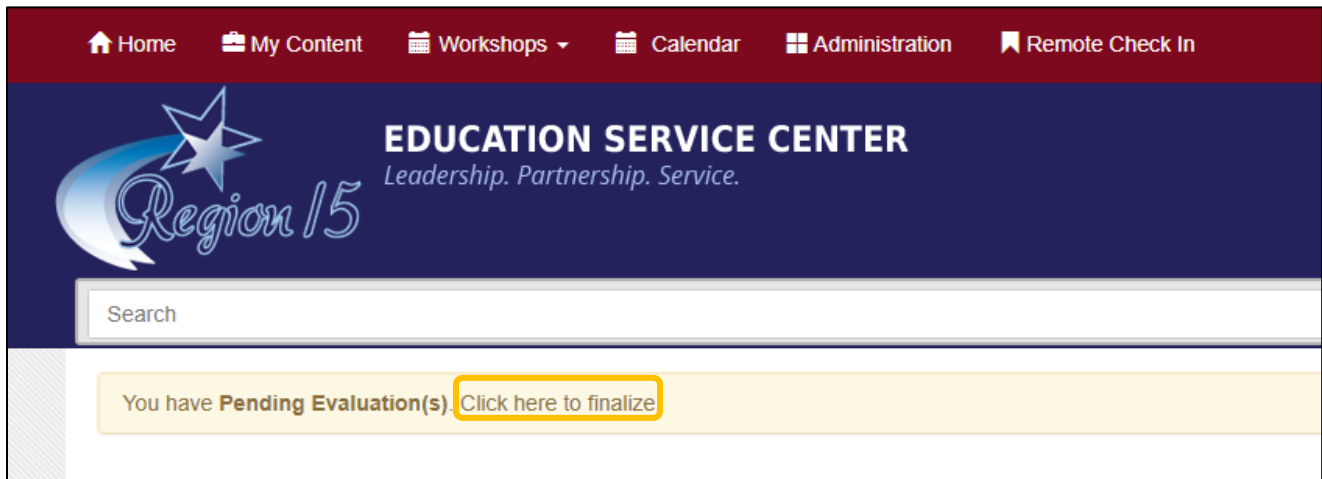


How to Complete a Workshop Evaluation

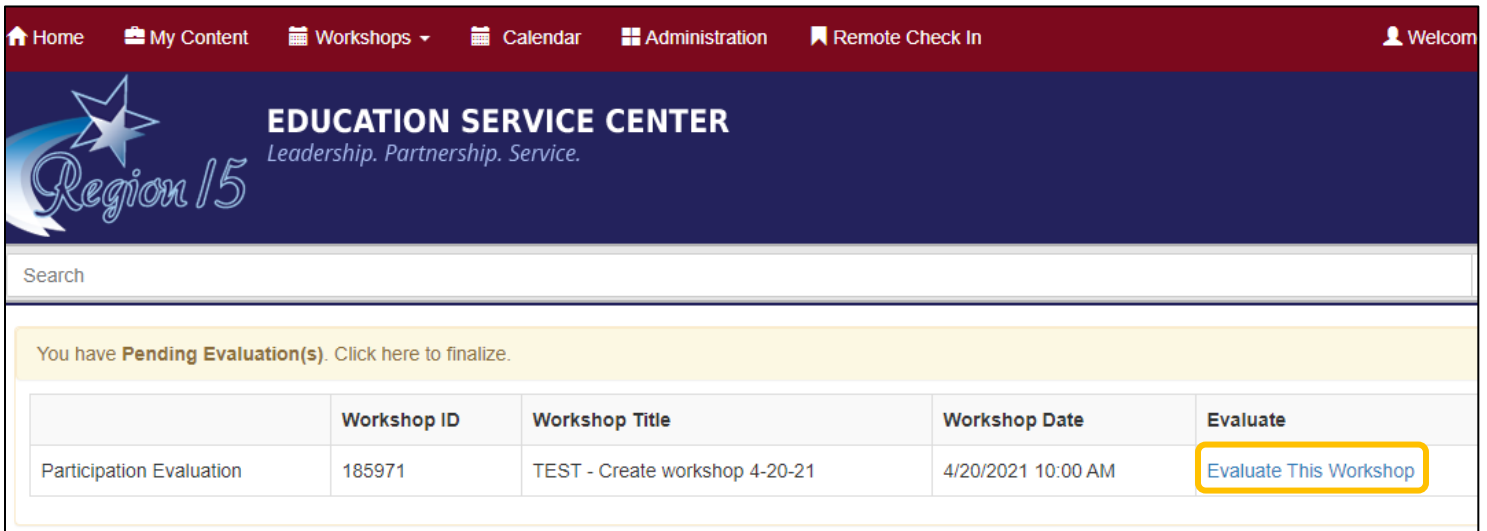
You must complete the evaluation in order to receive credit for attending!!

