

Job Aid: Item Evaluation Survey

Purpose

The purpose of the Item Evaluation Survey job aid is to guide you through the step-by-step process of creating an item evaluation survey.

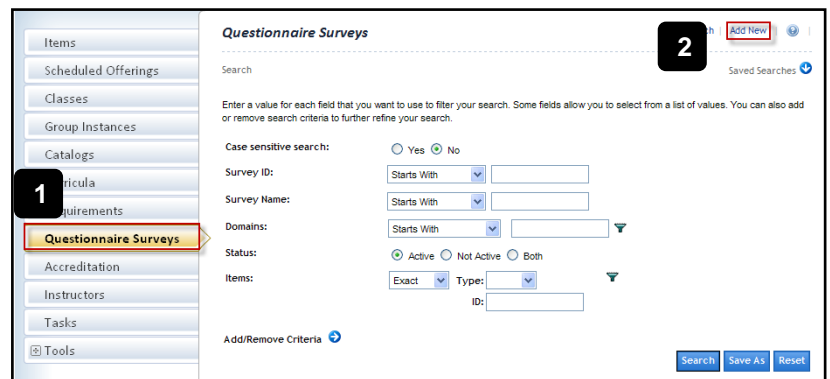
In this Job Aid, you will learn how to:

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

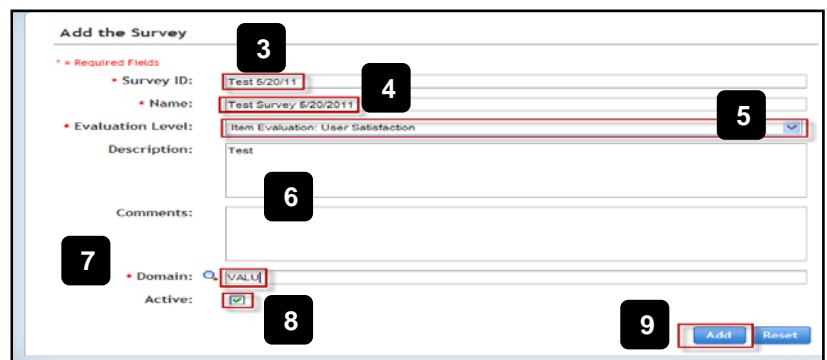
Task A. Create Draft Survey

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. Check the **Active** checkbox.
9. Click **Add**. The new questionnaire survey is created.



Task B. Add Questions

Note: It is important to keep in mind the type of training event this survey will be used to assess. Ensure that the questions being asked are applicable. For example, a set of questions on how well an instructor kept the class engaged might not apply to an online course.

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

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.
9. Click the **Add Question** icon to add additional questions to this page.
10. Click the **Add Page** icon to add an additional page.

11. Enter the second page **Title** and second page **Instructions**.
12. Repeat steps 5-10 above to add questions to this page.
13. Click **Save Draft**.

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' management interface. On the left, a navigation menu has the 'Questions' tab highlighted with a red box and a '1' callout. The main content area shows survey details for 'Test #1' and an 'Edit the Survey' section. In the 'Edit the Survey' section, the 'Preview' button is highlighted with a red box and a '2' callout. Other buttons visible 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 this are fields for 'Title: Test #1', 'Offering:', 'Instructor:', and 'Location:'. A checkbox is checked with the text 'Do not submit my name with this survey.' To the right of this checkbox are buttons for 'Save', 'Close', 'Previous Page', and 'Next Page'. The 'Close' button is highlighted with a red box and a '4' callout. Below this is a yellow banner that says 'Please answer all the questions.' with a '3' callout. Underneath is a question: '1. What is the answer....?' with radio button options: 'Does not apply', 'Novice', 'Foundational', 'Intermediate', 'Advanced', and 'Expert'. At the bottom right are buttons for 'Save', 'Close', 'Previous Page', and 'Next Page'.

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' management interface, similar to the first screenshot. The 'Questions' tab is still selected. In the 'Edit the Survey' section, the 'Publish' button is highlighted with a red box and a '5' callout. Other buttons visible include 'Preview', 'Save Draft', 'Cancel Draft', and 'Reset'.

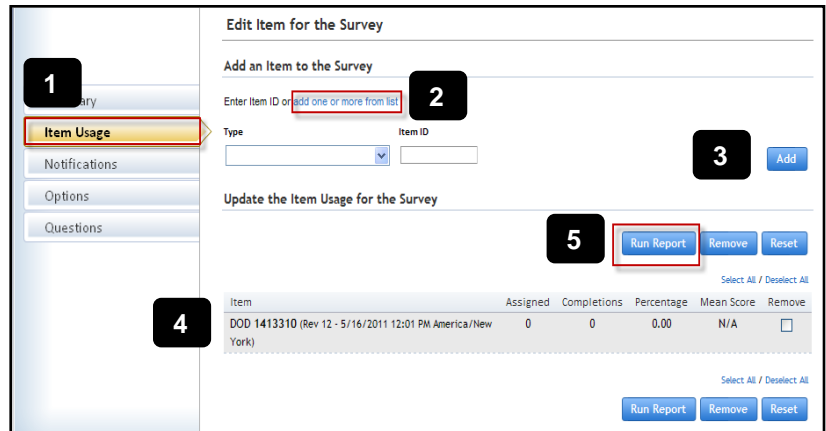
Task D. Configure Options and Notifications

1. Select the **Options** tab.
2. Select the appropriate radio button for **Anonymous surveys**.
3. Click the **Required for Item Completion** checkbox.
4. Complete the **Days to Complete** field for how long participants have from assignment 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.
5. Click **Run Report** to view Item Evaluation report.



