

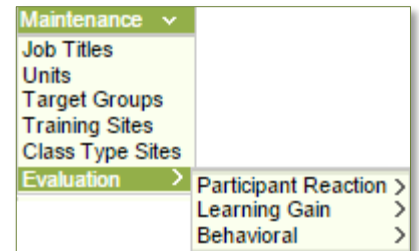
# HSLC: Evaluations

Human Services Learning Center (HSLC) contains three types of Evaluations: Participant Reaction, Learning Gain, and Behavioral. The evaluations are managed primarily through the Maintenance menu in HSLC (to create, edit, and assign to class/course for example). Evaluations are also managed in the following: Learning Management > Manage Classes when adding or editing a class and Learning Management > Manage Evaluations Menu (to print Participant Reaction or Learning Gain Evaluations specific to the class). These topics are all covered in this guide, along with information regarding how students view/access the evaluations.

## Evaluation

The Maintenance > Evaluation section of HSLC is used to manage Evaluations, including Participant Reaction, Learning Gain, and Behavioral (including Creating Tests and Questions, assigning Tests to a Course or Class, and printing blank Evaluation forms).

- **To View Evaluation, select Maintenance > Evaluation.** Three sub menu items are available: Participant Reaction, Learning Gain, and Behavioral.

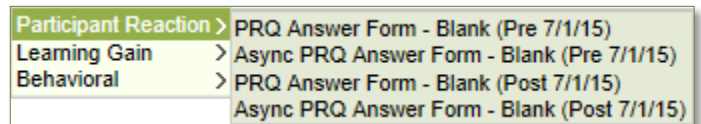


## Participant Reaction

Participant Reaction Evaluations (Level 1 Evaluation) are used to measure the audience/class opinion of the training. The questions / answers options are already created. The forms were updated in July 2015.

The Participant Reaction Submenu has four items:

- ❖ PRQ Answer Form - Blank (Pre 7/1/15)
  - ❖ Async PRQ Answer Form - Blank (Pre 7/1/15)
  - ❖ PRQ Answer Form - Blank (Post 7/1/15)
  - ❖ and Async PRQ Answer Form - Blank (Post 7/1/15)
- **Click on the desired form to open a new browser window containing a PDF copy of the form**
  - **Print the form as needed.**
  - **Close the new browser window to return to HSLC.**

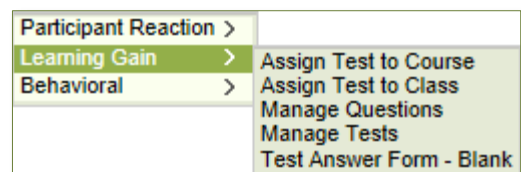


## Learning Gain

Learning Gain Evaluations (Level 2 Evaluations) are used to measure whether the training resulted in a knowledge gain for participants.

The Learning Gain Submenu has 5 items:

- ❖ Assign Test to Course
- ❖ Assign Test to Class
- ❖ Manage Questions
- ❖ Manage Tests
- ❖ and Test Answer Form – Blank.



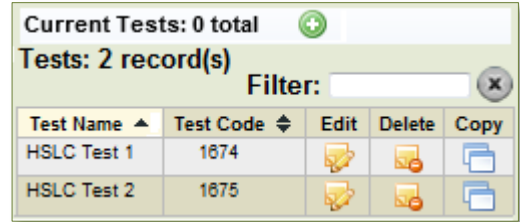
## Learning Gain: Test Answer Form – Blank

- **Select Test Answer Form – Blank to open a new browser window with a PDF copy of a blank multiple choice test answer form.** The form contains Title and Date Fields; and answer space for 120 multiple-choice questions (A – F).
- **Use the browser print function to print the form as needed.**
- **Close the new browser window to return to HSLC.**

## Learning Gain: Manage Tests

You must have Tests created in order to Manage Questions or to assign a Test to a Class or a Course.

- **Navigate to Maintenance > Evaluation > Learning Gain > Manage Tests.** Any tests already created will be listed in the Test table.

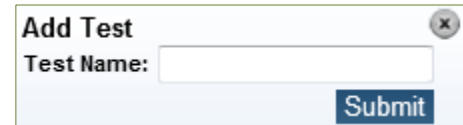


Test Name ▲	Test Code ◆	Edit	Delete	Copy
HSLC Test 1	1674			
HSLC Test 2	1675			

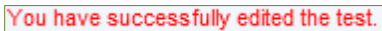
- Like other HSLC Results tables, the existing Test table may be sorted and/or filtered.
  - **To Sort:** Click on the **Test Name** or **Test Code** column heading once for ascending order and twice for descending order.
  - **To Filter:** Type the name (or part of the name) of the Test Name or Code into the Filter Sites Text box and click the Magnifying Glass Icon. Clear your text from the Filter Sites Text box and click the Magnifying Glass to return to the full list.

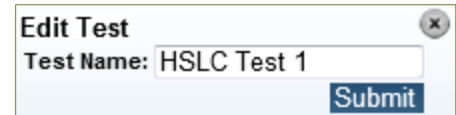
### Create Test

- Click on the **Create Test Icon** to create a new test.
- Click in the **Test Name** text box to type the name of your test
- Click **Submit**
- Your test will automatically be added to the Current Tests Table.



