# Building an Agenda in CloudCME

Building an agenda is a functionality used for department courses, enduring materials, and other activities. For department series (RSS), you will use the RSS Dashboard function.

When building an agenda, you will be able to:
- Have an agenda viewable in the attendee portal
- Have an electronic syllabus viewable in the attendee portal
- Allow speakers to upload PowerPoint presentations to the syllabus
- Download all presentations submitted by your speakers

Building an Agenda
- In the Faculty drop down menu, select Build Agenda
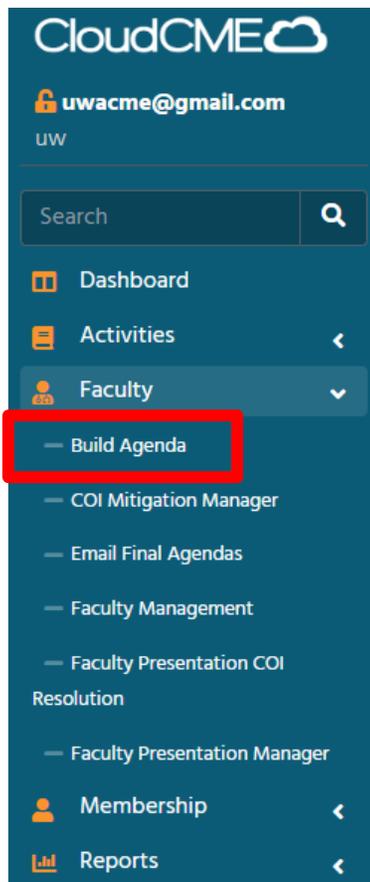
- Select your activity by entering your activity ID
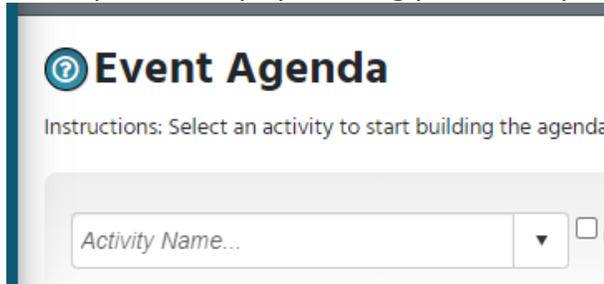
- When you pull up the Agenda calendar page, the portion of the agenda that is white will align with the times that are set for the Activity. If those need to be changed, please contact UW CME. There are many options on this screen for viewing format/layout:
    - Viewable by Day, Week or Month
    - Choose the timing increments you would like to view the calendar in
    - Have the ability to publish the agenda to the attendee portal (AP) once it is complete (optional)
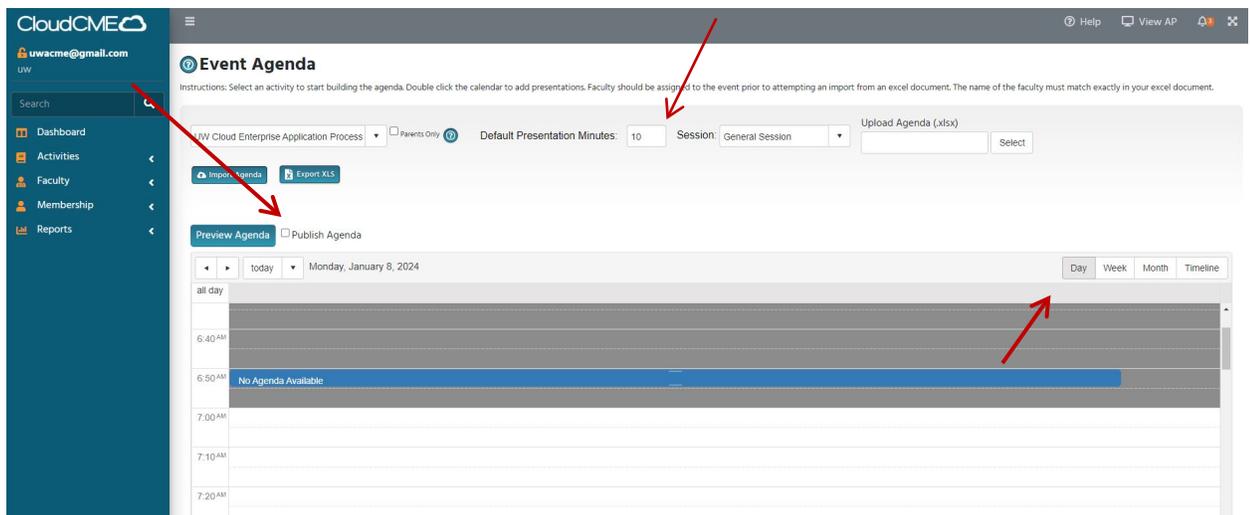
- To add an item to your agenda, double-click on the start time, then fill out the following fields in the window that appears.

o Enter the Title and the Start and End times of each agenda item, then click "Add"

- After you click "Add" the rest of the window will fill in to be completed
  o Select the Faculty member who will be assigned during that session, and click "Apply"
    ▪ Faculty can be found by entering the last name to begin, a dropdown of all faculty will then appear
  o Optional: You can also select the faculty role if you would like to. This role will then appear on the agenda next to the faculty name.
  o Once complete, click "Update" to save.
  o Close the window by selecting the X in the top right corner of the faculty scheduling box

- Continue the above steps to keep adding agenda items to your activity.

- If you have a portion of your agenda that doesn't involve a speaker (i.e. registration, break, lunch), simply close the window after you click "Add"
- Once your agenda is complete and faculty assigned, you may then assign the form entitled "Upload Presentation Files" to your faculty as a task.

Turning your Agenda into a syllabus

- You can turn the agenda into a syllabus as well by publishing the agenda. Review the 'Uploading Presentation instructions Handout' to complete this process.
- Attendees can view the syllabus if they are registered for the activity.