

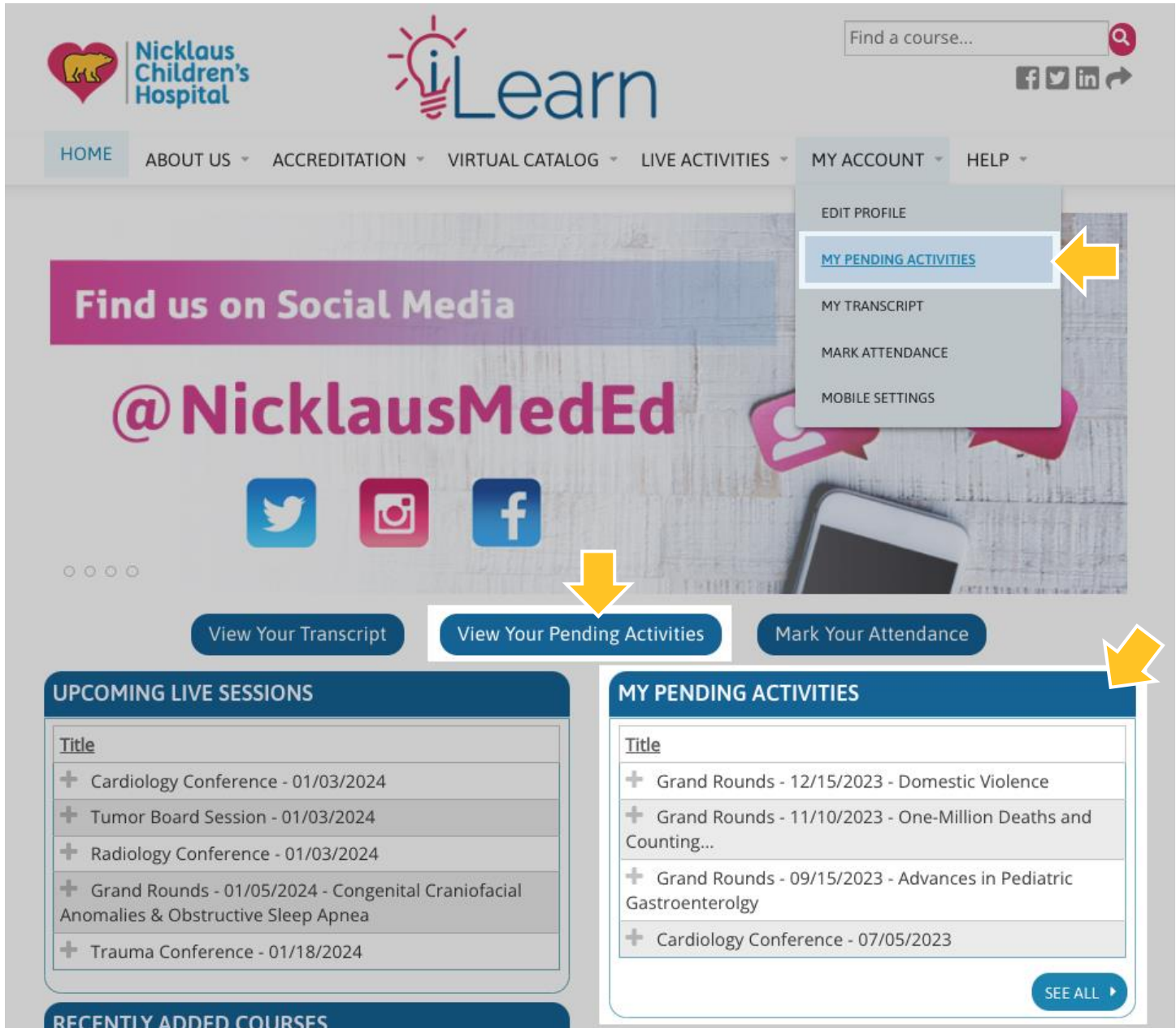
User Guide: Completing your Pending Activities

(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.

