

## JETS – JAG Endoscopy Training System

### JETS User Guide – Courses – Collecting Feedback

## COURSE FEEDBACK COLLECTION

We are asking the delegates of endoscopy courses to submit feedback on the quality of the course and the training of the faculty to help us improve the content and running of subsequent courses.

The best time to collect the feedback is at the end of the course via the course action page though the delegates can complete it from their own logons after the course.

To ensure that feedback is collected course certificates should not be dispatched until it is completed.

## COURSE ACTION PAGE

Feedback collection can be simplified during a course using the Course Action page (Fig 1). This page logs off the current user and shows a grid listing the delegates, their feedback completion status and provides a link to complete the feedback.

The lower grid on the page lists the course faculty and allows DOTS forms to be completed.

The National Endoscopy Training Programme JETS Home

Basic Skills in GI Endoscopy (05th Mar 2009) - Action View

**Attendees to complete faculty and course feedback**

Attendee	Feedback		
	Faculty	Course	
Mr Jets 1	0/3	N/A	<a href="#">Click here to submit</a>
Mr Jets 2	0/3	N/A	<a href="#">Click here to submit</a>
Mr Jets 3	0/3	N/A	<a href="#">Click here to submit</a>

**Faculty:**  
To complete a DOTS form please return to the faculty course page.

**Attendees:**  
As part of the evaluation of this course we would like all the attendees to leave feedback on each of the members of faculty and on the course itself. To complete this feedback please use the 'Click here to Submit' link; this will take you through the faculty and then the course feedback forms. Once all feedback has been collected the relevant columns against your name will say Complete; if does not happen please click the Submit link again.

Many thanks

**Course Lead to complete DOTS as required**

**Trainee faculty to complete trainer and course feedback**

Course Lead	DOTS	Feedback		
		Faculty	Course	
Valori, Roland	<a href="#">Add</a>			
<b>Faculty</b>				
Anderson, John	<a href="#">Add</a>			
Brooklyn, Trevor	<a href="#">Add</a>			
<b>Trainee Faculty</b>				

[Training Centre Details](#)

Fig 1 – Course Action Page

## NAVIGATING TO THE COURSE ACTION PAGE - COURSE FACULTY

Log into JETS, click on My Courses (Faculty) on the left menu, click row for the required course, click on the Course Action Page button.

## NAVIGATING TO THE COURSE ACTION PAGE - TRAINING CENTRE ADMINISTRATORS

Log into JETS, click on Course Schedule on the left menu, click on the link in the feedback column for the required course, click on the Course Action Page button.

## COMPLETION OF COURSE FEEDBACK

Setup a PC, navigate to the course action and ask each delegate to complete their feedback. This should be done anonymously.

### STEP 1

Each course delegate is listed on course action page (Fig 1). Feedback submission is started by clicking on the 'Click here to submit' link.

### STEP 2

The feedback process is described and the delegate is asked to login (they are logged off once the process is completed).

If the user does not know their login details they can click the link at the bottom of the page. This will allow them to record their feedback but it will not be submitted. They will be emailed their logon details and will be asked to logon to submit the feedback.



Fig 2 – Feedback Process Description

### STEP 3



Fig 3 – Feedback Forms

The faculty form needs to be completed for each member of the course faculty. The course faculty member is listed at the top of the form.

A response is entered for each measure and any specific comments about trainer's training skills and how they could improve their teaching are added.

If the delegate did not train with a particular trainer they should check the 'Did Not Train' box in the top left and click 'Submit Feedback'

Certain courses will have an additional course feedback form. These are split into 3 sections: Learning Objectives, Evaluation of Course and Overall Ratings.

The trainer and course evaluations are recorded anonymously; there is no index on the system of who submitted which evaluation. The outputs the faculty and training centres can view are only updated every 5 submissions (or for the capacity of the course). This ensures that the trainee submitting the evaluation cannot be identified enabling the submission of reliable assessments.

### STEP 4

Once the faculty feedback and course feedback has been completed the delegate will be logged off and the Course Action page will be updated and be ready for the next delegate.

## COMPLETION OF FEEDBACK BY TRAINEE

If the feedback was not completed during the course it is possible to complete the feedback from your own logon. Navigate to your course list (log onto JETS and either click on My Courses (Delegate) on the left menu or click Review My Portfolio on the left menu and then Courses on tab bar) and click the Submit Feedback link. If this link is not displayed check your booking has a status of completed or attended; if not please contact the training centre administrator.