


Redesign QA Check List

Activity Title:


Activity Type

COURSE: Edit>Course description>Course format & instructions>Activity Type
SESSION: Edit>Title & description>Activity Type


☐ **Live**  If the activity is not self-paced or a vendor registration course page, always select this option.

☐ **In-person**

☐ **Virtual** – live webinar

 Select both for hybrid activities


☐ **Workshop** – activities with multiple learning styles

☐ **RSS**  If you are unsure about selecting this type, check with your CE coordinator


☐ **Simulation**

^^^ LIVE ACTIVITIES ^^^
vvv SELF-PACED ACTIVITIES vvv

☐ **On-demand** Course

 If you are selecting this activity type, **do not** select the “Live” or “Virtual” activity types

☐ **Exhibitor/Sponsor** Course Page

 This is only for course pages intended solely for vendor registration. **Do not** select “Live” or any other option.

Activity Topics

COURSE: Edit>Course description>Course format & instructions>Activity Topics

SESSION: Edit>Title & description>Activity Type

☐ Add as many as needed/available

☐ Suggest new topics to CE Core Team:
ce@childrenscolorado.org

Summary Section

COURSE: Edit>Course description>Title & description>Edit summary

SESSION: Edit>Title & description>Edit summary

☐ Add up to 600 characters summary for related course and search panels: 100-120 words

Attendance Code

Enrollments>Settings>SMS code

☐ Change code to a common phrase with capital letters and numbers. Keep 6-8 characters long.

Coordinator:

New Reminder Emails (as applicable)

Reminder>

☐ **Variable Credit** Email

For activities that have more than 1 hr. credit where learners can select the number of hours they attended.

☐ Set *Send reminder* to: **1 minutes, After**

☐ Set *Reminder event trigger* to: **“Evaluation completed”**

☐ Set *Send to* to: **“Incomplete (active enrollments)”**

☐ Set *Subject* to: **“Reminder to claim your credit for [node:title]”**

☐ Copy/paste into *Message*:

Thank you for completing the course evaluation for the [node:title].

If you haven't done so already, please take a moment to claim the number of hours you attended the course.

Click here to claim your hours: [\[copy/paste credit node here\]](#)

Thank you,

[node:title] - Planning Committee

☐ Check the *Enable* box

☐ **Download Your Certificate** Email

For activities where learners can download a CE certificate.

☐ Set *Send reminder* to: **1 minutes, After**

☐ Set *Reminder event trigger* to: **Credit completed**

☐ Set “Send to” **Complete (all enrollments)**

☐ Change subject to: **Download your CE certificate for [node:title]**

☐ Copy/paste into *Message*:

Thank you for attending the [node:title].

You can download your certificate at the link below.

[\[copy/paste certificate node here\]](#)

Thank you,

[node:title] - Planning Committee

☐ Check the *Enable* box