

Viewing the Dashboard in Eval25

Last Modified on 09/11/2023 2:12 pm PDT

Log on to Eval25 to go to the home page **Dashboard**. Information for the current evaluation term is shown by default. Select the term from the dropdown list to view information for a different evaluation term.

Dashboard

Summer

Term Responses

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Term Response Breakdown

| Category | Count | Percentage |
|------------|-------|------------|
| Answered | 1405 | 82.6% |
| Declined | 137 | 8.1% |
| Incomplete | 159 | 9.3% |

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Scheduled Emails

| Email | Date | Time |
|---------------------------------|----------------|---------------|
| Students - Incomplete:Custom... | Tuesday 9/12 | 10:59pm (PST) |
| Students - All:Custom... | Tuesday 9/12 | 10:59pm (PST) |
| Students - All:Evaluation End | Wednesday 9/20 | 10:59pm (PST) |
| Students - All:Evaluation Start | Monday 1/1 | 12:00am (PST) |
| Students - All:Evaluation Start | Thursday 1/11 | 8:00am (PST) |
| Instructors - All:Reports | Monday 3/11 | 7:00am (PST) |

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Upcoming Events

| Event | Date | Time |
|--------------------------------------|----------------|---------------|
| Session 2 ends | Friday 9/15 | 11:00pm (PST) |
| Session 3 starts | Friday 9/15 | 11:00pm (PST) |
| Satellite Campus Summer 2023 ends | Monday 9/18 | 10:59pm (PST) |
| Session 3 ends | Monday 9/18 | 10:59pm (PST) |
| Summer 2023 ends | Wednesday 9/20 | 10:59pm (PST) |
| Satellite Campus Summer 2023 reports | Wednesday 9/20 | 10:59pm (PST) |

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Image: Dashboard view.

At the top of the page, the Dashboard displays the evaluation response status for the term you have selected. You can see the total evaluation responses submitted to date on the left and the response category totals and percentages—answered (submitted), declined, and incomplete—on the right.

At the bottom of the page, you see lists of the next scheduled email communications and upcoming evaluation events for all active evaluation terms.

