

Admin Job Aid: Configure Level 3 Surveys to Required

Purpose

Level 3 surveys can now be required for supervisors, employees, or both. The purpose of this job aid is to guide VA TMS administrators on how to configure Level 3 surveys (also called Follow-Up Evaluations) so that they are required for supervisors, employees, or both. This provides the VA with maximum flexibility in using Level 3 surveys. Functionally, the creation of a follow-up evaluation questionnaire survey is the same as an item evaluation questionnaire survey. However, they have two different purposes, and therefore, the line of questioning is radically different.

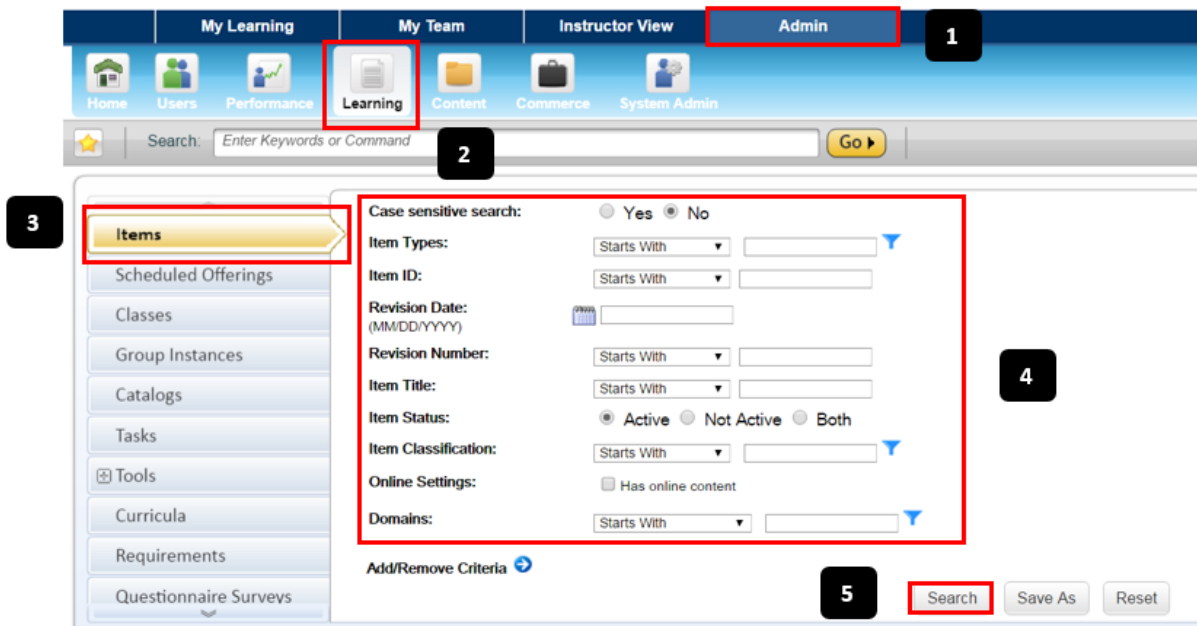
Learners typically score well on post-tests, but the real question is whether any of the new knowledge and skills are retained and transferred back on the job. Level 3 surveys attempt to answer whether learners' behaviors actually change as a result of new learning. Ideally, this measurement is conducted three to six months after the training program. By allowing some time to pass, learners have the opportunity to implement new skills, and retention rates can be checked.

In this job aid, you will learn how to:

