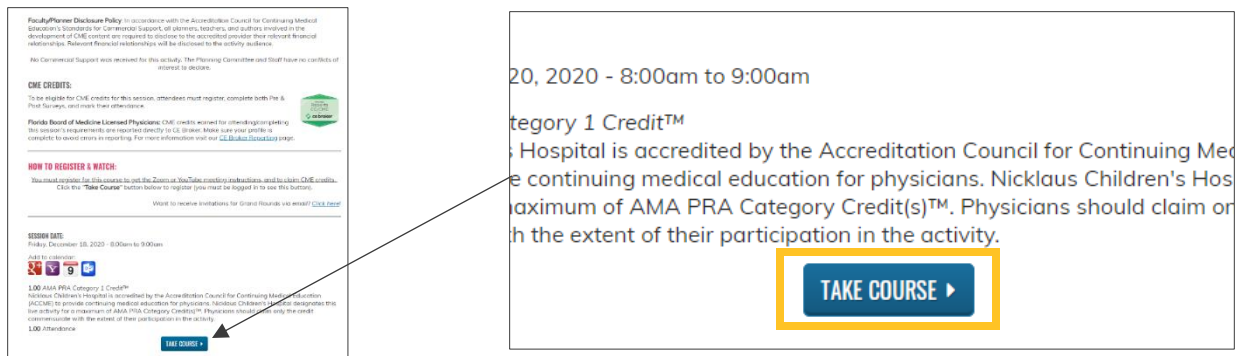## Step 1 – Go to the Session's page on iLearn

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

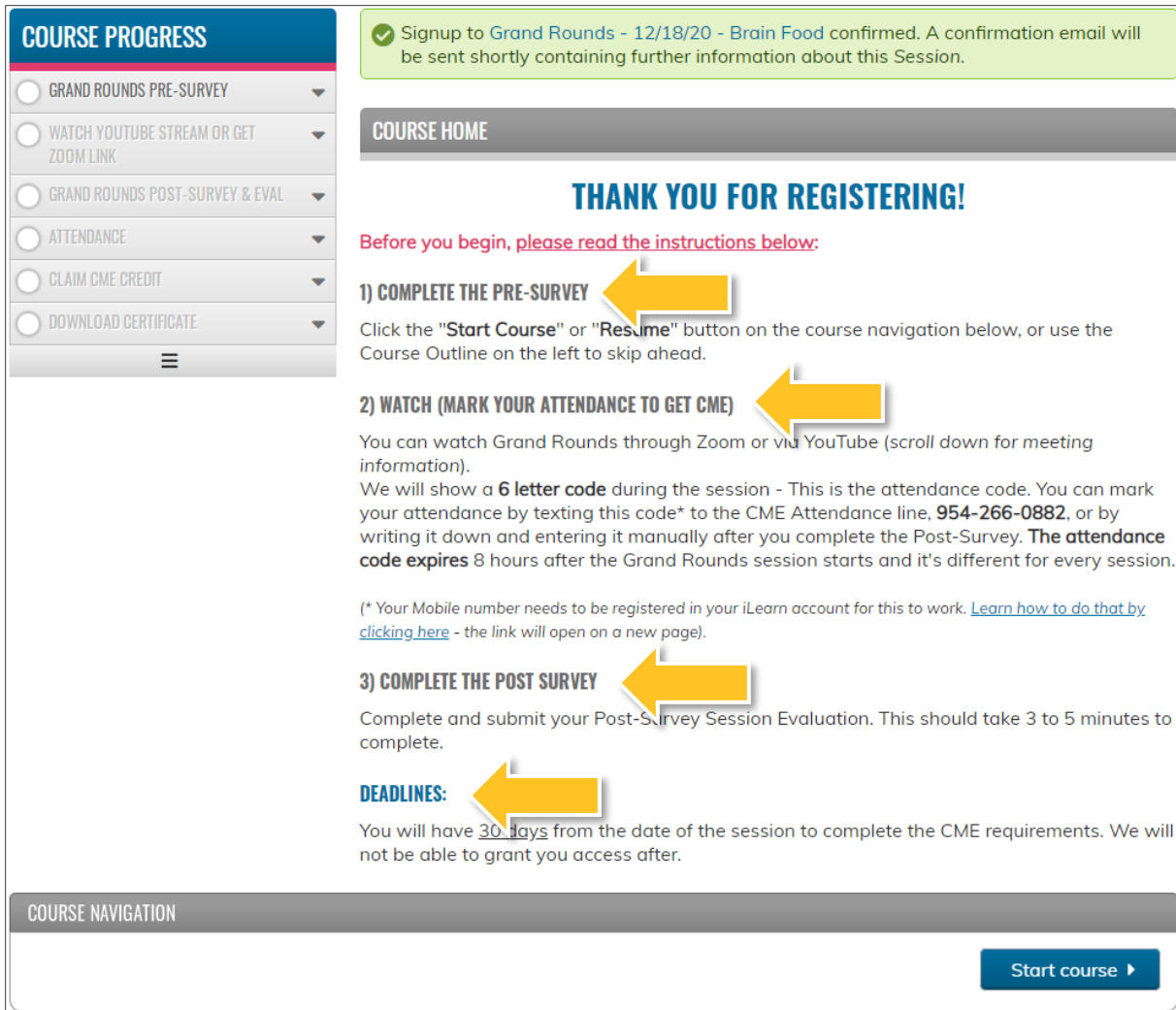If you have not done so already, clicking this button will register you for the session.

