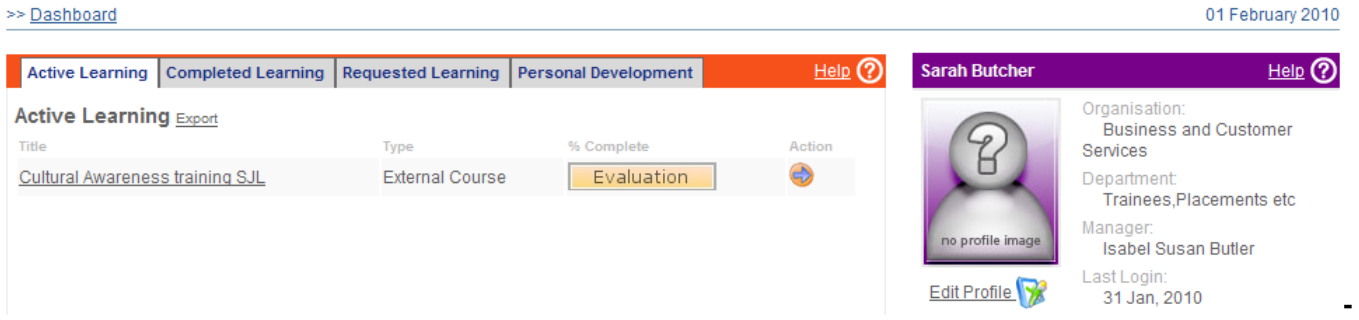
LMS USER GUIDE
CREATING EVALUATIONS

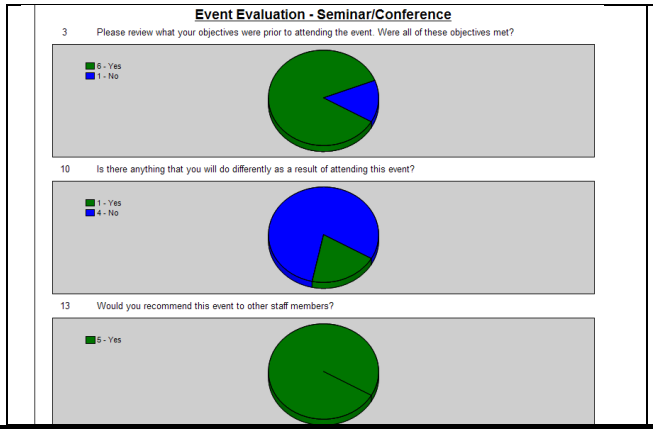
The LMS Evaluation functionality enables administrators to gather feedback from their learners about the courses/learning activities undertaken. If an organisation wishes to create their own evaluations, then it is preferable for them to set these up at the outset so that they are available to attach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

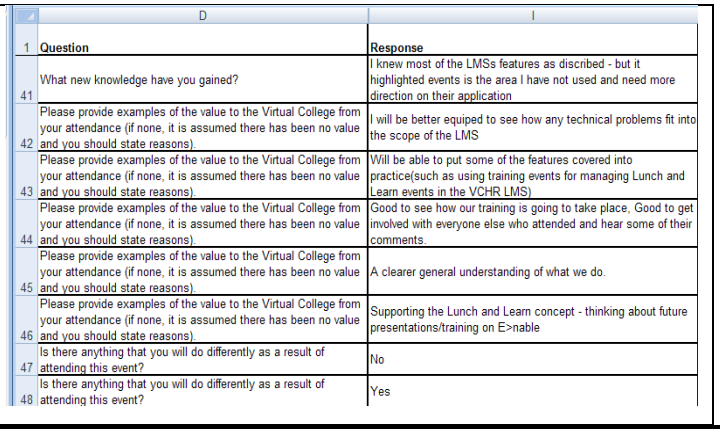
All off-line courses require an evaluation; however e-learning course evaluations are optional. Once an evaluation has been assigned to a course, the learner will need to complete this before the course is classed as completed.

