

## Faculty: Event Evaluations Menu Options

💡 In these example, we are using the Student Evaluating Faculty Screen. Other Event Evaluations will have similar screens and menus.

The screenshot shows the 'Students Evaluating Faculty' interface for the course 'Cardiovascular Medicine SOM 2020/2021 R1 - Main Campus' and event 'CARDIOMED - Clinical Problem Solving'. A menu is open over the 'Options' dropdown, listing six items: 'Schedule' (1), 'Add Evaluation' (2), 'My Evaluations' (3), 'Course Evaluations' (4), 'Update' (5), and 'Refresh' (6). The background table has columns: 'Evaluation Name', 'Title', 'Link', 'Done', 'Purged', 'Open', and 'Email'. The 'For Students' section shows 'Student Evaluating Faculty' with a 'Show 10 entries' dropdown. The bottom right has 'Previous', '1', and 'Next' navigation buttons.

### (1) Schedule

This report shows a list of all the scheduled templates for the **Students Evaluating Faculty** Evaluations. These templates are used to generate the actual Evaluations, and these Evaluations can be seen in the Student Evaluating Faculty listing.

The screenshot shows the 'Schedule Evaluations for Cardiovascular Medicine SOM 2020/2021 R1 - Main Campus' interface. A menu is open over the 'Options' dropdown, listing three items: 'Add Scheduled Evaluations', 'Manage Evaluations', and 'Create new Evaluation'. The background table has columns: 'Evaluation Name', 'Starting', 'Ending', 'DOW', and 'Count'. The top left shows 'Showing 0 to 0'.

You can Add Scheduled Evaluations, Manage Evaluations or Create New Evaluations from this screen.

### Add Scheduled Evaluations

This screen allows you to create automated Evaluations that will be released according to the date ranges and repeating type you select.

**Scheduled Evaluation for  
Medical Science 5 SOM 2017/2018 R1 - East Campus  
Students Evaluating Faculty (New Record)**

Evaluation:  \*

Starting on:  \*

Ending on:  \*

Repeat Type:  \* 

- Daily
- Weekly
- Bi-Weekly
- Tri-Weekly
- Every 4th Week
- Monthly

Deleted:  ▼

- The required fields are marked with an asterisk (\*):
  - Pick the Evaluation
  - Select the Date Range
  - Select the Repeat Type
- Save the record
- Assign Groups to the Evaluation

## (2) Add Evaluation

This record defines the execution of an Evaluation for a given date range. In this way, the same Evaluation can be given multiple times, often on a fixed schedule.

