

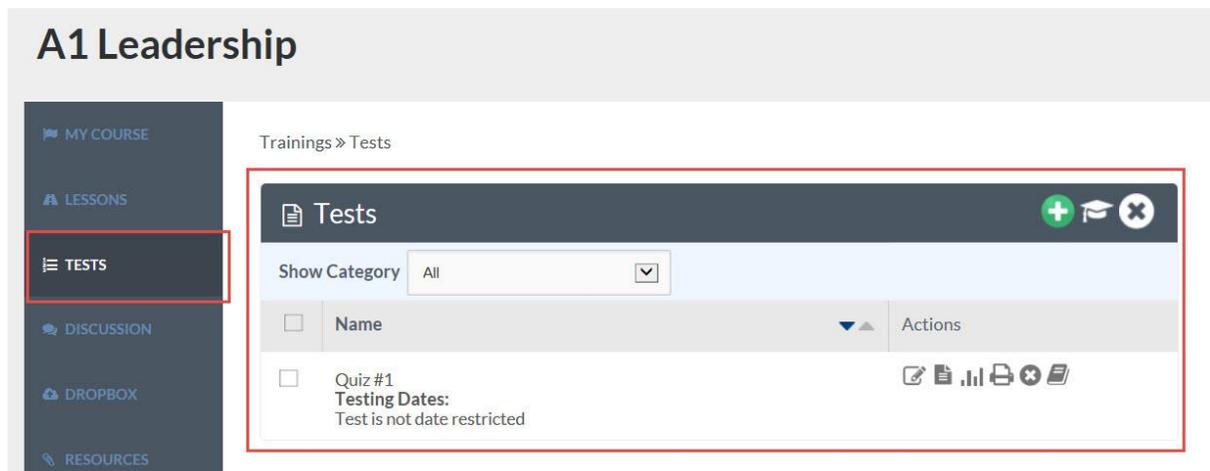
# Using Tests vs. Surveys vs. Course Evaluations

## QuickStart Guide: Using Tests vs. Surveys vs. Course Evaluations

There are three ways to gain course information from learners/students.

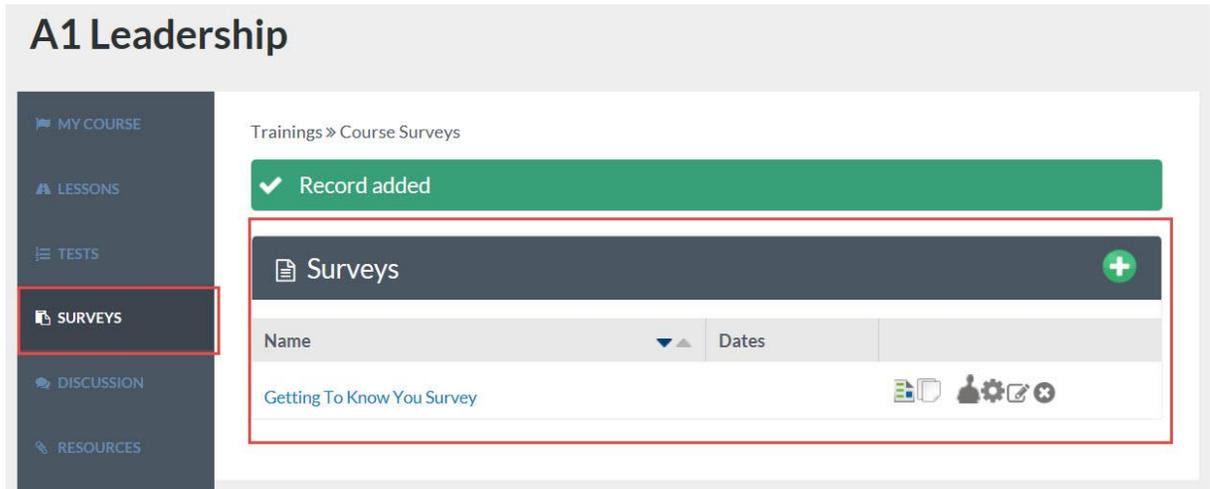
### 1 TESTS

Inside each course the Test tool may be used to assess students/learner knowledge and/or ask questions. First create a folder in the Resource/Repository and add questions needed to use within a test. Go to the Test tool in the desired course and create a test. Once the students have taken the test, the Admin/Instructor may review and grade the test.



