

Adding, Editing, or Deleting a Student Evaluator in Eval25



Note

You can make edits to instructors (or individuals who are instructors and students) in **Users**, but changes to student information need to be made in **Registration**.

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Add, Edit, or Delete a Student Evaluator

1. Choose Registration from the Configuration Menu

2. Search for the Student

If you're adding a student, you must first search to verify that the student is not already in the system. If you're editing or deleting a student, you must find the student before you can edit or delete his/her information.

The screenshot shows the 'Registration' page within a web application. At the top is a navigation bar with links for Home, Reports, My Questions, Configuration (selected), and Survey. Below the navigation bar, the 'Registration' title is displayed. Underneath, there are two tabs: 'Search' (selected) and 'Browse'. The 'Search' tab contains a search form with a dropdown menu set to 'Students', a text input field for the search term, and a 'Go' button. Below the search form, it says 'Show 15 results' and 'No Results'. At the bottom of the form area, there is a caption: 'Image: Search or Browse for a student.'

- With the **Search** tab selected, select **Students** from the Search dropdown list.
- Enter the full or partial name of the student in the search text field (not case-sensitive).

- Click **Go**.

3. Review the list of students

In the results area of the page, review the list of students as shown in the example below. If there are more than 15 names listed, use the page controls below the list to go from one results page to another.

The screenshot shows a search interface with a 'Search' label, a dropdown menu set to 'Students', a text input field containing 'smith', and a blue 'Go' button. Below this, it says 'Show 120 results'. A table lists students with columns for ID, Name, Email, Major, and Level. The first two rows are visible: Carlos Smith (ID 820228325) and Dorothy Smith (ID 820228449). Each row has a right-pointing arrow in the Level column. Below the table, a caption reads: 'Image: List of students with their ID, name, email, major, and level.'

ID	Name	Email	Major	Level
820228325	Carlos Smith	carlos.smith@yourschool.edu		➤
820228449	Dorothy Smith	dorothy.smith@yourschool.edu		➤

Image: List of students with their ID, name, email, major, and level.

4. Add, Edit, or Delete the Student

Add a Student Evaluator

1. Verify That the Student is not in the System

2. Click the Add New Student Link

This is located at the bottom of the results list.

The screenshot shows a table of students with columns for ID, Name, Email, Major, and Level. The first five rows are visible: Dorothy Smith (ID 820017051), Ronald Smith (ID 820017645), Lorenzo Smith (ID 820026275), Mose Smith (ID 820028422), and Joyce Smith (ID 820040378). Each row has a right-pointing arrow in the Level column. Below the table, there are pagination controls showing '< 1 2 3 4 .. 18 >'. Below the pagination, it says '258 results' and a blue link 'Add new student' is circled in red. At the bottom, a caption reads: 'Image: Tap the **Add new student** link at the bottom of the search results.'

ID	Name	Email	Major	Level
820017051	Dorothy Smith	dorothy.smith@yourschool.edu		➤
820017645	Ronald Smith	ronald.smith@yourschool.edu		➤
820026275	Lorenzo Smith	lorenzo.smith@yourschool.edu		➤
820028422	Mose Smith	mose.smith@yourschool.edu		➤
820040378	Joyce Smith	joyce.smith@yourschool.edu		➤

