



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 four evaluation types which can measure the participant's reaction to the course, the amount of knowledge the participant gained, or how well the participant's behavior has changed based on their new knowledge.

Evaluation Types

Evaluation Function

Level 1 (Reaction)

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 (Knowledge)

This surveys what is learned, and can be taken before and after the training to better compare changes in knowledge.

Level 2 (Scored)

This measures what is learned, and can be taken before and after the training to better compare changes in knowledge. When using this evaluation, you'll need to define the following, additional information:

- **Time Limit Minutes** – how long the user can take the evaluation, up to 300 minutes or 0 for no limit
- **Passing Score (%)** – a minimum to pass, defaults to 80%
- **Early Exit** – Defines if the user must complete the evaluation in a single attempt
- **Pre-Test Preview** – since pre- and post-scores are collected, this defines if the user may see their pre-scores before attempting the post-test

Level 3 (Behavior)

Measures the transfer of knowledge by evaluating changes in behavior after the training. When using this evaluation, you'll need to define the following, additional information:

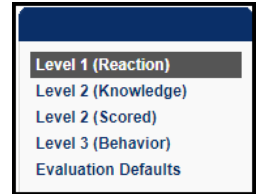
- **Select Evaluators** – defines who will complete this evaluation: the person who took the training (**Student**), their **Manager**, or the people who have the student listed as their manager (**Student's Subordinates**)
- **Post Training Distribution Time** – defines how many days must pass between when the course is completed or a roster is submitted and when the evaluation is made available.
- **Deadline for Evaluation** – defines a relative due date: how many days evaluators have to submit their evaluation



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. From the **Main Menu**, select **Admin > Catalog**.
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**.

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




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.

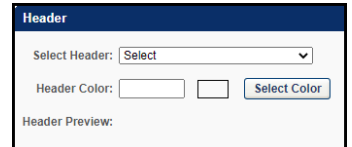


Create Evaluations

1. From the **Main Menu**, select **Admin > Catalog**.
2. Select **Evaluations** under the General Learning section.
3. Select the appropriate **Evaluation Level** on the left-hand menu.
4. Select **Create New Evaluation**.
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**.



Level 1 (Reaction)
Level 2 (Knowledge)
Level 2 (Scored)
Level 3 (Behavior)
Evaluation Defaults

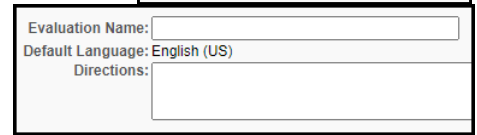


Header

Select Header:

Header Color:

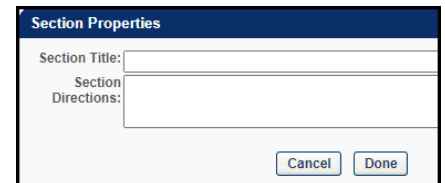
Header Preview:



Evaluation Name:

Default Language: English (US)

Directions:




Section Properties


Section Title:

Section Directions:

Associate an Evaluation with a Training

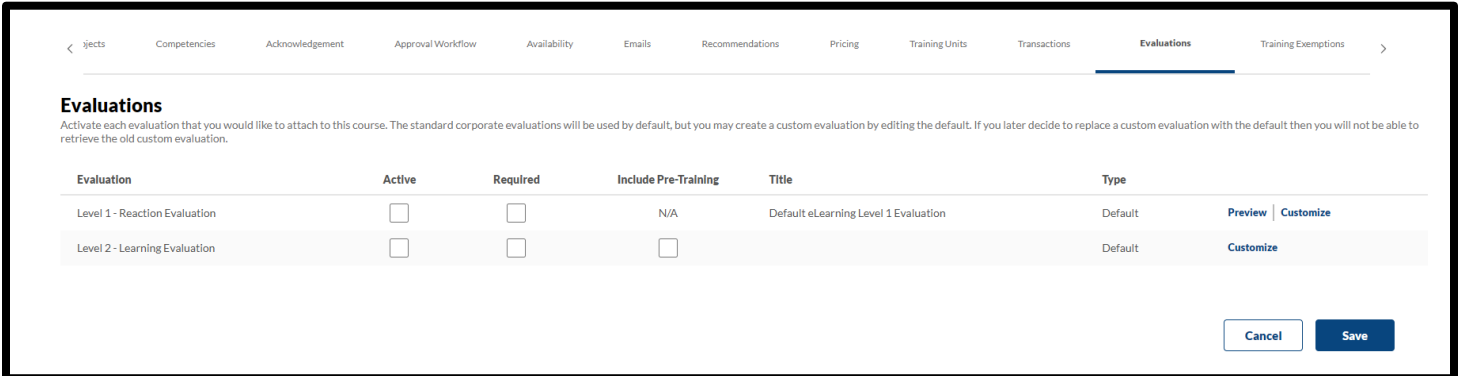
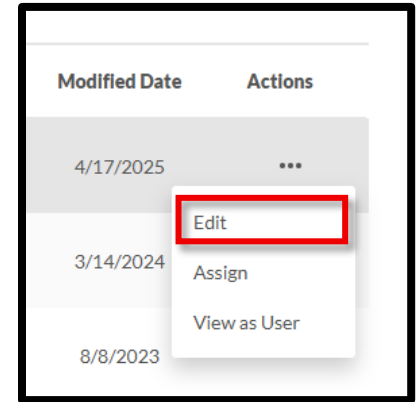
Once an evaluation has been made, it can be associated with a course. Users will find level 1 or 2 evaluations on their transcript or from a training completion page, and they will find level 3 in their scheduled tasks (available in the main menu).

 A learner can only open an evaluation if it is associated with a training before they register. If a learner has started a training and no evaluation was associated with the training, they will not see the "evaluate" option on their transcript nor be sent an evaluation link. If their completion of an evaluation is required, you will need to activate the evaluation and then reassign the training to that learner.

 ILT Events can have evaluations associated either through Course Management or through Managing Events & Sessions, depending on your permissions. ILT Sessions' evaluations have to be managed through Managing Events & Sessions.



1. To associate an evaluation with a training through catalog management, go to the **Main Menu** and select **Admin > Catalog**
 - a. Select **Course Catalog**
 - b. Use the **Search** and filter functions to find the course which you want evaluated
 - c. Select the **More Actions ...** ellipses icon
 - d. Select **Edit** from the More Actions menu



- e. Select the **Evaluations** tab, then continue to Step 4.
2. To associate an evaluation with an Event through ILT administration, go to the **Main Menu** and select **ILT Admin > Manage Events & Sessions**.
 - a. Use the **Search** and filter functions to find the Event which you want evaluated
 - b. Select the **More Options ...** ellipses icon
 - c. Select **Edit Evaluation** from the More Actions menu, then continue to Step 4.
3. To associate an evaluation with a Session through ILT administration, go to the **Main Menu** and select **ILT Admin > Manage Events & Sessions**.
 - a. Use the **Search** and filter functions to find the Event whose sessions should be evaluated
 - b. Select **View Sessions**
 - c. Select **Edit** from the Evaluations column, then continue to Step 4.
4. Mark the **Checkboxes** to match your training's evaluation preferences.
 - a. Check the **Active** checkbox to turn the evaluation on
 - b. Check the **Required** checkbox to stop a course from being marked complete until the learner completes the evaluation.

When a learner completes a course with a required evaluation, the course's transcript status becomes Pending Evaluation and remains on their Active transcript. As such, making an evaluation required can impact reporting course completion rates.



- c. For level 2 or 3 evaluations, you can check the **Include Pre-Training** checkbox to offer the evaluation before a training. To best utilize this function, make sure to share instructions on accessing the evaluations.
 - i. Level 2 pre-training evaluations are available on the **transcript** in the course's actions dropdown.
 - ii. Level 3 pre-training evaluations are available in **Scheduled Tasks**.
5. **Title** defines which evaluation is presently associated with the training.
6. Select **Preview** to preview the evaluation.
7. Select **Customize** to change which evaluation is associated with the training.
8. Select **Save** or **Submit**.