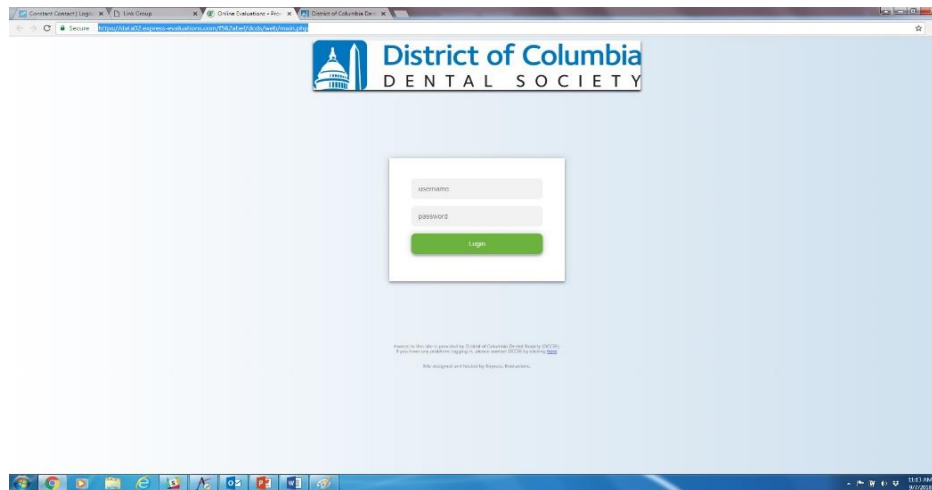


# DCDS Online Evaluation System

## Step-by-Step Instructions

1. Navigate to the Online CE Evaluation
  - Click on link in evaluation email
  - Or go to [www.dcdental.org/CE](http://www.dcdental.org/CE) and click on the button at the bottom of the page.



2. Login using the following credentials:
  - Username for dentists: ADA Number
  - Password: dc ds

Hygienists and Assistants use their email as username to login.

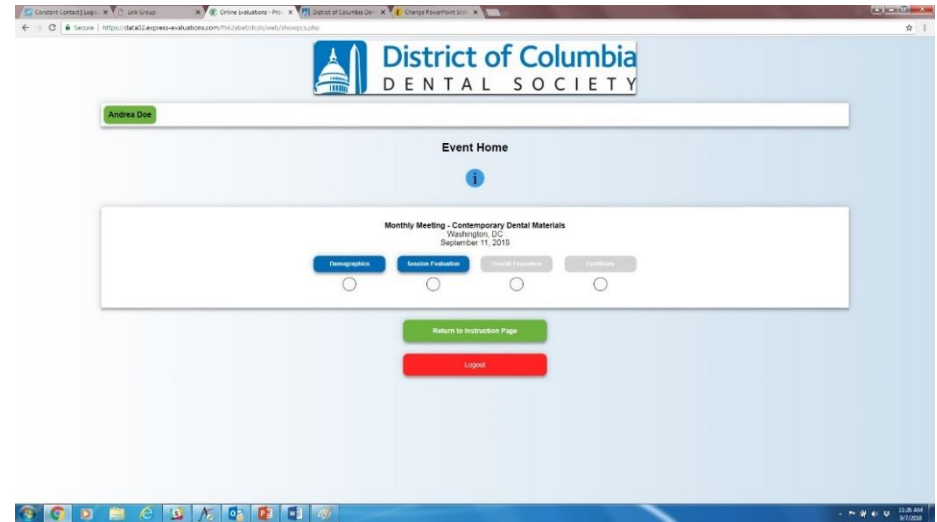
**Note: This is a different login than logging into the website. Do not log into the website.**

