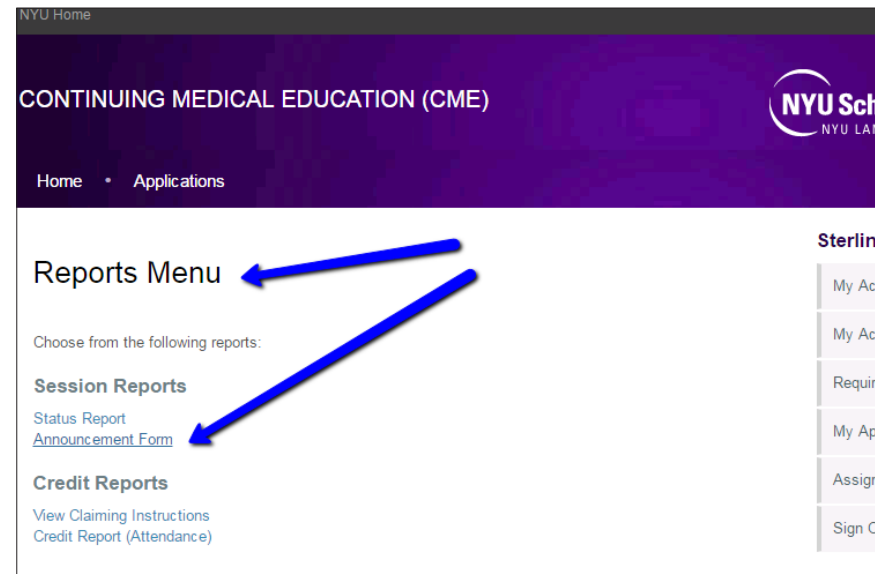
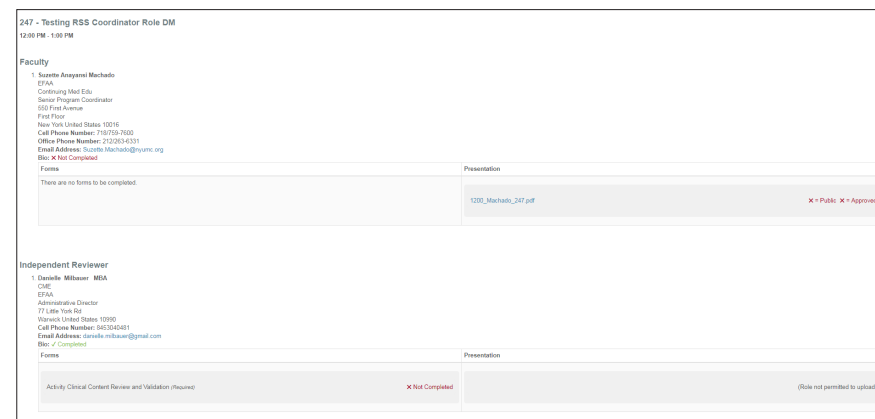


- **Reporting** – This is where you will be able to print the Announcement Form (which must be present at the entrance of the course room). These fields will be filled based on the information entered in the “Edit Session” link.

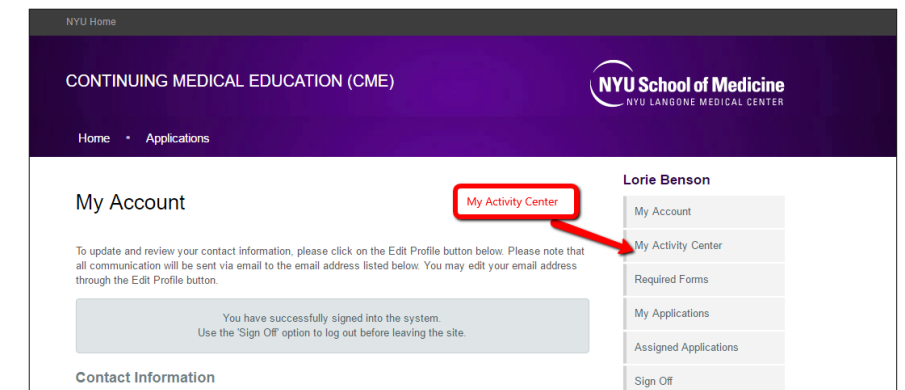


You can also click “Status Report”, in order to view whether or not the speaker has uploaded their talk, and whether or not the independent reviewer has completed the Content Validation Web Form.