- Task A. Configure Level 3 Surveys to Required

Task A. Configure Level 3 Surveys to Required

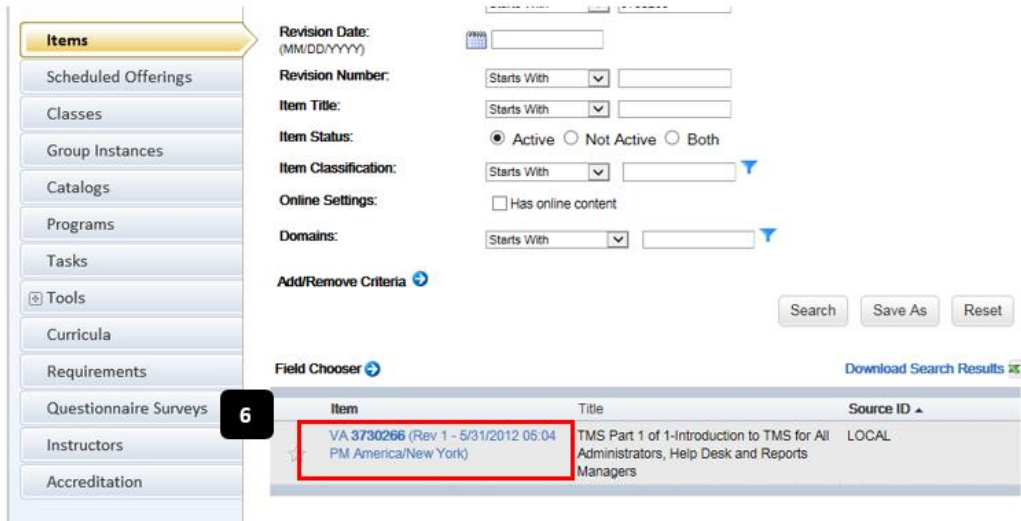
1. Select **Admin**.
2. Select **Learning**.
3. Select **Items**.
4. Enter **Search Criteria** for an item.
5. Select **Search**.



The screenshot displays the TMS Admin interface with the following elements highlighted by red boxes and numbered callouts:

- 1**: The **Admin** tab in the top navigation bar.
- 2**: The **Learning** icon in the secondary navigation bar.
- 3**: The **Items** button in the left-hand sidebar.
- 4**: The search criteria configuration area, which includes:
 - Case sensitive search: Yes No
 - Item Types: Starts With []
 - Item ID: Starts With []
 - Revision Date: (MM/DD/YYYY) []
 - Revision Number: Starts With []
 - Item Title: Starts With []
 - Item Status: Active Not Active Both
 - Item Classification: Starts With []
 - Online Settings: Has online content
 - Domains: Starts With []
- 5**: The **Search** button at the bottom right of the configuration area.

6. Select the **item** from the search results.



Revision Date: (MM/DD/YYYY)

Revision Number:

Item Title:

Item Status: Active Not Active Both

Item Classification:

Online Settings: Has online content

Domains:

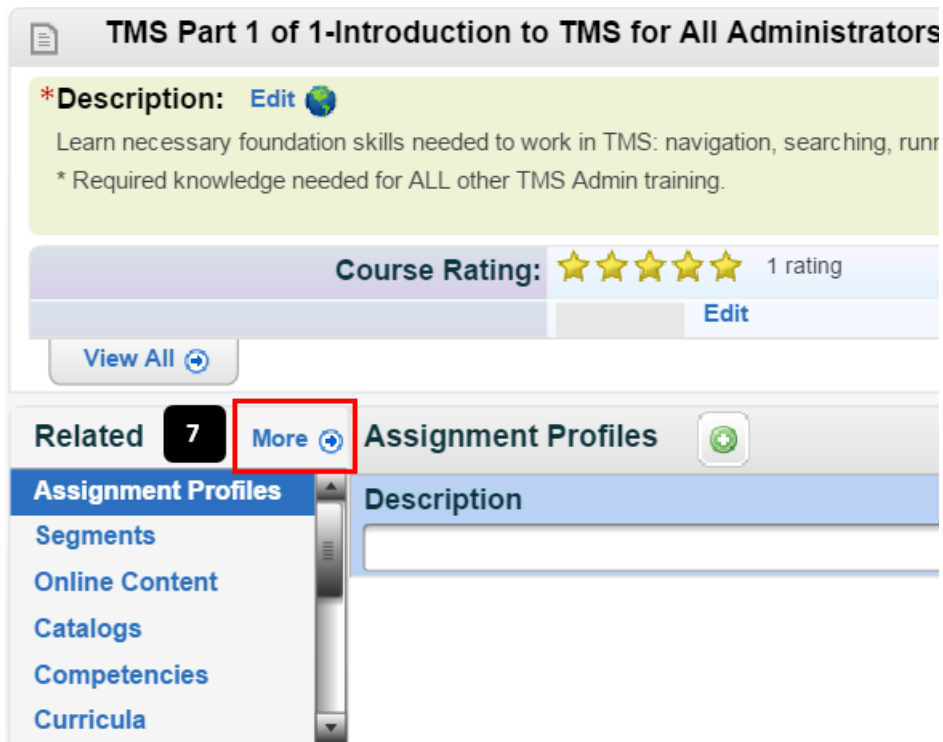
Add/Remove Criteria

Search Save As Reset


Field Chooser Download Search Results

Item	Title	Source ID
VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)	TMS Part 1 of 1-Introduction to TMS for All Administrators, Help Desk and Reports Managers	LOCAL

7. Select the **More** link on the item record.




TMS Part 1 of 1-Introduction to TMS for All Administrators

* **Description:** [Edit](#) 

Learn necessary foundation skills needed to work in TMS: navigation, searching, runn
 * Required knowledge needed for ALL other TMS Admin training.

Course Rating: ★★★★★ 1 rating [Edit](#)

