2017 Conference Evaluation and Certificate Procedures

Thank you for attending our 15th Annual TSNO Conference November 10-12, 2017, in The Woodlands, TX. We appreciate your attendance and hope you gained some valuable information and have a new network of professionals to communicate with.

Your attendance for **Friday Concurrent Sessions** was verified solely by the sign-in sheets for each session, it was your responsibility to sign in at every Friday concurrent session. The only way to earn credit and get your Certificate is to evaluate each session you attended and complete the overall evaluation through the online process.

Reminder! In order to evaluate and receive credit for **GENERAL SESSIONS**, you will need the attendance codes that were provided at the end of each general session, in order to complete the evaluation. A space was provided to record these codes, on your conference Syllabus.

Certificates can be printed beginning Wednesday, Nov. 15. Please be sure to complete the evaluation process by December 1, 2017.

Follow this link to begin your evaluations: http://www.txsno.org/continuingeducation/2017-conference and scroll down to **2017 Evaluations and Certificate of Completion** link. You will need the username and password that was emailed to you on or about Nov. 8th, from Express Evaluations.

After you complete your online evaluations, you will have the option of printing from the website and/or emailing the Certificate of Completion. Your certificate will be available for reprinting for 60 days after the conference.

If you have any questions about evaluations, refer to the Evaluation FAQ's section of this document. If you still have questions, contact me (Wendi Kendrick) via email at txsnoconf@gmail.com

TSNO Conference 2017 - Evaluation FAQs

1. **Where is my email from Express Evaluations?**
   The email was sent to the email address you used for registration, on or about Nov. 8th, from evaluate@express-evaluations.com. The subject of the email is
   "2017 TSNO Online Evaluation/Certificate (Your access information is enclosed)".
   If you don't see it in your inbox, check your spam/junk folder.
2. **I don't see the link to Express Evaluations.**
   You will find the link in the email above, and also on the TSNO website at this link
   http://www.txsno.org/continuingeducation/2017-conference
3. **Where is my unique username and password?**
   In the Express Evaluation email.
   DO NOT USE YOUR NASN LOGIN, THIS ONE IS UNIQUE TO EXPRESS EVALUATIONS.

4. **I evaluated my session(s) but it still shows "Attendance Code Required for Credit", and/or "Verified Attendance Required for Credit (Must Sign In)".**
   This may stay there, don't worry about it. You will see a credit total appear for that session, once EE finishes the verification process. See example below.

9:45 AM-10:45 AM		1 Contact Hours Earned	
FGEN02	Legislation & Advocacy: Implications for School Nursing **ATTENDANCE CODE Required for Credit**		Edit Reset

5. **Can you send me the attendance code for the general session? I forgot to write it down.**
   No. They were only available in the sessions.

6. **Where is my code for the Friday sessions?**
   Your signature on the sign in sheets is your "Code" and serves as validation of your attendance in that session.

7. **I don't see the "contact hours earned", like in #4 above.**
   Then EE hasn't finished with the attendance verification piece.
   Also, make sure that you evaluated the correct session. The biggest mistake is evaluating the "1:00" session when you actually attended the "3:15" one, and vice-versa. If you forget which session you attended, review your ticket from Eventbrite. The system will not alert you if you evaluate the wrong one, you just won't receive credit for it.

8. **It won't let me print my Certificate.**
   Make sure you have completed the Session Evaluation **and** the Overall Evaluation.

9. **I didn't received credit for all the sessions I evaluated.**
   See the answer to question #7.

10. **Do I have to evaluate everything at one time?**
    No, as long as you click "Save and Continue" on each evaluation, it remains in the system. You can log out and come back and pick up where you left off.

11. **I want to edit my evaluation, but it won't let me.**
    Once you click on "Certificate", your record is locked for editing. You must email me to unlock it.

12. **I don't see the answer to my question here.**
    After reviewing these FAQs, if you don't see your answer, email Wendi Kendrick at txsnoconf@gmail.com .