Warwick SkillsForge

Researchers - Completing Feedback

➢ Once you have signed into Warwick SkillsForge via the blue Single Sign on button below:

PGR and Staff Sign In

The following Tabs will appear:

1. Home;
2. DNA - (Development Needs Analysis);
3. Professional Development;

The Professional Development Tab has the following drop downs available:

1. Find and Book Courses;
2. My Booking Summary;
3. Completed Activity log;
4. Reflective Reports;
5. Course Feedback.

Your home screen will now show a Course Feedback section:

Welcome to SkillsForge

Announcements

Course feedback
12 October 2018

We have now included 3 quick questions as to the quality and relevance of both the central and departmental training at Warwick. We'd be grateful if you could please let us know your opinions...

Useful Shortcuts

- Complete your Development Needs Analysis
- Find & book a course/workshop
- View your Booking Summary
- Log your own development activities
- See your Completed Activity Log

Course Feedback

You do not have any unsubmitted questionnaires

It is imperative to gain your feedback as to the quality and relevance of both the central and departmental provisions we offer at Warwick. We hope this Course Feedback function will give you the opportunity to tell us what you think of what we offer across the institution but will also allow us to be able to review our resourcing and provisions.
Course Feedback will automatically be entered into your home page once a course has commenced.

**NB. Please do not complete this form until all sessions have finished, where courses have multiple dates.**

If you have no Course Feedback pending the following will be on screen:

If you have Course Feedback pending the section will show the following:

1. Date of the event;
2. Title of the event;
3. Icon to take you to the form.

➢ [Click] on the icon and the following screen will appear:

Course Feedback

This form has been created automatically by the system as part of a course booking.
Be aware that this form is shared anonymously with the course organisers.
The Course title and Start date are non-editable fields;

Complete the following 3 questions:

Would you recommend this course/event?  ○ Yes  ○ No
Why?

[Click] into either the Radio button Yes or No to respond
[Click] in to the Why? text box
[Type] to enter information on your response:

[Click] into one of the Radio buttons: Not relevant at all / Slightly relevant / Partly relevant / Very relevant
[Click] in to the Why? text box
[Type] to enter information on your response:
These two questions are REQUIRED.

Question 3 is optional:

Are there any gaps in our provision?  
☐ Yes  ☐ No

Other comments

➤ [Click] into either the Radio button Yes or No to recommend
➤ [Click] in to the Why? text box
➤ [Type] to enter information on your response:

Are there any gaps in our provision?  
☐ Yes  ☐ No

Other comments: I'd like software training in Python

➤ If you change information to save it, you must [Click] on the Save button in the top right hand corner. If you don’t wish to save any changes and revert back to the original entry, [Click]
on the Discard button

The following information box will appear:

Closing this form without saving will cause you to lose any unsaved changes.

Discard  Cancel

➤ [Click] on the Discard button to discard
➤ [Click] on the Cancel button to cancel the Discard and return to the form

➤ [Click] on the Close in the top right hand corner or to close any feedback form
The feedback will be removed from your Home page and be logged on the (Currently available) Course Feedback page. This will show a list of any outstanding feedback forms that are also held on the Home page:

**Course Feedback**

Evaluation forms will be created for you automatically and available to complete as soon as your training course begins.

<table>
<thead>
<tr>
<th>Course Date</th>
<th>Course Title</th>
<th>Feedback provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Oct 2016</td>
<td>Test feedback Tuesday</td>
<td>Yes</td>
</tr>
<tr>
<td>15 Oct 2016</td>
<td>Test feedback</td>
<td>Yes</td>
</tr>
<tr>
<td>16 Oct 2016</td>
<td>G-Start 2</td>
<td>Yes</td>
</tr>
<tr>
<td>15 Oct 2016</td>
<td>G-Start 1</td>
<td>Yes</td>
</tr>
<tr>
<td>17 Jul 2016</td>
<td>Effective Researcher</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- [Click] on any link to return to the Course Feedback form for that event:

17 Jul 2016  Effective Researcher  Yes

NB. Once Course Feedback is completed, we would be grateful if you could please not change your original responses to Questions 1 and 2. This will give us an accurate reflection of your feedback at the time of completing the course.

If you want to review feedback on previous saved entries for that feedback:

- From the drilled down Course Feedback page, [Click] on the History: Latest drop down box:

  History: Latest  

  The fields now become non-editable.

To return to Latest version (editable):

- [Click] on the Show latest version button

Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to completing feedback please contact the PGR Professional Development Officer in the Graduate School via: PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)