

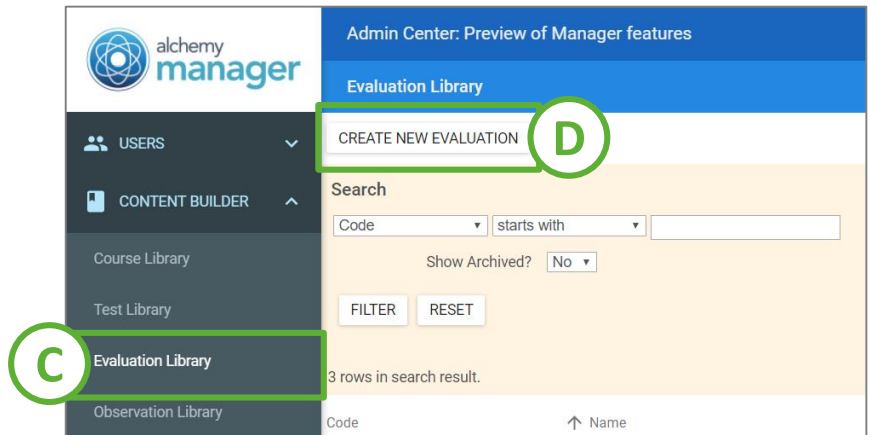
Manager

Creating a Stand-Alone Evaluation

An Evaluation is a way to survey your users to get their opinions on various topics. You can create your own custom Evaluations through Manager.

Creating a Stand-Alone Evaluation

- A. Log in to your **Manager** site.
- B. Select the **Content Builder** Category.
- C. Select the **Evaluation Library** Link.
- D. Select the **Create New Evaluation** Button.



- E. Enter in a name for your Evaluation.
- F. Select your language and highlight your worksite.
- G. Select your delivery method from the drop down menu.
- H. Select the **Save** button.

The screenshot shows the 'Create a New Evaluation' form. The 'General Information' section is visible. The 'Evaluation Name' field is highlighted with a green circle labeled 'E'. The 'Language' dropdown menu is highlighted with a green circle labeled 'F'. The 'Worksite' dropdown menu is highlighted with a green circle labeled 'F'. The 'Delivery Method' dropdown menu is highlighted with a green circle labeled 'G'. The 'SAVE' button is highlighted with a green circle labeled 'H'.

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Creating an Evaluation

- A. The screen will refresh and create a Draft Evaluation at the bottom of the page.
- B. Select the **Edit** button.
- C. In the Properties tab, select whether the Evaluation will be anonymous or not.
- D. Select the **Save** button.

Published Evaluations
None

Draft Evaluations

Evaluation # 378 (Draft Last Modified 2/10/2017)

Archived Evaluations
None

Creating a New Evaluation

-- CHOOSE ONE --

PROPERTIES

Anonymous

Manager

Creating a Stand-Alone Evaluation

Creating an Evaluation, cont'd:

- E. Navigate to the Questions tab and select the **Add New Question** button.
- F. Scroll down and choose **Question Type**, then select **Next**.
 - Likert options allow you to use scaled responses as answer choices.
- G. Type in the question and answers choices.
- H. Select the **Save** button.
- I. Preview your questions, then select **Publish**.
- J. Launch your Player and Download.

The screenshot shows the 'New Question' form in the Manager interface. The interface is divided into 'PROPERTIES' and 'QUESTIONS' tabs. The 'QUESTIONS' tab is active. A dropdown menu for 'Question Type' is open, showing options like 'True/False', '2 Answer Multiple Choice', '3 Answer Multiple Choice', '4 Answer Multiple Choice', '5 Answer Multiple Choice (eLearning/Player 5.0+)', '6 Answer Multiple Choice (eLearning/Player 5.0+)', '4 Answer Likert', '5 Answer Likert (eLearning/Player 5.0+)', and '6 Answer Likert (eLearning/Player 5.0+)'. The 'Next >>' button is visible. Below, the 'New Question' form shows the selected 'Question Type' as '4 Answer Multiple Choice'. The form has fields for 'Question', 'Answer 1', 'Answer 2', 'Answer 3', and 'Answer 4', each with a 'required' label. At the bottom, there are 'SAVE' and 'CANCEL' buttons.