Add Level 1 Evaluation to a Session

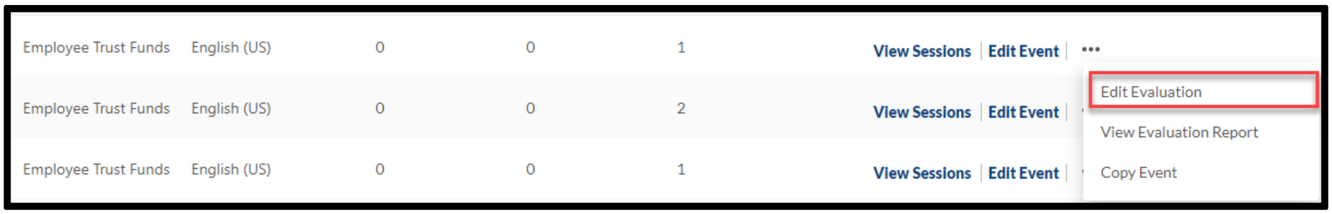
ILT Evaluation

The default level 1 evaluation for ILT training in Cornerstone is named *Default Instructor-Led Training Level 1 Evaluation*. A few agencies have developed agency-specific level 1 evaluations, so check with your agency's Cornerstone administrator to see if you should use a different evaluation than the default.

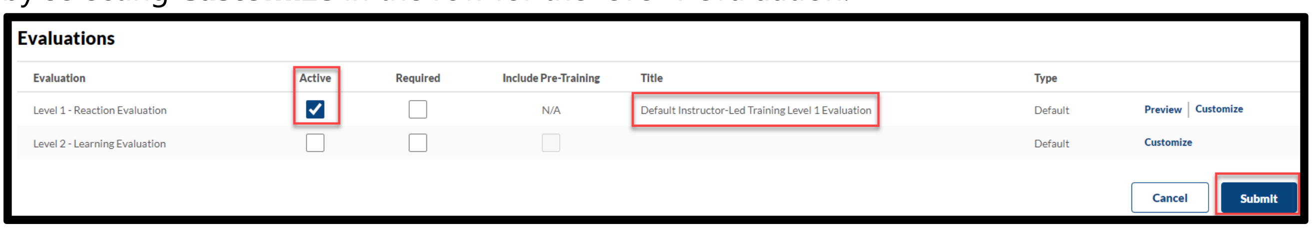
> ⚠ An evaluation for instructor-led training must be added (made active) for the Event **and** the Session prior to the session start date.

Add Evaluation to Event

1. From the menu, select **ILT Admin** and then select **Manage Events & Sessions**.
2. Search for the event.
3. Select the **Ellipsis** ••• in the row for the event, then select **Edit Evaluation**.



4.
5. Select the **Active** checkbox for the level 1 evaluation. Review the name of the evaluation in the title column.
6. Select the **Submit** button if the evaluation is the one you wish to use. If the name of the evaluation you want to use does not appear in the title column, choose a different evaluation by selecting **Customize** in the row for the level 1 evaluation.



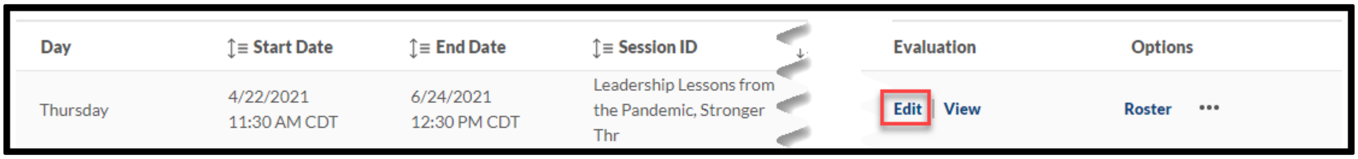
7. A pop-up window appears. Search for the evaluation you wish to use and select **Add**.

> ⚠ Adding an evaluation to an event simply designates which evaluation is the default. Users cannot complete an evaluation for a session until the **Active checkbox** has also been selected **at the session level.**

> ⚠ Adding an evaluation to an event will not automatically add an evaluation to any existing sessions associated with that event. You will need to manually add (make active) an evaluation on all existing sessions in the system that were created prior to adding the evaluation to the event.

