

Edvance360 QUICKSTART GUIDE

How to Setup Course Evaluations

Evaluations allow administrators to create evaluations that may be given to all courses which are connected to End Dates of Terms. (If courses are tied to Terms with no End Dates, the course evaluation won't function properly.) The evaluations may only be created by administrators, and unlike course surveys may be used multiple times and do not focus on specific course information.

Course Evaluation Initial Settings

- 1 Login to Edvance360 as Admin
- 2 Navigate to 1-Admin > 2-Config & Settings > 3-General Settings > 4-Course Evaluation.

The screenshot displays the Edvance360 Administration interface. At the top, the navigation bar includes Home, Courses, Communities, Resources, Calendar, Scores, Admin (highlighted with a red box), and Help. The main content area is titled "Administration" and features a left-hand sidebar with a menu. The "CONFIG & SETTINGS" menu item is highlighted with a red box and labeled "2". Underneath, "GENERAL SETTINGS" is highlighted with a red box and labeled "3". The "Course Evaluations" option is highlighted with a red box and labeled "4". The main content area shows the "Admin » General Settings" page with a note: "Note: Some settings you need to logout and back in to see a change." Below this, a list of settings is shown, including Attendance Tracker, Badges, Calendar, Community Tool Settings, Continuing Education Options, and Course Evaluations. The "Course Evaluations" section is expanded, showing the "Enable Course Evaluations" toggle set to "No" and a "Select when to display course evaluations to students" dropdown menu.

QuickStart Guide: How to Setup Course Evaluations

The following may be selected

- Admin user may enable course evaluations.
- Select when to display course evaluations to students/learners; how many weeks before the end of the Term/Semester should the course evaluation appear for the students/learners to complete.
- Course Evaluation Messages (2 provided)
- Intro message which will appear for the students/learners when they are about to complete the evaluation.
- Completion message will appear when the students/learners complete the evaluation

▼ Course Evaluations

Enable Course Evaluations

Yes

No

Select when to display course evaluations to students

4 Week(s) before end of term

Course Evaluation Messages

Intro message when user enters course evaluation

Completion message when user completes course evaluation

Save

QuickStart Guide: How to Setup Course Evaluations

Course Evaluation Tool

- 1 To create evaluations and run reports, users should navigate to Admin > Courses & Communities > Course Evaluations hyperlink on the left-hand navigation panel in the Admin Tab.

The screenshot displays the Edvance360 Administration interface. At the top, a dark navigation bar contains the Edvance360 logo and several menu items: Home, Courses, Communities, Resources, Calendar, Scores, Admin (highlighted with a red box and a red '1'), and Help. Below this is the 'Administration' section. On the left, a vertical navigation menu lists various categories. The 'COURSES & COMMUNITIES' category is highlighted with a red box and a red '2', and its sub-item 'COURSE EVALUATIONS' is also highlighted with a red box and a red '3'. The main content area shows the 'Admin > Course Evaluations' page. It features a 'Courses Evaluations Report' section with a 'Report From' dropdown menu set to '000Sales Demo Courses - Do Not Change Me' and a 'Format' dropdown menu set to 'Web Page'. A 'Submit' button is located below these menus. Below this is a 'Course Evaluation Search' section with three dropdown menus: 'Select Term' (set to 'All Terms'), 'Select Course' (set to 'All Courses'), and 'Select Instructor' (set to a blank field). 'Search' and 'Export' buttons are positioned below the search dropdown. At the bottom of the page, a dark bar contains the text 'Courses Evaluations' and a green plus icon.

Course Evaluation Reports

To run a report

Courses Evaluations Report

Report From

1 Fall Semester

Format

2 Excel Export

3 Submit

1 Select a Term/Semester/Course Header from the “Report From” dropdown arrow.

2 Select the format for the report to be created: WEB Page or Excel.

3 Select SUBMIT.

Course Evaluation Search

To search for a course evaluation

Course Evaluation Search

Select Term

1 All Terms

Select Course

2 All Courses

Select Instructor

3

4 Search Export

QuickStart Guide: How to Setup Course Evaluations

- 1 Select a Term/Semester/Course Header
- 2 Or select Course
- 3 Or select an instructor from the dropdown arrows
- 4 Select Search or Export.

