Editing Evaluation Forms in Eval25

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ⓘ **Note**

When editing an evaluation form's questions in the Form Editor, the changes you make to questions will not carry over to a future term unless you copy the term the evaluation is part of. When you create a new term you have the option to copy a previous term. The "Copy Term" option dictates the version of the evaluation form that will be used in the newly created term. If you do not copy the exact term in which you made your changes, then your changes will not appear in the newly created term.

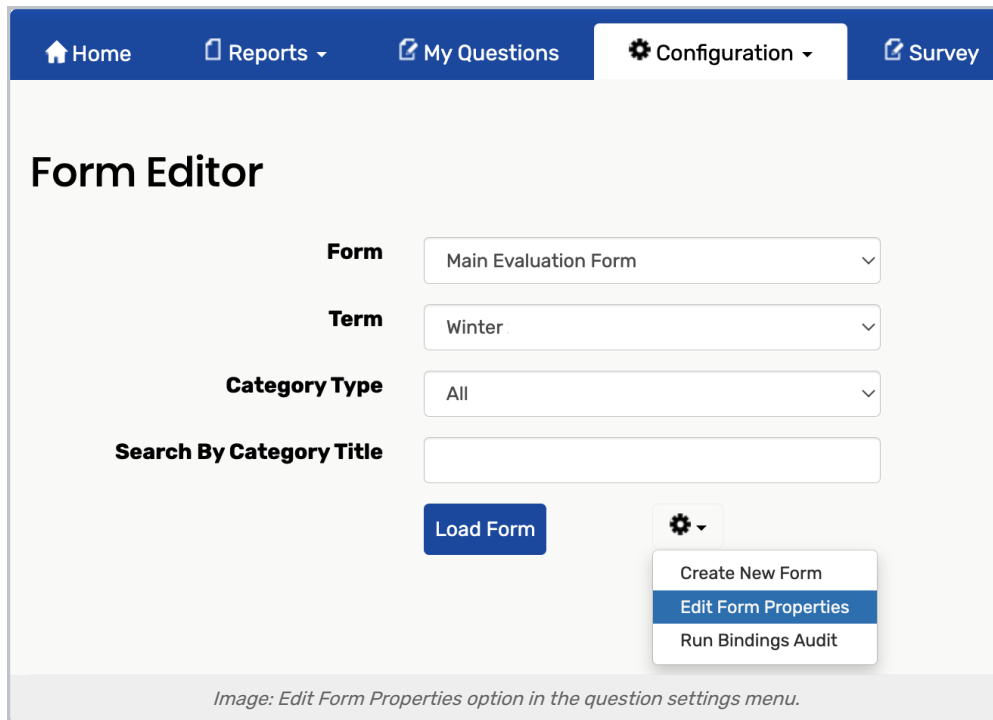Please see Creating and Editing Evaluation Terms and Sessions for more information.

Editing an Evaluation Form's Code and/or Name

1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**
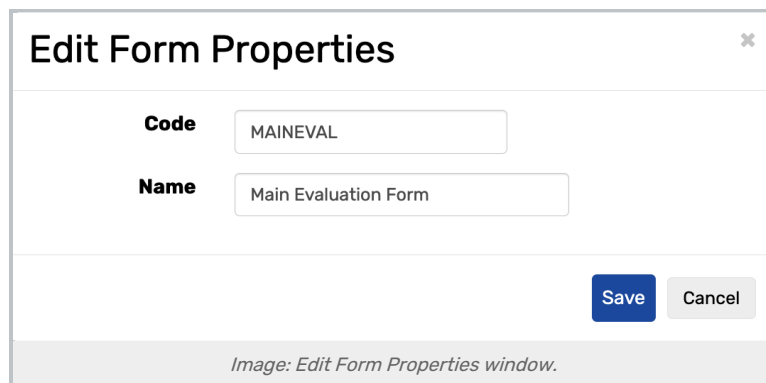
2. Edit the Form Properties

Select **Edit Form Properties** from the Settings (⚙) menu to the right of **Load Form.**

Image: Edit Form Properties option in the question settings menu.

Edit the form **Code** and/or **Name** as needed.

Image: Edit Form Properties window.

