

CREATING ONLINE EVALUATIONS FOR PD SESSIONS

Huron ISD Staff:

To create an online Professional Development Evaluation, follow these steps or watch this [video](#).

DO ONCE:

1. Log in to your Google account, and open the [PD Template](#).
2. Click the 3 vertical dots in the upper right to Make a Copy. Save a copy of the template **to your own Google Drive**. You may wish to make a folder for PD Evaluations.



DO WITH EACH EVALUATION:

1. Open the template that you saved to your Google Drive and use the 3 vertical dots in the upper right to Make a Copy. Give the copy a new name that is meaningful (i.e., TitleDatePresenter), and save it where you can find it (such as a PD Evaluations Folder in your Google Drive).
2. Edit **TITLE, DATE, AND PRESENTER NAME** and the **BEFORE THIS TRAINING** and **AFTER THIS TRAINING** questions, using 1-5 topics related to the specific PD. (Copy and paste so that the BEFORE topics and AFTER topics match).
3. Click "Send" at the top. Choose "share by link," and copy the link to paste into an email or Zoom chat. **DO NOT copy the link from the browser**, because that will let people edit your form.



4. To see responses, open your form and click "Responses" near the top of the page. To create a PDF of the data, Print the page, but instead of a printer, choose "Save to PDF." **Email the PDF to Vicky** along with the title, a brief description, participant attendance, and number of hours. **If the PD is offered for SCHECHs or DPPD, collect PIC numbers.**

