

Program Evaluations

State Continuing Education Clock Hours (SCECH) Manual

For educators to receive credit for attending State Continuing Education Clock Hours (SCECH) programs, they must complete the SCECH program evaluation that is generated after their participation is uploaded into Michigan Online Educator Certification System (MOECS). Evaluations are generated for each date an individual is entered, but the email notification is sent per upload. The following directions will assist the Coordinator in adding, editing, and copying evaluation questions to approved SCECH programs in MOECS.

There are two standard questions for each program, but coordinators have the option to include up to five extra questions to the standard required online Participant Evaluation.

Standard questions for every program:

1. Describe two (2) ways you could apply this new knowledge or skill in your role as an educator.
2. Please provide feedback to the facilitator or sponsor regarding the program's structure, content, delivery, or any other comments you would like to share with the facilitator.

Creating Evaluation Questions

Additional questions may be added by the Coordinator but must be added prior to uploading any participants to a program. Questions cannot be added or edited after the first participant is uploaded.

Please follow these steps to add program evaluation questions:

- 1) Select *Professional Learning Programs* from the left menu to view the program list. Access the Create Evaluation Questions feature through one of two options below:
- 2) Choose *Upload/Add* in the *Roster* column of the appropriate program. If participants have yet to be entered, a confirmation box will appear. Choose *Yes* to add program evaluation questions. (See Below)

Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
DPPD Test for adding dates	20200833	03/01/2020	03/31/2020	Allegan	0	0	0	Upload/Add	No	Please Select

Confirmation
✕

Would you like to add program specific questions to the standard generic evaluation questions sent to participants?

OR Select *Add/Edit* Evaluation Questions in the *Function* column of the Program List.

Test for Max Hours awarded	20229660	11/01/2022	12/05/2022	Ingham	3	0	Upload/Add	No	Please Select Print Evaluation Summary Add/Edit Evaluation Questions
Dates before submit	20228935	10/20/2022	10/20/2023		1	1	Upload/Add	No	

After choosing either option, select *Create Evaluation Question* on the subsequent screen.

3) Type the question being added in the box beside Question. (See below)

4) Choose the order the questions are to appear in. (1 through 5). The standard evaluation questions will appear as 1 and 2 on the Evaluations Summary followed by the added questions starting with the assigned number.

5) Choose the type of question. Question options include Text (short answer), Multiple Choice, True/False, or Scale.

6) For multiple choice questions, add the answers in the *Choices* box separated by a comma.

Question

Question #

Type

Choices

Active

Repeat the process for all the questions to be added. When all questions have been added, either select *Upload Records Now* to proceed with the upload process or *Back* to go back to the program list.

Filter By: Status

Evaluation Questions			
Edit	Question	Question #	Active
	Does this work?	1	<input checked="" type="checkbox"/>
	Which type of test questions work best?	2	<input checked="" type="checkbox"/>

Editing Evaluation questions

Coordinators can edit evaluation questions to a program by selecting *Add/Edit Evaluation Questions* from the *Functions* column of the program list (See step 1b).

Edit a question by selecting the pencil in the *Edit* column to change a question.

Filter By: Status

Evaluation Questions			
Edit	Question	Question #	Active
	Does this work?	1	<input checked="" type="checkbox"/>
	Which test is best?	2	<input checked="" type="checkbox"/>
	How does this work?	3	<input checked="" type="checkbox"/>

Any of the information can be changed or you can de-activate the question. Select *Save* to keep your changes.

Question

Question #

Type

Active

Copying Evaluation Questions

Coordinators can copy evaluation questions to a program by selecting *Copy Evaluation Questions* from the *Functions* column of the program list.