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Assignment Profiles

Segments

Online Content

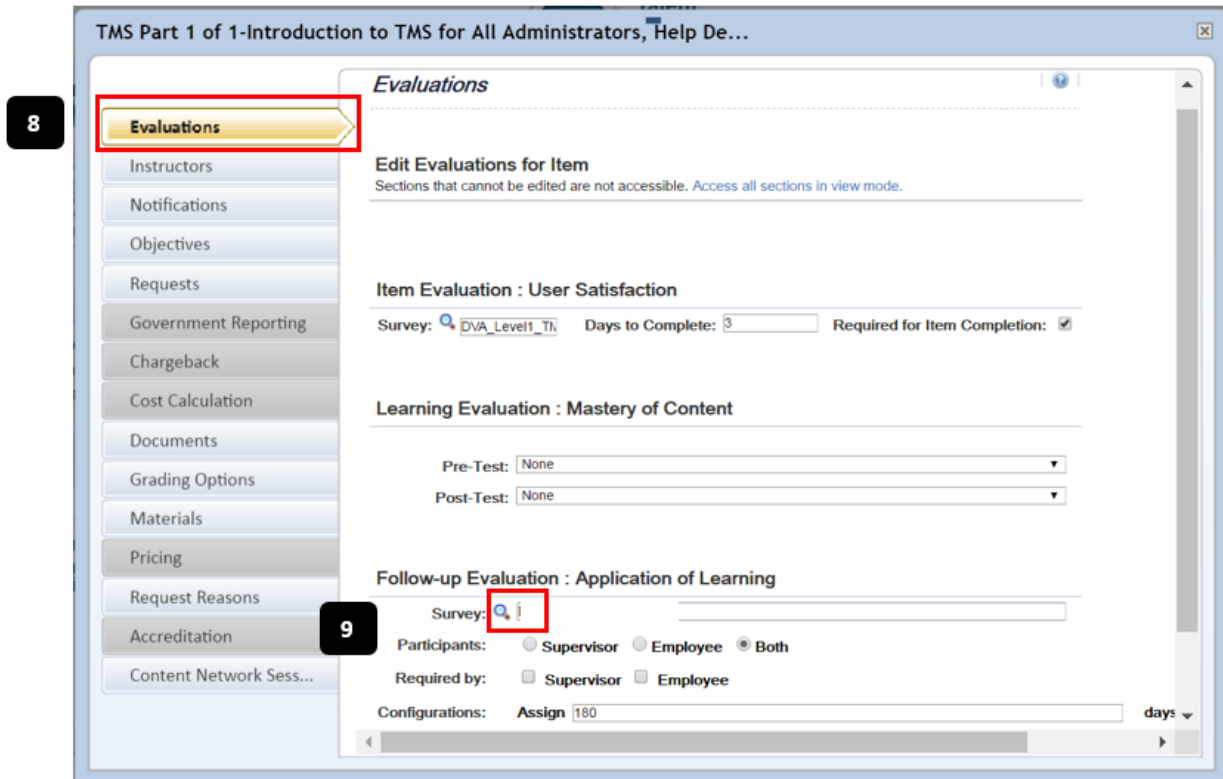
Catalogs

Competencies

Curricula

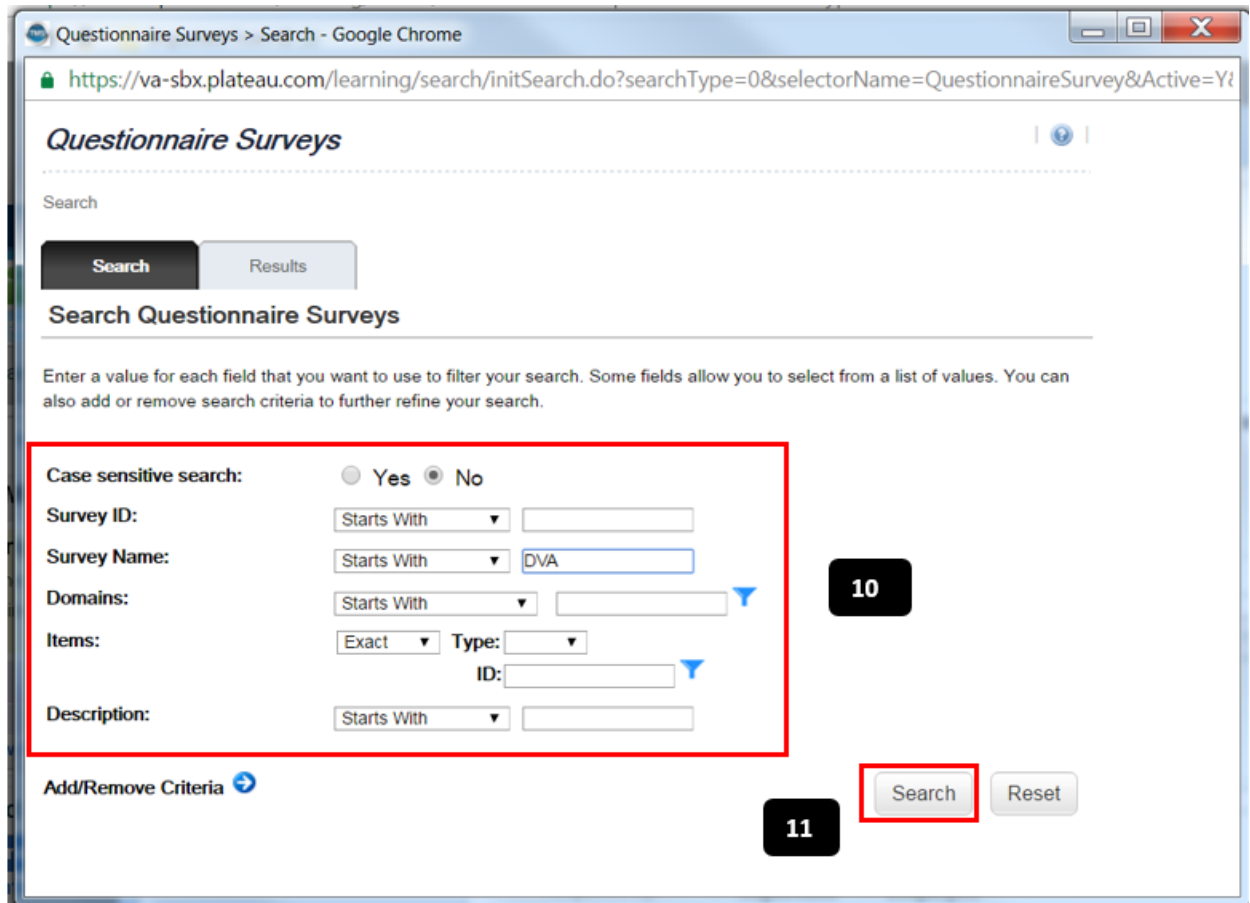
Description

8. Select the **Evaluations** tab.
9. Select the **Search icon (magnifying glass)** next to **Survey** in the Follow-up Evaluation: Application of Learning area.