Step 1 – Hover over **My Account** and click “**My Activities**”.

All of your incomplete activities, live and virtual, will be accessible via this link. Your most recent activities will also be listed on the Homepage under the “My Pending Activities” section below the announcement slides. There’s also a button below the slides that will take you to your pending activities.



The screenshot shows the iLearn website interface. At the top, there is a search bar with the text "Find a course..." and a magnifying glass icon. Below the search bar are social media icons for Facebook, Twitter, LinkedIn, and a share icon. The navigation menu includes "HOME", "ABOUT US", "ACCREDITATION", "VIRTUAL CATALOG", "LIVE ACTIVITIES", "MY ACCOUNT", and "HELP". The "MY ACCOUNT" dropdown menu is open, showing options: "EDIT PROFILE", "MY PENDING ACTIVITIES" (highlighted with a yellow arrow), "MY TRANSCRIPT", "MARK ATTENDANCE", and "MOBILE SETTINGS". Below the navigation menu is a banner for social media with the text "Find us on Social Media" and "@NicklausMedEd", along with icons for Twitter, Instagram, and Facebook. Below the banner are three buttons: "View Your Transcript", "View Your Pending Activities" (highlighted with a yellow arrow), and "Mark Your Attendance". The "View Your Pending Activities" button points to a section titled "MY PENDING ACTIVITIES" which contains a list of activities. A yellow arrow also points to this section. The "UPCOMING LIVE SESSIONS" section contains a list of activities with expandable options (+).

Title
+ Cardiology Conference - 01/03/2024
+ Tumor Board Session - 01/03/2024
+ Radiology Conference - 01/03/2024
+ Grand Rounds - 01/05/2024 - Congenital Craniofacial Anomalies & Obstructive Sleep Apnea
+ Trauma Conference - 01/18/2024

Title
+ Grand Rounds - 12/15/2023 - Domestic Violence
+ Grand Rounds - 11/10/2023 - One-Million Deaths and Counting...
+ Grand Rounds - 09/15/2023 - Advances in Pediatric Gastroenterology
+ Cardiology Conference - 07/05/2023

SEE ALL ▶

Step 2 – Select the activity you wish to complete.

From the list of pending activities, click the title of the activity you wish to complete. This will take you to the activity's page.

PENDING ACTIVITIES							
VIEW	EDIT	BOOKMARKS	FACULTY	MY ACTIVITIES	ORDERS	COMMITMENTS	REPORTED CREDIT
Completed activities	Pending activities	External credits	Activity applications				
Title	Status	Enrolled date					
Grand Rounds - 05/05/2023 - The Moving Sidewalk: Understanding the 2023 and 2024 MPFS Changes...	Attendance	Fri, 05/05/2023 - 7:47pm					
Grand Rounds - 04/28/2023 - Managing Congenital End-stage Heart Disease with Mechanical Circulatory Support and Transplantation	Post-Survey & Eval	Fri, 04/28/2023 - 8:17am					
NCHU - Telehealth Orientation & RapidJoin Training v1.0	SCORM/TinCan	Fri, 04/07/2023 - 12:14pm					

The instructions differ slightly now on whether you are completing a Virtual Course or a live activity.

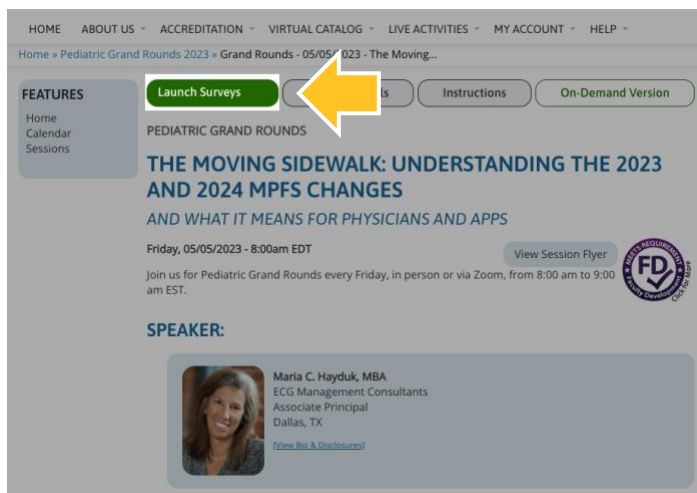
Step 3 – Click “Take Course/Launch Forms” to complete the activity.