< 1 2 3 4 .. 18 >

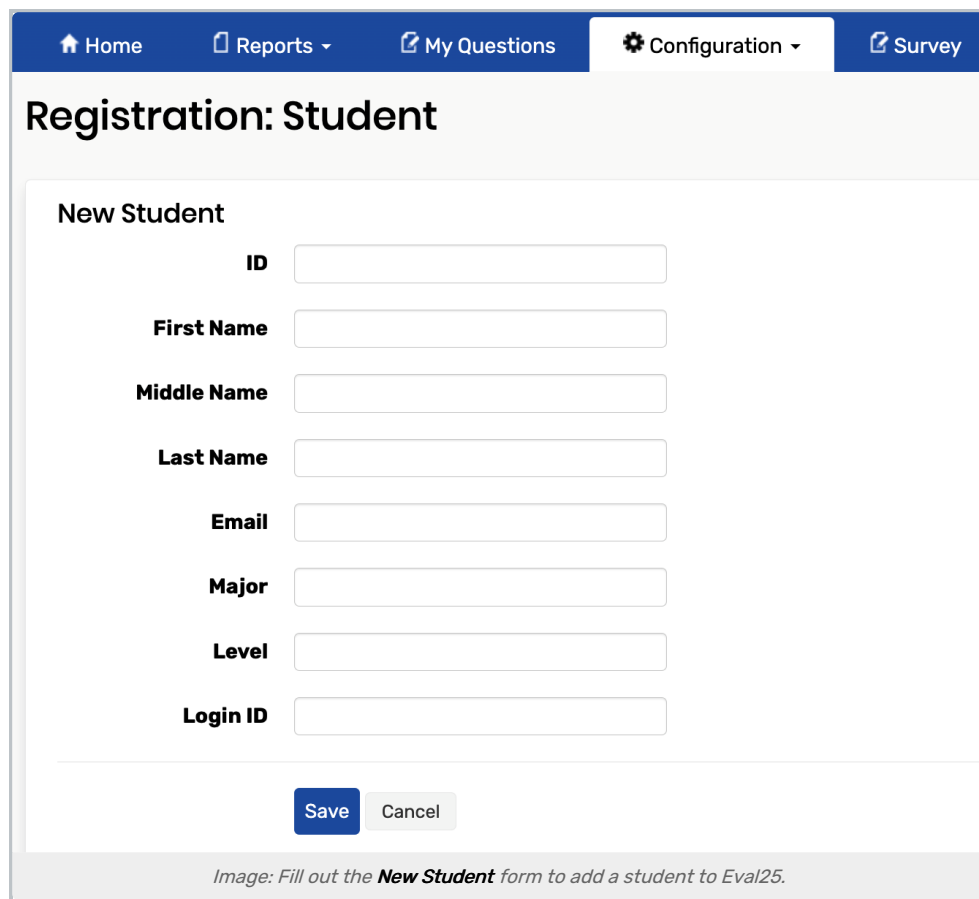
258 results

[Add new student](#)

Image: Tap the **Add new student** link at the bottom of the search results.

3. Enter the Student's Information

- Enter the Student's ID for your school's portal, **First Name**, **Last Name**, and **Email Address** (required).
- Enter the student's **Major** and **Level** (optional).



Home Reports My Questions Configuration Survey

Registration: Student

New Student

ID

First Name

Middle Name

Last Name

Email

Major

Level

Login ID

Save **Cancel**

*Image: Fill out the **New Student** form to add a student to Eval25.*

4. Tap Save

This will open the information page for the student you added.

5. Select an Evaluation Term

- Under **Courses Enrolled by Term**, select the appropriate evaluation term and press **Add**.
- Begin typing the course name. When the dropdown list appears, choose the desired course.
- Click **OK** in the dialog to add the course.
- Repeat these steps to add other courses the student is authorized to evaluate.

Note: You can remove a course for the student at any time by clicking the **Remove** button of the course, then clicking **OK** to confirm. You can view information for a course by clicking the **View** button on the course.

Edit a Student Evaluator

1. Click the Student From the Results List

This will open the information page of the student.

2. Tap Edit

Registration: Student

Dorothy Smith

Edit

Email: dorthy.smith@yourschool.edu

ID: 820017051

Major:

Image: Tap the Edit button to update the student's information.

3. Edit the Information as Needed

4. Press Save

Delete a Student Evaluator

If the student has completed one or more evaluations, they cannot be deleted.

1. Click the Student in the Results List

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

2. Click Delete

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

The student will be removed from all courses in the system they are identified as being enrolled in, and any evaluations they have in open terms are deleted.