**Session reports must be submitted at least 5 business days prior to the session date. I**f you’re reaching out to speakers, ask them to get the information to you at least 2 weeks before the session date.

**What you need from speakers:**

* Full name, credentials
* Email address
* Title of their presentation
* At least 3 measurable learning objectives
* Presentation slides IF they have a financial relationship to disclose

**Session Reports – Before you get started, you’ll need:**

* Date/time/location
* Title of Session
* Speaker Name
* 3 measurable learning objectives (can be more)
* Speaker’s financial disclosure
* Session announcement for the specific date
* PDF of Audience Disclosure Method slides (for virtual courses)

**Step by Step Guide**

1. Go to: <https://uams.cloud-cme.com/default.aspx>
2. Sign in with your UAMS ID (domain log in)
3. Click on Administration at the bottom of the page (tiny link) – this takes you to the CloudCME administrative dashboard.
4. Click on **Activities** (from options on the left)
5. Click on **RSS Dashboard**
6. **Date Range:** This should start at the date of your last session and end a month after the session you’re creating. Example: If my last session was 1/25/22, I would set my date range as 1/25/22 to 4/1/22.
7. Change the **Status** to “ALL”
8. Click the **Search** button
9. The last session you had should populate in the grid below (or first session we created for you at the beginning of the academic year)
10. MAKE SURE YOUR’E USING THE **CORRECT PARENT #** IF YOU HAVE MORE THAN ONE RSS
11. Click on the **Calendar Icon** in the TOPIC column, under the title of the last session
12. Find the date of your next session and double click in the white box (or on the gray box in the white box)
13. That will pull up another box and this is where you **put the title of your next session** (new child).
14. Save and **wait for the red slash** to show in the left corner of the gray box. If there isn’t a red slash, then you didn’t create the “child.” CloudCME can be slow, so please be patient.
15. Go back to the RSS Dashboard
16. In the **Topic Column** of your new child, click on the title of your session (**blue hyperlink** above the calendar icon) or the pencil icon. That brings up the RSS Activity Editor.
17. In the **RSS Activity Editor**, add at least 3 measurable learning objectives. You will need to hit the plus sign at the end of the first objective to open a line for the next one.
18. Next, you will go over to the right and upload **Supporting Documentation**. This is where you will upload your announcement flyer and a PDF of your audience disclosure slides (if you have a virtual session).
19. Next, scroll to the bottom of the RSS Activity Editor and **SAVE.**
20. You can always go back into the RSS Activity Editor to check to see if your documents uploaded.
21. In **the “Faculty” column** of your new child, **click on Manage Faculty**. Uncheck the “Request Disclosure” and “Request Presentation?” boxes. In the white box, type the speaker’s last name, first name. Select the Speaker from the names that populate. If the name does not populate, then the speaker does not have a profile in the system.
22. Click on **Add Faculty** to add the speaker to your child. Continue to do this until all of your speakers are added.
23. In the grid, you will be able to see the speaker’s full name, email address, disclosure date, and whether or not they have anything to disclose.
24. Exit out of the Manage Faculty box.
25. In the Faculty column, you will see the speakers you just added.
	1. If they do not have a disclosure on file, there will be a **yellow yield sign**. You’ll need to contact the speaker and ask them to complete the online disclosure form.
	2. If they do have a financial relationship to disclose, there will be a **yellow yield sign**. You’ll need to ask the speaker to provide their presentation slides. When you have them, you’ll come back and upload their presentation in the Presentations and COI status column by clicking on the green paper icon under their name.
	3. If they have a disclosure on file and they do NOT have any financial relationships to disclose, there will be a **green check mark**.
26. After you have created your child, uploaded the required compliance documentation, and taken care of the faculty disclosure/COI mitigation, you are now finished with your session report.
27. The **Child Status** column of your child should now say “Pending.” That means the child is now on our dashboard for review.
	1. If the status says “Incomplete”, then check all of your compliance pieces: announcement, speaker, speaker disclosure
	2. If the status says “In Review”, then make sure you’ve uploaded your speaker’s presentation slides. “In Review” status will show up on our dashboard to review.
	3. If the status says, “Approved” that means we have reviewed and approved your session.
28. Wait for an email from us. ☺ We will approve the session and give you the activity code or we will ask for more information.