

## INSPIRA LMS SOP: How To Upload Evaluation Questionnaires In An Activity

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.

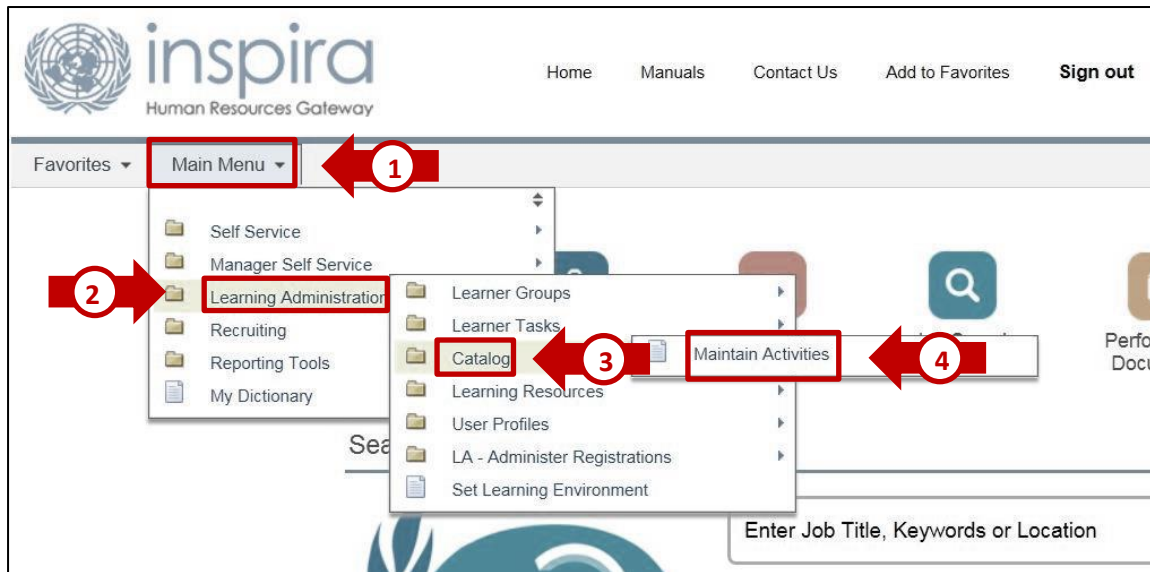
STEP I: Log into Inspira homepage.....	1
STEP II: Search for the new activity you wish to incorporate evaluation questionnaires into.....	2
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STEP III: Define completion rules for evaluation questionnaire .....	8

### Evaluation surveys include:

English	
Survey ID	Survey Description
SELF-DIR	Online self-directed courses survey
ONLINE-W/F	Online Courses with facilitator survey
BLENDCORS	Blended Courses Survey
ONSITE-F/F	Onsite Courses (face-to-face) survey
French	
Survey ID	Survey Description
SELF-DIRF	Autoformations en ligne
ONLN-W/F-F	Formations en ligne avec animateur(s) - online-w/f
BLENDCORSE	Formations hybrides
ONST-F/F-F	Formations en présentiel (face à face)

## 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**

**Maintain Activities**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Maximum number of rows to return (up to 300):