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



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



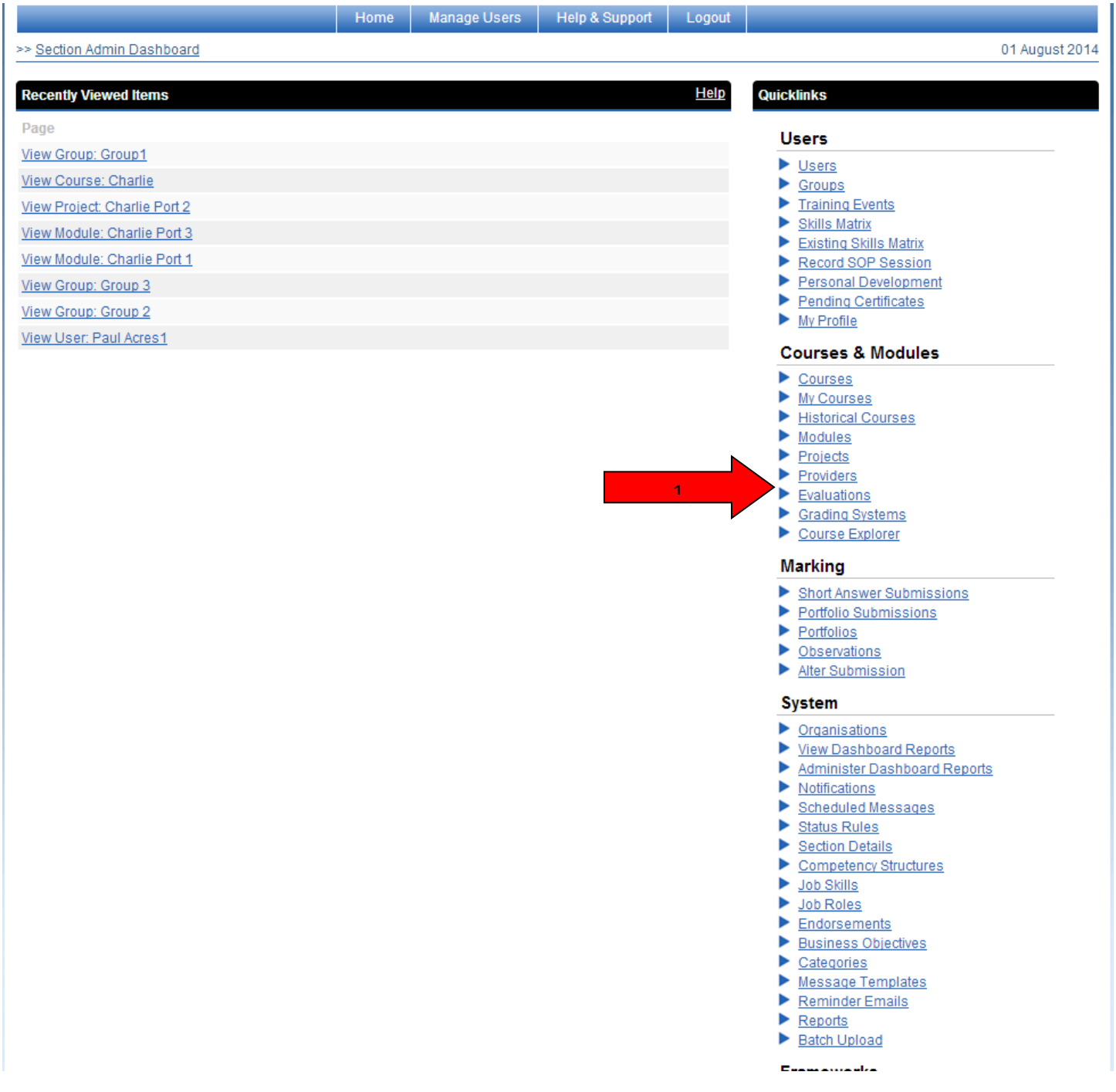


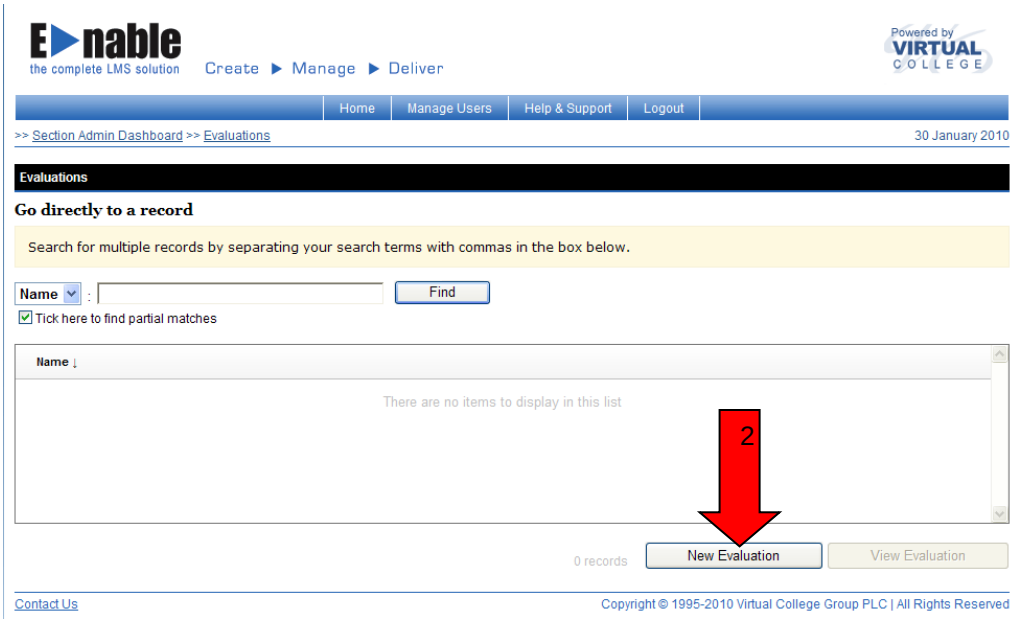
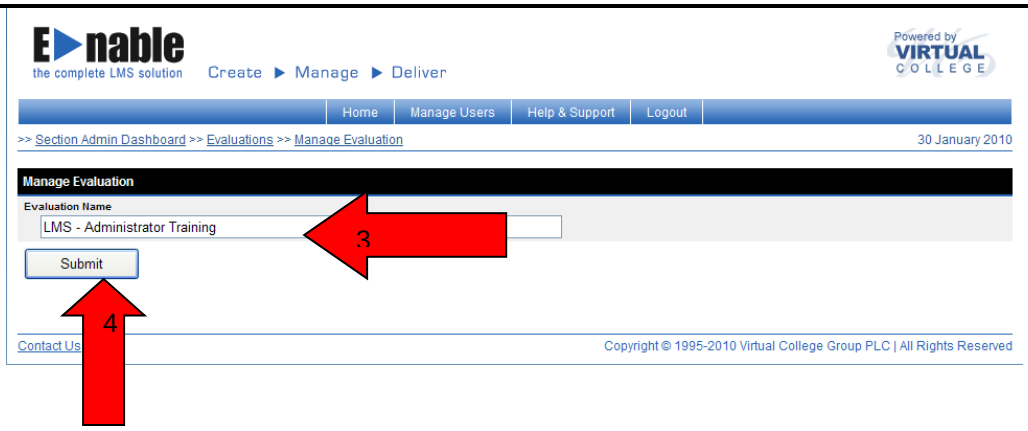
	D	I
1	Question	Response
41	What new knowledge have you gained?	I knew most of the LMSs features as discribed - but it highlighted events is the area I have not used and need more direction on their application
42	Please provide examples of the value to the Virtual College from your attendance (if none, it is assumed there has been no value and you should state reasons).	I will be better equiped to see how any technical problems fit into the scope of the 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).	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)
