

Job Aid: Item Evaluation Survey

Course: Training Evaluations

Lab 1: Create Draft Survey and Add Questions: Item Evaluation

Lab 2: Configure Options and Notifications for Draft Survey: Item Evaluation

Lab 3: Preview and Publish Survey: Item Evaluation

Lab 4: Associate Survey with Item: Item Evaluation

Lab 5: Associate Item with Survey: Item Evaluation

Prerequisites

- Introduction to LearningLink Learning Administration
- Learning Needs Management
- Online Content Management

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating an item evaluation survey.

Tasks

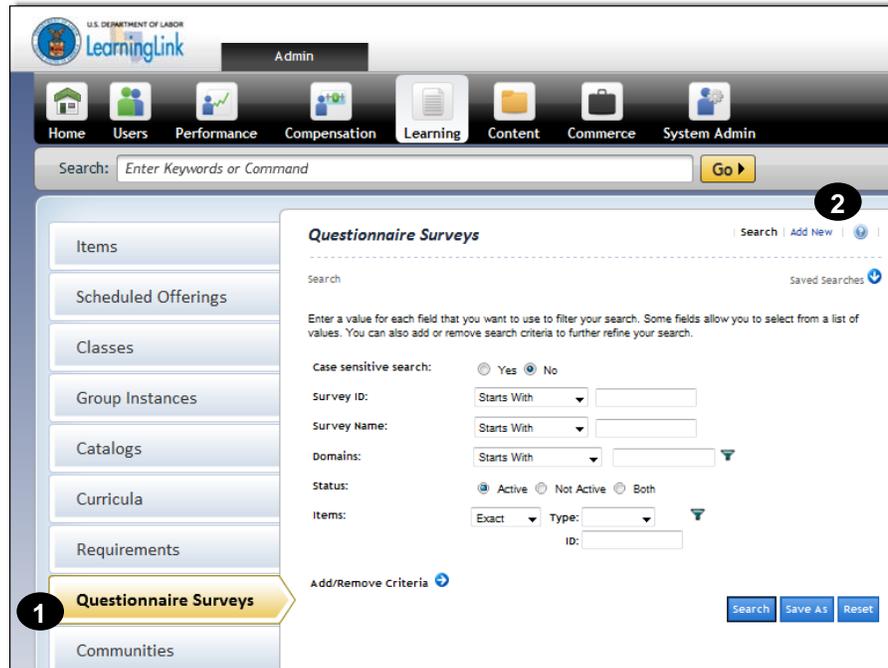
- A. Create Draft Survey
- B. Add Questions
- C. Configure Options and Notifications
- D. Preview and Publish Survey
- E. Associate Survey with Item
- F. Associate Item with Survey

Task A. Create Draft Survey

Verify the **Admin** tab is selected.

1 Navigate to **Learning > Questionnaire Surveys**.

2 Select **Add New**.



The screenshot shows the LearningLink Admin dashboard. The 'Admin' tab is selected. The navigation menu includes Home, Users, Performance, Compensation, Learning, Content, Commerce, and System Admin. The 'Learning' menu is expanded, and 'Questionnaire Surveys' is highlighted with a circled '1'. A search bar is at the top with the text 'Enter Keywords or Command'. On the right side of the 'Questionnaire Surveys' section, there is an 'Add New' link with a circled '2'.

