

CloudCME 101 is an orientation series of modules for the new UCSF Continuing Education Portal.

This module provides tips for navigating the various forms throughout the Portal; it is appropriate for all users who will be accessing the system.

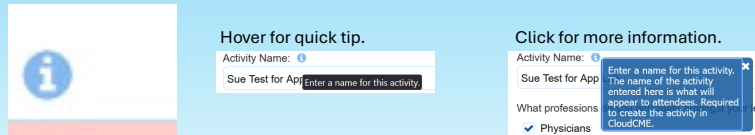
Note that your screens may differ from those shown here.

The slide is titled 'Red Highlight Means "Required"'. It shows a form with a light blue background. The first field is 'Activity Name' with a red highlight and an asterisk. Below it is a list of professions with radio buttons, also highlighted in light red. The list includes: Physicians, Pharmacists and/or Pharmacy Technicians, Physician Assistants, Social Workers, Other, Non-Accredited, Nurses, Dentists and Allied Dental Staff, Psychologists, Athletic Trainers, and Joint Accredited. An orange arrow points to the asterisk in the 'Activity Name' label. Below the form, text reads: 'Once a required field is completed, it will show as white with no highlight.'

Nearly every form in CloudCME uses visual cues to indicate required fields. Most commonly, this will be an asterisk after the label prompt. Fields highlighted in light red provide an obvious indicator of required fields. The highlight will disappear when the required field is complete.

## Help is Available!

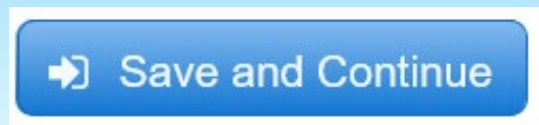
- Look for information bubbles marked by an “i” or “?” badge.
- Hover over one for brief instructions about the information request. Click on it for more detailed information.



If you're not sure how to answer a specific form prompt, rely on the “info bubbles” next to the question. Hover over the “i” or question mark icon to see brief information, or click on the icon for more details.

## Don't Forget to Save

- Each form screen must be saved to be recorded.
- Failure to save a screen before moving on to another one will erase all your input.
- Look for it and be sure to click it!



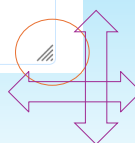
Input into form fields is not automatically saved. Once a form is complete, you **MUST** click the Save button at the bottom of the form. This is true in all parts of the system.

## You Got Room

- While completing form fields, use the wedge icon in the lower right corner of a field to expand it and show all the text.
- Simply click and drag it down or right or both to see the entire entry.

Provide an overview of your program that potential learners will see: ⓘ

This is my program overview.

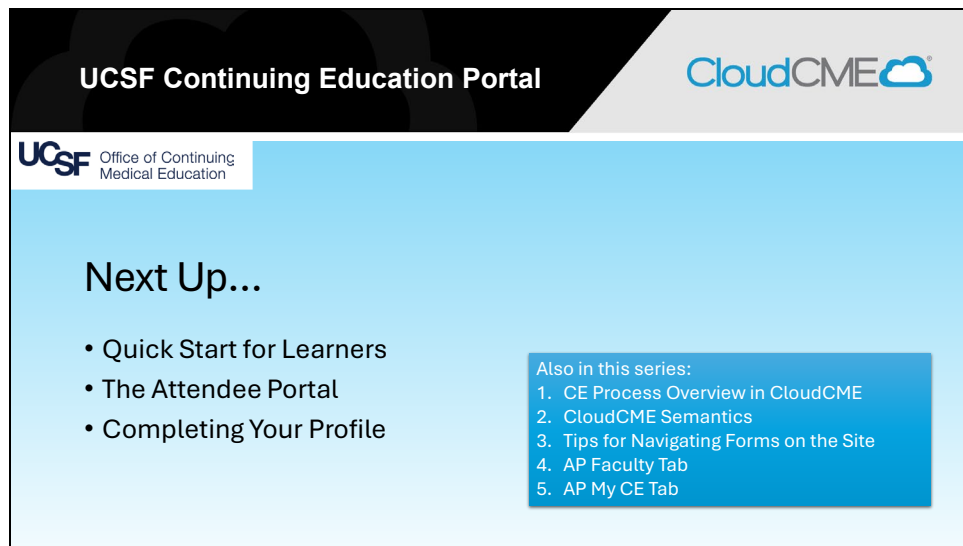


Some information is far too large to fit into a normal form field. Use the little wedge icon (where available) in the lower right of a field to expand the response area. This can be adjusted up, down, left, and right.

## You Got This

- Thanks for tuning in to these simple tips for navigating the updated CE Portal.

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Thank you for joining this quick tour of the UCSF Continuing Education Portal.

Look for the next modules in the series, including a quick guide for activity participants new to the CE Portal in CloudCME, a review of the main home page known as the Attendee Portal, and how to review and complete your profile.