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).	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.
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).	A clearer general understanding of what we do.
46	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
47	Is there anything that you will do differently as a result of attending this event?	No
48	Is there anything that you will do differently as a result of attending this event?	Yes

CREATING EVALUATIONS AND ASSIGNING TO COURSES

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

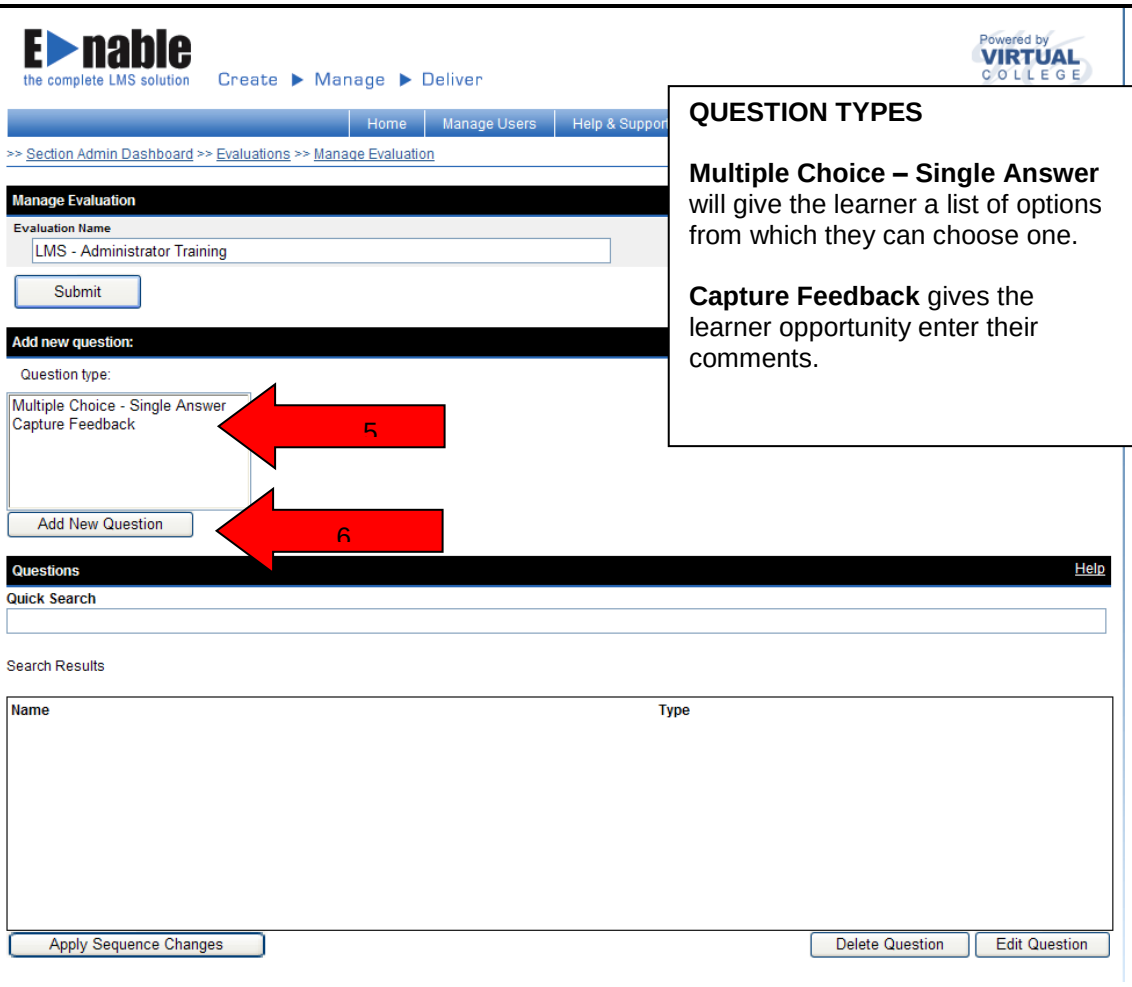
Section Admin Procedure	Section Admin Dashboard>Evaluations
Organisation Admin Procedure	Section Admin Dashboard>Evaluations



