

Eval Listing: Create/Edit An Evaluation

This article will show you how to create a new Evaluation form. Evaluation forms can be used as many times as you like, across Courses, Events, as On-Demand, etc.

TIP: It is recommended that you stick to a basic Evaluation structure. This way, you will be able use the same assessment tool across different situations, which will provide better longitudinal and comparative data.

Path: Admin Toolbar > Assessment > Evaluations > Eval Listing > Create New Eval

Click **Create New Eval** or click the **Name** of an existing Evaluation to edit it.

The screenshot shows the LEO Admin interface. On the left, the 'ASSESSMENT' menu is expanded, showing 'Evaluations' and 'Eval Listing' (highlighted). The main content area is titled 'Eval Listing | List of Evaluations for LEO Admin'. It features a table with the following columns: Eval Name, Program, Date Created, Schedules (View), Copy Eval, Archive, and oldlink. The table lists several evaluations, including 'Leo Course Evaluation', 'Course Evaluation - Test Scoring', 'my new evaluation', 'Testing Eval Editor', 'HA Course Evaluation - 2020 Cohort', 'Non-Clinical Elective - End of Rotation Evaluation', 'Human Dimension Summative Faculty Evaluation of Student - 2020v2', 'Family Medicine History+Physical Evaluation Tool 1', 'TDH Course Evaluation - 2020 Cohort', and 'Student Evaluation of Clinical Elective'. A dropdown menu is open under the 'Options' button, showing 'Create New Eval' (highlighted), 'Deleted', and 'Archived'. The bottom of the page shows a pagination bar with 'Previous', '1', '2', '3', '4', '5', '...', '21', and 'Next'.

NOTE: Once you have created your Evaluation, you may return to this page to view your Evaluation, as well as all other Evaluations that have been created by users in the system.

Title/Header

1. Add a title for your new Evaluation.
2. You may also choose to add a short description of your new Evaluation (optional).

3. Check this box if you would like for any use of this form to be approved automatically. Learn more about Auto-Approval for evaluations [here](#).
4. You can designate a Program for this evaluation form in order to [map questions to various Themes](#) for further analysis.
5. Click **Save**, this will take you back to the Eval Listing screen

The screenshot shows the 'Edit Evaluation Header (New Record)' form. It includes a title field (1), a rich text editor for the description (2), an 'Auto Approve?' checkbox (3), a 'Program for Mapping Themes' dropdown menu (4), and a 'Save' button (5). Below these are 'Archived' and 'Deleted' dropdown menus, both currently set to 'No'. A warning message states: 'Warning: Changing programs will remove any existing mapping from this evaluation'.

💡 When Auto Approve is enabled, all evaluations completed using this form will be approved automatically. You can uncheck the Auto Approve option to resume standard Evaluation Workflow at any time.

Create an Evaluation

The screenshot shows the Leo Admin interface. The left sidebar contains a menu with categories: DEVELOPER, CURRICULUM MAPPING, COURSE MANAGEMENT, PEOPLE, and ASSESSMENT. Under ASSESSMENT, the 'Evaluations' sub-menu is expanded, showing options like Eval Listing, On-Demand Evals, Courses with Evals, Active Evals, Deleted Evals, Email Triggers, Trigger Log, Response Sets, Resolve Conflicts, Email Log, User Eval History, and Master/Campus User List. The main content area is titled 'Eval Listing | List of Evaluations for LEO Admin'. It features a search bar and a table of evaluations. The first row, 'Student Evaluation of Course', is highlighted with an orange circle. The table columns are: Eval Name (Edit), Program, Date Created, Schedules (View), Copy Eval, Archive, and oldlink.

