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Space tools

Evaluations

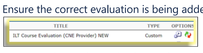
Created by Harris, Jeffrey, last modified on 01/20/2022

Level 1 Evaluations are used to measure and record a learner's reaction to training they've recently completed, such as their rating of the course content, materials, and relevance. Level 1 Evaluations are the most used type of Cornerstone evaluation and can be attached to various learning object (LO) types. The information gathered by Level 1 Evaluations can drive decisions about the types of training that are most effective and engaging to your learning audience.

Adding an Evaluation to an ILT

1. **Find** the Event you would like to add the evaluation to (*you can add evaluations on the session level as well*)
2. **Click** the pencil and paper icon under evaluations.

3. Ensure the correct evaluation is being added to the event under options.

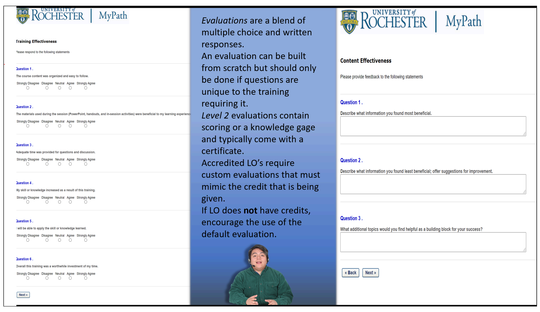


4. Ensure **Active** and **Required** are selected.

Things to Know

The most used case for evaluation in the university are for ILT where CME/CMT/Social Service credits are attached. After the employee attends the session, they must complete the attached evaluation to receive the credits.

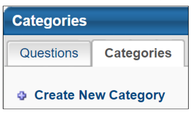
- After evaluations are completed, reports can be pulled for the entire event or specific session.
- Evaluations expire 30 days after the submissions of the roster. User will receive completed status after the 30 days even if evaluation have not been complete.
- Evaluations are anonymous.



Creating a Custom Evaluation

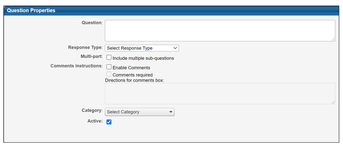
1. Navigate to **Learning Management > Evaluation Administration**
2. You will first need to create your evaluation questions so click the **Question Bank** link.

3. Before creating the question, you may need to create a new category. Click the **Category** tab the in the **Create New Category** link. (**Note**: make sure to click the save icon and the checkbox to make it active)

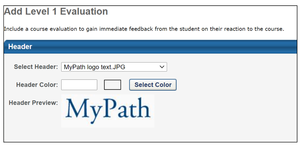


4. Now, go back to the previous page and click the **Create New Question** link.

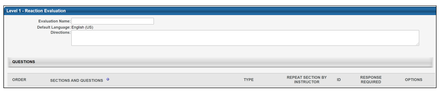
5. Here you will need to fill out the **Question Properties** for all questions you are creating.



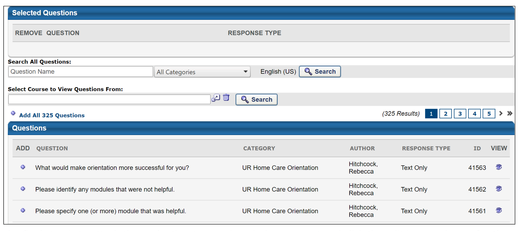
6. After the questions are created, you can go back to the main page to create the actual evaluation. On the **Header** section select a header image from the dropdown list and it will preview below. A color can also be chosen.



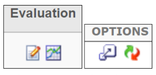
7. On the **Level 1 - Reaction Evaluation** section add the **Evaluation Name** and any **Directions**. Clicking the plus icon next to **Sections and Questions** will let you add section titles and section directions. (this field is required)



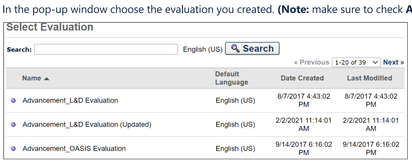
8. Next click the plus/question mark icon to add the questions. A window will pop-up to select the questions you want to add. Click the plus icon to add questions.



9. The final step is to attach the evaluation to your ILT. Find your event and click the edit icon under **Evaluation**. Then under **Options** select the flyout ion.



10. In the pop-up window choose the evaluation you created. (**Note:** make sure to check **Active** and **Required** then click **Submit**.)



Running an Evaluation Report

1. Go to your event and click the Evaluation icon on the far right.

2. Select the dates you want to view,

3. Click either Printable version or Export to Excel.

Related articles

- Evaluations
- Certificate Overview
- Events and Sessions