

EVALS Tutorial

Objective: Learning the Basics of the **Evals** Tab in the WEB Tracker.

Step 1: Click on the **Evals** section.

- a. There are (3) tabs found in the **Evals** section: **Define**, **Preview**, and **Results**.
- b. When creating a new Evaluation, you will start in the **Define** tab.
- c. To find a specific **Event**, click the **binoculars** located in the heading. (Fig. A)

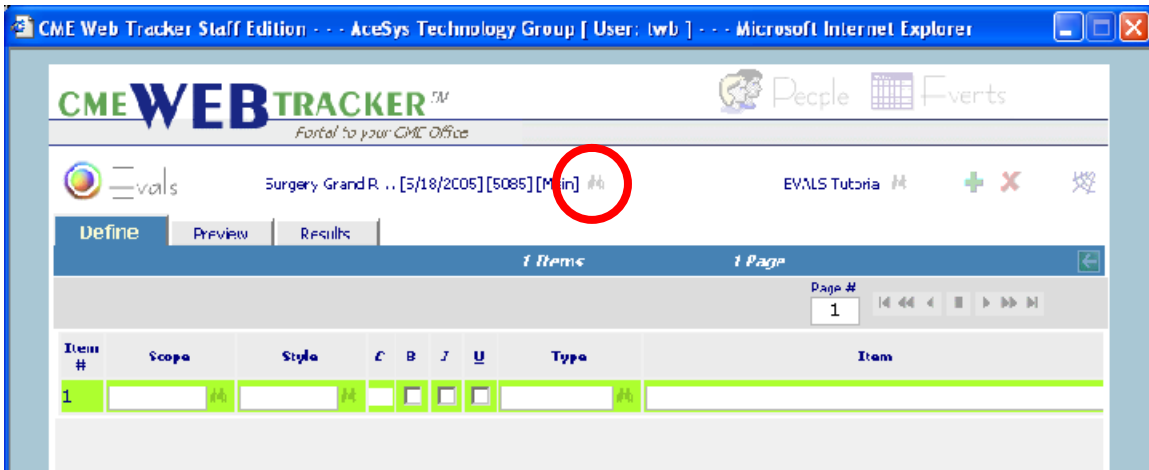


Fig. A

Step 2: The **Find Event** popup appears. You can find the **Event** by **ID** or **Name**.

- a. To find by **Name** simply start typing and then double click on the **name** or press **Enter** from the keyboard to select or click the **pink checkmark** icon.
- b. To find by **ID** click the **radio button** next to **ID** and start typing in the **Number**. Use the same steps as if finding by name. (Fig. B)

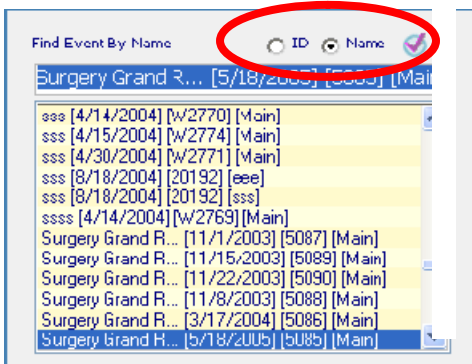


Fig. B

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Step 3: To find Existing **Evals**.

- a. Click the **Find Evaluation** binoculars.
- b. The find **Evaluation** popup appears allowing you to choose **Evals** that you already created.
- c. The page advance feature is located at the top right allowing you to jump ahead or back in your **Eval**.
- d. The page you are currently in is displayed in the **box to the left**.
- e. At the bottom you will find **scroll arrows** letting you move to the left or to the right on the page. (Fig. C)

