

# Tutorial

**Objective:** Learning and Creating an Eval, from Conception to a Completed Eval.

**Step 1:** This is the finished Eval you will build, step by step, using this tutorial. This is found in the **Preview** tab. (Fig.A)

**CMEWEBTRACKER™**  
 Portal to your CME Office

**My Hospital**  
 Continuing Medical Education

**Activity Evaluation Form**  
**Test**  
 5/24/2005

**Why did you choose to Attend this activity?**

	No Importance	Little Importance	Some Importance	High Importance
Course Topics	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Learning Methods	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Obtaining CME credit	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

**Please rate the following:**

	Poor	Fair	Good	Excellent
Relevance of educational objectives to curriculum	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Opportunity to interact with faculty	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Overall activity	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

**Was this activity relevant to your practice needs:**

	Not at All	Completely
	<input type="radio"/> 1	<input type="radio"/> 2
	<input type="radio"/> 3	<input type="radio"/> 4
	<input type="radio"/> 5	

**Will your practice of medicine change as a result of participating in this activity?**

	Not at All	Completely
	<input type="radio"/> 1	<input type="radio"/> 2
	<input type="radio"/> 3	<input type="radio"/> 4
	<input type="radio"/> 5	

Comments

Fig A.

# Tutorial

## Step 2: Finished Eval cont. (Fig. B)

28

29 **This activity was objective, scientifically rigorous and free of commercial bias:**

30 **Not at all** **Completely**

31  1  2  3  4  5

32 Comments

33

34 **There was ample time for discussion of the information presented:**

35 **Not at all** **Completely**

36  1  2  3  4  5

37 **Please rate the degree to which the following learning objectives for this activity were met**

38 **How much did attendance at this educational activity enhance your ability to:**

39 **Not at All** **Completely**

40 Educational Objective  1  2  3  4  5

41 Educational Objective  1  2  3  4  5

42 Educational Objective  1  2  3  4  5

43 **Of the following learning methods, which do you prefer?**

44  Workshops

45  Open question and answer

46  Panel discussion

47  Case studies

48 **What are you looking for in future CME activities:**

49  Application of current basic science to my clinical practice

50  Recent innovations in treatment

51  Understanding the business and economics of practicing medicine

52  Keeping current with clinical information concerning my specialty

Please suggest educational needs or practice-related problems that you would like to see addressed in future CME activities:

53

54 **FACULTY EVALUATION**

55 **This is my Test Topic - Test Speaker, MD**

56 **Poor** **Excellent**

57 Clarity & Organization  1  2  3  4  5

58 Content  1  2  3  4  5

59 Fair Balance  1  2  3  4  5

60 Comments

61

62

Fig. B

# Tutorial

**Step 3:** Each line entered will correspond to a line in the **Preview tab**. You will enter a line in the **Define tab** and view your addition in the **Preview tab**. You will now enter each line to get the finished Eval. (Fig. C)

