

# Autodesk Training Evaluation System (TES)

## Global User Guide for Autodesk Learning Partners

### Introduction

Autodesk's Training Evaluation System ("TES") monitors a student-participant's post-training feedback and provides Autodesk Learning Partners with a mechanism to deliver official certificates to their training participants. Autodesk Learning Partners can issue Course Completion, Project Completion, and Event Participation Certificates to customers that successfully complete a course.

Certificates are awarded by Autodesk Certified Instructors in electronic form.

Learning Partners are required to access the TES System with a unique site and instructor code. Access allows ATC permission to register authorized courses and to analyze the Learning Partner's training performance, as assessed by the student-participant's feedback.

The information gathered through the TES system will be accessible by Autodesk, the regional Distributors, and the Learning Partner who delivers the course.

Beginning 01 FEB 2019, all Autodesk Authorized Training Centers ("ATC") and Autodesk Academic Partners ("AAP") will be required to register all courses in the Training Evaluation System and send TES survey requests to all training participants.<sup>1</sup>

Training Evaluation System Benefits include:

- Access to online Training Evaluation System and Performance Reporting Tools
- Course, project, and event creation tools
- Online participant survey; Localized for 34 languages
- Immediate feedback on the quality of instructor and training course
- Create, deliver, and print official certificates: Certificate of Course Completion, Certificate of Participation, Certificate of Project Completion

### **Create your Customer Profile**

### **Customer Opt-in Questions**

### **How-to Enroll in a Course**

### **How-to Complete and Submit a Student Evaluation Survey for a Course**

### **How-to Retrieve an Electronic Course Completion Certificate**

### **Survey Questions**

## Create your Customer Profile

All customers participating in a course will be required to create an account (profile) in the Training Evaluation System. The customer's full name, a valid email address, and their country-of-residence will be required to create an account.

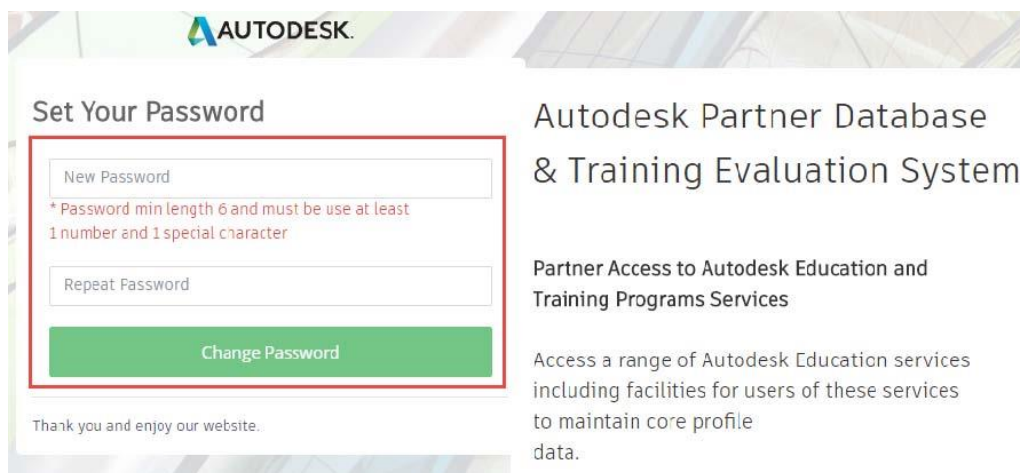
- 1) Click on: <http://education.autodesk.com/register>
- 2) To create their account the customer will be asked to provide the required information; The contact information required depends on the type of customer.

If customer is an academic student, the required information will include 'graduation date' and 'date of birth'.

Upon completion of the registration process, the TES system will show a pop-up window stating the Registration was a success.

The Customer will receive an email with a verify link.

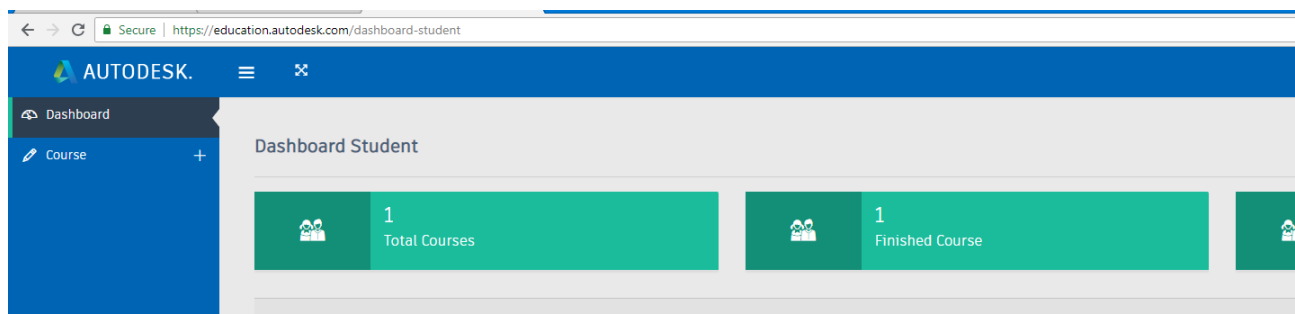
- 3) The customer will be required to verify, via the link, before obtaining access to the **Dashboard** view of their account. After clicking the activation link, the customer will be required to create a password.
- 4) Upon completion of the registration process, the customer will be able to return to the Training Evaluation System's **Sign In** page by using this URL: <http://education.autodesk.com/login-student>



