Job Aid: Item Evaluation Survey

Purpose

The purpose of the Item Evaluation Survey job aid is to guide you through the step-by-step process of creating an item evaluation survey.

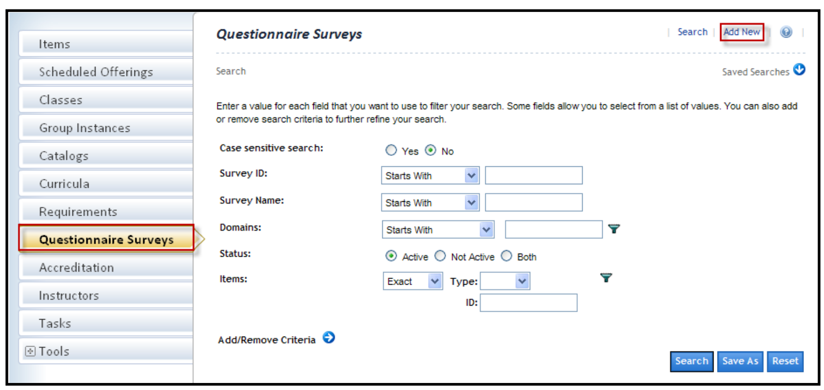
In this Job Aid, you will learn how to:

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

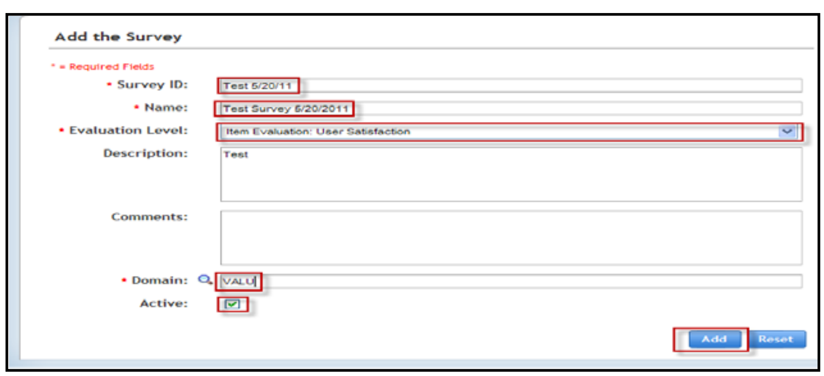
Task A. Create Draft Survey

Note: Verify that the **Admin tab** is selected.

1. Navigate to **Learning > Questionnaire Surveys**.
2. Click **Add New**.



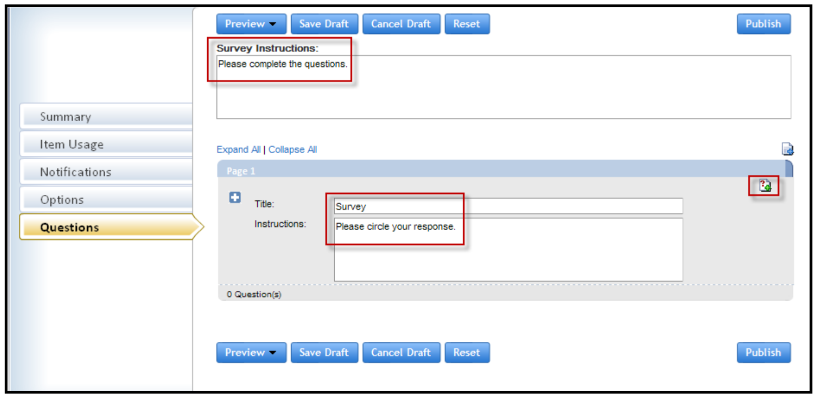
3. Enter a **Survey ID**.
4. Enter a survey **Name**.
5. Select an **Evaluation Level** from the drop-down menu.
6. Enter a survey **Description** and **Comments**.
7. Select a **Domain**.
8. Check the **Active** checkbox.
9. Click **Add**. The new questionnaire survey is created.