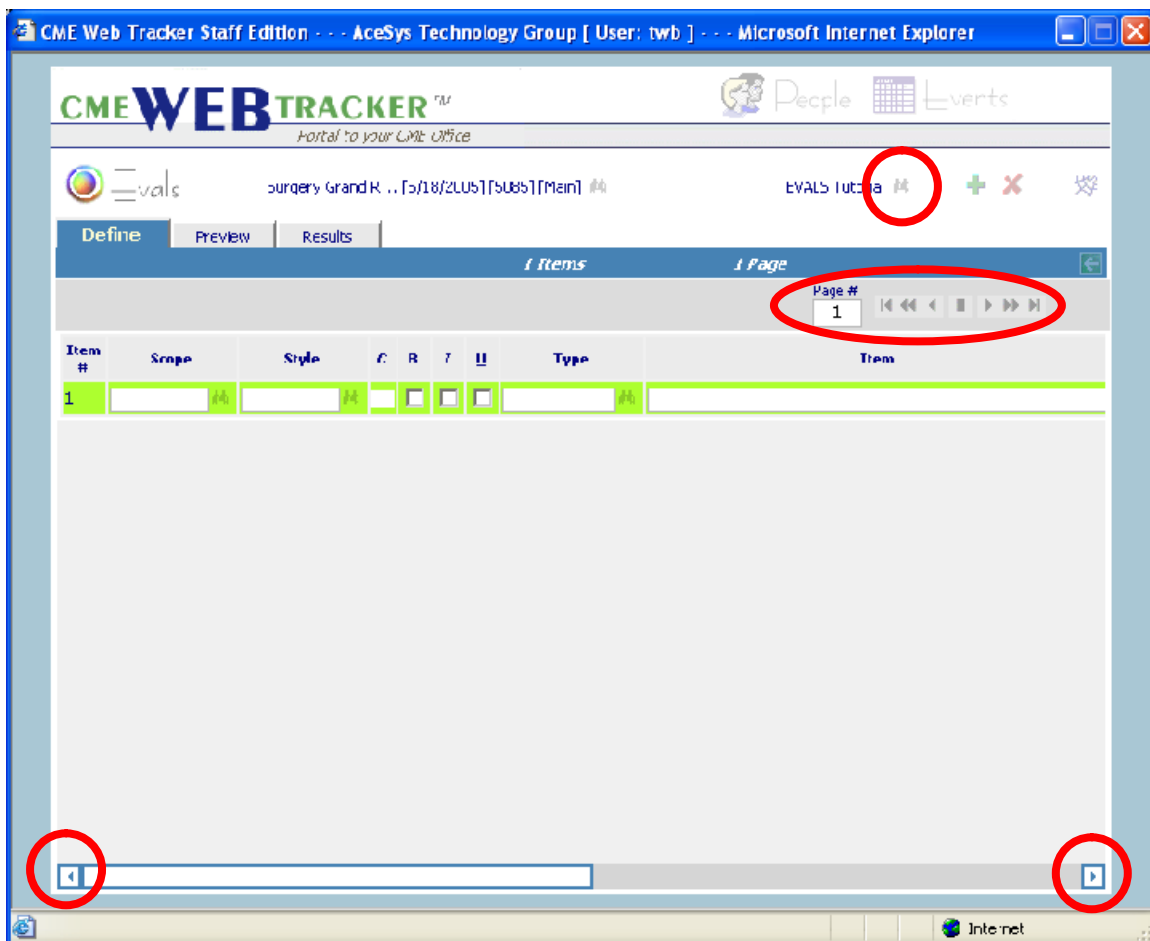


Fig. C

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Step 4: Click the **Green Plus** icon.

- a. The **Create** popup appears.
- b. Click the **New Form radio button**. In the “Form Name” box type in the **Title of your Eval**.
- c. The **Add new Item** will add a new line at the end of your Eval.
- d. The **Insert New Item** will add a new line above the line you currently have highlighted.
- e. Click **Select Item** (the pink checkmark icon) to close. (Fig. D)

Note: Slashes (/ or \) cannot be used when naming your Evaluation form.