3. Tap Save

Editing a Question Category

1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

Select **All** from the **Category Type** dropdown list.

Click **Load Form**.

2. Edit the Category

Select the **Edit Category** link from the Settings (⚙) button to the right of the category you want to edit.

Image: Edit Category option in the question settings menu.

Edit the category information as needed.

3. Tap Save

Deleting a Question Category
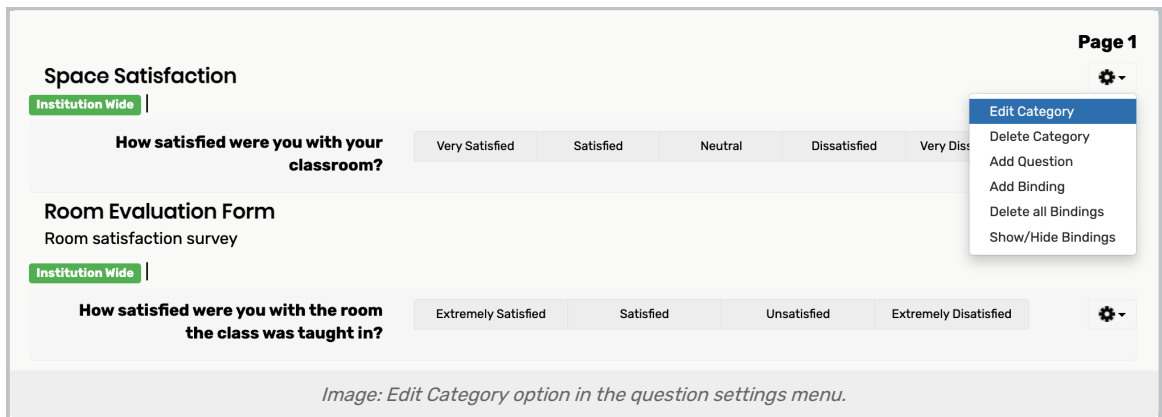
1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

Select **All** from the **Category Type** dropdown list.

Click **Load Form**.

2. Delete the Category

Select the **Delete Category** link from the Settings (⚙) button to the right of the category you want to delete.

Image: Delete Category option in the question settings menu.

3. Tap **OK** to Confirm

Adding Bindings to an Existing Question Category
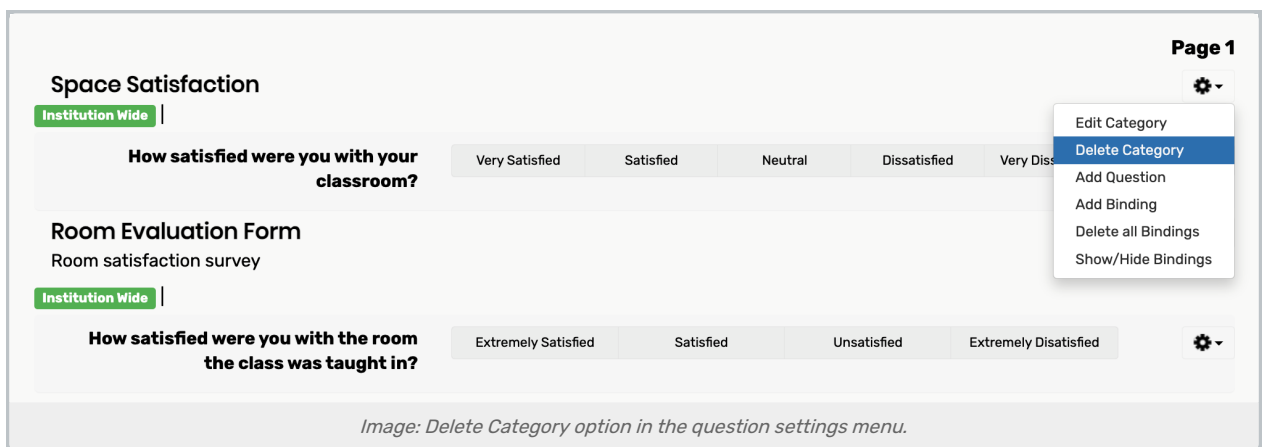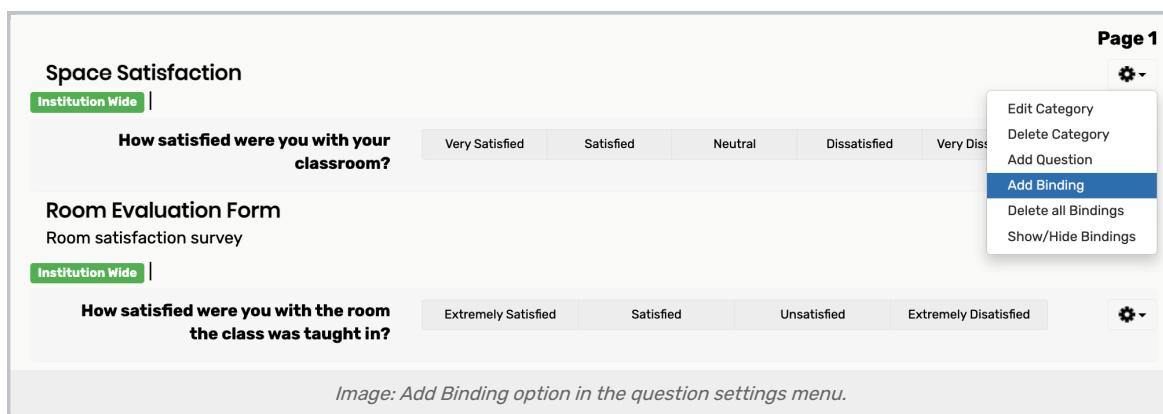
1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