Add Evaluation to Session

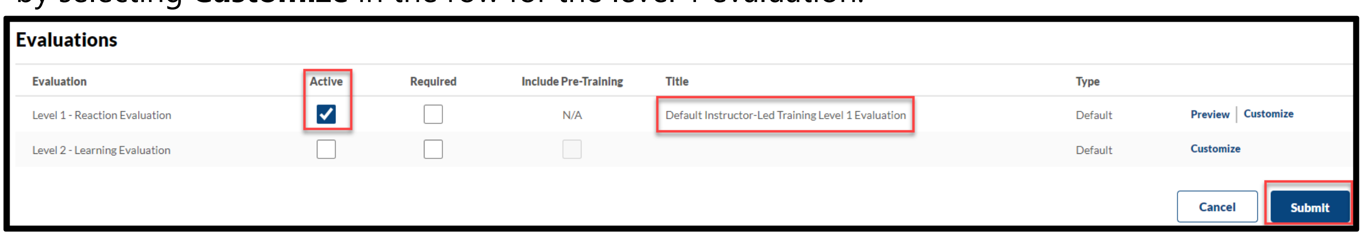
1. From the menu, select the **ILT Admin** tab and then select **Manage Events & Sessions**.
2. Find the session. There are two ways to search for a session, and they will result in slightly different screen options.
    - If you find the session by searching for the event and then selecting View Session, you will see an Evaluation column in the search results. Select **Edit** under the Evaluation column.



    - If you find the session by searching for it using the **Search for all Sessions** radio button, you will see two columns in the search results, Event Options and Session Options.

      Select the **Ellipsis** ••• under the **Session Options** column. From the dropdown menu, select **Edit Evaluation**.

3. Select the **Active** checkbox for the level 1 evaluation. Review the name of the evaluation in the title column. Select the **Submit** button if the evaluation name is correct. If the name of the evaluation you want to use does not appear in the title column, choose a different evaluation by selecting **Customize** in the row for the level 1 evaluation.



4. A pop-up window appears. Search for the evaluation you wish to use and select **Add**.
5. Select the **Submit** button.

If an evaluation was added (made active) for the event but not the session, the evaluation will **not** be available to attendees.

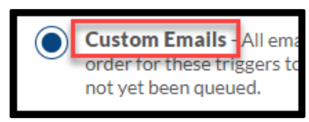
When you add (make active) an evaluation to an event, it will automatically become an active evaluation for any **newly created** sessions.

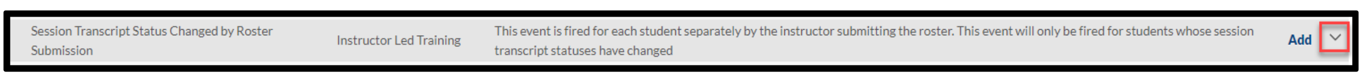
Evaluation Email

You may add a custom email to your sessions to encourage participants to complete an evaluation. The email will be sent after attendance is marked complete on the roster. This email is not a system-wide default email, so it will not be sent for your session unless you add it to the session's email settings.

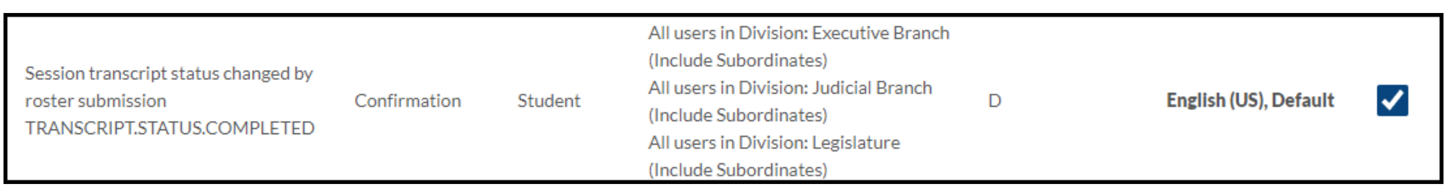
This custom email is **optional**. Attendees can access the evaluation without receiving an email. See the Complete an Evaluation job aid.

1. From the menu, select **ILT Admin** and then select **Manage Events & Sessions**.
2. Select the **Search for all Sessions** radio button.
3. Search for your session by using the search filter options on the Search for all Sessions page.
4. From the Sessions page, select the **Ellipsis** ••• under the **Session Options** column.
5. Select **Edit Session**.
6. Select the **Emails** link on the left side of the page.
7. Select the **Custom Emails** radio button.
8. Scroll down the page to locate *Session Transcript Status Changed by Roster Submission*. Select the **down arrow caret** icon beside the Add button.





9. Review the list of available emails to find *Session transcript status changed by roster submission transcript.status.completed*, with availability that includes the *Executive Branch, Judicial Branch, and Legislature*. Select the **checkbox** to make it active.



10. When finished, select the **Save** button at the bottom of the screen.

This email is sent to each student **after** attendance has been recorded and the roster is processed. The email will **not** be sent to students on the roster that have a No Show or Incomplete status.