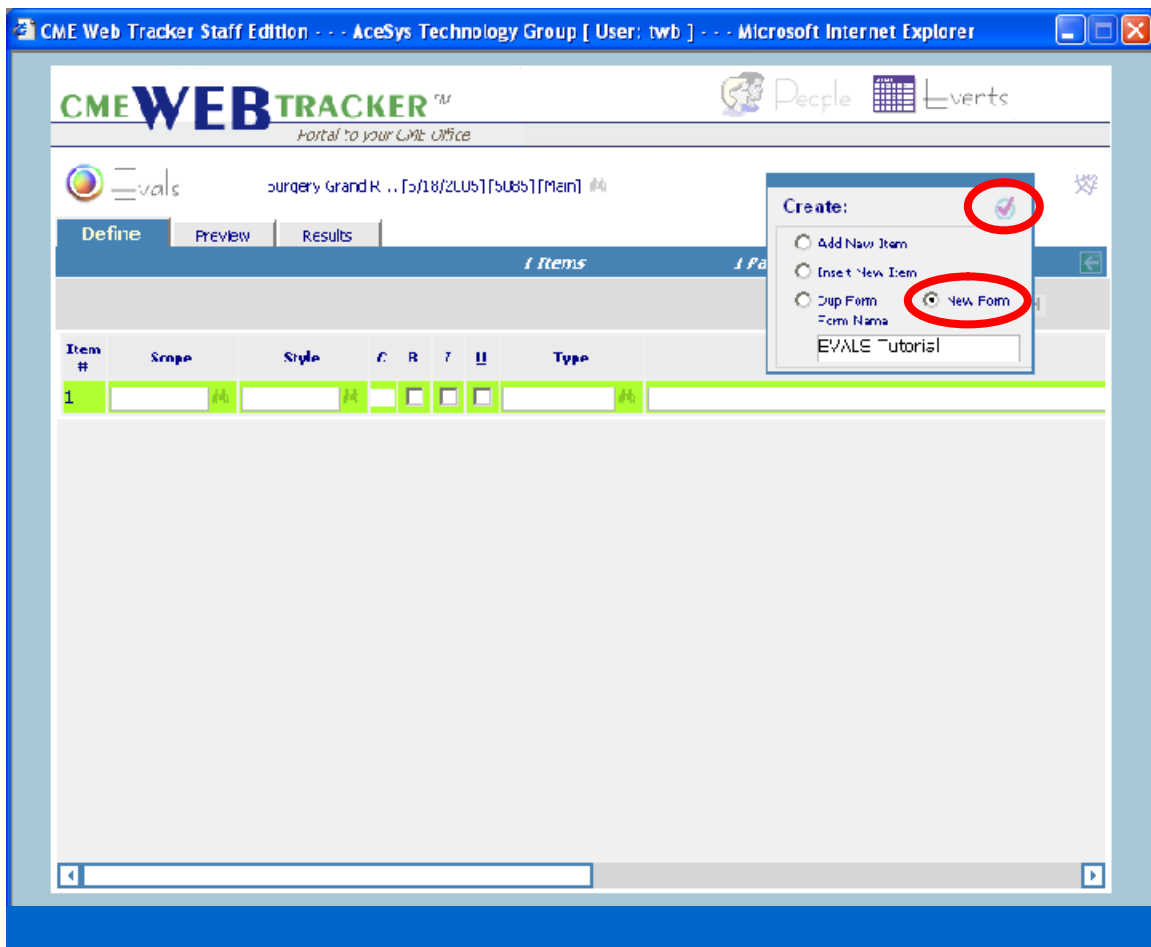


Fig. D

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Step 5: There are 8 fields in which to enter information: **Scope, Style, Color (C), Bold (B), Italics (I), Underline (U), Type and Item.**

- a. There is a **Binocular** icon located next to the fields that allow you to pop up a list of options for that particular area. (Fig. E)

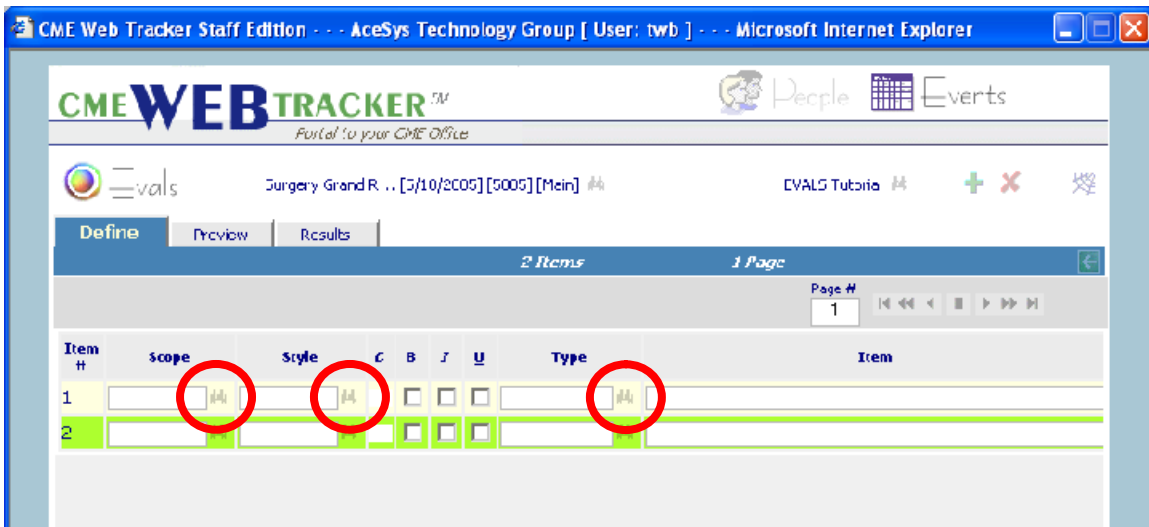


Fig. E

Step 6: The **Scope** field.

- a. Click on the **Binocular** icon next to the **Scope** field.
- b. The **Find Scope** popup appears. Your main entry will be **Overall** unless you are working on a an individual, then choose **Speaker**.
- c. When choosing from a popup, there are 2 ways to make your choice: click twice on the **item** or click to **highlight** and then click the **pink checkmark** icon to select. (Fig. F)

