




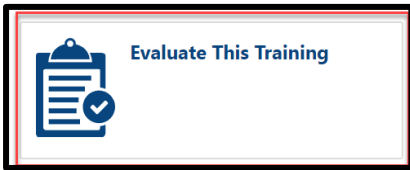
Complete an Evaluation



Evaluations are a way for learners to share their experience with an instructor. Most evaluations happen after the training has occurred. For a session with multiple parts, the evaluation is available when all of the parts have occurred. In some select instances for comparison purposes, the evaluation can be taken before the training is started and again after the training is complete.

 In some instances, you will receive an email with a link to the evaluation after you have completed a training. If that email gets lost or deleted, you can still complete that evaluation by finding the course on your transcript, and opening its **Actions** dropdown.

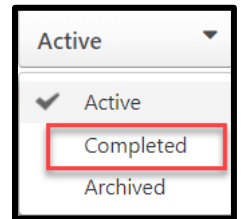
Access a Level 1 or 2 Evaluation for Online Courses, Videos, Materials, Etc.



When you complete most content, you will be redirected to a Training Completion Page. From this page, you can select **Evaluate This Training** to open the evaluation. If you don't complete the evaluation immediately after completing the content, you can access the evaluation from your completed transcript, just as you would for a session's evaluation.

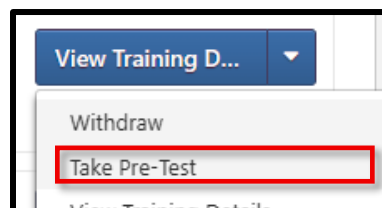
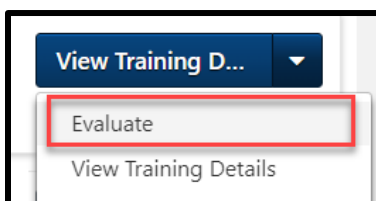
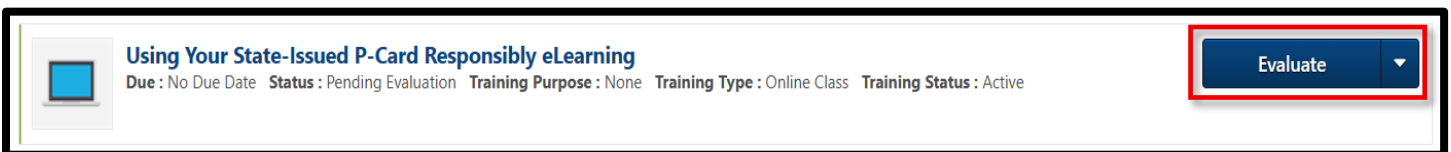
Access a Level 1 or 2 Evaluation for Sessions or Other Previously Completed Trainings

1. From the main menu, go to **Learning > Transcript**.
2. Find the course.
 - a. Use the search box to identify the course by title
 - b. Use the **Training Status**, **Date Added**, or **Training Type** dropdowns to filter the list.



Courses that have been marked Complete will be listed on the **Completed** transcript. Some courses will not be marked complete until you have filled out the evaluation. Those courses are listed as Pending Evaluation and can be found on the **Active** transcript.

3. If the Training Status is Pending Evaluation, select the **Evaluate** button.
4. If the Training Status is Complete, open the **Actions** dropdown.
5. Select **Evaluate** or **Take Pre-Test**.





Access a Level 3 Evaluation

Scheduled Tasks

Title: Type:

Show completed and expired tasks (1 Results)

Title	Description	Status	Start Date	Due Date
Level 3 Evaluations 01 Behavior Evaluation			2/14/2026	2/19/2026

Level 3 Evaluations capture your experiences practicing what you've learned. To accommodate this practice-period, the level 3 evaluation is not available from your transcript but from a **Scheduled Tasks** List.

1. From the main menu, go to **Home > Scheduled Tasks**, and select the evaluation you want to complete.

Complete an Evaluation

1. Answer the questions.
 - a. If you cannot complete the evaluation right away, select the **Save/Return Later** button to save your current answers. You will be redirected to your transcript and may close the browser or navigate to a new page.
2. Select **Next** or **Back** to navigate between multiple pages of longer evaluations.
3. Select **Submit Final Answers** if you are satisfied with your responses.

Section 1

Question 1 .
Did you have technical problems while taking this training?
Yes No
If yes, please explain:

Question 2 .
Considering the material that was covered, I thought the length of the training was:
 Too long
 Too short
 Just right

Question 3 .
Completing this training in this format was an effective way for me to learn the material.
Yes No