Create Online Evaluations (Wizard Method)

Navigate to Create Online Evaluations

Select "Evaluations" from Main Menu.

Select "Online Evaluations" from Dropdown.

From the Online Evaluations page, select the blue "**Create Evaluations**" tab.

1. Select Term for which you would like to create evaluations *(defaults to current term)*.
2. Select the appropriate College and/or Department.
3. You may further refine your selection by Course, if available.

When all selections are made, click "Continue."

Select Courses

You are now on the Select Courses page. This page provides a listing of the available courses based on your selection. Columns can be sorted by Course, ID, Title, and Instructor and sorting will be retained on the next page where evaluation details are defined.

1. Select all or some of the courses listed for which you would like to setup evaluations by clicking the checkbox to the left of the course abbreviation.
2. Courses listed in **red** already have evaluations and cannot be selected. These courses will have a computer or paper icon next to the course abbreviation indicating if they are being evaluated online or by paper.

Note: Courses with Multiple Instructors may have a paper/online evaluation icon displayed, but are not listed in red—this means there is still one or more instructors eligible to be evaluated.

3. If selected courses have the "Multiple Instructors" blue dropdown, either select to evaluate the multiple instructors as a **group** (generates a single evaluation for the course) or select all/some of the instructors to evaluate **individually** (generates separate evaluations for each of the instructors selected).

Select Courses

Courses in Red Already Have Evaluations!

☑	COURSE ▼	COURSE ID ▼	COURSE TITLE ▼	CROSS LISTING	ENROLLMENT	INSTRUCTOR ▼
☑	THLEAD 380 A	20476	Healthcare Budgetary Analysis And Financial Decision Making		31	Multiple Instructors ⌄ ❗
☑	THLEAD 406 A	20477	Health Informatics II: Databases And Data Analysis		17	☐ Survey As Group
☑	THLEAD 410 A	20478	Ethical Issues In Healthcare	T NURS 410 A	26	☐ Smith, Molly ☐ Switzer, Alexander
☑	THLEAD 410 B	20479	Ethical Issues In Healthcare	T NURS 410 B	42	Multiple Instructors ⌄ ❗
☑	THLEAD 420 A	20480	Healthcare Accreditation And Legal Issues		30	Sechrest, Paige

4. If course is **cross-listed** (joint) with other courses, you will see all instances. Once you select one joint course, you will not be able to select the other instances. The evaluation will cover the entire cross-listed (joint) cluster.
5. Course enrollment is displayed.

Note: If enrollment is zero, there are no students listed in the course. You should contact the IASystem™ Administrator (Tory Oelfke, Assistant Registrar) before setting up an evaluation for that course.

Once all course selections are finalized, click "Continue" at the bottom of the page.

Define Evaluation Parameters

You are now on the <u>Define Evaluations</u> page.

This page defines the settings for each course evaluation including form, open and close dates, reports available date (for faculty access) and course type. You may make global selections using the top row dropdowns on the table or make individual selections in each row.

1. **Select the evaluation form** you wish to use. Standard *IASystem™* forms will be displayed first in the dropdown, followed by any available Custom Forms.

Define Evaluations

COURSE	INSTRUCTOR		OPEN	CLOSE	REPORTS AVAILABLE	COURSE_TYPE
		MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	
T HLTH 305 A	Lockhart, Catherine		14/2016	03/23/2016	05/25/2016	

IASystem Forms
Form A - Small Lecture/Discussion
Form B - Large Lecture
Form C - Seminar/Discussion
Form D - Problem Solving
Form E - Skill Acquisition
Form F - Quiz Section
Form G - Lectures/Assignments
Form H - Lab
Form I - Distance Learning
Form J - Clinical/Studio
Form K - Project/Studio
Form L - ESL
Form M - Study Abroad
Form X - Educational Outcomes

Custom Forms
Form C2 - Nursing Custom Form
Form C3 - Nursing Seminar Form

Submit

2. **Select Open Dates** *(must be at least one day later than current date)*. Evaluations cannot open the same day they are created; the earliest they can open is 12am the following day. The Open Date may be prepopulated by the *IASystem™* campus Administrator.

Note: Online evaluations open at 12:00am Central Time on date selected.

3. **Select Close Dates** *(must be at least one day later than the open date)*. The Close Date may be prepopulated by the *IASystem™* campus Administrator.

Note: Online evaluations close at 11:59pm Central Time on date selected.

4. **Select Reports Available Date:** this is the date when instructors can access their course evaluation report in the *IASystem™* faculty portal. This does not affect report availability for coordinators, deans/chairs, or other types of administrative users. The Reports Available Date is prepopulated by the *IASystem™* campus Administrator.

5. **Select the applicable Course Type** for each course.

Click "Submit" to create evaluations. Faculty will automatically receive notice of the evaluation creation and you will be taken to the View Evaluations page.