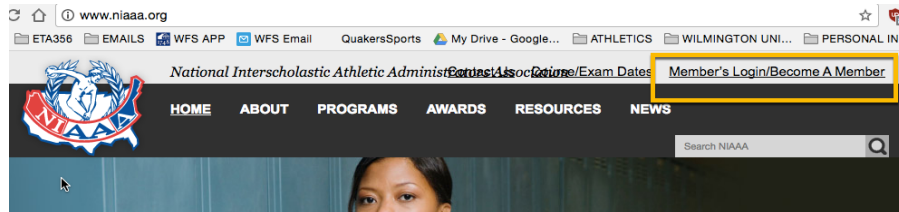
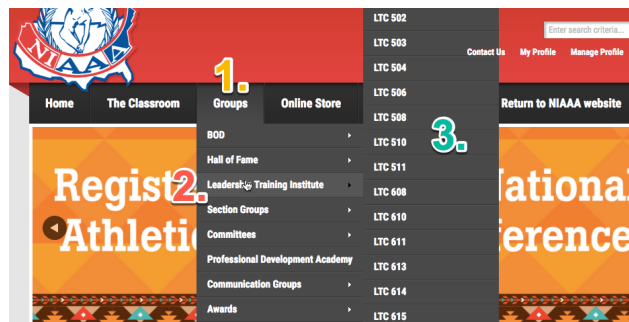


HOW TO COMPLETE AN LTC COURSE EVALUATION

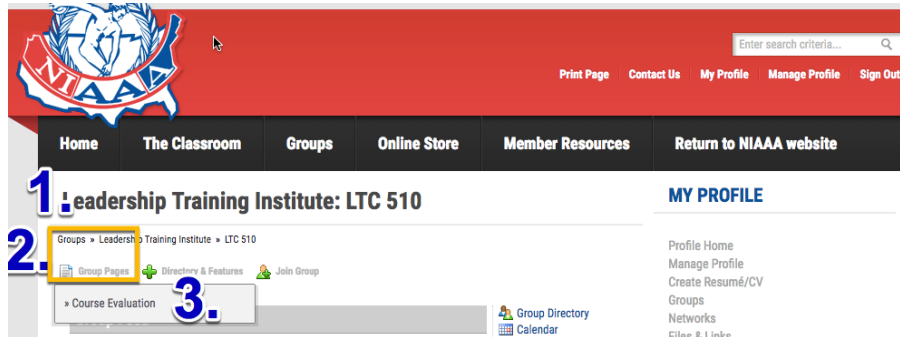
#1. Log into NIAAA site & Sign In (If you have not signed up yet, join as non-member – see separate instructions).



#2. Once on Main Portal Screen – (1) Go to “GROUPS” and then (2) “LEADERSHIP TRAINING INSTITUTE”. You will see all the courses listed on the right-hand side. **(3) Select the Course** you just took.



#3. Now on your course. 1-Select Groups – 2-Group Pages – then 3-Course Evaluation



#4. Complete your Survey and you're done! Wait a few days before you look for course on your transcript.

Evaluation: LTC 510

Please take a few minutes to complete a short evaluation for your recently completed Leadership Training Course.

If you have any questions or need assistance, please contact our Certification & Leadership Training Coordinator at 317-587-1450 or email niaa9100@niaaa.org.

Thank you for your feedback,
NIAAA Staff

Your Information (Required)

First Name:

Last Name:

E-mail Address:

Phone Number:

How to Complete a Course Evaluation



The Classroom » Course Evaluations

 Share |    

Do you need to complete an evaluation for a recently completed Leadership Training Course? Follow these simple steps to complete your evaluation:

1. Login to the member portal.
2. Click on "**Groups**" from the black menu bar.
3. Select "**Leadership Training Institute**" from the drop down menu.
4. Click on the course you completed and need to evaluate.
5. Once in the LTC group page, you can choose to join the group and have access to any additional learning resources. (Joining the group is not required to take the evaluation.)
6. Click on "**Group Pages**" and select "**Course Evaluation.**"
7. Fill in the contact information fields and click "**Begin Survey.**"
8. The very first question asks where you completed the course. *If you took the course via webinar or at the National Conference, make sure to select that option and do not select the state you are from.*
9. Complete every question and select the blue "**Complete Survey**" button.

If you have any questions or have problems with this evaluation, please contact our Leadership Training and Certification Manager at 317-587-1450.