

Job Aid: Follow-up Evaluation Survey

Purpose

The purpose of the Follow-up Evaluation Survey job aid is to guide you through the step-by-step process of creating a follow-up evaluation survey.

In this Job Aid, you will learn how to:

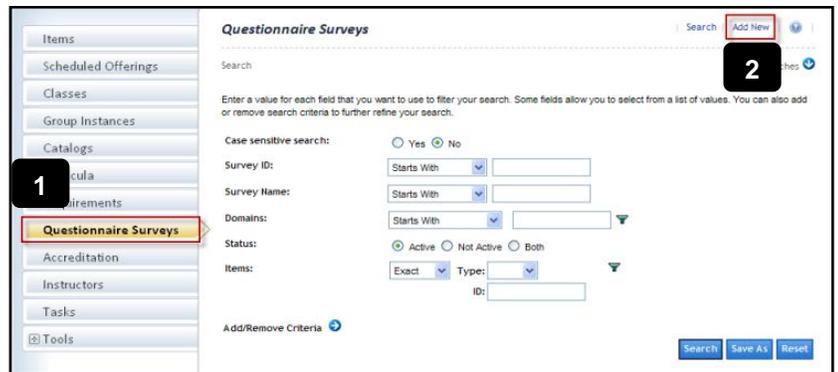
- Create Draft Survey
- Add Questions
- Preview and Publish Survey
- Configure Options and Notifications
- Associate Survey with Item
- Associate Item with Survey



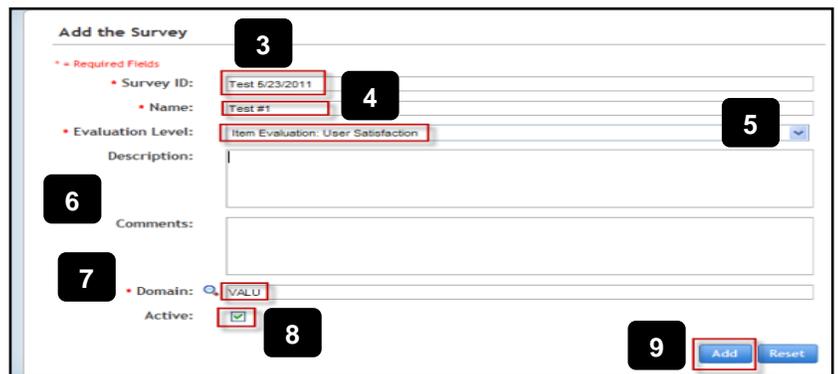
Task A. Create Draft Survey

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Learning > Questionnaire Surveys**.
2. Click **Add New**.



3. Enter a **Survey ID**.
4. Enter a survey **Name**.
5. Select an **Evaluation Level** from the drop-down menu.
6. Enter a survey **Description** and **Comments**.
7. Select a **Domain**.
8. Click the **Active** checkbox.
9. Click **Add**.





Task B. Add Questions

1. Select the **Questions** tab for the questionnaire survey previously created.
2. Enter the **Survey Instructions**.
3. Enter the first page **Title**.
4. Enter the first page **Instructions**.
5. Click the **Add Question** icon.

Note: * Indicates a required field.

6. Enter the question stem in the text box.
7. Select the **Question Type** from the drop-down menu.
8. Select a **Rating Scale** from the drop-down menu.
Repeat steps 5-8 to add additional questions to this page.

9. Click the **Add Page** icon to add an additional page.
10. Enter the second page **Title** and second page **Instructions**.
11. Repeat steps 5-8 above to add questions to this page.
12. Click **Save Draft** when finished entering pages and questions.

Task C. Preview and Publish Survey

1. Select the **Questions** tab.
2. Click **Preview** and select **Draft** from the drop-down menu.

The screenshot shows the 'Questionnaire Surveys' interface. On the left, a navigation menu has the 'Questions' tab highlighted with a yellow bar and a red box around it, with a '1' in a black box. The main content area shows 'Survey ID: Test 5/23/2011' and 'Name: Test #1'. Below this, the 'Edit the Survey' section has a 'Preview' button highlighted with a red box and a '2' in a black box. Other buttons include 'Save Draft', 'Cancel Draft', 'Reset', and 'Publish'.

3. Review the preview of the survey.
4. Click **Close** to return to the previous screen.

The screenshot shows the 'Survey' preview screen. At the top, it says 'Please complete the survey.' Below that, it lists 'Title: Test #1', 'Offering:', 'Instructor:', and 'Location:'. A 'Close' button is highlighted with a red box and a '4' in a black box. Other buttons include 'Save', 'Previous Page', and 'Next Page'. Below this, a yellow bar contains the text 'Please answer all the questions.' with a '3' in a black box. The first question is '1. What is the answer....?' with radio buttons for 'Does not apply', 'Novice', 'Foundational', 'Intermediate', 'Advanced', and 'Expert'. At the bottom, there are 'Save', 'Close', 'Previous Page', and 'Next Page' buttons.