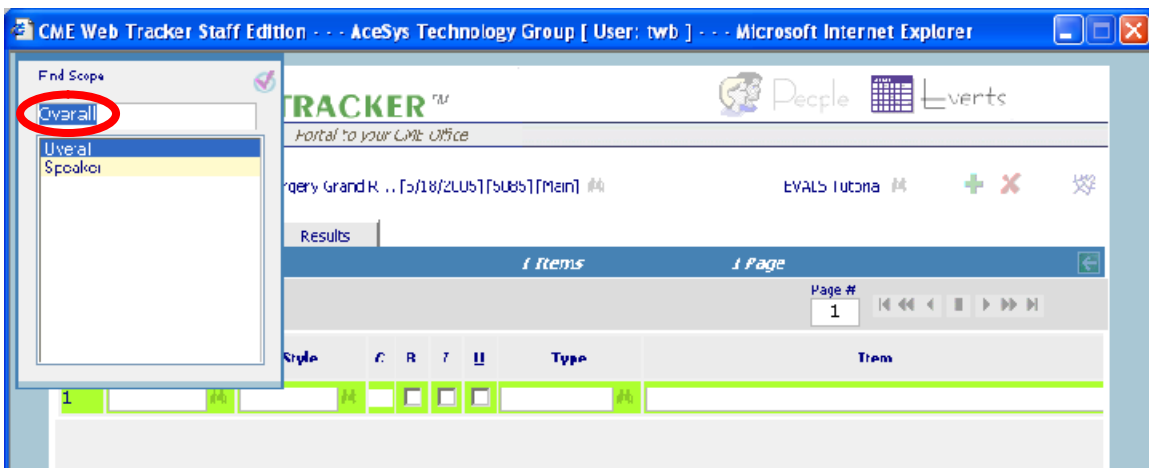


Fig. F

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Step 7: The **Style** field.

- Click on the **Binocular** icon next to the **Style** field.
- The **Find Item Type** popup appears.
- There are several choices that you can make to determine the size and location of the **fonts and images** you want for your **Eval**.
- Use the **scrollbar** to the **right** to go up and down the list.
- Body** is for the main part of your **Eval**.
- Head** is for your **heading**.
- Large, Medium and Small** refer to the size of the **font**.
- L is for Left, R is for Right and C is for Center**, letting you choose where you want your fonts to **align**.
- Image** lets you add a **background** to your Website, allowing you to add **color** or even a **pattern**. (Fig. G)

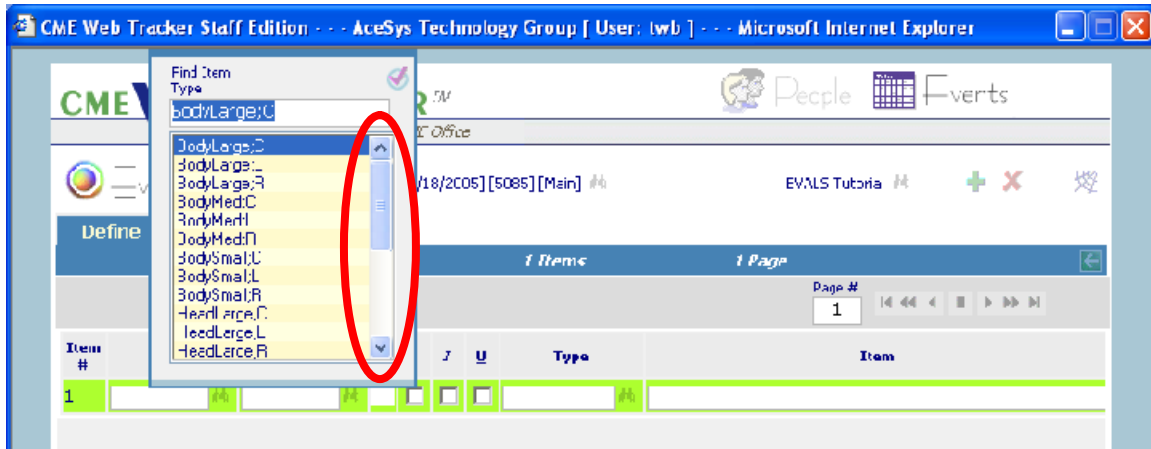


Fig. G

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Step 8: Click in the **white box** in the **C (color)** column.

a. The **Color** popup appears. (Fig. H)

