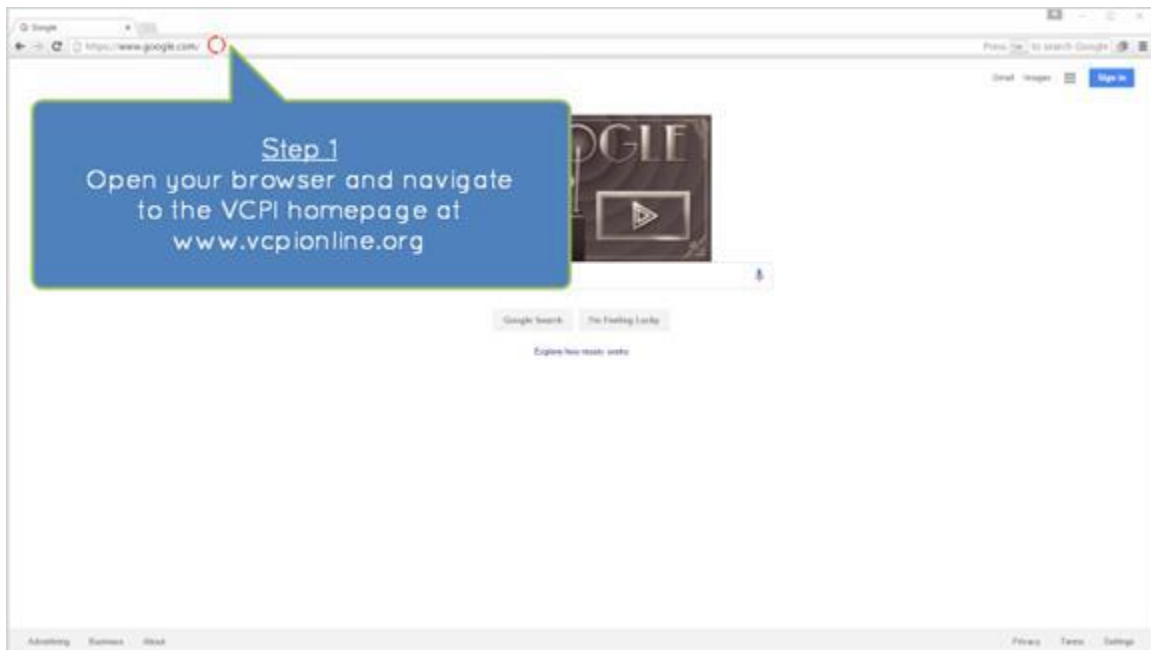


Classroom Training: Accessing Evaluations and Certificates

How to fill out a course evaluation and receive your
certificate of completion



Step 1 – Open your browser and navigate to the VCPI homepage at www.vcpionline.org



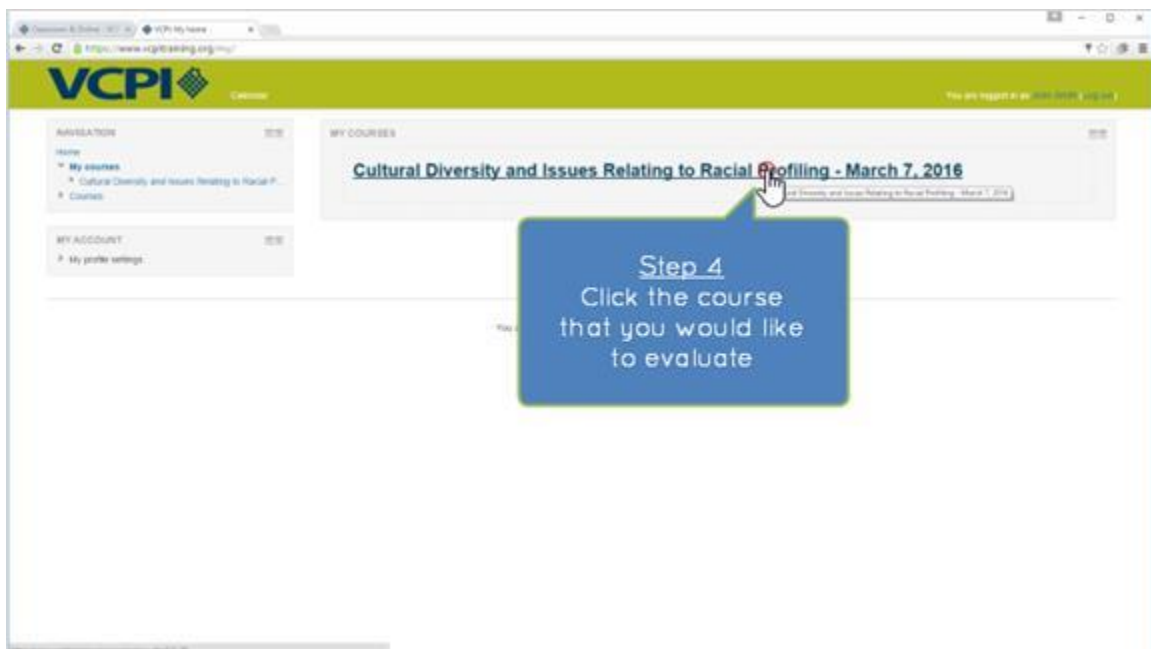
Step 2 – Click “Login” in the top right corner of your browser