3 Enter a survey ID.

4 Enter a survey name.

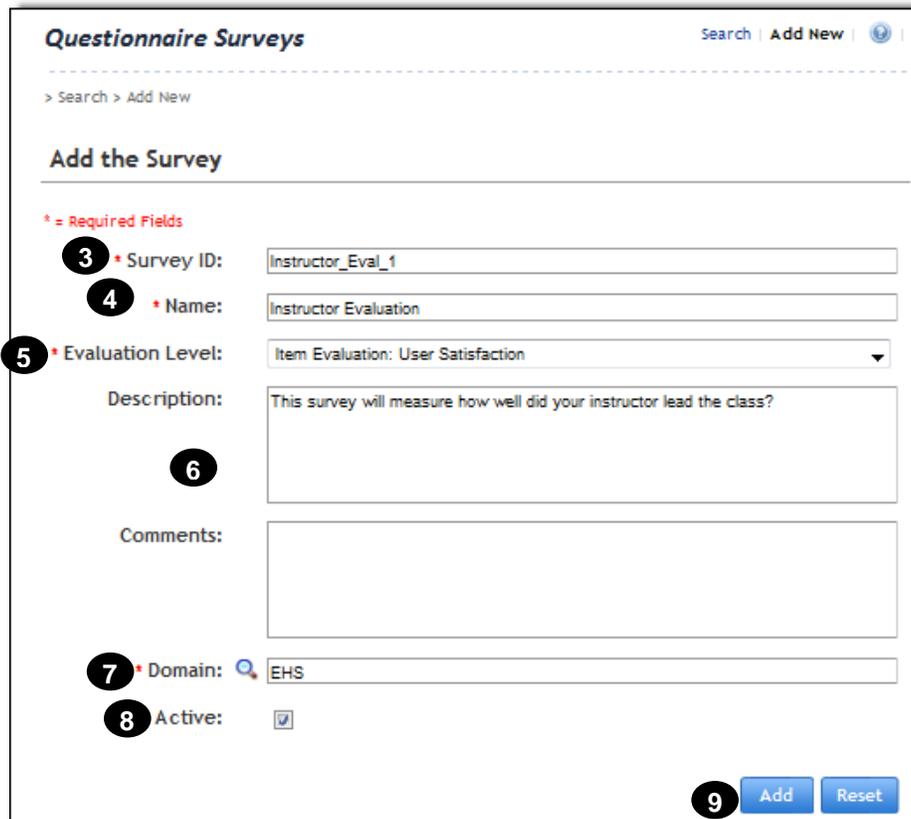
5 Select an evaluation level (for this example, select **Item Evaluation: User Satisfaction**).

6 Enter survey description and comments.

7 Select domain.

8 Check **Active** checkbox.

9 Select **Add**.



The screenshot shows the 'Add the Survey' form. The title is 'Questionnaire Surveys' with 'Add New' and a search icon. Below the title is a breadcrumb '> Search > Add New'. The form has several fields:

- 3** * Survey ID: Instructor_Eval_1
- 4** * Name: Instructor Evaluation
- 5** * Evaluation Level: Item Evaluation: User Satisfaction (dropdown menu)
- Description: This survey will measure how well did your instructor lead the class?
- 6** Comments: (empty text area)
- 7** * Domain: EHS (dropdown menu)
- 8** Active:

 At the bottom right, there are 'Add' and 'Reset' buttons, with a circled '9' next to the 'Add' button. A red asterisk indicates required fields.

The new questionnaire survey is created.

The screenshot displays the 'Questionnaire Surveys' management interface. On the left is a navigation sidebar with buttons for 'Summary', 'Item Usage', 'Notifications', 'Options', and 'Questions'. The 'Summary' button is highlighted with a yellow arrow. The main content area shows the 'Edit the Survey' form for a survey titled 'Instructor Evaluation' (Survey ID: Instructor_Eval_1). The form includes fields for Name, Evaluation Level, Description, Comments, Domain, and Active status, along with 'Apply Changes', 'Reset', 'Copy', and 'Delete' buttons.

Questionnaire Surveys Search | Add New |

> Search > Search Results > Edit Summary

Survey ID: Instructor_Eval_1
Name: Instructor Evaluation

Edit the Survey

* = Required Fields

* Name: Instructor Evaluation

* Evaluation Level: Item Evaluation: User Satisfaction

Description: This survey will measure how well did your instructor lead the class?

Comments:

