

Steps to Evaluate A Conference Session

- 1) From the Conference Evaluation Selection Menu, click the Evaluate button on the left edge of the screen to select the session you wish to evaluate from the list of attended sessions to begin the process.

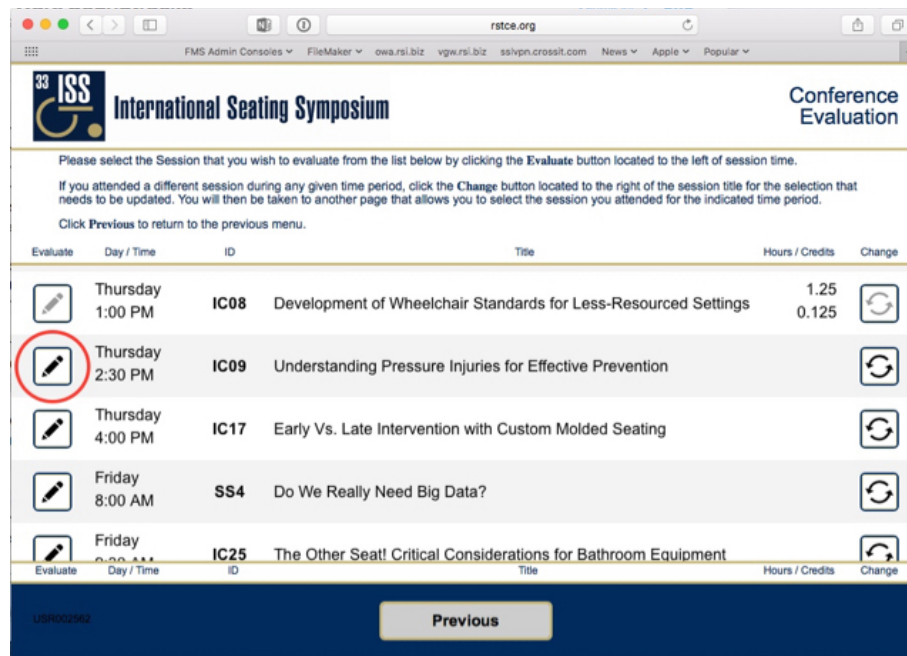


Figure 1: Conference Evaluation Selection Menu

- 2) Once the 'Session Completion Code' popover opens, enter the **Session CEU Code** given at the end of the session in the space provided.

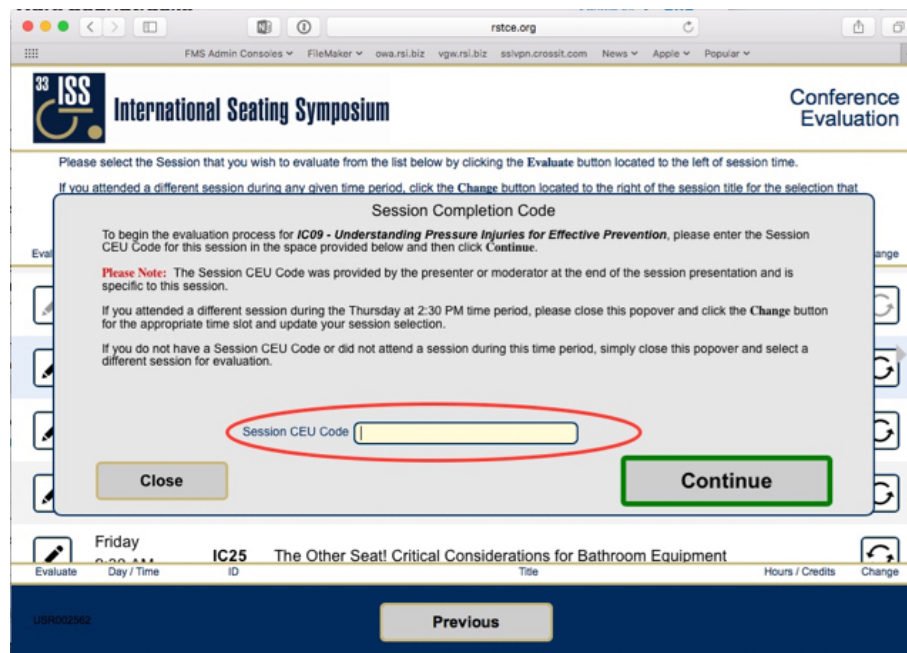


Figure 2: Session Completion Code Popover

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- 3) After entering the Session CEU Code, click **Continue** to validate the entered code and view the Evaluation Questions.

