

Completing a Course Evaluation

Instruction Guide

**Success Factors
Learning Management System**



OBJECTIVES

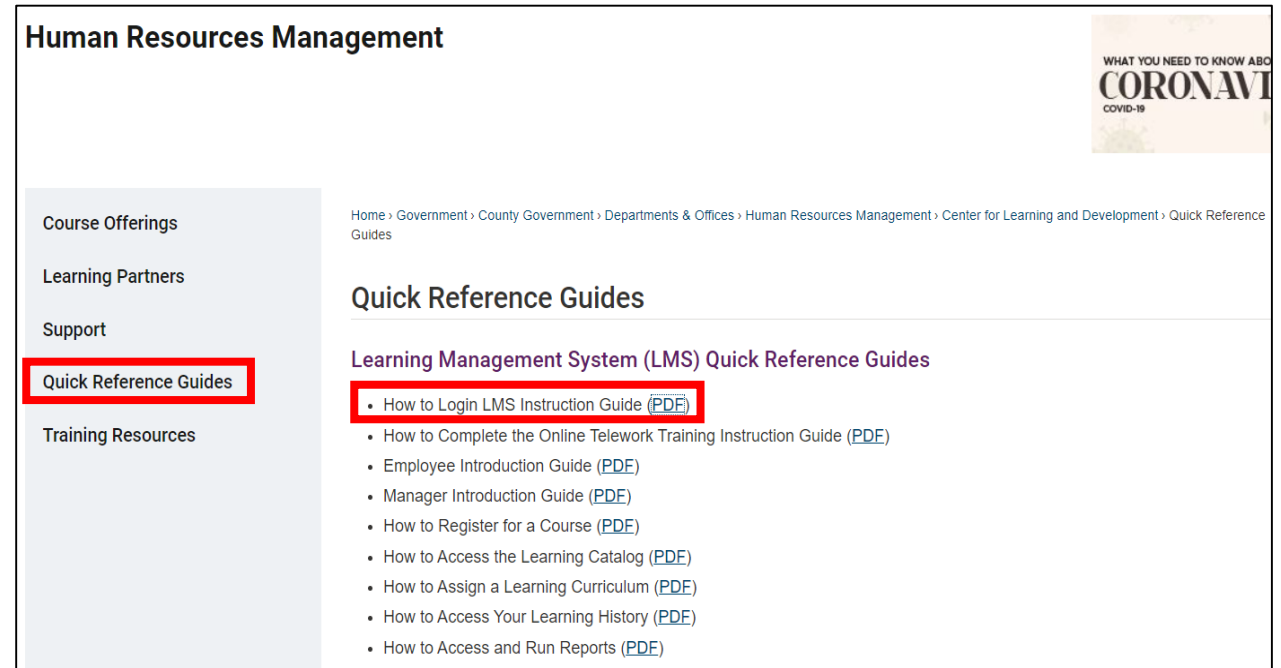
This instruction guide will show you how to:

- View a course evaluation
- Complete a course evaluation

STEP 1 | Login to the LMS

To login the LMS:

1. Navigate to the [CLD website](#)
2. Click on the tab titled **Quick Reference Guides**
3. Click on [How to Login LMS Instruction Guide](#)



The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19' with the text 'WHAT YOU NEED TO KNOW ABC'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, there is a navigation menu with the following items: 'Course Offerings', 'Learning Partners', 'Support', 'Quick Reference Guides' (highlighted with a red box), and 'Training Resources'. The main content area is titled 'Quick Reference Guides' and contains a sub-section 'Learning Management System (LMS) Quick Reference Guides'. This sub-section lists several guides, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box. Other guides listed include 'How to Complete the Online Telework Training Instruction Guide (PDF)', 'Employee Introduction Guide (PDF)', 'Manager Introduction Guide (PDF)', 'How to Register for a Course (PDF)', 'How to Access the Learning Catalog (PDF)', 'How to Assign a Learning Curriculum (PDF)', 'How to Access Your Learning History (PDF)', and 'How to Access and Run Reports (PDF)'.

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Learning Assignments

Once you have logged into the LMS:

1. Click on the drop-down menu and select **Learning**
2. Navigate to **My Learning Assignments**
3. Courses with evaluations will appear under the **Overdue** tab in your **Learning Assignments** tile
4. Click **Continue Evaluation** next to the appropriate course

Please Note: Not all courses will have an evaluation

The screenshot shows a web browser window with the URL https://princegeor-stage.plateau.com/learning/user/deeplink.do?OWASP_CSRFTOKEN=YMCW-RHGY-ICTG-JMLT-SXZW-5LFY-7PTN-NB7S&linkId=HOME_PAGE&from. The page title is "Center for Learning and Development". The navigation menu includes "Home", "Learning", "Company Info", "Employee Files", and "Admin Center". The "Learning" menu is open, and the "Learning" option is highlighted. The main content area shows "My Learning Assignments" with a search bar and a filter for "All Assignment Types". The "OVERDUE" tab is selected, showing a list of courses. The first course is "Information Technology Security Awareness Course" (1667 DAYS OVERDUE | REQUIRED) with a "START COURSE" button. The second course is "Course Evaluation" (111 DAYS OVERDUE) with a "CONTINUE EVALUATION" button. The third course is "Personal Development" (101 DAYS OVERDUE | REQUIRED) with a "START COURSE" button. The fourth course is "A Guide to Building Resiliency and Coping with Change" (83 DAYS OVERDUE | OPTIONAL). The right sidebar shows "Learning History" with "View All" and "Rate 1 course" buttons, and "Find Learning" with a search bar and "Go" button.

STEP 3 | Complete Evaluation

After you have completed the evaluation, click **submit**

The screenshot shows a web-based evaluation form. At the top, there is a navigation bar with a home icon, the word "Learning", and a search bar. Below this is a "Back" link. The main heading is "Evaluation". A thank-you message follows: "Thank you for sharing your feedback with us. This information is much appreciated as we continue to provide effective training. We look forward to having you attend future courses. Please note that all fields are required. You will not get credit for this course until you complete this evaluation." Below the message, the title is "Course Evaluation" and a note states "This Evaluation is anonymous". To the right of this note are four buttons: "Submit" (highlighted with a red box), "Save", "Close", and "Previous Page". A blue header bar contains "Course Evaluation" and "Page 1 of 1". Below this, a note says "Questions are organized to evaluate the design, interactivity, content and the instructor of this course." There are four numbered questions, each with a set of radio buttons for response options: "N/A", "Strongly Disagree", "Disagree", "Neither Agree nor Disagree", "Agree", and "Strongly Agree".

Learning

Search for actions or people

← Back

Evaluation

Thank you for sharing your feedback with us. This information is much appreciated as we continue to provide effective training. We look forward to having you attend future courses. Please note that all fields are required. You will not get credit for this course until you complete this evaluation.

Title: Course Evaluation

This Evaluation is anonymous

Submit Save Close Previous Page

Course Evaluation Page 1 of 1

Questions are organized to evaluate the design, interactivity, content and the instructor of this course.

1. The objectives of the course were explained clearly

N/A Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

2. The course content was engaging

N/A Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

3. The course overall was beneficial

N/A Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

4. The students were encouraged to participate

N/A Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

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