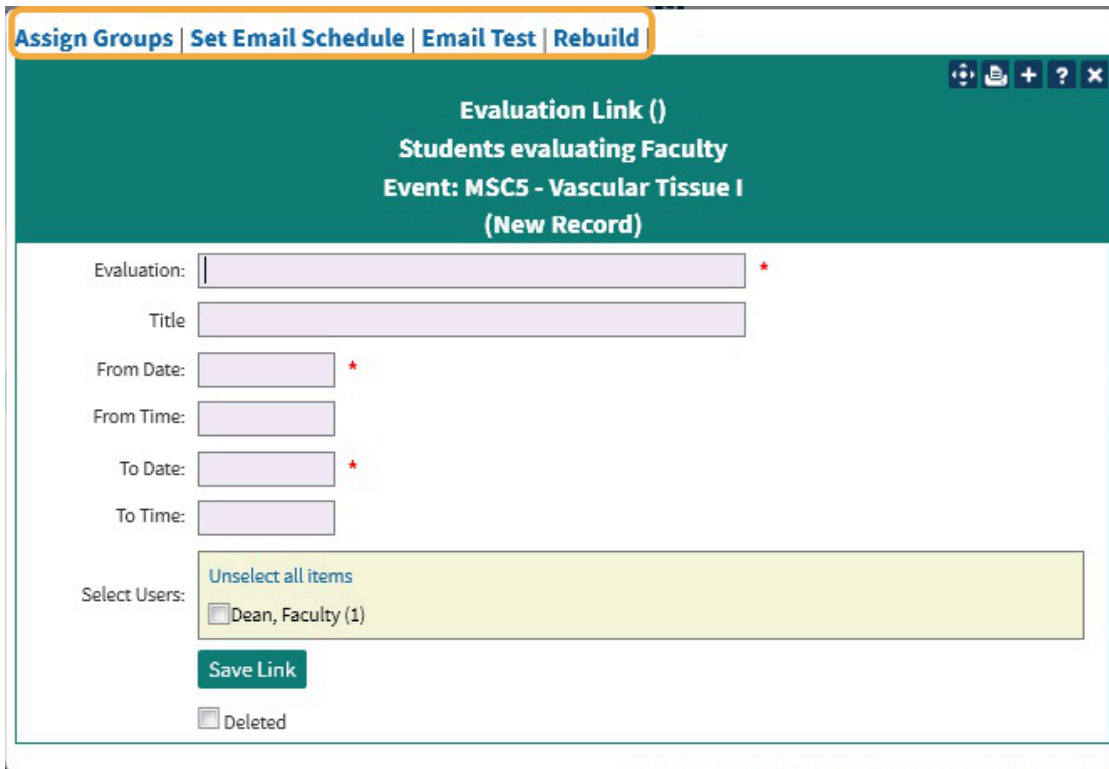
The **Evaluation Begin Date** and **Evaluation End Date** fields are used if Faculty are being evaluated for a given Course. The System will search the Course within this date range to find the Faculty and include them in the evaluation.

Make sure the Users you assign to an Evaluation are also in the Events that will be covered by the Evaluation. The Evaluation System will link Users to their Events and if a user has no Events for the time period of the Evaluation they will not be presented with an evaluation (these Users will appear in the [Purged list](#)).

For Course based Evaluations, you can limit the Events to be included in the Evaluation by Event Type. By default, all Events in the date range will be included. However, if you select one or more Event Types, then only those Event Types will be included. If no Event Types are selected, all Event Types are included.

If you want to have Students evaluate Faculty per Event, then you need to use the **Students Evaluating Events** format.

- **Evaluation:** Double click to select and Evaluation
- **Title:** Optional Title for the Evaluation link
- **From Date/From Time:** Enter the Dates and Time
- **To Date/To Time:** Enter the Dates and Time
- **Select Users:** Place a check in the box of selected Users
- **Save Link**



The screenshot shows a web interface for creating an evaluation link. At the top, there are four tabs: 'Assign Groups', 'Set Email Schedule', 'Email Test', and 'Rebuild'. The main header area is green and contains the text 'Evaluation Link ()', 'Students evaluating Faculty', 'Event: MSC5 - Vascular Tissue I', and '(New Record)'. Below this, there are several input fields: 'Evaluation:' (with a red asterisk), 'Title', 'From Date:' (with a red asterisk), 'From Time:', 'To Date:' (with a red asterisk), and 'To Time:'. Below these fields is a 'Select Users:' section with a yellow background, containing a link 'Unselect all items' and a checkbox for 'Dean, Faculty (1)'. At the bottom, there is a green 'Save Link' button and a checkbox for 'Deleted'.

**Saving Link:** You will need to reopen the new Evaluation you just created from the previous screen.

Students Evaluating Faculty  
Course: Cardiovascular Medicine SOM 2020/2021 R1 - Main Campus  
For: event CARDIOMED - Clinical Problem Solving

View Options

Viewing 1 to 1 of 1

Search:

Evaluation Name	Title	Link	From Date	To Date	Done	Purged	Open	Email
For Students: Evaluation of Faculty (PD Test)	Student Evaluating Faculty	event	2020-08-01	2020-08-31	0	0	0	0

Show 10 entries

Previous 1 Next

## Assign Groups

! Two items are needed on this screen in order to proceed:

1. You have to **Assign Groups** to the Evaluation
2. You need to input an **Eval End Date**

**Attention**

No groups have been assigned. Your evaluation will have no users until you have assigned at least one group.