Eval Name (Edit)	Program	Date Created	Schedules (View)	Copy Eval	Archive	oldlink
Student Evaluation of Course		2022-03-07 11:57:46	0	Copy	<input type="checkbox"/>	oldedit
Leo Course Evaluation	UME	2022-02-23 11:55:42	0	Copy	<input type="checkbox"/>	oldedit
Course Evaluation - Test Scoring	MED	2022-02-18 14:34:14	0	Copy	<input type="checkbox"/>	oldedit
my new evaluation	UME	2022-02-17 18:09:45	0	Copy	<input type="checkbox"/>	oldedit
Testing Eval Editor	MED	2022-02-17 13:34:12	0	Copy	<input type="checkbox"/>	oldedit
HA Course Evaluation - 2020 Cohort		2021-06-23 15:36:11	0	Copy	<input type="checkbox"/>	oldedit
Non-Clinical Elective - End of Rotation Evaluation	MED	2021-06-09 15:23:18	0	Copy	<input type="checkbox"/>	oldedit
Human Dimension Summative Faculty Evaluation of Student - 2020v2	MED	2021-04-23 11:07:22	0	Copy	<input type="checkbox"/>	oldedit
Family Medicine History+Physical Evaluation Tool 1		2021-04-09 13:12:26	0	Copy	<input type="checkbox"/>	oldedit
TDH Course Evaluation - 2020 Cohort		2021-04-02 10:14:57	0	Copy	<input type="checkbox"/>	oldedit

Click on the evaluation name you just created, this will take you back to the Eval Listing screen

The screenshot shows the 'Edit Evaluation: Student Evaluation of Course' screen. It features a text input field and three icons on the right: a preview icon (1), a plus icon (2), and a gear icon (3). The icons are numbered 1, 2, and 3 respectively.

1. click on the arrow box to **Preview the Evaluation**
2. click on the plus sign to **Add a Question, Add Page Break, or Add inline content**
3. click on the gear icon to **Edit Eval Settings, Toggle Descriptions, or Show Deleted Records**

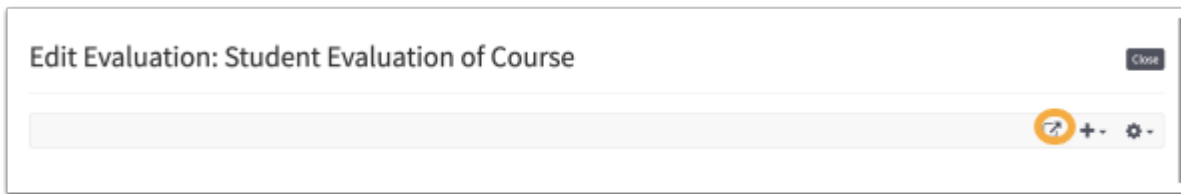
Edit Eval Screen

- **Evaluation Editor**, use the icons on the right side to navigate: Preview, Pages, Blocks, Responses, Questions and Settings.

Edit Evaluation: Student Evaluation of Course



Preview Evaluation



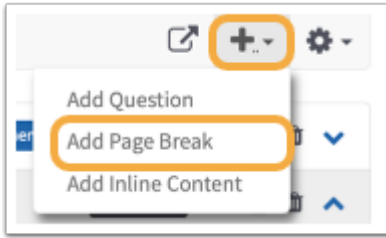
- In the right corner of the **Evaluation Editor**, there is a box with an arrow icon.
- Click this icon to preview your new Evaluation.

- Each time you click on the Preview icon it will refresh with the latest changes from the Evaluation Template.

