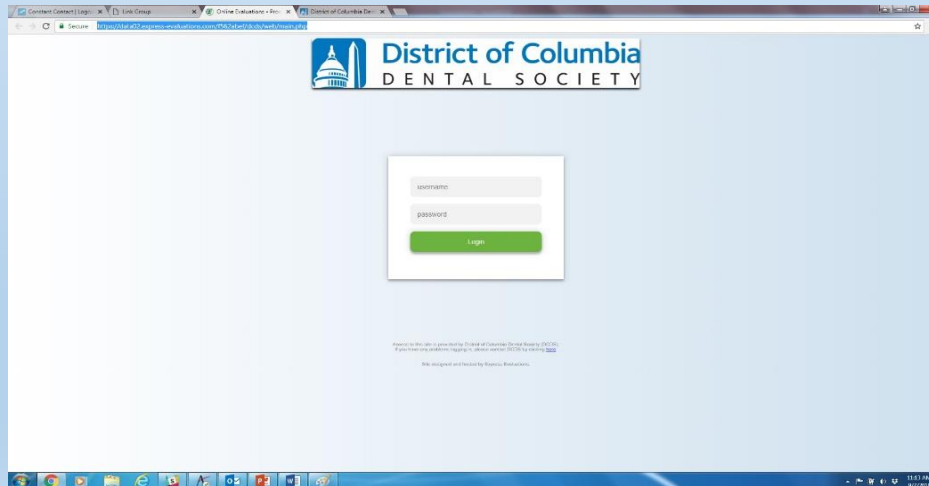


DCDS On-Line Evaluation System

Step-by-Step Instructions

1. Navigate to the On-Line CE Evaluation
 - Click on link in confirmation e-mail
 - Or go to www.dcdental.org/CE and click on the button at the bottom of the page.
2. Login using the following credentials:
 - Username: ADA Number
 - Password: dcads or DCDS

Note: This is a different login than logging into the website. Do not log into the website.

