

PHARMACY PRACTICE SEMINAR



VIRTUAL SEMINAR

Use the following instructions for easy participation in the Pharmacy Practice Seminar.

Tip: Keep this document on-hand for quick reference during the live event.



BEFORE Live Event



September 10 - 12



September 10



BEFORE You Participate

Register for the Event

- **Register for the event** on the event registration site:
<https://utpharmacyce.learningexpressce.com/index.cfm?fa=view&eventID=20461>
- **Bookmark the event registration page** once you are registered for the event, because this is where you will return to access the Live Broadcast and the On Demand sessions.

Locate the Event Schedule

- Use the schedule to identify when to log back in for the live broadcast.
- The schedule for the Live Broadcast is listed on the event registration site, in the light blue menu towards the bottom of the page.
- You may also access a [downloadable/printable program agenda](#).

Download Zoom

- **Before the day of the live event**, you will need to download the Zoom app on your computer/device and create a free Zoom account: zoom.us/download
- Download *Zoom Client for Meetings*.

- Next, click the downloaded file at the bottom of your screen, then follow the on-screen instructions to finish installation.
- When the Zoom app automatically opens, create a free Zoom account (save your credentials for easy access on the day of the event).



Access Live Broadcast • September 10-12

Log Into the Event Registration Site

At least 10 minutes prior to webinar

- Return to the **event registration site**:
<https://utpharmacyce.learningexpressce.com/index.cfm?fa=view&eventID=20461>
- Login at the **top right of the screen** (use Forgot Password to quickly retrieve forgotten login credentials).
- On the screen that follows, you will see a Featured Programs banner at the top of the page – click on **2021 Pharmacy Practice Seminar**.
- Once you arrive back on the event registration site, scroll down the page to **select the specific LIVE Broadcast session** that you wish to join.
- The **session window will open** to display everything that you will need to complete a live CE session (see descriptions below).

Access Zoom Webinar

- After you open a specific session window, **locate the zoom link beneath LIVE Broadcast – Zoom Link**.
- When prompted, allow your computer to **open Zoom.us** (Zoom should already be downloaded to your device).
- **Log into the Zoom account** you created when you downloaded the application.
- Then you will see a screen asking you to **hold tight until the session begins**.
- **Participants will not be visible or audible** to anyone else in the webinar, so it is not a problem to join a session after it has already started.

Supplemental Resources & Presentation

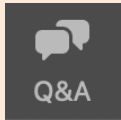
- Links to **Supplemental Resources** and **Presentation Slides (PDF)** are available for participants who wish to access these optional resources during the webinar (not required).
- **Tip:** The webinar will automatically display the presentation slides, so you are not required to have these additional resources open on your desktop.

During Live Zoom Webinar - Webinar Tools



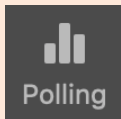
Zoom Webinar Format

- The majority of your screen view will focus on the presentation slides and a smaller window will focus on the speaker.
- The speaker will automatically advance the slides during their presentation.
- Use the tools outlined below to participate in the session (Note: Tools may not be available if Zoom has not been previously downloaded.)



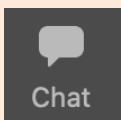
Submit a question to the speaker (anonymously)

- Click on the “**Q&A**” tool at the bottom of your screen.
- When the Q&A window opens, type your question (select anonymous if you prefer), then click “Send”.
- Questions will only be viewable to event staff and speakers, not other attendees.
- You may ask up to two questions per session - enter each question separately.
- At the end of the presentation, the moderator will read the questions aloud for the speaker to address verbally with all participants (same format as the in-person event).
- The speaker will continue to address questions as time allows.



Assessment questions (aka polls)

- Whenever a speaker wishes to ask the audience an assessment question, it will automatically appear on your screen.
- Simply **click your preferred answer**, followed by **Submit** (all answers are anonymous).
- After participants have answered, the speaker will review the results and the correct answer with the audience.



