

# Binding an Evaluation Form in Eval25

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An important task you must perform as a System Administrator during the implementation of Eval25 is creating evaluation forms and “binding” them to entities defined for your institution.

## In Eval25...

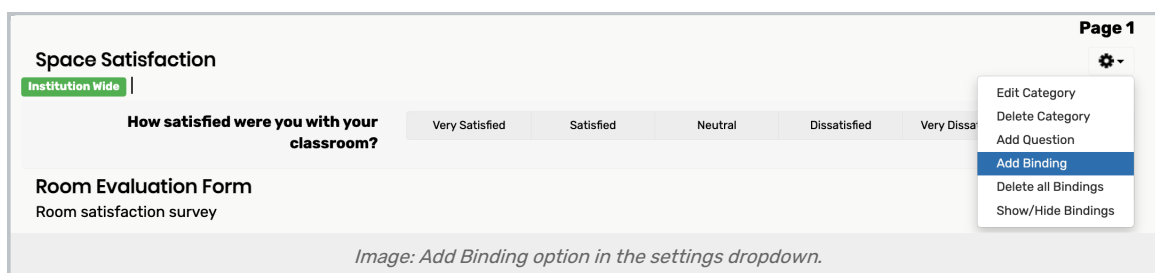
- An evaluation form is a collection of questions that has a code and a name and will have one or more evaluation terms with which it is associated.
- Evaluation form questions are grouped into categories, each of which will either be designated for institution-wide display or bound (i.e., “connected”) to groups of courses.
- A bound category will only display to students in courses to which the category is bound. For example, you may want to ask students questions that have been tailored to their enrollment in courses taught online within a specific department. You can accomplish this by using bindings.

Bindings can be created using any variable stored within Eval25 for your institution. Schools, departments, subjects, course types, locations, instruction methods, and so on, are all commonly used for bindings.

## Bind Each Question Category

### 1. Open the Add New Binding Form

Click the settings (⚙️) button to the right of the category. Then, select **Add Binding** to open the form.



## 2. Fill out the Form's Attribute Fields

- From the dropdown, select the attribute you want the **Question Category** bound to. (i.e. School)
- Select **Equals**, **Not Equals**, or **Contains** from the middle dropdown.
  - For more information on the **Not Equals** option, see **Binding to All But One Category** below.
  - For more information on the **Contains** option, see **Binding Based on a Partial Category** below.
- From the final dropdown, select an option.

## 3. Add Additional Attributes (Optional)

Click **Add another attribute** to define the binding further.

- If you choose multiple entities it creates an “and” relationship among them, meaning that if you unbind one, the others are unbound as well.
- If you choose one entity and add it, then choose another entity and add it, and so on, it creates an “or” relationship among them, meaning that if you unbind one, the others stay bound.

## 4. Click Add Binding to Save

## 5. Repeat as Needed for Other Question Categories



**Note:** If you prefer, you can create all your question categories, then bind them later.

Until bound, question categories are designated as bound for institution-wide display. You can unbind any institution-wide categories as needed for future use. If you do this, those question categories are designated as “unbound.”