The screenshot displays the TMS interface. On the left, a navigation menu is shown with the 'Evaluations' tab highlighted in yellow and enclosed in a red box, with a black circle containing the number '8' next to it. The main content area is titled 'Evaluations' and contains several sections: 'Edit Evaluations for Item', 'Item Evaluation : User Satisfaction', 'Learning Evaluation : Mastery of Content', and 'Follow-up Evaluation : Application of Learning'. In the 'Follow-up Evaluation : Application of Learning' section, the 'Survey' field has a magnifying glass icon next to it, which is highlighted with a red box and a black circle containing the number '9'. Other fields in this section include 'Participants' (radio buttons for Supervisor, Employee, Both), 'Required by' (checkboxes for Supervisor, Employee), and 'Configurations' (Assign 180 days).

10. Enter **Search Criteria** for the survey.
11. Select **Search**.



Questionnaire Surveys > Search - Google Chrome

https://va-sbx.plateau.com/learning/search/initSearch.do?searchType=0&selectorName=QuestionnaireSurvey&Active=Y!

Questionnaire Surveys

Search

Search Results


Search Questionnaire Surveys


Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No


Survey ID: Starts With

Survey Name: Starts With

Domains: Starts With 

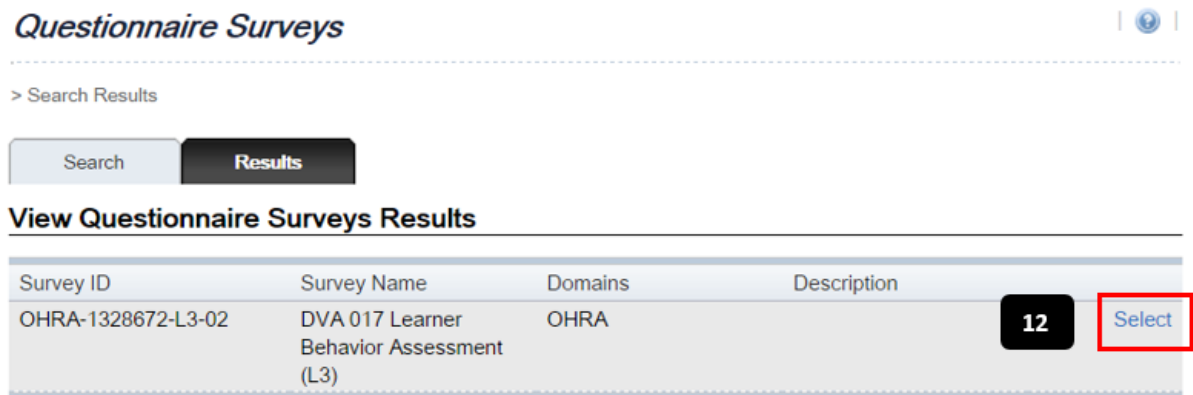
Items: Exact Type: ID: 

