



TMS  
2.0

VA

## Admin Job Aid

Create a Draft Course Feedback

## Admin Job Aid: Create a Draft Course Feedback

(Revision date: September 12, 2020)

### Purpose

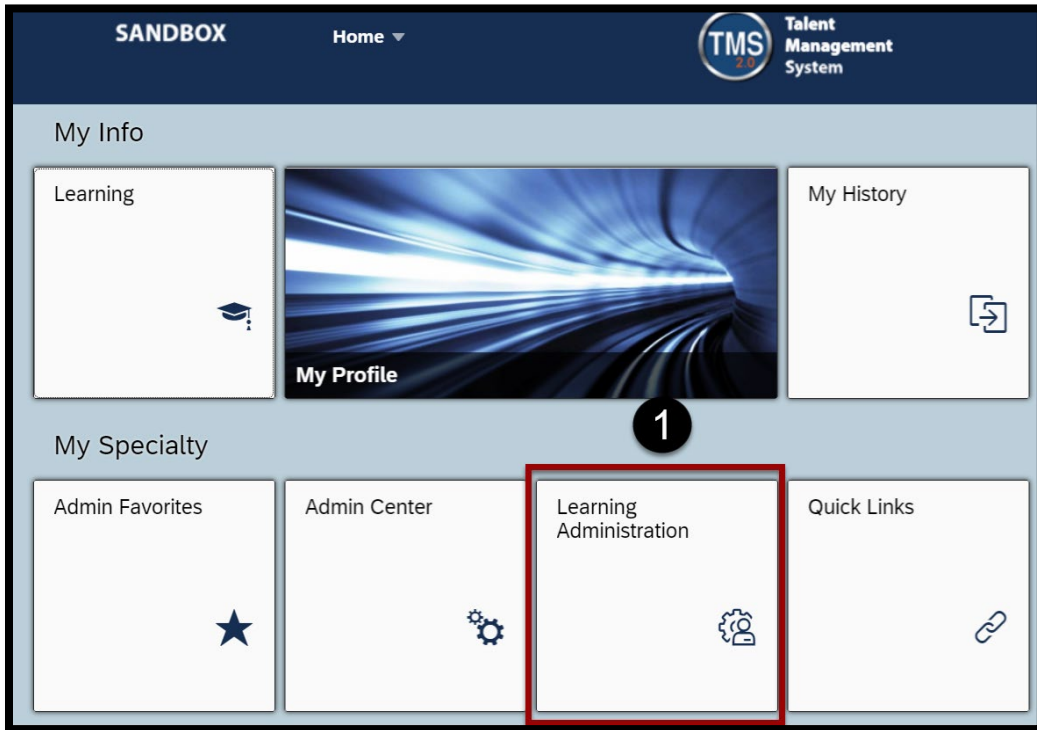
The purpose of this job aid is to guide you through the step-by-step process of creating a course feedback survey. A Course Feedback is administered to gauge the reaction of an audience to a training. It is typically assigned immediately after training ends.

In this job aid, you will learn how to:

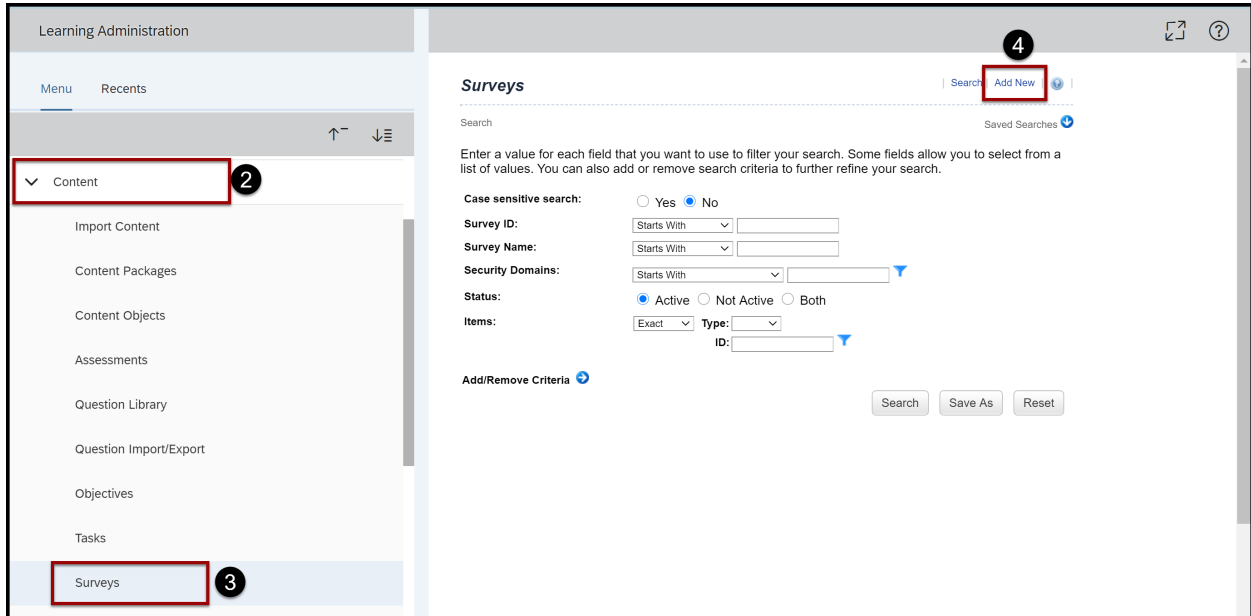
- Task A. Create a Draft Course Feedback