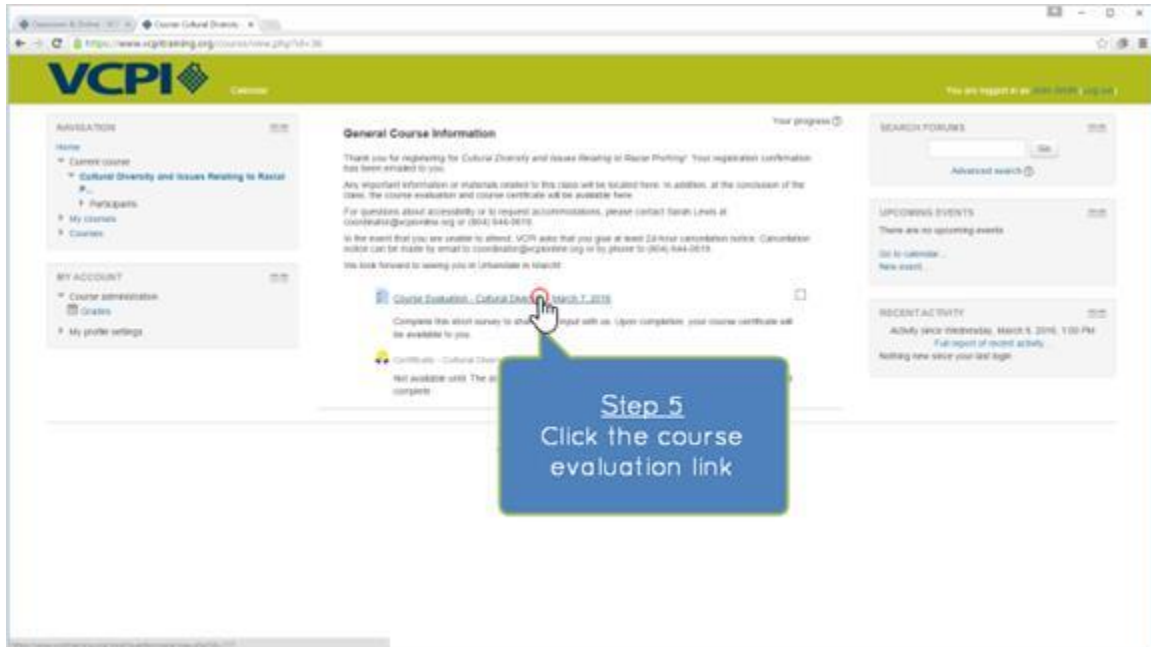
Step 3 – Enter your username and password then click “Log in”



