



Welcome: CloudCME® RSS Coordinators Training

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December 11th 2024
12:00 PM

Agenda December 11th

- Welcome and Ice Breaker
- Fiscal Year 25-26 bimonthly RSS training dates
- Department Evaluation Survey Results: January
- RSS Activity Editor
 - How to change an activity date

Icebreaker Question

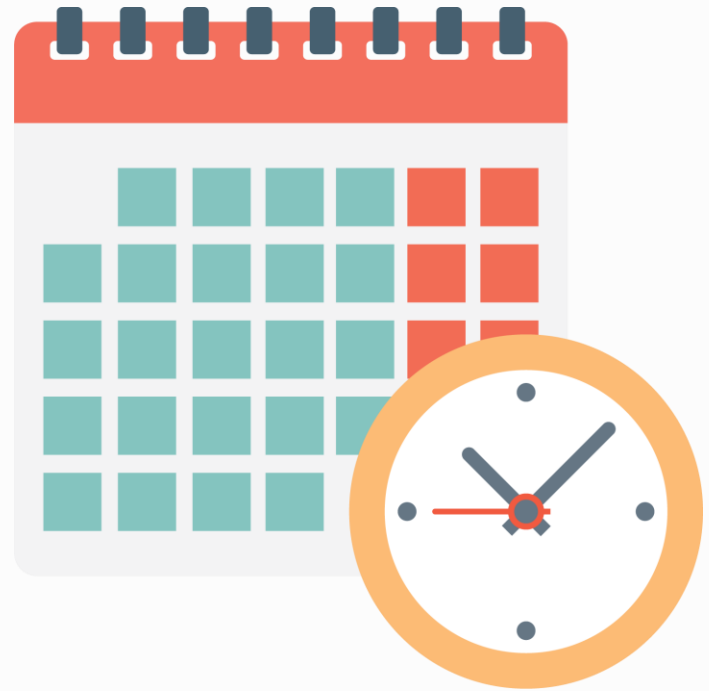
How are you spending your
Holidays?

OCPD RSS Coordinator Technical Training

AY25-26 | 12:00-1:00 pm

Training Dates:

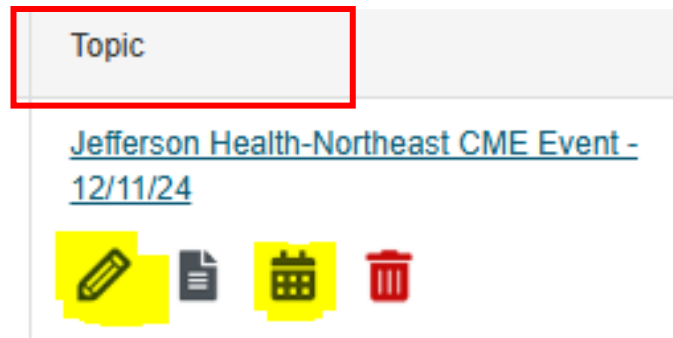
1. December 11th
2. January 29th
3. April 16th
4. May 21st



RSS Activity Editor

The Activity Editor is located in the second column of the table. Look for the 2 icons in the **Topic** column

- 1. Pencil** – Click the pencil icon for the **RSS Activity Editor**. The RSS Coordinator can edit the child activity information
- 2. Calendar** – Click the calendar icon to view and edit scheduled RSS child activities



RSS Activity Editor (continued)

- Real-time RSS Activity Editor demonstration
- Go to the RSS Dashboard
 1. Go to the Topic column
 2. Launch the **RSS Activity Editor**