Adding, Editing, or Deleting a Course in Eval25

In This Article:

- View a Course
- Add a Course
- Edit a Course
- Delete a Course
- Reset a Course Evaluation

View a Course

1. Choose Registration From the Configuration Menu

2. Search or Browse for the Course

If you're adding a course, you must first search or browse to verify that the course is not already in the system. If you're editing or deleting a course, you must find the course before you can edit or delete it.

- To search:
 - With the Search tab active, select Courses from the Search dropdown list.
 - Select 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.

rowse						
	√ for 101	Go				
Name ¢	Department \$	Subject 🗢	Number \$	Section \$	Туре \$	
General Biology	Biology	Bio	101		LEC	,
Intro to Business	Business	Business	101	008	Lecture	,
Intro to Business	Business	Business	101	005	Lecture	>
Contemporary Economic Issues	Economics	Econ	101		LEC	>
Music Fundamentals	Fine Arts and Communication	Music	101	0	Lecture	>
Ornament Making	Humanities	Ornaments	101		Lecture	,
	6 results					
	 ✓ results Name ≠ General Biology Intro to Business Intro to Business Contemporary Economic Issues Music Fundamentals 	Courses in Winter for 101 results Department + General Biology Biology Biology Intro to Business Business Business Intro to Business Business Economics Contemporary Economic Issues Fine Arts and Communication	Courses in Winter for 101 Go results results Subject + Subject + Mame + Department + Subject + General Biology Biology Bio Intro to Business Business Business Intro to Business Business Business Contemporary Economic Issues Economics Econ Music Fundamentals Fine Arts and Communication Music	Courses in Winter for 101 Go results Department * Subject * Number * General Biology Biology Biology Biology 101 Intro to Business Business Business 101 Intro to Business Business Business 101 Contemporary Economic Issues Economics Econom 101 Music Fundamentals Fine Arts and Communication Music 101	Coursesininfor101GoresultsDepartmentSubject PNumber PSection PGeneral BiologyBiologyBiologyBio101101Intro to BusinessBusinessBusiness101008Intro to BusinessBusinessBusiness101005Contemporary Economic IssuesEconomicsEconomics1010Music FundamentalsFine Arts and CommunicationMusic1010	Coursesininfor101GoresultsSubjectNumberSectionType 4Mame 4Department 4Subject 4Number 4Section 4Type 4General BiologyBiologyBiologyBiology101LECIntro to BusinessBusinessBusiness101008LectureIntro to BusinessBusinessBusiness101005LectureContemporary Economic IssuesFine Arts and CommunicationMusic1010Lecture

- To browse:
 - With the Browse tab active, select the Term, Session (if the course is associated with an evaluation session), and possibly the School, Department, Subject, and Number of the course from the dropdown lists as shown in this example:

Registration	ר				
Search Browse					
Term	Session	School	Department	Subject	Number
Satellite Campus S Spring Winter Fall Summer	Session 3 (SESSION Session 2 (SESSION Session 4 (6658)	. ,	All (6 departments) Anthropology Applied Linguistics Biology Chemistry	Ling	All (5 numbers) 110 223 232 411
Show 15 🗸 resu	Ilts				
		Image: Browsi	ing for courses		

3. Review the List of Courses

In the **Results** area of the page, as shown in the example below.

Show 15 🗸	results						
ID \$	Name 🗢	Department \$	Subject 🖨	Number 🖨	Section 🗢	Туре 🖨	
LING110-B	English as a Second Language	Applied Linguistics	Ling	110		LEC	>
LING223-B	Language and Mind	Applied Linguistics	Ling	223		LEC	>
LING232-B	Language and Society	Applied Linguistics	Ling	232		LEC	>
LING411	Syntax	Applied Linguistics	Ling	411		LEC	>
LING411-B	Syntax	Applied Linguistics	Ling	411		LEC	>
LING412-B	Phonology	Applied Linguistics	Ling	412		LEC	>
		Image: Course results					

Add a Course

1. Open the New Course Page

Verify that the course is not already in the system. Then, click the **Add New Course** link at the bottom of the results list to open the New Course page.

lew Course			
Term	Summer (202510)	~ Offering	
Session	none	~ Location	
Form	Main Evaluation Form	∽ Mean Code	
ID*		Custom Data 1	
Name *		Custom Data 2	
Subject *		Custom Data 3	
Number *		Custom Data 4	
School	Arts and Sciences	✓ Custom Data 5	
Department	Anthropology	✓ Custom Data 6	
Course Type	Lab	✓ Custom Data 7	
Evaluation Type		Custom Data 8	
Class Number		Custom Data 9	
Level		Custom Data 10	
Instruction Mode		Learning Objectives	🗶 δ 🛱 🛱 🏟 🐟 🖈 💌 🗮 🗭 🖽 🧮 Ω 🔣 🖻 Source
Section			B I U S X₂ X ⁴ II _X I I I I I I I I I I I I I I I I I I I
Credit Hour	0		
Core Course			
Honors			
Class Time			
Class Size	0		
			Save Cancel

2. Enter the new Course Information

- Change the evaluation **Term** of the course and **Session** from the dropdown lists if needed.
 - Note: These fields cannot be edited after the course is created.
- Change the evaluation form that should be used for the course from the **Form** dropdown list if needed.
- Enter the ID, Name, Subject, and Number of the course.
 - These fields are required.
- Change the **School** and **Department** the course is in and the **Course Type** from the appropriate dropdown lists, and any other information about the course as needed.
 - Many open fields accept comma-delimited values, which can then sometimes be used with bindings on new categories in the Form Editor.