Click the “Take Course/Launch Forms” button from the activity page to begin the activity and complete any pending requirements.

For most Live Activities this button can be found at the top of the page.

For Virtual Courses and Symposia you will find this in the “Take Course” tab.

Here is the button on a Live activity,



HOME ABOUT US ACCREDITATION VIRTUAL CATALOG LIVE ACTIVITIES MY ACCOUNT HELP

Home » Pediatric Grand Rounds 2023 » Grand Rounds - 05/05/2023 - The Moving...

FEATURES

Home Calendar Sessions

Launch Surveys

Instructions

On-Demand Version

PEDIATRIC GRAND ROUNDS

THE MOVING SIDEWALK: UNDERSTANDING THE 2023 AND 2024 MPFS CHANGES


AND WHAT IT MEANS FOR PHYSICIANS AND APPS

Friday, 05/05/2023 - 8:00am EDT

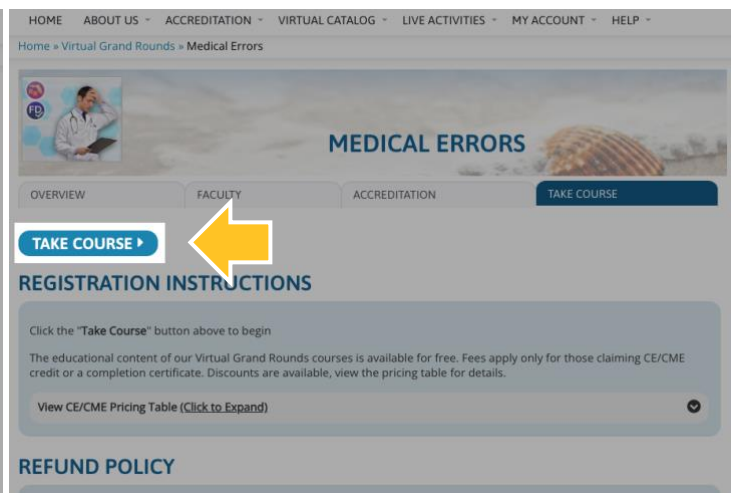
View Session Flyer

Join us for Pediatric Grand Rounds every Friday, in person or via Zoom, from 8:00 am to 9:00 am EST.

SPEAKER:


 **Maria C. Hayduk, MBA**
ECG Management Consultants
Associate Principal
Dallas, TX
[View Bio & Disclosures](#)

and here is the button on a Virtual Course



HOME ABOUT US ACCREDITATION VIRTUAL CATALOG LIVE ACTIVITIES MY ACCOUNT HELP

Home » Virtual Grand Rounds » Medical Errors



MEDICAL ERRORS

OVERVIEW FACULTY ACCREDITATION TAKE COURSE

TAKE COURSE

REGISTRATION INSTRUCTIONS

Click the “Take Course” button above to begin

The educational content of our Virtual Grand Rounds courses is available for free. Fees apply only for those claiming CE/CME credit or a completion certificate. Discounts are available, view the pricing table for details.