Event: MSC5 - LAB Two

1 Evaluation: A Small Evaluation

[Assign Groups](#) | [Set Email Schedule](#) | [Email Test](#) | [Send Reminder](#) | [Msg Log](#) | [Err Log](#) | [Rebuild](#)

Evaluation Link (124226)  
Students evaluating Faculty  
Event: MSC5 - LAB Two

Evaluation: A Small Evaluation

2 Eval Begin Date: 2020-03-04

Eval End Date:

Event Types: ...Please fill in all required fields

Select Users: ...Please fill in all required fields

Save Link

Click on the Groups in the Available Groups column to transfer to the Selected Groups column.

Filter:

Student Evaluation Groups	
Available Groups	Selected Groups
test groups-1 [0]	MSC52017r1EAST [64]
test groups-2 [0]	
test groups-3 [0]	
Test Small Group-17 [5]	
Test Small Group-18 [5]	
Test Small Group-19 [5]	

## Other Options in the Event Evaluation Screen

Assign Groups | **Set Email Schedule** | Email Test | Rebuild |

Evaluation Link ()

Students evaluating Faculty

Event: MSC5 - Vascular Tissue I

(New Record)

## Email Reminders

This list lets you specify a custom set of dates on which reminders for this Evaluation will be sent. The list of dates is based on the dates of availability for this Evaluation.

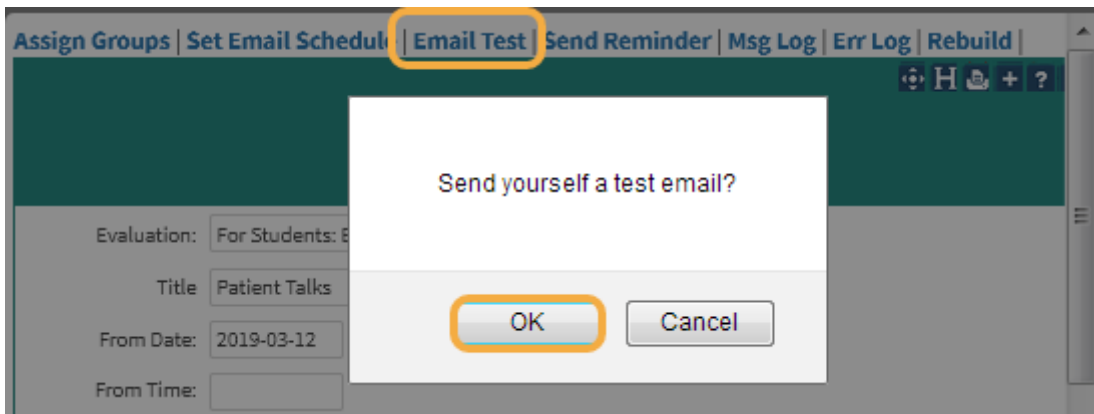
Filter:

Select Dates for Email Reminders	
Setting these dates disables the normal reminder schedule	
Available Dates	Selected Dates
2019-03-12	2019-03-13
2019-03-14	