The screenshot shows a web browser window with the URL rstce.org. The page header includes the ISS logo and the text "International Seating Symposium" and "Conference Evaluation". Below the header, there is a section titled "Session Completion Code". The text inside the section reads: "To begin the evaluation process for IC09 - Understanding Pressure Injuries for Effective Prevention, please enter the Session CEU Code for this session in the space provided below and then click **Continue**." Below this text, there is a text input field labeled "Session CEU Code" containing the placeholder text "CEU_CODE_HERE". To the left of the input field is a "Close" button, and to the right is a "Continue" button. A red arrow points from the "Continue" button to the right. Below the input field, there is a table with the following columns: "Evaluate", "Day / Time", "ID", "Title", "Hours / Credits", and "Change". The table contains one row with the following data: "Evaluate", "Friday", "IC25", "The Other Seat! Critical Considerations for Bathroom Equipment", "Hours / Credits", and "Change". Below the table, there is a "Previous" button.

Figure 3: Session Completion Code Popover with entered Session CEU Code

- 4) Answer all Evaluation Questions by selecting a response from the list provided for each question. Once ALL questions have been answered, click **Continue** to proceed to the next step in the evaluation process.

The screenshot shows a web browser window with the URL rstce.org. The page header includes the ISS logo and the text "International Seating Symposium" and "Understanding Pressure Injuries for Effective Prevention Session Evaluation". Below the header, there is a section titled "Ranking Evaluation Questions". The text inside the section reads: "Please answer all 7 Evaluation Questions for the Session *Understanding Pressure Injuries for Effective Prevention*. Once all questions are answered, click **Continue** at the bottom of the page to proceed to the Additional Comments page. Click **Save and Exit** to save your progress and return to the previous menu. Do NOT use your web browser's navigation buttons." Below this text, there is a table with the following columns: "#", "Question", and "Response". The table contains five rows with the following data: "1", "Did the presenter(s) help you readily understand the course content?", "Please select response"; "2", "Did the presenter(s) seem knowledgeable concerning the topic covered?", "Please select response"; "3", "Did the scope of the material meet your expectations?", "Please select response"; "4", "Did the complexity of the material meet your expectations?", "Please select response"; "5", "Differentiate three biological effects of ischemia from cell deformation regarding their contributions pressure injury etiology.", "Please select response". Below the table, there is a "Previous" button, a text input field containing "USR002562", and a "Continue" button. A red arrow points from the "Continue" button to the right.

Figure 4: Ranking Evaluation Questions List

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- 5) If you have any additional comments regarding the session, enter those comments in the space provided. Once any open-ended response has been entered, click **Submit** to complete the evaluation process for this session.

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Understanding Pressure Injuries for Effective Prevention
Session Evaluation

Open Evaluation Questions

Please provide any additional comments below that should be included with your Evaluation for Understanding Pressure Injuries for Effective Prevention. Then click **Submit** at the bottom of the page to submit your evaluation for this Session.

Click **Previous** at the bottom of the page to return to the previous screen. Do **NOT** use your browser's "Back" button for navigation while completing the evaluation.

Any additional comments you wish to share?

Previous USR002562 **Submit**

Figure 5: Open Evaluation Question

- 6) Upon returning to the Conference Evaluation Selection Menu, you will see the Evaluate button for completed session is now "grayed out". Also, the earned credits for that session are now displayed to the right of the session title.