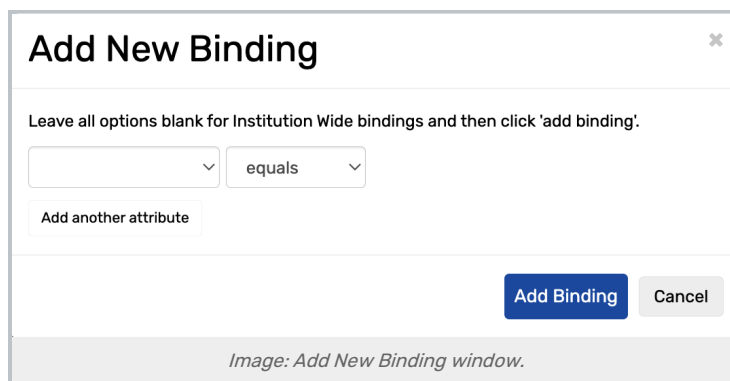Select **All** from the **Category Type** dropdown list.

Click **Load Form**.

2. Add a Binding to the Category

Select the **Add Binding** link from the Settings (⚙) button to the right of the category you want to add a binding to.

Image: Add Binding option in the question settings menu.

Choose one or more entities you want the category bound to from the appropriate dropdown list(s).

3. Click Add Binding

Image: Add New Binding window.

Removing Bindings From an Existing Question Category

1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

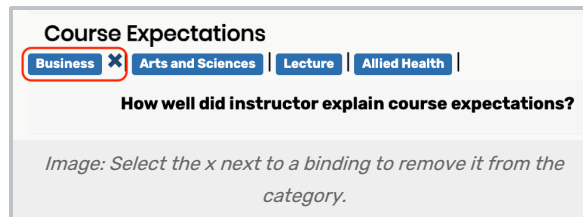Select **All** from the **Category Type** dropdown list.

Click **Load Form**.

2. Remove the Bindings

Hover over the binding(s) for the category until you see an x (remove icon) to the right of the binding(s). See the

note above for information on removing "and" and "or" bindings.

Click the **x**.

Image: Select the x next to a binding to remove it from the category.

3. Tap OK to Confirm

> **Note**
>
> The Form Editor provides a **Delete all Bindings** option in each category settings dropdown box. This feature allows all bindings for a specific category can be deleted at once, if needed.

Editing Questions

1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

Select **All** from the **Category Type** dropdown list.

Click **Load Form**.

2. Edit a Question

Click the Settings (⚙) button to the right of the question and select **Edit Question**.

Image: Use the Edit Question option in the settings menu to update a question.

Edit the **Question** text, **Abbreviation**, and answer values and labels as needed.

You can't edit the question type.

