Admin Job Aid: Create a Draft Follow-up Survey

(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 follow-up survey. The goal of a Follow-up Survey is to gauge the behavioral change in those who have taken a course. It is typically assigned 3-6 months after the completion of a course.

In this job aid, you will learn how to:

- Task A. Create a Draft Follow-up Survey
Task A. Access Learning Administration

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 **Follow-up Survey** 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 Follow-Up 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 Follow-Up Evaluation Survey.