

Message to Vendor/Instructors - Please Read

Virtual Instructor-Led Classes

A message from your Learning Consultants: Rachael Stich, Taisha Perry, Marcia Moody and Renee West

Hello Instructors,

We cannot emphasize enough the importance of the **Learning Activity Evaluation** and it's completion by learners attending your classes.

We as Learning Consultants review class evaluations and use learner feedback to see what they learned or improved upon during their time in your class. This feedback also helps us determine class recommendations to agencies seeking training. The higher the completion rate the better it is for building your business and ours. Whether you give learners time to complete at the conclusion of your class or you send an email reminder to attendees, the choice is yours.

We ask that you include the following statement in your class introduction and at the conclusion of your class:

At the end of today's class, learners will have access to the Learning Activity Evaluation form in the Learning Center. We ask that the evaluation form be completed within one week of the class end date. Once this class concludes, learners will receive a notification from the Learning Center (SumTotal) explaining where to find and complete the evaluation form.

At the conclusion of your virtual class please share the following link in your chat and remind learners to complete the evaluation. [Learning Activity Evaluation](#)

Please familiarize yourself with:

[How to View Evaluations](#) located on page 11-12 of your Instructor Guide
[DES Process for Evaluations](#) located on page 15 of your Instructor Guide