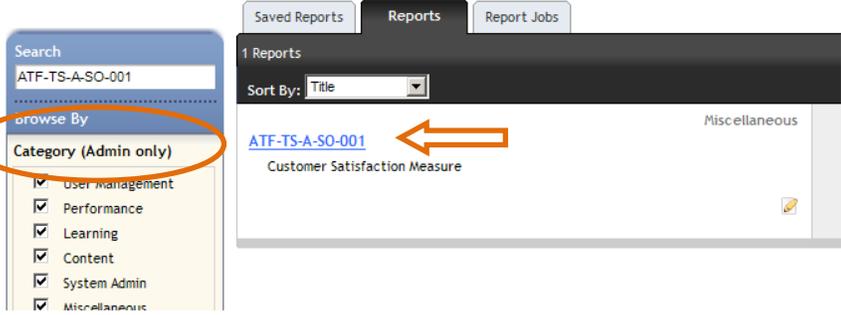


Before You Start:		CSM score data must be entered in the Custom Fields of a Scheduled Offering in order for CSM scores to appear on reports.
1.	On each CSM sheet, refer to the Overall Course Rating .	<p style="text-align: center;">1</p> <p style="text-align: center;">OVERALL COURSE RATING</p> <p>Overall, please tell us how satisfied you were with the course.</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Highly Satisfied <input type="checkbox"/> More Than Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Highly Dissatisfied </p> <p style="text-align: center;">We appreciate the time you took to provide us with this feedback.</p> <p style="text-align: center;">THANK YOU FOR YOUR PARTICIPATION! TRAINING AND PROFESSIONAL DEVELOPMENT</p>
2.	<p>Calculate the CSM Total Score by adding the Overall Course Rating from each of the evaluations.</p> <p>Example: If I you have 7 CSM sheets and 6 have a rating of Highly Satisfied and 1 has a rating of More than Satisfied, the total CSM score would be:</p> $ \begin{array}{r} 6 \times 5 = 30 \\ + \\ 1 \times 4 = 4 \\ \hline = 34 \end{array} $	<p style="text-align: center;">2</p> <p>Highly Satisfied = 5 More than Satisfied = 4 Satisfied = 3 Dissatisfied = 2 Highly Dissatisfied = 1</p>

<p>3.</p>	<p>Log in to the LMS and search for the Scheduled Offering you need to input CSM data for.</p> <p><i>Tip:</i> Remove the Start Date After value.</p>	<p>Search Saved Searches </p> <p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p style="text-align: right;">3 Search Save As Reset</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Search All Locales: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Offering Type: <input type="radio"/> Item offering type <input type="radio"/> Schedule Block offering type <input checked="" type="radio"/> Both</p> <p>Scheduled Offering ID: Starts With ▼ 12345</p>																																													
<p>4.</p> <p>5.</p> <p>6.</p>	<p>On the Scheduled Offering, Click the Custom Fields tab.</p> <p>Enter the CSM Total Score in column 11 and the number of CSM Responses (the number of worksheets that you received back) in column 10.</p> <p>Remember to click Apply Changes or the data will not be captured.</p>	<p style="text-align: right;">Options</p> <p>Notifications Cost Calculation Cost Summary Pricing Catalog 4 Chargeback</p> <p>Summary Segments Registration Contacts Materials Custom Fields</p> <p>Edit the Custom Fields for the Scheduled Offering</p> <p style="text-align: right;">6 Apply Changes Reset</p> <table border="1"> <thead> <tr> <th>Column</th> <th>Label</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Lesson Plan Identifier</td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td>Fund Code</td> <td><input type="text" value="700D"/></td> </tr> <tr> <td>3</td> <td>Number of Attendees 5</td> <td><input type="text"/></td> </tr> <tr> <td>10</td> <td>CSM Responses</td> <td><input type="text" value="5"/></td> </tr> <tr> <td>11</td> <td>CSM Total Score</td> <td><input type="text" value="50"/></td> </tr> <tr> <td>12</td> <td>Evaluations Required</td> <td><input type="text"/></td> </tr> <tr> <td>13</td> <td>Language</td> <td><input type="text"/></td> </tr> <tr> <td>20</td> <td>Travel Costs</td> <td><input type="text"/></td> </tr> <tr> <td>30</td> <td>Scheduled Offering Initiative</td> <td><input type="text"/></td> </tr> <tr> <td>31</td> <td>DEA: # of State/Local Enf.</td> <td><input type="text"/></td> </tr> <tr> <td>32</td> <td>DEA: # of Other Federal</td> <td><input type="text"/></td> </tr> <tr> <td>33</td> <td>DEA: # of DEA Employees</td> <td><input type="text"/></td> </tr> <tr> <td>34</td> <td>DEA: # of Non. Enf.</td> <td><input type="text"/></td> </tr> <tr> <td>35</td> <td>DEA: # of Foreign</td> <td><input type="text"/></td> </tr> </tbody> </table>	Column	Label	Value	1	Lesson Plan Identifier	<input type="text"/>	2	Fund Code	<input type="text" value="700D"/>	3	Number of Attendees 5	<input type="text"/>	10	CSM Responses	<input type="text" value="5"/>	11	CSM Total Score	<input type="text" value="50"/>	12	Evaluations Required	<input type="text"/>	13	Language	<input type="text"/>	20	Travel Costs	<input type="text"/>	30	Scheduled Offering Initiative	<input type="text"/>	31	DEA: # of State/Local Enf.	<input type="text"/>	32	DEA: # of Other Federal	<input type="text"/>	33	DEA: # of DEA Employees	<input type="text"/>	34	DEA: # of Non. Enf.	<input type="text"/>	35	DEA: # of Foreign	<input type="text"/>
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<p>7.</p>	<p>Go to the Reports tab and enter "Customer" in the Search field. Click on Submit. Click on the report title.</p>	
<p>8.</p>	<p>Enter the desired Scheduled Offering ID. Click Run Report.</p>	