

Viewed by: Learners

Topic: Complete a course evaluation/survey

Description: Gathering feedback to evaluate training effectiveness.

Content:

Launch and complete assigned survey

Once in the **Learning Zone**, the **My Learning Assignments** section will appear on the **My Learning** page. Select the **All Assignment Types** area to expand the drop down list.

Select **Surveys** to see a list of surveys to be completed. Navigate to the one you want to complete and select **Start Survey** next to the survey. The survey will open.

Select the answers to the questions:

- If the question is a **one choice** type, select the white circle next to the relevant answer
- If **open-ended**, select and fill out the answer text field
- If a **rating scale**, select the white circle beneath the appropriate response
- If **multiple choice** is allowed for a question, select the white box next to each of your chosen answers

Scroll down the page and select **Next Page** to move onto any further pages in the survey. If there are no further pages, select **Submit**. When all questions are answered, select **Submit**.

!!! Note: The Item Evaluation is sent out immediately after completion of a learning event (i.e. once Learner's attendance has been confirmed and their completion is updated against a scheduled offering in case of a classroom based course) to gather feedback related to user satisfaction (immediate reaction). If deemed necessary, a Follow-Up Evaluation is sent out post-event after a period of time determined by learning administrators, to gather feedback on how the user has applied learning on the job (behavioural change as a result of learning).

Save a survey to complete later

You can also save a survey to complete later. Select the **Save** button next to **Submit** to do so.

Return to a saved survey

To complete a saved survey, select the **All Assignment Types** area in the **My Learning Assignments** section. This will expand the drop down list.

Select **Surveys**. Navigate to the required survey.

Select **Continue Survey**. The survey will open.

Complete the survey as detailed in Launch and complete assigned survey section above.

If you have any queries or need help please contact course.booking.enquiries@hants.gov.uk