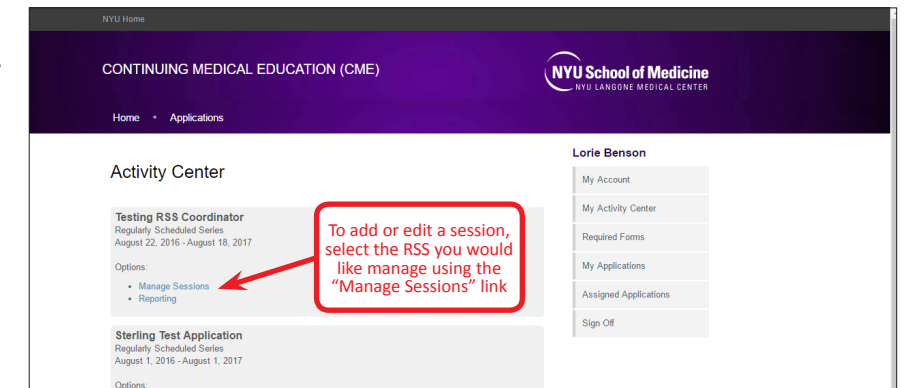


- **Remove** – Remove the session

1. Go to the website: [www.highmarksce.com/nyumc](http://www.highmarksce.com/nyumc)
2. If you have a Kerberos ID, please sign in using the first option, “NYU Langone Health User Community Login” If you do not have a Kerberos ID, please use the second option “Non-NYU Langone Health Login”
3. Once you have signed in, select the “My Activity Center” tab.

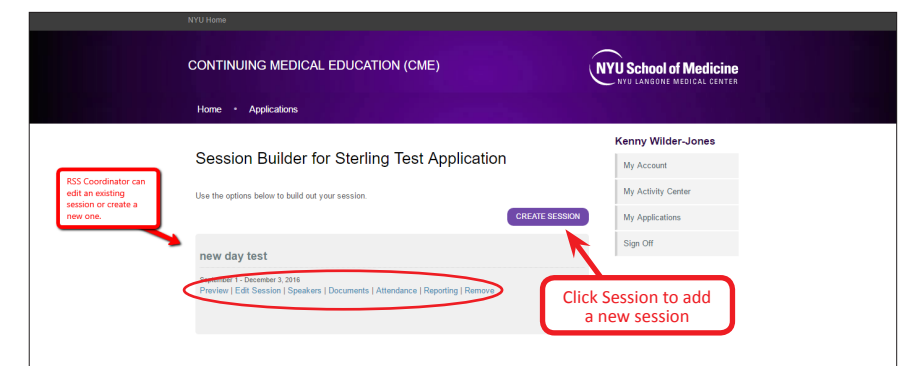


4. Click the “Manage Sessions” link under your course’s name for this academic year.



5. To create a new session, click the button “Create Session”. As the RSS coordinator you can manage and edit this session using the tabs (circled in image):

- **Preview** – View and print the session details



• **Edit Session** – Edit the session details:

- Title (title of presentation or topic)
- Type (should always be Regularly Scheduled Series)
- Start and end time for the session (should be on same day, enter time)
- Location & Room
- Credits (\*This should match up with the start and end time of your course. If your course is from 7am-8am, then your Credit(s) should be 1. If it is a 2 hour course, the credit should be 2. For a one and a half hour course, credit should equal 1.5...)
- Description (this is pulled directly from the application and should not be changed)
- Educational Objectives (Enter the educational objective for the session. You can finish this sentence: At the end of this meeting, participants should be able to...)

CONTINUING MEDICAL EDUCATION (CME) NY

Home Applications

### Edit Session: Testing RSS Coordinator

Use the form below to update the information about this session.

\* - indicates a required item.

