



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Virtual Class Information

A message to the instructor

It is important for learners in your classes to fill out the **Learning Activity Evaluation**. We rely on these evaluations and learner feedback to understand what skills participants have gained or improved in your class. This feedback also helps us recommend classes to agencies looking for training. A high completion rate benefits both your business and ours.

We expect you to set aside five minutes during the next-to-last part of your virtual class for learners to complete the evaluation during class time.

Please familiarize yourself with the evaluation information in the DES Instructor Guide.

Information to share with class participants

Please include the following statement in your class introduction:

After today's class, you can find the Learning Activity Evaluation form in the Learning Center. I will set aside time at the end of class for you to complete the evaluation. If you do not complete the evaluation during class, please do after the class ends. The form will be available for 10 days. When the class is over, you'll get a message from the Learning Center (SumTotal) with details on where and how to complete the form.

During the next-to-last part of your of class, share the link to the [Learning Activity Evaluation](#) in the chat and ask learners to complete the evaluation.

At the end of class remind everyone to please complete the evaluation if they did not or were unable to do so during class. Participants will receive an email from the Learning Center (SumTotal) with details on where and how to complete the form.