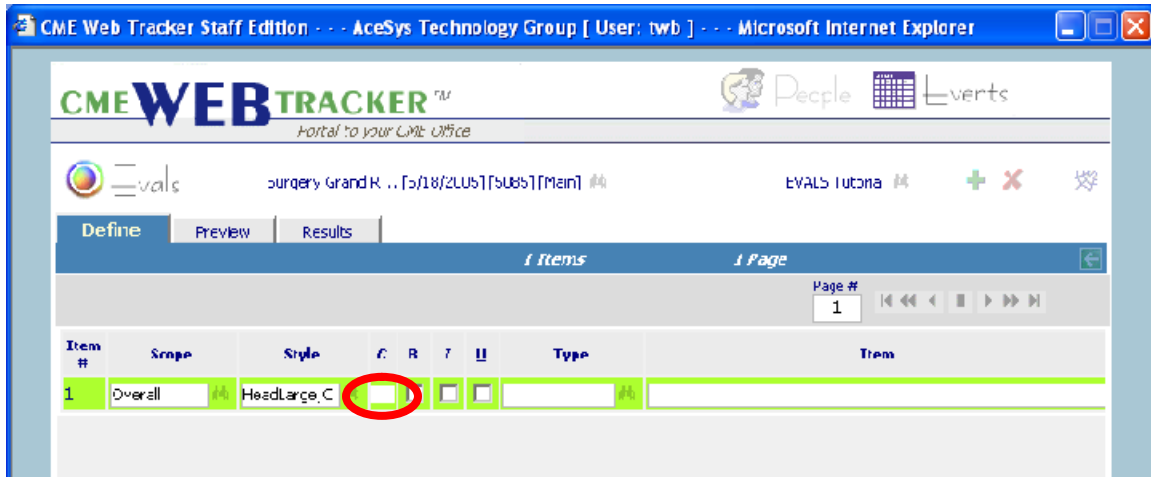


Fig. H

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- Step 9:** In the **Color** popup, there are two ways to choose your **font** colors.
- You can choose from **Basic Colors** by clicking on the **color of your choice**. The color now appears in the **Current Color box**.
 - Click **Select** to choose this color.
 - You can also choose from the **custom color** area by clicking on any area in the **Rainbow box**.
 - Click in the **vertical box** to the right to “fine tune” your color choice. It will appear in the **current color box**.
 - Click **Add Custom** to put this color in your **Custom Colors** or **Select** to choose this color.
 - The **Custom Colors** box can hold up to 16 colors. You can now choose either a Basic Color or a Custom Color.
 - Click **Cancel** to return to **Evals** without choosing a color. (Fig. 1)

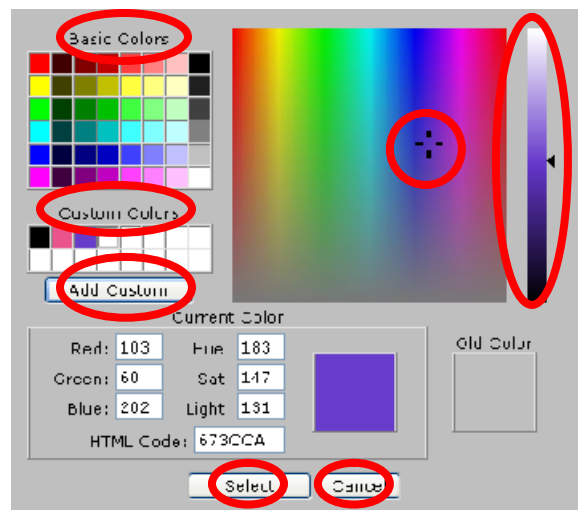


Fig. 1

Note: The Old Color box shows you the last color used.

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Step 10: If you would like your fonts to be in **Bold**, *Italics* or Underline, simply click to **check** the boxes that would apply. (Fig. J)

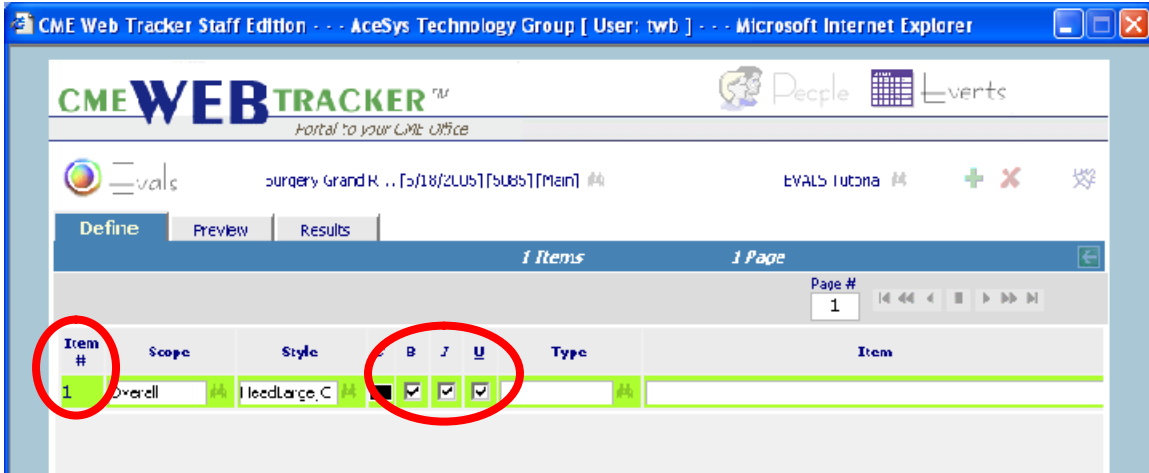


Fig. J

Note: Each Item you enter in your Eval is defined by a **line number**. When constructing your Eval, you will be able to go back and forth between **Define** and **Preview** simply by clicking on the **line number**. To turn “ON” your **line number feature**, simply choose **PageDefaults** from the **Style popup**, **ShowItemNum** from the **Type popup** and in **Item** area enter **Yes**. (Fig. K)

