

Resetting Course Evaluations for a Student in Eval25

If early in an evaluation term or session, a student notifies you that they have made a mistake on a course evaluation they've submitted, you can reset the evaluation for the student so they can evaluate the course again from scratch.

Note: Your institution also has the option of allowing students to reset their own evaluations. For information on this capability, email support@collegenet.com to request this information.

1. Choose Registration From the Configuration Menu

2 Search or Browse for the Course

- To search:
 - With the **Search** tab selected, choose **Courses** from the **Search** dropdown list.
 - Choose the evaluation term you want to search in.
 - Enter the full or partial name of the course in the search text field (not case sensitive).
 - Click **Go**.
- To browse:
 - With the **Browse** tab selected, choose the **Term**, and possibly the School, Department, Subject, and Number of the course from the dropdown lists.

The screenshot shows the 'Registration' page in the CollegeNET Series25 system. The 'Search' tab is selected. The search criteria are: 'Courses' in the 'Search' dropdown, 'Fall (202520)' in the 'in' dropdown, and '101' in the 'for' text field. The 'Go' button is visible. Below the search criteria, it says 'Show 15 results'. A table displays the search results:

ID	Name	Department	Subject	Number	Section	Type	
20216	Intro to Business	Business	Business	101	01	Lecture	➤
20358	Intro to Business	Business	Business	101	03	Lecture	➤
20513	Intro to Business	Business	Business	101	02	Lecture	➤

Image: Search or browse for a course.

3. Select the Course From the Results

This will open the information page for the course.

4. In the Students Area of the Page, Click the Associated Reset Button

Students

	ID	Name		
1.	820196568	Allen Smith	Reset	Remove
2.	820220108	Randy Johnson	Reset	Remove
3.	820207987	Terrell Carter	Reset	Remove
4.	820218754	Deborah Barber	Reset	Remove
5.	820185708	Ricky Gonzolas	Reset	Remove
6.	820219138	Aubrey Carter	Reset	Remove
7.	820187654	Edward Browne	Reset	Remove
8.	820227084	Ashley Kroll	Reset	Remove
9.	820102466	Zachary Daniels	Reset	Remove
10.	820214127	Helen Smith	Reset	Remove

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25 student/s

Image: Select the Reset button next to the student's name.

Then click **OK** to confirm.