

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 Leo LMS interface for a course section. At the top, there are three tabs: 'Course Template', 'Campus Level', and 'Section: Cardiovascular Medicine' (which is selected and highlighted with an orange box). Below the tabs, there is a 'Close' button. The main content area is divided into three sections. On the left is a sidebar with a menu of options: 'Details', 'Discussions', 'Announcements', 'Manage Materials', 'Messages', 'Mapping', 'Assessments', 'People', 'Events', 'Import', and 'Settings'. The middle section displays course details for 'Section: Cardiovascular Medicine' (SOM 2021/2022). It includes fields for '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 these details is a 'Description' section with the text 'Welcome To Cardiovascular Medicine'. On the right is a 'Related Materials' section with a search icon and a list of materials categorized into 'Exam(s)', 'Course Material', 'Group Study Resources', and 'Lecture materials'. The 'Exam(s)' category shows 'Cardio Quiz 1 (EX), Avail from 2021-03-23 08:00:00 until 2021-03-31 08:00:00 (T/R)'. The 'Course Material' category shows 'Cardio Pathology Review (F/O)'. The 'Group Study Resources' category shows 'Study questions' and 'Circulation Research (F/O)'. The 'Lecture materials' category shows '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

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

≡ Campus Level: Cardiovascular Medicine SOM 2021/2022 at Main Campus Materials

Details

- Evaluations
- Manage Materials <
- People <
- Assessment <
- PET <

Program: MEDICINE
Course Master: Cardiovascular Medicine
Campus: Main Campus
Academic Year: SOM 2021/2022
School Year: MED Third Year
Evaluator of Record: Frank Clinician
Director: Frank Clinician
Admin: Leo Administrator
Admin: Ann Alexander

Description
 No description available

Related Materials ✓ □ 📄 ?

Resources for Year 2

☐ Campus Resources

- 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 Campus Level Section: Cardiovascular Medicine Close

≡ Course Template: Cardiovascular Medicine SOM 2021/2022 Materials

Details

- Evaluations
- Discussions
- Manage Materials <
- People <
- PET <
- Assessment <
- Settings <