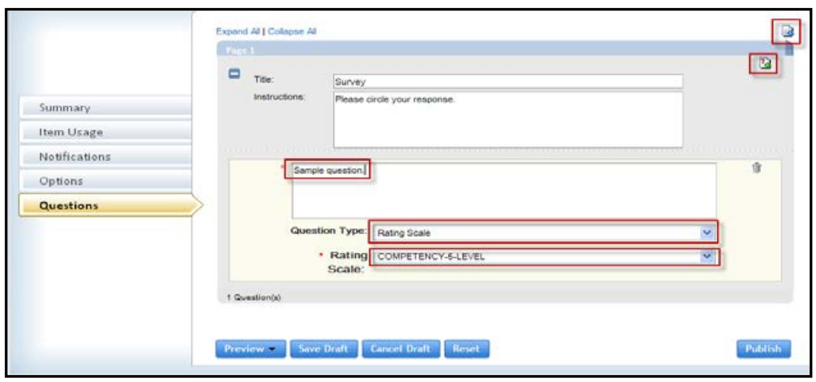
Task B. Add Questions

Note: It is important to keep in mind the type of training event this survey will be used to assess. Ensure that the questions being asked are applicable. For example, a set of questions on how well an instructor kept the class engaged might not apply to an online course.

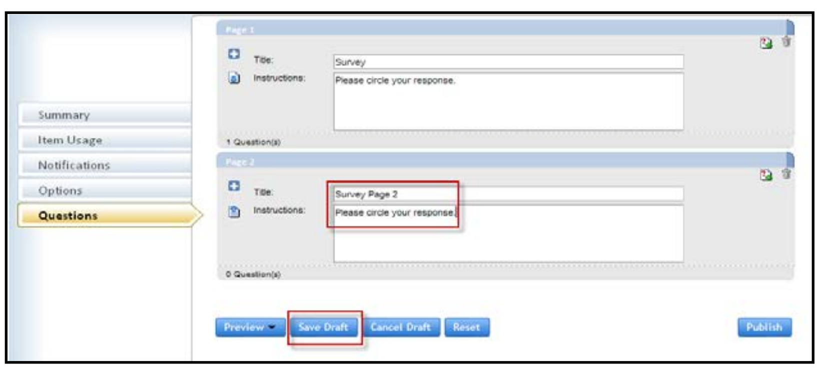
1. Select the **Questions** tab for the questionnaire survey previously created.
2. Enter survey **Instructions**.
3. Enter the first page **Title**.
4. Enter first page **Instructions**.
5. Click the **Add Question** icon.



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.

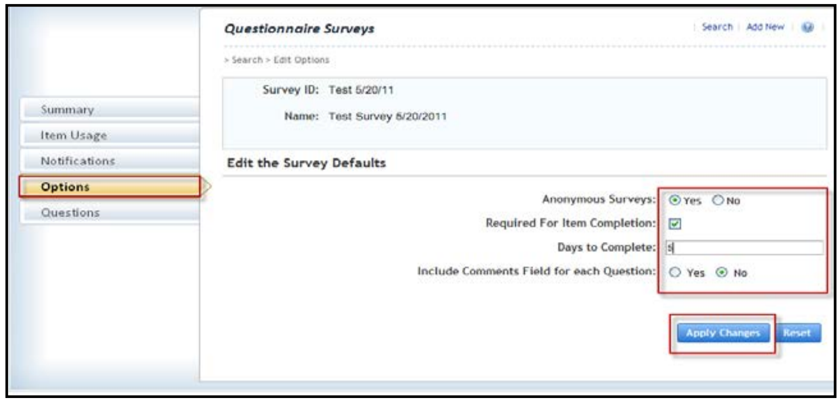


11. Enter the second page **Title** and second page **Instructions**.
12. Repeat steps 5-10 above to add questions to this page.
13. Click **Save Draft**.

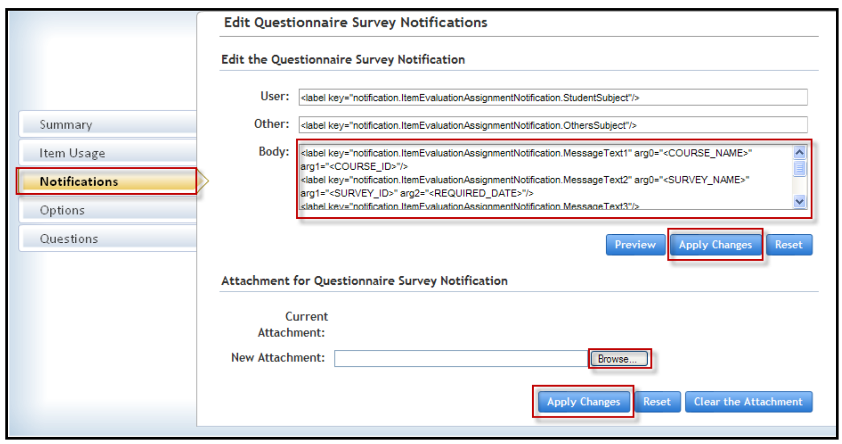


Task C. Configure Options and Notifications

1. Select the **Options** tab.
2. Select the appropriate radio button for **Anonymous surveys**.
3. Click the **Required for Item Completion** checkbox.
4. Complete the **Days to Complete** field for how long participants have from assignment to complete the survey.
5. Select the appropriate radio button for **Include Comments Field for each Question**.
6. Click **Apply Changes**.

