



National Archives and Records Administration  
**National Records Management Training Program**

# Course Evaluation

**We value your opinion** of this course. Please help us serve you better by completing this evaluation of:

Course Title: Records Management For Everyone Web-Based Training

Date:

The Course...	Use this scale to mark your rating:				
	Fully	Mostly	Some	Little	Not at all
a. Objectives were achieved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Content will be useful to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Handouts were informative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Overall met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.					
b.					
c.					
d.					
e.					
Customer Service	Fully	Mostly	Some	Little	Not at all
a. Course description was informative.					
b. Registration process was user-friendly.					
c. Courseware was conveniently located.					

**Please tell us...**

a. Is this the first time you have taken a National Archives and Records Administration (NARA) course?  Yes  No

b. **How you will use the information from the class?**

c. **Which one of the following categories best describes you...**

- Federal agency personnel, civilian or military
- College or university staff or student, business employee, researcher
- Educator or student for K-12 grades
- Genealogist, family historian or genealogical researcher
- Professional or non-profit educational organization
- State or local government agency personnel
- Foundation or Friends group associated with Fill in name of office, library or regional archives
- General public
- Other (please specify)

d. **How the course could be improved.**

(continue on other side)

**If you wish to direct additional comments to a supervisor, you may contact [nara.recordsmgtraining@nara.gov](mailto:nara.recordsmgtraining@nara.gov)**

