

Assign an Admin Evaluator of Record

The admin evaluator of record has the task of reviewing, submitting, and approving evaluations that have been completed by enrolled students and faculty. The admin evaluator also has the ability to push the evaluation score to the course's Gradebook. This article will show you how to assign an admin evaluator of record.

Step 1: Open the Course Screen

The screenshot shows the course interface for 'Section: Cardiovascular Medicine' at the 'SOM 2021/2022' level. The top navigation bar includes 'Course Template', 'Campus Level', and 'Section: Cardiovascular Medicine' (highlighted with an orange box). A 'Close' button is visible. The main content area is divided into a left sidebar with navigation options (Details, Discussions, Announcements, Manage Materials, Messages, Mapping, Assessments, People, Events, Import, Settings) and a central panel. The central panel displays course details: Begin Date (2020-07-01), End Date (2021-02-28), School Year (MED Third Year), Campus (Main Campus), Your Role (Admin), Course Director (Jane Faculty), and Course Coordinator (Ann Alexander). Below this is a 'Description' section with the text 'Welcome To Cardiovascular Medicine'. On the right, a 'Related Materials' panel lists items under categories: Exam(s) (Cardio Quiz 1 (EX)), Course Material (Cardio Pathology Review (F/O)), Group Study Resources (Study questions, Circulation Research (F/O)), and Lecture materials (Biomarkers_Cardiovascular_Disease (T/R)).

- You are now looking at the **Section Level** of the course (see **Section** designation in top-left corner of the screen)
- Click the course's **Campus Level** link on the top left hand of the screen to be brought to the Campus Level (see below).

NOTE: If you need to set an evaluator of record at the **Campus Level**, you can follow the remaining instructions here. But you'll need to assign an evaluator of record at the **Course Template Level** as well.

NOTE: You will know what level of the course you are in by looking at the top-left corner of the screen. It will say one of the following: **Section, Campus, Course Template**.

Campus Level

- You are looking at the **Campus Level** (see **Campus** designation in top-left corner of the screen).
- From the **Campus Level**, click the **Course Template Level** link (see below).

Note: To return to the **Section Level**, click the **Section Level** link located in the top-left corner of the screen.

Course Template

The screenshot shows the 'Course Template' level of the interface. At the top left, 'Course Template' is highlighted in a gray box. The breadcrumb trail includes 'Campus Level' and 'Section: Cardiovascular Medicine'. A 'Close' button is in the top right. Below the breadcrumb is a green header bar with the text 'Course Template: Cardiovascular Medicine SOM 2021/2022' and a 'Materials' button with a document icon. A left sidebar contains a menu with 'Details' selected. The main content area displays the following details:

- Program:** MEDICINE
- Course Master:** Cardiovascular Medicine
- Academic Year:** SOM 2021/2022
- School Year:** MED First Year
- Evaluator of Record:** Leo Administrator
- Director:** Leo Administrator
- Director:** Jane Faculty

Below the details is a 'Description' section with the text 'No description available'.

- You will know you are at the **Course Template Level** when the **Course Template** in the top-left corner of the screen, is gray and bolded.

Step 2: Course Template Directors and Admins

This screenshot shows the 'Course Template' level with the 'People' menu expanded. The breadcrumb trail is 'Course Template | Campus Level | Section: Cardiovascular Medicine'. The green header bar shows 'Course Template: Cardiovascular Medicine SOM 2021/2022'. The 'People' menu is open, and 'Course Template Directors' is highlighted with a gray box. The details section shows:

- Program:** MEDICINE
- Course Master:** Cardiovascular Medicine
- Academic Year:** SOM 2021/2022
- School Year:** MED Third Year
- Evaluator of Record:** NO EVALUATOR

The 'Description' section below shows 'No description available'.

- Click **People**.
- Select **Course Course Template Director** or **Course Template Admins**.

Course Template Directors Cardiovascular Medicine SOM 2021/2022	
Available Faculty	Selected Faculty
Administrator, Leo	Faculty, Jane
Alexander, Ann	
Asner, Julia	
Bancroft, Niecka	
Canby, Craig	
Clinician, Frank	
Close, Brandy	
Faculty, Duke	
Faculty, Kate	

- Click the user's name in the left column (**Available Faculty**), moving it to the column on the right (**Selected Faculty** column).
- If you don't see the user you have in mind, click **Get Extended List** for more options.
- Click the small square icon in the top-right corner of this screen to **save** and **exit**.

Now that you have added this user to the Course Template Director group (or Course Template Admin group) for the Course Template Level, you can assign them as an admin evaluator of record.



NOTE: Assigning a user as Course Director of the course's **Course Template Level** does NOT make them a Course Director at the **Section Level** (it doesn't change the Course Director list anywhere else other than at the **Course Template Level**).

Step 3: Assign Evaluator

Course Template | Campus Level | Section: Cardiovascular Medicine | Close

Course Template: Cardiovascular Medicine SOM 2021/2022 | Materials

Details

Evaluations

Discussions

Manage Materials <

People ▾

Course Template Directors

Course Template Admins

Assign Evaluator

Faculty Listing

Student Listing

PET <

Assessment <

Program: MEDICINE

Course Master: Cardiovascular Medicine

Academic Year: SOM 2021/2022

School Year: MED Third Year

Evaluator of Record: NO EVALUATOR

Director: Jane Faculty

Description

No description available

- Click **People**.
- Select **Assign Evaluator**.

Select Evaluator

Assign Evaluator

Evaluator:

Save Record

The users available to you in the drop-down menu are the **Course Template Directors** or **Course Template Admins**.

- Select the user you want to list as the **Evaluator of Record**.
- Click **Save Record**.
- Your new admin evaluator can now access submitted evaluations and review them for final submission and approval.

NOTE: The evaluator of record must be chosen from the set of course directors or course admins that you have assigned to whichever level you are working on (Campus

or Course Template). Those are the only people who are eligible to be selected as an evaluator of record at that particular level.