

UNC Lineberger Cancer Network

Live Activity Evaluation Instructions

Activity Title: **Oncology Nursing in 2021 – AM Session**

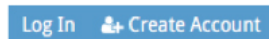
Date: **March 26, 2021**

Attendance Verification Password:

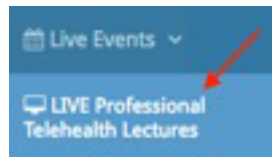
Thank you for your attendance and participation in this Telehealth Lecture. You have 7 days from the date of this program to complete the online evaluation to receive a certificate of credit or participation. Please fill out the evaluation even if you do not want continuing education credit.

Directions for completing the evaluation:

1. Navigate to the UNC Lineberger Cancer Network Learning Portal (<https://learn.unccn.org>) and **Log In** using your UNC Lineberger Cancer Network Learning Portal username and password. If you do not have a username and password, choose **Create Account** and complete and submit the account creation form.



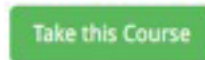
2. After logging in, go to the menu bar, click or tap **Live Events** → **LIVE Professional Telehealth Lectures**. A new page will load and display the courses that are currently open to claim credit for live attendance.



3. Locate the course for which you would like to complete the evaluation and claim credit. Click or tap the **Claim Credit for Live Attendance** button. The course homepage will load and display information for the live lecture.



4. Scroll to the bottom of the page and click the **Take this Course** button. The course page will reload.



5. Scroll to the bottom of the course page to view the course content table. It will display two lessons that must be completed to access the evaluation and claim credit. Click or tap the title of lesson one to begin the process. The attendance verification page will load and a Quizzes table will be displayed at the bottom of the page.

Lessons	Status
1 The Power of Teamwork: Navigating Patients with Complex Needs LIVE Attendance Verification	<input type="checkbox"/>
2 The Power of Teamwork: Navigating Patients with Complex Needs LIVE Evaluation	<input type="checkbox"/>

6. Click or tap the quiz title. The quiz will load and prompt you to enter the attendance verification password. This password can be found at the top of this document under the activity title and date.

Quizzes	Status
1 The Power of Teamwork: Navigating Patients with Complex Needs LIVE Attendance Verification Quiz	<input type="checkbox"/>

UNC Lineberger Cancer Network *Live Activity Evaluation Instructions—Continued*

7. Enter the attendance verification password and click on tap the **Finish Quiz** button. The password will be checked and if accepted, a **Click Here to Continue** button will appear.

Enter the attendance verification password below, then click **Finish Quiz**.



A screenshot of a web form with a text input field for a password and a blue button labeled "Finish Quiz" to its right. A red arrow points from the input field to the button.

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8. Click or tap the **Click Here to Continue**. The lecture evaluation will load.
9. Complete the lecture evaluation and click or tap **Submit**. The evaluation results will be saved and you will be returned to the course homepage. A **Select Certificate** button will appear at the top of the page.

10. Click the **Select Certificate** button. A selection window will open and display the certificates that are being offered for this course.

Select Certificate

11. Double click or tap on the certificate that you would like to receive to highlight it and then click or tap **Save**. The certificate selection will be saved and the selection window will close.

Select Certificate for the Course:



A screenshot of a selection window titled "Select Certificate for the Course:". It displays three certificate options: "UNC Telehealth Certificate of Completion", "ANCC (CNE) Certificate of Credit for Nurses (LIVE)", and "General Certificate of Completion (Telehealth)". Below these options is a blue "Save" button with a red arrow pointing to it.

12. The course homepage will reload and display a **Print Your Certificate** button. Click on this button to load your PDF certificate in a new window. Within in this new window you can print or save the certificate.

PRINT YOUR CERTIFICATE

NOTE: If you would like to access or print a certificate at a later time, a link to earned certificates is provided in the **Registered Courses** table on the **My Learning Dashboard** page. Course certificates can be accessed by clicking or tapping on the ribbon icon located to the right of the course name.

Registered Courses	Certificate	Status
▶ DEMO The Power of Teamwork: Navigating Patients with Complex Needs LIVE		

If you have any difficulty accessing the evaluation or selecting and printing a certificate, please contact unccn@unc.edu or call 919-445-1000.

We hope that you will join us again in the future!