If the button is <u>not</u> 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.

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.
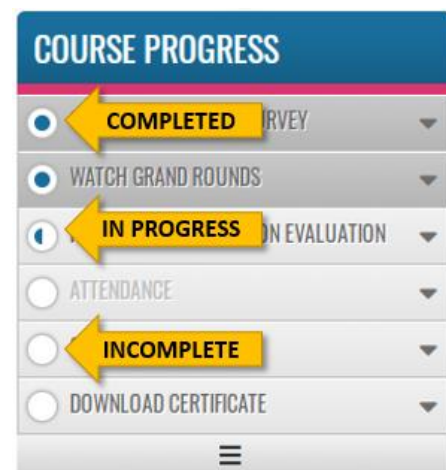

The **Course Progress Menu** on the Left of the page will also show you which parts you have not completed

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.

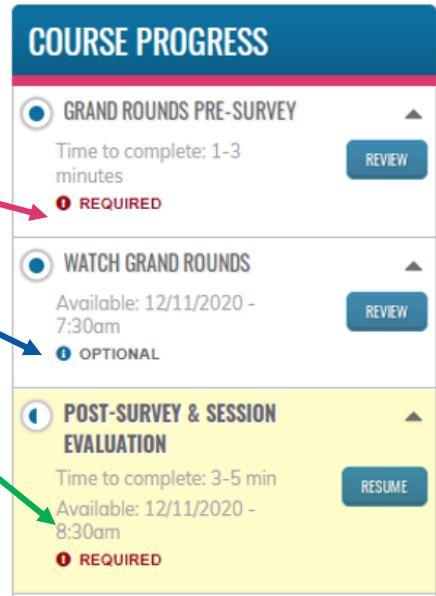**NOTE**: Some course portions will be…

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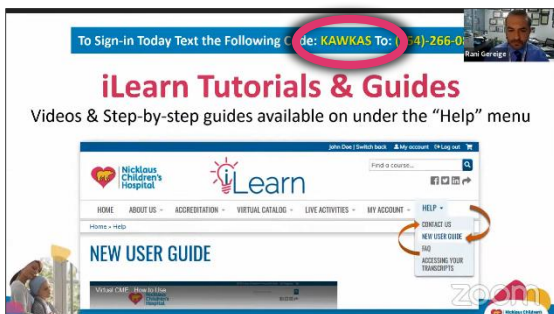
As stated above, you may also skip around to available portions, but you must complete all the **REQUIRED** portions to be able to complete the course and claim any CMEs.

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.