

2HOTT Class Evaluation Form – Instructor Summary

Training Date(s): _____ - _____ Total # Students: _____

Training Location (City, State): _____, _____

Instructor Name(s): _____

Student LCL/QuickBooks experience before class (approximate % of student total):

LCL: _____ % little to no experience _____ % some experience _____ % lot of experience

QuickBooks: _____ % little to no experience _____ % some experience _____ % lot of experience

Directions: Check the “Yes” or “No” box to the right of each question to identify the majority response of your students. Summarize student comments underneath each question (if provided). Save the Evaluation Summary and e-mail it to kyarbrough@mooseintl.org. Note: *If emailing a summary evaluation, you do NOT need to mail the original student evaluations back to Education and Training.*

1. Was the pace of the class appropriate?

QB: ___ Yes ___ No

LCL: ___ Yes ___ No

2. Did the exercises help reinforce the concepts covered in class?

QB: ___ Yes ___ No

LCL: ___ Yes ___ No

3. Were there any exercises that were *ineffective*?

QB: ___ Yes ___ No

LCL: ___ Yes ___ No

4. Were the materials easy to understand?

QB: Yes No
LCL: Yes No

5. Were supplemental/supporting resources identified during class?

QB: Yes No
LCL: Yes No

6. Did you learn ways to make your records and reports (membership or financial) more accurate? Or, to leave a better audit trail?

QB: Yes No
LCL: Yes No

7. Will you use what you've learned when you return to your Lodge, Chapter, or Moose Legion?

QB: Yes No
LCL: Yes No

8. Would you recommend this course to other Administrators, Recorders, or Moose Legion Secretaries?

QB: Yes No
LCL: Yes No

9. Did the classroom facility support an environment for learning?

QB: Yes No
LCL: Yes No

10. Was the Instructor(s) knowledgeable on the course content?

QB: Yes No

LCL: Yes No

11. Did the Instructor(s) follow the course flow as designed – according to your manual?

QB: Yes No

LCL: Yes No

12. Did the Instructor(s) answer questions clearly and concisely?

QB: Yes No

LCL: Yes No

Thank you for completing this survey!