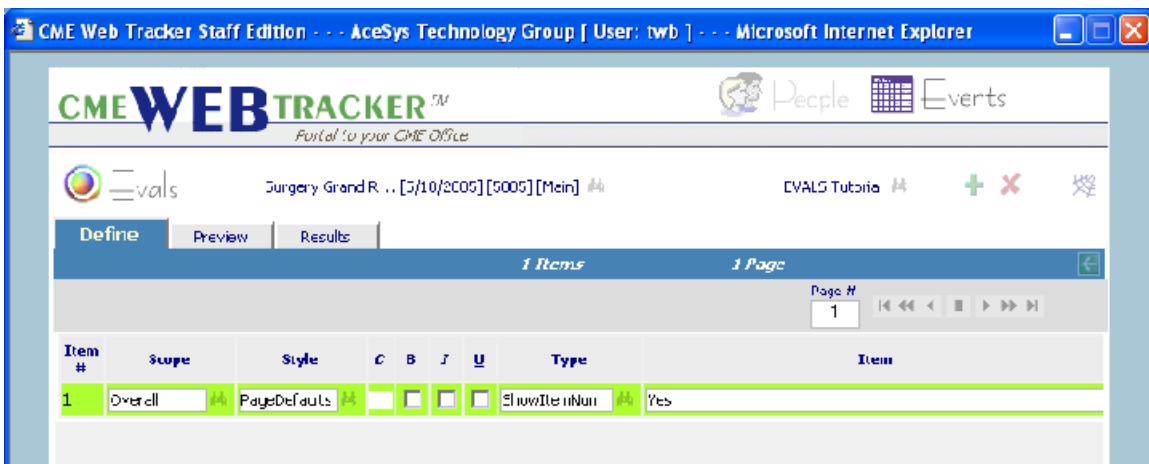


Fig. K

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Step 11: The **Type column** is where you will define how the line will look.

- a. There are several options from selecting the number of radio buttons for a question to selecting an image that you want to appear in this row.
- a. Click the **binoculars**. ([Fig. L](#))

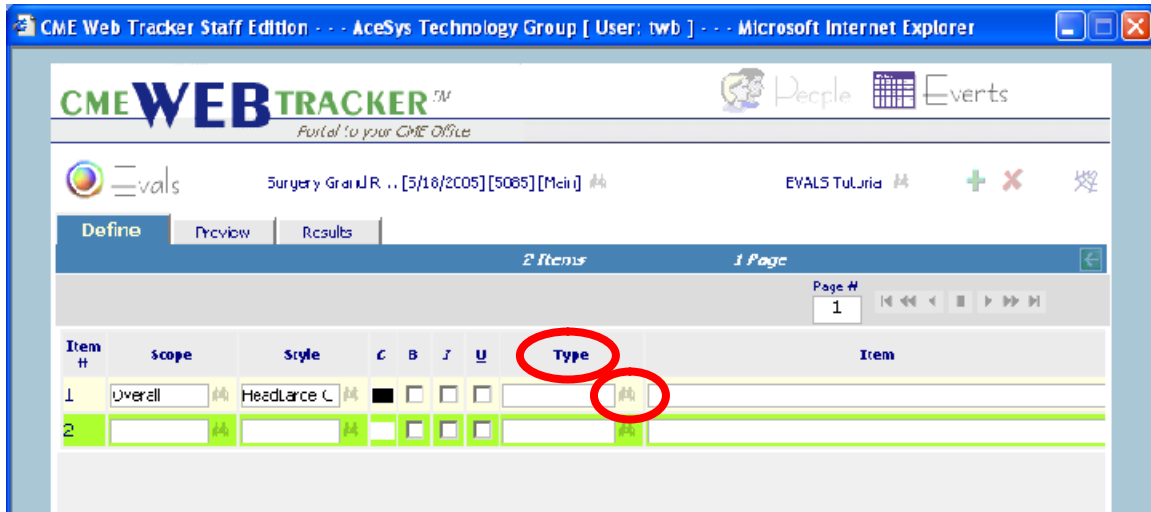


Fig. L

Step 12: The **Find Answer Type** popup appears.

- a. Choosing an item from this list will define each line. ([Fig. M](#))

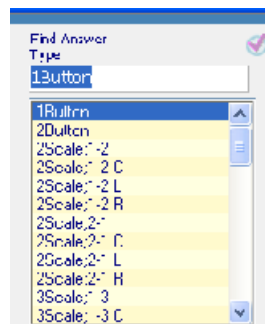


Fig. M

Note: A Glossary will appear at the end of this Tutorial explaining each item in the popups.

