

## SCHED Instructions

### **Editing Abstracts**

Presenters, you can edit your abstract by editing your session description. For a guide on how to do this, visit <https://sched.com/guide/edit-session-description/>

### **Creating Schedule**

For video tutorials on how to create a personalized schedule within SCHED, visit <https://sched.com/guide/personalize-your-schedule/>

### **Moving around in SCHED**

You can view the presentation schedule, the presenters, preceptors and important documents using the top menu bar in SCHED.

To change your schedule view, hover over “Schedule”. This will give you options to view the schedule in simple, expanded, and grid form. You can also view the schedule by “venue” which are the breakout rooms.

To view abstracts by category, you can click on a category on the right side of the screen (ex: Cardiology, Infectious Disease, Pediatric, etc.).

To view abstracts by a particular program, click the program link within the abstract or in your own profile.

### **Submitting Evaluations**

To submit an evaluation for a presenter,

- Click on the abstract title in SCHED
- Click the “Evaluation Form” button
  - This will open a google form
- Complete all sections of the form and click submit
  - Submit a form for each presentation you attend

### **Immediate (emoticon) Feedback**

To provide immediate feedback using emoticons,

- Click on the abstract title in SCHED
- Scroll down to “What did you think?”
- Click on the emoticon of your choice

### **Chat Feature**

You can chat with anyone attending SERC using the SCHED app. For more information, visit: <https://sched.com/guide/in-app-chat/>