

LMS USER GUIDE

CREATING EVALUATIONS

The LMS Evaluation functionality enables administrators to gather feedback from their learners about the courses/learning activities undertaken. If an organisation wishes to create their own evaluations, then it is preferable for them to set these up at the outset so that they are available to attach to any courses created.

All off-line courses require an evaluation; however e-learning course evaluations are optional. Once an evaluation has been assigned to a course, the learner will need to complete this before the course is classed as completed.

WHAT THE LEARNERS SEES – The following screen shot is an example of a course which has an evaluation which the learner is now required to complete before the course will transfer to their Completed Learning tab

[>> Dashboard](#)

01 February 2010

[Active Learning](#) [Completed Learning](#) [Requested Learning](#) [Personal Development](#) [Help ?](#)

Active Learning [Export](#)

Title	Type	% Complete	Action
Cultural Awareness training SJL	External Course	<div>Evaluation</div>	

no profile image
[Edit Profile](#)

Organisation:
Business and Customer Services
Department:
Trainees, Placements etc
Manager:
Isabel Susan Butler
Last Login:
31 Jan, 2010

WHAT THE ADMINISTRATOR SEES – The LMS report functionality enables administrators to analyse the evaluation results in various formats

Event Evaluation - Seminar/Conference	
3 Please review what your objectives were prior to attending the event. Were all of these objectives met?	
<div><div>6 - Yes</div><div>1 - No</div></div>	
10 Is there anything that you will do differently as a result of attending this event?	
<div><div>1 - Yes</div><div>4 - No</div></div>	
13 Would you recommend this event to other staff members?	
<div><div>6 - Yes</div></div>	

	D	I
1	Question	Response
	What new knowledge have you gained?	I knew most of the LMS features as described - but it highlighted events is the area I have not used and need more direction on their application
41	Please provide examples of the value to the Virtual College from your attendance (if none, it is assumed there has been no value and you should state reasons).	I will be better equipped to see how any technical problems fit into the scope of the LMS
42	Please provide examples of the value to the Virtual College from your attendance (if none, it is assumed there has been no value and you should state reasons).	Will be able to put some of the features covered into practice (such as using training events for managing Lunch and Learn events in the VCHR LMS)
43	Please provide examples of the value to the Virtual College from your attendance (if none, it is assumed there has been no value and you should state reasons).	Good to see how our training is going to take place, Good to get involved with everyone else who attended and hear some of their comments.
44	Please provide examples of the value to the Virtual College from your attendance (if none, it is assumed there has been no value and you should state reasons).	A clearer general understanding of what we do.
45	Please provide examples of the value to the Virtual College from your attendance (if none, it is assumed there has been no value and you should state reasons).	Supporting the Lunch and Learn concept - thinking about future presentations/training on E-nable
46	Is there anything that you will do differently as a result of attending this event?	No
47	Is there anything that you will do differently as a result of attending this event?	Yes
48	Is there anything that you will do differently as a result of attending this event?	

CREATING EVALUATIONS AND ASSIGNING TO COURSES

1) Navigate to Evaluations using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Evaluations
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Organisation Admin Procedure	Section Admin Dashboard>Evaluations
-------------------------------------	-------------------------------------

Home Manage Users Help & Support Logout 01 August 2014

Recently Viewed Items

Help

Page

[View Group: Group1](#)

[View Course: Charlie](#)

[View Project: Charlie Port 2](#)

[View Module: Charlie Port 3](#)

[View Module: Charlie Port 1](#)

[View Group: Group 3](#)

[View Group: Group 2](#)

[View User: Paul Acres1](#)

Quicklinks

Users

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- ▶ [Groups](#)
- ▶ [Training Events](#)
- ▶ [Skills Matrix](#)
- ▶ [Existing Skills Matrix](#)
- ▶ [Record SOP Session](#)
- ▶ [Personal Development](#)
- ▶ [Pending Certificates](#)
- ▶ [My Profile](#)

Courses & Modules

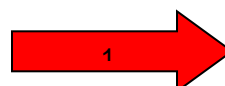
- ▶ [Courses](#)
- ▶ [My Courses](#)
- ▶ [Historical Courses](#)
- ▶ [Modules](#)
- ▶ [Projects](#)
- ▶ [Providers](#)
- ▶ [Evaluations](#)
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- ▶ [Course Explorer](#)