[View CE/CME Pricing Table \(Click to Expand\)](#)

REFUND POLICY

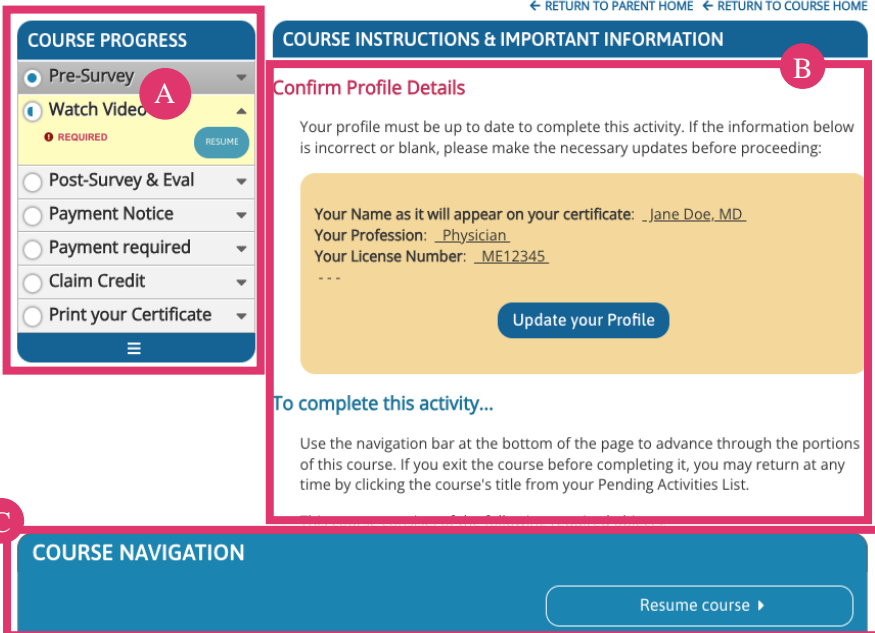
Step 4 – Review the instructions and proceed to complete the requirements.

After clicking the “**Take Course/Launch Forms**” button, all activities will lead you to an instructions page, they’re also available before registering for most activities and will be communicated to participants verbally in live activities.

It is very important that you review these instructions if you have never completed these types of activities before. Each activity will have its own requirements, deadlines, and different types of forms.

Below is a breakdown of the anatomy of an activity page and how to navigate it.

COURSE NAME



The screenshot shows a desktop view of an iLearn activity page. At the top, there are navigation links: "← RETURN TO PARENT HOME" and "← RETURN TO COURSE HOME". Below these are three main sections:

- COURSE PROGRESS (A):** A sidebar on the left with a blue header. It lists several tasks: "Pre-Survey" (with a filled circle), "Watch Video" (with a half-filled circle and a "RESUME" button), "Post-Survey & Eval", "Payment Notice", "Payment required", "Claim Credit", and "Print your Certificate".
- COURSE INSTRUCTIONS & IMPORTANT INFORMATION (B):** A main content area with a blue header. It contains a "Confirm Profile Details" section with a yellow background, asking for name, profession, and license number. Below this is a "To complete this activity..." section with instructions on using the navigation bar.
- COURSE NAVIGATION (C):** A blue bar at the bottom with a "Resume course ▶" button.

Navigating an activity (Desktop)

A – The **Course Progress** sidebar lists each activity task. A filled in circle on the left means the task is complete, a half-filled circle means it is incomplete. Clicking each title will expand it to reveal more details like availability or expiration dates, if a task is optional, and a button to jump to that task (when available). *On Mobile, this section is at the bottom of the page.*

B – This section includes the **Course Instructions**, announcements, deadlines, and any important information for participants. *On Mobile, this is the first section shown.*

C – The **Course Navigation** bar will show at the bottom of the screen and displays the buttons to resume, advance, or return to each task within the course. The buttons available will change depending on the task. If the next task is not available, or if you have not completed all the required portions in order to advance, you will be notified here. *On Mobile, this is the last section shown and is at the bottom of the page after the Course Progress section.*

If you have more questions about iLearn or CME, please contact us at cme@nicklaushealth.org.