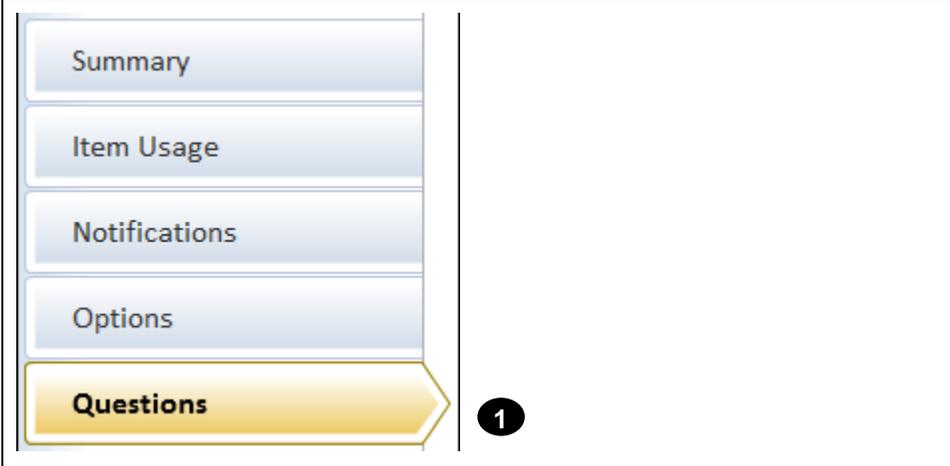
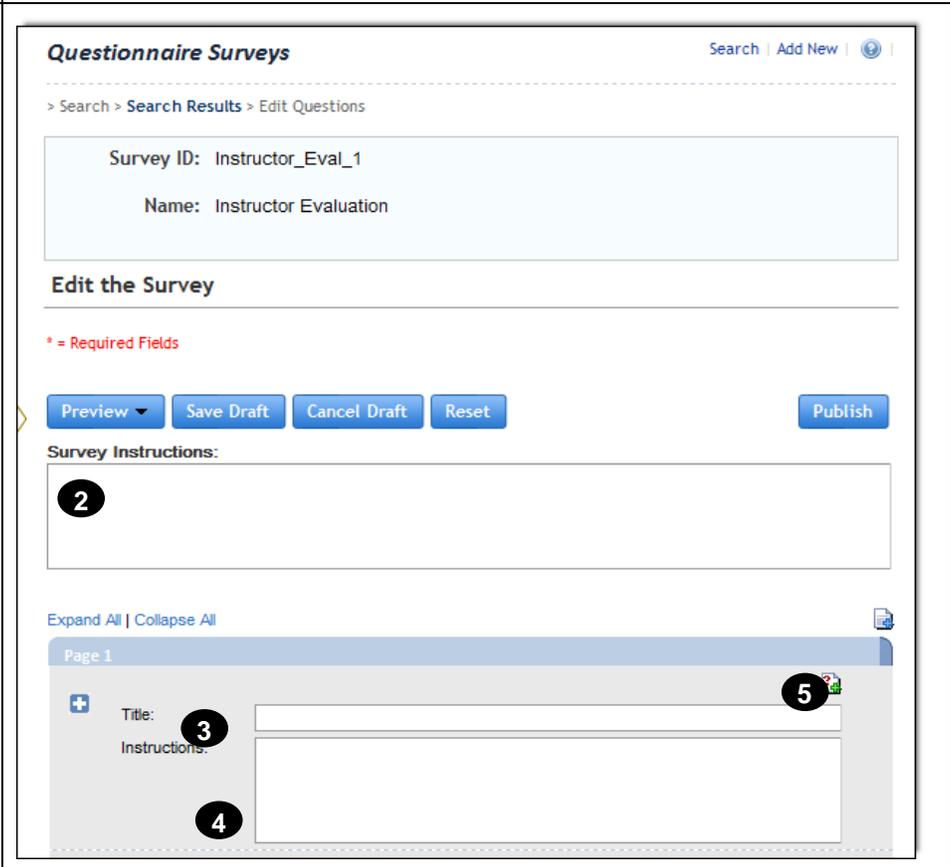
* Domain: PUBLIC

Active:

Apply Changes Reset Copy Delete

Task B. Add Questions

Note: It is important to keep in mind the type of training event this survey will be used to assess. Ensure that the questions being asked are applicable. For example, a set of questions on how well an instructor kept the class engaged might not apply to an online course.

<p>1 Select the Questions tab for the questionnaire survey previously created.</p>	
<p>2 Enter survey instructions. 3 Enter first page title. 4 Enter first page instructions. 5 Select the Add Question icon ().</p>	

- 6 Enter question stem.
- 7 Select question type (for this example select rating scale).
- 8 Select a rating scale.
- 9 Select Add Question icon (📄) to add additional questions to this page.
- 10 Select Add Page icon (📄) to add an additional page.

Questionnaire Surveys

Search | Add New | ⌵

> Search > Search Results > Edit Questions

Survey ID: Instructor_Eval_1

Name: Instructor Evaluation

Edit the Survey

* = Required Fields

Preview ▾
Save Draft
Cancel Draft
Reset
Publish

Survey Instructions:

Please respond to all questions as honest as possible.

Add page

Expand All | Collapse All

Page 1

[-]
9 📄

Title: General Course Feedback

Instructions: Please complete the following questions to the best of your ability.

Order	Questions
6	<p>* This training was relevant to my job.</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> <p>Question Type: Rating Scale ▾ 7</p> <p>* Rating Scale: 5-POINT ▾ 8</p>

1 Question(s)

Preview ▾
Save Draft
Cancel Draft
Reset
Publish

11 Enter second page title and second page instructions.

Repeat steps above to add questions to this page.

