

Adding, Editing, or Deleting a Course in Eval25

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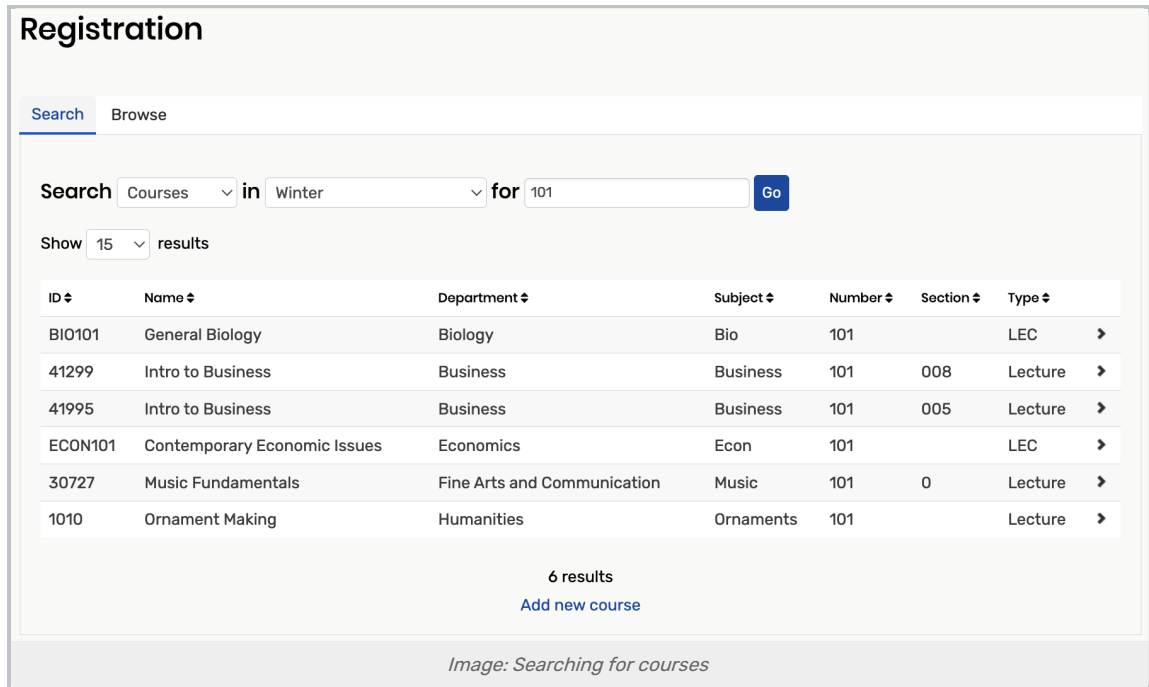
View a Course

1. Choose Registration From the Configuration Menu

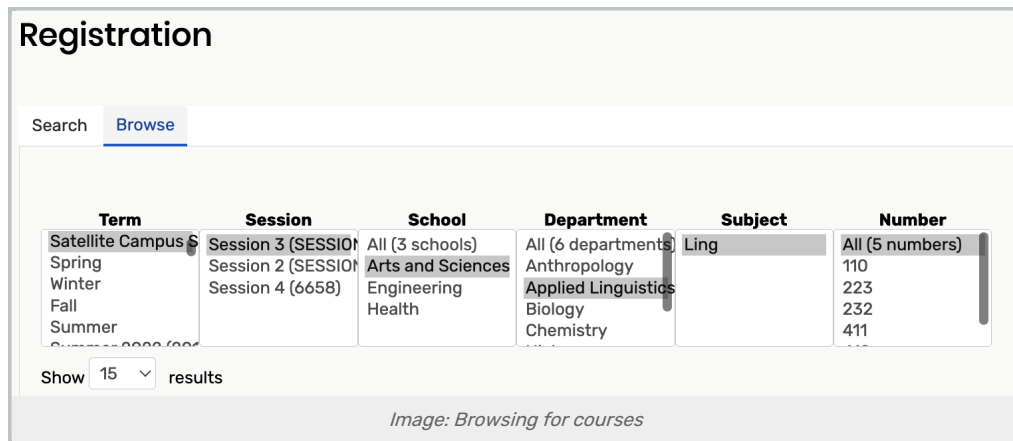
2. Search or Browse for the Course

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**.