2) Select **New Evaluation**	
3) Enter the name of your Evaluation 4) Select **Submit**	

5) Select the type of question

6) Select **Add New Question**



QUESTION TYPES

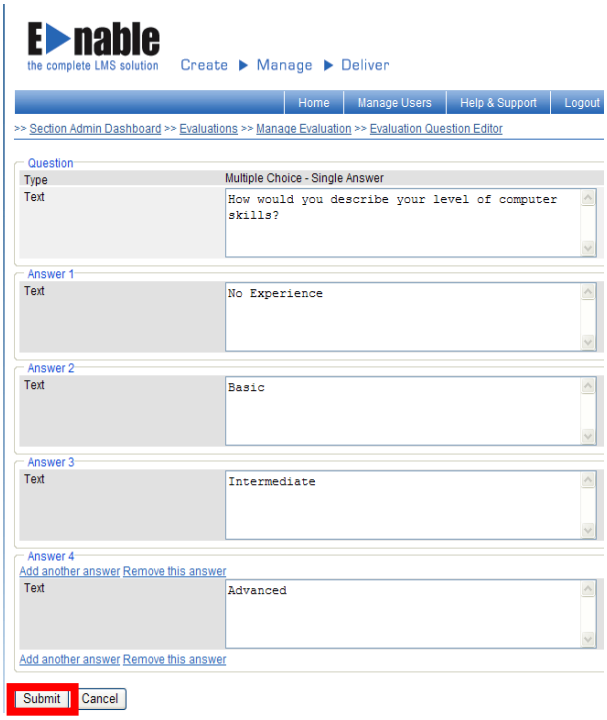
Multiple Choice – Single Answer will give the learner a list of options from which they can choose one.

Capture Feedback gives the learner opportunity enter their comments.