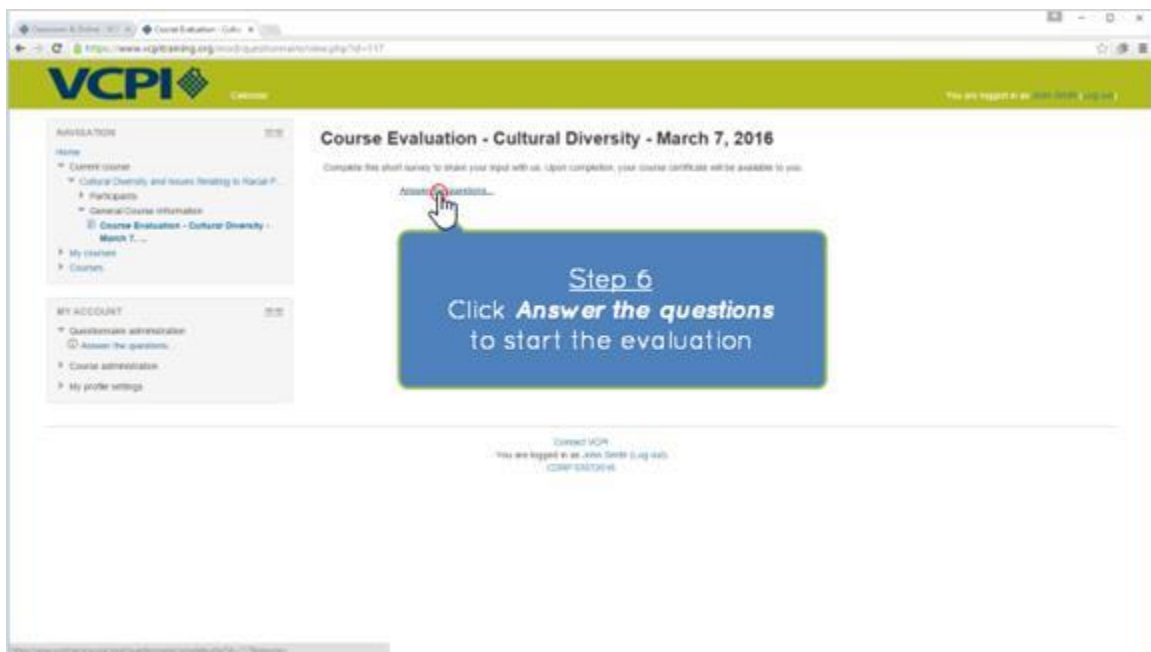
Step 4 – Click the course that you would like to evaluate



Step 5 – Click the course evaluation link



Step 6 – Click “Answer the questions” to start the evaluation



Step 7 – Fill out the evaluation form seen here

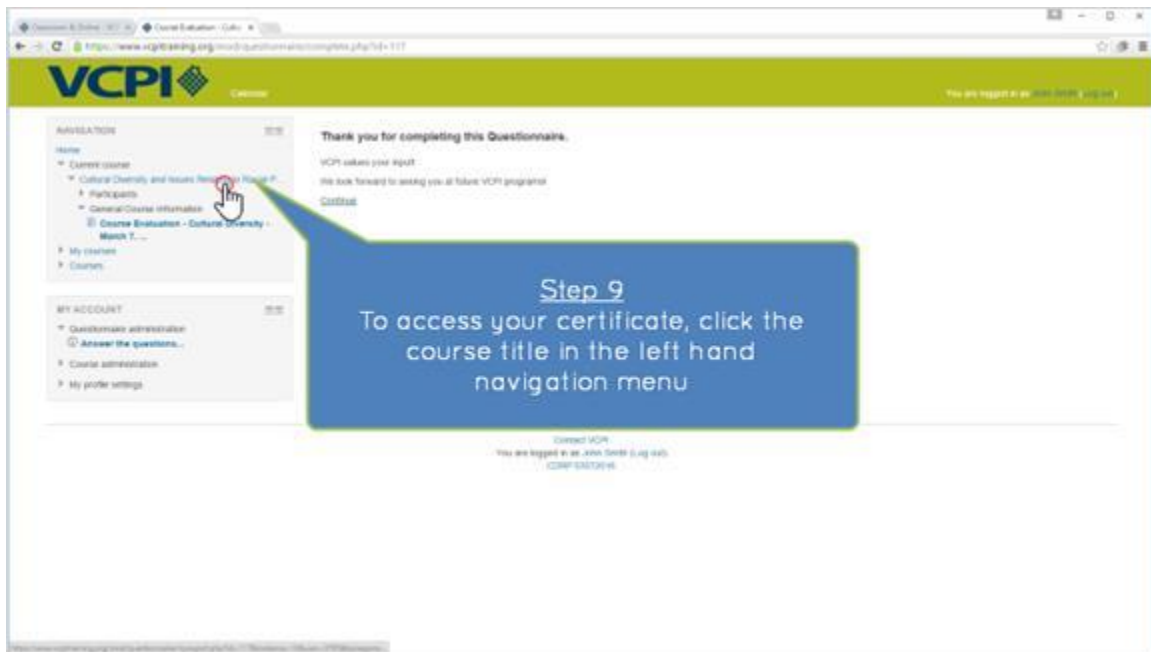
The screenshot shows the VCPI Course Evaluation form. A blue callout box with white text says "Step 7 Fill out the evaluation form seen here". The form is titled "Course Evaluation" and contains several sections:

- 1. Class Evaluation**: "Please rate this class on a scale of 1 (strongly disagree) to 5 (strongly agree)".
 - Item 1: "The training was useful, timely, and applicable to my job needs." (Scale: 1-5)
 - Item 2: "Please rate this class on a scale of 1 (strongly disagree) to 5 (strongly agree)." (Scale: 1-5)
 - Item 3: "The training materials (manuals, audio-visual, etc.) contributed to my learning." (Scale: 1-5)
 - Item 4: "Please rate this class on a scale of 1 (strongly disagree) to 5 (strongly agree)." (Scale: 1-5)
 - Item 5: "I would recommend this training to colleagues." (Scale: 1-5)
- 4. What is the primary reason for the scores you just gave?**: A text input field with a rich text editor toolbar.
- 5. Instructor Evaluation**: "Please rate this class on a scale of 1 (strongly disagree) to 5 (strongly agree)".
 - Item 6: "Overall, I found the instructor to be effective." (Scale: 1-5)
- 6. What is the primary reason for the scores you just gave?**: "Consider factors such as professionalism, preparedness, and knowledge of the topic." A text input field with a rich text editor toolbar.

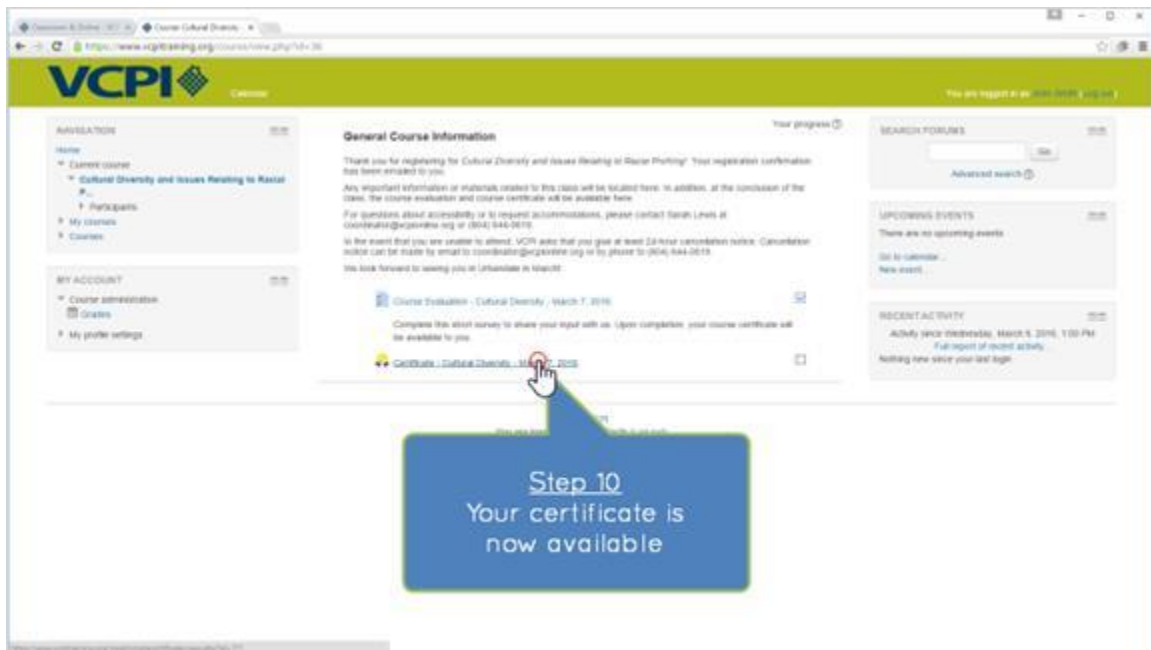
Step 8 – When you have completed the evaluation, click “Submit questionnaire”

