

First File Upload Process for the Eval25 Course Evaluation System

Overview

The Eval25 Course Evaluation System uses a straightforward process that lets an Administrator-level user upload an institution's term data files to CollegeNET. The following instructions are designed to help make this process a success the first time by working with a term test upload.

Create a Test Term

The first task in the upload process is to create the test term, which lets you work with Eval25 first without being concerned about any issues that might occur with actual data and terms.



Security Note

Only an Eval25 Administrator has the ability to upload an institution's files to CollegeNET.

1. Select Terms and Sessions From the Configuration Menu

Note that the View dropdown field is empty since you are building the initial term upload.

2. Tap the Create First Term Button



Image: Create First Term button.

3. In the Term Creation Fields, Enter the Following Information About Your Test Term:

- **Copy Term:** Since there are no terms to copy at this point, this field is empty.
 - **Also copy announcements:** Select to copy announcements along with term data
- **Create Space Questions:** Select to create questions about space satisfaction
- **Title:** Enter the name of the term; Spring Satellite Campus 2018, for example.
- **Description:** Enter a term description. Freshman English Literature Classes, for example.
- **ID:** Enter the term ID.
 - Important: this is the *term_id* that is also used in the data file.
- **Start:** Enter the term's start date and time.
- **End:** Enter the term's end date and time.
- **Reports:** Enter the term's report release data and time

- Student Reports
- Comment Flagging Start Date
- Comment Flagging End Date

To copy evaluation questions, categories, and forms from previous terms, be sure to select a "Copy Term" below. Set the "Copy Term" to blank (--) to create a completely empty new term.

Copy Term ☐ Create Space Questions Create New Term Cancel

☐ Also copy announcements

Title

Description

ID

Start PST

End PST

Reports PST

Student Reports PST

Comment Flagging Start Date PST


Comment Flagging End Date PST

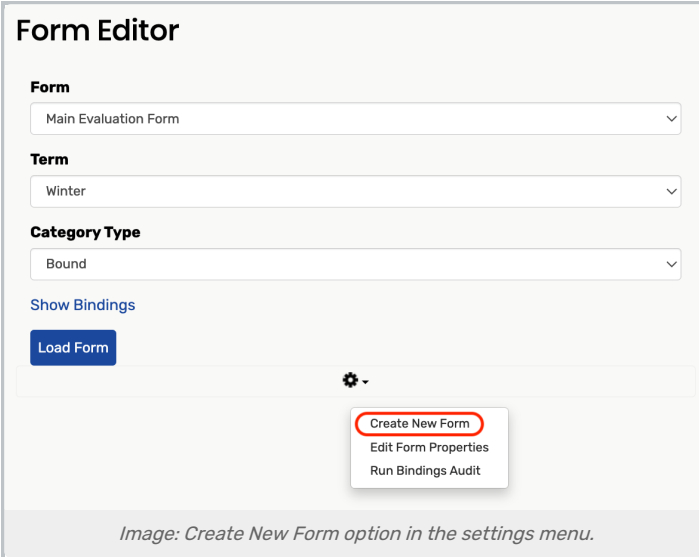
Image: New Term form fields.

4. Click the Create New Term Button

Create a Test Form

The second task in the first upload process is to create a test form for the newly created term. Create a test form by completing the following steps.

1. Select Form Editor From the Configuration Menu
2. Select Create New Form From the Settings() Dropdown Menu



The image shows the 'Form Editor' interface. It has three dropdown menus: 'Form' (Main Evaluation Form), 'Term' (Winter), and 'Category Type' (Bound). Below these are links for 'Show Bindings' and a 'Load Form' button. A settings gear icon is visible, and a dropdown menu is open showing 'Create New Form' (highlighted with a red circle), 'Edit Form Properties', and 'Run Bindings Audit'. A caption at the bottom reads: 'Image: Create New Form option in the settings menu.'

3. In the Form, Enter the Following Information:

- **Code:** Enter the form's code. **Important:** this is the *form_code* that is used in the data file.
- **Name:** Enter the name of the form. This is the name that will display when selecting forms from the dropdown list.



The image shows the 'Create New Form' dialog box. It has two input fields: 'Code (Maximum 8 Chars)' and 'Display Name'. At the bottom right are 'Create' and 'Cancel' buttons. A caption at the bottom reads: 'Image: Create New Form fields.'

Don't worry about entering form content (i.e., questions) at this time.

Test Term File Upload

The final task in the first upload process is to upload a test file for the newly created term. Upload the test file by completing the following steps.

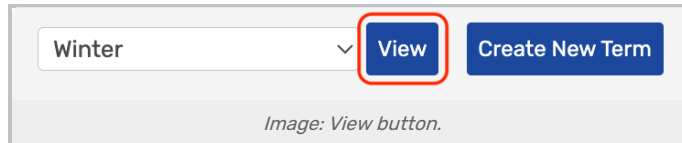
Before proceeding, open the data file you want to upload, and make sure that the *term_id* and *form_code* in the file match what has been created in the interface. The data file should not contain actual or real course and instructor information. The information should be falsified.

4	term				
5	field name	data type	description		
6	term_id	varchar	unique identifier of the term (PK)		
7	term_descr	varchar	name or title of the term		
8					
9	session				
10	field name	data type	description		
11	session_id	varchar	unique identifier of the session (PK)		
12	session_title	varchar	title of the session		
13	session_start_dt	varchar	start date of the session (required if you		
14	session_end_dt	varchar	end date of the session (required if you		
15	session_report_dt	varchar	report date for the session		
16	session_description	varchar	name or title of the session		
17					
18	form				
19	form_code	varchar	form code to bind course-instructor to p		

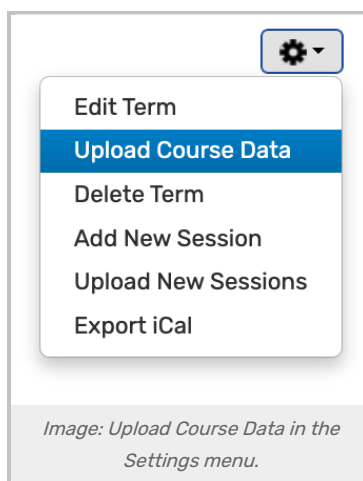
Image: term_id and form_code in the upload file.

1. Select Terms and Sessions From the Configuration Menu

2. Click the View Button



3. Select Upload Course Data From the Settings(⚙️) Dropdown Menu



4. Select Initial Load, and Follow the Prompts Until Completion



Note

Copy Term is currently not relevant for you but will be very important as you move forward. It will allow you to create a new term copied from an old term, permitting you to carry forward the evaluation forms (i.e., question sets) and announcements created in the previous term. Without Copy Term, newly created terms will not have any questions for students to answer on evaluation forms.