12 Select **Save Draft**.

Questionnaire Surveys

Search | Add New |

> Search > Search Results > Edit Questions

Survey ID: Instructor_Eval_1

Name: Instructor Evaluation

Edit the Survey

* = Required Fields

Preview ▾
Save Draft
Cancel Draft
Reset

Publish

Survey Instructions:

Please help us improve our quality. Your feedback is very important to us. Please complete the survey to the best of your ability.

Expand All | Collapse All

Page 1

Title:

Instructions:

1 Question(s)

Page 2

Title: **11**

Instructions: **11**

1 Question(s)

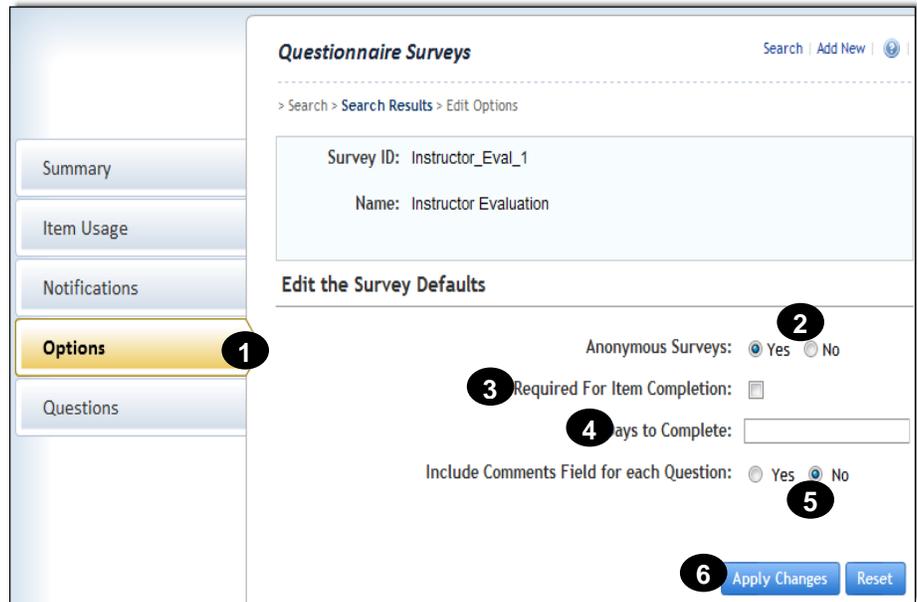
Preview ▾
Save Draft
Cancel Draft
Reset

Publish

12

Task C. Configure Options and Notifications

- 1 Select the **Options** tab for the questionnaire survey created.
- 2 Select the anonymous survey option.
- 3 Enable option for survey required for item completion.
- 4 Enter number of days to complete survey from assignment.
- 5 Select option to include comments field for each question.
- 6 Select **Apply Changes**.



Questionnaire Surveys Search | Add New |

> Search > Search Results > Edit Options

Survey ID: Instructor_Eval_1
Name: Instructor Evaluation

Edit the Survey Defaults

Anonymous Surveys: Yes No

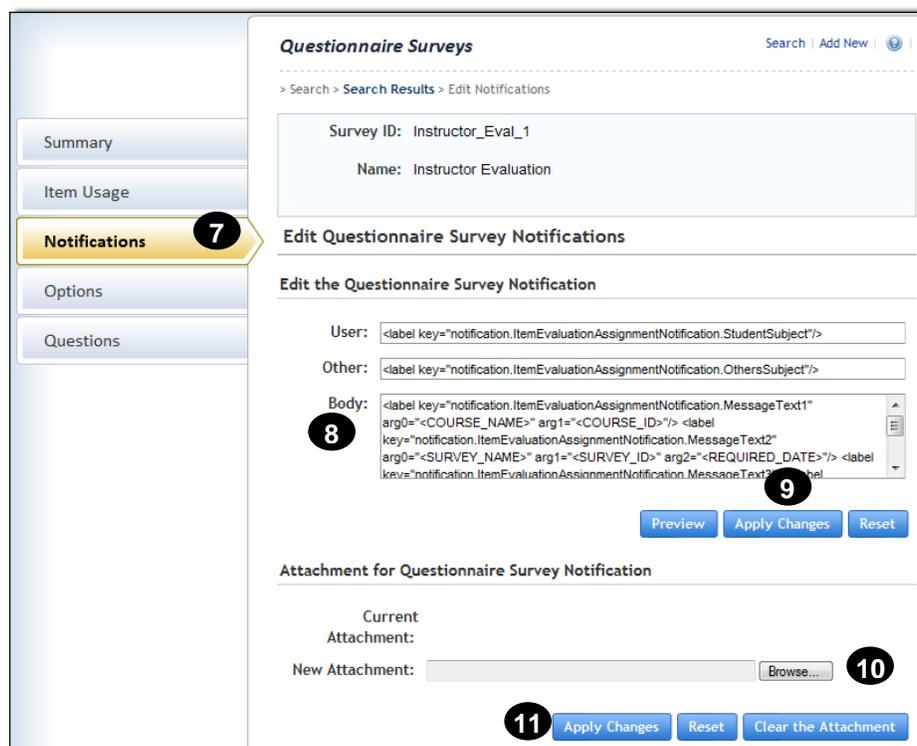
Required For Item Completion:

Days to Complete:

Include Comments Field for each Question: Yes No

Apply Changes Reset

- 7 Select the **Notifications** tab.
- 8 If necessary, edit body of notification message.
- 9 Select **Apply Changes**.
- 10 If necessary, click **Browse** to add an attachment to notification.
- 11 Select **Apply Changes**.



Questionnaire Surveys Search | Add New |

> Search > Search Results > Edit Notifications

Survey ID: Instructor_Eval_1
Name: Instructor Evaluation

Edit Questionnaire Survey Notifications

Edit the Questionnaire Survey Notification

User:

Other:

Body:

Preview **Apply Changes** **Reset**

Attachment for Questionnaire Survey Notification

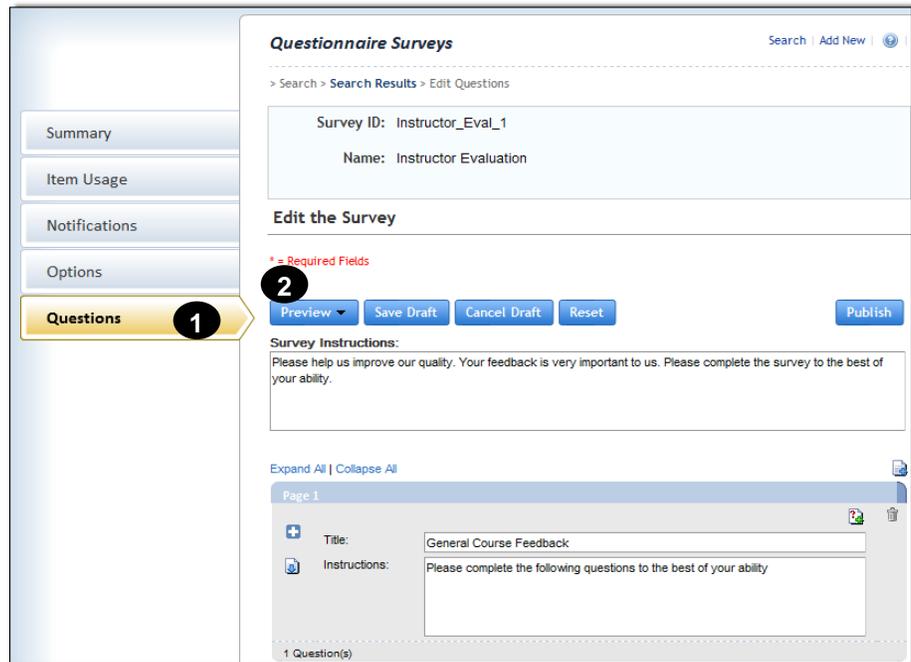
Current Attachment:

New Attachment: **Browse...**

Apply Changes **Reset** **Clear the Attachment**

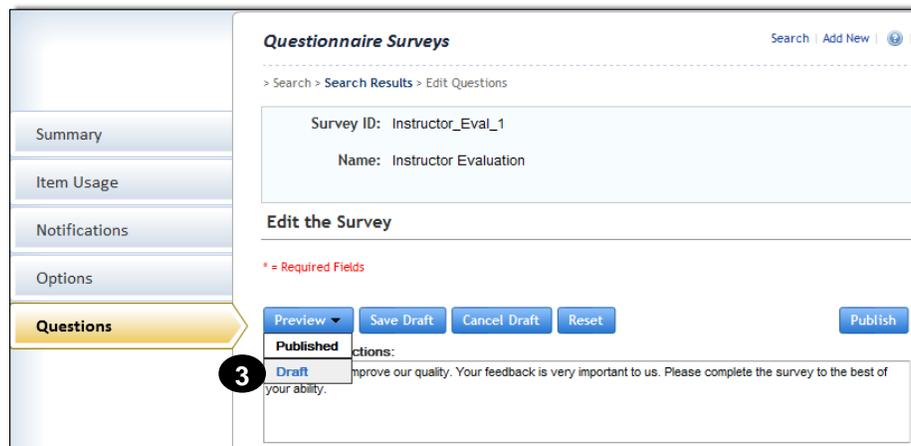
Task D. Preview and Publish Survey

- 1 Select the Questions tab.
- 2 Select Preview.



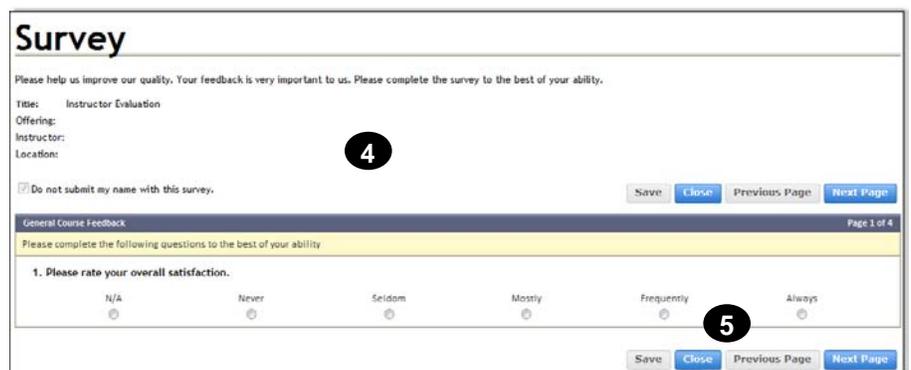
The screenshot shows the 'Questionnaire Surveys' page. On the left, a navigation menu has the 'Questions' tab highlighted with a circled '1'. The main content area shows survey details: Survey ID: Instructor_Eval_1, Name: Instructor Evaluation. Below this is the 'Edit the Survey' section with a red asterisk indicating required fields. A dropdown menu is open, and the 'Preview' option is highlighted with a circled '2'. Other buttons include 'Save Draft', 'Cancel Draft', 'Reset', and 'Publish'. The survey instructions are visible below the dropdown.

- 3 Select Draft from drop-down menu.



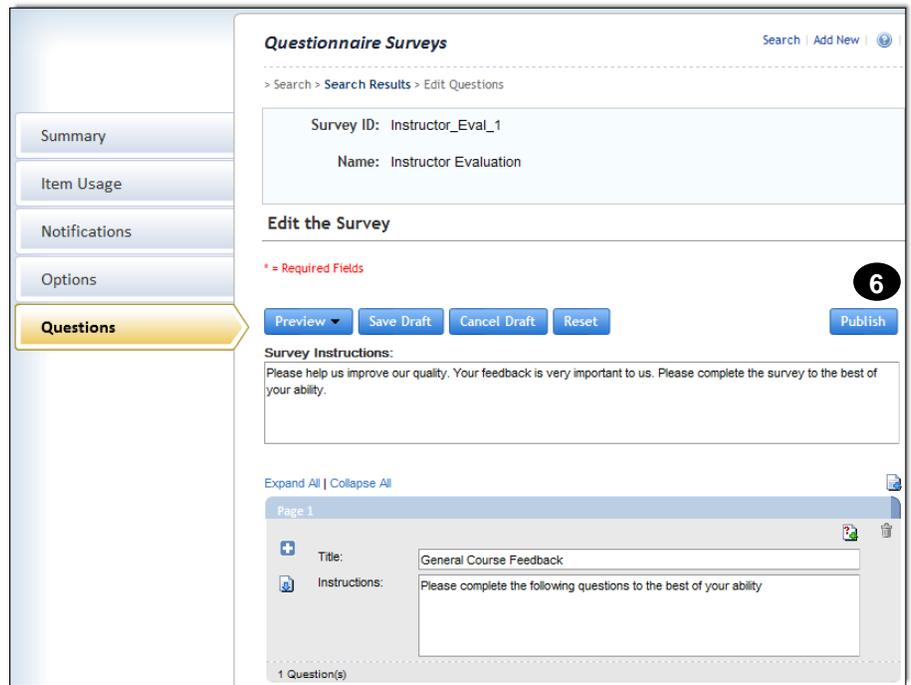
This screenshot is similar to the previous one, but the dropdown menu is now open, and the 'Draft' option is highlighted with a circled '3'. The 'Preview' option is no longer highlighted.

