Manage Courses

1. Login to **EvaluationKIT**. Choose one of the following options for accessing EvaluationKIT:
   - Click the login link provided in any of your notification emails.

     OR

   - Click the **"Access EvaluationKIT Here"** button located <u>here</u> and login with your ePass credentials.

2. If the 'Pre-Survey Period' is open, Instructors/Chairs will see a **Manage Courses** widget with any projects which you have access to view.
   - Click on the Project (term)

3. From the Manage Courses Page:
   - Click on the **View** icon to review the list of courses you have access to within the project.

4. The *Project Courses* page will populate all of your courses for that project and show enrollment and Instructor information.
   ➢ Click the number under Students or Instructors for detailed information.
   ➢ Click Edit to view the course survey details

5. The *Edit Course* box will pop-up with all of the course details.
   ➢ Click on the Course Start/End Date boxes

6. A pop-up calendar will appear.
   ➢ Select your survey start/end dates and times from the calendar.
   ➢ Click *Done*
   ➢ Click *Save*