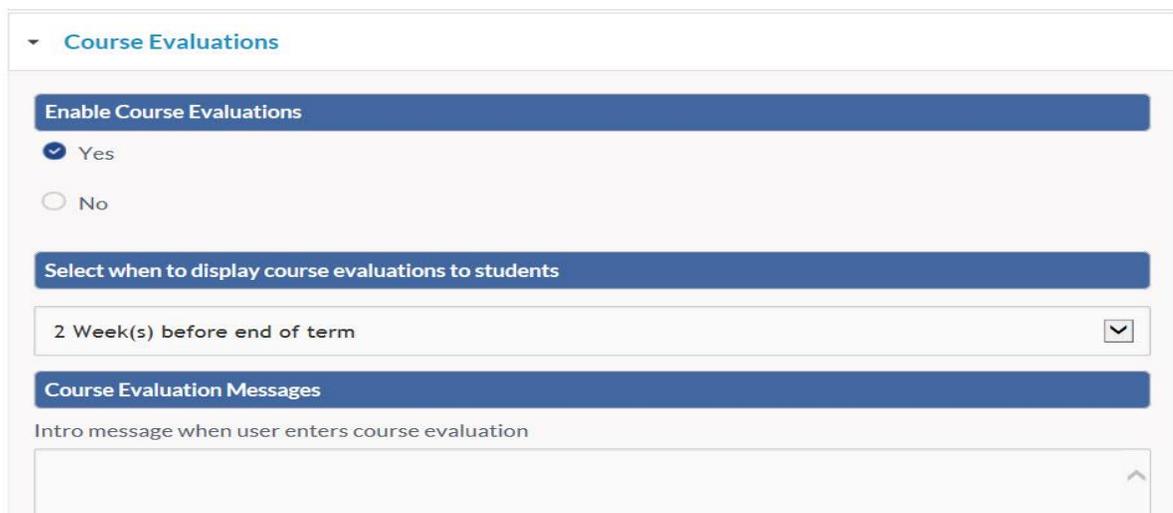
### 2 SURVEYS

Inside each course the Survey tool may be used to assess students/learner knowledge and or ask questions but surveys are not graded within the course. Once the students have completed the survey, Admin/Instructors may review and import survey results. Note: Surveys may be set to "Anonymous" or "Not Anonymous".



## 3 (A) COURSE EVALUATIONS

In the User area of User Management, Admin Users may choose to search a specific user name by keying in the first few letters of their first or last name and selecting Search. They may also choose to look for a group of learners via the dropdown list to the right of the Search box. Once a specific user has been selected (by either clicking on the user icon to the left side of that users name, or by clicking on the pencil edit icon on the far right of the user name), Admin Users will see a drop down selection field that allows them to identify that user to a User Type, (as created in the previous step). When that learner now logs into the LMS, their assigned Learning Pathway will appear under COURSES>My Courses.



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(B) To create Course Evals and attach them to Terms/Course Headers, go to Admin>Courses & Communities>Course Evals and select the Green Plus Sign. This area also provides reporting on all results.

The screenshot displays the Edvance360 user interface. On the left is a dark sidebar menu with the following items: APPLICATION MANAGEMENT, COURSES & COMMUNITIES (expanded), CAMPUS, TERMS, CATEGORIES, GROUPS, TRAININGS, COMMUNITIES, COURSE EVALUATIONS (highlighted with a red box), IMPORT / EXPORT, CLONING TOOLS, EXTERNALITY TOOLS, SALES FORCE, REPORTS, HOME PAGE ALERTS, TEST ADMIN, HOME PAGE LINKS, and HELP. The main content area is divided into three sections:

- Courses Evaluations Report**: Contains a 'Report From' dropdown menu with 'Ashley's Term' selected, a 'Format' dropdown menu with 'Web Page' selected, and a 'Submit' button.
- Course Evaluation Search**: Contains three dropdown menus: 'Select Term' with 'All Terms' selected, 'Select Course' with 'All Courses' selected, and 'Select Instructor' with a blank selection. Below these are 'Search' and 'Export' buttons.
- Courses Evaluations**: A table header with a green plus icon. The table has columns for 'Name', 'Dates', and an action column. One row is visible: 'Course Eval 1' with dates 'Jun 17 -- Jan 01' and icons for edit, delete, and refresh.