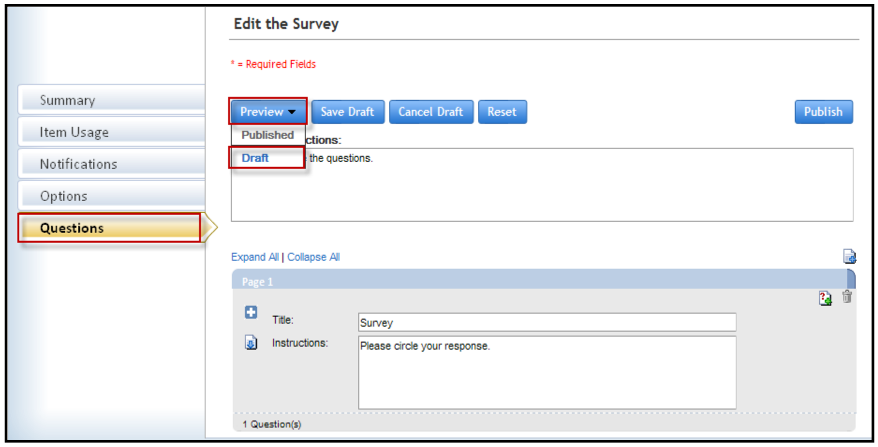


7. Select the **Notifications** tab.
8. If necessary, edit the **Body** of the notification message.
9. Click **Apply Changes**.
10. If necessary, click **Browse** to add an attachment to the notification.
11. Click **Apply Changes**.

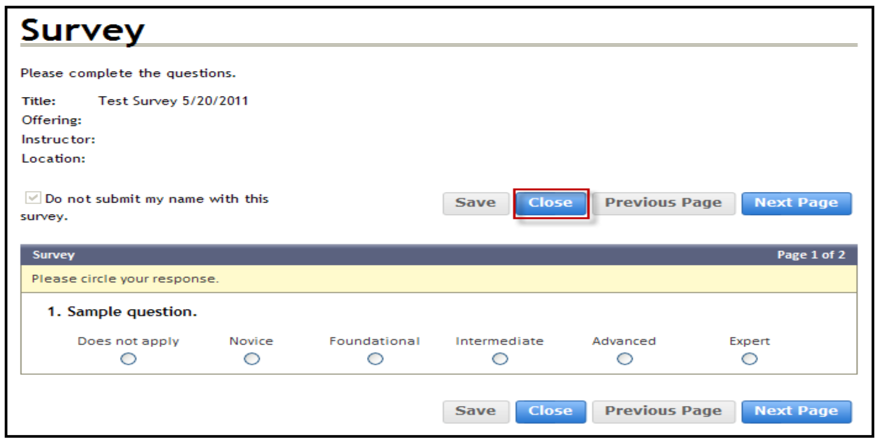


Task D. Preview and Publish Survey

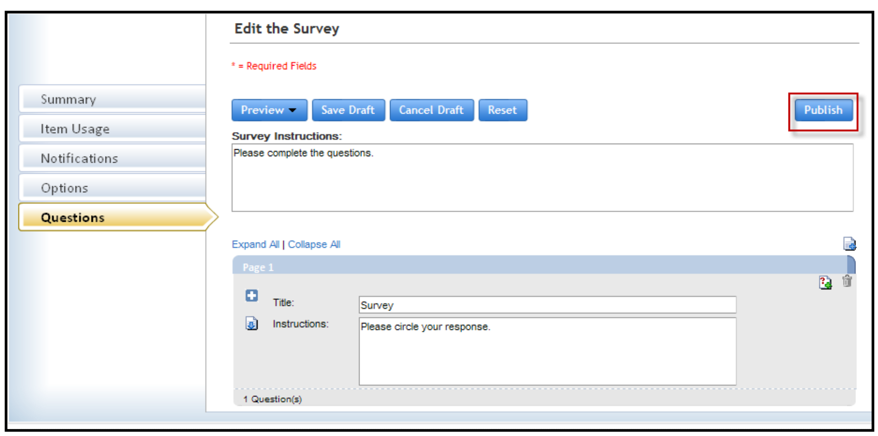
1. Select the **Questions** tab.
2. Click **Preview** and select **Draft** from the drop-down menu.



