

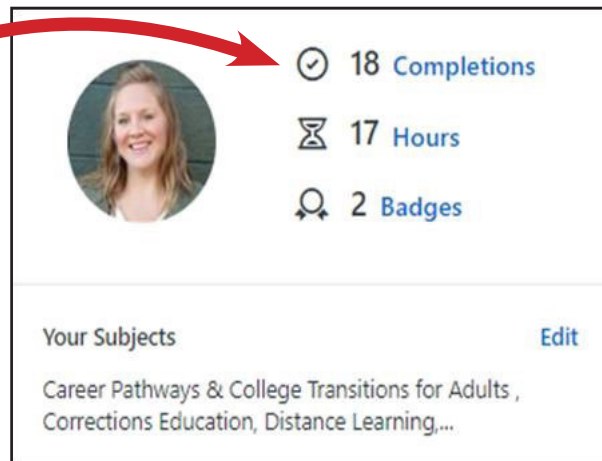
# Completing Evaluations

## Did You Know?

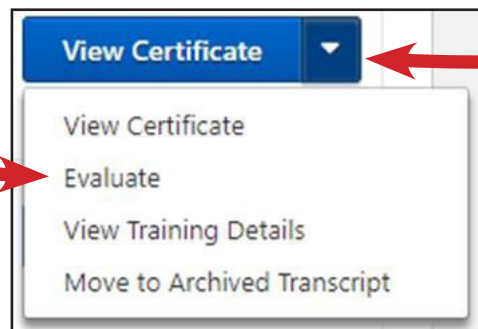
- **Level 1 Reaction Evaluations** are used to provide feedback on the training you recently completed.
- **Level 3 Behavior Evaluations** are used to provide feedback on what you have implemented from training.

### Follow these steps to complete Level 1 Reaction Evaluations:

1. Go to the completed section of your transcript by clicking on **Completions** from your Learner Home page.

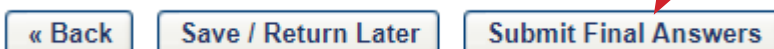


2. Next to the completed training, click on the down arrow by **View Certificate** and select **Evaluate**.



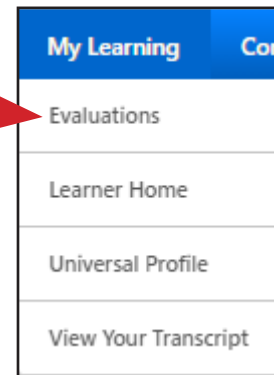
3. Please take a few minutes to complete the evaluation questions so we can make improvements and updates as necessary to the curriculum.

Then submit your responses.

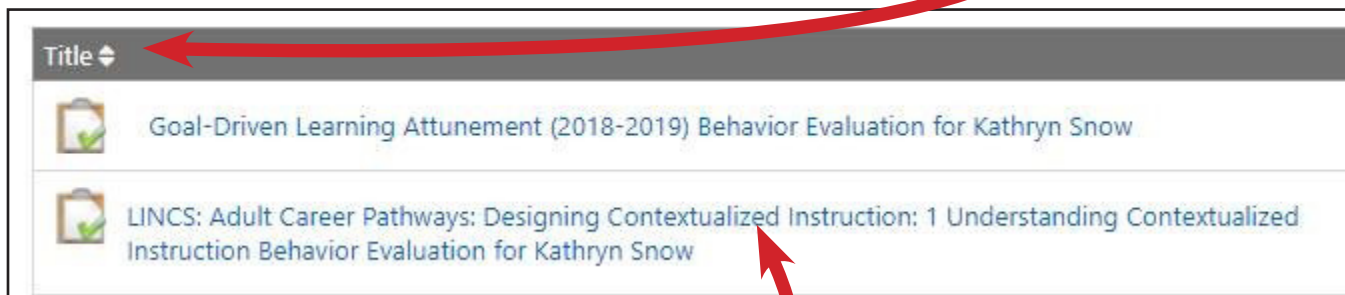


## Follow these steps to complete Level 3 Behavior Evaluations:

1. Hover on the **My Learning** tab and click on **Evaluations**.



2. Complete any evaluations that are available under the **Title** bar.



3. Click on the curriculum title in blue.

**NOTE:** When you receive emails to complete an evaluation, it is a Level 3 Behavior Evaluation. If there is nothing available under this section, it means that the evaluation is expired and there is nothing you need to do.

4. Please take a few minutes to complete the evaluation questions so we can make improvements and updates as necessary to the curriculum.

Then submit your responses.

