

How to Complete an Assigned Evaluation

If an Evaluation has been assigned to you or one of your Managed Participants, you will receive notification by email, on the Volunteer Portal Dashboard, and also on the Volunteer Portal message board.

Below are examples of the different notifications, followed by directions for completing the evaluation.

Email

The email notification will state whether the evaluation has been assigned to you, or one of your managed participants. Click the link in the message. Once you log in, you will be directed to a screen to enter responses.

You have been assigned a new evaluation (General Volunteer Experience Survey - 1/30/2017 1:24:37 PM) to complete.
To enter evaluation , please click this link: [General Volunteer Experience Survey](#) After you log in, you will be directed to a screen to enter responses.

A user that you manage (Bella DeBeque) has been assigned a new evaluation to complete.
To enter evaluation for Bella DeBeque, please click this link: [Evaluation](#). After you log in, you will be directed to a screen to enter responses.

Dashboard

The dashboard notification will show under the Participant Info section. Click Complete and you will be directed to the Evaluation Setup screen.

The screenshot shows the 'PARTICIPATION INFO' section of the dashboard. It contains three cards: 'Add Participation Details' with an 'Add' button, 'Complete an Evaluation' with a 'Complete' button and the text 'You have 1 Survey Evaluation awaiting completion', and 'Self-Report Hours' with an 'Add' button and the text 'Submit additional participation hours'. The 'Complete an Evaluation' card is highlighted with a red border.

Message Board

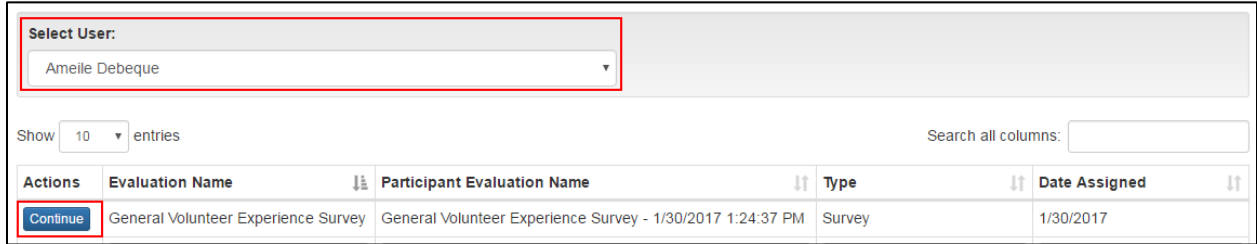
The message board notification contains a button to click, this will redirect you to the Evaluation Setup screen. Complete the evaluation.

You have been assigned a new evaluation (General Volunteer Experience Survey - 1/30/2017 1:24:37 PM) to complete.

[Click to Begin Evaluation!](#)

Completing an Evaluation

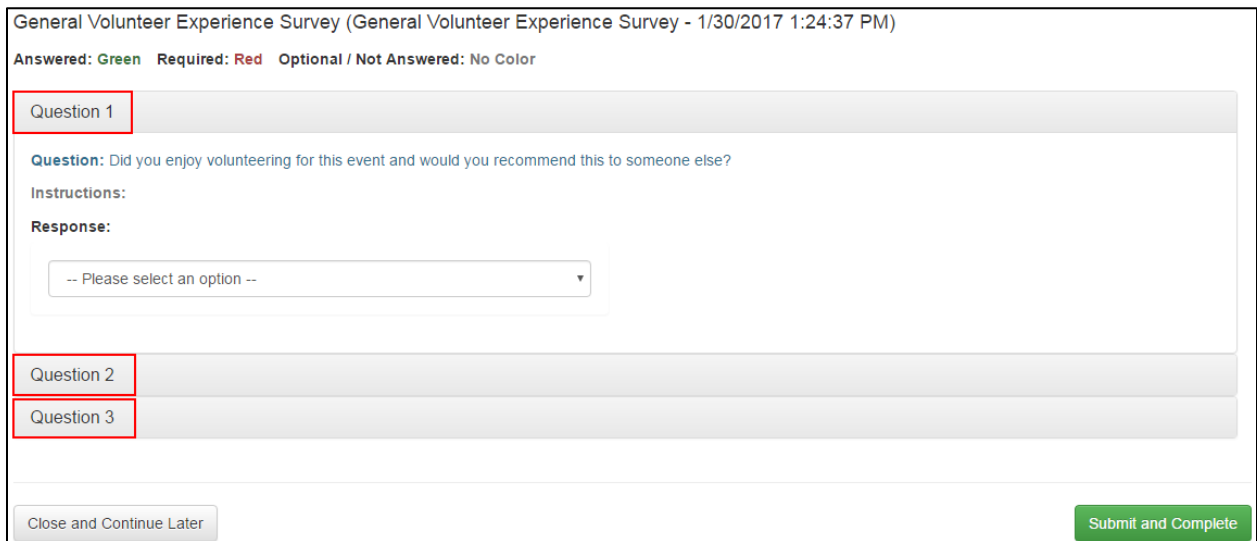
Once on the Evaluation Setup screen, you may need to select a user from the drop down menu. (if you have managed users they will also show in the list) Click Continue next to the evaluation you wish to complete.



The screenshot shows the 'Select User:' dropdown menu with 'Amelle Debeque' selected. Below it, there is a 'Show 10 entries' indicator and a search bar. A table lists evaluations with columns for Actions, Evaluation Name, Participant Evaluation Name, Type, and Date Assigned. The 'Continue' button is highlighted in the first row.

Actions	Evaluation Name	Participant Evaluation Name	Type	Date Assigned
Continue	General Volunteer Experience Survey	General Volunteer Experience Survey - 1/30/2017 1:24:37 PM	Survey	1/30/2017

The Evaluation will show below. Click on each question to expand the section and enter a response.



The screenshot shows the evaluation form for 'General Volunteer Experience Survey (General Volunteer Experience Survey - 1/30/2017 1:24:37 PM)'. It includes a legend for 'Answered: Green', 'Required: Red', and 'Optional / Not Answered: No Color'. The first question is expanded, showing the question text, instructions, and a response dropdown menu. Below it are buttons for 'Close and Continue Later' and 'Submit and Complete'.

General Volunteer Experience Survey (General Volunteer Experience Survey - 1/30/2017 1:24:37 PM)

Answered: **Green** Required: **Red** Optional / Not Answered: No Color

Question 1

Question: Did you enjoy volunteering for this event and would you recommend this to someone else?

Instructions:

Response:

-- Please select an option --

Question 2

Question 3

Close and Continue Later [Submit and Complete](#)

As a response is entered, it automatically saves. If the evaluation is complete click Submit and Complete. Or, click Close and Continue Later to complete and submit at a later time.