- 4 Review preview of survey.
- 5 Select Close to close preview of survey.



The screenshot shows a preview window titled 'Survey'. It contains the survey instructions and a question: '1. Please rate your overall satisfaction.' with a Likert scale from 'N/A' to 'Always'. At the top right of the preview window, there are buttons for 'Save', 'Close', 'Previous Page', and 'Next Page'. The 'Close' button is highlighted with a circled '5'. A circled '4' is placed over the survey title area.

6 Select **Publish**. The survey is now ready for use.



Questionnaire Surveys Search | Add New |

> Search > Search Results > Edit Questions

Survey ID: Instructor_Eval_1
Name: Instructor Evaluation

Edit the Survey

* = Required Fields

Preview Save Draft Cancel Draft Reset **6** Publish

Survey Instructions:
Please help us improve our quality. Your feedback is very important to us. Please complete the survey to the best of your ability.

Expand All | Collapse All

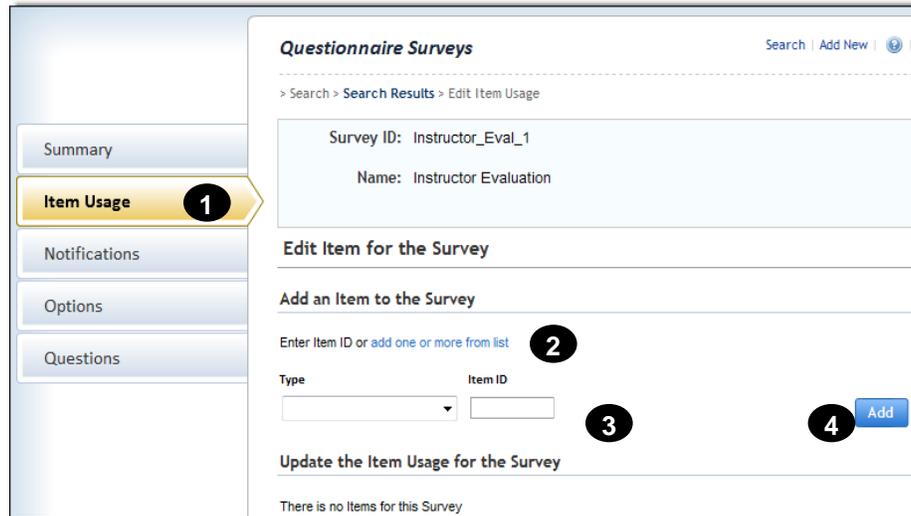
Page 1

Title: General Course Feedback
Instructions: Please complete the following questions to the best of your ability

1 Question(s)

Task E. Associate Survey with Item

- 1** Select the Item Usage tab.
- 2** Select the **add one or more from list** link.
Search for and select one or more items.
- or**
- 3** Select an item type and enter item ID exactly.
- 4** Select **Add**.



Questionnaire Surveys Search | Add New |

> Search > Search Results > Edit Item Usage

Survey ID: Instructor_Eval_1
Name: Instructor Evaluation

Edit Item for the Survey

Add an Item to the Survey

Enter Item ID or **add one or more from list** **2**

Type Item ID **3** **4** Add

Update the Item Usage for the Survey

There is no Items for this Survey

5 Review list of added items.

Note: Once this survey is assigned, completions and mean score can be viewed for this tab.

Update the Item Usage for the Survey

[Select All / Deselect All](#)

