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***i50 Consulting Services***

## Category 9: Evaluation of Learning Events

### 9.2 - Learning Events Evaluation Analysis Process

I50 Consulting Services has developed the Learning Events Evaluation Analysis Process for analyzing learning events evaluation results and sharing them with instructors, instructional design and development staff, program evaluators and administrators to ensure these results are incorporated into continuous process improvements for the specific learning event and future learning events. The I50 Consulting Services Learning Events Evaluation Process also resides on the I50 Consulting Services website ([i50consulting.com](http://i50consulting.com)).



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# LEARNING EVENT EVALUATION ANALYSIS PROCESS

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## **Purpose**

The purpose of this document is to document a process for analyzing learning event evaluation results and the communication process to instructors, instructional design and development staff, program evaluators and administrators.

## **Responsibilities**

I5O Consulting Services is responsible for the analysis of all learning event evaluations.

## **Procedures**

Every instructor-led course has an end of course survey. Survey results are shared with the instructor and agreed upon modifications are made to course modules based on the feedback.

Self-paced courses also have end of course surveys built into course completion. The results are compiled by the system administrator and shared with the course design team. Modifications and improvements identified from this source are made in the course modules.

All modules (instructor led and self-paced) are reviewed and updated on a two-year refresh cycle. This allows us to update materials and to ensure the most current information is available to students. This type of continuous improvement is a core part of our academic rigor and program integrity.

## Learning Event Evaluation and Analysis (SOP)

Process Name:	Author (Date):	Approver (Date):	Remark (Department Name, SOP ID, etc.)
Learnin Event Evaluation	Michael Boone, 12/13/2020	Teresa Hardee, 12/15/2020	

Responsible Audience	References
Data Manager, Instructors	SOP Manual

This SOP's Purpose/Goal
This process details the learning event course evaluation.

### Standard Operation:

1. Survey feedback course added to LMS.
  1. Sign into Moodle LMS with administrator username and password.
  2. From Moodle dashboard click on the course in the navigation panel on the right.
  3. Select 'Add New Course'.
  4. Complete following mandatory fields;
    - a. Course full name.
    - b. Course short name.
  5. Select course category from drop down menu.
  6. Select course visibility equals 'yes'.
  7. Enter start date and end date of course module evaluation.
  8. Under course format section;
    - a. Format is topics
    - b. Number of sections equals 4.
    - c. Hidden sections are completely invisible.
    - d. Course layout is show all sections on one page.
  9. Appearance Sections;
    - a. Force language is 'do not force'.
    - b. Number of announcements is 5.
    - c. Show grade book to students is 'yes'.
    - d. Show activity report is 'yes'.
  10. File and upload section;
    - a. Maximum upload size equals '500MB'.
  11. Completion tracking section;
    - a. Enable completion tracking is yes.
  12. Click 'Save and Return'.
2. Submit report to instructor/design team members identified.
  1. Log into Moodle LMS as administrator with username and password.
  - 2 From dashboard navigation select course on right.
  3. Under selected course select course evaluations module.
  4. Under course administration tab, select 'restore'.
  5. From restore window, select 'manage backup files'.
  6. Click on the backup file and click download.
  7. Download and save file to you local hard drive in excel format .xls.
  8. Email results relevant parties identified for review and evaluation.
3. Course review team.
  1. Survey results are reviewed for any required changes to course design.
  2. Instructor reviews changes requested and make any necessary adjustments.
  3. Instructor completes course review form and submit to data manager/technical support for upload into Moodle Learning Management System.

Revision History:			
Version	Revised By:	Date:	Approved By:
1.0	Michael Boone	5/30/2020	5/31/2020
2.0	Michael Boone	12/13/2020	12/15/2020