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- Step 13:** The **Item** area is where you will enter specific text for each line.
- The look of the line will depend on what you have entered in the other columns.
 - Click the **Preview** tab to see how the line will appear. (Fig. N)

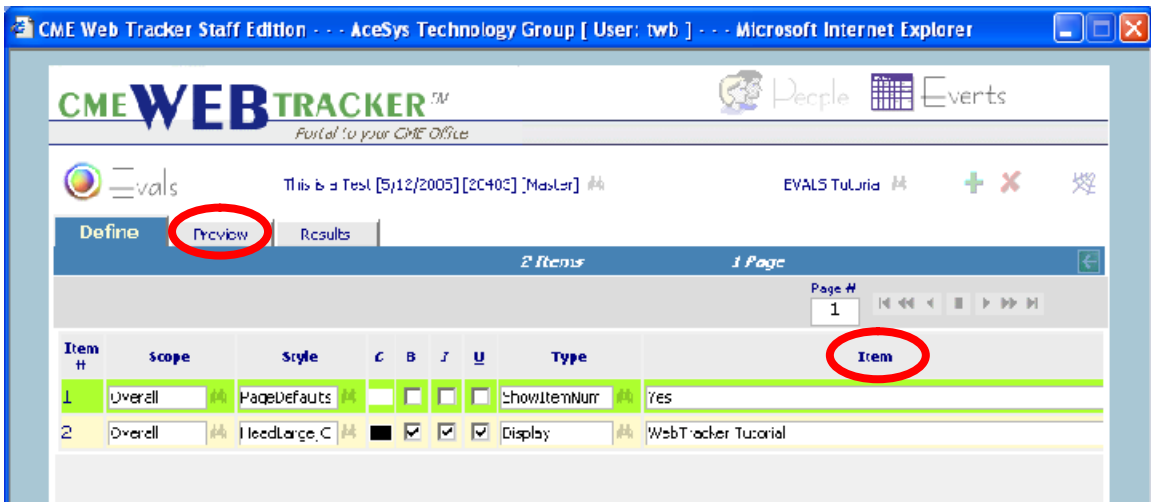


Fig. N

- Step 14:** Using the **Preview** tab is a great tool to see how your Eval will look.
- After you enter each line, you can go to **Preview** to make sure the appearance is to your satisfaction.
 - Click on the **Line number** located at the **left margin** to go back to that line in the **Define** tab. (Fig. P)



Fig. P

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Step 15: Click the **Results** tab.

- This is the where you view all the information from the submitted Evals for a particular **Event**.
- This lets you know everything from number of forms submitted to a breakdown of how each question was answered. (Fig. Q)

