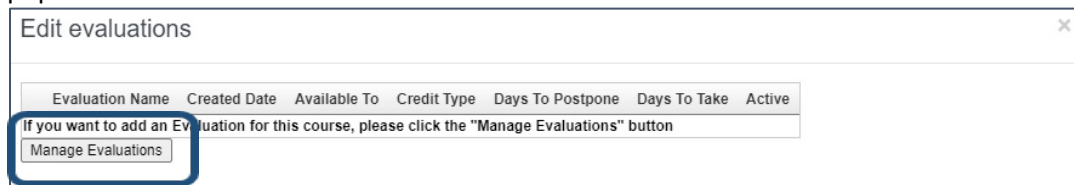


How to Use CDC’s Recommended Training Effectiveness Questions for Postcourse Evaluations in TRAIN

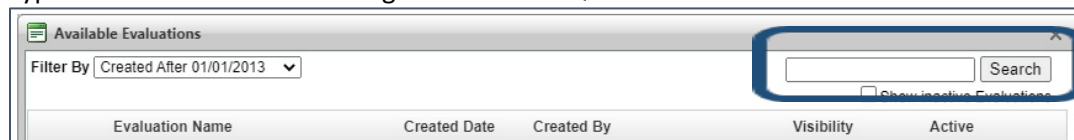
The [Recommended Training Effectiveness Questions for Postcourse Evaluations](#) are available for use as a preset TRAIN course evaluation. Follow these three simple steps to begin using this evaluation and gather important information about the [effectiveness of your training](#).

1. Search for the preset evaluation in TRAIN

- a. Login to your TRAIN administrator account.
- b. From the Admin menu, select “Content” and then select either “Add content” or “Find and Edit existing content.”
- c. Create or locate the course you want to add the evaluation to. Select the “Edit” icon for existing courses.
- d. Locate “Assessments & Evaluations” in the course wizard.
- e. Select “Evaluation” and then select “Manage Evaluation.” All available evaluations will populate.

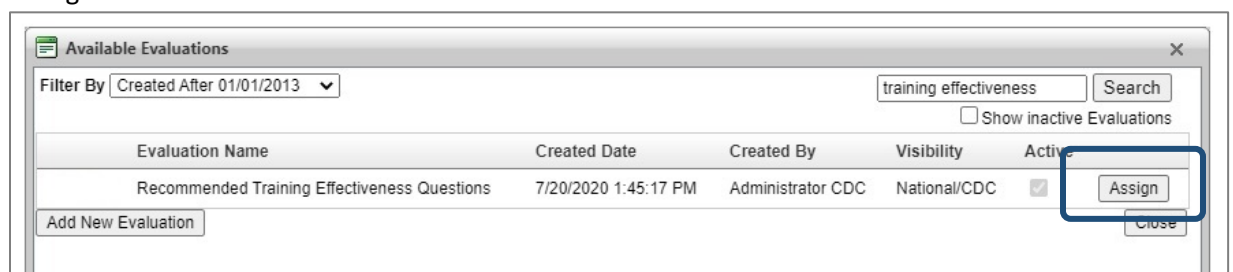


- f. Type in “Recommended Training Effectiveness Questions” and click “Search.”



2. Assign the evaluation to your course

- a. Locate the “Recommended Training Effectiveness Questions” evaluation and select “Assign.” Note that the evaluation cannot be cloned or edited.



3. Select evaluation options

- a. Select a group for availability (click to highlight the group; use the + to show groups under National).
- b. Select “Initial Evaluation.”

- c. Check the box next to “Mandatory” and “Auto Verify.”
- d. Select the “Save” button.

Please select Evaluation options

Evaluation Name: Recommended Training Effectiveness Questions

Select groups for availability.

- Curated Content
- National

Evaluation Types

Initial Evaluation

Follow Up Evaluation

Mandatory

Auto Verify

Please enter the number of days each learner will have to take this evaluation. Once this date period has passed, the evaluation will be removed from the learner's account

days

Note: Initial Evaluations that have a limited window of availability can not be made mandatory

Save

Additional Notes

- If [Paperwork Reduction Act \(PRA\)](#) Office of Management and Budget (OMB) approval is applicable, please work with your OMB/PRA point of contact before using the questions.
- For more information about training development and evaluation, visit [CDC's Training Development website](#).
- If you'd like to share feedback about this evaluation or need additional support, please contact training@phf.org or train@cdc.gov.