Admin Job Aid
Create a Draft Course Feedback
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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
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1. Select the **Learning Administration** link.
2. Select the **Content** menu.
3. Select **Surveys**.
4. Select the **Add New** link.
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**.
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.