7) Enter your question

8) Select **Submit**

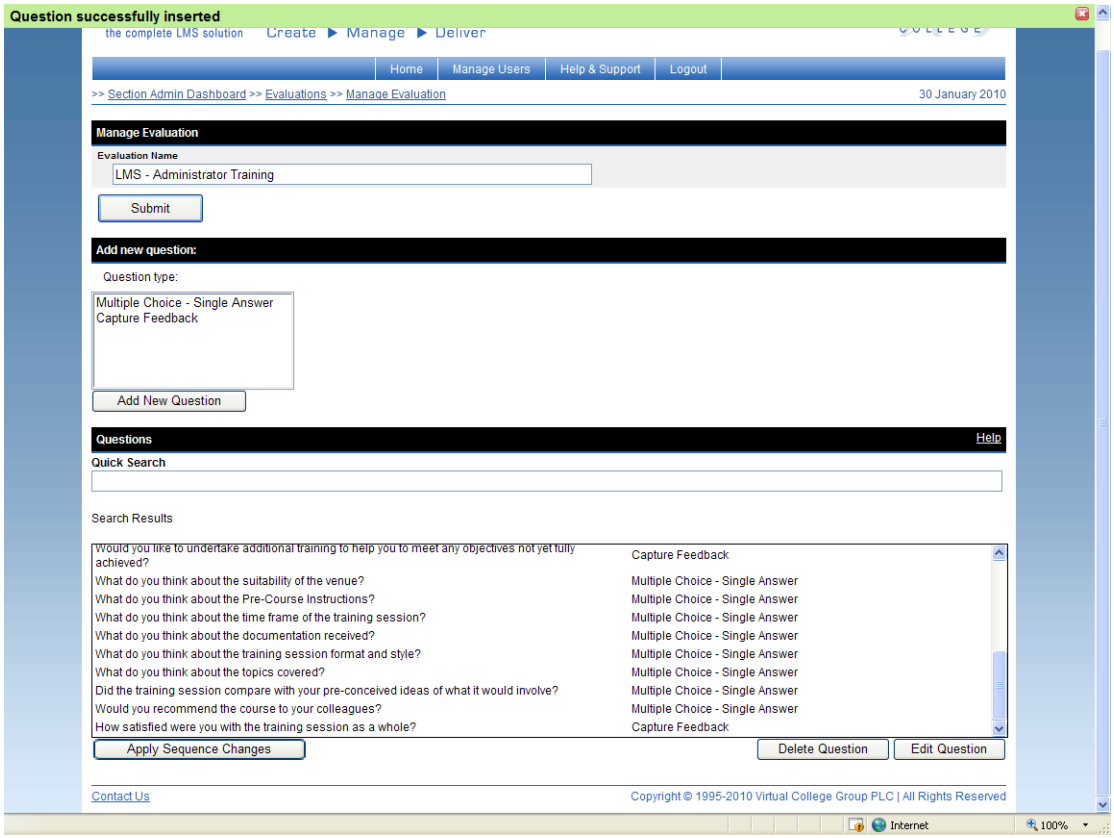
Example Multiple-Choice Question



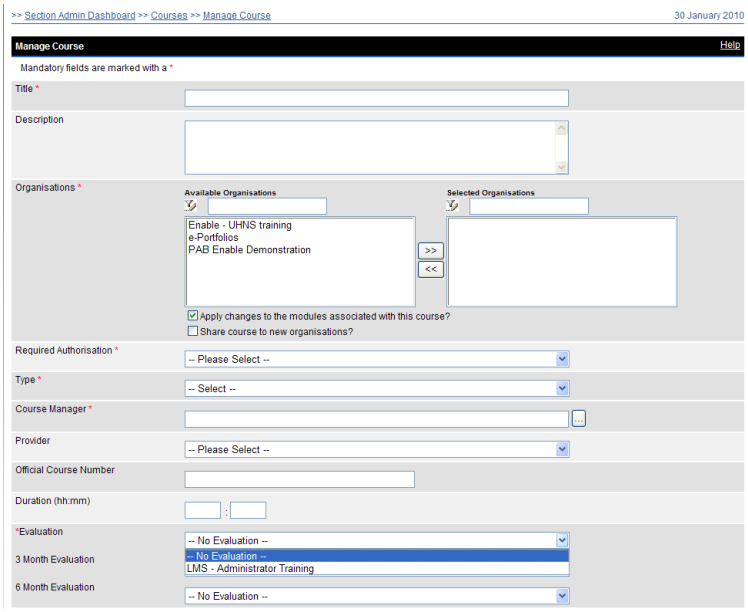
Example Capture Feedback Question

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



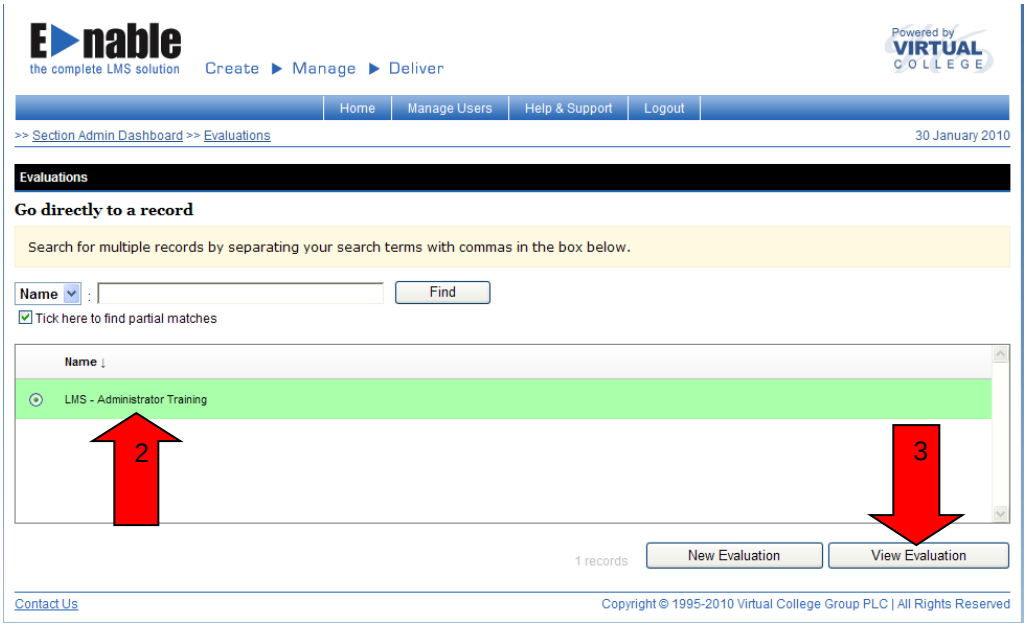
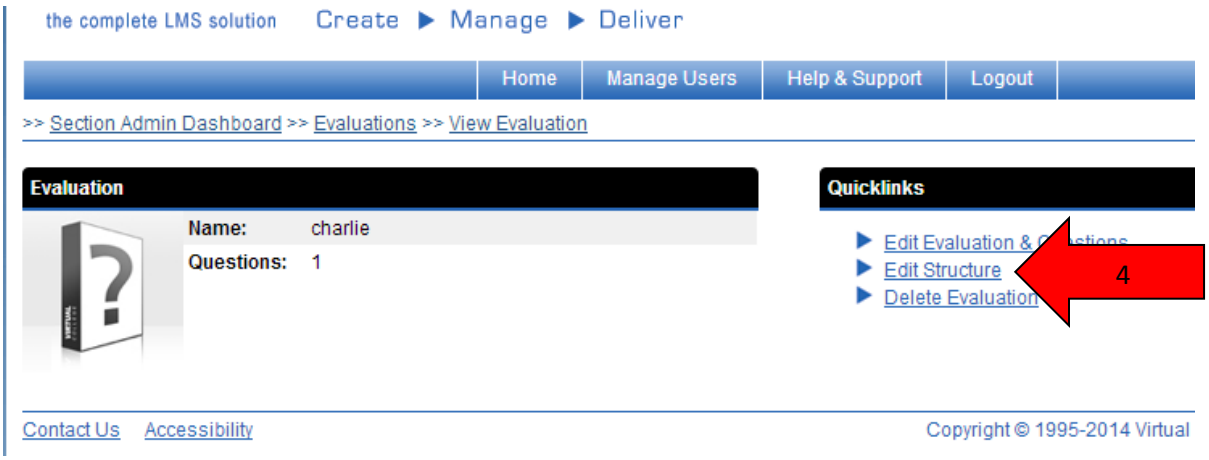
Your evaluation will now be available and can be selected from the drop down boxes in all relevant screens such as the following example of a new Offline Course.