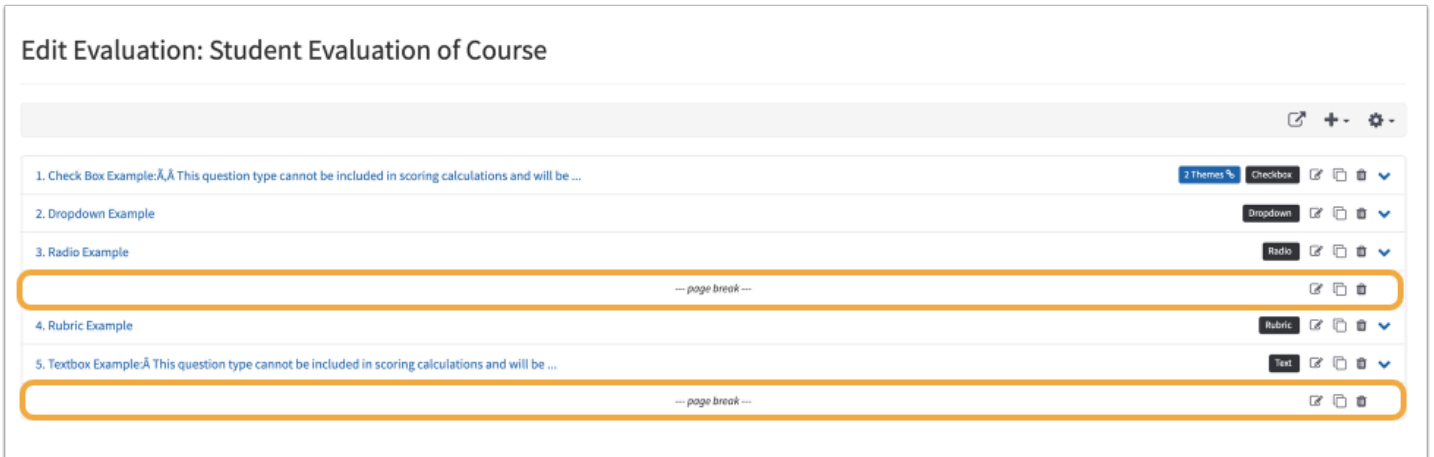
Page Break

A **Page** in an Evaluation is defined as a group of questions that are related and there is no branching logic.

- Click the **Plus Sign icon** and **Add Page Break** to add pages to your Evaluation.
- Each page can contain as many blocks of questions as desired.



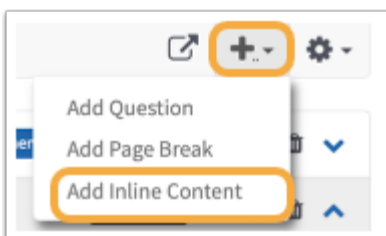
- To add a new page, click **Add New Page** and it will appear at the bottom on your Edit Eval Screen.



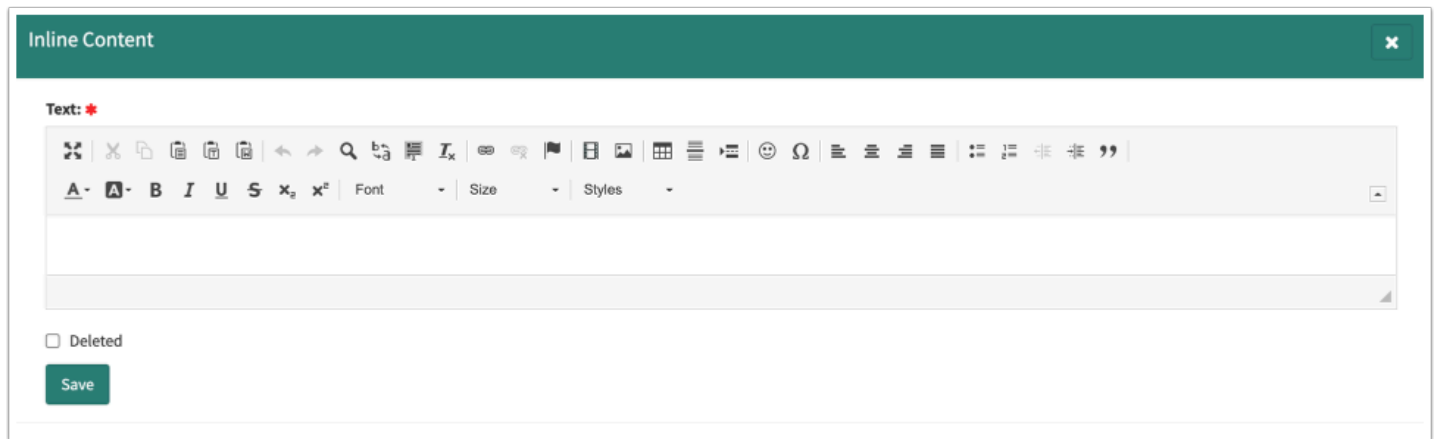
- The **Page Break** once added will allow you to drag and drop the page break between the questions you want to separate onto two different pages.