Description: Starts With

Add/Remove Criteria 

10 **11** **Search** Reset

12. Select **Select** next to the correct survey in the search results.



Questionnaire Surveys

> Search Results

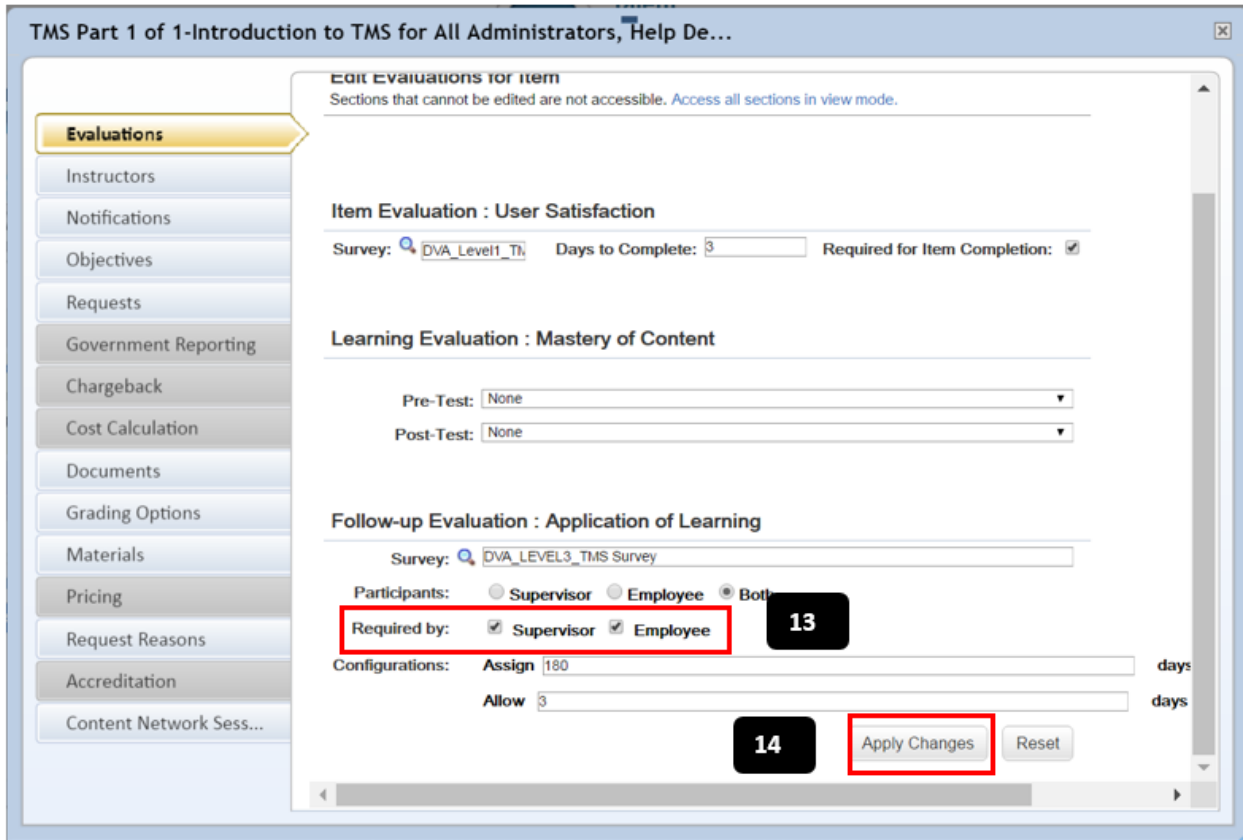
Search **Results**

View Questionnaire Surveys Results

Survey ID	Survey Name	Domains	Description
OHRA-1328672-L3-02	DVA 017 Learner Behavior Assessment (L3)	OHRA	12 Select

13. Indicate if the Level 3 Survey is **Required by** Supervisors, Employees, or both by placing checkmarks in the correct boxes.

14. Select **Apply Changes**.



TMS Part 1 of 1-Introduction to TMS for All Administrators, Help De...

Evaluations

- Instructors
- Notifications
- Objectives
- Requests
- Government Reporting
- Chargeback
- Cost Calculation
- Documents
- Grading Options
- Materials
- Pricing
- Request Reasons
- Accreditation
- Content Network Sess...

Edit Evaluations for Item
Sections that cannot be edited are not accessible. [Access all sections in view mode.](#)

Item Evaluation : User Satisfaction
Survey: Days to Complete: Required for Item Completion:

Learning Evaluation : Mastery of Content
Pre-Test: Post-Test:

Follow-up Evaluation : Application of Learning
Survey:
Participants: Supervisor Employee Both
Required by: Supervisor Employee **13**
Configurations: Assign days Allow days
14