



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 attach a different evaluation.



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 bar, select the **ILT Admin** tab and select **Manage Events & Sessions** from the dropdown menu.
2. Search for your Event.
3. Select the **Edit Evaluation** icon in the evaluation column for your Event.

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Equity Decision & Policy Tool Workshop	Diversity, Equity and Inclusion	Department of Public Instruction	English (US)	0	2	0		

4. 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, you will need to search for it.
5. To search for an evaluation, select the **Select** icon in the options column.

Evaluations							
EVALUATION	ACTIVE	REQUIRED	PREVIEW	TITLE	TYPE	OPTIONS	
Level 1 - Reaction Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Default Instructor-Led Training Level 1 Evaluation	Default		
Level 2 - Learning Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	N/A		Default		

« Back Submit

6. A pop-up window appears. Search for and select the evaluation by selecting the **Add** icon.
7. Select the **Submit** button.



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 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 bar, select the **ILT Admin** tab and select **Manage Events & Sessions** from the dropdown menu.
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. When you find your Session, select the **Edit Session Evaluation** icon.

Depending on how you navigated to your Session, you may see one of the two views shown here. Be careful to select the Edit Evaluation icon for the Session and not the Event.



Sessions						
Day	Start Date	End Date	Enrollment	Evaluation	Status	Options
Tuesday	10/25/2022 1:00 PM CDT	10/25/2022 2:30 PM CDT	34 of 900		Approved	

Sessions						
Day	Start Date	End Date	Enrollment	Status	Event Options	Session Options
Tuesday	10/25/2022 1:00 PM CDT	10/25/2022 2:30 PM CDT	34 of 900	Approved		

4. 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, you will need to search for it.

Evaluations						
EVALUATION	ACTIVE	REQUIRED	PREVIEW	TITLE	TYPE	OPTIONS
Level 1 - Reaction Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Default Instructor-Led Training Level 1 Evaluation	Default	
Level 2 - Learning Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	N/A		Default	

« Back **Submit**

5. To search for an evaluation, select the **Select** icon  in the options column.
6. A pop-up window appears. Search for and select the evaluation by selecting the **Add**  icon.
7. Select the **Submit** button.



If an evaluation was added (made active) for an 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.



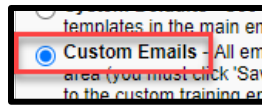
Evaluation Email

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 send for your ILT training unless you add it to a Session.

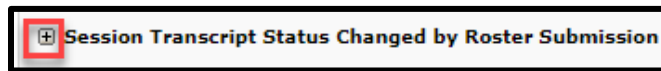


This custom email is **optional**. Attendees can access the evaluation without receiving an email. See the Complete an Evaluation job aid.

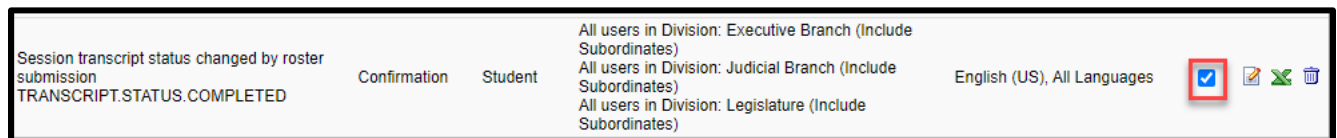
1. From the menu bar, select the **ILT Admin** tab and select **Manage Events & Sessions** from the dropdown menu.
2. Select the **Search for all Sessions** radio button.
3. Search for your Session by using the search filter options on the Search for all Sessions page.
4. From the Sessions page, select the **Edit Session** button
5. Select the **Emails** link on the left side of the page.
6. Select the **Custom Emails** radio button.



7. Scroll down the page to locate *Session Transcript Status Changed by Roster Submission*. Select the **Expand** icon.



8. 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.



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



This email is sent for 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.