Eval25 for System Administrators

As a System Administrator, you can use the Eval25 Course Evaluation System to perform the administrative functions listed below.

If you're an Administrator who has been granted access to certain Eval25 administrative functions within your school or department, such as creating academic administrators or composing evaluation email announcements, you may be able to perform some of these tasks.

- Eval25 Implementation
- Viewing the Dashboard
- Viewing and Editing Administrative Permissions
- Creating and Sending Evaluation Email Announcements
- Customizing Text Content
- Creating an Evaluation Form
- Creating a Custom Report
- Adding, Editing, or Deleting a Course
- Adding, Editing, or Deleting a Student Evaluator
- Adding, Editing, or Deleting an Instructor
- Viewing Evaluation Forms for Current and Past Terms
- Eval25 Calculations

- Viewing Your Evaluation Event Calendar
- Setting Your Time Zone
- Viewing Institution Settings
- Eval25 Survey Tab
- Evaluation Response Rate & Status Tracking
- Viewing and Editing Administrative Permissions
- Viewing Course Evaluations
- Using the Rollup Reports Page
- Viewing the Comments Report
- Exporting Evaluation and Question Data
- Reviewing Flagged Comments
- Impersonate Users in Eval25

Full Content

User Management & Permissions

Dashboard

Reports

Terms & Sessions

System Settings

Evaluations

Surveys

Technical Information

Note: *Because the look of Eval25 has been customized for your school, your pages will look a little different than the pages shown in this document. In addition, based on your system permissions, you may not have access to all the functionality and reports described.*