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.

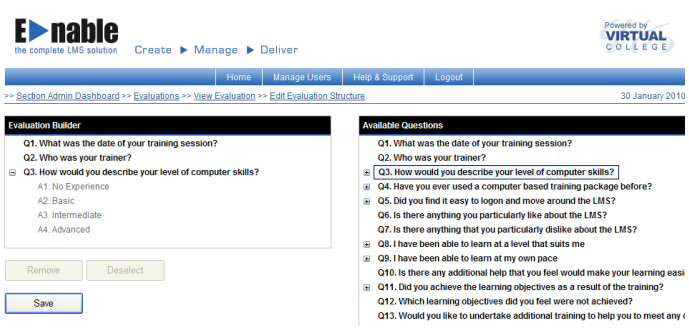
1) Navigate to Evaluations using the relevant procedure for your level of access as shown below	
Section Admin Procedure	Section Admin Dashboard>Evaluations
Organisation Admin Procedure	Section Admin Dashboard>Evaluations
2) Highlight the appropriate evaluation 3) Select **View Evaluation**	
4) Select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

5) Highlight the required question

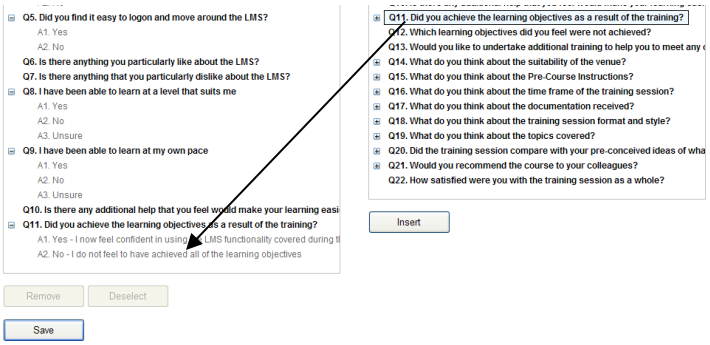
6) Select **Insert** to include the question in the Evaluation Builder

