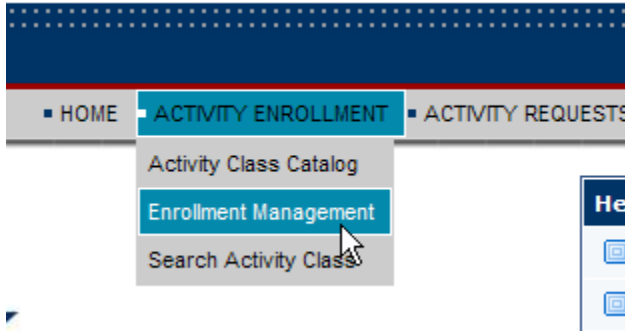


How to Submit an Evaluation Form

Log onto MyEzTraxx

From the top menu select **Enrollment Management** under **Activity Enrollment**



When you have completed an activity with online evaluation, you will see an Evaluation Form link on the Enrollment Management page.

	Evaluation Form	Details	Art History for the Middle School	05/20/2005	999-05-204-001	APPROVED	OPEN
	Evaluation Form		Early Math Night Presentation	05/20/2005	999-05-204-001	APPROVED	OPEN

Click on the Evaluation Form link, and fill out the evaluation and click Submit Evaluation Form.

An Example of the Evaluation Form is on the page below.

When you have submitted the evaluation form, the link on Enrollment Management will disappear.

		Details	Art History for the Middle School	05/20/2005	999-05-204-001	APPROVED	OPEN			
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You have finished the task of submitting an Evaluation Form.

Activity Enrollment/Evaluation Form

Evaluation Form - Confidential

*This evaluation form is submitted anonymously

Activity Information

Activity Name: Art History for the Middle School **Activity Code:** 999-05-204-001

Activity Objectives:
Prepare the middle school teachers for the new HOT School Art/History program.

SECTION I.

Quality of Presentation:	<input type="radio"/> Outstanding (4.0) <input type="radio"/> Good (3.0) <input type="radio"/> Average (2.0) <input type="radio"/> Poor (1.0) <input type="radio"/> N/A
Objectives were met (see above):	<input type="radio"/> Outstanding (4.0) <input type="radio"/> Good (3.0) <input type="radio"/> Average (2.0) <input type="radio"/> Poor (1.0) <input type="radio"/> N/A
Opportunity for discussions or questions:	<input type="radio"/> Outstanding (4.0) <input type="radio"/> Good (3.0) <input type="radio"/> Average (2.0) <input type="radio"/> Poor (1.0) <input type="radio"/> N/A
Usefulness of information gained:	<input type="radio"/> Outstanding (4.0) <input type="radio"/> Good (3.0) <input type="radio"/> Average (2.0) <input type="radio"/> Poor (1.0) <input type="radio"/> N/A
Relevance to your role:	<input type="radio"/> Outstanding (4.0) <input type="radio"/> Good (3.0) <input type="radio"/> Average (2.0) <input type="radio"/> Poor (1.0) <input type="radio"/> N/A
Alignment to professional, school, and Goal:	<input type="radio"/> Outstanding (4.0) <input type="radio"/> Good (3.0) <input type="radio"/> Average (2.0) <input type="radio"/> Poor (1.0) <input type="radio"/> N/A

SECTION II.

Will you use the material and/or ideas from this workshop with your Students?	<input type="radio"/> Yes <input type="radio"/> No
Did the presenter use effective instructional techniques for accomplishing the purposes of this session?	<input type="radio"/> Yes <input type="radio"/> No
Did the presenter use effective instructional techniques for accomplishing the purposes of this session?	<input type="radio"/> Yes <input type="radio"/> No
Would you recommend this workshop to a colleague?	<input type="radio"/> Yes <input type="radio"/> No

SECTION III.

A. What was the most beneficial part of the program? Please explain.

B. What was the least beneficial part of the program? Please explain.

C. What do you feel should be the next steps?

D. Additional comments about the program.

Submit Evaluation Form

