

## Job Aid: Follow-up Evaluation Survey

### Purpose

The purpose of the Follow-up Evaluation Survey job aid is to guide you through the step-by-step process of creating a follow-up evaluation survey.

In this Job Aid, you will learn how to:

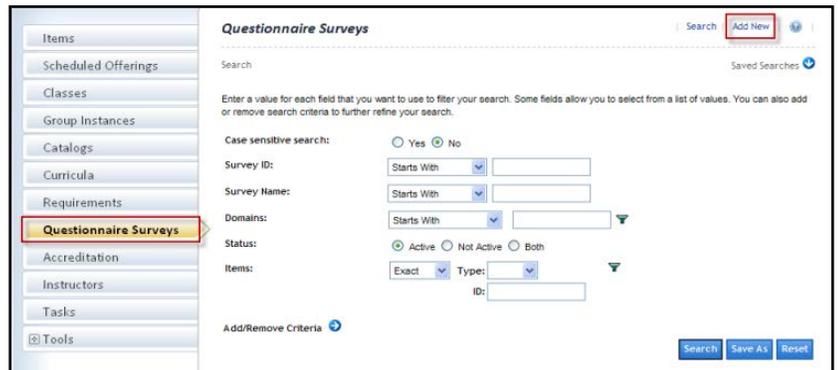
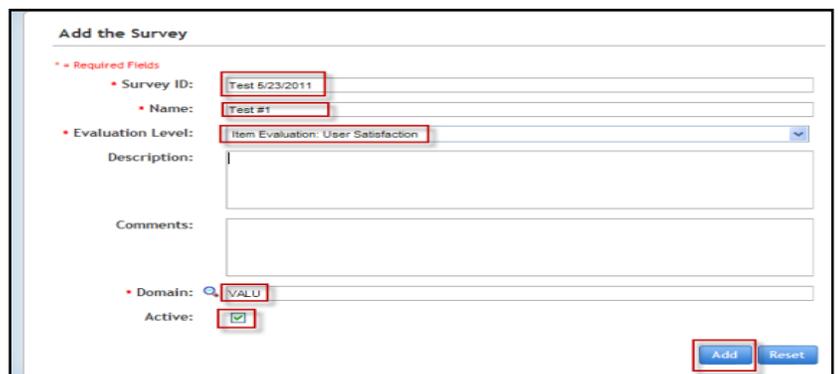
- Create Draft Survey
- Add Questions
- Configure Options and Notifications
- Preview and Publish Survey
- Associate Survey with Item



### 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. Click the **Active** checkbox.
9. Click **Add**.



## Task B. Add Questions

1. Select the **Questions** tab for the questionnaire survey previously created.
- Note:** \* Indicates a required field.
2. Enter the **Survey Instructions**.
  3. Enter the first page **Title**.
  4. Enter the 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. Configure Options and Notifications

1. Select the **Options** tab.
2. To configure the post evaluations settings, enter a number of days from item completion to assign the follow-up survey,
3. Complete the **Days to Complete** field for how long participants have to complete the survey.
4. Select the appropriate radio button for **Include Comments Field for each Question**.
5. Click **Apply Changes**.

Survey ID: Test 5/23/2011  
Name: Test #1

**Edit the Survey Defaults**

Anonymous Surveys:  Yes  No  
 Required For Item Completion:   
 Days to Complete:   
 Include Comments Field for each Question:  Yes  No

**Apply Changes** **Reset**

6. Select the **Notifications** tab.
7. If necessary, edit the **Body** of the notification message.
8. Click **Apply Changes**.
9. If necessary, click **Browse** to add an attachment to the notification.
10. Click **Apply Changes**.

