ATTENTION INSTRUCTORS

On **9/24/2018**, the Resource Center will be replacing the paper workshop participant evaluation forms with an electronic version. At the conclusion of the workshop, we are asking all instructors to please write the workshop ID on a flipchart along with the following web address www.pacwrc.pitt.edu/forms. Participants can also access the web page by going to our website (www.pacwrc.pitt.edu) and under the training and curriculum menu, look for "online forms". This route will take you to the same form page. Please note, the workshop ID will be located on your invoice, as well as on the training materials letter that you receive in advance of your workshop.

There is a link on the page titled "Participant Feedback Form". Participants should click on the link (with their phones or any other mobile device) and enter the workshop ID, followed by clicking the submit button. At that time, the form will load up. On the top of the form, the participants will see the workshop title and date. If the participants enter the workshop ID incorrectly, there is a link on the page that will take them back to step 1 (where they can re-enter the workshop ID, as shown below). While in the form, participants will be asked to enter their "User ID" (which is now their e-learn user ID, the user ID they use to log into our online course site). Their User ID consists of their first initial/full last name/random number (**Example: Matt Kerr=MKerr1**), and there is a tooltip below the field to remind them of their user ID concatenation. After entering their participant ID, they would complete the form as they would on paper followed by clicking the submit button. The form was built in responsive design, therefore it is phone and mobile device friendly. If participants are concerned with data usage on their phones, they can simply connect to our free Wi-Fi in the room. In an instance where a participant does not have access to an electronic device, the participant has the ability to complete the evaluation when they return to their office. Please note, our goal is to have participants complete their evaluation in real time as often as possible, therefore this option should be offered solely as a backup when necessary.

Upon receipt of your returned materials to the Resource Center (i.e. invoice, training materials, etc.), you will receive an electronic copy of the participant evaluations from your workshop.

The information listed above will step you through the new process for submitting participant evaluations electronically. However, if you have any questions or concerns, please contact the help desk at helpcwtp@pitt.edu. As a reminder, we will go live with this new process as of **9/24/2018**. Thank you for all that you do!