The screenshot shows the Autodesk Partner Database & Training Evaluation System password setup page. The page has a white background with a blue header containing the Autodesk logo. The main heading is "Set Your Password". Below it, there are two input fields: "New Password" and "Repeat Password". The "New Password" field has a red border and a red asterisk indicating a password requirement: "\* Password min length 6 and must be use at least 1 number and 1 special character". Below the input fields is a green "Change Password" button. To the right of the form, the text reads "Autodesk Partner Database & Training Evaluation System" and "Partner Access to Autodesk Education and Training Programs Services". Below this, it says "Access a range of Autodesk Education services including facilities for users of these services to maintain core profile data." At the bottom left of the form area, it says "Thank you and enjoy our website."

When the customer logs into the Training Evaluation System, they will see the Customer-student **Dashboard** view.

The Dashboard will show the course(s) they have completed, their current courses, and total number of courses they have attended.



## Customer Opt-in Questions

The Training Evaluation System requires all customers to answer specific 'opt-in' questions during the account profile creation process.

These questions clarify if Autodesk can collect and use data we gather from their use of the Autodesk Training Evaluation System, and data from completion of course, project, and event surveys.

Data analytics are reported to the Autodesk and to the Learning Partner who delivered the course.

Questions include:

- Agree to **receive** survey requests from Autodesk regarding training courses you have completed or events you have participated in?
- Agree to **collection and analysis** of your feedback from training evaluation surveys you complete and submit?

The customer should understand Completion of the Student Evaluation Survey is required to obtain a Course Completion Certificate.

**IMPORTANT NOTE - Customer must click YES for the opt-in question agreeing to receive survey requests from Autodesk.**

**If a customer selects No, the TES system will not allow the customer to receive the Student Evaluation Survey request.**

## How-to Enroll in a Course

- 1) Customers are required to enroll in a course via the Training Evaluation System; Instructors are not allowed to enroll a customer for a course.
- 2) Customer will go to **Sign In** page using this URL: <http://education.autodesk.com/login-student>

From the Dashboard view, the Customer will click on **Course**; from the drop-down menu

The customer will select **Search Course**.

Customer will enter the **Course ID** to register for the course. To ensure the customer is registering for the correct course, the ATC or AAP partner will provide the unique Course ID number to the customer.

Customer will enter the Course ID provided by their ATC or AAP partner, then select **Enroll the Course** button.

Search Course

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Testing Only

Course Title : Testing Only	Course ID : EM00990958848
Instructor Name : Maciej	
Start Date : 11-July-2018	End Date : 16-July-2018
Product Name : 3DS Max	Version : 7
Teaching Hours : 9-16 hours	
Course Level :	

6) The TES system will show a pop-up window asking the customer to confirm they want to register for the selected course. Customer will select '**Yes, sure!**' to confirm the course enrollment.

7) After completion of the Course Enrollment process, the TES system will show a pop-up window stating the course enrollment was a success.

## How-to Complete and Submit a Student Evaluation Survey for a Course

- 1) Customer will go to **Sign In** page using this URL: <http://education.autodesk.com/login-student>
- 2) From the Dashboard view, the Customer will click on **Course**; from the drop-down menu the customer will select **My Course**.
- 3) The customer will see a list of their enrolled courses, including the **Survey Status** for each course. The Survey Status shows **Not Completed**, if the customer has not completed the Student Evaluation Survey for a course.
- 4) The customer will select the **Not Completed** link to complete the Student Evaluation Survey for a course.
- 5) After completion of the Student Evaluation Survey, the customer will **Submit** their evaluation to complete the survey process.

### My Course

Show	10	Entries	Status	All	Search:	
Course ID	Course Name	Course Date	Instructor ID	Instructor Name	Site Name	Survey Status
EM00990958848	Testing Only	11-July-2018	933195	Maciej	Consult	Not Completed

A customer must complete the Student Evaluation Survey **within 30-days** of the course end-date. If a customer does not submit the Student Evaluation Survey within the 30-day period they will **not** have the option to download and retrieve their certificate for the course from the Training Evaluation System.