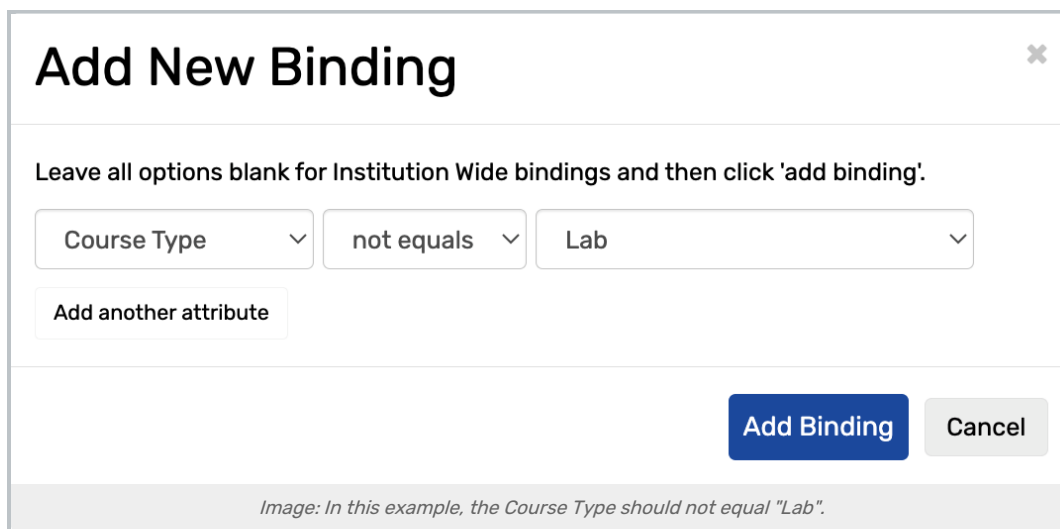


**Tip:** Delete all Bindings

If you'd like to, for example, start over without bindings, the **Form Editor** includes a **Delete all Bindings** option for form categories. This allows the deletion of all bindings for a specific category at once.

## Binding to All But One Category

The **Form Editor** can bind categories to everything except *X*. For example, if you have an evaluation that applies to all courses except for labs, you can select the following when creating the binding.



**Add New Binding** ✕

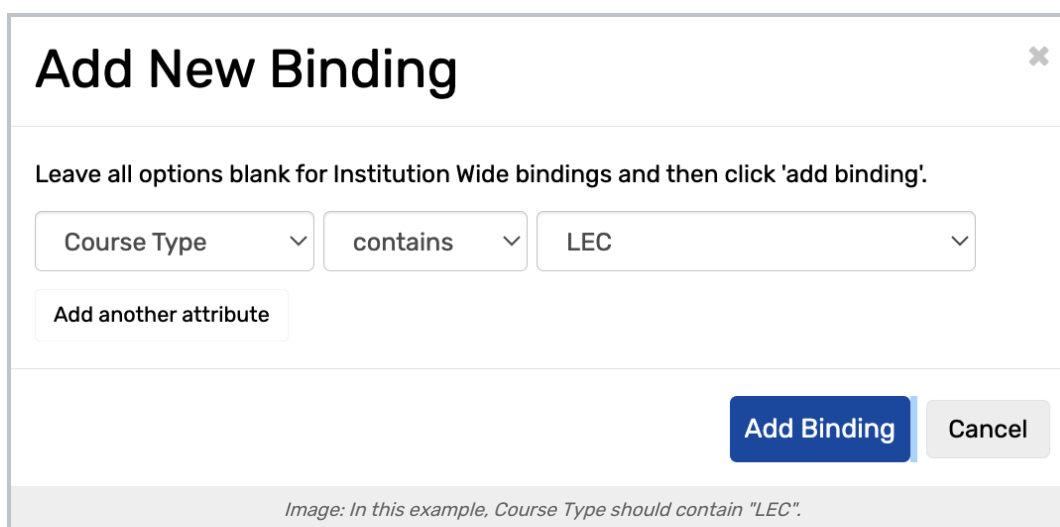
Leave all options blank for Institution Wide bindings and then click 'add binding'.

Course Type ▼ not equals ▼ Lab ▼

*Image: In this example, the Course Type should not equal "Lab".*

## Binding Based on a Partial Category

The **Form Editor** can bind categories to everything that includes *X*, without the match needing to be identical. For example, suppose there is a Course Type called "STU,LEC". If an Admin configures a binding where the Course Type must contain "LEC", then "STU,LEC" will be included.



**Add New Binding** ✕


Leave all options blank for Institution Wide bindings and then click 'add binding'.

Course Type ▼ contains ▼ LEC ▼

*Image: In this example, Course Type should contain "LEC".*

## Running the Bindings Audit

If you want to identify courses that do not have questions or bindings, you can run a bindings audit. To do this, just

click the Settings () button icon to the right of the **Load Form** button, and select **Run Bindings Audit**. All courses without questions will display in a window you can scroll through. Click a course's **Details** button to advance to that course's Registration page.

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