How to Create a Course Evaluation



- 1 Select the Green Plus Sign in right-hand corner under Course Evaluations to create a new evaluation.

When creating a Course Evaluation the user is given the following options:

- 1 Term/Semester: Select a term from the dropdown arrow. A list of courses attached to the selected term will appear. Select any courses from the list.
- 2 Evaluation Name: Give the evaluation a name.
- 3 Anonymous: Yes, if the evaluation is to be Anonymous; No, if the evaluation is not to be Anonymous.

QuickStart Guide: How to Setup Course Evaluations

4 Status: Active/Inactive

5 SAVE

Semester

1 Please select a term

Please select a semester first

Name

2

Launch Date

3 1 Week before end of term

Anonymous

4 Yes






status

5 Active





6 Save

Course Evaluation Actions

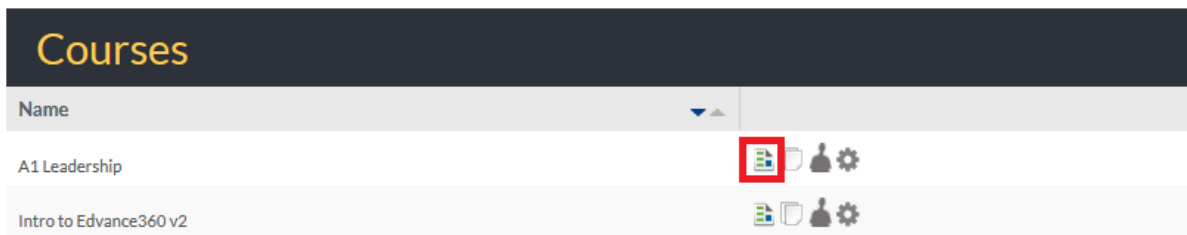
Once the Evaluation has been created, the name of the evaluation will appear under the “Course Evaluations” header, and to the right the user may select the following icons.

Courses Evaluations 	
Name	Actions
Course Eval 1	   

QuickStart Guide: How to Setup Course Evaluations

-  Reports (review below)
-  Edit (to edit the original name of the course evaluation)
-  Delete (delete the evaluation selected)
-  Manage (create questions for the evaluation)

Reports: When the Admin user selects Reports next to the Course Evaluation name a list of all courses tied to that Course evaluation will appear. Selecting the Reports tool will open these options are as follows:



View Results and Reports: Users may choose this to view results and reports for each evaluation. Once this option is chosen, the user is taken to a new screen that requires the user to “Select Term”. Users must then select a course from the drop down menu to view the evaluation results. Each course term and course name will be listed for ease of use. Users will be able to view results for each question. Only user responses will be listed, and in the order the user’s completed the evaluation. A pie chart will be associated with each question, listing the users’ answers by percentage. Users may select the Export Results to Excel hyperlink to create an Excel spreadsheet report of the survey results.

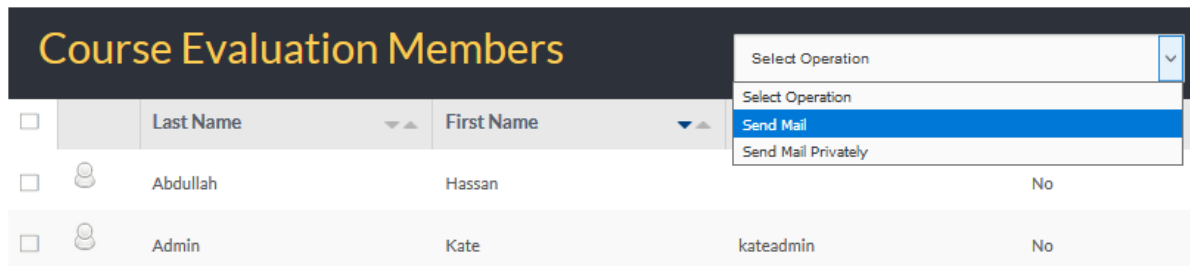
Duplicate:

Admin users may duplicate the created Course Evaluation, rename and use in other Terms and/or Courses.

