

Viewing Your Evaluation Event Calendar in Eval25

You can use Eval25 configuration tools to view a calendar of your evaluation events.

To view the calendar, choose **Event Calendar** from the **Configuration** menu, then use the calendar controls as needed to move to previous or future months.

The screenshot displays the Eval25 Event Calendar interface. At the top is a navigation bar with links: Home, Reports, My Questions, Configuration, and Survey. Below this is the "Event Calendar" title. The calendar is for the month of July. It features a grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) as columns and dates as rows. Two events are highlighted in blue boxes: "7a Demo Online Course Evaluation Spring" on Sunday, July 25, and "10p Demo Online Course Evaluation Spring - Reports Open" on Sunday, July 2. Navigation controls at the top right include a "today" button and left/right arrow buttons. The calendar grid shows dates from 1 to 31, with the first row starting on Sunday, July 25.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 7a Demo Online Course Evaluation Spring	26	27	28	29	30	1
2 10p Demo Online Course Evaluation Spring - Reports Open	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Image: Event Calendar example.