

COMPLETING AN EVALUATION FORM

After you have attended an event you will be sent an email with a link asking you to complete an evaluation form. Once the form is completed you will be able to

download an attendance certificate. If you have inadvertently deleted the email you can follow these steps to complete the evaluation.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1** To see events you have attended click on **My Learning**
 - 2** Click on **events attended**
- A list of all the events that you have attended will now appear*
- 3** Click **Enter Evaluation** for any event that needs one completed
 - 4** The evaluation form will now appear

*Complete all questions as honestly as you can then click **Save***

The screenshot shows the 'My Learning - Events' interface. At the top, a navigation bar includes 'Home', 'My Learning', 'Advanced Search', 'Admin', 'Event Admin', 'Documents', 'My CPD', 'Contact Us', 'Online Learning', and 'Log Out'. A red circle '1' points to the 'My Learning' menu item. Below this, a 'My Learning - Events' section contains four icons: 'events due to attend and booking status', 'cancel a booking', 'events attended', and 'saved events'. A red circle '2' points to the 'events attended' icon. This leads to the 'Events attended' page, which lists 11 events. A red circle '3' points to the 'Enter Evaluation' link for the event 'Using Twitter Effectively at WSCC'. This leads to the 'Enter Evaluation' form, where a red circle '4' points to the evaluation questions.

For Your Reference...

1. All comments you make on your evaluation form are read by the trainer/s involved and we use this information to improve our events

Handy to Know...

- You will not be able to download your attendance certificate until you have completed your evaluation form