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Conference Evaluation

Please select the Session that you wish to evaluate from the list below by clicking the **Evaluate** button located to the left of session time.

If you attended a different session during any given time period, click the **Change** button located to the right of the session title for the selection that needs to be updated. You will then be taken to another page that allows you to select the session you attended for the indicated time period.

Click **Previous** to return to the previous menu.

Evaluate	Day / Time	ID	Title	Hours / Credits	Change
	Thursday 1:00 PM	IC08	Development of Wheelchair Standards for Less-Resourced Settings	1.25 0.125	
	Thursday 2:30 PM	IC09	Understanding Pressure Injuries for Effective Prevention	1.25 0.125	
	Thursday 4:00 PM	IC17	Early Vs. Late Intervention with Custom Molded Seating		
	Friday 8:00 AM	SS4	Do We Really Need Big Data?		
	Friday 9:30 AM	IC25	The Other Seat! Critical Considerations for Bathroom Equipment		

USR002562 **Previous**

Figure 6: Updated Conference Evaluation Selection Menu

Steps To Change A Conference Session Selection

- 1) To begin the process of changing a session selection, click the **Change** button located on the right edge of the session list for the time period corresponding to the session that needs to be changed.



Figure 1: Conference Evaluation Selection Menu

- 2) Once the 'Change Session Selection' popover opens, click into the pop-up menu to reveal the list of sessions available during the given time period.

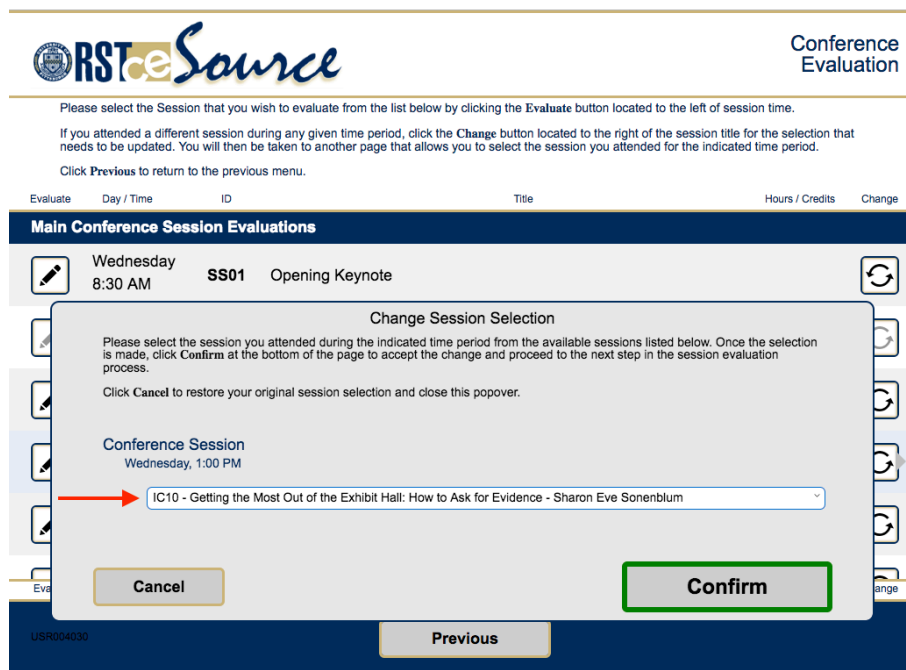


Figure 2: Change Session Selection Popover

Steps To Change A Conference Session Selection

- 3) With the list of available sessions visible in the pop-up menu, select the session attended during the current time period. If the desired session is not visible, use the arrows located at the top and bottom of the list to view more options.



Figure 3: Change Session Selection Popover with Session List

- 4) Once the correct session is selected, confirm the selection change by clicking the **Confirm** in the lower right corner of the 'Change Session Selection' popover.

