Use this SOP to:

1. Incorporate an evaluation questionnaire into an activity as a new “Survey” learning component.

* This is only applicable to new activities without any enrollment. A learning component cannot be updated or added once there is an enrolled learner in the activity. Evaluation questionnaire should be set up as an optional learning component.

STEP I: Log into Inspira homepage .................................................................................................................... 1
STEP II: Search for the new activity you wish to incorporate evaluation questionnaires into .................. 2
STEP III: Upload evaluation questionnaire as a “Survey” learning component ........................................... 3
STEP III: Define completion rules for evaluation questionnaire ................................................................. 8

Evaluation surveys include:

<table>
<thead>
<tr>
<th>Survey ID</th>
<th>Survey Description</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELF-DIR</td>
<td>Online self-directed courses survey</td>
<td>English</td>
</tr>
<tr>
<td>ONLINE-W/F</td>
<td>Online Courses with facilitator survey</td>
<td>English</td>
</tr>
<tr>
<td>BLENDCORS</td>
<td>Blended Courses Survey</td>
<td>English</td>
</tr>
<tr>
<td>ONSITE-F/F</td>
<td>Onsite Courses (face-to-face) survey</td>
<td>English</td>
</tr>
</tbody>
</table>

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<tr>
<th>Survey ID</th>
<th>Survey Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELF-DIRF</td>
<td>Autoformations en ligne</td>
</tr>
<tr>
<td>ONLN-W/F-F</td>
<td>Formations en ligne avec animateur(s) - online-w/f</td>
</tr>
<tr>
<td>BLENDCORSF</td>
<td>Formations hybrides</td>
</tr>
<tr>
<td>ONST-F/F-F</td>
<td>Formations en présentiel (face à face)</td>
</tr>
</tbody>
</table>
INSPIRA LMS SOP: HOW TO UPLOAD EVALUATION QUESTIONNAIRES IN AN ACTIVITY

STEP I: Log into Inspira homepage

1. Click on “Main Menu”
2. Click on “Learning Administration”
3. Click on “Catalogue”
4. Click on “Maintain Activities”
STEP II: Search for the new activity you wish to incorporate an evaluation questionnaire

1. Type in the course code (in our example “LMS-2412-3”)
2. Click on “Search”
STEP III: Upload the evaluation questionnaire as a “Survey” learning component

1. Scroll down to Grades and Attendance section, tick “Launchable from History”
2. Tick “Allow Completion from History”

Tick “Launchable from History” if you want the links associated with web-based, test, or survey learning components to be launchable from the learner’s All Learning page after the activity achieves a completion status of Completed or Not Completed. “Launchable from History” & “Allow Completion from History” should always be selected together.
3. Click on “Learning Components”

4. Click on “Add Component”
5. Select “Survey” from the list of learning components

6. Tick the “Internal Survey” box
7. Click on the of “Survey ID”

8. Select “contains” from “Survey ID” dropdown menu

9. Type in the keyword of the survey (in our example “ONSITE”)

10. Click on “Look Up”

11. From the list of search results select the survey you would like to upload (in our example “ONSITE-F/F”)
12. Update the “Component Name”. This field is equivalent to the module name that would be displayed on the course enrollment page from learner’s view. In our example we enter “Onsite Courses (face-to-face) survey”.

13. Update the “Short Name”, you can enter a short version of the “Component Name” and this name will not be displayed to learners. In our example we enter “Onsite”.

14. Click on “Apply”

15. Click on “OK”
16. We can see that the new “Survey” learning component has been added. Click on “Save”

**STEP III: Define completion rules for evaluation questionnaire**

1. Click on “Completion” to define survey completion rules
2. The system selects the “Req” check box by default for all learning components. As per our SOP, the evaluation questionnaire is not a mandatory module for activity completion, untick the “Req” checkbox to make the survey optional instead of mandatory.

3. Click on “Save”, both “Req” and “Passing Required” checkboxes have been cleared.

You have successfully integrated the evaluation questionnaire into an activity!