Marking

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- ▶ [Portfolio Submissions](#)
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- ▶ [Observations](#)
- ▶ [Alter Submission](#)

System

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2) Select **New Evaluation**

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable' is displayed with the tagline 'the complete LMS solution'. Navigation links include 'Create', 'Manage', and 'Deliver'. A secondary navigation bar contains 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Evaluations'. The date '30 January 2010' is shown in the top right. The main heading is 'Evaluations'. Below it, a section titled 'Go directly to a record' contains a search instruction: 'Search for multiple records by separating your search terms with commas in the box below.' A search form with a 'Name' dropdown, a text input field, and a 'Find' button is present. A checkbox labeled 'Tick here to find partial matches' is checked. Below the search form is a large empty box with the text 'There are no items to display in this list'. At the bottom right, there are two buttons: 'New Evaluation' and 'View Evaluation'. A red arrow labeled '2' points to the 'New Evaluation' button. The footer includes a 'Contact Us' link and the copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

3) Enter the name of your Evaluation

4) Select **Submit**

The screenshot shows the 'Manage Evaluation' form in the E-nable LMS. The breadcrumb trail is '>> Section Admin Dashboard >> Evaluations >> Manage Evaluation'. The date '30 January 2010' is shown. The form has a heading 'Manage Evaluation'. Below it is a label 'Evaluation Name' followed by a text input field containing 'LMS - Administrator Training'. A red arrow labeled '3' points to this input field. Below the input field is a 'Submit' button. A red arrow labeled '4' points to the 'Submit' button. The footer includes a 'Contact Us' link and the copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

5) Select the type of question

6) Select **Add New Question**

Enable
the complete LMS solution Create ► Manage ► Deliver

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Home Manage Users Help & Support

>> Section Admin Dashboard >> Evaluations >> Manage Evaluation

Manage Evaluation

Evaluation Name
LMS - Administrator Training

Submit

Add new question:

Question type:

Multiple Choice - Single Answer
Capture Feedback

5

Add New Question

6

Questions [Help](#)

Quick Search

Search Results

Name	Type
------	------

Apply Sequence Changes Delete Question Edit Question

QUESTION TYPES

Multiple Choice – Single Answer will give the learner a list of options from which they can choose one.

Capture Feedback gives the learner opportunity enter their comments.

7) Enter your question

8) Select **Submit**

Example Multiple-Choice Question

Enable
the complete LMS solution Create ► Manage ► Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Evaluations >> Manage Evaluation >> Evaluation Question Editor

Question

Type	Multiple Choice - Single Answer
Text	How would you describe your level of computer skills?

Answer 1

Text	No Experience
------	---------------

Answer 2

Text	Basic
------	-------

Answer 3

Text	Intermediate
------	--------------

Answer 4

Text	Advanced
------	----------

[Add another answer](#) [Remove this answer](#)

Submit Cancel

Example Capture Feedback Question

Enable
the complete LMS solution Create ► Manage ► Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Evaluations >> Manage Evaluation >> Evaluation Question Editor

Question

Type	Capture Feedback
Text	Is there anything you particularly like about the LMS?

Submit Cancel

A confirmation message appears at the top of the screen when each question has been inserted.

The questions that have been set up are listed and if you wish to change the order these, you just need to highlight the question and drag it to the correct position, then select Apply Sequence Changes

Question successfully inserted

the complete LMS solution Create Manage Deliver

>> Section Admin Dashboard >> Evaluations >> Manage Evaluation 30 January 2010

Manage Evaluation

Evaluation Name
LMS - Administrator Training

Submit

Add new question:

Question type:
Multiple Choice - Single Answer
Capture Feedback

Add New Question

Questions Help

Quick Search

Search Results

Would you like to undertake additional training to help you to meet any objectives not yet fully achieved? Capture Feedback
Multiple Choice - Single Answer

What do you think about the suitability of the venue? Multiple Choice - Single Answer

What do you think about the Pre-Course Instructions? Multiple Choice - Single Answer

What do you think about the time frame of the training session? Multiple Choice - Single Answer

What do you think about the documentation received? Multiple Choice - Single Answer

What do you think about the training session format and style? Multiple Choice - Single Answer

What do you think about the topics covered? Multiple Choice - Single Answer

Did the training session compare with your pre-conceived ideas of what it would involve? Multiple Choice - Single Answer

Would you recommend the course to your colleagues? Multiple Choice - Single Answer

How satisfied were you with the training session as a whole? Capture Feedback

Apply Sequence Changes Delete Question Edit Question

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Your evaluation will now be available and can be selected from the drop down boxes in all relevant screens such as the following example of a new Offline Course.