- 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:



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 ↕	Type ↕	
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.

Registration: Course

New Course

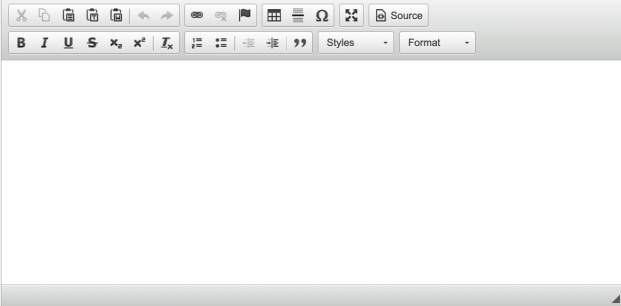
Term	Summer (202510) ▾	Offering	<input type="text"/>
Session	--- none --- ▾	Location	<input type="text"/>
Form	Main Evaluation Form ▾	Mean Code	<input type="text"/>
ID *	<input type="text"/>	Custom Data 1	<input type="text"/>
Name *	<input type="text"/>	Custom Data 2	<input type="text"/>
Subject *	<input type="text"/>	Custom Data 3	<input type="text"/>
Number *	<input type="text"/>	Custom Data 4	<input type="text"/>
School	Arts and Sciences ▾	Custom Data 5	<input type="text"/>
Department	Anthropology ▾	Custom Data 6	<input type="text"/>
Course Type	Lab ▾	Custom Data 7	<input type="text"/>
Evaluation Type	<input type="text"/>	Custom Data 8	<input type="text"/>
Class Number	<input type="text"/>	Custom Data 9	<input type="text"/>
Level	<input type="text"/>	Custom Data 10	<input type="text"/>
Instruction Mode	<input type="text"/>	Learning Objectives	<div style="border: 1px solid #ccc; padding: 5px;">  </div>
Section	<input type="text"/>		
Credit Hour	0		
Core Course	<input type="text"/>		
Honors	<input type="text"/>		
Class Time	<input type="text"/>		
Class Size	0		

Image: New Course form

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

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

Registration: Course

Contemporary Economic Issues Copy Edit Delete View Form

Term: Winter (FUTURE)
Session: --- none ---
Form: Main Evaluation Form
ID: ECON101
Name: Contemporary Economic Issues
Subject/Number: Econ101
School/Department: Business - Economics
Course Type: LEC
[View More...](#)
Crosslisting: [Add](#)
Student View Responses:
Classroom(s): No data

Instructors

ID	Name	
1. smwdyt-instructor	John Gonzales	Swap Remove

[Add](#)

1 instructor/s
[Upload File](#)

Students

No Students

[Add](#)

[Upload File](#)

Image: New course example



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

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.

Registration: Course

Contemporary Economic Issues Copy **Edit** Delete View Form

Term: Winter (FUTURE)
Session: --- none ---
Form: Main Evaluation Form
ID: ECON101
Name: Contemporary Economic Issues
Subject/Number: Econ101
School/Department: Business - Economics
Course Type: LEC
[View More...](#)
Crosslisting: [Add](#)
Student View Responses:
Classroom(s): No data

Instructors

ID	Name	Swap	Remove
1. smwdyt-instructor	John Gonzales		

[Add](#)

1 instructor/s
[Upload File](#)

Students

No Students

[Add](#)

[Upload File](#)

Image: The Edit button in the top-right of the course Registration page.

- 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

Registration: Course

Contemporary Economic Issues Copy Edit Delete View Form

Term: Winter (FUTURE)
Session: --- none ---
Form: Main Evaluation Form
ID: ECON101
Name: Contemporary Economic Issues
Subject/Number: Econ101
School/Department: Business - Economics
Course Type: LEC
[View More...](#)
Crosslisting: [Add](#)
Student View Responses:
Classroom(s): No data

Instructors

ID	Name	
1. smwdyt-instructor	John Gonzales	Swap Remove

[Add](#)

1 instructor/s
[Upload File](#)

Students

No Students

[Add](#)

[Upload File](#)

Image: The Delete button in the top-right of the course Registration page.

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.