### Edit Test Name

- Click on the **Edit Icon** in the row for the Test you want to edit
- Click in the **Test Name** text box to edit the name of your test
- Click **Submit**
- You will see **“You have successfully edited the test.”**  

- Click the **X** to close the Edit Test Screen



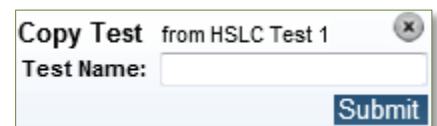
### Delete Test

- Click on the **Delete Icon** in the row for the Test you want to delete.
- You will be asked to confirm you want to delete the test. **Click OK.**
- *You are not able to delete a test that has been associated with a class. If you attempt to do so, you will see “You cannot delete this test because it is currently associated with a class.”* **Click OK.**

### Copy Test

Copying a test copies all the questions you have added in Manage Questions (*instructions below*) for the test to a new test.

- Click the **Copy Test Icon** in the row for the test you want to copy.
- Click in the **Test Name** text box to type the name of your New test
- Click **Submit**
- Click the **X** to close the Add Test Screen

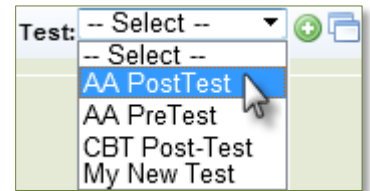


## Learning Gain: Manage Questions

In Manage Questions, you can create, edit, and delete questions for the tests you have created.

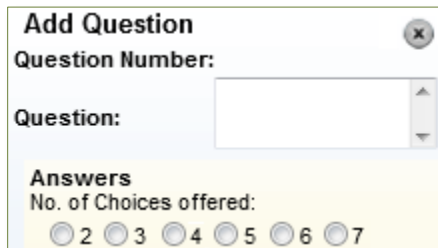
Navigate to Maintenance > Evaluation > Learning Gain > Manage Questions

- Click the Test Drop Down Arrow ▼ to Select a Test
  - Available options are all the tests you have created in Evaluations > Learning Gain > Manage Tests
  - Click on the desired option once it is highlighted blue.



## Add Questions

- After selecting a test, Click the add icon. 




The Add Question section of the screen will be displayed

- Type the question in the Question Text Box
- Click the Radio button to the left of the number of answer choices you wish to offer.

The answers section of the screen will display:

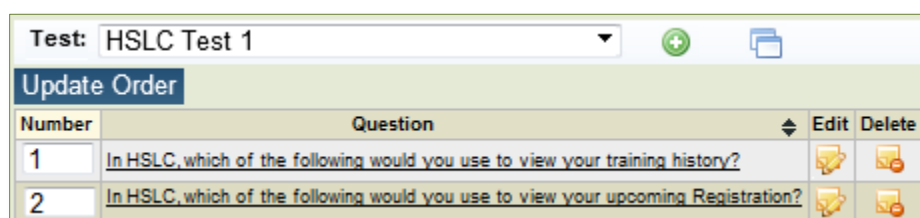






**Add Question**  
Question Number:   
Question: In HSLC, which of the following would you use to view all of the training you completed last year:  
Answers  
No. of Choices offered:  2  3  4  5  6  7  
Correct Answer  
 A: User > My Profile  
 B: Learning > Schedule  
 C: User > My History  
 D: Learning Management > Manage Classes

- Click in each answer option text box to type the answer.
- Click the radio button to the left of the correct answer to indicate which answer is correct.
- Click Submit
- Repeat the steps above to add other questions to your test.
- Click the X  to close without saving the question / answers


## View Questions

Navigate to Evaluation > Learning Gain > Manage Tests and select a test to view all questions associated with that test. The questions will be listed in a table, which may be sorted by Question and/or Number. Like other HSLC tables, To sort : Click on the column heading(s) once for ascending order and twice for descending order. For more information about Sorting, see [HSLC Quick Tips!](#)



Number	Question	Edit	Delete
1	In HSLC, which of the following would you use to view your training history?		
2	In HSLC, which of the following would you use to view your upcoming Registration?		

## View Answers to Question

- Hover the mouse over a question name to view a pop up with the possible answers to the question. The correct answer will display in **bold red text**.
- Move the mouse off of the question name, or click the X  to close the pop up.



## Reorder Questions

Questions are displayed (and given) in the order they are entered into HSLC. To reorder:

- Click in the Number text box for each question and enter the desired order number.

Update Order	
Number	Question
1	In HSLC, which of the following would you use to view all of the training you completed last year?
3	In what section of HSLC would you register a staff member for a training offered by your own agency?
2	Where in HSLC would you go to register a staff member from your agency for a class offered by a training provider or other agency?

- Click Update Order 

**Please note:** You may not reorder questions in a test that has been delivered. The order will be displayed but grayed out:

Number
1
2
3

## Edit Questions

- Click on the Edit Icon  in the row for the question you wish to edit.

### Add Question

Question Number:

Question: In HSLC, which of the following would you use to view all of the training you completed last year:

Answers

No. of Choices offered:  2  3  4  5  6  7

Correct Answer


A: User > My Profile

B: Learning > Schedule

C: User > My History

D: Learning Management > Manage Classes

In the Edit Question screen:


- Click in the Question text box to make any changes to the question
- Change the number of Choices offered by clicking the radio button to the left of a different number of choices as needed.
- Click in the Answer text box(es) to make any changes to the answer(s)
- Click the radio button to the left of a different answer to change the correct answer to a question.
- Click Submit 

**Please note:** You will not be able to edit a question for a test that has been delivered. You will see “You cannot edit this test because it is already delivered.” Click OK.