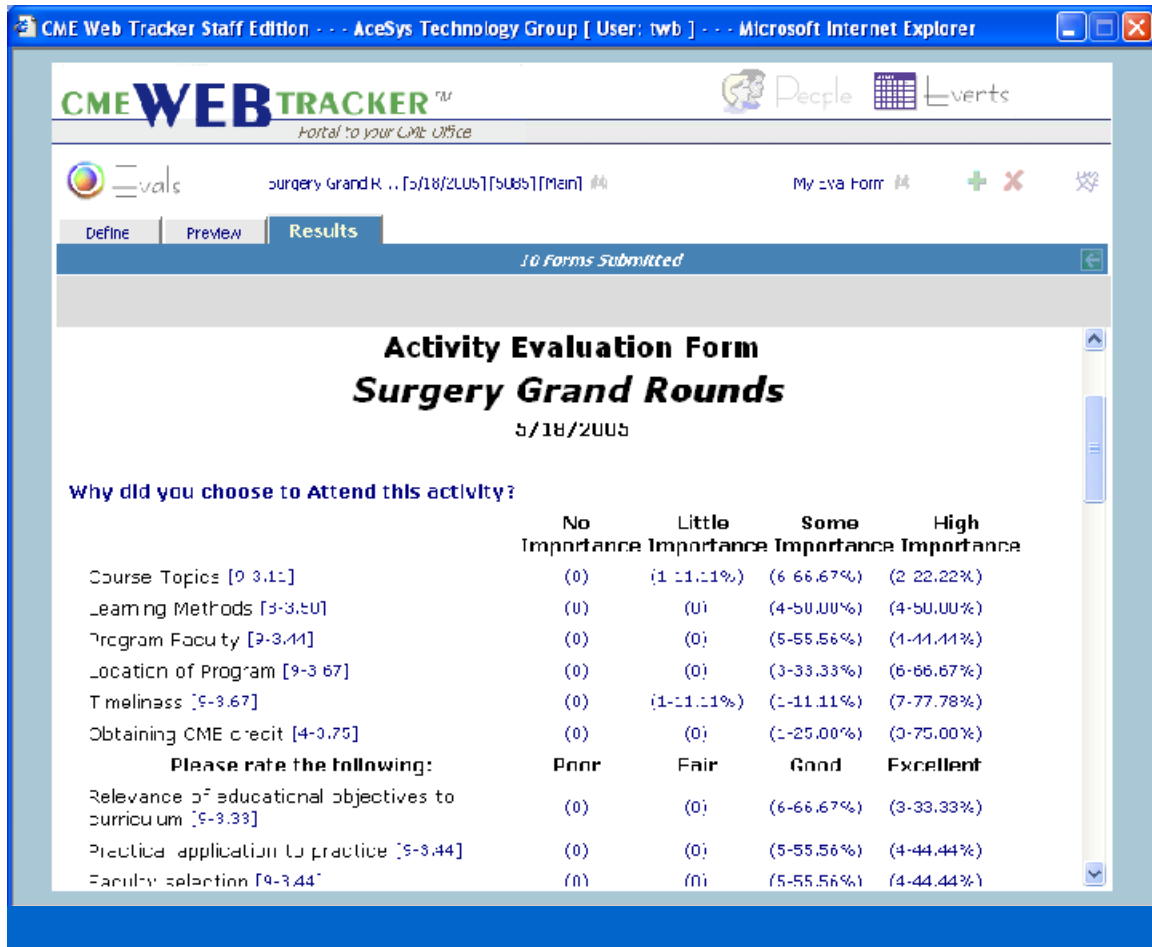


Fig. Q

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Style (cont.)

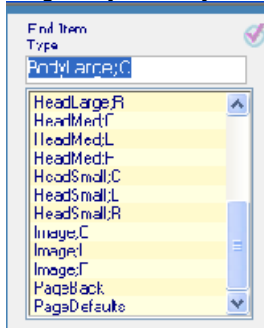
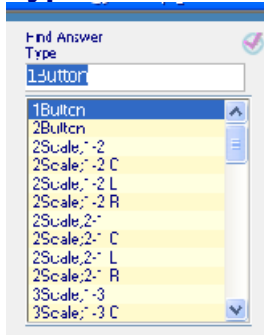


Image: Places a graphic from a folder into your Eval.

PageBack: Determines your background with Color, Graphic or Both.

Page Defaults: Allows you to change default settings.

Type



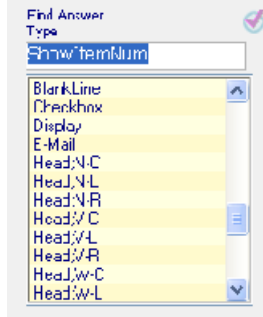
1Button: Creates the button "To Submit Form".

2Button: Creates the buttons "To Submit Form" and "Reset".

Scale: Used with a question or statement. Creates radio buttons with numbers next to it. The number before "Scale" represents the number of items in the scale. The numbers after "Scale" define the order of the scale. 1-2 Refers to ascending order; 2-1 refers to descending order. L, C and R define the alignment. For example: 2Scale;1-2 R would give you two radio buttons numbered "1" first then "2", aligned to the right in the line.

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Type (cont.)



Blankline: Adds a space between lines.

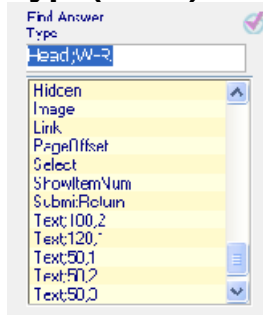
Checkbox: Creates a checkbox for users to click in. Used with a question or statement.

Display: Used with a Heading.

E-Mail: Allows you to create a link so users can E-Mail you directly.

Head;W-L: This sets up the heading for a scale question.

Type(cont.)



Hidden: Allows you to make comments or notes in the Item area and it will not show on the Web page.

Image: Places an image from a folder into your Eval.

Link: Goes to a HTTP Link that you enter in the Item row.

Page Offset: Allows you to set a margin.

Select: Makes a dropdown list for users to select items.

ShowItemNum: Shows the Item number to the left of each line.

Submit/Return: Submits the Eval and returns user to destination of choice.

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Text: This determines how big the text box for keyboard entry will be.
Item Field Characters:

Bracket “{ }”: Used with other characters for specific entry.

Bracket “{^}”: Sends information to the next line.

Bracket “{C}”: Character and Lines in a column.

Bracket “{=Event Name}”: Inserts event name here.

Bracket “{R5}”: Puts in the number of rows that you want.

Colon “ ; ”: Gives Separation to Data within a Line.

Pipe “|” (Shift \): Separates Data. When you want information separated in two unique areas within a line.

Tilde “~”: Allows you to have space within your line.