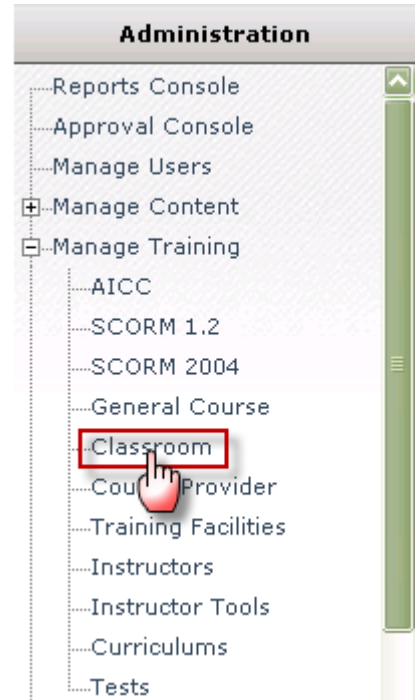


ILEARNOREGON

ASSIGN A COURSE SURVEY

To assign a survey to a classroom course in iLearnOregon you need to complete the following steps:

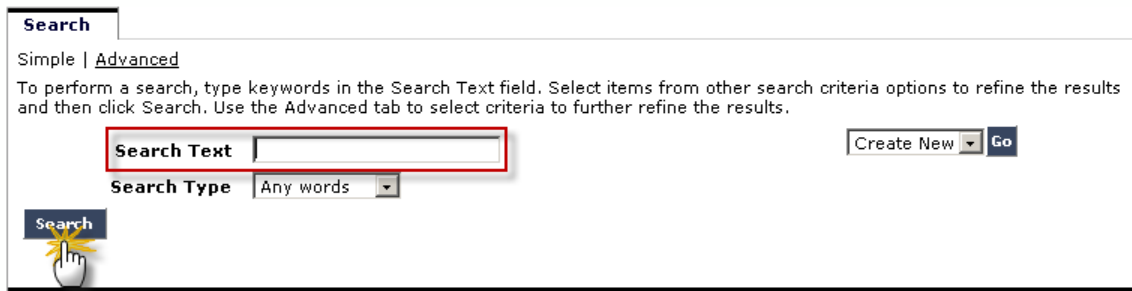
1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **Classroom**.



4. From the classroom course page, type a keyword or phrase in the **Search Text** field.
5. Click **Search** to view a list of courses that match your search criteria.

Classroom

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.



ILEARNOREGON

ASSIGN A COURSE SURVEY

- Review the list of search results and find the course you are looking for.
- Select **Survey** from the Action menu.
- Click **Go**. The Survey tab displays.

Search
Simple | Advanced
To perform a search, type keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

Search Text: Create New Go
Search Type: Any words

Search

Records found: 6

		Title	Rating	Action
		DAS - Leadership and Professional Development Road Show	None	Manage Go
		DAS - Promotions Class	None	Manage Manage Sections Go
		DAS - Safer Driver Program by NTSI	None	Surveys Manage Enrollment Required Training Manage Go
		DAS - State Employment Application Tips (S.E.A.T.)	None	Manage Enrollment Required Training Manage Go
		DAS - Train-the-Trainer	None	Manage Go
		DAS HRSD - Billing Tools Test	None	Manage Go

- Select **Assign Survey** from the page menu.
- Click **Go**. The Assign Survey tab displays.

DAS - Leadership and Professional Development Road...

Surveys are related to content or used to gain opinions of users on a topic.

Surveys
Use the Page menu to assign surveys. If there are surveys already assigned, they are listed below.

Assign Survey Go
Records found: 0

- Type a keyword or phrase in the **Search Text** field.
- Click **Search** to view a list of surveys that match your search criteria.

DAS - Leadership and Professional Development Road...

Surveys are related to content or used to gain opinions of users on a topic.

Assign Survey
Type keywords in the Search Text field. Select a search type to refine the results and then click Search to find surveys to assign to the course.

Search Text:
Search Type: Any words

Search

ILEARNOREGON ASSIGN A COURSE SURVEY

- Review the list of search results and find the survey you are looking for.
- Click the checkbox to the left of the survey title for the survey you want to assign to the course. Multiple surveys can be selected.
- Click **Assign**. A confirmation message displays.

Assign Survey

Type keywords in the Search Text field. Select a search type to refine the results and then click Search to find surveys to assign to the course.

Search Text

Search Type

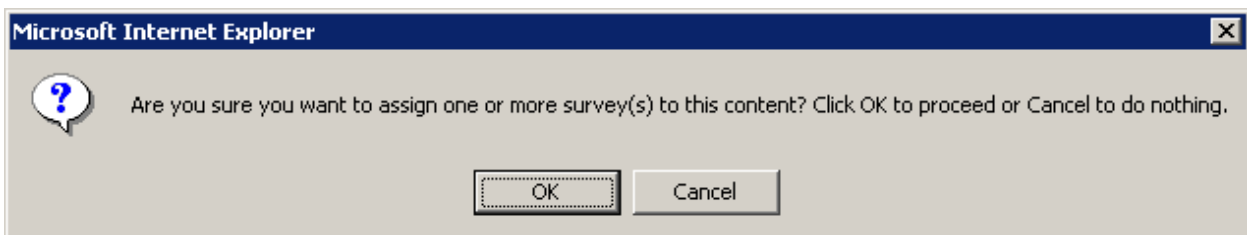
Search

Records found: 2

			Title	Rating
<input checked="" type="checkbox"/>			Basic Level 1 Classroom Course Evaluation <i>This is a general level 1 survey, which can be used for any classroom course.</i>	None
<input type="checkbox"/>			Basic Level 1 Online Course Evaluation <i>This is a general level 1 evaluation, which can be used for any online course.</i>	None

Assign

- Click **OK** to assign the survey to the course.



- The assigned survey is no longer displayed on the Assign Survey page. When you return to the Surveys page, the newly assigned survey displays in the list.

DAS - Leadership and Professional Development Road...

The survey(s) was assigned.

Surveys are related to content or used to gain opinions of users on a topic.

Assign Survey

Type keywords in the Search Text field. Select a search type to refine the results and then click Search to find surveys to assign to the course.

Search Text

Search Type

Search

Records found: 1

			Title	Rating
<input type="checkbox"/>			Basic Level 1 Online Course Evaluation <i>This is a general level 1 evaluation, which can be used for any online course.</i>	None

Assign

Return