3. Tap Save

Deleting Questions
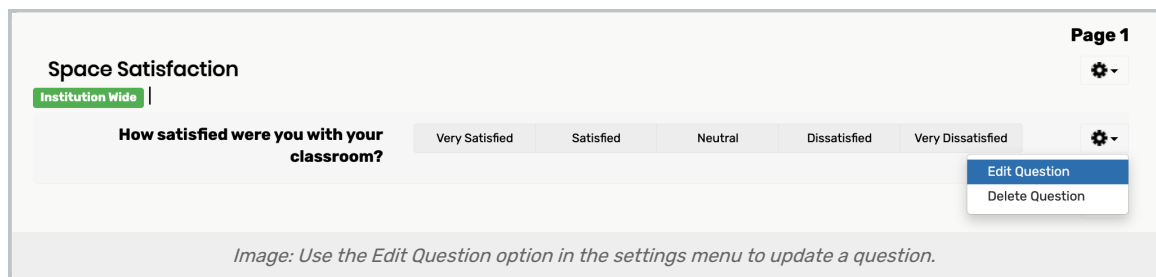
1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

Select **All** from the **Category Type** dropdown list.

Click **Load Form.**

2. Pick a Question to Delete

Click the Settings (⚙) button to the right of the question and select **Delete Question.**

Image: Removing a question is as simple as selecting the Delete Question option from the settings menu and confirming.

3. Tap OK to Confirm

Repositioning Questions Within a Category
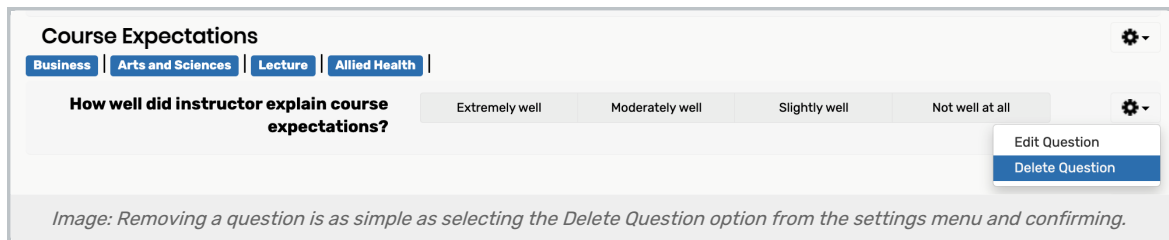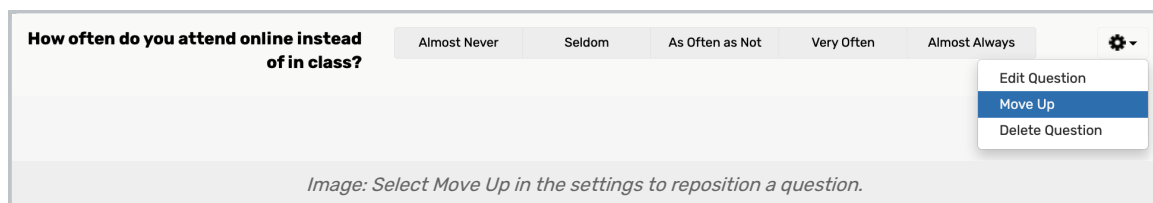
1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

Select **All** from the **Category Type** dropdown list.

Click **Load Form.**

2. Choose a Question to Reposition

Click the Settings (⚙) button to the right of the question and select **Move Up.**

Image: Select Move Up in the settings to reposition a question.

Repeat to move the question up further as needed.

All other questions in the category are moved down accordingly.

Editing Categories by Course

Eval25 allows you to see all of the categories that will be asked of a particular course (by form and term). You can edit these categories.

1. Choose a Form and Term

Use the **Form** and **Term** dropdown menus, located on the **Form Editor** page under **Configuration.**

Select **By Course** from the **Category Type** dropdown list.

Locate a specific course by entering the course's name.

Click **Load Form**.

2. Choose a Category and Question to Edit

Click the Settings (⚙) button to the right of a question category you want to edit and select **Edit Question**.

Edit the **Question** text, **Abbreviation**, **Display Type**, answer values and labels, and validation rule as needed.

You can't edit the question type (**Report As**).

3. Tap Save