## Copy Questions

- Click the Copy Icon  to copy questions from an existing test to the test you have selected.

## Delete Questions

- Click on the Delete Icon  in the row for the question you wish to Delete.
- You will be asked to confirm that you would like to delete the question. Click OK.

**Please note:** You will not be able to delete a question for a test that has been delivered. You will see “You cannot delete this test because it is already delivered.” Click OK.

### Learning Gain: Assign Test to Class

In the Assign Test to Class section of HSLC, you can assign tests to classes you have already created.

- **Navigate to Maintenance > Evaluation > Learning Gain > Assign Test to Class**

### Search for Class

- **Type at least three characters of the class name in the Search Class Text box**
- **Click the Magnifying Glass Icon**

A table displaying all search results that match the criteria you entered will be displayed. Like other HSLC tables, these search results may be sorted by any / multiple column heading(s) and/or filtered. For more information about Sorting and Filtering, see [HSLC Quick Tips!](#)

Class ID	Class Title	Start Date	End Date	Pre Test	Pre Test Code	Post Test	Post Test Code
683268	AA Test Course	11/03/2014	11/03/2014				
698543	AA Test Course	02/25/2016	02/25/2016	HSLC Test 1	1674	HSLC Test 2	1675

### Select Class

- **Click on a class name to select it in order to assign the test.**

The Assign Test to Class screen displays the Class Name, Start Date, and End Date, and drop down boxes to assign Pre-Test, Assign Post-Test, assign Trainee ID Options, and the Submit Icon.

**Assign Test to Class**

Class: AA Test Course Start Date: 02/27/2013 End Date: 02/27/2013

Assign Pre-Test: -- None -- Assign Post-Test: -- None --

Trainee ID Options: Do Not Require ID

Submit

- **Follow the instructions below for each (Assign Pre Test, Assign Post Test, and Assign Trainee ID Options).**
- After assigning test(s), **Click Submit**.

### Assign Pre-Test

- **Click the Assign Pre-Test drop down arrow** to assign a pre-test
  - Available options are None and a list of all the test created in Evaluations > Learning Gain > Manage Tests.
  - **Click on the desired option once it is highlighted blue.**

Assign Pre-Test: -- None --

-- None --

HSLC Test 1 (Test: 1674 Created: 02/7/16)

HSLC Test 2 (Test: 1675 Created: 02/7/16)

### Assign Post-Test

- **Click the Assign Post-Test drop down arrow** to assign a post-test
  - Available options are None and a list of all the test created in Evaluations > Learning Gain > Manage Tests.
  - **Click on the desired option once it is highlighted blue.**

Assign Post-Test: -- None --

-- None --

HSLC Test 1 (Test: 1674 Created: 02/7/16)

HSLC Test 2 (Test: 1675 Created: 02/7/16)

### Trainee ID Options

- **Click the Trainee ID Options down arrow** to indicate whether a Trainee ID is required to complete the test, and if so, whether the ID is random (anonymous) or not
  - Available options are Do Not Require ID, Require Trainee ID, and Require Random ID
  - **Click on the desired option once it is highlighted blue.**

Trainee ID Options: Do Not Require ID

Do Not Require ID

Require Trainee ID

Require Random ID

### Learning Gain: Assign Test to Course

In the Assign Test to Course section of HSLC, you can also assign tests to courses you have already created.

- **Navigate to Maintenance > Evaluation > Learning Gain > Assign Test to Course**

### Search for Course

- **Type at least three characters of the class name in the Search Course Text box**
- **Click the Magnifying Glass Icon**

A table displaying all search results that match the criteria you entered will be displayed. The table contains the Course Name, Pre Test Name, Pre Test Code, Post Test Name and Post Test Code.

Course Name	Pre Test	Pre Test Code	Post Test	Post Test Code
AA Test Course				
Test Course				

- **Click on a course name to select it in order to assign a test.** You will be able to assign the Pre-Test, Post Test, and Trainee ID Options.
- **Follow the instructions below for each (Pre Test, Post Test, and Trainee ID Options).**
- After assigning test(s), **Click Submit**. You will see: **“You have successfully assigned test to this course.”**

**Assign Test to Course**

Course: AA Test Course

Assign Pre-Test: -- None --

Assign Post-Test: -- None --

Trainee ID Options: Do Not Require ID

**Submit**

You have successfully assigned test to this course.

