Administrator Topic

Evaluation Administration

The Course Evaluation module is an effective tool for administrators to measure the value of online learning and instructor-led training. Based on the first three levels of Kirkpatrick's Evaluation Model, the course evaluation tool includes three separate evaluations to measure the participant's reaction to the course, the amount of knowledge the participant gained, and how well the participant transferred the new knowledge to his or her job. The course evaluation module includes a wide variety of question types and response formats.

The ability to add course-specific second and third level evaluations allows managers and participants to assess the value of a course. Transfer of learning can be measured because participants can take these evaluations both prior to and following the learning experience.

To access Evaluation Administration, go to Admin > Tools > Learning > Catalog Management > Evaluations.

🔒 Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Evaluation Defaults - Modify	Allows admin to define the default level 1, level 2 and level 3 evaluations.	Learning - Administration
ILT Evaluations - Update	Grants ability to configure training evaluation settings at instructor led training event or session level, including choosing which evaluation template to use, and indicating whether an evaluation is active and required for the event or session. This is an administrator permission.	Learning - Administration
ILT Evaluations - View	Grants ability to view evaluation questions and user responses to those questions for evaluations associated with instructor led training events and sessions. This permission works in conjunction with Events - View permission. This is an administrator permission.	Learning - Administration
Level 1 Evaluations - Manage	Grants ability to create and edit Level 1 (Reaction) learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 1 Evaluations. This permission works in conjunction with the Level 1 Evaluation Administration, Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Level 1 Evaluation Administration	Grant Access to create and manage level 1 (reaction) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Level 2 Evaluations - Manage	Grants ability to create and edit Level 2 learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 2 Evaluations. This permission works in conjunction with the Level 2 Evaluation Administration (knowledge and scored), Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Level 2 Knowledge (Non-Scored) Evaluation Administration	Grant Access to create and manage level 2 knowledge (non-scored) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Level 2 Scored Evaluation Administration	Grant Access to create and manage level 2 (scored) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Level 3 Evaluation - Manage	Grants ability to create and edit Level 3 (Behavior) learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 3 Evaluations. This permission works in conjunction with the Level 3 Evaluation Administration, Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission.	Learning - Administration
Level 3 Evaluation Administration	Grant Access to create and manage level 3 (behavior) evaluations associated with learning objects. This permission cannot be	Learning - Administration

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