**Activity Code:** begins with  **1**

**Activity Status:** =

**Catalog Item Name:** begins with

**Delivery Method:** begins with

**Start Date:** =

**Case Sensitive**

**Search** **Clear** **Basic** **2**

1. Type in the course code (in our example “LMS-2412-3”)
2. Click on “Search”

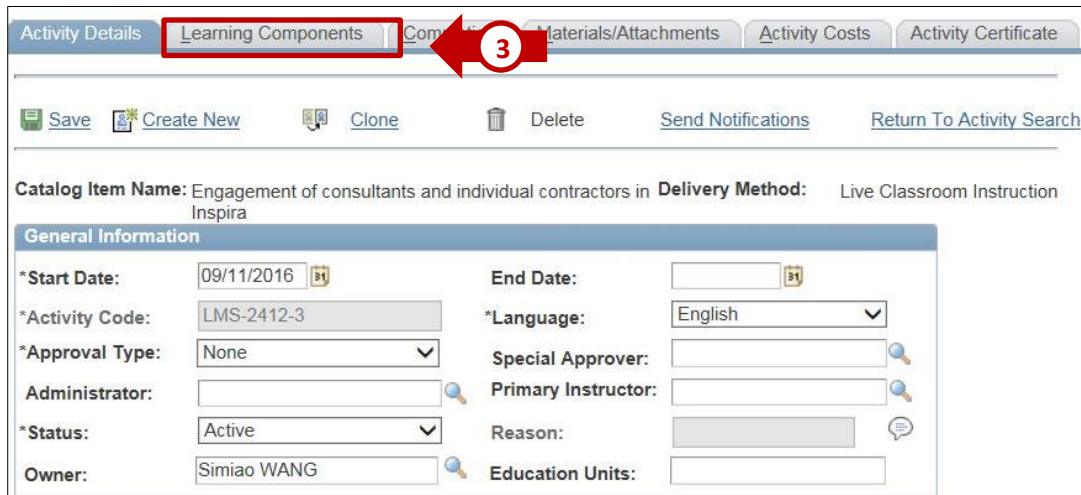
### STEP III: Upload the evaluation questionnaire as a “Survey” learning component

The screenshot shows the 'Grades and Attendance' section of the Inspira LMS interface. It includes a 'Mark Completion After Days' field set to 0, an 'Auto Mark Completion' checkbox, and two checked checkboxes: 'Launchable from History' and 'Allow Completion from History'. Below this are sections for 'Activity Approvers' and 'Learning Environments'. The 'Learning Environments' section shows 'New York' as the selected environment, marked as 'Primary', with 'Default Learner Groups' assigned. At the bottom, there is a 'Learner Groups' section showing 'New York Testers' and an 'Edit Learner Group Security' checkbox. Navigation buttons like 'Save', 'Create New', 'Clone', 'Delete', 'Send Notifications', and 'Return To Activity Search' are at the bottom.

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.

## INSPIRA LMS SOP: HOW TO UPLOAD EVALUATION QUESTIONNAIRES IN AN ACTIVITY



Activity Details **Learning Components** Completion Materials/Attachments Activity Costs Activity Certificate

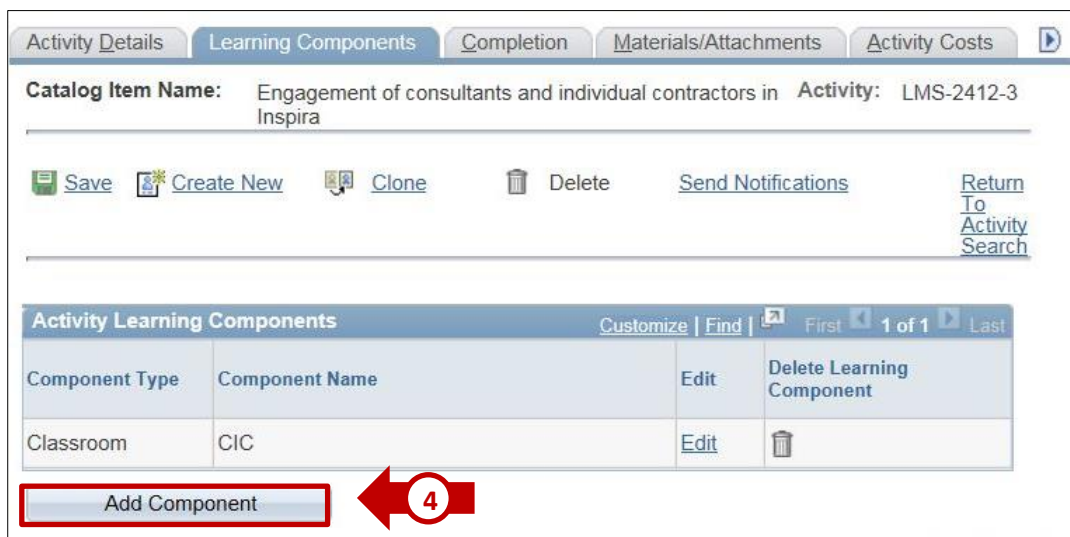
Save Create New Clone Delete Send Notifications Return To Activity Search

Catalog Item Name: Engagement of consultants and individual contractors in Inspira Delivery Method: Live Classroom Instruction

**General Information**

*Start Date:	09/11/2016	End Date:	
*Activity Code:	LMS-2412-3	*Language:	English
*Approval Type:	None	Special Approver:	
Administrator:		Primary Instructor:	
*Status:	Active	Reason:	
Owner:	Simiao WANG	Education Units:	

