

Workshop Evaluations and Certificates

There are two ways to complete workshop evaluations and receive your certificates: (1) **from an email** and (2) **manually**.

1. Completing workshop evaluation from an email

Once you have participated in a Region 5 workshop, you should receive an email which provides you with the title and registration information for your workshop, as well as a link to completing an online workshop evaluation.

The body of the email will look like this:

Thank you for your participation in the following Region 5 workshop. In order for you to receive your certificate you must fill out a quick workshop evaluation. Please use the following link to submit an evaluation:

<http://esc5sqlrp2.texasesc.net:50001/Lists/Evaluations/NewForm.aspx?Source=/Lists/Reporting/My%20History.aspx&wID=4604&pID=59015>

Workshop Information:

Title: 4604) This is my Workshop

Registered On: 10/19/2011 2:16:08 PM

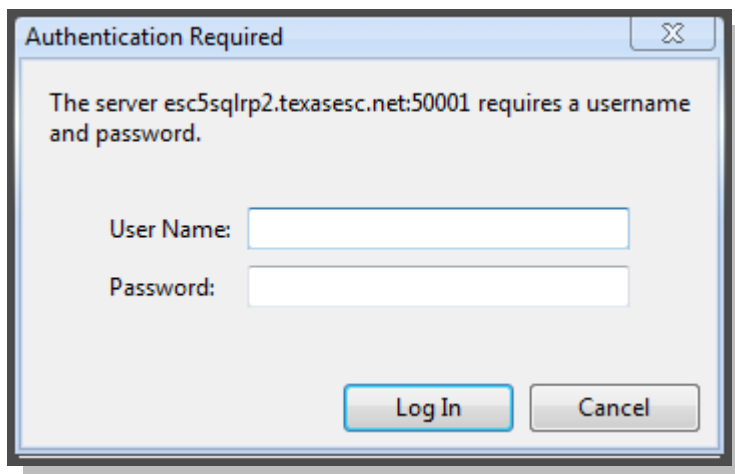
Registered By: lisab@esc5.net

We appreciate you!

Region 5 Workshops

This email was generated by an unmonitored account. Please do not reply!

Click on the URL link to complete the evaluation. When you click on the link, you will be required to enter your login information.



Authentication Required

The server esc5sqlrp2.texasesc.net:50001 requires a username and password.

User Name:

Password:

Log In Cancel

Once you log in, you will be taken to the Region 5 ESC survey form. This form contains six statements in which you will provide your input as well as a comment box to add any additional comments with regard to the recent training.

Region 5 ESC

Home » Evaluation: Respond to this Survey

Home Workshops Programs and Services District Information Employment Opportunities About Us Employees Only

Finish Cancel

* indicates a required field

The training was well designed and content/materials were appropriate to my current assignment. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

The trainer was knowledgeable in the training topic. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

New knowledge and skills were acquired in the training and will be applied to my current assignment. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

Implementation of knowledge/skills will impact improved student performance. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

I would recommend this session to a colleague. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

Implementation of knowledge/skills will improve my performance.

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

Do you have any comments you'd like to share with the training staff?

Complete the evaluation and click on the Finish button at the top right of the screen.

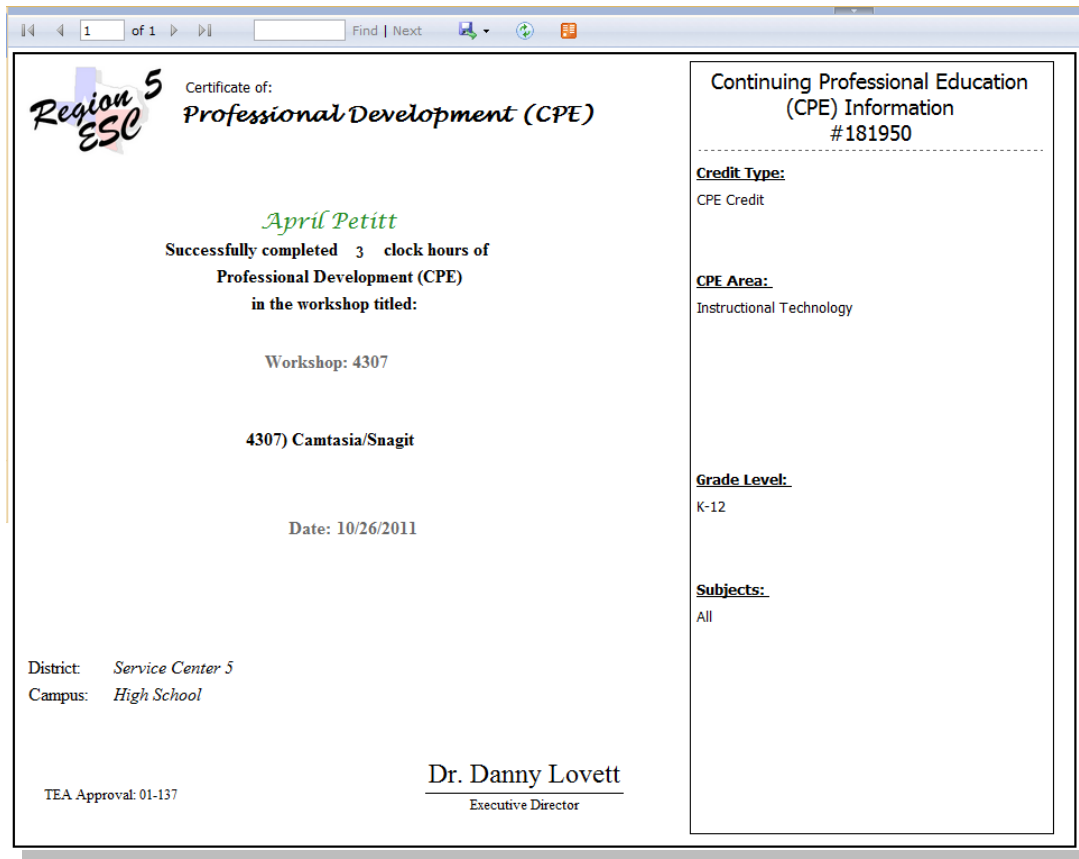
You will be taken to your workshop history page. On this page you should see all of your workshop history:

- **Completed workshops** – you can now print your certificate
- **Incomplete workshops** -- these are either future workshops or ones which were never completed
- **Dropped workshops** – workshops from which you were dropped
- Workshops with a **Pending Evaluation** link – workshop for which an evaluation needs to be completed

Find the workshop number and name for which you just completed an evaluation. You will notice a Print Certificate link to the right of the workshop information.

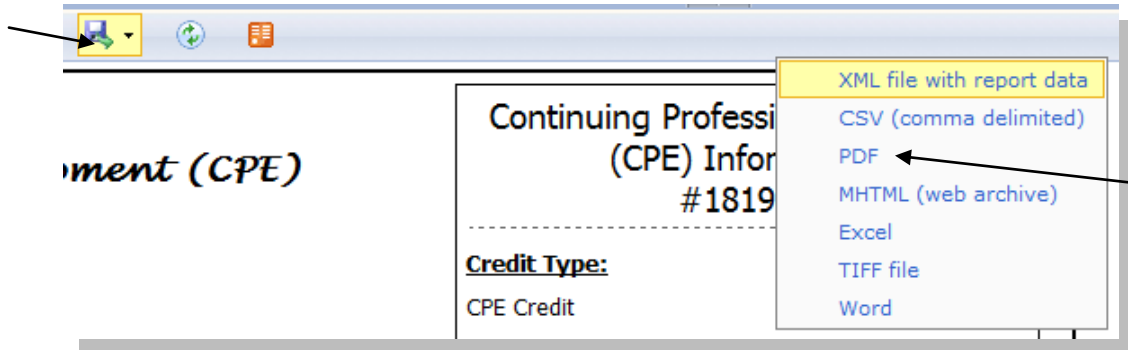
3458	3458) Geometry End of C ... (Petitt, April)	Completed	Print Certificate	6
4307	4307) Camtasia/Snagit ... (Petitt, April)	Completed	Print Certificate	3

Click link to **Print Certificate**. You should now see your certificate.



To print your certificate, click on the **Export** button above your certificate and choose the **PDF** option in the box which appears.

Export

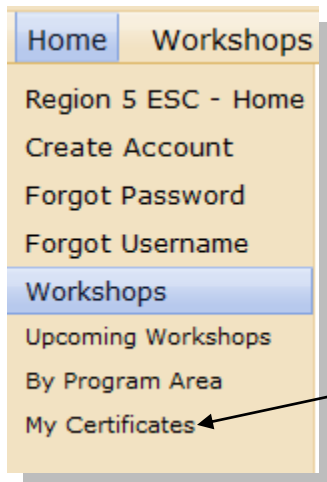


Once your certificate appears in PDF format, you may print it. Save the certificate in a folder on your computer for easy reference.

2. Completing workshop evaluation manually

Once you have attended a workshop, you will need to wait 2-3 days for the workshop to be completed by our system and personnel.

If you do not receive an email, you may go online to check and see if you have the option to complete a workshop evaluation. The URL is <http://www.esc5.net>. You will need to login to your account. Click on the My Certificates menu item on the left of the screen.



You will be taken to your workshop history to see if the workshop is marked **pending evaluation**.

4609	4609) Registration Cele ... (Petitt, April)	Pending Evaluation	4
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You will need to know your workshop number or name. Once you find your workshop and see the evaluation link, you will click and complete your evaluation.

It will take the system a few minutes to update and then you should be able to print your certificate.

For additional assistance, please call:

Workshop Registration Helpdesk -- 409-951-1889.