The Student Evaluation Survey is localized in multiple languages. If a customer would like to select the local language, they can select from the language dropdown list on the top-right corner.

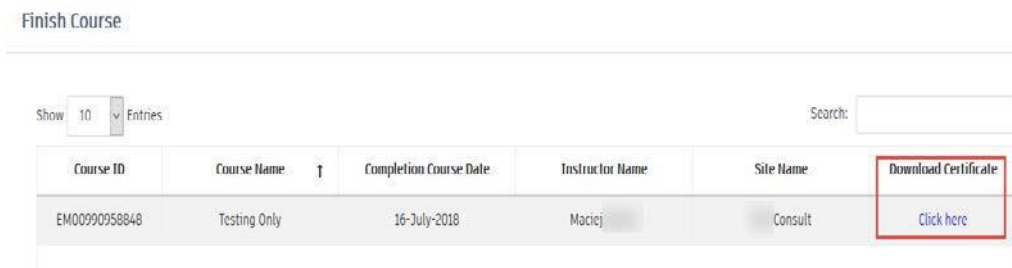
# How-to Retrieve an Electronic Course Completion Certificate

After a customer has submitted their Student Evaluation Survey they can download an electronic Course Completion Certificate directly from their TES account. Authorized Training Center and Academic Partner Instructors do not need to issue or send the Course Completion Certificate to the customer. Retrieving a certificate is a self-service option for the customer.

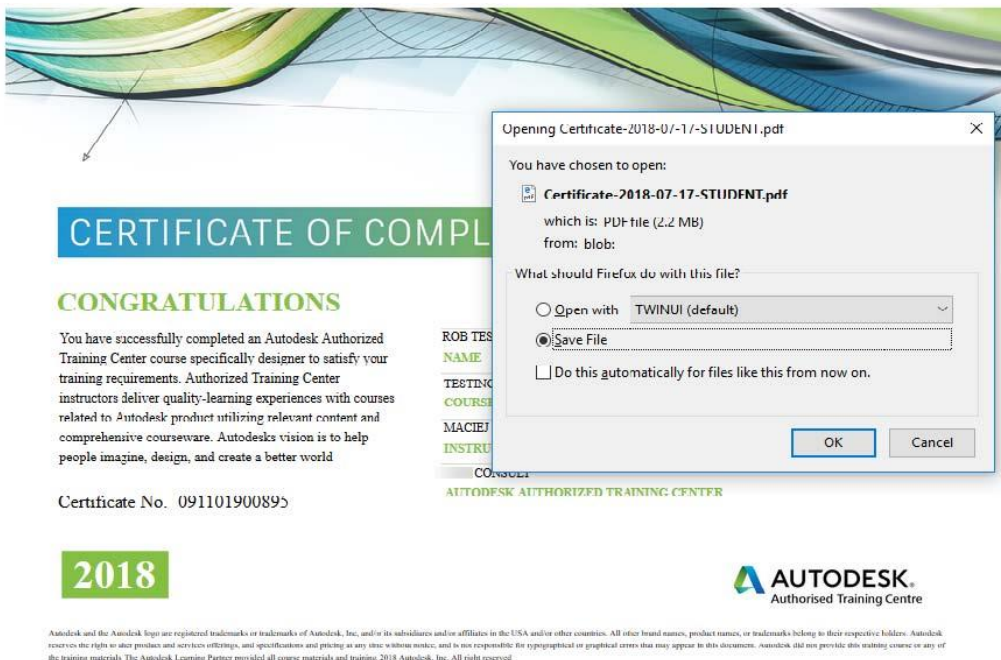
1) Customer will go to **Sign In** page using this URL: <http://education.autodesk.com/login-student>

2) From the Dashboard view, the Customer will click on **Course**; from the drop-down menu the customer will select **Finish Course**.

3) Customer will see a list of their enrolled courses; customer will select **Click Here** under the **Download Certificate**, and click **OK** from the download menu to download a PDF file of their certificate.



Customer **Certificate of Completion** download window example:



## Survey Questions

- These survey questions are used in the course Student Evaluation Survey. The survey questions focus on the quality of the training, equipment, facility, instructor, and courseware used. Survey questions vary slightly for Authorized Training Center and Authorized Academic courses delivered.
- The survey will contain additional customer opt-in questions regarding the customer's survey responses. The customer will confirm who can see their responses, and how the Autodesk Learning Partner or Autodesk can contact them in the future.
- The survey questions are delivered to the customer a single question at a time, with approximately 15 total questions per survey.
- The customer may complete the survey on a mobile device or a computer via their browser. After the customer completes the survey they will receive a 'Thank you' message from the TES system.