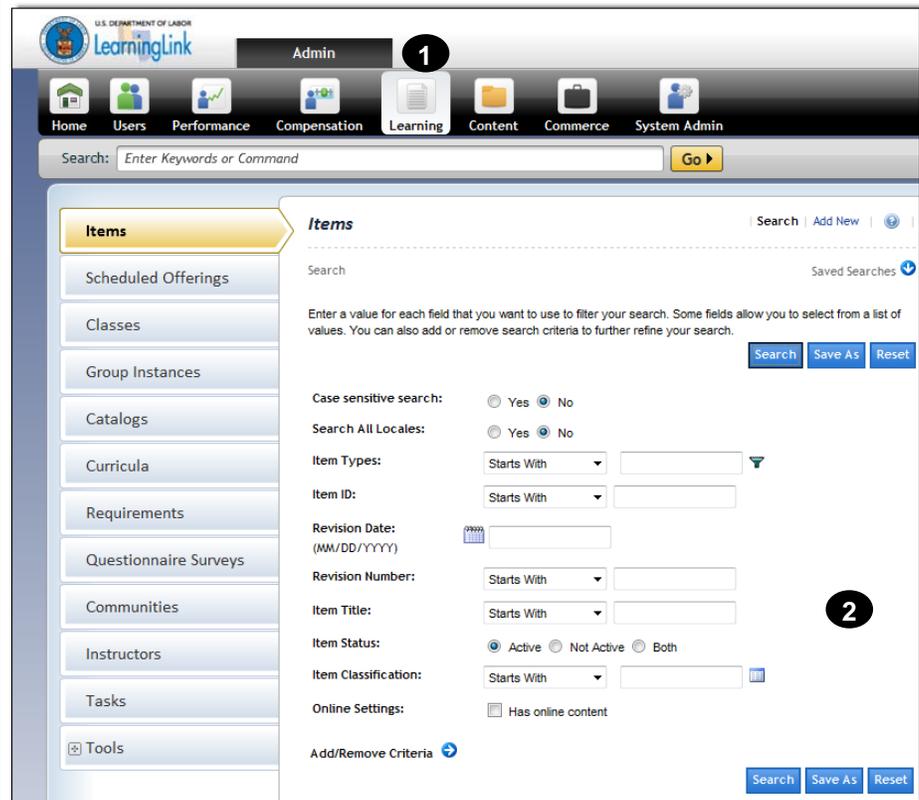
Item	Assigned	Completions	Percentage	Mean Score	Remove
ONLINE DE-E-Learning (Rev 2 - 2/14/2007 10:39 AM America/New York)	0	0	0.00	N/A	<input type="checkbox"/>

[Select All / Deselect All](#)

Task F. Associate Item with Survey

1 Navigate to Learning > Items.

2 Search for an item.



U.S. DEPARTMENT OF LABOR LearningLink Admin **1**

Home Users Performance Compensation Learning Content Commerce System Admin

Search:

Items Search | Add New |

Scheduled Offerings

Classes

Group Instances

Catalogs

Curricula

Requirements

Questionnaire Surveys

Communities

Instructors

Tasks

Tools

Search

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Search All Locales: Yes No

Item Types: Starts With

Item ID: Starts With

Revision Date: (MM/DD/YYYY)

Revision Number: Starts With

Item Title: Starts With **2**

Item Status: Active Not Active Both

Item Classification: Starts With

Online Settings: Has online content

Add/Remove Criteria

3 Select the edit icon () to enter the item in edit mode.

Item	3 	Title
ONLINE DE-E-Learning (Rev 2 - 2/14/2007 10:39 AM America/New York)		E-Learning v2

<p>4</p>	<p>Select the Evaluations tab from the left menu.</p>	
<p>5</p> <p>6</p>	<p>In the Item Evaluation: User Satisfaction section, select the search icon (🔍) to search for and select a questionnaire survey.</p> <p>Select Apply Changes.</p> <p><i>Note: Depending on how the survey was configured, the Days to Complete field and the Required for Completion checkbox may or may not be auto-filled once the survey is added. If necessary, change these fields. If desired, enter or change the Days to Complete number and check/uncheck the Required for Item Completion checkbox.</i></p>	<div data-bbox="548 367 1448 1176"> <p>Edit Evaluations for Item Sections that cannot be edited are not accessible. Access all sections in view mode.</p> <hr/> <p>Item Evaluation : User Satisfaction</p> <p>Survey: 🔍 Instructor_Eval_ Days to Complete: <input type="text"/> Required For Item Completion: <input type="checkbox"/></p> <p>5</p> <p>Learning Evaluation : Mastery of Content</p> <p>Pre-Test: <input type="text" value="None"/></p> <p>Post-Test: <input type="text" value="None"/></p> <p>Follow-up Evaluation : Application of Learning</p> <p>Survey: 🔍 <input type="text"/></p> <p>Participants: <input type="radio"/> Supervisor <input type="radio"/> Employee <input checked="" type="radio"/> Both</p> <p>Configurations: Assign <input type="text"/> days from Item completion</p> <p>Allow <input type="text"/> days To complete</p> <p>6</p> <p><input type="button" value="Apply Changes"/> <input type="button" value="Reset"/></p> </div>



Notes