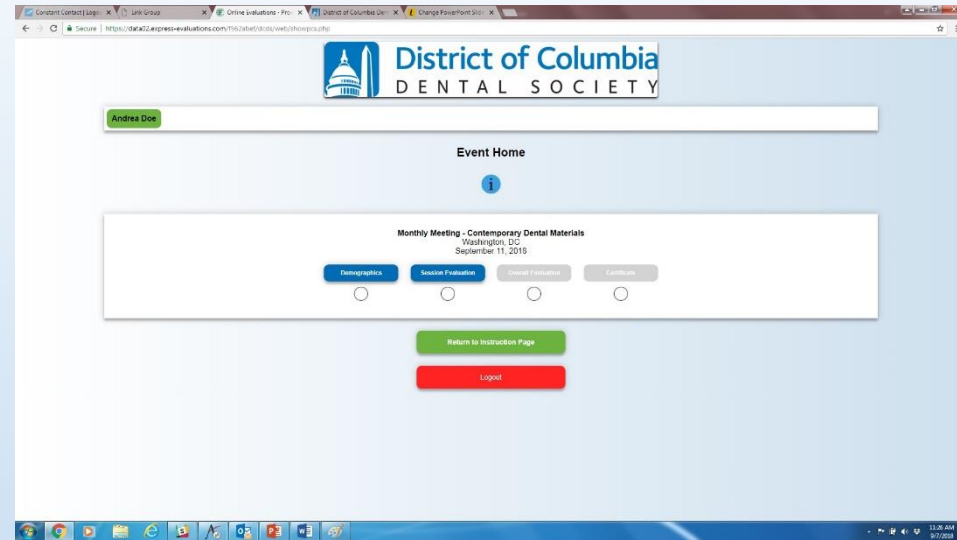


DCDS On-Line Evaluation System

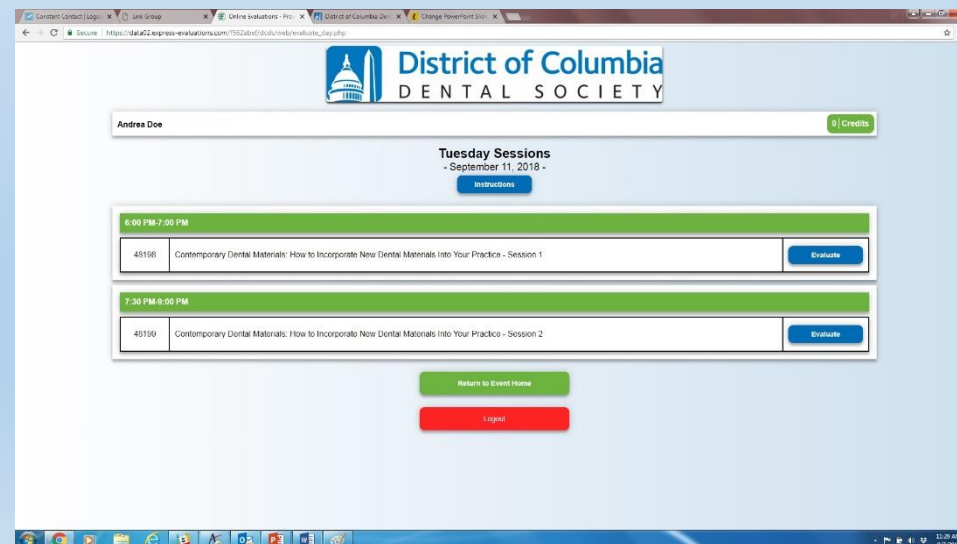
Step-by-Step Instructions

3. Read instruction page.
4. Click on green "Continue" button at bottom of page.
5. On the "Event Home" page, click on the blue button: Demographics
6. Answer the demographic questions. Once done, click on the green "Save and Return to Event Home" button.
7. Click on the "Session Evaluation" blue button.
8. There are two sessions for every monthly meeting, Session One and Session Two. (If you have registered for only one session, you will see just that session. If you have registered for both, you will see both.)
9. Click on the blue "Evaluate" Button for the session you wish to evaluate.

