SharePoint Surveys: Six Simple Ideas to Support Training

A ShareKnowledge® E-Book

This e-book provides several ideas of how you could use SharePoint surveys to support training in your organization.

Gather training requests and requirements

Use SharePoint surveys to find out which training the whole company or a particular group needs to deliver better performance. Query managers to determine which training should be offered. Ask them about the gaps in employee knowledge, skills, and abilities.

Assess the readiness of your learners

SharePoint surveys are a great way to assess the readiness of interested learners. A survey, as a course prerequisite, will give the instructor a clear picture of who is ready for this course and who needs remedial work.

Get feedback and find out whether your learners are learning

SharePoint surveys are a great way for you to gain valuable mid-course insights. Are the learners hitting roadblocks? A quick after-lunch survey could give you immediate feedback on who has learned what[1], and which parts of the course might need review or amplification.

Learn from your learners

SharePoint surveys are also the right tool to gather feedback from course attendees, after the course has completed. The time to get the learner's impressions of the course is while those impressions are fresh. Instructors can prepare a survey, in advance, to gain insight into which course material worked best, and which needs

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[1] SharePoint surveys do not allow grading. If you want a real quiz, you can use InfoPath forms.

improvement. By the way, SharePoint surveys are a great way to see how the learners retain course material over time. Keep the SharePoint course community alive and you will help keep their learning alive

Track who has read assigned documents

Use surveys to track your learner activities. In the end of the learning material, give a link to the special one-question survey and ask your learners to answer it. This way you will know who has completed learning tasks such as reading documents or watching video-tutorials.

Build surveys into the learning process – available with ShareKnowledge

Make the survey a step in your learning compound course. For example, you can set up a course that will consist of several steps, including on-site training, documents, and SCORM courses. With ShareKnowledge LMS, you can easily add SharePoint surveys as separate steps in your course.

How to create a survey

Here are a couple of tutorials that describe how to create a survey in SharePoint

- http://www.collaboris.com/blogs/collaboris-blog/mark-jones/2012/11/03/how-to-create-a-sharepoint-survey-in-under-5-minutes#.Uz_3Q_l_v5s
- http://office.microsoft.com/en-001/windows-sharepoint-services-help/create-a-survey-HA010208578.aspx

About ShareKnowledge

ShareKnowledge is a corporate learning management system built on top of the Microsoft SharePoint platform. ShareKnowledge exposes every benefit of SharePoint for learning professionals as well as integration with popular webinar services and course schedule integration with your Outlook calendar, or other e-mail clients that support iCalendar. ShareKnowledge was designed to integrate directly and completely with SharePoint, and builds on all existing SharePoint administrative efforts such as Active Directory integration for permissions and security.

To find out more about SharePoint, ShareKnowledge, and how they work together to deliver the best learning management available today, contact us:

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