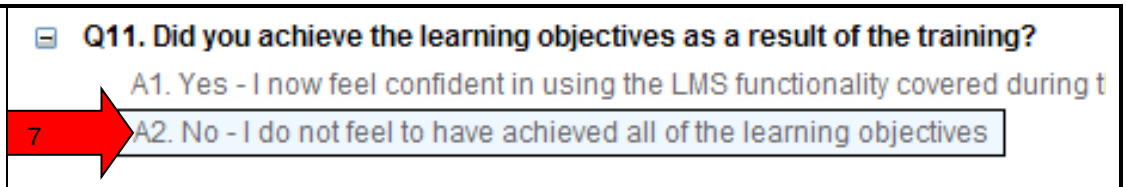
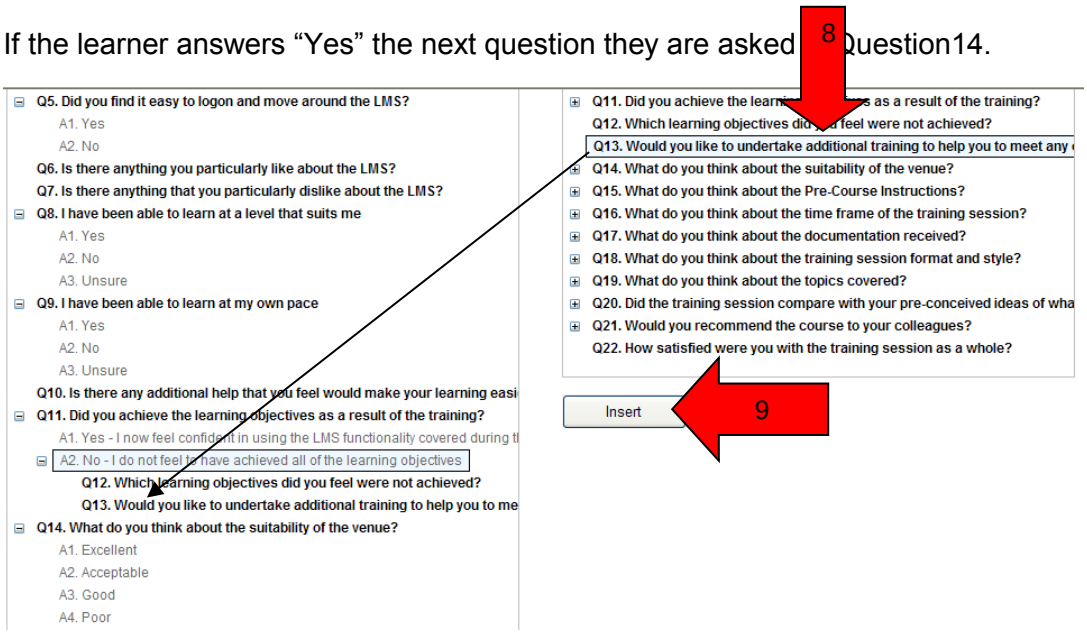
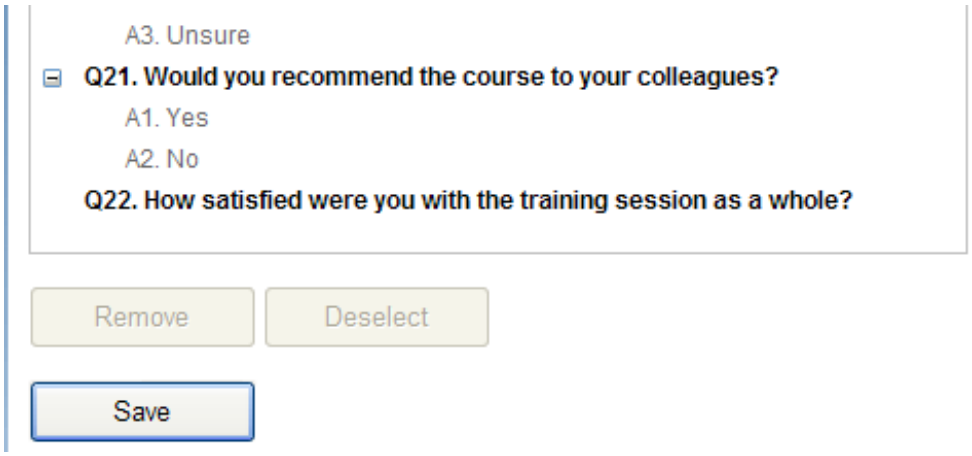
Example of non-branching questions

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



Example showing a question (Q11) which requires branching.



7) To add branching to the question, first highlight the relevant answer	
8) Then highlight the question which should be asked next 9) Select **Insert** Repeat steps 7 to 9 as necessary	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. If the learner answers “Yes” the next question they are asked is Question14. 
10) When all of the required questions have been inserted into the Evaluation Builder, select **Save**	