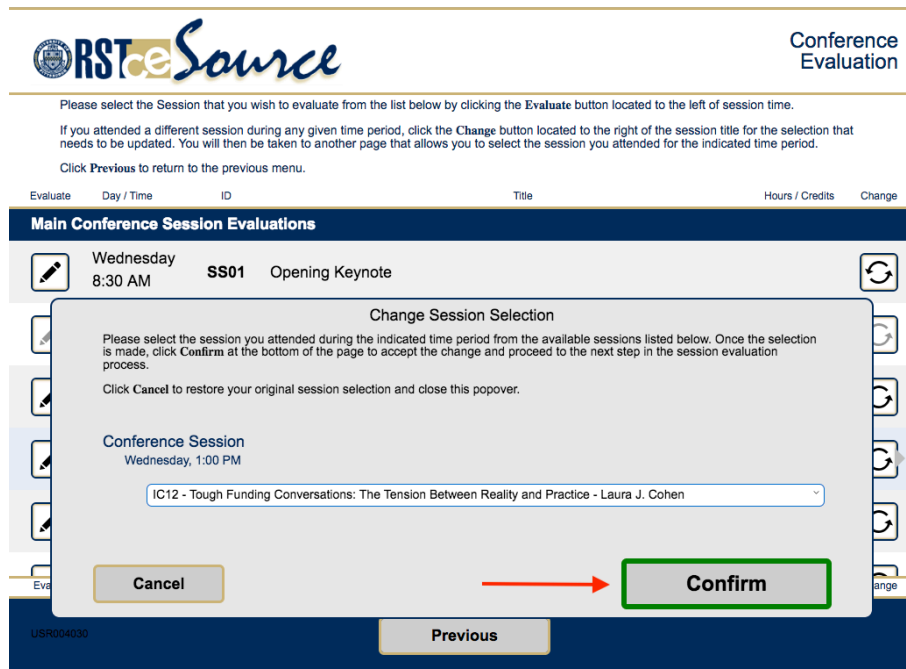


Figure 4: Change Session Selection Popover with Selection Made

Steps To Change A Conference Session Selection

- 5) Once the Confirm button is clicked, the 'Session Completion Code' popover should automatically open to allow you to continue with the evaluation process by entering the corresponding CEU Code for the session. If the popover does not open automatically, the attendee can simply click the Evaluate button on the Conference Evaluation Selection Menu.

The screenshot displays the RSTceSource Conference Evaluation interface. At the top, the RSTceSource logo is on the left and 'Conference Evaluation' is on the right. Below the header, instructions state: 'Please select the Session that you wish to evaluate from the list below by clicking the Evaluate button located to the left of session time. If you attended a different session during any given time period, click the Change button located to the right of the session title for the selection that needs to be updated. You will then be taken to another page that allows you to select the session you attended for the indicated time period. Click Previous to return to the previous menu.'

A table with columns 'Evaluate', 'Day / Time', 'ID', 'Title', 'Hours / Credits', and 'Change' is shown. The first row is highlighted: 'Wednesday 8:30 AM', 'SS01', 'Opening Keynote'. To the left of this row is an 'Evaluate' button (pencil icon), and to the right is a 'Change' button (refresh icon).

A 'Session Completion Code' popover is open over the 'Evaluate' button. The popover contains the following text: 'To begin the evaluation process for IC12 - Tough Funding Conversations: The Tension Between Reality and Practice, please enter the Session CEU Code for this session in the space provided below and then click Continue.' Below this is a 'Please Note' section: 'Please Note: The Session CEU Code was provided by the presenter or moderator at the end of the session presentation and is specific to this session. If you attended a different session during the Wednesday at 1:00 PM time period, please close this popover and click the Change button for the appropriate time slot and update your session selection. If you do not have a Session CEU Code or did not attend a session during this time period, simply close this popover and select a different session for evaluation.'

At the bottom of the popover is a text input field labeled 'Session CEU Code' and two buttons: 'Close' and 'Continue'.

At the bottom of the main interface, there is a 'Previous' button and a user ID 'USR004030'.

Figure 5: Session Completion Code Popover

For additional information on completing the session evaluation, please refer to the document "Steps To Evaluate A Conference Session".