How to Complete Live Training Evaluations in RISE

This is a how-to guide on how to complete a training evaluation within your RISE account. You MUST complete the training evaluation <u>within 30 days</u> of the training to receive training hours. The evaluation is available to complete at the end of the training. If an evaluation expires, the course must be retaken to receive training hours.
For additional assistance, please contact the IdahoSTARS Training Office.

We are pleased to hear you attended an IdahoSTARS live training! Complete your training evaluation through RISE by:

Step 1: Login to your RISE account

Step 2: Go to your 'My Registrations' area

1. Select 'My Registrations' on your dashboard (right above the calendar)
2. Once at 'My Registrations' search for the training you recently completed

Step 3: Enter Evaluation Information
1. On the 'My Registrations & Evaluations' area select 'Take Evaluation' to the right of the training title you recently completed

2. The training evaluation will pop up in a new window for you to complete
3. Once the evaluation answers are chosen, select 'Submit'
   a. All evaluation questions are mandatory

Step 4: Check your PDRecord
1. Once the training evaluation is complete, view your PDRecord to verify the training is listed on your account
2. Select 'PDRecord' on the left side menu bar in RISE and view your trainings under the 'Trainings' tab

Please note: The training will not list on your PDRecord if you did not attend the training or if you have not paid the trainer. Contact the trainer for questions regarding payments.