

# How to Complete a Course Evaluation

Your feedback is very important to us. It helps improve the quality of the training we provide for you. There are 2 ways you can fill out the short evaluation after you've completed a course.

## From the Knowledge centre

After successfully completing the course, click **Close** in the pop-up window.

Click the **Evaluation** link under *You talk. We listen.*

The screenshot displays the Knowledge Centre interface for the course "888E-Selecting and Maintaining Health Indicators". The course is marked as completed, and a "Program/Module Completed" pop-up window is visible. The pop-up window contains the following text: "This program/module is now completed as you have finished all required items. You can stay with the Knowledge Center for reviewing or accessing any optional items. Completing this program/module has issued a certification which can be viewed in your Certifications list." Below the text are three buttons: "Close", "Go to my current sessions", and "Go to my certificates". The "Close" button is highlighted with a red box. In the background, under the "You talk. We listen." section, the "Evaluation" link is also highlighted with a red box.

## From the My records/transcript page

Click **My learning plan** in the top menu bar and then click the **My records/transcript** tab.

The screenshot shows the 'My learning plan' page with two tabs: 'My current sessions' and 'My records/transcripts'. The 'My records/transcripts' tab is active. On the left, there is a table with columns for 'Title/ID', 'Status', and 'Learning type'. Below the table, it says 'Displaying: 1 - 9 of 9'. A course titled '888E-Selecting and Maintaining Health Indicators' is highlighted in yellow. A red box highlights the 'Start' button in the course's menu. On the right, there is a navigation menu with sections: 'Resources', 'Records', 'Communication', and 'Additional information'. Under 'Records', there is an 'Exam' section with a link for '888E-Exam' (Completed). Under 'Communication', there is a section titled 'You talk. We listen.' with a link for 'Evaluation' (Incomplete). A red box highlights the 'Evaluation' link, and an arrow points from the 'Start' button to it.

- Click the cogwheel to the left of the course title and select **Start** from the menu options. This will open the course's Knowledge centre.
- Click the **Evaluation** link under *You talk. We listen.*
- Once you've completed the evaluation, click **Submit Answer** at the bottom of the screen.

Need help? Got questions? Contact us at [education@cihi.ca](mailto:education@cihi.ca).

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