3. Save

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Click Save to open the information page for the course you added, as shown in this example:

egistration: Cou	urse							
Contemporary Econor	mic Issues				Сору	Edit	Delete	View Form
Term: Winter (FUTURE)								
Session: none								
Form: Main Evaluation Form								
ID: ECON101								
Name: Contemporary Econor	mic Issues							
Subject/Number: Econ101								
School/Department: Busine	ess - Economics							
Course Type: LEC View More Crosslisting: Add								
Classroom(s): No data			Students					
ID	Name		No Students					
1. smwdyt-instructor	John Gonzales	Swap Remove	Add					
Add	1 instructor/s Upload File			Upload File				
		Image: New c	ourse example					



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Note: Classroom(s) Field

The Classroom(s) field will only be populated if your Eval25 instance is integrated with a 25Live instance and the associated course has rooms attached.

4. Add Crosslisting Information

If the course is cross-listed with another course:

- Click the Add button next to Crosslisting
- Begin typing the course name of the cross-listed course. When the dropdown list appears, choose the course.
- Click **OK** in the dialog to add the course.

Note: You can remove a cross-listed course at any time by clicking the **Remove** button of the course, then clicking **OK** to confirm.

Note: How Eval25 Displays Cross-listed Courses

Cross-listed courses (called "combined sections" in PeopleSoft) are defined as the same course, meeting at the same dates/times, but sponsored by multiple departments. For example, both the Computer Science department and the Math department might sponsor a course called "Computer Mathematical Concepts."

For non-cross-listed courses, instructors see only their evaluation results. For cross-listed courses, instructors in one sponsoring department see their own evaluation results and the evaluation results of all

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other instructors of the same course (if any) in the other sponsoring departments. Students in cross-listed courses see only the evaluation, and its associated instructors, for the course/department they're registered for.

5. Add Instructors

Add the instructors who taught the course:

- Click Add in the Instructors section.
- Begin typing the instructor's name. When the dropdown list appears, choose the instructor.
- Repeat steps a c to add other instructors as needed.

Note: You can remove an instructor at any time by clicking the **Remove** button next to his/her name, then clicking **OK** to confirm.

6. Add Students

Add the students who are authorized to evaluate the course:

- Click Add in the Students section.
- Begin typing the student's name. When the dropdown list appears, choose the student.
- Click **OK** in the dialog to add the student.
- Repeat steps a c to add other students.

Note: You can remove a student at any time by clicking the **Remove** button next to his/her name, then clicking **OK** to confirm.

Edit a Course

1. Select a Course

Select the course in the results list to open the information page of the course.

2. Edit the Information

Click Edit and update the information as needed.

Contemporary Econ	omic Issues		Copy Edit Delete View Form
Term: Winter (FUTURE)			
Session: none			
Form: Main Evaluation For	n		
ID: ECON101			
Name: Contemporary Ecor	nomic Issues		
Subject/Number: Econ10	1		
School/Department: Bus	iness - Economics		
Course Type: LEC View More Crosslisting: Add Student View Responses Classroom(s): No data	. 0	Students	
View More Crosslisting: Add Student View Responses Classroom(s): No data	: 🛛	Students No Students	
View More Crosslisting: Add Student View Responses Classroom(s): No data Instructors	Name		
View More Crosslisting: Add Student View Responses Classroom(s): No data Instructors	Name	No Students	

- The Term and Session are not editable fields.
- Many open fields accept comma-delimited values, which can then sometimes be used with bindings on new categories in the Form Editor.

3. Click Save

- To add and/or remove instructors, follow the instructions in step 5 of "Add a Course" above.
- To add and/or remove student evaluators, follow the instructions in step 6 of "Add a Course" above.

Delete a Course

You can't delete a course after evaluation reports are generated.

1. Select the Course From the Results List

This will take you to the information page of the course.

2. Click Delete

Contemporary Econo	mic Issues		Copy Edit Delete View Form
Term: Winter (FUTURE)			
Session: none			
Form: Main Evaluation Form			
ID: ECON101			
Name: Contemporary Econor	mic Issues		
Subject/Number: Econ101			
School/Department: Busing	ess - Economics		
Course Type: LEC View More			
Crosslisting: Add Student View Responses:	2		
Crosslisting: Add Student View Responses: (Classroom(s): No data Instructors	2	Students	
Crosslisting: Add Student View Responses: g Classroom(s): No data	S Name	Students No Students	
Crosslisting: Add Student View Responses: (Classroom(s): No data Instructors			
Crosslisting: Add Student View Responses: (Classroom(s): No data Instructors	Name	No Students	
Crosslisting: Add Student View Responses: (Classroom(s): No data nstructors ID 1. smwdyt-instructor	Namo John Gonzales Swap Remove	No Students	File
Crosslisting: Add Student View Responses: (Classroom(s): No data nstructors ID 1. smwdyt-instructor	Name	No Students Add	File

Then click **OK** in the dialog to confirm.

• All completed evaluations for the course are deleted.

Reset a Course Evaluation

1. Go to the Course's Registration Page

2. Click Reset Evaluations

Then click **OK** in the dialog to confirm.

• All evaluations in this one particular course are reset.

Note: When you reset evaluations for a TA section, the reset will clear out both the responses to questions and the students' TA selections for that TA section only. The main course will not be affected by the reset process.