Inline Content

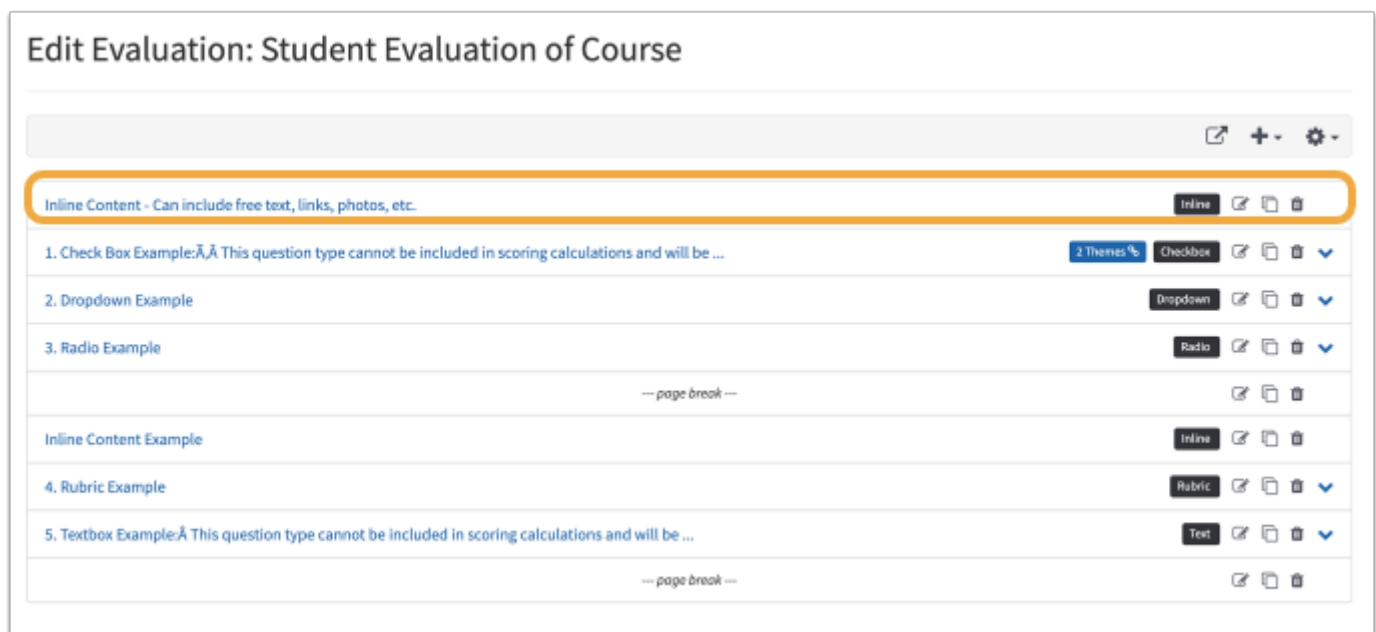
Inline Content is utilized if you only want to display text such as a prompt or instructions.



- Click the **Plus Sign icon** and **Add Inline Content** to add information to your Evaluation.