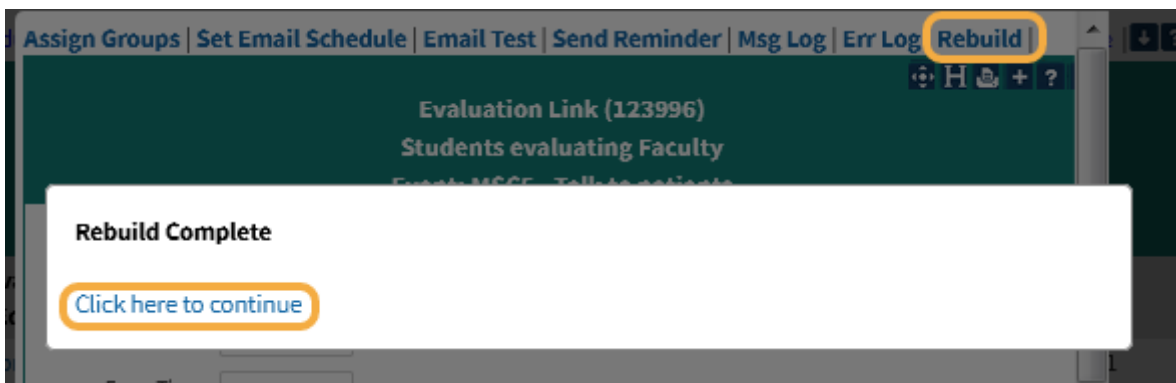
**NOTE:** As long as there are selected dates in this option the standard initial and reminder schedule is not in effect for the current Evaluation link. If you remove all of the dates, the system will once again use the standard schedule to send out reminders.

## Email Test



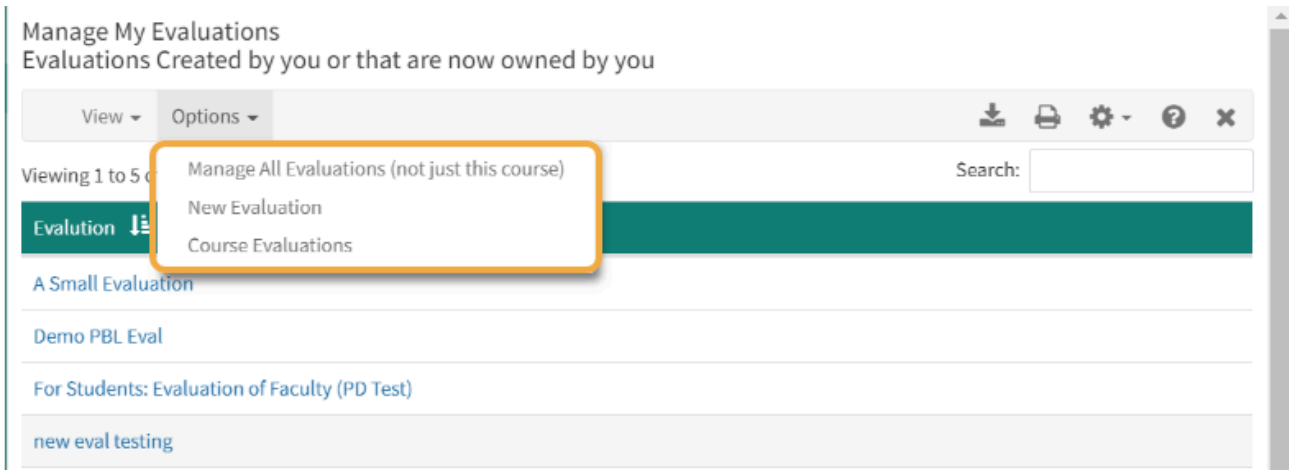
## Rebuild

This option will scan and create evaluations for individual Users in this Evaluation link. If group assignments are required be sure to do that first.