### Assign Pre-Test

- **Click the Assign Pre-Test drop down arrow** to assign a pre-test
  - Available options are None and a list of all the test created in Evaluations > Learning Gain > Manage Tests.
  - **Click on the desired option once it is highlighted blue.**

Assign Pre-Test: -- None --

-- None --

HSLC Test 1 (Test: 1674 Created: 02/7/16)

HSLC Test 2 (Test: 1675 Created: 02/7/16)

### Assign Post-Test

- **Click the Assign Post-Test drop down arrow** to assign a post-test
  - Available options are None and a list of all the test created in Evaluations > Learning Gain > Manage Tests.
  - **Click on the desired option once it is highlighted blue.**

Assign Post-Test: -- None --

-- None --

HSLC Test 1 (Test: 1674 Created: 02/7/16)

HSLC Test 2 (Test: 1675 Created: 02/7/16)

### Assign Trainee ID Options

- **Click the Trainee ID Options down arrow** to indicate whether a Trainee ID is required to complete the test, and if so, whether the ID is random (anonymous) or not
  - Available options are Do Not Require ID, Require Trainee ID, and Require Random ID
  - **Click on the desired option once it is highlighted blue.**

Trainee ID Options: Do Not Require ID

Do Not Require ID

Require Trainee ID

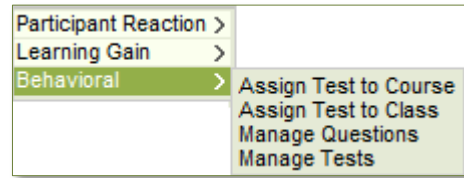
Require Random ID

## Behavioral Evaluation

Behavioral Evaluation is new to HSLC in 2016. Behavioral Evaluations used to determine if the class participants have applied the knowledge learned from the training in a valuable way and is usually completed a certain time frame after the training has been completed. This evaluation can also be used to create custom surveys.

The Behavioral Evaluation Menu has 4 items:

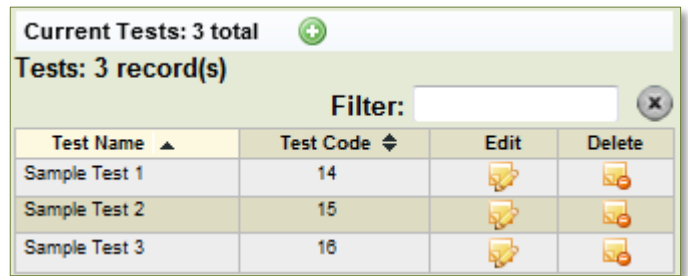
- ❖ Assign Test to Course
- ❖ Assign Test to Class
- ❖ Manage Questions
- ❖ Manage Tests









### Behavioral: Manage Tests

You must have Tests created in order to Manage Questions or to assign a Test to a Class or a Course.



- **Navigate to Maintenance > Evaluation > Behavioral > Manage Tests.** Any tests already created will be listed in the Test table.

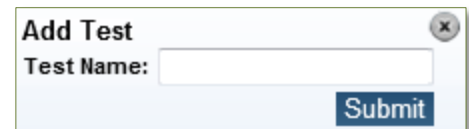


Test Name ▲	Test Code ▼	Edit	Delete
Sample Test 1	14		
Sample Test 2	15		
Sample Test 3	16		




Like other HSLC Results tables, the existing Job Title table may be sorted and/or filtered. For more information about Sorting and Filtering, see [HSLC Quick Tips!](#)

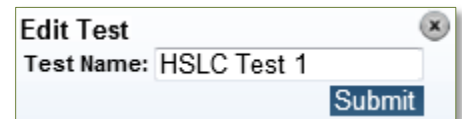
### Create Test

- Click on the Create Test Icon  to create a new test.
- Click in the Test Name text box to type the name of your test
- Click Submit 
- Your test will automatically be added to the Current Tests Table.




### Edit Test Name

- Click on the Edit Icon  in the row for the Test you want to edit
- Click in the Test Name text box to edit the name of your test
- Click Submit 
- Click the X  to close the Edit Test Screen



**Please note:** You are not able to edit a test that has been associated with a class. If you attempt to do so, you will see "You cannot edit this test because it is currently associated with class." Click OK.

### Delete Test

- Click on the Delete Icon  in the row for the Test you want to delete.
- You will be asked to confirm you want to delete the test. Click OK.

**Please note:** You are not able to delete a test that has been associated with a class. If you attempt to do so, you will see "You cannot delete this test because it is currently associated with a class." Click OK.

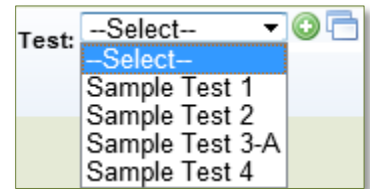


## Behavioral: Manage Questions

In Manage Questions, you can create, edit, and delete questions for the tests you have created.

**Navigate to Maintenance > Evaluation > Behavioral > Manage Questions**

- **Click the Test Drop Down Arrow ▼ to Select a Test**
  - Available options are all the tests you have created in Evaluations > Learning Gain > Manage Tests
  - **Click on the desired option once it is highlighted blue**



## Add Questions


- **After selecting a test, Click the add icon. +**

The Add Question section of the screen will be displayed. The screen contains a text box for Question / Label and the following answer options: Number of Choices offered (2-7), OR Open Ended Answer, OR Label Only

- **Type the question or label into the Question Check Box.**
- **Select the appropriate radio button to choose the type of answer: for Multiple Choice (select the number of choices to be offered ) Opened Ended Answer, or Label Only**

## Multiple Choice – Question has a Correct Answer

When offering a number of multiple choice answers, you may choose whether the question has a correct answer or does not. To add a question **with a correct answer**:

- **Select the Radio button to the left of the number of answer choices (2 – 7) you wish to offer.**
- **Click in each answer option text box to type the answer.**
- **Click the radio button to the left of the correct answer to indicate which answer is correct.**
- **Click Submit [Submit](#)**
- **Repeat the steps above to add other questions with a correct answer to your test**
- **Click the X  to close without saving the question / answers**



## Multiple Choice – Question Does Not Have a Correct Answer

When offering a number of multiple choice answers, you may choose whether the question has a correct answer or does not. To add a question **with NO correct answer**:

- Select the Radio button to the left of the number of answer choices (2 – 7) you wish to offer.
- Click in each answer option text box to type the answer.
- Place a check in the box for “No Correct Answer”
- Click Submit **Submit**
- Repeat the steps above to add other questions with no correct answer to your test
- Click the X **X** to close without saving the question / answers

The screenshot shows the 'Add Question' dialog box. The 'Question/Label' field contains the text 'How frequently do you log into HSLC?'. Under the 'Answers' section, 'No. of Choices offered:' is set to 5. The 'Correct Answer' section has the 'No Correct Answer' radio button selected. Five answer options are listed: A: Every work day, B: About once a week, C: About once a month, D: Every few months, and E: Never. A 'Submit' button is located at the bottom right of the dialog.

## Open Ended Answer

To add a question with an open ended answer:

- Select the radio button for “Open Ended Answer” after typing your question.  
Click Submit **Submit**
- Repeat the steps above to add other open ended answer questions to your evaluation.
- Click the X **X** to close without saving the question / answers

The screenshot shows the 'Add Question' dialog box. The 'Question/Label' field contains the text 'What features of the event were most helpful?'. Under the 'Answers' section, 'No. of Choices offered:' is set to 0. The 'Open Ended Answer' radio button is selected. A 'Submit' button is located at the bottom right of the dialog.

## Label Only

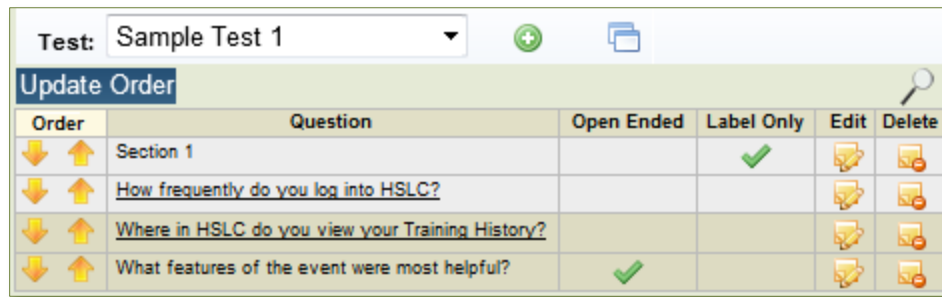
The Label Only option is to create headers, labels, or sections for your evaluations.

- Click in the Question/Label text box and type your label.
- Select the radio button for Label Only.
- Click Submit. **Submit**
- Repeat the steps above to add other labels to your evaluation.
- Click the X **X** to close without saving the question / answers

The screenshot shows the 'Add Question' dialog box. The 'Question/Label' field contains the text 'Section 1'. Under the 'Answers' section, 'No. of Choices offered:' is set to 0. The 'Label Only' radio button is selected. A 'Submit' button is located at the bottom right of the dialog.

## View Questions

Navigate to Evaluation > Behavioral > Manage Questions and select a test to view all questions associated with that test. The questions will be listed in a table, which includes the ability to update the order of the questions; columns indicating if the question is an open-ended question or label only; and icons to Edit or Delete a question.



Order	Question	Open Ended	Label Only	Edit	Delete
↓ ↑	Section 1		✓	🔧	🗑️
↓ ↑	How frequently do you log into HSLC?			🔧	🗑️
↓ ↑	Where in HSLC do you view your Training History?			🔧	🗑️
↓ ↑	What features of the event were most helpful?	✓		🔧	🗑️

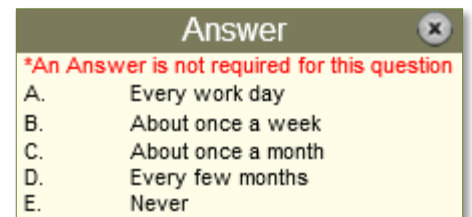
## View Answers to Question

- Hover the mouse over a question name to view a pop up with the possible answers to the question.

- For questions with a correct answer, the correct answer will display in **bold red text**.




- For questions with no correct answer, you will see “**An Answer is not required for this question**” in bold red text above the possible answers

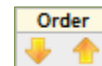


- Move the mouse off of the question name, or click the X  to close the pop up.




## Update Question Order Questions

Questions are displayed (and given) in the order they are entered into HSLC. To reorder:

- Click Orange Up or Down Arrow to the left of a question to move it up or down as needed.
- Click Update Order 




## Edit Questions

- Click on the Edit Icon  in the row for the question you wish to edit.
- Make required edits to the Question/Label text box, the type of answer (number of choices available; open-ended; or label only); and when you have selected a number of choices available: make changes to the number of choices, the available answers; whether there is a correct answer; and if so the correct answer selection.
- Click Submit 
- Repeat the steps above to edit other questions.
- Click the X  to close without saving the question / answers

## Copy Questions


- Click the Copy Icon  to copy questions from an existing test to the test you have selected.