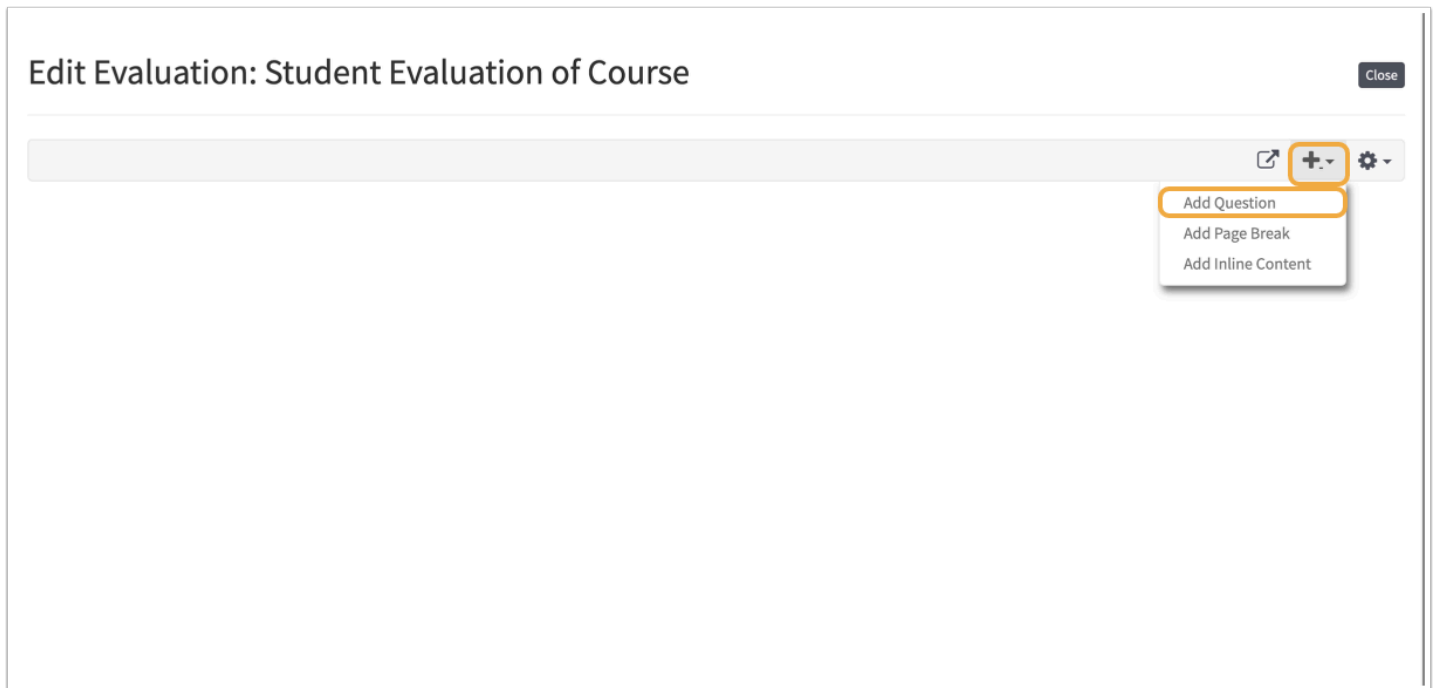


On the Inline Content screen add any information you want to be displayed and communicated on the Evaluation and click **save** when finished.



- The **Inline Content** once saved will allow you to drag and drop the text between the questions you want to separate or provide specific instructions for.

Questions Screen



- Click on the plus icon and **Add Question** to add a new question.

Question Type Examples

1. Checkbox
2. Dropdown
3. Radio
4. Rubric
5. Text

Student Evaluation of Course

Leo Professional Development UME 2013/2014 R1 - IHS Campus

Evaluator: LEO Admin - Faculty evaluating Course

Status: New

[Submit](#)
[Options ▾](#)
[Close](#)

1. **Check Box Example:** This question type cannot be included in scoring calculations and will be summarized by Count only.

Unanswered

☐ Strongly Agree
☐ Agree
☐ Neutral
☐ Disagree
☐ Strongly Disagree

2. **Dropdown Example**

Unanswered

Select an answer ▾

3. **Radio Example**

Unanswered

☐ Strongly Agree
☐ Agree
☐ Neutral
☐ Disagree
☐ Strongly Disagree

4. **Rubric Example**

Unanswered

[Show Details ▾](#)

[Add Rating](#)

Comments:

5. **Textbox Example:** This question type cannot be included in scoring calculations and will be summarized by Count only.