Participation:

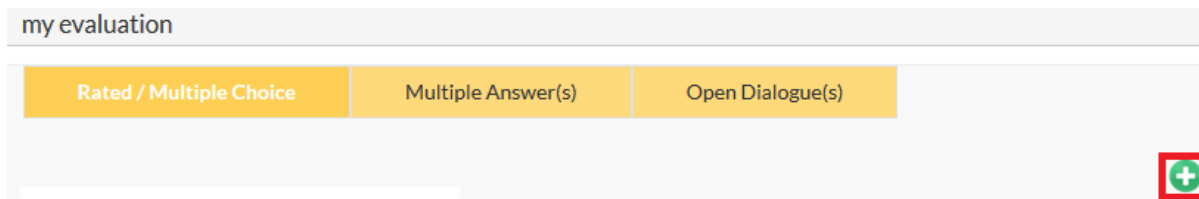
QuickStart Guide: How to Setup Course Evaluations

View Participation: Users may select the View Participation option associated with each course to view which users in the courses have completed the evaluation. Under the heading for each course title each user for the course will be listed and either a yes or no will be listed in the “Eval Complete” column. The administrator may select users to send them a reminder message to complete the evaluation if desired.



<input type="checkbox"/>	Last Name	First Name	Eval Complete
<input type="checkbox"/>	Abdullah	Hassan	No
<input type="checkbox"/>	Admin	Kate	No

Manage (create questions for the Evaluation):



my evaluation

Rated / Multiple Choice Multiple Answer(s) Open Dialogue(s)

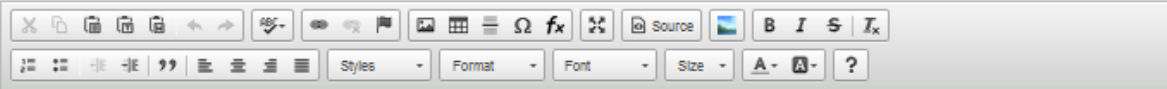
Rated/Multiple Choice Question: Admin users may create Rated/Multiple Choice Question for the Course Evaluation by selecting “Rated/Multiple Choice” then Green Plus Sign. By choosing this question type, users are taken to an empty dialogue box to create the question and select the following answer options:

- Rate from 1-5
- Rate from 1-10
- “Highly Unsatisfied” through “Highly Satisfied”
- “Very Poor” through “Excellent”
- “Very Difficult” through “Very Easy”
- “Never” through “Always”

Custom: Any of the answers may be edited to specific answers. The user is to enter the desired answer options separated by commas. (Example: Option 1, Option 2, Option 3)

QuickStart Guide: How to Setup Course Evaluations

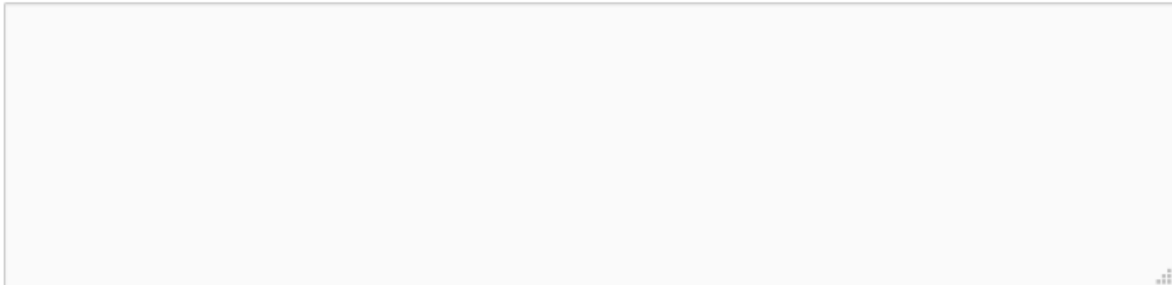
Question



Paragraphs: 0, Words: 0

- Rate from 1-5
- Rate from 1-10
- "Highly Unsatisfied" through "Highly Satisfied"
- "Very Poor" through "Excellent"
- "Very Difficult" through "Very Easy"
- "Never" through "Always"

Options [?](#)



Status

Active


Once the question has been created, the user may Edit, Delete, Sort Order, and make Active/Inactive.