The screenshot shows the VCPI Course Evaluation form, similar to the previous one, but with a blue callout box pointing to the "Submit questionnaire" button. The callout box contains the text: "Step 8 When you have completed the evaluation, click **Submit questionnaire**". The form is now partially filled out, and the "Submit questionnaire" button is highlighted with a red circle and a hand cursor. The form includes sections 4, 5, 6, and 7, which are text input fields with rich text editor toolbars.

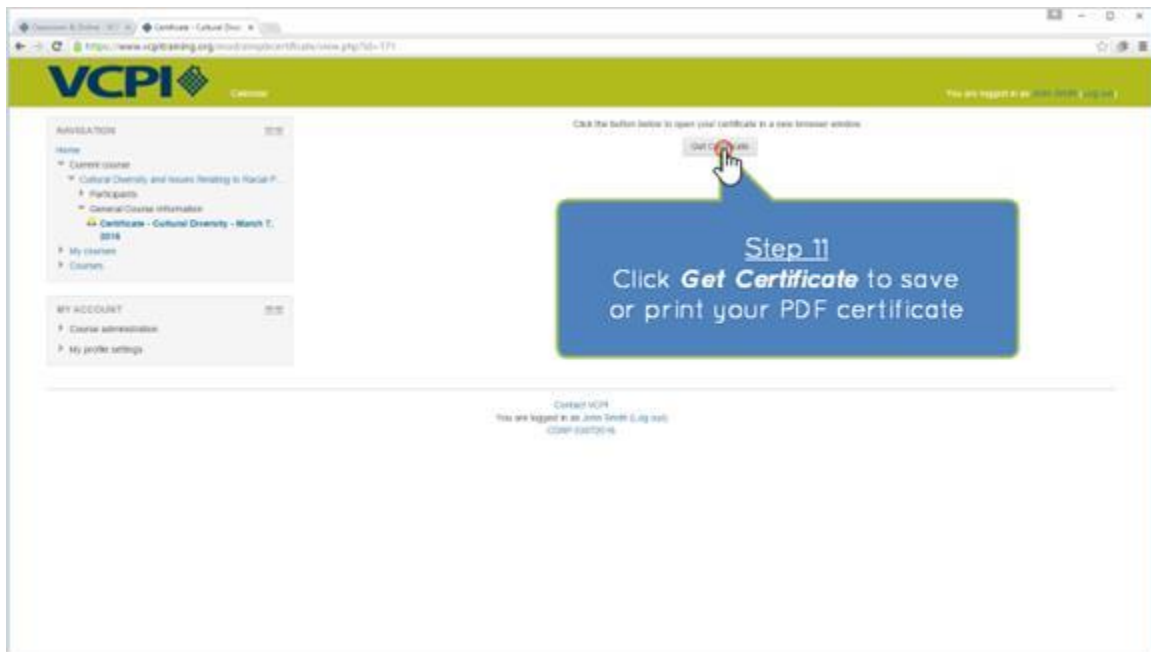
Step 9 – To access your certificate, click the course title in the left hand navigation menu



Step 10 – Your certificate is now available. Click the certificate link



Step 11 – Click “Get Certificate” to save or print your PDF certificate



Step 12 – After you have saved or printed your certificate, head back to the VCPI homepage to check out our eLearn center and upcoming training



Thank you for participating in VCPI's classroom training! We hope you'll keep us in mind for your future training needs. Don't forget to check out our classroom calendar and our eLearn center for online courses.