>> Section Admin Dashboard >> Courses >> Manage Course 30 January 2010

Manage Course Help

Mandatory fields are marked with a *

Title *

Description

Organisations *

Available Organisations
Enable - UHNS training
e-Portfolios
PAB Enable Demonstration

Selected Organisations

>> <<

☒ Apply changes to the modules associated with this course?
☐ Share course to new organisations?

Required Authorisation * -- Please Select --

Type * -- Select --

Course Manager *

Provider -- Please Select --

Official Course Number

Duration (hh:mm)

*Evaluation -- No Evaluation --

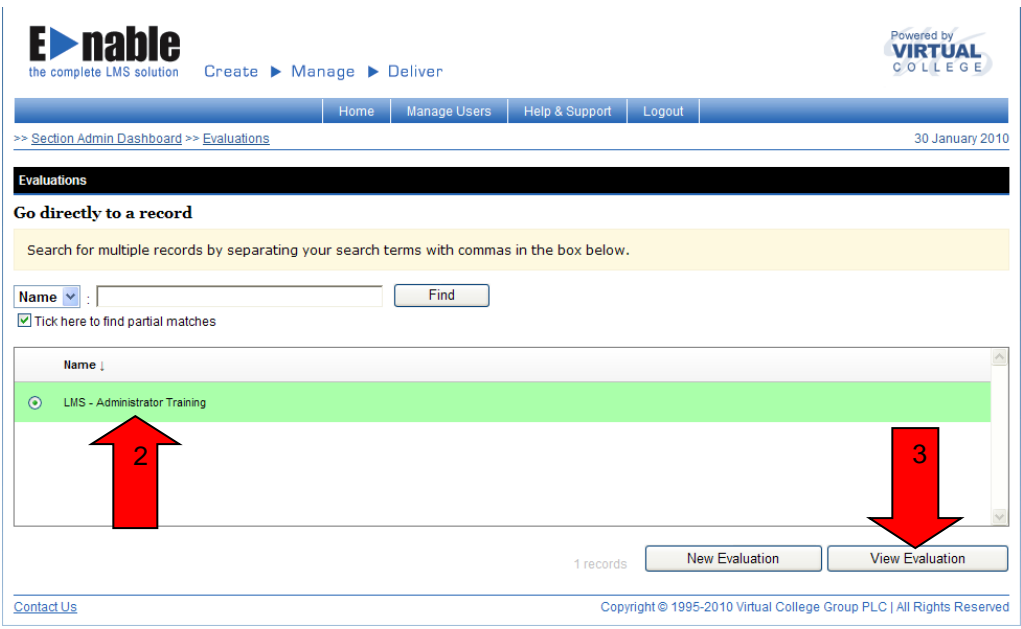
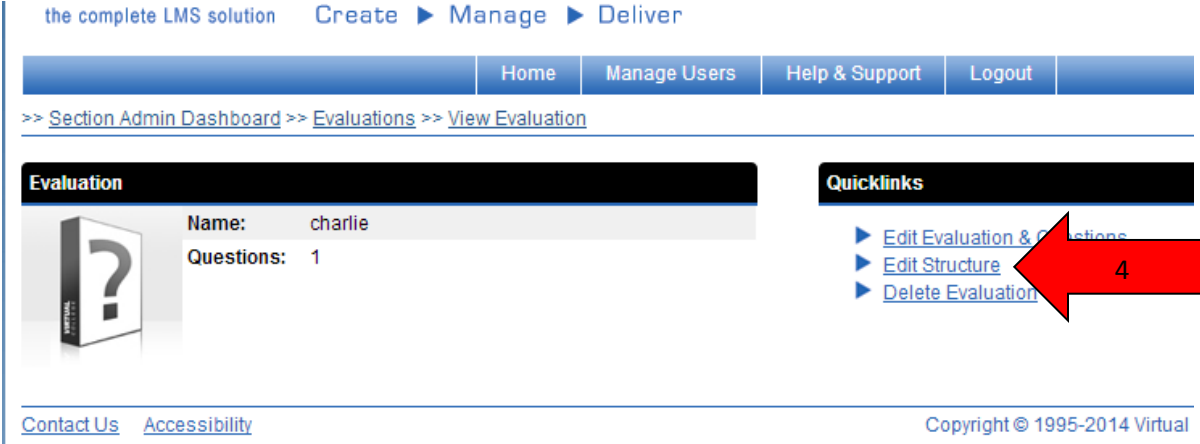
3 Month Evaluation LMS - Administrator Training

