

Evaluating Your Courses for Eval25

Last Modified on 09/20/2023 2:45 pm PDT

Eval25 contains an automatic save feature for students filling out evaluations. When you enter or edit anything on an evaluation, the form will be saved after 5 seconds. This prevents you from losing in-progress evaluation data should you be unexpectedly logged out by the application.

Evaluating Your Courses

My Evaluations

Hello Jane Smith! You still have evaluations left to complete.

Students at CollegeNET University...

- Your feedback is an important source of information about the effectiveness of a course, its instructor, and its teaching assistant.
- The results are used in setting salaries and preparing teaching award nominations.
- Please complete an evaluation for each course and section listed below by the date and time shown below.
- Thank you for your participation!!

Summer

Please complete by **Friday, September 29 at 10:59PM -08**

| Course | Instructor | Status |
|---|-----------------|--|
| Actg 360 (LEC) : Management Accounting | Burdette, John | Continue |
| CS 396 (LEC) : Introduction to Database Systems | Soler, Edwin | Continue |
| Biology 501 (Lab) : Microbiology | Greene, Jessica | Submitted Reset |

Spring (Closed)

| Course | Instructor | Evaluation Period | Status |
|-----------------------------------|---------------|---|-------------------|
| ANTH 101 (LEC) : Anthropology 101 | D, Instructor | 2024-03-06 00:00 - 2024-03-12 23:00 -08 | Evaluation Closed |

Image: My Evaluations page.

1. Login to the Eval25 Course Evaluation System

Here, you will see the courses you can evaluate and those that will soon be available for evaluation. If you've taken courses in multiple terms, they're shown in separate sections of the evaluation page.

2. Click the Term Name to View the Available Courses

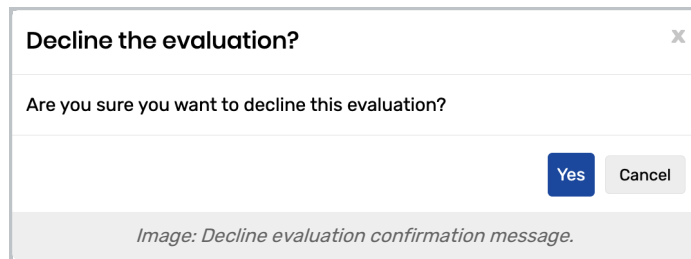
Note: Eval25 has been customized for your school, so your pages will look a little different than the pages shown here.

3. Click the Evaluate Button of the Course you Want to Evaluate

If the course has more than one instructor, choose the instructor you want to evaluate to activate the **Evaluate** button for that course and instructor.

4. Fill out the Online Evaluation Form

If your institution allows the **Decline** option for students, you have the option of declining to evaluate the course. To do so, click **Decline** at the bottom of the page.



When you decline to evaluate a course, you will be presented with a **Decline Survey** option. This gives you the opportunity to explain why you declined the evaluation.

- Select the **Take Survey** link to explain your choice.
OR
- Click **Finish** to return to your dashboard without explaining your choice.
- Click **Cancel** to return to the evaluation.

By clicking the DECLINE button, you are choosing to not participate in the course evaluation process for this course.

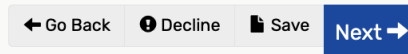


Image: The Decline button is at the bottom of each open evaluation.

5. When You've Completed the Evaluation Form, Click Finish

A completion message is displayed at the top of the page, and the evaluation you just completed is marked with the **Submitted** status and grayed out.

The screenshot shows the 'My Evaluations' page. At the top, there are navigation links for 'Home' and 'Reports'. Below this is a green banner with the message 'Thank you for submitting your evaluation.' and a close button. A blue banner below that says 'Hello Jane Smith! You still have evaluations left to complete.' The main heading is 'Students at CollegeneT University...' followed by a list of reasons for the importance of feedback. Below this is a section for 'Summer 2023' with a deadline of 'Friday, September 29 at 10:59PM -08'. A table lists three courses with their respective instructors and evaluation status. The 'Submitted' status for the Biology 501 course is circled in red. A 'Reset' button is visible below the 'Submitted' status.

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|---|-----------------|--|
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Image: A green banner and "Submitted" status indicate that the survey has been submitted successfully.

Repeat steps 2 – 4 until you've completed evaluations for all your courses.



Tip: Reset an Evaluation

If your school allows it, you can reset a completed evaluation if needed by clicking **Reset**. Resetting an evaluation removes your responses, making the course available for evaluation again.