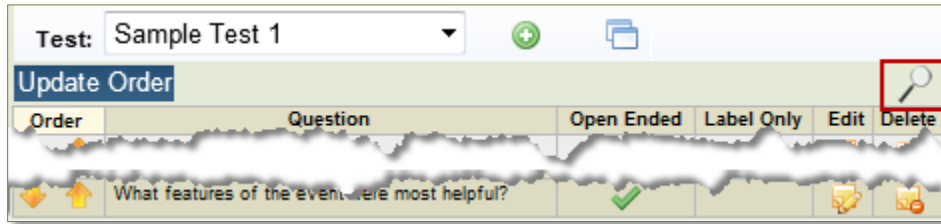
## Delete Questions

- Click on the Delete Icon  in the row for the question you wish to Delete.
- You will be asked to confirm that you would like to delete the question. Click OK.

## Preview Evaluation

The Behavioral Evaluation allows you to preview the layout of the evaluation.

- Navigate to Evaluation > Behavioral > Manage Tests and select a test .
- Click the Magnifying Glass Icon  above the table listing the evaluation questions.



- A new browser tab will open with a preview of your evaluation. *Please Note:* this is view only, you are unable to enter any answers.
- Close the new browser tab when you have finished viewing the preview.

### HSLC Level 3 Evaluation:

Section 1

1) How frequently do you log into HSLC?

A. Every work day  
 B. About once a week  
 C. About once a month  
 D. Every few months  
 E. Never


2) Where in HSLC do you view your Training History?

A. User > My Registration  
 B. User > My Settings  
 C. User > My History


3) What features of the event were most helpful?


## Behavioral: Assign Test to Course

In the Assign Test to Course section, you can also assign tests to courses you have already created.


- Navigate to Maintenance > Evaluation > Behavioral > Assign Test to Course
- Type at least three characters of the class name in the Search Course Text box
- Click the Magnifying Glass Icon 

A table displaying all search results that match the criteria you entered will be displayed. The table contains the Course Name and Test Name.

Search Course:   Enter at least 3 characters to search

Filter:  


Course Name	Test
<a href="#">AA Test Course</a>	
<a href="#">Test Course</a>	

- Click on a course name to select it in order to assign a test
- In the Assign Test drop down, all behavioral evaluations that you have already created in Maintenance > Evaluation > Behavioral > Manage Tests will be listed in the drop down.
- Select the desired evaluation and Click Submit .

### Assign Test to Course


Course:

Assign Test:

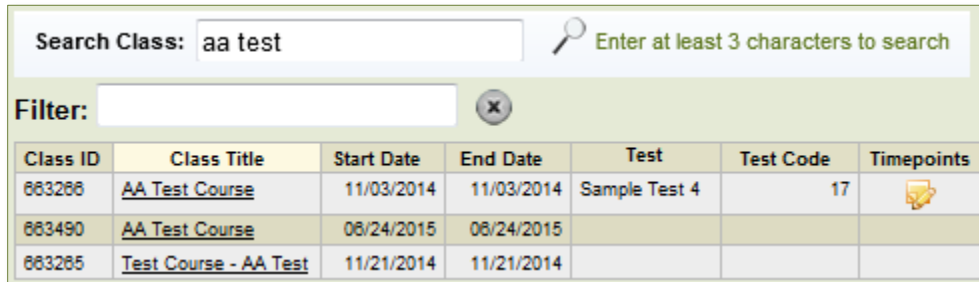



### Behavioral: Assign Test to Class

In the Assign Test to Class section of HSLC, you can assign tests to classes you have already created.


- **Navigate to Maintenance > Evaluation > Behavioral > Assign Test to Class**
- **Type at least three characters of the class name in the Search Class Text box**
- **Click the Magnifying Glass Icon** 

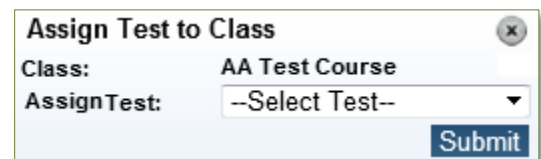
A table displaying all search results that match the criteria you entered will be displayed. The table includes the Class ID, Class Title, Class Start and End Date, Test Name (if assigned), Test Code (if assigned), and Timepoints Icon. You must assign the test and the timepoints for the test.



Class ID	Class Title	Start Date	End Date	Test	Test Code	Timepoints
683266	<a href="#">AA Test Course</a>	11/03/2014	11/03/2014	Sample Test 4	17	
683490	<a href="#">AA Test Course</a>	06/24/2015	06/24/2015			
683265	<a href="#">Test Course - AA Test</a>	11/21/2014	11/21/2014			

### Assign Test


- **Click on a Class Title to select it in order to assign a test**
- In the Assign Test drop down, all behavioral evaluations already created in Maintenance > Evaluation > Behavioral > Manage Tests will be listed in the drop down.
- **Select the desired evaluation and Click Submit** 