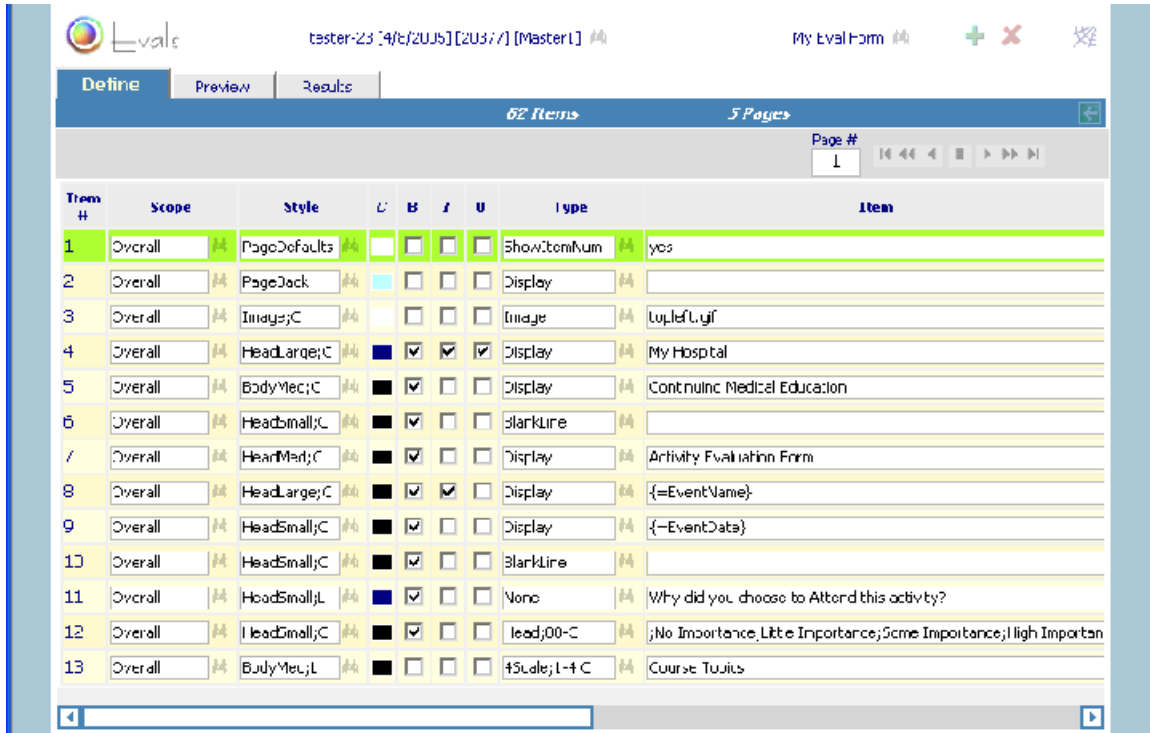


Fig. C

**Step 4:**

- To create a New Form, click the **Green Plus** icon.
- Select **New Form**.
- Enter the name for your Eval Form.
- Click the **Pink** checkmark icon to select.

**Note:** To **Select**, click on the **Binocular** icon next to each column.  
To **Enter**, type from your **keyboard**.

Line 1:

- Scope select: Overall
- Style select: PageDefaults
- Type select: ShowItemNum
- Item enter: Yes

**Note:** Click the **Green Plus** Icon and **Add New Item** after each line.

**Note:** When you **Add New Item** the entire line is duplicated.

## Tutorial

Line 2:

- a. Style select: PageBack
- b. Color select: Light blue color for background
- c. Type select: Display

Line 3:

- a. Style select: Image;C
- b. Type select: Image
- c. Item enter: topleft.gif

Line 4:

- a. Style select: HeadLarge;C
- b. Color select: Navy blue
- c. Check Bold, Italics and Underline boxes
- d. Type select: Display
- e. Item enter: My Hospital

Line 5:

- a. Style select: BodyMed;C
- b. Color select: Black
- c. Uncheck: Italics and Underline
- d. Type select: Display
- e. Item enter: Continuing Medical Education

Line 6:

- a. Type select: Blankline.

Line 7:

- a. Style select: HeadMed;C
- b. Type select: Display
- c. Item enter: Activity Evaluation Form

Line 8:

- a. Style select: HeadLarge;C
- b. Click Italics
- c. Item enter: {=EventName}

Line 9:

- a. Style select HeadSmall;C
- b. Uncheck Italics
- c. Item enter: {=EventDate}

Line 10:

- a. Type select: Blankline

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Line 11:

- a. Style select: HeadSmall;L
- b. Color select: Navy Blue
- c. Type select: Display
- d. Item enter: Why did you choose to Attend this activity?

Line 12:

- a. Style select: Headsmall;C
- b. Color select: Black
- c. Type enter: Head;80-C
- d. Item enter: ;No Importance;Little Importance;Some Importance; High Importance

Line 13:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 4Scale;1-4C
- d. Item enter: Course Topics

Line 14:

- a. Item enter: Learning Methods

Line 15:

- a. Item enter: Obtaining CME credit

Line 16:

- a. Style select: HeadSmall;C
- b. Check Bold
- c. Type enter: Head;80-C
- d. Item enter: Please rate the following:;Poor;Fair:Good:Excellent

Line 17:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 4Scale;1-4C
- d. Item enter: Relevance of educational objectives to curriculum

Line 18:

- a. Item enter: Opportunity to interact with faculty

Line 19:

- a. Item enter: Overall activity

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Line 20:

- a. Type select: Blankline

Line 21:

- a. Style select: HeadSmall;L
- b. Type select: Display
- c. Item enter: Was this activity relevant to your practice needs:

Line 22:

- a. Style enter: HeadSmall;C
- b. Type select: Head;N-C
- c. Item enter: ;Not at All;;;Completely

Line 23:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 5Scale;1-5 C
- d. Item enter: ~~

Line 24:

- a. Style select: HeadSmall;L
- b. Color select: Navy Blue
- c. Check Bold
- d. Type select: Display
- e. Item enter: Will your practice of medicine change as a result of participating in this activity?

