Admin Job Aid
Configure Course Feedback Options and Email Notifications
Admin Job Aid: Configure Course Feedback Options and Email Notifications

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of changing settings for Course Feedback options and email notifications. There is a separate job aid for setting Follow-up Survey options and email notifications.

In this job aid, you will learn how to:

- Task A. Access a Survey
- Task B. Set Course Feedback Options
- Task C. Configure Email Notification Settings
Task A. Access Learning Administration

1. Select the **Learning Administration** link.
2. Select the **Content** menu.
3. Select **Surveys**.
4. Use the **search filters** to find your survey.
5. Once you’ve entered the desired search information, select **Search**.
6. In the search results, select the **Edit** icon next to the desired survey.
Task B. Set Course Feedback Options

1. Select the **Options** tab.

2. Answer whether you would like the survey to be **anonymous** or not. The TMS defaults to anonymous.

3. Select the checkbox if the survey should be **Required for Item Completion**. Keep in mind, if a survey is required, all questions within the survey will require a response. Also, the users will only receive completion credit once the survey is complete.

4. Enter the **Days to Complete** for how long participants have to complete the survey. If the user does not complete the survey within the selected timeframe, the survey will be placed in a past due status.

5. Select the desired radio button for **Include Comments Field for each Question**.

6. Select **Apply Changes**.
Task C. Configure Email Notification Settings

1. Select the **Notifications** tab.

2. (Optional) Add an attachment to be sent out with your notification by selecting **Choose File** and selecting the file from its saved location.

3. To manipulate the notification message, select the **Launch Editor** link.
4. Adjust the **User Subject** and **Others Subject** fields as desired.
5. Adjust the **Body** message.
6. (Optional) Add **Syntax Tags** to your message.
7. (Optional) Choose the **Send Preview** button to preview how your message will be received by users.
8. Select **Save**.
9. **Close** the Notification Template Editor.
10. To send out the notification with your Launch Editor adjustments, select the **Use Editor Content When Sending Email Notification** checkbox.

11. Select **Apply Changes**.