## DCDS Online Evaluation System

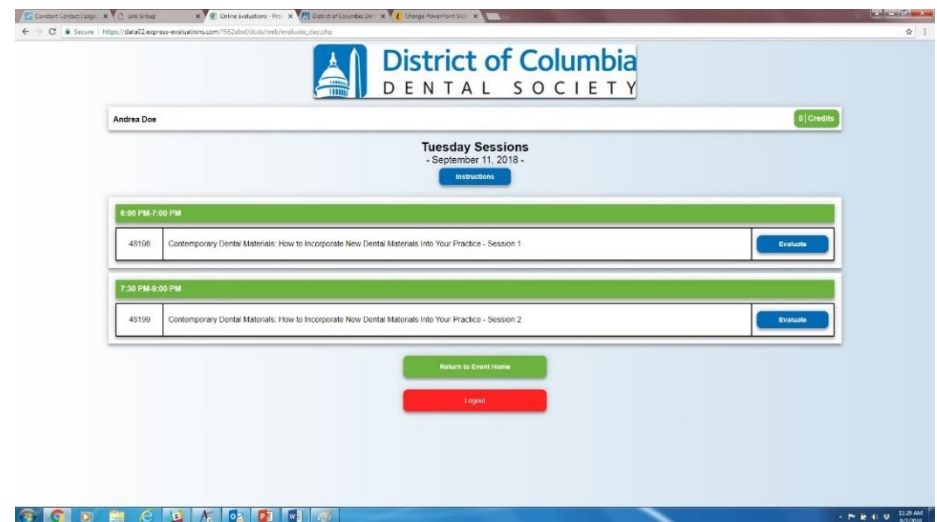
### Step-by-Step Instructions

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 may be one or two sessions for monthly meetings. If two sessions, they will be 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

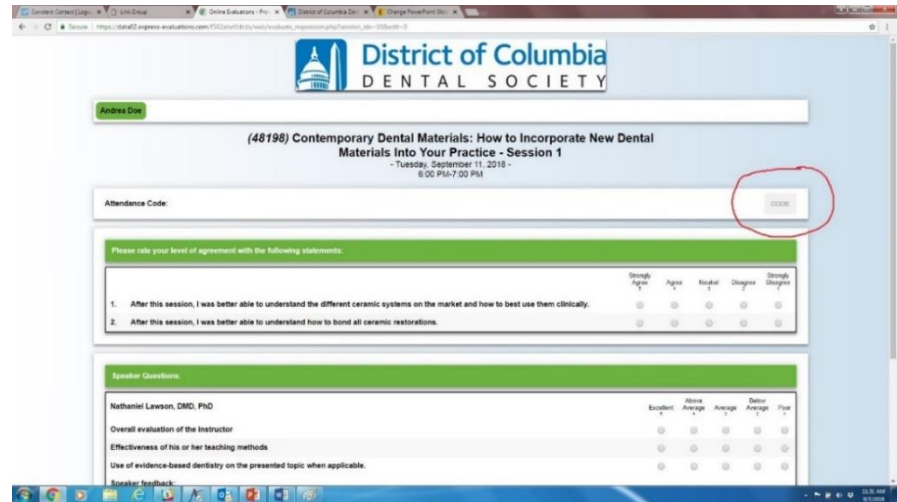


# DCDS Online Evaluation System

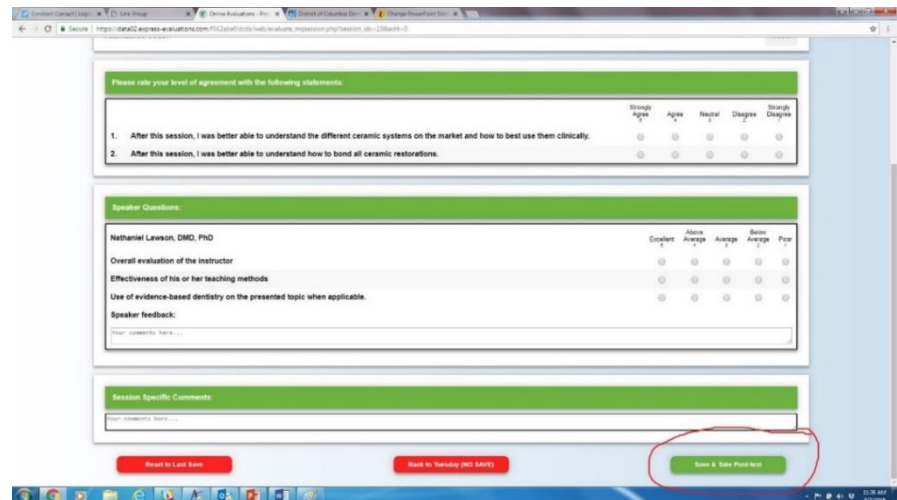
## Step-by-Step Instructions

10. Type in the 3-digit attendance code in the box indicated.
11. Answer the questions, then click on the green "Save & Take Post Test" button.
12. Each session has several 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, if applicable.

