

# 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;
4. Help.

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...

##### Attendance on ITS courses

21st June 2018

Attendance on ITS courses that we signpost to will now be automatically recorded. You don't need to add this as a self-recorded activity!

##### Languages

10 January 2018

Should you wish to learn a language as part of your professional development, the Language Centre offers a range of courses. Visit: <https://warwick.ac.uk/fac/arts/languagecentre/> to see what's on offer.

#### Useful Shortcuts

##### Development

- [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

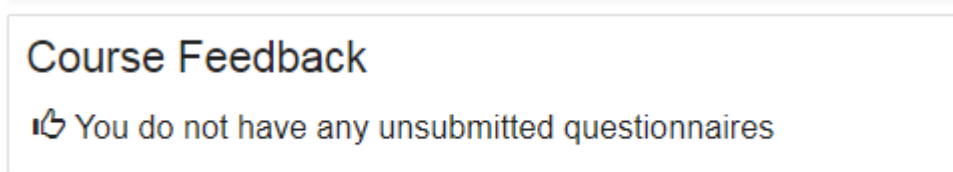
🔄 You do not have any unsubmitted questionnaires

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

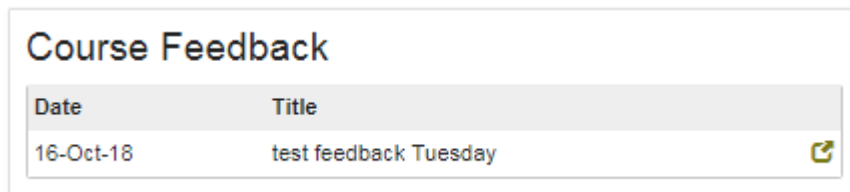
**NB. Please do not complete this form until all sessions have finished, where courses have multiple dates**


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  and the following screen will appear:

Course Feedback Save Close  
History: Latest

 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.

Course title: test feedback Tuesday  
Start date: 16 Oct 2018

Would you recommend this course/event?  
 Yes  No

Why?

Was the training/event relevant to your needs?  
 Not relevant at all  
 Slightly relevant  
 Partly relevant  
 Very relevant

Why?

Are there any gaps in our provision?  
 Yes  No

Other comments

The *Course title* and *Start date* are non-editable fields;

Course title   
Start date

**This field is read only**

**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:

Would you recommend this course/event?  Yes  No

Why?

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Was the training/event relevant to your needs?  Not relevant at all  
 Slightly relevant  
 Partly relevant  
 Very relevant

Why?

- [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:

Was the training/event relevant to your needs?  Not relevant at all  
 Slightly relevant  
 Partly relevant  
 Very relevant

Why?

**These two questions are REQUIRED.**

Question 3 is optional:

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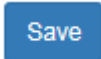

Are there any gaps in our provision?  Yes  No

Other comments

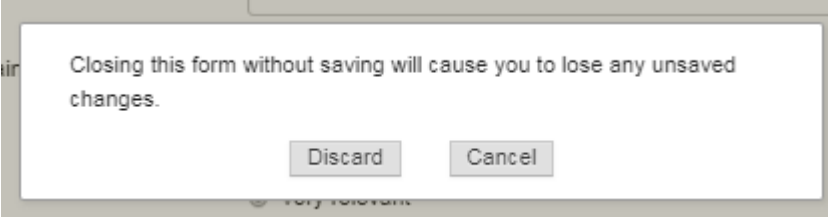
- [Click] into either the *Radio button Yes or No* to recommend
- [Click] in to the *Why?* text box
- [Type] to enter information on your response:

Are there any gaps in our provision?  Yes  No

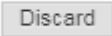
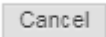
Other comments



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- If you change information to save it, **you must** [Click] on the  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  button

The following information box will appear:



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

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

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- [Click] on the  in the top right hand corner or  to close any feedback form
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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.

Course Date	Course Title	Feedback provided?
<a href="#">16 Oct 2018</a>	<a href="#">test feedback Tuesday</a>	<a href="#">No</a>
<a href="#">15 Oct 2018</a>	<a href="#">test feedback</a>	<a href="#">Yes</a>
<a href="#">15 Oct 2018</a>	<a href="#">GStest 2</a>	<a href="#">Yes</a>
<a href="#">15 Oct 2018</a>	<a href="#">GStest 1</a>	<a href="#">Yes</a>
<a href="#">17 Jul 2018</a>	<a href="#">Effective Researcher</a>	<a href="#">Yes</a>

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

[17 Jul 2018](#)                      [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:

**The fields now become non-editable.**

To return to Latest version (editable):

- [Click] on the Show latest version button

History:

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### 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 Doctoral College via:

[PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk) or tel: **024 761 50401 (ext. 50401)**