**Assign Test to Class**


Class: AA Test Course

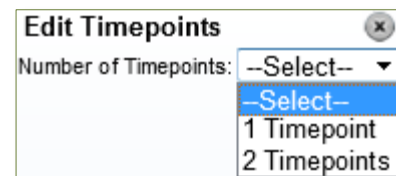
Assign Test: --Select Test--



### Assign Timepoints

Behavioral evaluations are available to be completed after a specific time frame (timepoint). Two options are available: 1 timepoint or 2 timepoints. On the edit timepoints screen, the settings are the same except for "Timepoint" (either enter 1 or 2) and include the option to View the Roster; and to edit: Timepoint Start From Date; Timepoint Specified number of days; Workflow; and Target Audience

- **In the table listing the classes, Click the Timepoints Icon** 
- **Select 1 Timepoint or 2 Timepoints from the drop down menu**

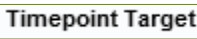


**Edit Timepoints**

Number of Timepoints: --Select--

- 1 Timepoint
- 2 Timepoints

View Class Roster:

- **Click View Roster**  [View Roster](#) to view a table with a list of trainees for the class, including their Agency and their registration status.
  - The table displays on the right side of the screen, and may be sorted by any / all column headings.

Trainee	Agency	Status
Assistanttc, John	ABC County	Attended
BasicUser, John	ABC County	Attended
Supervisor, John	ABC County	Attended
User, John	ABC County	Attended

### Timepoint Start from Date:

- Select the radio button for “Days after Class Ends” or the radio button for “Days After Trainee Completion Date”

Start From:  Days After Class Ends  Days After Trainee Completion Date

### Timepoints:

For 1 Timepoint, there is one text box to enter the number of days.

- Type a number of days into the Timepoint 1 Text box. The recommended number is between 14 and 90 days.

Timepoint 1:  \*Recommended between 14 and 90 days

For 2 Timepoints, there are two text boxes to enter the number of days.

- Type a number of days into the Timepoint 1 Text box. The recommended number is between 14 and 90 days.
- Type a number of days into the Timepoint 2 Text box. The recommended number is between 14 greater than Timepoint 1 and 180 days

Timepoint 1:  \*Recommended between 14 and 90 days  
Timepoint 2:  \*Recommended between 14 days greater than Timepoint 1 and 180 days

### Workflow:

Workflow determines whether the evaluation will be available to all selected targets at once or will go first to the Trainee and then the Supervisor (and if selected, the Training Coordinator or Staff Development Coordinator).

- Select the radio button for “All at Once” or the radio button for “Trainee to Supervisor”

- All at Once: All targets selected will receive the test at the same time

Workflow:  All at Once  Trainee to Supervisor  
All targets selected will receive the test at the same time.

- Trainee to Supervisor: Trainee receives the test first, followed by Supervisor, then the SDC/TC (if selected)

Workflow:  All at Once  Trainee to Supervisor  
Trainee receives the test first, followed by Supervisor, then SDC/TC (if selected).

### Target:

Target determines who will receive the Behavioral Evaluation: Trainee, Supervisor, and/or Staff Development Coordinator (SDC)/Training Coordinator (TC)

- Place a check in the box for each person who should receive the evaluation.

Target	
Trainee	<input type="checkbox"/>
Supervisor	<input type="checkbox"/>
SDC/TC	<input type="checkbox"/>

### Save Timepoints:

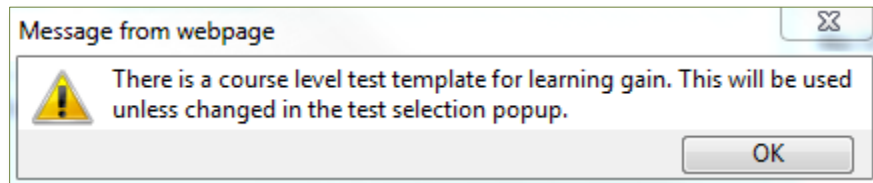
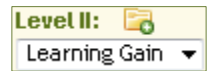
- When finished entering selections, click “Save Timepoints” [Save Timepoints](#)


## Managing Assigned Evaluations when Adding / Editing Classes (Learning Management > Manage Classes)

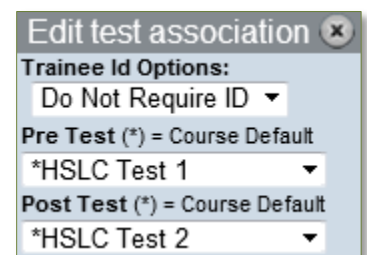
Once a Learning Gain Evaluation or Behavioral Evaluation have been assigned to a course, they will be the default Evaluation for that level when creating a new class in Learning Management > Manage Classes. You are able to change the assigned evaluation when creating the class; and must assign the Behavioral Evaluation Timepoints.