Line 25:

- a. Style select: HeadSmall;C
- b. Color select: Black
- c. Type select: Head;W-C
- d. Item enter: ;Not at All;;;Completely

Line 26:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 5Scale;1-5 C
- d. .Item enter: ~~

Line 27:

- a. Type Enter: Text;75,2
- b. Item enter: Comments:

## Tutorial

Line 28:

- a. Type select: Blankline

Line 29:

- a. Style select: HeadSmall;L
- b. Color select: Navy Blue
- c. Check Bold
- d. Type select: Display
- e. Item enter: This activity was objective, scientifically rigorous
- f. and free of commercial bias:

Line 30:

- a. Style select: HeadSmall;C
- b. Color select: Black
- c. Type select: Head;W-C
- d. Item enter: ;Not at all;;;Completely

Line 31:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 5Scale;1-5 C
- d. Item enter: ~~

Line 32:

- a. Type select: Text;75,2
- b. Item enter: Comments:

Line 33:

- a. Type select: Blankline

Line 34:

- a. Style select: HeadSmall;L
- b. Check Bold
- c. Type select: Display
- d. Item enter: There was ample time for discussion of the
- e. information presented:

Line 35:

- a. Style select: HeadSmall;C
- b. Type select: Head;W-C
- c. Item enter: ;Not at all;;;Completely

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Line 36:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 5Scale;1-5 C
- d. Item enter: ~~

Line 37:

- a. Style select: HeadSmall;L
- b. Color select: Navy
- c. Check Bold
- d. Type select: Display
- e. Item enter: Please rate the degree to which the following
- f. learning objectives for this activity were met.

Line 38:

- a. Color select: Black
- b. Check Italics
- c. Item enter: How much did attendance at this educational activity enhance your ability to:

Line 39:

- a. Style select: HeadSmall;C
- b. Uncheck Italics
- c. Type select: Head;W-C
- d. Item enter: ;Not at all;;;Completely

Line 40:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 5Scale;1-5 C
- d. Item enter: Education Objective

Line 41:

- a. (Add New Item)

Line 42:

- a. (Add New Item)

Line 43:

- a. Style select: HeadSmall;L
- b. Check Bold
- c. Type select: Display
- d. Item enter: Of the following learning methods, which do you prefer?



## Tutorial

Line 44:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: Checkbox
- d. Item enter: Workshops

Line 45:

- a. Item enter: Open question and answer

Line 46:

- a. Item enter: Panel discussion

Line 47:

- a. Item enter: Case studies

Line 48:

- a. Style select: HeadSmall;L
- b. Check Bold
- c. Type select: Display
- d. Item enter: What are you looking for in future CME activities:

Line 49:

- a. Style select: Body Med;L
- b. Uncheck Bold
- c. Type select: Checkbox
- d. Item enter: Application of current basic science to my clinical practice

Line 50:

- a. Item enter: Recent innovations in treatment

Line 51:

- a. Item enter: Understanding the business and economics of
- b. practicing medicine

Line 52:

- a. Item enter: Keeping current with clinical information concerning my specialty

Line 53:

- a. Type enter: Text;75,2
- b. Item enter: Please suggest educational needs or practice-related problems that you would like to see addressed

## Tutorial

Line 54:

- a. Style select: HeadSmall;L
- b. Check Bold
- c. Type select: Display
- d. Item enter: FACULTY EVALUATION

Line 55:

- a. Item enter: This is my Test Topic – Test Speaker, MD

Line 56:

- a. Style enter: HeadSmall;C
- b. Type select: Head;W-L
- c. Item enter: ;Poor;::;Excellent

Line 57:

- a. Style select: BodyMed;L
- b. Uncheck Bold
- c. Type select: 5Scale;1-5L
- d. Item enter: Clarity & Organization

Line 58:

- a. Item enter: Content

Line 59:

- a. Item enter: Fair Balance

Line 60:

- a. Type select: Text;75,2
- b. Item enter: Comments:

Line 61:

- a. Style select: BodyMed;C
- b. Type select: 2Button
- c. Item enter: Submit your responses|Clear this Form

Line 62:

- a. Style select: PageDefaults
- b. Color select: White
- c. Type select: SubmitReturn
- d. Item enter: <http://www.cmetracker.com>

Congratulations! You have now successfully completed the EVAL Exercise. Now you know the ins and outs to create your very own EVAL.