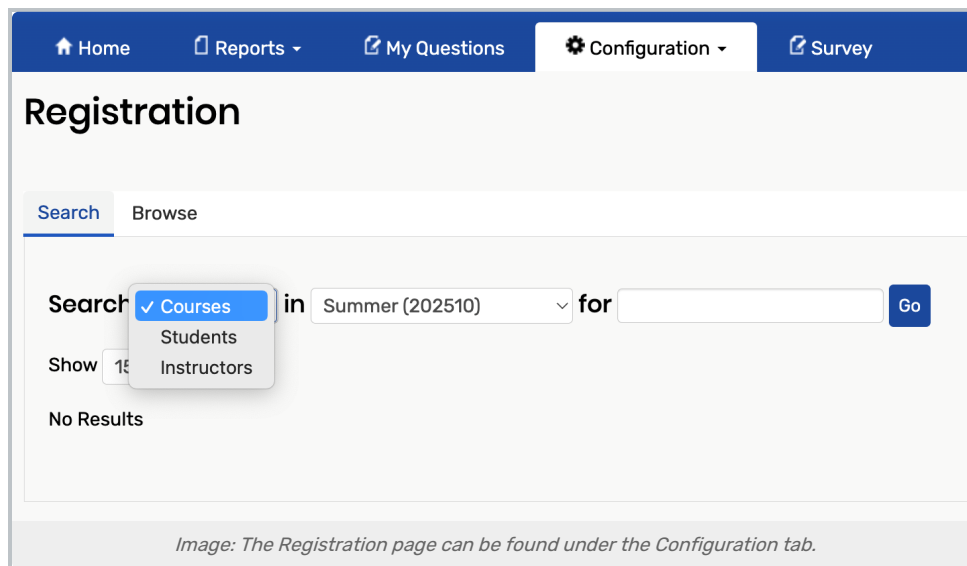


Using the Registration Tool to Complete Various Tasks in Eval25

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The Registration tool, located on the Configuration tab, can be used to browse for courses, students, and instructors to accomplish a variety of tasks.



Course-Specific Tasks:

- Copy a course evaluation form for use in a future term
 - [Copying a Course from an Evaluation Term or Session](#)
- Edit course information, such as associated evaluation form, course ID, name, subject, number, school, department, evaluation type, class number, level, instruction mode, section, etc.
 - [Adding, Editing, or Deleting a Course](#)
- Delete a course and all course information, including open evaluations
 - [Adding, Editing, or Deleting a Course](#)
- Access the form viewer to view a course evaluation form and download course evaluation questions as an Excel file
 - [Viewing Evaluation Forms for Current and Past Terms](#)

Student-Specific Tasks:

- Edit student information, such as ID, name, email address, major, and level
 - [Adding, Editing, or Deleting a Student Evaluator](#)
- Delete a student and all of their information, including open evaluations
 - [Adding, Editing, or Deleting a Student Evaluator](#)

- Add a Student to a course by term
 - [*Adding, Editing, or Deleting a Student Evaluator*](#)
- Reset a Student's evaluation
 - [*Resetting Course Evaluations for a Student*](#)

Instructor-Specific Tasks:

- Edit instructor information (i.e. ID, name, email address, and type)
 - [*Adding, Editing, or Deleting an Instructor*](#)
- Access and edit an instructor's user permissions
 - [*Adding, Editing, or Deleting an Instructor*](#)
- Delete an instructor and all of their information, including completed evaluations
 - [*Adding, Editing, or Deleting an Instructor*](#)
- Add an instructor to a course by term
 - [*Adding, Editing, or Deleting an Instructor*](#)