

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 **Learning Management System**
3. Click on [How to Login LMS Instruction Guide](#)

Learning Management System

Learning Partners
Support
Training Resources

Learning Management System

Prince George's County Learning Management System (LMS)

The County's Learning Management System is a unique tool that streamlines the employee learning experience to support the County's priority of professionalizing the workforce. The LMS is used to facilitate the management, delivery, and measurement of employees learning and development activities.

LMS Access

Please click [here](#) to access the Prince George's County Learning Management System.

Employee Guidance Manager Guidance Instructor Guidance

If you need additional guidance on how to perform specific actions in the LMS use the links below to view the appropriate instruction guide and video.

How to Login the LMS

- [Instruction Guide](#)
- [Instruction Video](#)

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" (1687 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 a "View All" button and a "Rate 1 course" button. Below that is a "Find Learning" section with a search bar and a "Go" button. The bottom of the page shows a Windows taskbar with various application icons.

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". On the right side, there are four buttons: "Submit" (highlighted with a red box), "Save", "Close", and "Previous Page". The form content is titled "Course Evaluation" and "Page 1 of 1". It states "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.

Question	N/A	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1. The objectives of the course were explained clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The course content was engaging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The course overall was beneficial	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The students were encouraged to participate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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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