

## Customizing Text Content in Eval25

You can use Eval25 configuration tools to customize the following text content in messages displayed to students, instructors, and academic administrators:

- Home page greetings and instructions for at students who have or have not completed their evaluations
- Report disclaimer
- Success message for evaluation completion
- Summary Reports Information
- Default email text for instructors to use in their reminder emails
- Message to unrecognized users
- Log out page message
- Content of comment redaction removal and redaction retention emails
- Text for declining a survey
- The decline survey URL

The screenshot shows the 'Text Content' configuration page in the Eval25 system. The page has a navigation bar with 'Home', 'Reports', 'My Questions', 'Configuration', and 'Survey'. The 'Configuration' tab is active. The page title is 'Text Content'. There is a dropdown menu for 'Summer 2023' and a 'Save' button. The main content area is a table with two columns: 'Setting Name' and 'Setting Text'. The table contains five rows of settings for home page greetings and instructions, each with a text input field and a 'Show Valid Replacements' link.

Setting Name	Setting Text
Home Page Greeting With Evaluations Completed	Thank you #FULL_NAME#!
Home Page Greeting With Evaluations Not Completed	Hello #FULL_NAME#! You still have evaluations left to complete.
Home Page Instructions With Evaluations Completed	
Home Page Instructions With Evaluations Not Completed	<p><font size="+3">Students at CollegeNET University...</font></p>
Message for a Successful Submission of an Evaluation	Thank you for submitting your evaluation.

Image: Text Content page under the Configuration tab.

## Editing the System Message Text

### 1. Open the Text Content Page

Text Content is located under the Configuration tab.

### 2. Edit or Add Message Text

Click inside a text box to make edits.

You can use variables (for example, #FULL\_NAME#) and basic HTML markup here. Click the **Show Valid Replacements** link to the right of the message to see the valid variables.

### 3. Save



#### Note: Examples

To see examples of each of the Text Content boxes, and information on where they appear in Eval25, please see [Text Content Boxes](#)