 **Task A. Create a Draft Course Feedback**

1. Select the **Learning Administration** link.

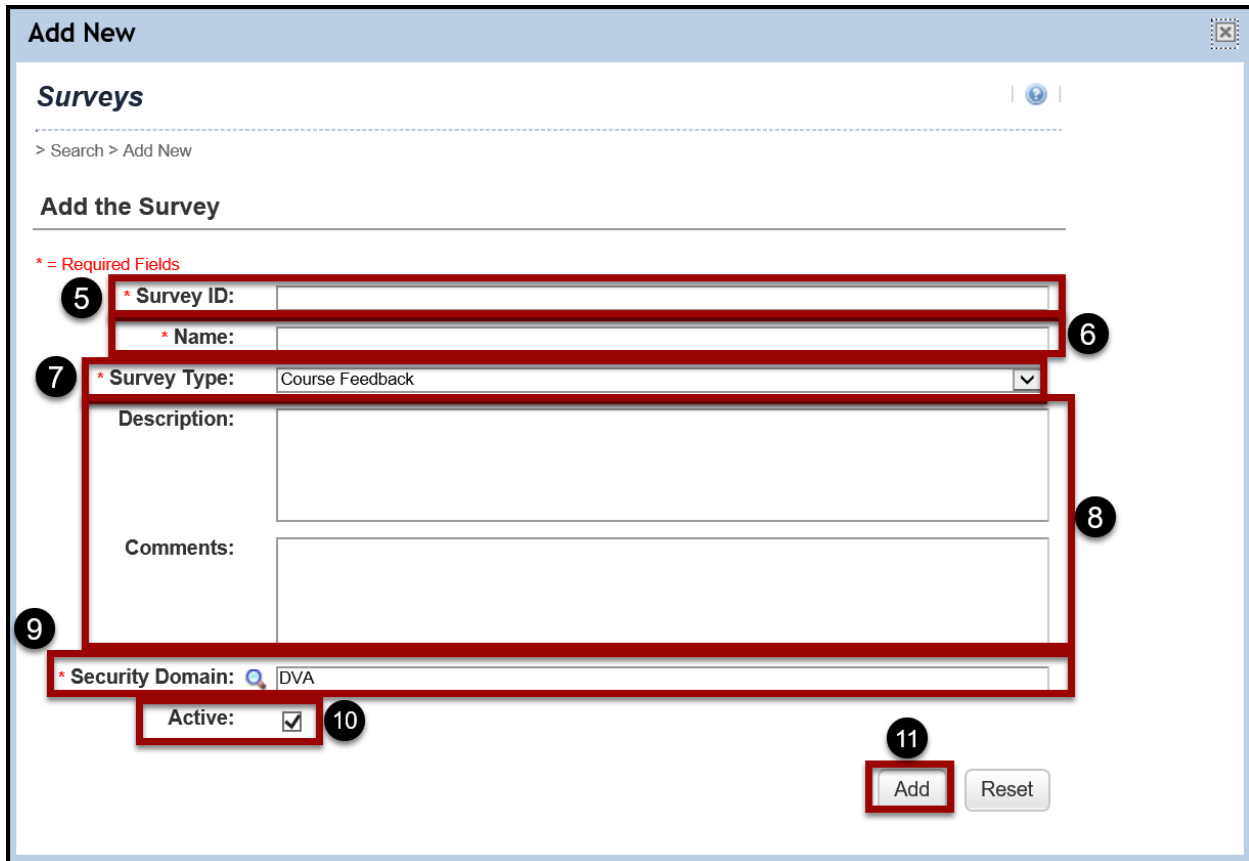


2. Select the **Content** menu.
3. Select **Surveys**.
4. Select the **Add New** link.



The screenshot displays the Learning Administration interface. On the left, a navigation menu is shown with the 'Content' menu item selected and highlighted with a red box and a circled '2'. Below it, the 'Surveys' menu item is also highlighted with a red box and a circled '3'. The main content area is titled 'Surveys' and features a search bar with an 'Add New' link highlighted by a red box and a circled '4'. Below the search bar, there are several search criteria fields: 'Case sensitive search' (radio buttons for Yes and No), 'Survey ID' (Starts With dropdown), 'Survey Name' (Starts With dropdown), 'Security Domains' (Starts With dropdown), 'Status' (radio buttons for Active, Not Active, and Both), and 'Items' (Exact dropdown and Type dropdown). At the bottom of the search criteria, there are 'Search', 'Save As', and 'Reset' buttons.

5. Enter a **Survey ID**.
6. Enter a survey **Name**.
7. Select **Course Feedback** from the **Survey Type** drop-down menu.
8. (Optional) Enter information in the **Description** and **Comments** fields. These fields are helpful for future searches conducted by you and others.
9. Enter a **Security Domain**. Select the **Search** icon to search for and select a security domain if you do not know the security domain.
10. Select the **Active** checkbox.
11. Select **Add**.