### For Level 2 (Learning Gain):

When Learning Gain is selected from the Level 2 drop down menu you will see a pop up that says: "There is a course level test template for learning gain. This will be used unless changed in the test selection popup." **Click OK.**




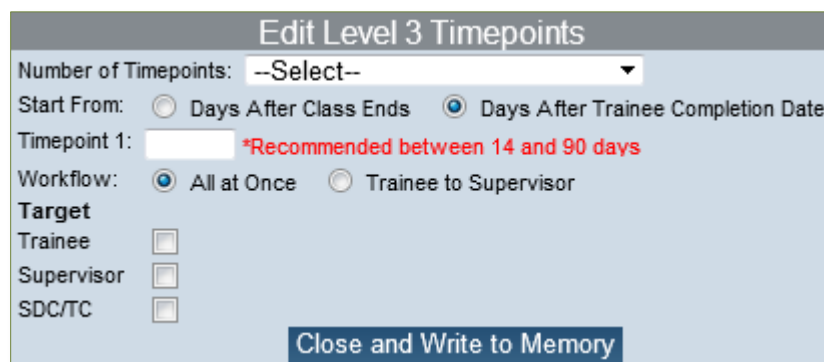
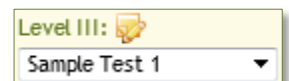
- To select different tests to associate with this class, click the Edit Test Association Icon  next to Level II to open the Edit Test association pop up.
- Make Changes by clicking on the drop down arrows for Trainee ID Options; Pre Test, and Post Test




### For Level 3 (Behavioral):

When a Behavioral Evaluation has been assigned to a course, it will automatically be listed in the "Level 3" drop down when adding a new class for that course.

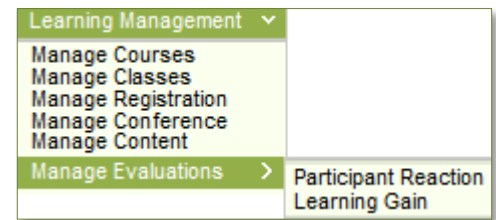
- To select a different Level 3 test, click the Level 3 Drop down Menu and select a different test.
- Once the Level 3 test has been selected, you must edit the timepoints for this class. **Click the Edit Icon** 



- **Edit the Timepoint required fields:**
  - Number of Time Points: **Select 1 Timepoint or 2 Timepoints**
  - Start From Date: Select **Days After Class Ends** or **Days After Trainee Completion Date**
  - Timepoint Number of Days: **Enter the number of days for Timepoint 1 and if selected, Timepoint 2**
  - Workflow: **Select All at Once** or **Trainee to Supervisor**
  - Target: **Check the boxes for the Target Audience: Trainee, Supervisor, and/or Staff Development Coordinator (SDC) / Training Coordinator (TC)**
  - **Click Close and Write to Memory** 

## Learning Management - Manage Evaluations

In Manage Evaluations, you have the ability to print Participant Reaction Questionnaires (PRQ) and Learning Gain Answer sheets specific to each class.



### Participant Reaction Questionnaire (PRQ)

- To print a PRQ for a specific class, navigate to Learning Management > Manage Evaluations > Participant Reaction

Classes that match your search criteria will be returned in the Classes Table:

Classes: (2 records)							
Title	Start Date	End Date	Start Time	End Time	Training City	Participant Reaction Questionnaire	
AA May Test	06/28/2013	06/28/2013	09:00 AM	04:00 PM	Albany		

Like other HSLC tables, this table may be sorted by any / multiple column headings. See [HSLC Quick Tips](#) for help sorting!

- To print a blank PRQ for a class, click on the PRQ icon.
- The PRQ will open in PDF format in a new browser window. Use the browser print feature to print as needed.
- Close the new browser window to return to Manage Evaluations > PRQ.

### Learning Gain.

- To print a Pre-Test or Post-Test answer form for a specific class, navigate to Learning Management>Manage Evaluations>Learning Gain.

Classes that match your search criteria will be returned in the Classes Table:

Classes: (4 records)								
Title	Start Date	End Date	Start Time	End Time	Training City	Learning Gain Answer Form		
						Pre-test	Post-test	
AA July New Course	01/22/2013	01/22/2013	09:00 AM	04:00 PM	Albany			
AA July New Course	07/09/2013	07/09/2013	09:00 AM	04:00 PM	Albany			

Like other HSLC tables, this table may be sorted by any / multiple column headings. See [HSLC Quick Tips](#) for help sorting!

- To print a blank Pre-Test or Post-Test Answer Form for a class, click on the Answer Form icon.
- The Answer Form will open in PDF format in a new browser window. Use the browser print feature to print as needed.
- Close the new browser window to return to Manage Evaluations > Learning Gain.



## Student View: Assigned Evaluations

Once a test is assigned to a class, it will appear to the students in User > My Registration.

Course	Start Date	End Date	Cancel
AA Test Course	02/11/2013	02/11/2013	
AA Test Course	Accepted	02/11/2013	02/11/2013
<b>Pre-test: HSLC Test 1</b>			
<b>Content</b>		<b>Type</b>	
Test PDF AA		PDF	
<b>Participant Reaction Questionnaire</b>			
<b>Post-test: HSLC Test 2</b>			

### **Level 1:**

If you have assigned a Level One Evaluation (such as Participant Reaction Questionnaire in Learning Management > Manage Classes) the name will be displayed to the students in My Registration, but students will not have a link to complete it until the class status has been changed to In Progress (in Learning Management > Manage Registration)

### **Level 2**

If you have assigned a Pre-test, it will be available to students on the roster with a link to complete the pretest.

In addition, if you have assigned a Post-Test (either in Maintenance > Evaluation > Assign Test to Class, or by selecting a posttest in Learning Management > Manage Classes), students will not have a link to complete it until the class status has been changed to In Progress (in Learning Management > Manage Registration).

### **Level 3**

If you have assigned a Behavioral Evaluation to the class, the student will not be able to complete the test until the designated timepoint.