**Evaluations**

Administrators create and manage evaluations that can be attached to training in the catalog. Based on the first three levels of Kirkpatrick’s Evaluation Model, the course evaluation tool includes three separate evaluations to measure the participant’s reaction to the course, the amount of knowledge the participant gained, and how well the participant transferred the new knowledge to his or her job.

**Level 1 Evaluation**  This is the most common evaluation and is used to measure and record a learner’s reaction to training they’ve recently completed.

**Level 2 Evaluation**  Measures the transfer of knowledge when the evaluation is taken before and after the training.

**Level 3 Evaluation**  Measures the transfer of knowledge by evaluating changes in behavior after the training.

**Question Bank**

The Question Bank is used to create questions and question categories that are used in the evaluations. Each evaluation level has its own question bank.

1. Open the Admin tab in the menu bar and select Catalog in the dropdown.
2. Select Evaluations under the General Learning section.
3. Select appropriate Evaluation Level on the left-hand menu.
4. Select Question Bank.
5. Select Create New Question.

6. Key the question into the text box in the Question Properties.
7. Select the Response Type from the dropdown box. Available responses are:
   - Yes/No
   - True/False
   - Likert Scale
   - Multiple Choice/Single Answer
   - Multiple Choice/Multiple Answer
   - Text Only

8. Multi-part questions can be enabled if including sub-questions.
9. Comments may be enabled and/or required, and can include instructions for the user.
10. Select the Category in the Select Category dropdown box.
11. Select Submit.
Categories

Questions can be added to existing categories, or new categories can be created.

1. When creating questions, select the Categories tab.
2. Select Create New Category.
3. Key the name of the category in the text box.
4. Select the Save button under the option column.

Create Evaluations

1. Open the Admin tab in the menu bar and select Catalog in the dropdown.
2. Select Evaluations under the General Learning section.
3. Select the appropriate Evaluation Level on the left-hand menu.
5. Select the header in the Select Header dropdown.
6. Input the Header Color or use the Select Color button to select the color.
7. Name the evaluation and key any directions for the user.
8. Select the Add button in the Questions section to add a section.
9. Fill in the fields in the Section Properties in the popup box.
10. Select the Add a Question button. This will open a new window.
11. Select questions with the Add button under the ADD column.
12. Select Done.
13. Select Submit.

Make a note of the question ID number to easily find the question when creating the evaluation.