## Attendance Code



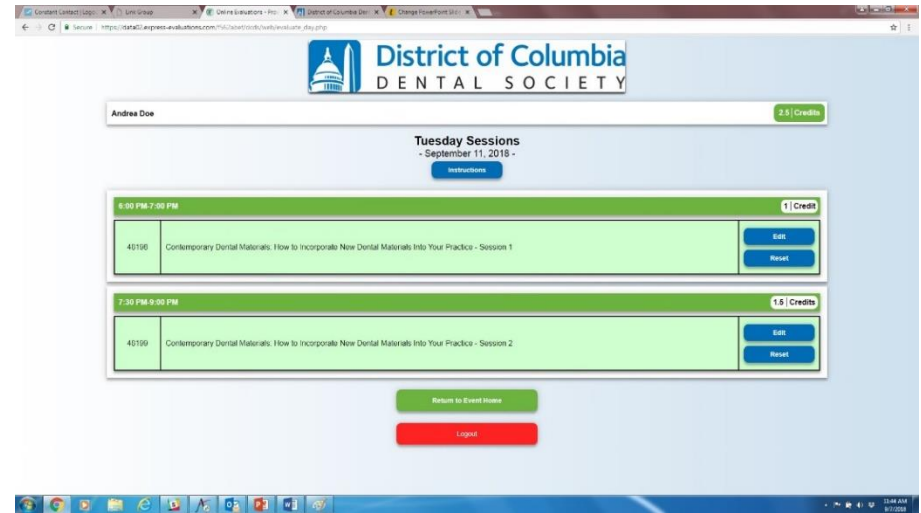
## Save and Take Post Test Button



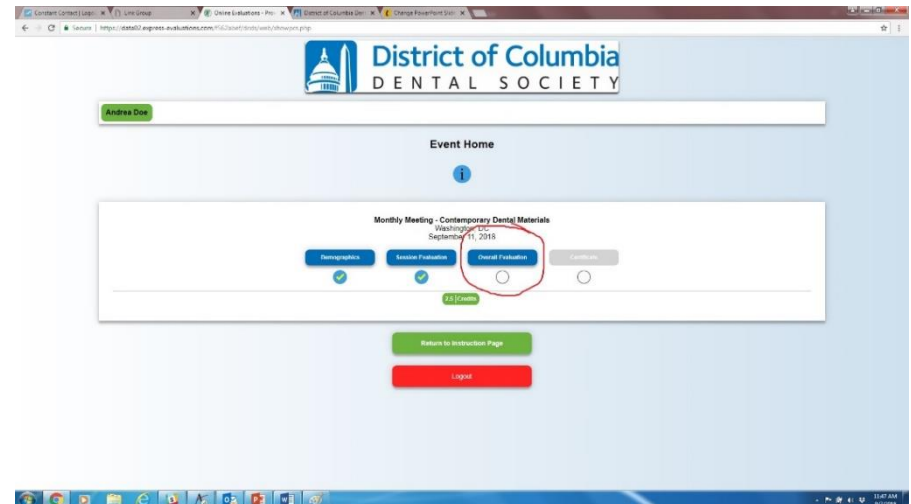
# DCDS Online Evaluation System

## 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.



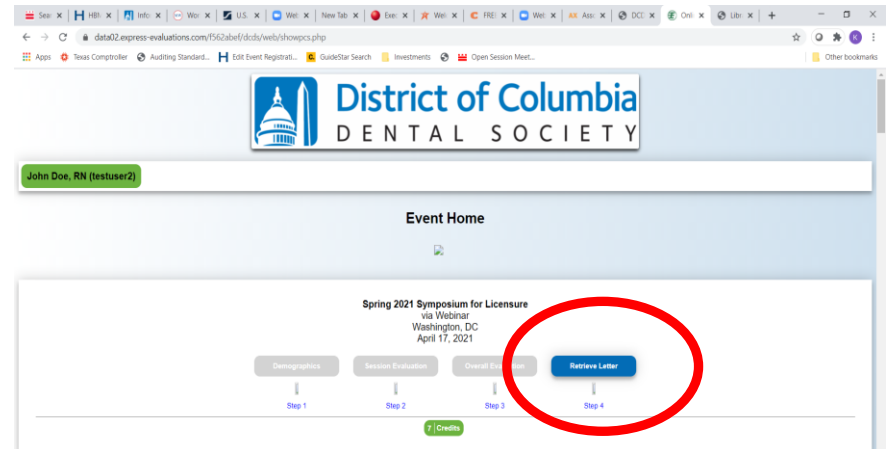
## Overall Evaluation Button



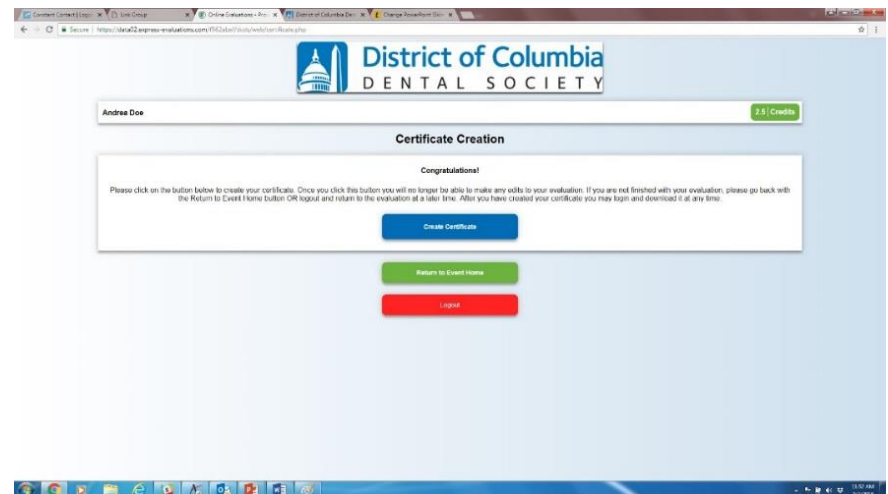
# DCDS Online Evaluation System

## Step-by-Step Instructions

18. Now that all of the evaluation questions have been completed, you will have access to the blue “Retrieve Letter” button.
19. Click on the button to go to the Verification Letter. Click on the blue “Create Verification Letter” button.
20. You will have the option to download and print your Verification Letter (Official Verification of Continuing Education Credits) or receive it by email. Choose whichever delivery method you prefer.



## Verification Letter Screen



## DCDS Online Evaluation System

### Step-by-Step Instructions

### Congratulations!

To the right is a sample Verification Letter.

If you lose your Verification Letter (Official Verification of Continuing Education Credits), you can log back into the system and download it or email it again.

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



**District of Columbia**  
DENTAL SOCIETY

*Official Verification of Continuing Education Credits*

**District of Columbia Dental Society**  
2001 K Street NW, 3<sup>rd</sup> Floor North  
Washington, DC 20006  
P: (202) 367-1163  
F: (202) 367-2163  
W: [www.dcdental.org](http://www.dcdental.org)  
E: [info@dcdental.org](mailto:info@dcdental.org)

Date Issued: January 04, 2021

The DC Dental Society verifies that **Ladan Basiri** participated in the continuing education activity "**Monthly Meeting - The Biomimetic Approach: Permanent Restorations that mimic natural teeth.**" by **Matt Nejad** on **November 10, 2020** via Webinar for **1.50 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:

**Kurt Gallagher**  
Executive Director  
DC Dental Society

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Recognition Program

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