Unanswered

[Previous Page](#)
[Next Page](#)
[Next Eval](#)

Note: The Checkbox and Text Question Type options if selected, cannot be included in scoring calculations and will be summarized by Count only.

Edit Question

1. Type your question in the **Prompt** field. (*) Required

2. Question **Type**

- **Dropdown:** Multiple Choice. Displayed in a dropdown list. Used if there are a large number of options
- **Radio:** Multiple choice
- **Rubric:** Sliding scale response
- **Text:** Typed test response - not gradable
- **Checkbox:** Multiple Select - not gradable

3. Set the **Required** field to **No** if you would like this question to be required, set this field to **Yes** if you would like this question to be *optional* (if set to yes, users will be able to submit their Evaluation without answering this question). The default is Yes (required).

4. For the **Summarize Responses by** this affects how responses are displayed on summary evaluations and in the Academic Portrait. The default is set to average for each question.

5. Set the **Include in Form Scoring** field to **No** if this question will be ignored for score calculations in the summary evaluation and the Academic Portrait. The default for this field is **Yes**.

6. The **Include an N/A Response** if set to **Yes** on the summary evaluations, if the evaluatee had chosen an N/A response, the question will be ignored for score calculations. The default is No.

6. Click **Save Question** to save your question and continue.

7. **Themes** can be mapped to Evaluation Questions in each Questions screen. Double click or start typing to associate the necessary Themes to the question.

7. As soon as you click **Save**, you will be automatically directed to add a response. See below.


Edit Evaluation: Student Evaluation of Course

1. Check Box Example: This question type cannot be included in scoring calculations and will be ...

2. Dropdown Example

Responses:

Buttons: Checkbox, Edit Question, Dropdown, +, -, Settings

 **TIP:** To edit an existing or delete a question, click on the Question from the Eval Edit Screen:

- Select **Edit Question**.
- Select the double box icon to **copy** the question.
- Select the trash icon to **Delete** the question
- Select the arrow button to see the **responses** associated with the Question.

Map Themes

This build list lets you manage Themes on the Available or Selected Theme lists, based on the Program you associated your Evaluation Record to. **Click** on the **Theme** to add or remove it from Themes list.

Themes can be mapped to Evaluation Questions in the Edit Question screen.

- Click in the **Themes** box and select the necessary Themes for this Eval question.

1. After selecting Rubric as the Question Type, add a prompt in the **Rubric Prompt** box. (*) means that this field is required.
2. Use the **Rubric Details** to provide further explanation, for example the learning objective or criteria you wish to assess.
3. Set the **Required** field to **No** if you would like this question to be required, set this field to **Yes** if you would like this question to be *optional* (if set to yes, users will be able to submit their Evaluation without answering this question). The default is Yes (required).
4. Set **Require Rubric Comment** field to **Yes - ONLY if a rating is given** to provide a required comment field on the question. Set to **Yes - even if no rating** is given to provide a comment field for the question, whether or not a rating is provided.
5. The **Include an N/A Response** if set to **Yes** on the summary evaluations, if the evaluatee had chosen an N/A response, the question will be ignored for score calculations. The default is No.
6. **Themes** can be mapped to Evaluation Questions in each Questions screen. Double click or start typing to associate the necessary Themes to the question.
7. Click **Save** to save your question and continue.

Rubric Question Type Example

* Patient Care 5 ✓ Answered Hide Details

Urgent and Emergent Medical Conditions

Level 3

Provides initial stabilization of patients with urgent and emergent medical conditions, as well as safe transitions in care.

