



Interagency Aviation Training (IAT) Course Evaluation Job Aid

Background

The Training Division (AMD-TD) in coordination with the IAT subcommittee has modified the IAT course evaluation form (AMD-111). This revision enhances the collection of information needed to revise courses and assess the quality of instruction. As an IAT instructor, you should ensure evaluations are completed for all courses and returned to the AMD-TD. In order to make the process as easy as possible, AMD-111's are automatically created every time a course is registered or saved on the IAT.gov website. Below are detailed instructions on how to print and submit your course evaluations. Please contact Chris Huether, AMD-TD (Chris.Huether@nbc.gov) with any questions. Thank you for your efforts as an IAT instructor and in the implementation of this evaluation process.

Creating Course Evaluations

Evaluations for all IAT courses are completed on the AMD-111 form. These forms are automatically generated for instructors when they create a course on the IAT.gov website. Here are instructions on printing and submitting course evaluation forms.

1. Insert the course you are going to teach on the IAT website. Upon inserting the class your course evaluations should automatically open as a PDF file. You can print them at this time or save them if you like.

The screenshot shows the 'class detail' form on the IAT website. At the top, there is a navigation bar with the text '[interagency] AVIATION TRAINING' and a 'Quick menu...' dropdown. Below the navigation bar are links for 'sign-up', 'login', 'help', 'online courses', and 'ACE'. The main form is titled 'Add Class Offering for: B3 Combination Helicopter/Airplane Safety'. It contains several input fields and dropdown menus, many of which are marked as required with a red asterisk. The fields include: Class Type, Sponsor Bureau, Class Hours, ACE Title, Start URL, Start Date, Start Time, End Date, End Time, City, State, Location, Room, Max. Students, Directions, Registration Deadline, Instructor 1 Name, Instructor 2 Name, Instructor 3 Name, and Remarks. A legend at the bottom indicates that a red asterisk denotes a required field. At the bottom of the form, there are buttons for 'Insert Class', 'Reset', 'Return to Class List', and 'Return to Module List'. The 'Insert Class' button is circled in red in the original image.

- If they do not appear or you wish to print them at a later time you can also access them from the instructor portion of the website by clicking on “My Upcoming Classes”

instructors

- [Classes I've Instructed](#) *(Complete a Class Roster)*
- [My Upcoming Classes](#)
- [All Class Rosters](#)
- [Add a New Class](#)
- [Edit an Existing Class](#)

- **Download Lesson Plans**
- [Creative Training Techniques](#) *(Games, Ice Breakers)*
- [Links - Instructor Bookmarks/Favorites](#)
- [Image Gallery](#)
- [Safety Alerts](#)
- [Tech Bulletins](#)

- Select the course for which you would like to create evaluations; this will open the class detail page. There is a green button on the bottom right that will link you to a PDF file of your evaluations.

[interagency]
AVIATION TRAINING

sign-up login help online courses ACE

Quick menu...

class detail

Class Offering for:
B3 Combination Helicopter/Airplane Safety

Class Type: C **Sponsor Bureau:** STATE **Class Hours:** (Example: 2.5) 6

ACE Title: (Select Only if Class Type="A") Not Available for Non-ACE Classes **Start URL:** (Insert Value Only if Class Type="O")

Start Date: 5/6/2015 **Start Time:** 8:00:00 AM **End Date:** 5/6/2015 **End Time:** 3:00:00 PM

City: (Disabled if Class Type="A") Boise **State:** (Disabled if Class Type="A") ID

Location: (Disabled if Class Type="A") (Example: Holiday Inn) Test Demo Class **Room:** Demo Room **Max. Students:** 0

Directions: (Disabled if Class Type="A") (Building name, driving instructions, session information, etc.) Demo Building **Registration Deadline:** 1/1/2015

Instructor 1 Name: Instructor, Larry **Instructor 2 Name:** **Instructor 3 Name:**

Remarks: (Max. Number of Characters = 2000)
 Demo Class do not register for this.

Denotes Required Field

Record Last Updated: 11/8/2010

Save Class Reset Return to Class List Return to Module List **Print Class Eval Form(s)**

Cancel Class Send Class Alert Email Go To Class Pass/Fail

Add Student(s) to Class Roster

4. Here is an example of what the course evaluation form looks like. Please do not use the older version of the AMD-111 form. Note: if you are teaching a B3 course, please have the students fill out the evaluation for each of the modules within the B3 curriculum. To conserve paper and ease processing please print the form double sided.

AMD-111 10/2010

Interagency Aviation Training Course Evaluation Form

Course Code: A-101 - Aviation Safety (Basic Safety Module)							
Date: May 06, 2015							
Please shade the bubble							
1. How well did you know the course material before beginning the course?	Not well at all	①	②	③	④	⑤	Very well
2. How much more did you learn about the course topic?	Nothing at all	①	②	③	④	⑤	A lot
3. How often do you expect to apply this knowledge in the next 60 days?	Not at all	①	②	③	④	⑤	A lot
4. Have you had any previous training in the course topic?	Yes	①	②	No	③	④	⑤
Please assign a rating on a scale from 1 to 5, where 1 represents "Poor" and 5 represents "Excellent", to each of the following areas:							
	Poor						Excellent
Registration Process	①	②	③	④	⑤		
Participant Guide (Handouts, materials, etc)	①	②	③	④	⑤		
Quality of visual aids (PPT, Video, etc)	①	②	③	④	⑤		
Accomplishment of Course Objectives	①	②	③	④	⑤		
Relevance of course to your job duties	①	②	③	④	⑤		
Overall effectiveness of instruction	①	②	③	④	⑤		
Classroom physical environment (temp, light, etc)	①	②	③	④	⑤		
Convenience of location	①	②	③	④	⑤		
Instructor #1 name:	Larry Instructor			Poor			Excellent
Knowledge of subject matter	①	②	③	④	⑤		
Use of helpful examples and references	①	②	③	④	⑤		
Opportunity to ask instructor questions	①	②	③	④	⑤		
Instructor responsiveness to questions	①	②	③	④	⑤		
Instructor #2 Name :				Poor			Excellent
Knowledge of subject matter	①	②	③	④	⑤		
Use of helpful examples and references	①	②	③	④	⑤		
Opportunity to ask instructor questions	①	②	③	④	⑤		
Instructor responsiveness to questions	①	②	③	④	⑤		

Continues on other side

Class ID:



5899



A-101

5. At the conclusion of the course please collect an evaluation from each student and return them to the AMD-TD. You can mail, FAX, Email or ship (FedEx/UPS) your forms, whatever is most convenient. If you would like pre-paid shipping envelopes please contact the AMD-TD at the number below. Thanks again for your participation in the IAT program.

Please contact us with any questions at 208-433-5058.

Mailing/shipping address:
AMD-TD,
300 E. Mallard, Ste.200
Boise, ID 83706

Fax: Attn.Training 208-433-5085

Email: Christine_Huether@nbc.gov