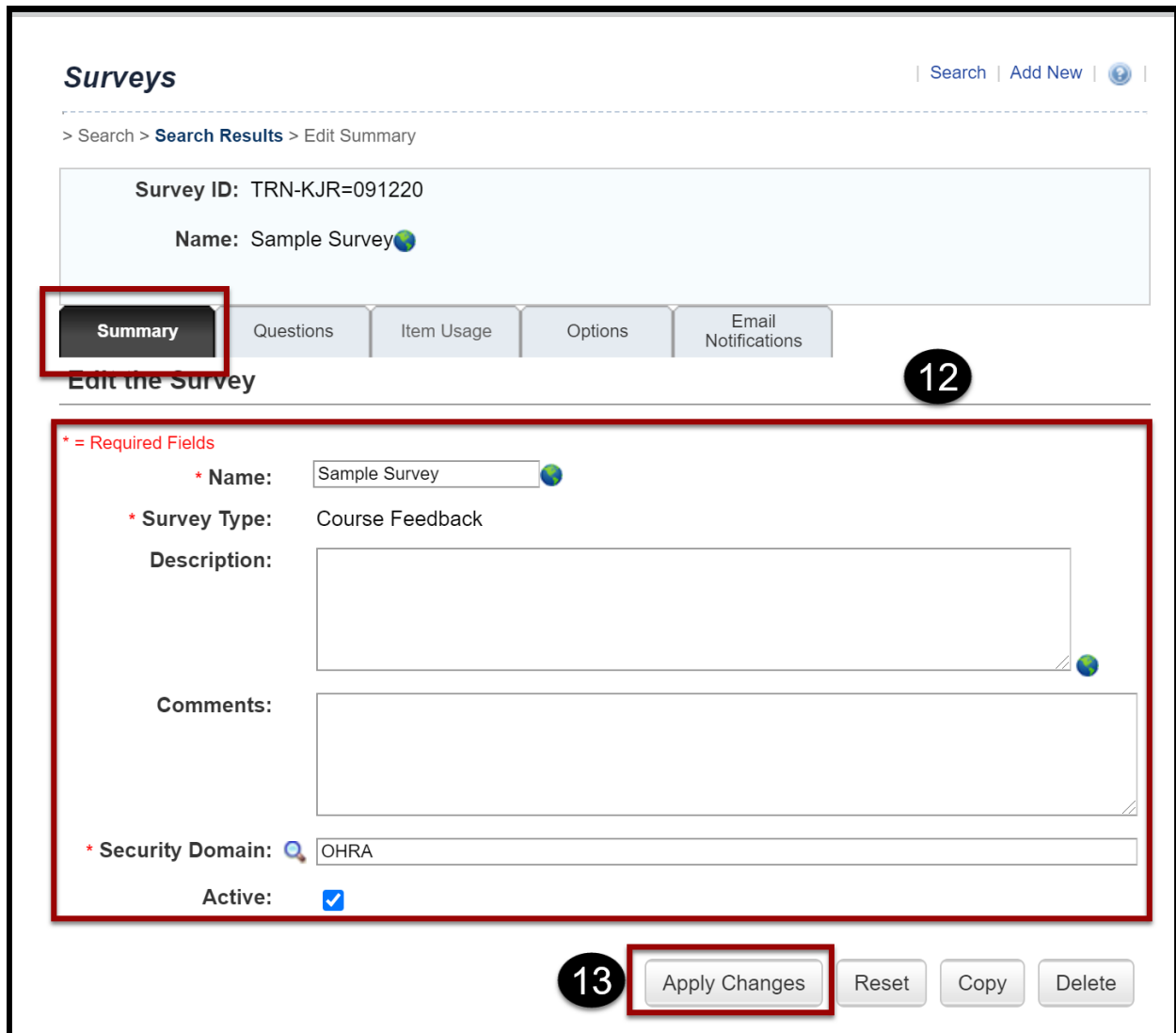



The screenshot shows the 'Add New Surveys' form with the following fields and actions highlighted by numbered callouts:

- 5**: \* Survey ID: (text input field)
- 6**: \* Name: (text input field)
- 7**: \* Survey Type: (drop-down menu with 'Course Feedback' selected)
- 8**: Description: (text area)
- 8**: Comments: (text area)
- 9**: \* Security Domain: (text input field with a search icon and 'DVA' entered)
- 10**: Active:  (checkbox)
- 11**: Add (button)


Additional form elements include a 'Reset' button, a breadcrumb trail '> Search > Add New', and a red asterisk legend '\* = Required Fields'.

12. The TMS will open the **Item Evaluation** profile. If you would like to make any changes, make sure the **Summary** tab is selected and make any changes you desire.
13. Select **Apply Changes**. You have successfully created a draft Item Evaluation Survey.



**Surveys** | Search | Add New | 

> Search > **Search Results** > Edit Summary


Survey ID: TRN-KJR=091220  
Name: Sample Survey 

**Summary** | Questions | Item Usage | Options | Email Notifications

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**Edit the Survey**


\* = Required Fields

\* Name: Sample Survey 

\* Survey Type: Course Feedback

Description:

Comments:

\* Security Domain:  OHRA

Active:

**13** Apply Changes | Reset | Copy | Delete