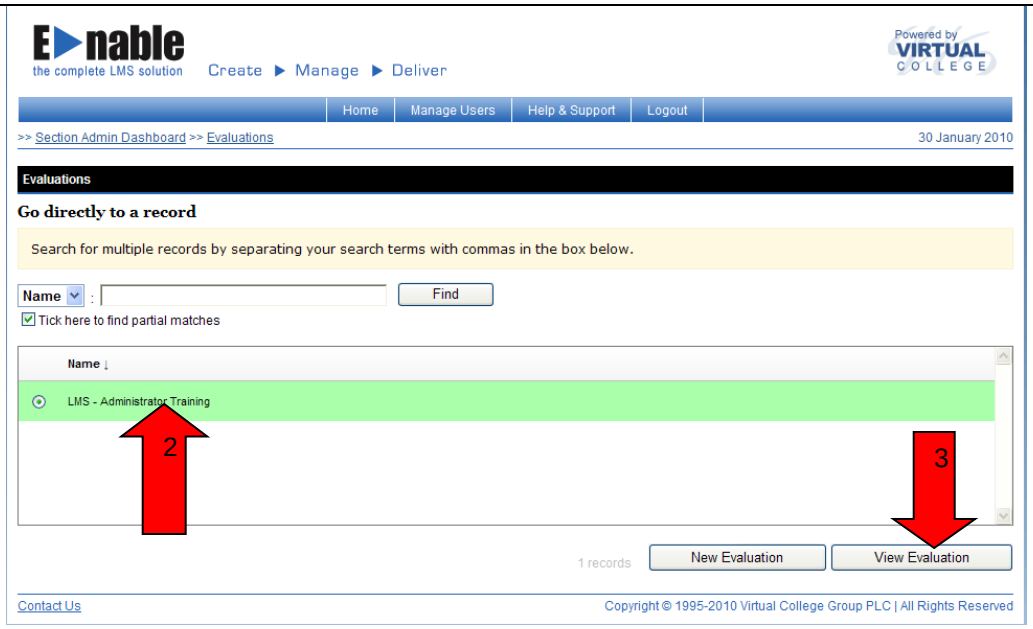
EDITING AN EXISTING EVALUATION

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

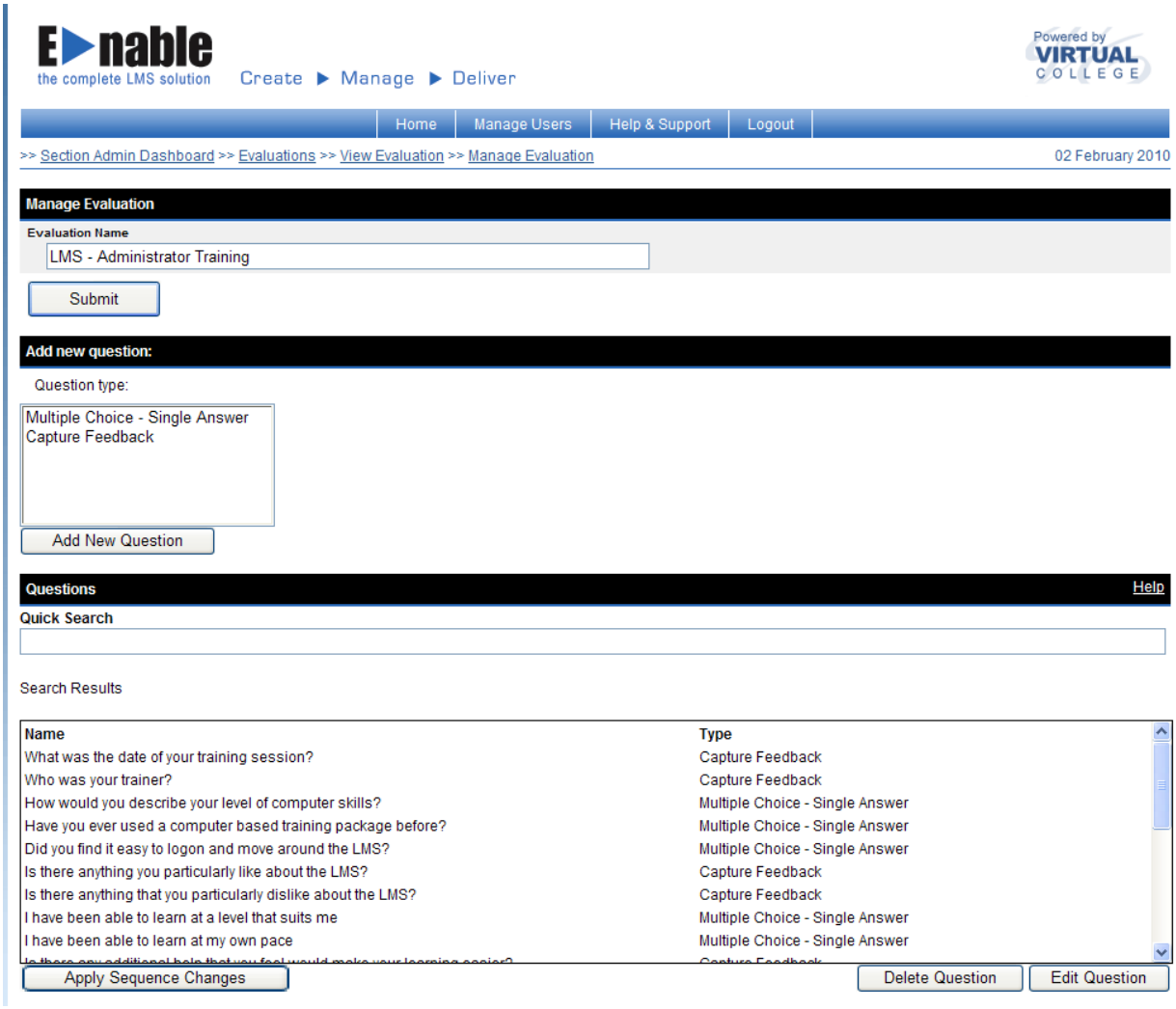
Section Admin Procedure	Section Admin Dashboard>Evaluations
Organisation Admin Procedure	Section Admin Dashboard>Evaluations

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