Uses code status in clinical decision making. 3

Reset Rating

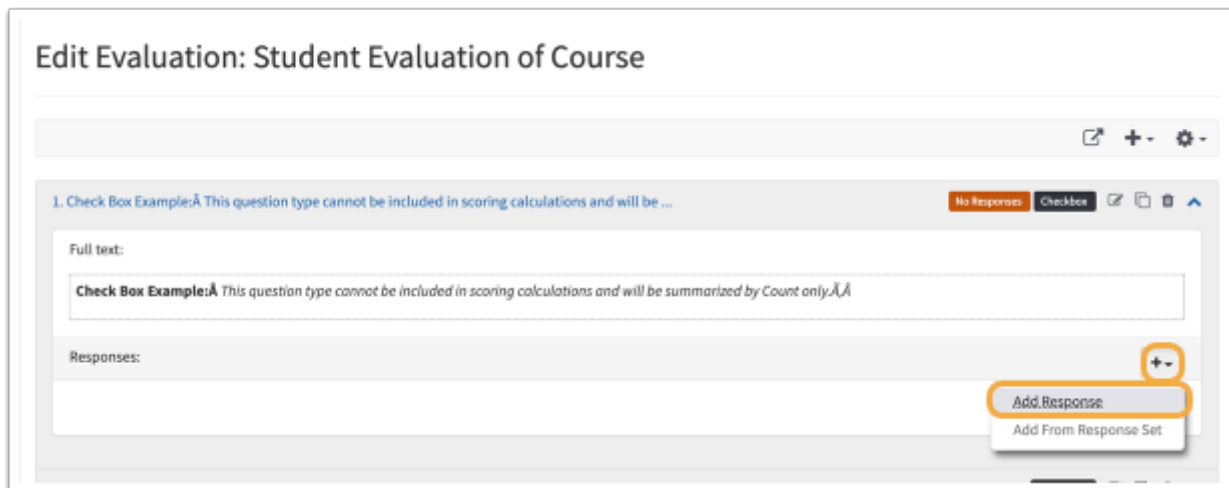
*Comments: Required if rating provided

100%

Previous Page Next Page Submit

- Click **Hide Details** to hide content provided in the Rubric Details field.
- Slide to the left to lower the rating or right to increase the rating using the rating scale.
- Click **Reset Rating** to reset the scale to lowest rating on the scale.
- Use the **Comments** box to enter comments for the rating provided. If marked with * a comment is required.

Add a Response



Edit Evaluation: Student Evaluation of Course

1. Check Box Example: This question type cannot be included in scoring calculations and will be ...

Full text:

Check Box Example: This question type cannot be included in scoring calculations and will be summarized by Count only.


Responses:

+ -

Add Response

Add From Response Set

- Once you return to the **Edit Eval** screen after saving your Question, click on the **arrow dropdown** next to the question you want to add responses to.
- Click **Add a Response** to add a new response.
- If you have a pre-defined set of responses you would like to use, click **Add a Response Set** (ex. you may already have a set of responses such as "Very satisfied, satisfied, neutral, etc." that you would like to use for this question). Your system also comes with some prepared Response Sets that you can modify/utilize.
- To go back and edit your question, click **Edit Question**. To return to the question list, click **Back to Question List**.

 **NOTE:** To create a new response set, see our tutorial on [How to create a new Response Set](#).

Edit Response

1. Type in your response in the **Response** box.
2. Add a **Description** in the box if additional information is needed on this response.
3. The **Value** field allows you to add a numeric value(with up to two decimal places) to the response.
 - Add a value if you are planning to use the Evaluation to generate grades or evaluate responses.
 - If you will be grading the Evaluation, a response with an empty **Value** field, or a value of zero, will be considered an N/A response.
4. The option **If Chosen, Skip to Question** is used for question branching.
 - If the question will use branching logic, use this field to select the question the user will be directed to if they select this response.
 - Questions *between* the current question and the branch-to question will be disabled.
 - For more information on branching logic see the [Branching Logic tutorial](#).
5. The **Notification** field is used if the faculty administering the Evaluation would like to be notified if a selected answer is chosen.
 - For example, if the question is "Have you thought about committing suicide?" and the student answers "Yes", if the **Notification** field is set to **Trigger Name**, then the faculty will receive an email notifying them that this student selected Yes for this question, and appropriate action may be considered.
 - The default option for this field is blank.

6. When you are done, click **Save**.

Continue creating new responses until you have all the appropriate options created. To delete this response, set the **Deleted** field to **Yes**.