Technical or Logistics Support During a Live Webinar

- Click on the “**Chat**” tool at the bottom of your screen to ask UT CPE staff members for help with zoom or other logistics.
- When the chat window opens, type in your question and **hit enter on your keyboard**.
- Only event staff will be able to view chat questions.
- UT CPE staff will reply as quickly as possible; **answers are viewable in the chat window**.
- **Tip:** The chat feature is *only* for technical and logistical questions; questions intended for speakers *must* be submitted using the Q&A feature as described above.

After EACH Live Zoom Webinar Session

IMPORTANT

- **After each webinar**, navigate back to the **event registration site** in your web browser, to complete an **online evaluation** and locate the **new zoom link**: <https://utpharmacyce.learningexpressce.com/index.cfm?fa=view&eventID=20461>
- **There are breaks** between each live webinar to allow participants time to navigate back to the event registration site and to **take a break as needed!**
- **Tip:** It is a good idea to remain logged into the event registration site throughout the Live Broadcast, so you can complete the following steps quickly/easily.
- **Submit an online evaluation after EACH session to claim CE credit**
 - On the event registration site, select the green “*Complete Evaluation*” button next to the webinar title you just completed.
 - Green evaluation button will appear after the webinar has concluded.
 - For LIVE CE credit, evaluation must be submitted before September 20.
 - An evaluation must be submitted for each session to earn CE credit.
 - **Important:** please also submit the **OVERALL EVALUATION** to tell us how you liked this virtual event and what you want to see in the future!
- **Access the new Zoom link for the next session**
 - On the event registration site, scroll down the page to select the next LIVE Broadcast session you wish to join.
 - **Access the new Zoom link** under Live Broadcast – Zoom Link, just as you did for the first session (note: each live webinar has a unique zoom link).
 - Continue repeating the participation instructions until all webinars completed.
 - **Reminder:** All live webinar sessions will be recorded, in case you miss any portion of the live broadcast; recordings will be available within 7 days.

Live Webinar Technical Support

- If you experience difficulties before joining a live Zoom webinar (e.g. difficulty installing Zoom or cannot join a live webinar), **please email us** at UTPharmacyCE@austin.utexas.edu. **Our team will be ready and waiting to help.**
- If you experience difficulties after successfully joining a live Zoom webinar on the day of the event, please **use the Chat tool** to notify our team. **Our team will be ready and waiting to help.**
- You may also visit zoom.us and click on “Support” in the top right corner to search for helpful solutions.



Access On Demand Content – Available September 10

Log Into the Registration Site

- Use the link below to return to the Event Registration Site (bookmark this page): <https://utpharmacyce.learningexpressce.com/index.cfm?fa=view&eventID=20461>
- Select “Login” at the top right of the screen and log in using the same email and password that you used to register for the event (use Forgot Password to quickly retrieve login information).
- On the screen that follows, click 2021 Pharmacy Practice Seminar under the Featured Programs banner that appears at the top of the page.
- Scroll down the page to the list of On Demand sessions and select the session you wish to complete. The session window will expand to display everything that is needed to complete the CE session

View Video Presentation

- Click on the video displayed beneath “Video” to view the recorded presentation.

Supplemental Resources & Presentation Slides

- Links to Supplemental Resources and Presentation Slides (PDF) are also available for participants who wish to access these resources to accompany the video (these are optional).

Complete Post-Test

- After you have finished reviewing the presentation video and any other content, you must submit the Post-Test.

Complete Online Evaluation

- After the Post-Test has been submitted, **complete the online evaluation** that will appear.
- Once the evaluation is submitted, CE credit will automatically be submitted to CPE Monitor (allow 7 days to show in your CPE Monitor profile).
- Note: The Post-Test and the Online Evaluation must be submitted following each on-demand session. Without submitting these items, CE credit cannot be awarded.

On Demand Technical Support

- If you have trouble with any of the on-demand sessions, please email us at UTPharmacyCE@austin.utexas.edu. Our team will get back to you shortly.

Thank You!