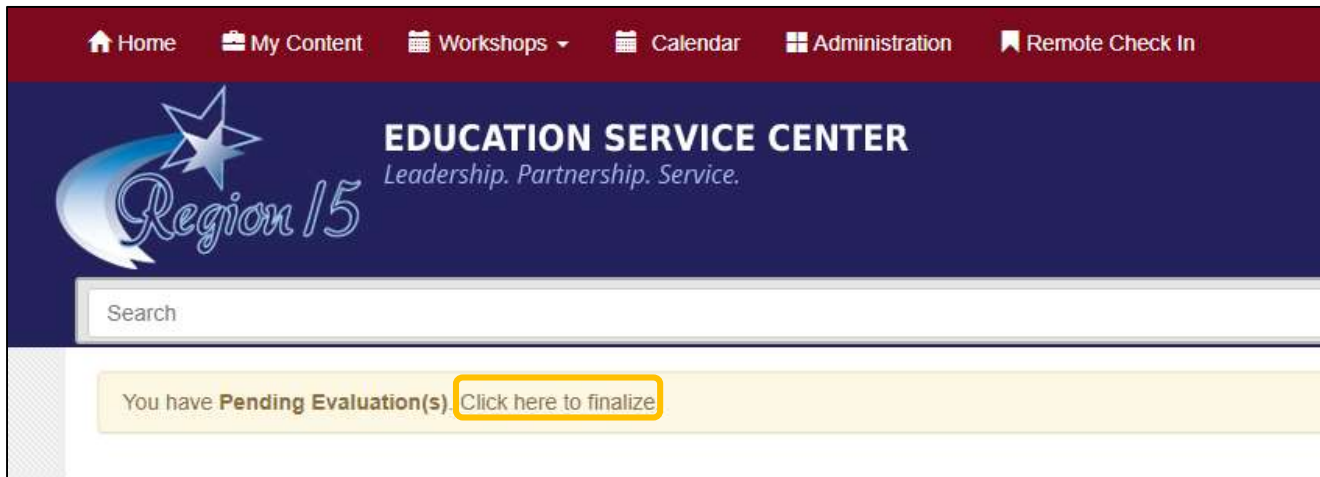


How to Complete a Workshop Evaluation

After attending a workshop, you must complete the evaluation in order to receive credit for attending.

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:

The screenshot shows the same website interface as the previous image, but with the notification banner expanded into a table. The table lists pending evaluations with columns for Workshop ID, Workshop Title, Workshop Date, and Evaluate. The "Evaluate" column for the first row contains a link "Evaluate This Workshop" highlighted with a yellow box.

	Workshop ID	Workshop Title	Workshop Date	Evaluate
Participation Evaluation	185971	TEST - Create workshop 4-20-21	4/20/2021 10:00 AM	Evaluate This Workshop

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 profile for Julie is visible in the top right. Below the navigation bar is the Education Service Center logo for Region 15, with the tagline "Leadership. Partnership. Service." and 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 three rating questions, each with a dropdown menu currently set to "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.

Home My Content Workshops Calendar Administration Remote Check In Welcome Julie

Region 15
EDUCATION SERVICE CENTER
Leadership. Partnership. Service.

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

1. The training was well-designed and content/materials were appropriate. (Maximum of 255 Characters) **5 - STRONGLY AGREE**

2. New Knowledge and skills were acquired in the training. (Maximum of 255 Characters) **5 - STRONGLY AGREE**

3. I am likely to implement classroom strategies based on the knowledge/skill presented in this workshop. (Maximum of 255 Characters) **5 - STRONGLY AGREE**

4. 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 titled "Evaluation Status". The message text reads "You have successfully submitted your evaluation". There is a "Close" button in the bottom right corner of the pop-up.

Evaluation Status

You have successfully submitted your evaluation

Close