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

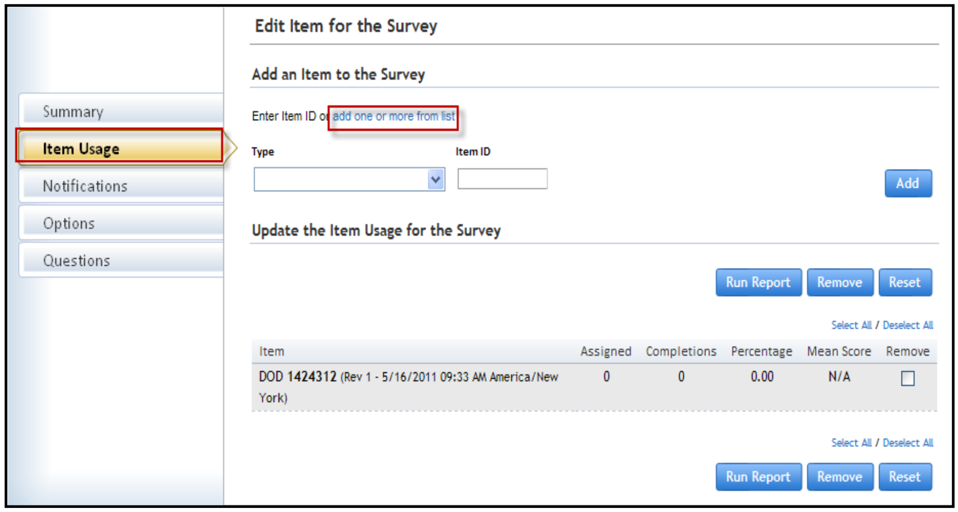


5. Click **Publish.** The survey is now ready for use.



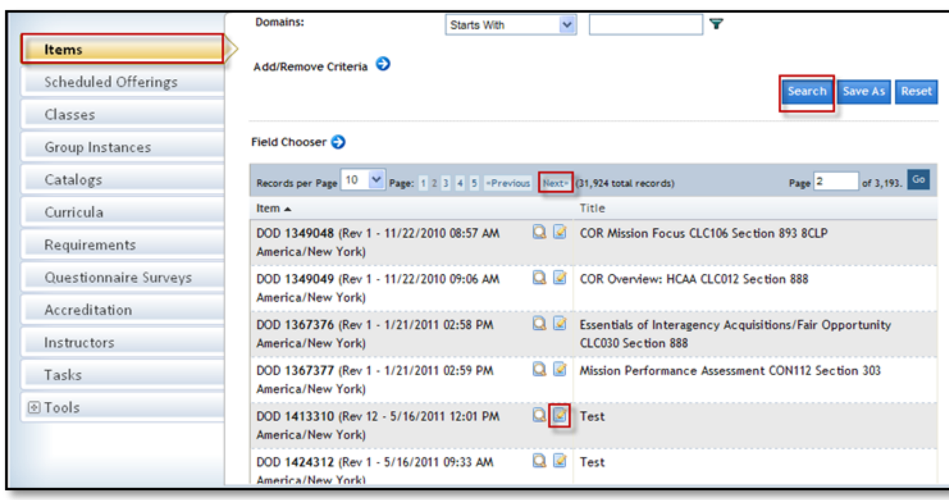
Task E. Associate Survey with Item

1. Select the **Item Usage** tab.
2. 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.
3. Click **Add**.
4. Review the list of added items.
   Note: Once this survey is assigned, completions and mean score can be viewed on this tab.



Task F. Associate Item with Survey

1. Navigate to **Learning > Items**.
2. Search for an item.
3. Click the **Edit** icon to put the item in edit mode.



4. Select the **Evaluations** tab.
5. In the **Item Evaluation: User Satisfaction** section, click the **Search** icon to search for and select a questionnaire survey or enter the questionnaire title.
6. Click **Apply Changes**.
   Note: Depending on how the survey was configured, the **Days to Complete** field and the **Required for Item Completion** checkbox may or may not be auto-filled once the survey is added. If necessary, change these fields. If desired, enter or change the **Days to Complete** number and check/uncheck the **Required for Item Completion** checkbox.