If there is an incomplete evaluation for a workshop you attended, you will not be able to register for another workshop until the evaluation has been completed!

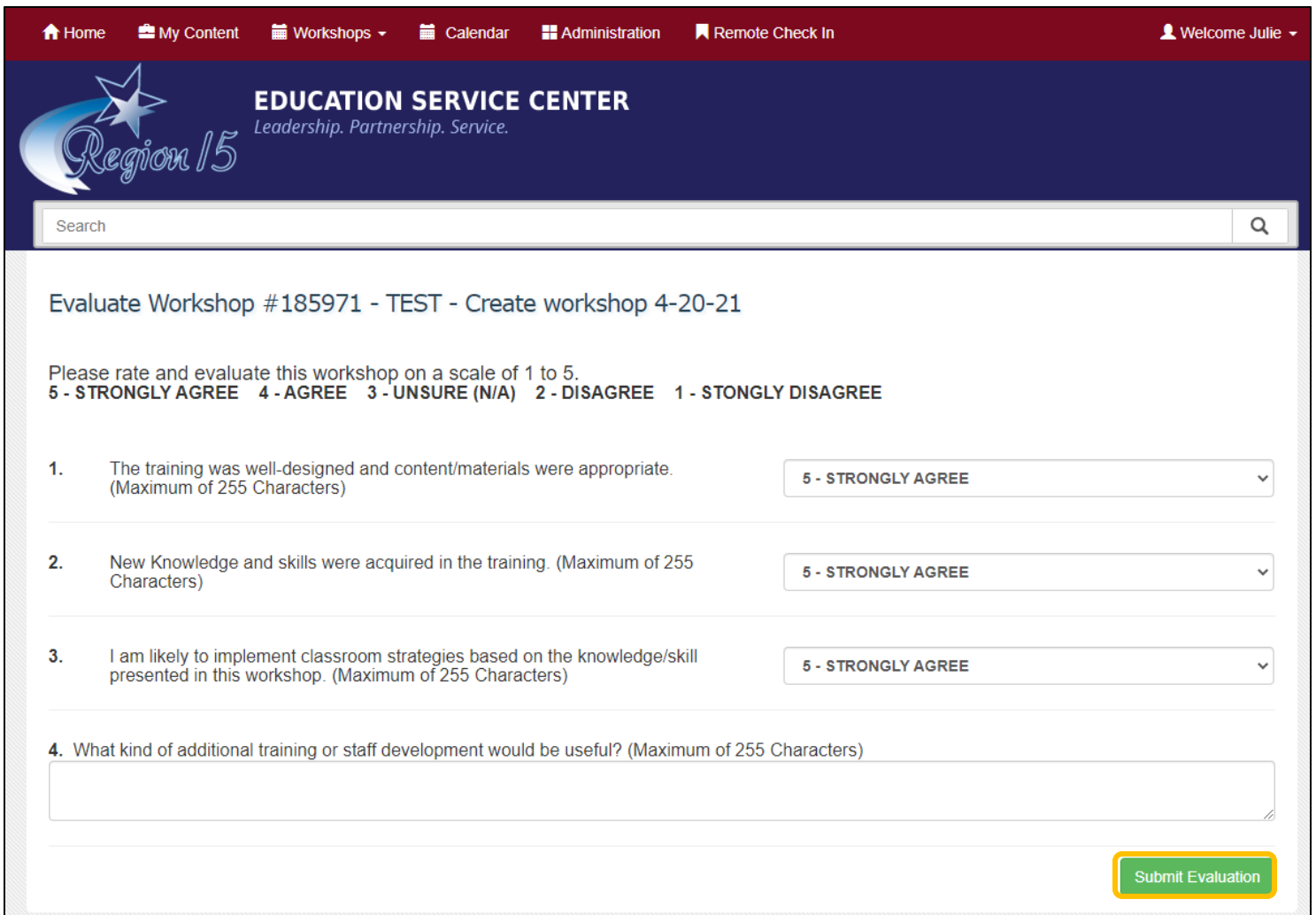
After the workshop has ended, you will need to login to OmniTrack. You will see a message telling you there are pending evaluations you need to complete. Click on the **“Click here to finalize”** link:



The screen will expand to list your recently attended workshops. Click the **“Evaluate This Workshop”** link:



Complete the evaluation questions and click the **Submit Evaluation** button:



The screenshot shows a web interface for an evaluation form. At the top, there is a navigation bar with links for Home, My Content, Workshops, Calendar, Administration, and Remote Check In. A user is logged in as Julie. The main header features the Region 15 Education Service Center logo and tagline. Below the header is a search bar. The main content area is titled "Evaluate Workshop #185971 - TEST - Create workshop 4-20-21". It instructs the user to rate the workshop on a scale of 1 to 5, with 5 being "STRONGLY AGREE" and 1 being "STRONGLY DISAGREE". There are four questions, each with a dropdown menu for the rating. The first three questions have all been rated "5 - STRONGLY AGREE". The fourth question is an open-ended text box asking for additional training or staff development. A green "Submit Evaluation" button is located at the bottom right of the form area.

Home My Content Workshops Calendar Administration Remote Check In Welcome Julie

Region 15
EDUCATION SERVICE CENTER
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Search

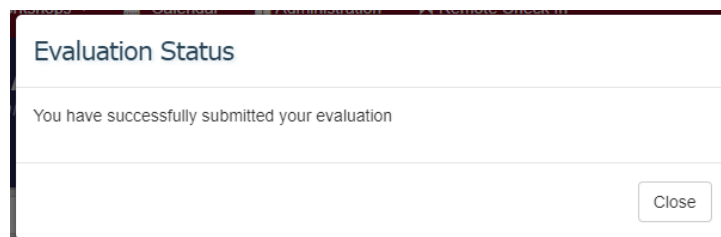
Evaluate Workshop #185971 - TEST - Create workshop 4-20-21

Please rate and evaluate this workshop on a scale of 1 to 5.
5 - STRONGLY AGREE 4 - AGREE 3 - UNSURE (N/A) 2 - DISAGREE 1 - STRONGLY DISAGREE

- The training was well-designed and content/materials were appropriate. (Maximum of 255 Characters) **5 - STRONGLY AGREE**
- New Knowledge and skills were acquired in the training. (Maximum of 255 Characters) **5 - STRONGLY AGREE**
- I am likely to implement classroom strategies based on the knowledge/skill presented in this workshop. (Maximum of 255 Characters) **5 - STRONGLY AGREE**
- What kind of additional training or staff development would be useful? (Maximum of 255 Characters)

Submit Evaluation

You should receive a pop-up message letting you know it was submitted successfully:



The screenshot shows a pop-up message box with a white background and a dark border. The title is "Evaluation Status". The message text reads "You have successfully submitted your evaluation". There is a "Close" button in the bottom right corner of the message box.

Evaluation Status

You have successfully submitted your evaluation

Close