3. Click on “Learning Components”



Activity Details **Learning Components** Completion Materials/Attachments Activity Costs

Catalog Item Name: Engagement of consultants and individual contractors in Inspira Activity: LMS-2412-3

Save Create New Clone Delete Send Notifications Return To Activity Search

**Activity Learning Components** Customize | Find | First 1 of 1 Last

Component Type	Component Name	Edit	Delete Learning Component
Classroom	CIC	Edit	

Add Component

4. Click on “Add Component”

### Select Learning Component

Component Type	Description
<a href="#">Web-based</a>	Learning provided through the web.
<a href="#">Sessions</a>	Learning provided through scheduled classroom sessions.
<a href="#">Assignment</a>	Assignment learning component.
<b>Survey</b>	Survey learning component.
<a href="#">Test</a> Component Name	Test learning component.
<a href="#">Webcast</a>	Webcast learning component.
<a href="#">Recorded Webcast</a>	A recorded live webcast that has been made available for later playback.
<a href="#">Podcast</a>	Independent learning through prerecorded session that can be downloaded to your digital listening device.
<a href="#">Assessment</a>	Assessment learning component.
<a href="#">Classroom</a>	Learning provided through scheduled classroom sessions.

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5. Select “Survey” from the list of learning components

### Add New Learning Component

#### Survey Component

Activity: LMS-2412-3      Activity Title: Engagement of consultants and individual contractors in Inspira

#### Basic Data

\*Component Name:

\*Short Name:

Description:

Provider Type:  Provided By:

Internal Survey

#### Compliance and Technical Data

Compliance:

URL/File Path:

Notes:

[Return to Activity](#)

6. Tick the “Internal Survey” box

**Add New Learning Component**

**Survey Component**

Activity: LMS-2412-3      Activity Title: Engagement of consultants and individual contractors in Inspira

**Basic Data**

\*Component Name:

\*Short Name:

Description:

Provider Type:  Provided By:

Internal Survey

**Survey Definition**

Survey ID:

[Return to Activity](#)

OK Cancel Apply

7. Click on the  of "Survey ID"

**Look Up**

**Look Up Survey ID**

Survey ID:

Description:

[Basic Lookup](#)

**Search Results**

View 100      First 1 of 1 Last

Survey ID	Description
ONSITE-F/F	Onsite Courses (face-to-face) survey

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")

**Add New Learning Component**

**Survey Component**

Activity: LMS-2412-3      Activity Title: Engagement of consultants and individual contractors in Inspira

**Basic Data**

\*Component Name:  ← 12

\*Short Name:  ← 13

Description:

Provider Type:       Provided By:

Internal Survey

**Survey Definition**

Survey ID:       Onsite Courses (face-to-face) survey

Return to Activity

        ← 14

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”**

Activity Details    Learning Components    Completion    Materials/Attachments    Activity Costs

Catalog Item Name: Engagement of consultants and individual contractors in Inspira      Activity: LMS-2412-3

               [Send Notifications](#)    [Return To Activity Search](#)

**16** Learning Components      Customize | Find | First 1-2 of 2 Last

Component Type	Component Name	Edit	Delete Learning Component
Classroom	CIC	<a href="#">Edit</a>	<input type="button" value="Delete"/>
Survey	Onsite Courses (face-to-face) survey	<a href="#">Edit</a>	<input type="button" value="Delete"/>

Previous    Next

               [Send Notifications](#)    [Return To Activity Search](#)



## INSPIRA LMS SOP: HOW TO UPLOAD EVALUATION QUESTIONNAIRES IN AN ACTIVITY

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

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

Activity Details | Learning Components | **Completion** | Materials/Attachments | Activity Costs

Catalog Item Name: Engagement of consultants and individual contractors in Inspira Activity: LMS-2412-3

Save Create New Clone Delete Send Notifications Return To Activity Search

Component Type	Component Name	Edit	Delete Learning Component
Classroom	CIC	Edit	
Survey	Onsite Courses (face-to-face) survey	Edit	

Add Component

Previous Next

Save Create New Clone Delete Send Notifications Return To Activity Search

1. Click on “Completion” to define survey completion rules

Activity Details | Learning Components | **Completion** | Materials/Attachments | Activity Costs