\*Title:  Characters Left: 277

Type:

\*Starts On:  @

\*Ends On:  @

Location:

Room:

Credits:

Description:

• **Speakers** – You can assign speakers/

- presenters or independent reviewers for your course, as long as they are in the HighMarks system. All staff with a Kerberos ID will be searchable within the system, but outside speakers will have to be manually added. Please ask them to go to [www.highmarksce.com/nyumc/](http://www.highmarksce.com/nyumc/), create a new account, and then let you know once they do, so that you can assign them as a speaker.
- In the Speakers section, you can click on the purple button labeled “Manage People”, enter the name to search for, and next to the person’s name select either “EvFaculty” for a Speaker or “EvIndReviewer” for the Independent Reviewer. Once you have made your selections, click “Assign” at the bottom.
  - Speakers will be notified to complete disclosure forms within the system once they are assigned; this completed disclosure is valid for the whole year (they will not need to disclose again if they repeat as a speaker). You can check if a speaker has filled out their disclosure form by going to “My Activity Center” click “Reporting” Select the speaker you are looking for under “Activity Faculty Member” if their disclosure pops up, then it has been completed, but if it says “No Response” you should reach out to them again.
  - For Grand Rounds and lecture format courses, the Speaker will need to submit their presentation to the Course Coordinator at least two days before the session, so that it can be viewed and approved by the Independent Reviewer. Also, the Independent Reviewer must be identified and assigned for each session, so that they are able to sign in and complete the Content Validation web form within the system. Separate instruction entitled “High-Marks RSS Content Validation Instructions” should be given to the independent reviewer.

Session Speakers for Testing RSS Coordinator Role DM

The data was saved successfully.

Assign Speakers Remove People

Faculty (EvFaculty):

Carolee D. Mitter Remove Carolee D. Mitter

Sue Morgan Remove Sue Morgan

Remove

• **Documents** – The speaker’s

presentation for the session should show up here (after they have uploaded it through their “Speaker Center”), so that it can be viewed by the Independent Reviewer, in order to complete the content validation web form. The instruction guide “HighMarks Speaker Instructions” will direct the speaker on how to submit their presentation. Again, this only applies for Grand Rounds, Lecture, and Seminar Series formats, which are required to have an Independent Reviewer.

Manage Documents for new day test

To upload documents, please use the button below.

Click upload document

UPLOAD DOCUMENT

No image has been uploaded.

Document for new day test

Use the options below to upload or edit a document. The following document extensions are allowed: \*.ppt, \*.pptx, \*.jpg, \*.png, \*.gif, \*.doc, \*.docx, \*.xls, \*.xlsx, \*.pdf, \*.zip

MANAGE DOCUMENTS

\* - indicates a required item.

\*Title:

Filename:  No file chosen

CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION.

Document Tag:

SAVE

Manage Documents for new day test

To upload documents, please use the button below.

Manage Documents if necessary

UPLOAD DOCUMENT

1 document(s) uploaded

Action	Document Title	Public	Approval Status
<a href="#">Edit</a>	Test Document Upload	No	Pending

• **Attendance** – session attendance can

be completed by name searching and adding attendees to the attendance list. Again, all staff with a Kerberos ID will be searchable within the system (FIRST LAST eg. John Smith). We suggest that you take attendance within HighMarks, on site, on a laptop, as it is most efficient. You may use a paper sign in sheet on site, and then, later that day, enter the sign-in data into HighMarks. After the name is entered and selected, you must click “Check In” to the right of the name. This action will officially mark them as attended. You will only have to type in the name and add it to the list if it is their first time attending the course. All names entered will stay on the list when a new session is created. All you will have to do for returning attendees is to click “Check In” next to their name. Attendance must be entered within a week of the session date.

\*\*Another option is for your attendees to use their smart phones to scan the QR Code located on the Announcement Form as they enter the session.

NOTE 1: QR code apps can be downloaded for free via the App Store on their smartphone (search QR Code Reader).

NOTE 2: Scan will only add them to the attendee list, you must still click “Check In”

Netflix vs Hulu... who wins the battle?

teswt

09/01/2016 12:00am

Add attendee by typing first name, last name or email address.

First Name	Last Name	Company	Email	Action
James	Brooks	Attendee Interactive		Checked In

Add a user to attendance