1 Item Usage

2 add one or more from list

3 Add

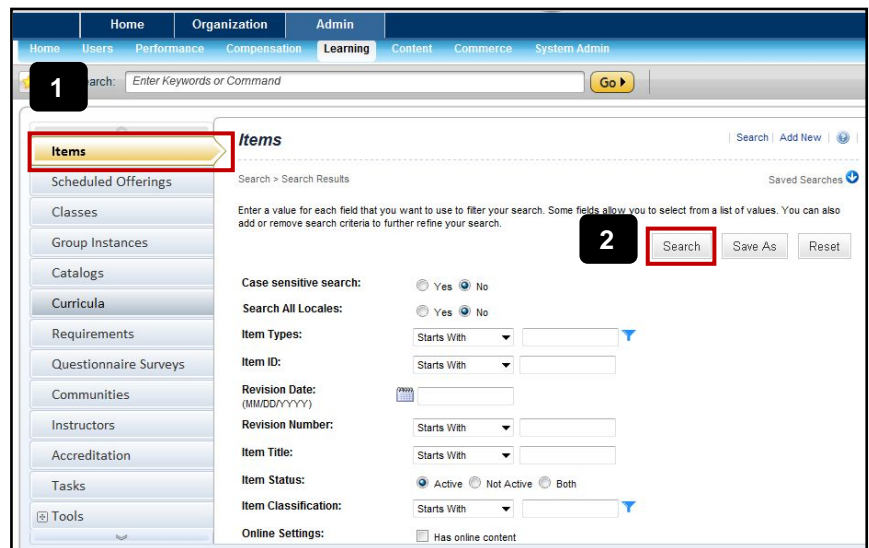
4 Item Usage table

5 Run Report

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.



1 Items

2 Search

Case sensitive search: Yes No

Search All Locales: 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

- 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

- Click the **More** link.

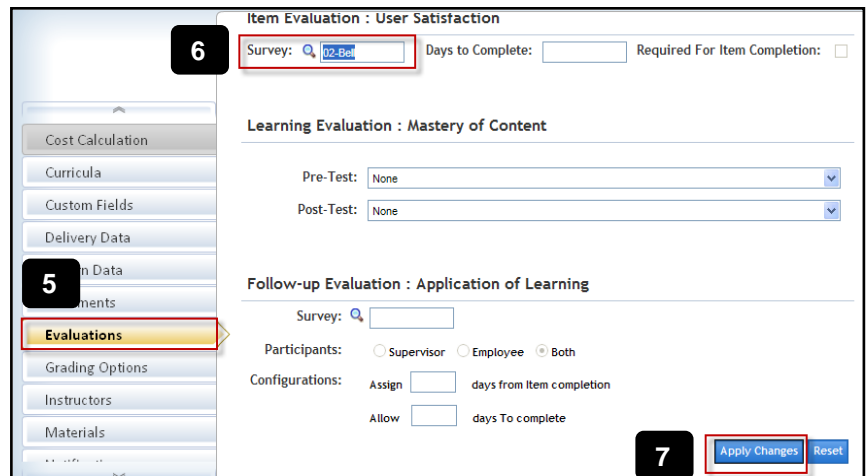


The screenshot shows a navigation menu with options: Related, More (highlighted with a red box and a '4' callout), Segments, Segments, and Online Content. A 'Description' section is also visible.

- Select the **Evaluations** tab from the pop-up window.

- In the **Item Evaluation: User Satisfaction** section, click the **Search** icon to search for and select a questionnaire survey or enter the questionnaire title.

- Click **Apply Changes**.
Note: Depending on how the survey was configured, the **Days to Complete** field and the **Required for Item Completion** checkbox may or may not be auto-filled once the survey is added. If necessary, change these fields. If desired, enter or change the **Days to Complete** number and check/uncheck the **Required for Item Completion** checkbox.



The screenshot shows the 'Item Evaluation: User Satisfaction' form. A '5' callout points to the 'Evaluations' tab in the left sidebar. A '6' callout points to the search field in the 'Survey' section, which contains '02-Bel'. The 'Learning Evaluation: Mastery of Content' section has 'Pre-Test' and 'Post-Test' dropdowns set to 'None'. The 'Follow-up Evaluation: Application of Learning' section has 'Participants' set to 'Both' and 'Configurations' for 'Assign' and 'Allow' set to '0' days. A '7' callout points to the 'Apply Changes' button.