5. Click **Publish**. The survey is now ready for use.

Note: To edit a published survey, you must use the **Create Draft** button and re-publish when editing is completed.

The screenshot shows the 'Questionnaire Surveys' interface. The 'Questions' tab is still selected. The 'Edit the Survey' section now has a 'Publish' button highlighted with a red box and a '5' in a black box. Other buttons include 'Preview', 'Save Draft', 'Cancel Draft', and 'Reset'. The 'Survey Instructions' section is visible at the bottom.



Task D. Configure Options and Notifications

1. Select the **Options** tab.
2. Verify Yes is selected for **Anonymous Surveys**.
3. Check **Required for Item Completion**, if desired.
4. Complete the **Days to Complete** field for how long participants have to complete the survey.
5. Select the appropriate radio button for **Include Comments Field for each Question**.
6. Click **Apply Changes**.

7. Select the **Notifications** tab.
8. If necessary, edit the **Body** of the notification message.
9. Click **Apply Changes**.
10. If necessary, click **Browse** to add an attachment to the notification.
11. Click **Apply Changes**.



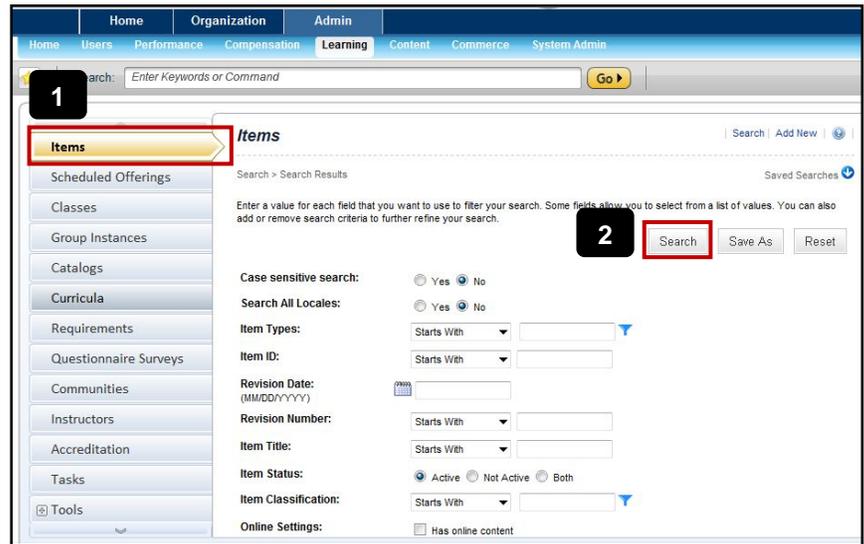
Task E. Associate Survey with Item

1. Select the **Item Usage** tab.
2. Click the **add one or more from list** link to search for and select one or more items, or select the item **Type** and enter the **Item ID** exactly.
3. Click **Add**.
4. Review the list of added items.
Note: Once this survey is assigned, completions and mean score can be viewed on this tab.

Item	Assigned	Completions	Percentage	Mean Score	Remove
DOD 1413310 (Rev 12 - 5/16/2011 12:01 PM America/New York)	0	0	0.00	N/A	<input type="checkbox"/>

Task F. Associate Item with Survey

1. Navigate to **Learning > Items**.
2. Search for an item.



The screenshot shows the TMS Learning Items search interface. The 'Items' link in the left sidebar is highlighted with a red box and labeled '1'. The search criteria section on the right has a 'Search' button highlighted with a red box and labeled '2'.

3. Click the **Item** link to edit the Item.



Item	Title
COURSE 10176 (Rev 1 - 6/27/2011 01:11 PM America/New York)	VA Privacy and Information Security Awareness
COURSE 102 (Rev 1 - 5/27/2011 10:28 AM America/New York)	DLR CERT TEST - Talent Management System Extravaganza - TITLE

4. Click the **More** link.



The screenshot shows the 'Related' section of the item detail view. The 'More' link is highlighted with a red box and labeled '4'.



5. Select the **Evaluations** tab from the pop-up window.
6. In the **Follow-up Evaluation: Application of Learning** section, click the **Search** icon to search for and select a questionnaire survey or enter the questionnaire title.
7. Select the **Both** for Participants.
8. Enter number of days from item completion to assign the evaluation.
9. Enter the number of days allowed to complete,
10. Click **Apply Changes**.

The screenshot shows the 'Evaluations' section of the TMS interface. On the left is a navigation menu with 'Evaluations' highlighted. The main content area is divided into three sections: 'Item Evaluation : User Satisfaction', 'Learning Evaluation : Mastery of Content', and 'Follow-up Evaluation : Application of Learning'. The 'Follow-up Evaluation' section is the focus, with callouts 5 through 10 pointing to specific elements: 5 points to the 'Evaluations' menu item; 6 points to the search icon in the 'Survey' field; 7 points to the 'Both' radio button in the 'Participants' section; 8 points to the 'Assign' checkbox and its associated 'days from Item completion' field; 9 points to the 'Allow' checkbox and its associated 'days To complete' field; and 10 points to the 'Apply Changes' button at the bottom right.