Event Home Page



Session Evaluation Page

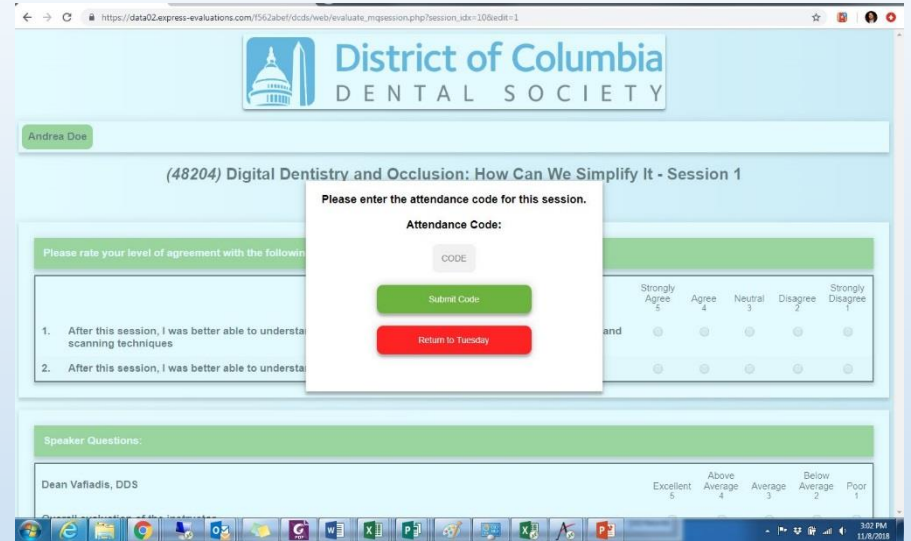


Attendance Code

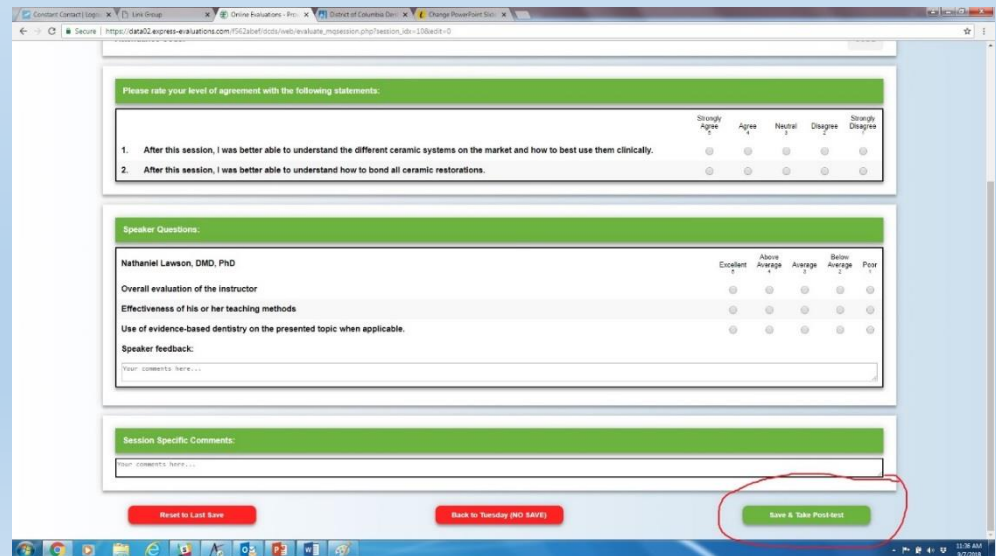
DCDS On-Line Evaluation System

Step-by-Step Instructions

10. Type in the 3-digit attendance code in the pop up box.
11. Answer the questions, then click on the green “Save & Take Post Test” button.
12. Each session has two multiple-choice quiz questions. After choosing your answers, click on the green “Save Responses” button.
13. If you’ve chosen the wrong answer, the system will tell you to go back and try again. Repeat step #12.
14. Once you have the right answers, when you click on the green “Save Responses” button, you will see a “Congratulations” screen. Click on the green “Return and Continue” button at the bottom.
15. Repeat steps 10-14 if you attended the other session as well.



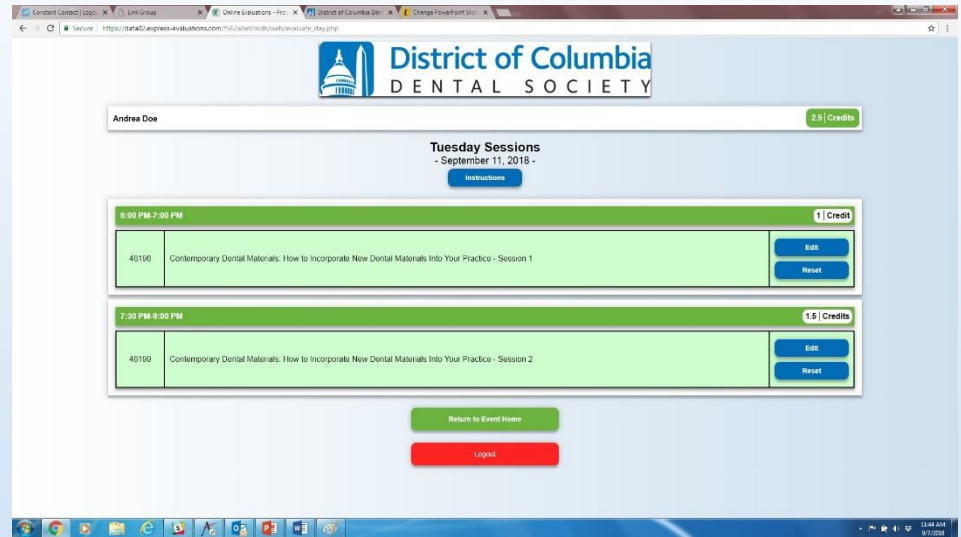
Save and Take Post Test Button



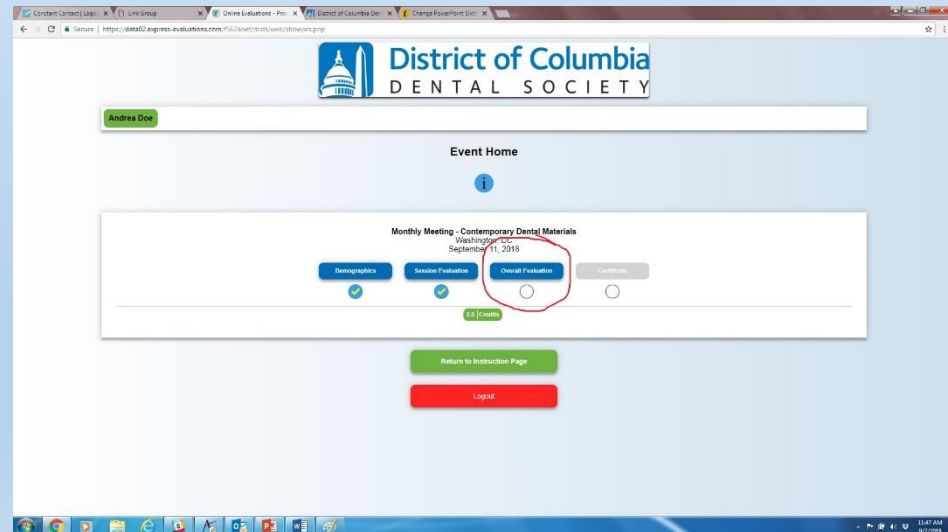
DCDS On-Line Evaluation System

Step-by-Step Instructions

- 16. Once you have completed the session evaluation, the system will take you back to this screen. You will see the credits you earned next to your name at the top. Click on the green “Return to Event Home” button. **Note: You are not done yet! You must do the Overall Evaluation to receive credit.**
- 17. The blue “Overall Evaluation” is now available to choose. Click on it and answer the questions. Once done, click on the green “Save and Return to Event Home” button.