Program Name	Program Number	Begin Date	End Date	County	Uploaded	Evaluation Complete	Roster	Pending Upload	Functions
test dates	20222187	05/01/2023	05/05/2023	Clinton	2	0	Upload/Add	No	Please Se
Phone Extension Test	20231549	04/11/2023	04/11/2023	Crawford	1	0	Upload/Add	No	Please Select
Test for catalog use	20230451	02/01/2023	02/01/2024	Ingham	1	0	Upload/Add	No	Print Evaluation Summary Copy Evaluation Questions

You have logged in as Sponsor: Michigan Department of Education Change Profile/District

Evaluation Questions

Filter By: Status Active

<input type="checkbox"/>	Question	Question #
<input checked="" type="checkbox"/>	Does this work?	1
<input checked="" type="checkbox"/>	Which test is best?	2
<input checked="" type="checkbox"/>	How does this work?	3

Copy Questions Back

[MI.gov](#) [MOECS Home](#) [Contact](#) [Policies](#)

One or several questions may be copied to another program by selecting the question(s) by checking the box at the left end of each question to copy, then clicking *Copy Questions*. (See right image)

Choose the program to add the question(s) by checking the box to the left of the program name, then select on *Copy to Selected Programs*. An evaluation question may be copied to multiple programs. Selected programs are highlighted in Yellow.

You have logged in as Sponsor: Michigan Department of Education Change Profile/District

Select Programs to Paste Questions To

Program Name Program Approval Number

Search Clear Search

<input type="checkbox"/>	Program Name	Program Approval Number
<input type="checkbox"/>	Testing on what happens	20143583-1
<input type="checkbox"/>	2014/2015 OPPS Committees	20101807-1
<input type="checkbox"/>	Test MI/NCATE Discussion	20161032
<input type="checkbox"/>	2014/2015 OPPS Committees Test Copy	20141103-1
<input checked="" type="checkbox"/>	Test for all those questions	20122739-3
<input type="checkbox"/>	Testing on what happens	20143583-1
<input type="checkbox"/>	February test	20141247-1
<input type="checkbox"/>	2013/2014 OPPS Committees	20101806-1
<input type="checkbox"/>	Test for all those questions	20122739-3
<input type="checkbox"/>	Testing for Functions	20130933-5

Copy to Selected Programs Back

Print Program Evaluation Summary

To view results of the program evaluation survey, select *Print Program Evaluation Survey* from the Function column of the program list. This will list each question and answer in order. To print the results, select *Print* from the top right-hand corner.

[Print](#)

Evaluations By Offering

Program Name: DPPD Test for adding dates
Program Approval #: 20200833
Start Date: 02/13/2020
End Date: 06/30/2020
Sponsor Name: OPPS-MOECs Testing Only

Maximum Allowable SCECHs for each Event Date:
 General SCECHs 5000
 College Prep SCECHs 0.00
 Career Exploration SCECHs 0.00
 Military Options SCECHs 0.00

1-Strongly Disagree 2-Disagree 3-Neither Agree Nor Disagree 4-Agree 5-Strongly Agree

MDE Evaluation Questions and Answers

1 Describe two (2) ways you could apply this new knowledge or skill in your role as an educator.

Knowing how multiple dates work. Stuff

2 Please provide feedback to the facilitator or sponsor regarding the program's structure, content, delivery, or any other comments you would like to share with the facilitator.

I talked too long and fumbled my words

Viewing Evaluation Completion

The coordinator may view who has or has not completed evaluations by using one of two options: Click the number in the Uploaded column of the program list. All uploaded educators will be listed. Scroll to the bottom of the page and select Export to Excel. The Excel file will list either *True* (for completed) or *False* (for incomplete) under the *Is Evaluation Complete* column (see below).

Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
DPPD Test for adding dates	20200833	02/13/2020	06/30/2020	Allegan	4	0	1	Upload/Add	No	Please Select

[Back](#) [Export to Excel](#)

A	B	C	D	E	F	G	H	I	J
Program Approval #	Program Name	Event Date	First Name	Last Name	PIC	Email	Is Evaluation Complete	Upload Date	General SCECHs
20200833	DPPD Test for adding dates	05/10/2020					True	05/14/2020	10
20200833	DPPD Test for adding dates	03/01/2020					False	05/14/2020	10
20200833	DPPD Test for adding dates	02/20/2020					False	05/14/2020	10
20200833	DPPD Test for adding dates	04/20/2020					False	05/14/2020	10

Questions?

For any questions, please return to the [full SCECH Sponsor Manual](#) or contact the Michigan Department of Education SCECH Program Administrator at SCECH@Michigan.gov or 517-241-4928.