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Administrator Topic

Evaluation Defaults - Manage

Evaluation Defaults are used to define the default evaluation for learning object types per evaluation level. The default evaluation appears for all new learning objects created in that learning type. Changing the default evaluation does not change evaluations already associated to learning objects.

To access Evaluation Defaults, go to **Admin > Tools > Learning > Catalog Management > Evaluations**. Then, click the **Evaluation Defaults** link in the left-side navigation panel. The Localized Defaults tab opens as the default view of the Evaluation Defaults page.

🔒 **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

Localized Defaults Tab

Default evaluations for specific learning object (LO) types per evaluation level are defined on the **Localized Defaults** tab, both for portals with single languages and multiple languages enabled. One localized evaluation can be set per LO type and evaluation level. Evaluations set on the **Localized Defaults** tab are used by default. If an LO type does not have an evaluation defined on the **Localized Defaults** tab, the evaluation defined for the LO on the **Non-Localized Defaults** tab is used.

To set a default evaluation:

1. Click **Select** in the evaluation level column. This opens the Select Evaluation pop-up.
2. Click the plus sign icon to the left of the evaluation. This adds the evaluation in the evaluation column.

To change the default evaluation:

1. Click the evaluation name in the evaluation column. This opens the Select Evaluation pop-up.
2. Click the plus sign to the left of the evaluation. This replaces the evaluation in the evaluation column.

If needed, you can remove a default evaluation by clicking the X icon to the right of the selected evaluation. After a default evaluation has been removed, the **Select** option is available again and you can add a new default evaluation if needed.

Evaluation Administration

Evaluation Defaults

Level 1 (Reaction)
Level 2 (Knowledge)
Level 2 (Scored)
Level 3 (Behavior)
Evaluation Defaults

Localized Defaults - Set localized Evaluation Defaults for each Training Type and each level.
Non-Localized Defaults - View the old Evaluation Defaults for each Training Type and level here. These defaults are applied if there is no Localized Default present. This is old functionality that will be disabled.

Localized Defaults	Non-Localized Defaults		
TRAINING TYPE	LEVEL 1 REACTION EVALUATIONS	LEVEL 2 KNOWLEDGE EVALUATIONS	LEVEL 3 BEHAVIOR EVALUATIONS
Online Class	Select	level 2 knowledge ✕	Select
Event	Default Template eval 1 ✕	ES L2 Test ✕	level3-task ✕
Library	Default Template eval 1 ✕	level 2 knowledge ✕	Select
Material	Default Template eval 1 ✕	level 2 knowledge ✕	Select