QuickStart Guide: How to Setup Course Evaluations

Rated / Multiple Choice	Multiple Answer(s)	Open Dialogue(s)
Question		+ Order Status
I would recommend this course to others?		✎ + 1 Active ▾
Save		

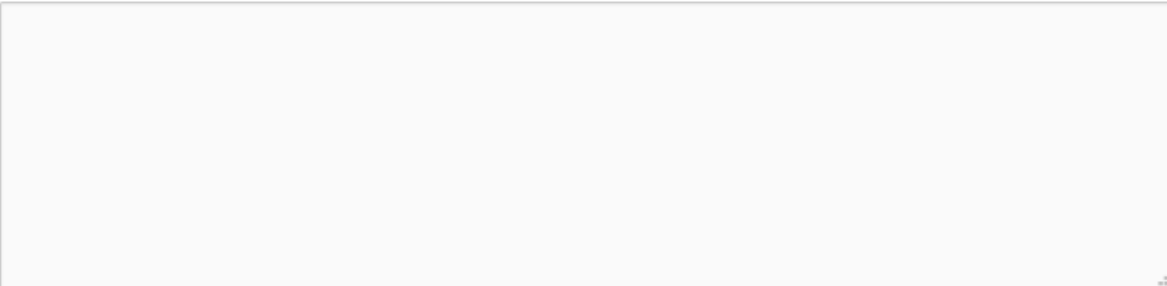
Multiple Answer Questions: By choosing this question type and selecting the Green Plus Sign, users are taken to an empty dialogue box to create the question and add answer options separated by commas, make Active or Inactive and SAVE. Once the question has been created, the user may Edit, Delete, Sort Order and make Active/Inactive.

Question



Paragraphs: 0, Words: 0

Options ?



Status

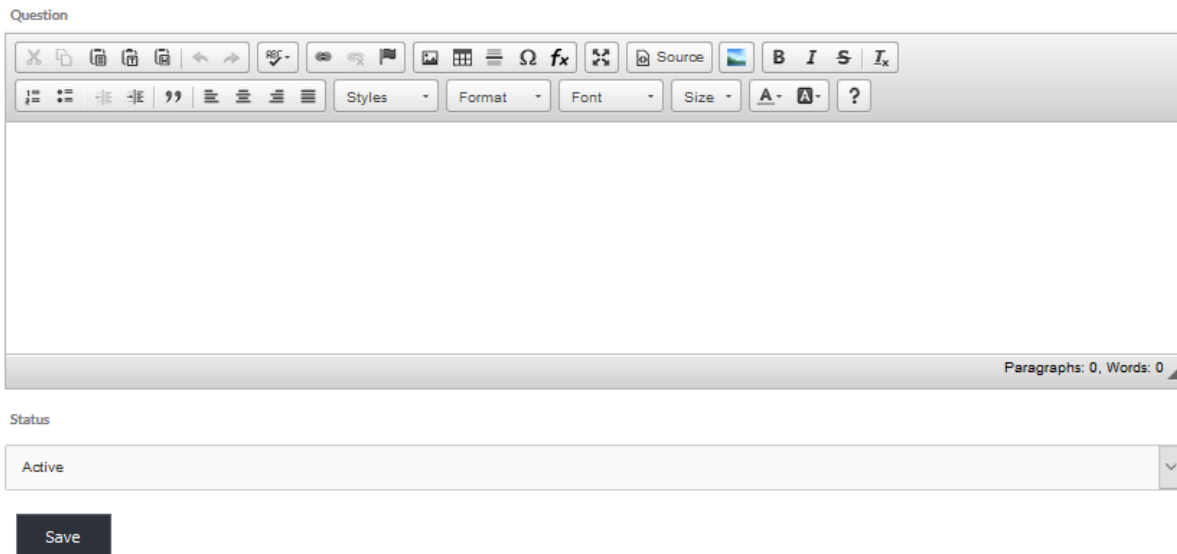
Active ▾

Save

QuickStart Guide: How to Setup Course Evaluations

Open Dialog Questions: By choosing this question type and selecting the Green Plus Sign, users are taken to an empty question box to add a question then make Active or Inactive and SAVE. Once the question has been created, the user may Edit, Delete, Sort Order and make Active/Inactive.

Question



Paragraphs: 0, Words: 0

Status

Active

Save