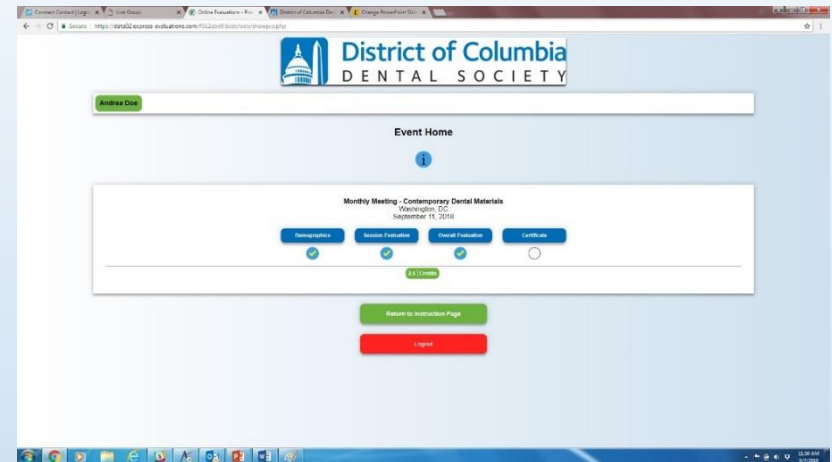
Overall Evaluation Button



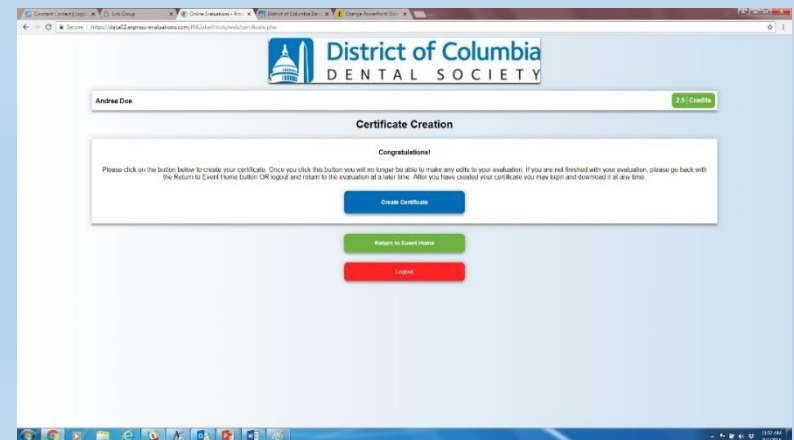
DCDS On-Line Evaluation System

Step-by-Step Instructions

18. Now that all of the evaluation questions have been completed, you will have access to the blue “Certificate” button.
19. Click on the button to go to Certificate Creation. Click on the blue “Create Certificate” button.
20. You will have the option to download and print your certificate or e-mail your certificate. Choose whichever one you prefer.



Certificate Screen



DCDS On-Line Evaluation System

Step-by-Step Instructions

Congratulations!

This is the certificate.

If you lose your certificate, you can log back in to the system and download it or e-mail it again.

Once you've created your certificate, you cannot change your answers. If you've found you made a mistake, contact the office.



District of Columbia DENTAL SOCIETY

Official Verification of Continuing Education Credits

District of Columbia Dental Society

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Date Issued: September 07, 2018

The DC Dental Society verifies that **Andrea Doe** participated in the continuing education activity "**Monthly Meeting - Contemporary Dental Materials**" by **Nathaniel Lawson, DMD, PhD** on **September 11, 2018** at the Westin Georgetown for **2.50 CE credits**.

Participants should retain this document for their records. For all DC Dental Society members, the credit hours displayed above have been updated to your transcript. If you are an AGD member, and you provided your AGD number with staff at registration, this meeting will also be reported to the AGD as a courtesy.

Verified by:

A handwritten signature in black ink that reads "Doug Fesler".

Doug Fesler

Executive Director

DC Dental Society