6 Month Evaluation -- No Evaluation --

ADDING BRANCHING TO AN EVALUATION

Adding branching to an Evaluation enables you to ask learners different questions dependant upon their answers to a previous question.

For example, if a learner answers “No” to the question “**Did the training cover all of the topics that you expected?**” you could then ask the learner to “**Please state which additional topics you would have liked to have seen in the training material**”. Any learners answering “Yes” to the original question would not be asked this extra question.

1) Navigate to Evaluations using the relevant procedure for your level of access as shown below	
Section Admin Procedure	Section Admin Dashboard>Evaluations
Organisation Admin Procedure	Section Admin Dashboard>Evaluations
2) Highlight the appropriate evaluation	
3) Select View Evaluation	
4) Select Edit Structure	

5) Highlight the required question

6) Select **Insert** to include the question in the Evaluation Builder

Example of non-branching questions

The screenshot shows the E-nable Evaluation Builder interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, a breadcrumb trail reads: '>> Section Admin Dashboard >> Evaluations >> View Evaluation >> Edit Evaluation Structure'. The date '30 January 2010' is displayed on the right. The main area is divided into two panels. The left panel, titled 'Evaluation Builder', contains buttons for 'Remove', 'Deselect', and 'Save'. The right panel, titled 'Available Questions', lists 22 questions (Q1-Q22). A red arrow labeled '5' points to the 'Available Questions' panel. Another red arrow labeled '6' points to the 'Insert' button at the bottom right of the 'Available Questions' panel.

Example showing the first 3 non-branching questions already inserted into the Evaluation Builder

This screenshot shows the E-nable Evaluation Builder interface with the first three non-branching questions (Q1, Q2, and Q3) already inserted into the 'Evaluation Builder' panel. The 'Available Questions' panel shows the remaining questions (Q4-Q22). The 'Evaluation Builder' panel includes buttons for 'Remove', 'Deselect', and 'Save'.

Example showing a question (Q11) which requires branching

This screenshot shows the E-nable Evaluation Builder interface with a question (Q11) that requires branching. The 'Available Questions' panel shows Q11 and Q22. The 'Evaluation Builder' panel shows Q11 and Q22. A red arrow points to the 'Insert' button at the bottom right of the 'Available Questions' panel.