User:   
 Other:   
 Body:   
 <label key='notification.ItemEvaluationAssignmentNotification.MessageText2' arg0='<SURVEY\_NAME>' arg1='<SURVEY\_ID>' arg2='<REQUIRED\_DATE>'>"/>  
 <label key='notification.ItemEvaluationAssignmentNotification.MessageText3'>"/>

**Preview** **Apply Changes** **Reset**

**Attachment for Questionnaire Survey Notification**

Current Attachment:  
 New Attachment:  **Browse**

**Apply Changes** **Reset** **Clear the Attachment**



## Task D. Preview and Publish Survey

1. Select the **Questions** tab.
2. Click **Preview** and select **Draft** from the drop-down menu.

**Questionnaire Surveys** Search Add New

> Search > Edit Questions

Survey ID: Test 5/23/2011  
Name: Test #1

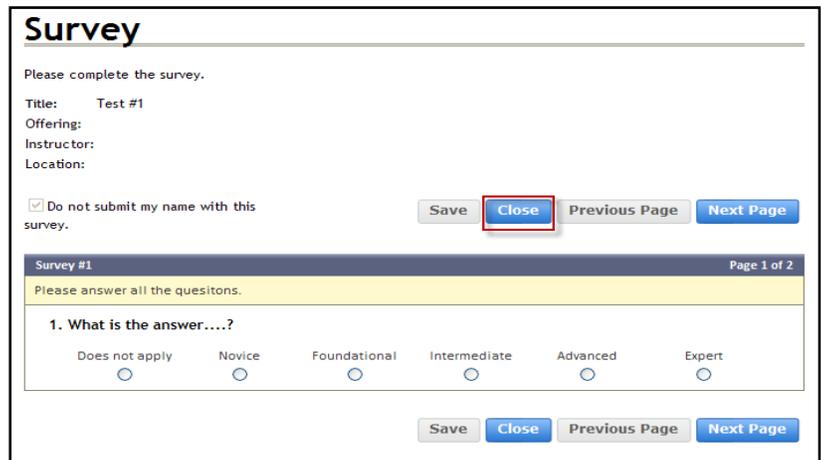
**Edit the Survey**

\* \* Required Fields

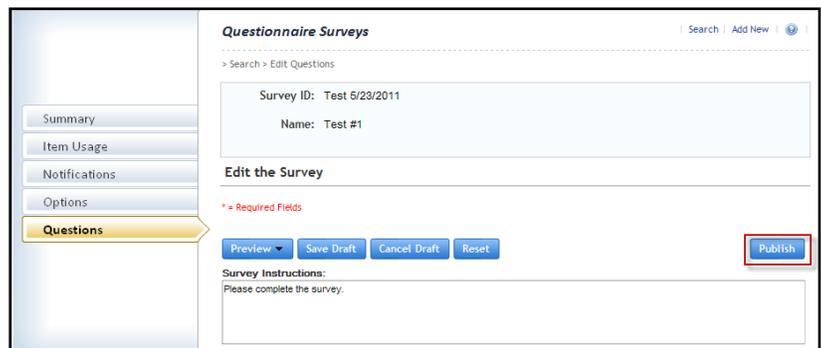
**Preview** **Save Draft** **Cancel Draft** **Reset** **Publish**

Survey Instructions:  
Please complete the survey.

- Review the preview of the survey.
- Click **Close** to return to the previous screen.

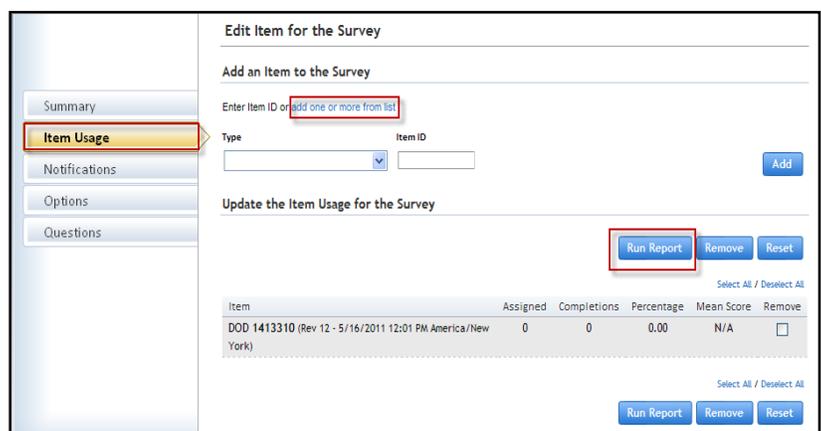


- Click **Publish**. The survey is now ready for use.




## Task E. Associate Survey with Item

- Select the **Item Usage** tab.
- 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.
- Click **Add**.
- Review the list of added items.  
**Note:** Once this survey is assigned, completions and mean score can be viewed on this tab.



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"/>