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

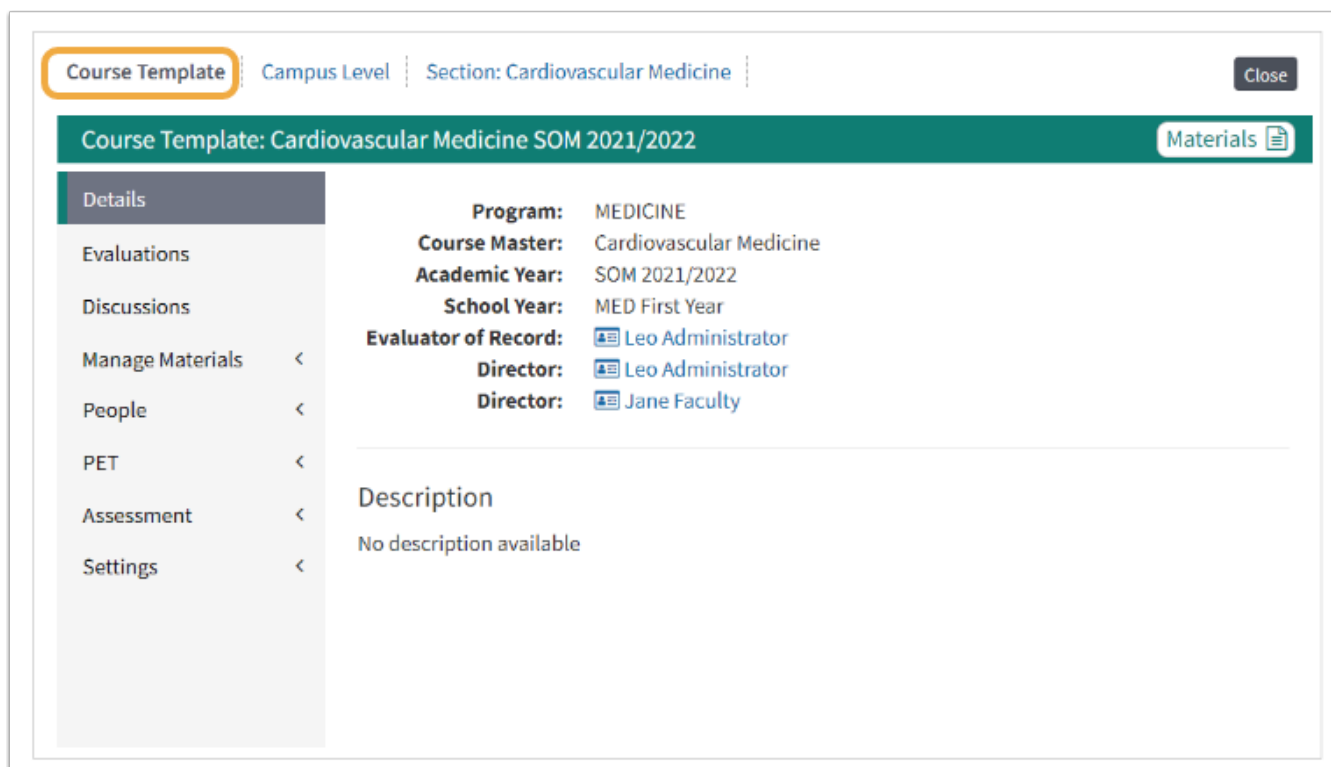
Description
 No description available

Related Materials ✓ □ 📄 ?

Resources for Year 2

☐ Campus Resources

Course Template



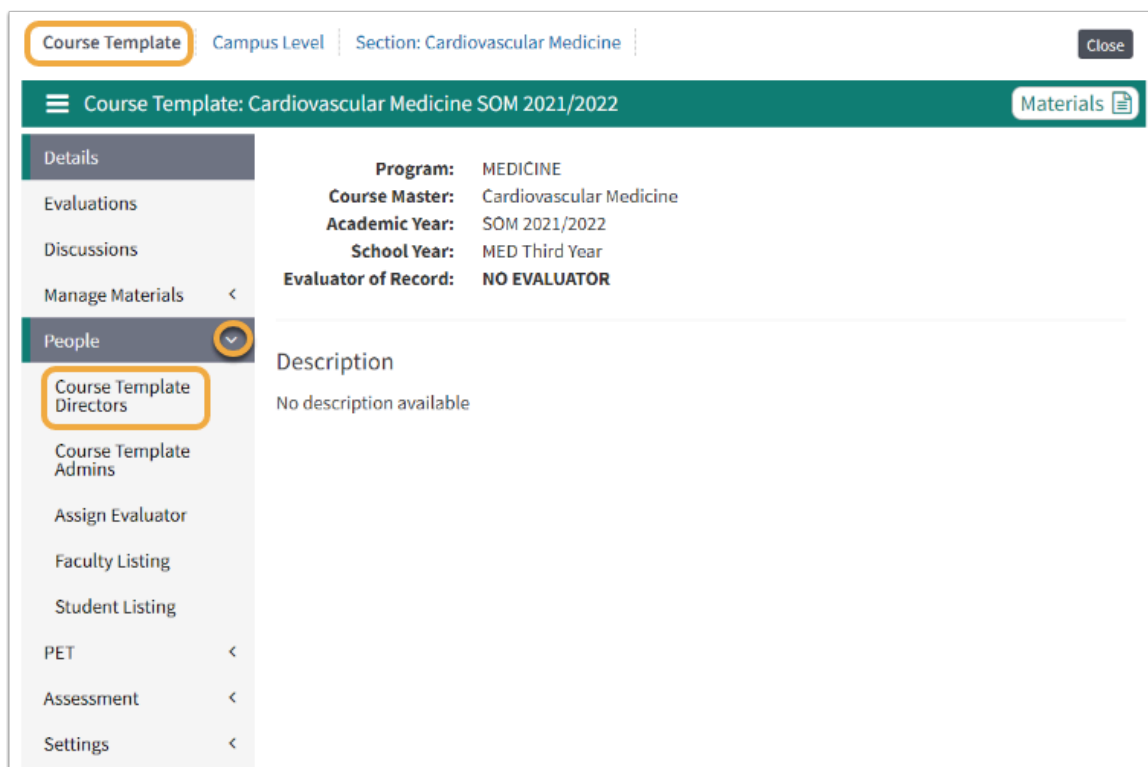
The screenshot shows the 'Course Template' level of the interface. The top navigation bar includes 'Course Template' (highlighted in orange), 'Campus Level', and 'Section: Cardiovascular Medicine'. A 'Close' button is in the top right. Below the navigation bar is a green header for 'Course Template: Cardiovascular Medicine SOM 2021/2022' with a 'Materials' link. A left sidebar contains a menu with 'Details' (selected), 'Evaluations', 'Discussions', 'Manage Materials', 'People', 'PET', 'Assessment', and 'Settings'. The main content area displays course 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 'People' section of the 'Course Template' interface. The top navigation bar is the same as the previous screenshot. The left sidebar menu now has 'People' selected, and a sub-menu is visible with 'Course Template Directors' (highlighted in orange), 'Course Template Admins', 'Assign Evaluator', 'Faculty Listing', and 'Student Listing'. The main content area displays course details for 'MED Third Year' and 'NO EVALUATOR' for the 'Evaluator of Record'. The 'Description' section still 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

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

Select Evaluator

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.