<p>7) To add branching to the question, first highlight the relevant answer</p>	<div data-bbox="459 111 1533 268"> <div> <input type="checkbox"/> Q11. Did you achieve the learning objectives as a result of the training? </div> <div> A1. Yes - I now feel confident in using the LMS functionality covered during t </div> <div> A2. No - I do not feel to have achieved all of the learning objectives </div> </div>
<p>8) Then highlight the question which should be asked next</p> <p>9) Select Insert</p> <p>Repeat steps 7 to 9 as necessary</p>	<p>In this example if the learner answers “No” to Question 11, then they are asked two additional questions (Q12 and Q13) before answering Question 14.</p> <p>If the learner answers “Yes” the next question they are asked Question 14.</p> <div data-bbox="451 436 1523 982"> <div> <input type="checkbox"/> Q5. Did you find it easy to logon and move around the LMS? </div> <div> A1. Yes A2. No </div> <div> <input type="checkbox"/> Q6. Is there anything you particularly like about the LMS? </div> <div> <input type="checkbox"/> Q7. Is there anything that you particularly dislike about the LMS? </div> <div> <input type="checkbox"/> Q8. I have been able to learn at a level that suits me </div> <div> A1. Yes A2. No A3. Unsure </div> <div> <input type="checkbox"/> Q9. I have been able to learn at my own pace </div> <div> A1. Yes A2. No A3. Unsure </div> <div> <input type="checkbox"/> Q10. Is there any additional help that you feel would make your learning easier? </div> <div> <input type="checkbox"/> Q11. Did you achieve the learning objectives as a result of the training? </div> <div> A1. Yes - I now feel confident in using the LMS functionality covered during t </div> <div> <input type="checkbox"/> A2. No - I do not feel to have achieved all of the learning objectives </div> <div> Q12. Which learning objectives did you feel were not achieved? </div> <div> Q13. Would you like to undertake additional training to help you to meet any of the learning objectives? </div> <div> <input type="checkbox"/> Q14. What do you think about the suitability of the venue? </div> <div> A1. Excellent A2. Acceptable A3. Good A4. Poor </div> </div> <div data-bbox="1003 436 1523 793"> <div> <input type="checkbox"/> Q11. Did you achieve the learning objectives as a result of the training? </div> <div> <input type="checkbox"/> Q12. Which learning objectives did you feel were not achieved? </div> <div> <input type="checkbox"/> Q13. Would you like to undertake additional training to help you to meet any of the learning objectives? </div> <div> <input type="checkbox"/> Q14. What do you think about the suitability of the venue? </div> <div> <input type="checkbox"/> Q15. What do you think about the Pre-Course Instructions? </div> <div> <input type="checkbox"/> Q16. What do you think about the time frame of the training session? </div> <div> <input type="checkbox"/> Q17. What do you think about the documentation received? </div> <div> <input type="checkbox"/> Q18. What do you think about the training session format and style? </div> <div> <input type="checkbox"/> Q19. What do you think about the topics covered? </div> <div> <input type="checkbox"/> Q20. Did the training session compare with your pre-conceived ideas of what you expected? </div> <div> <input type="checkbox"/> Q21. Would you recommend the course to your colleagues? </div> <div> <input type="checkbox"/> Q22. How satisfied were you with the training session as a whole? </div> </div> <div data-bbox="1003 741 1271 793"> <div>Insert</div> </div>
<p>10) When all of the required questions have been inserted into the Evaluation Builder, select Save</p>	<div data-bbox="475 1119 1409 1570"> <div>A3. Unsure</div> <div> <input type="checkbox"/> Q21. Would you recommend the course to your colleagues? </div> <div> A1. Yes A2. No </div> <div> Q22. How satisfied were you with the training session as a whole? </div> </div> <div data-bbox="475 1402 930 1560"> <div>Remove</div> <div>Deselect</div> <div>Save</div> </div>

EDITING AN EXISTING EVALUATION

1) Navigate to Evaluations using the relevant procedure for your level of access as shown below

Section Admin Procedure

Section Admin Dashboard>Evaluations

Organisation Admin Procedure

Section Admin Dashboard>Evaluations

2) Highlight the appropriate evaluation

3) Select **View Evaluation**

4) Select **Edit Evaluation & Questions**

Edit questions will take you back to the Manage Evaluation screen where you can add/amend/delete questions.

You then have the options to Add New Questions, Edit Existing Questions, Delete Questions and Apply Sequence Changes

Enable
the complete LMS solution

Create ▶ Manage ▶ Deliver

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COLLEGE

HomeManage UsersHelp & SupportLogout

>> Section Admin Dashboard >> Evaluations >> View Evaluation >> Manage Evaluation02 February 2010

Manage Evaluation

Evaluation Name

LMS - Administrator Training

Submit

Add new question:

Question type:

Multiple Choice - Single Answer
Capture Feedback

Add New Question

Questions[Help](#)

Quick Search

Search Results

Name	Type
What was the date of your training session?	Capture Feedback
Who was your trainer?	Capture Feedback
How would you describe your level of computer skills?	Multiple Choice - Single Answer
Have you ever used a computer based training package before?	Multiple Choice - Single Answer
Did you find it easy to logon and move around the LMS?	Multiple Choice - Single Answer
Is there anything you particularly like about the LMS?	Capture Feedback
Is there anything that you particularly dislike about the LMS?	Capture Feedback
I have been able to learn at a level that suits me	Multiple Choice - Single Answer
I have been able to learn at my own pace	Multiple Choice - Single Answer
Is there any additional help that you feel would make your learning easier?	Capture Feedback

Apply Sequence ChangesDelete QuestionEdit Question