



## How to Complete Surveys in MyPGS

This document provides a step-by-step walkthrough for on how to complete surveys after course completions/closure in MyPGS

Go to your “Professional Development” Tab in MyPGS

The screenshot shows the MyPGS Professional Development interface. The navigation bar includes: Home, Professional Development (highlighted), External PD, Help Guides, My Evaluations, Evaluation Participation, Administration, Manage Sections, Instructor, Course Approval, and External PD Admin. The main content area is divided into several sections: 'My Courses' with a 'My Learning Opportunities' card for 'Test Course' (Section: 93036, Location: 2320 New Beginnings Road, Building # 1, Kissimm...), 'Recommended Training' (empty), and 'Course Survey' (containing 'Test Course - Course Survey' with 'Start Survey' and 'Details' links). An orange arrow points from the 'Professional Development' tab to the 'Course Survey' section.

Your screen may vary – Look under Course Survey, you will see the surveys on courses you need to complete

Click on Start Survey

This is a close-up of the 'Course Survey' section from the previous screenshot. It shows the heading 'Course Survey' and a card for 'Test Course - Course Survey' with 'Start Survey' and 'Details' links. An orange arrow points from the 'Start Survey' link in this view to the 'Start Survey' link in the previous screenshot.

It will then open up the survey questions, all questions must be answered.

There are 4 screens of the survey to be completed

You are currently viewing - Planning

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Indicate the extent to which you agree with the following statement about professional development and growth.

	Definitely	Somewhat	Not at all
This course met my individual needs for professional development or my professional growth interests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 2: Describe how this course relates to your current job responsibilities.

\* Describe how this course relates to your current job responsibilities.

Enter response here

[Record & Go to Next Category](#) [Record & Return to Menu](#)

To get to each screen of the survey, click on Record & Go to Next Category

You are currently viewing - Learning

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Indicate the extent to which you agree with the following statements about the learning environment.

	Definitely	Somewhat	Not at all
Effective strategies were used to deliver the content of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course objectives were clearly provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The technology tools used were appropriate for the content/skills being taught.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 2: Indicate the extent to which you agree with the following statement about knowledge and preparation.

	Definitely	Somewhat	Not at all	Not Applicable
The facilitator was prepared and knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Record & Go to Next Category](#) [Record & Return to Menu](#)

You are currently viewing - Evaluation

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Please answer the following

\* Indicate how the implementation of this new information impacted or will impact your professional performance and/or student learning.

Enter your response here

[Record & Go to Next Category](#) [Record & Return to Menu](#)

You are currently viewing - Implementation

Section Title: Test Course Section 1  
Section #: 93036  
Start Date: 11/30/2018  
Notes:

Question 1: Please answer the following

\* Describe how you have applied or plan to apply the new information learned in this course.

Enter your response here

Record & Return to Menu

Once you have completed all the screens – Click on Record & Return to Menu

This screen below will then appear, showing that you have completed all the sections of the survey

Course Survey

Take the Survey

Select each category to complete the survey.

Description

Completion Status

• Planning

✔ Completed

• Learning

✔ Completed

• Evaluation

✔ Completed

• Implementation

✔ Completed

Click here to view your full completion status.

Return to My Courses

You can then Click on Return to My Courses

You will be taken back to the Professional Development tab with this page showing

The screenshot shows a web application interface with a dark navigation bar at the top. The 'Professional Development' tab is highlighted in blue. Below the navigation bar is a 'Menu' section on the left with links for 'My Learning Opportunities', 'My Transcript', and 'Search Learning Opportunities'. The main content area is titled 'My Learning Opportunities' and contains a 'View My Transcript' button. Below this is a section for 'Registered Learning Opportunities' which displays 'No courses found'. Underneath is a 'Waiting List' section. At the bottom, there is a 'Learning Opportunity Information' section with a 'Show/Hide all details' link and the text 'None found'.

**Note: In order to obtain inservice credit, a survey must be completed once it is made available for each course.**