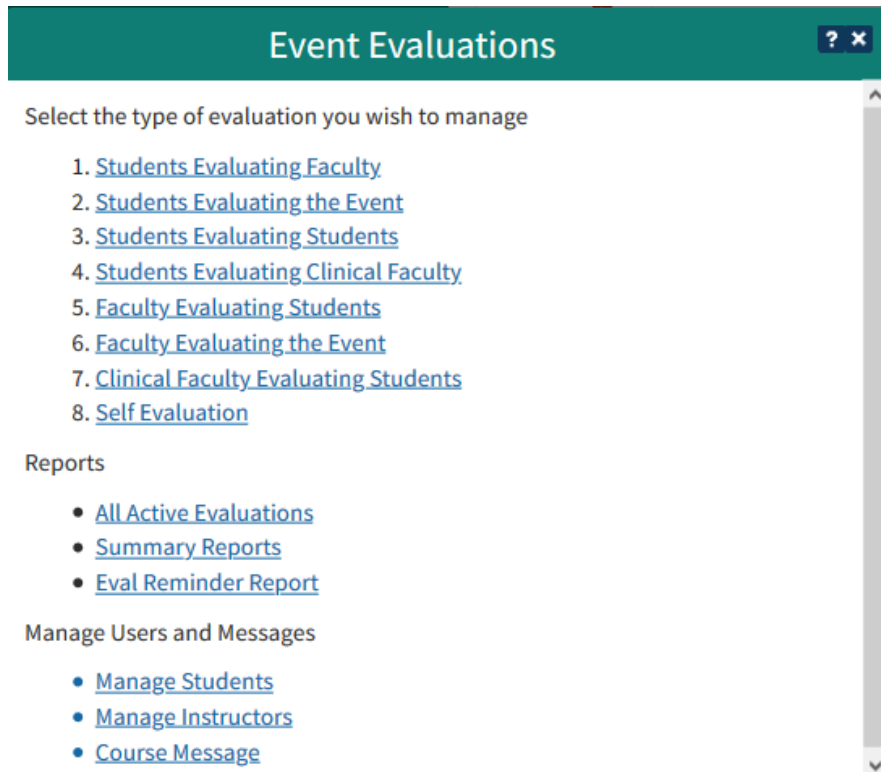
## (3) My Evaluations

- **Manage All Evaluations:** This report allows you to manage the Evaluations that you have created
- **New Evaluation:** Click to create a new Evaluation
- **Course Evaluation:** Return to a listing of the Course Evaluations



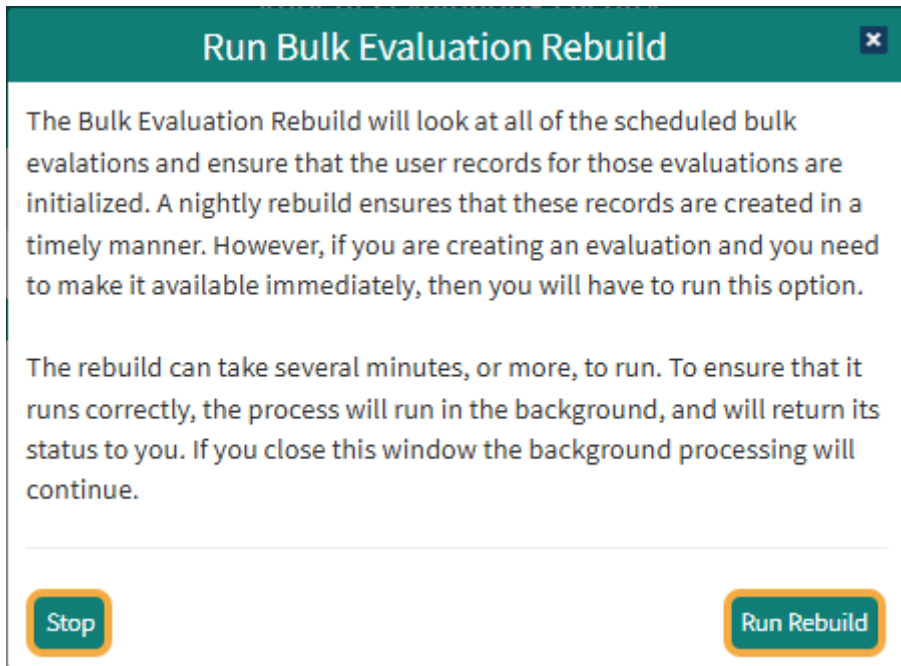
## (4) Course Evaluation

This option will return you to the Course Evaluations selected for your Event.



## (5) Update

Run this option if you need to release access to the Evaluation immediately, rather than wait for the overnight update.



## (6) Refresh

Refreshes and updates the changes you have made to your Evaluations.