

Adding, Editing, or Deleting an Instructor in Eval25

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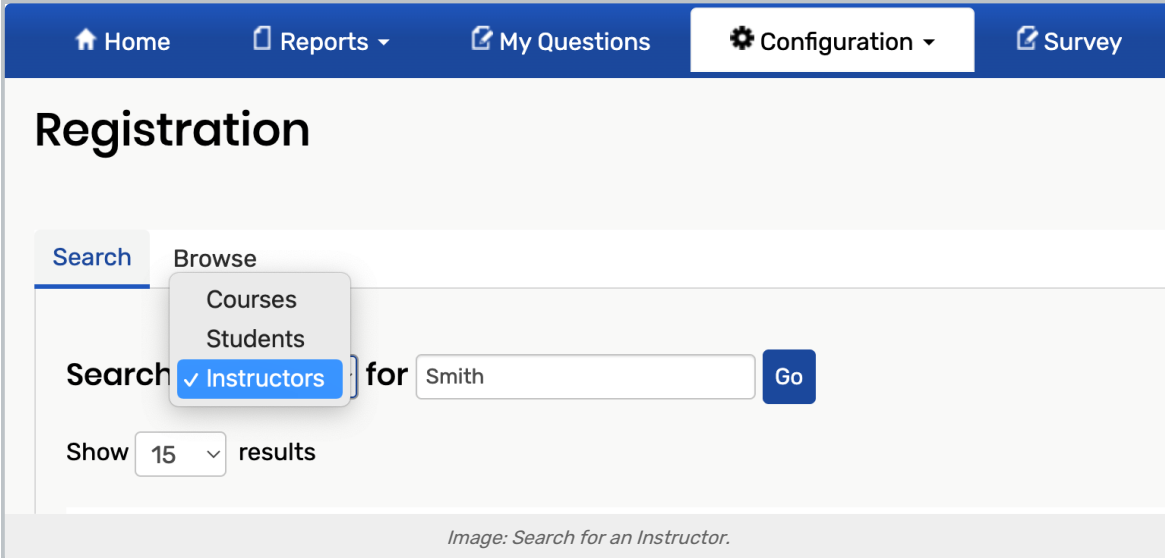
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Add, Edit, or Delete an Instructor

1. Choose Registration From the **Configuration** Menu

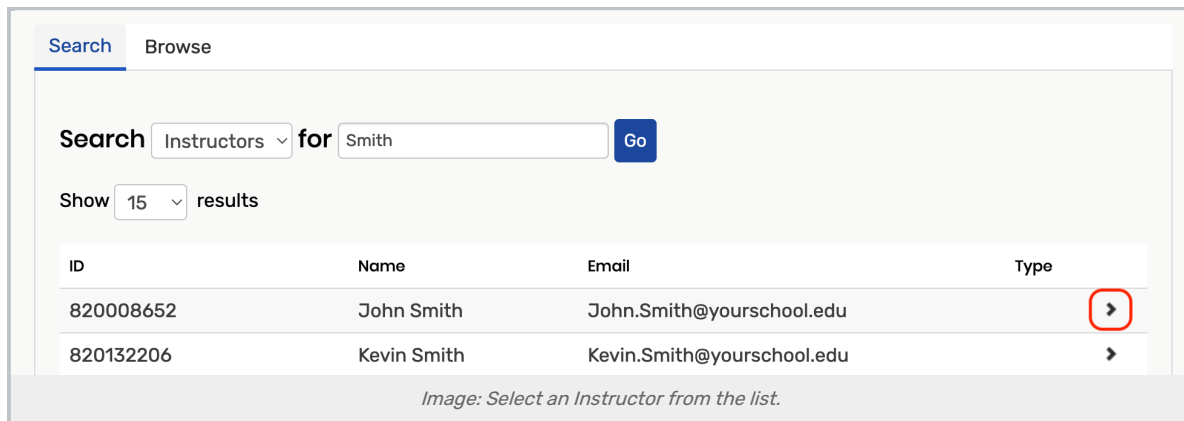
2. Search for the Instructor

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



The screenshot shows the Eval25 web application interface. At the top is a blue navigation bar with links: Home, Reports, My Questions, Configuration (selected), and Survey. Below the navigation bar is a section titled "Registration". Under "Registration", there are two tabs: "Search" (selected) and "Browse". The "Search" tab is active, showing a search form. The form has a dropdown menu with "Instructors" selected, a text input field containing "Smith", and a "Go" button. Below the search form, it says "Show 15 results". At the bottom of the screenshot, there is a caption: "Image: Search for an Instructor."

- With the **Search** tab selected, select Instructors from the Search dropdown list.
 - Enter the full or partial name of the instructor in the search text field (not case-sensitive).
 - Click **Go**.
- Review the list of instructors in the **Results** area of the page, as shown in the example below.



Search Browse

Search for

Show results

ID	Name	Email	Type
820008652	John Smith	John.Smith@yourschool.edu	>
820132206	Kevin Smith	Kevin.Smith@yourschool.edu	>

Image: Select an Instructor from the list.

3. Add, Edit, or Delete the Instructor

Add an Instructor

1. Verify That the Instructor is not Already in the System

2. Click the “Add new Instructor” Link

This is located at the bottom of the results list to open the **New User** page.

- Enter the instructor’s **ID** for your school’s portal, **First Name**, **Last Name**, and **Email Address** (required).
- Enter the instructor’s **Type** (optional).

3. Tap Save

- This will open the information page for the instructor you added.

4. Add the Courses the Instructor Taught

(Only open and future terms are listed):

- Click the link for the appropriate evaluation term.
- Click the **Add** button for that term.
- Begin typing the course name. When the dropdown list appears, choose the course.
- Click **OK** in the dialog to add the course.
- Repeat these steps to add other courses the instructor taught.

Note: You can remove a course for the instructor 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 an Instructor

1. Click the instructor in the results list

- This will open the information page of the instructor.

2. Click Edit

3. Edit the Information as Needed

4. Tap Save

Note: You can also edit any administrative permissions the instructor may have from here. Click **Permissions** and then follow the steps described in [Viewing and Editing Administrative Permissions](#).

Delete an Instructor

Note: You can't delete an instructor if at least one of the students in their course has submitted an evaluation.

1. Click the Instructor in the Results List

- This will take you to the information page of the instructor.

2. Tap Delete

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