Catalog Item Name: Engagement of consultants and individual contractors in Inspira Activity: LMS-2412-3

Save Create New Clone Delete Send Notifications Return To Activity Search

Enforce Component Order

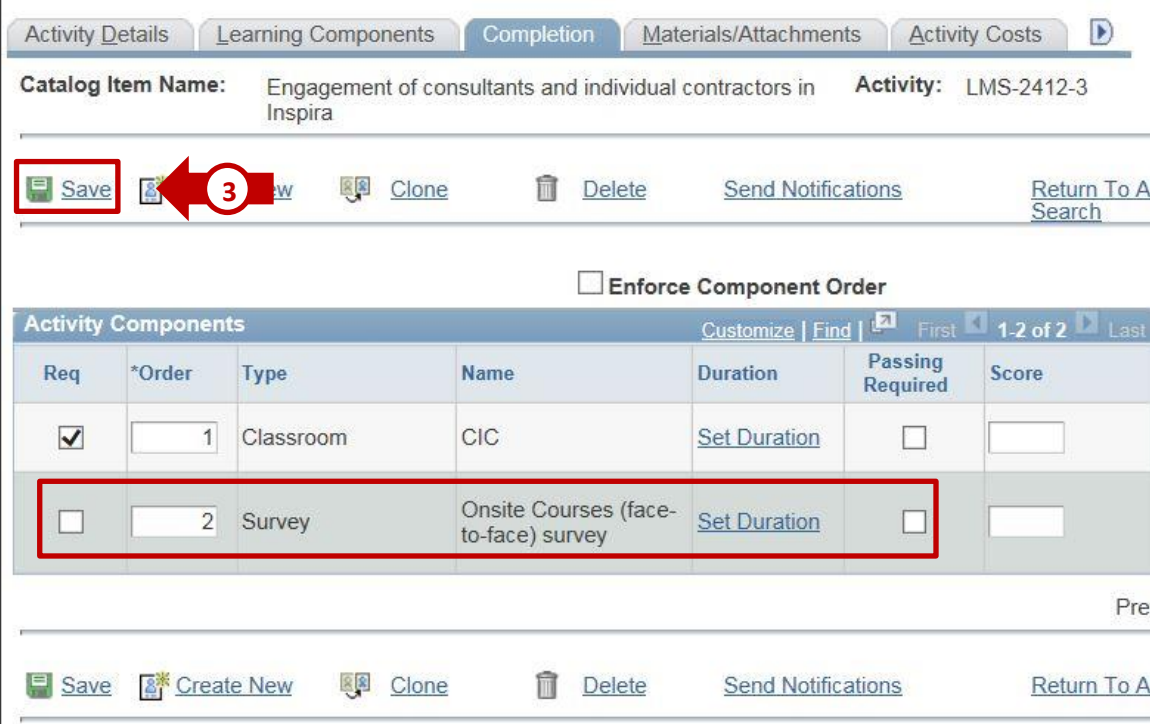
Req	*Order	Type	Name	Duration	Passing Required	Score
<input checked="" type="checkbox"/>	1	Classroom	CIC	<a href="#">Set Duration</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		Survey	Onsite Courses (face-to-face) survey	<a href="#">Set Duration</a>	<input checked="" type="checkbox"/>	

Pre

Save Create New Clone Delete Send Notifications Return To Activity Search

## INSPIRA LMS SOP: HOW TO UPLOAD EVALUATION QUESTIONNAIRES IN AN ACTIVITY

- 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.



Activity Details | Learning Components | **Completion** | Materials/Attachments | Activity Costs

Catalog Item Name: Engagement of consultants and individual contractors in Inspira Activity: LMS-2412-3

**Save** **3** **View** Clone Delete Send Notifications Return To A Search

Enforce Component Order

Req	*Order	Type	Name	Duration	Passing Required	Score
<input checked="" type="checkbox"/>	1	Classroom	CIC	<a href="#">Set Duration</a>	<input type="checkbox"/>	
<input type="checkbox"/>	2	Survey	Onsite Courses (face-to-face) survey	<a href="#">Set Duration</a>	<input type="checkbox"/>	

Pre

**Save** Create New Clone Delete Send Notifications Return To A Search

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

You have successfully integrated the evaluation questionnaire into an activity!