

## 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)

valuationKIT	
Manage Course	s
TEST PROJECT - Co Access From: 11/1/20	Dy of Fall 2016 I6 10:00 PM Access Until: 11/11/2016 10:00 PM
Project Results	
	No Results Found
Custom Questie	ns
TEST PROJECT - Co Status: Open Acces	py of Fall 2016 From: 11/1/2016 10:00 PM Access Until: 11/11/2016 10:00 PM Delivery Date: 11/11/2016 10:00 P

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

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希 / Manage Courses						
Manage Courses						
Q Search Projects						
Name	Status		Where	Between	And	
TEST PROJECT - Copy of Fall 2016	Select	•	Access	•		
Search						
Projects						
Name	Access Starts	Access Ends	Courses	Students	Instructors	View
TEST PROJECT - Copy of Fall 2016	11/1/2016 10:00 PM	11/11/2016 10:00 PM	2	4	2	Q
Total <b>1</b>	Records per pa	age 25 •	K ୶	Page 1	▼ of 1	

- 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

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Projec	ourses / Project Courses	TEST PROJEC	T - Copy of F	all 2016				
<b>Q</b> Search	Courses							
Course Cod	e	Title			Call#/Unio	que ID		
Search	Reset							
Project Co	ourses							
Code	Title 🔺	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	E
MUSI204B A01	Private Instruction:Voice AR	20167421063	Department of Music	11/11/2016 10:00 PM	12/1/2016 10:00 PM	2	1	L
MUSI204A	Private	20167421062	Department of Music	11/11/2016 10:00 PM	12/1/2016 10:00 PM	2	1	
A01	Instruction: voice AK							

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

EvaluationKIT	Edit Course		:	×	
Project Cou	MUSI204BA01 - Private Inst Instructors 1	ruction:Voice AR			
<b>Q</b> Search Courses	Students 2				
Course Code	<b>Project Start Date</b> 11/11/2016 10:00 PM	<b>Project End Date</b> 12/1/2016 10:00 P	м		
Search Reset	Course Start Date (Optional)	Course End Date	(Optional)	ו	
Project Courses					
Code Title 🔺			Cancel Save	nts	Insti
MUSI204B Private A01 Instructio	20167421063 on:Voice AR	Department of 11/11/2016 Music 10:00 PM	12/1/2016 10:00 PM	2	

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

	Iu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
	1	2	3	4	5					1	2	3
7	8	9	10	11	12	4	5	6	7	8	9	10
14	15	16	17	18	19	11	12	13	14	15	16	17
21	22	23	24	25	26	18	19	20	21	22	23	24
28	29	30				25	26	27	28	29	30	31
	7 14 21 28	1 7 8 14 15 21 22 28 29	1         2           7         8         9           14         15         16           21         22         23           28         29         30	1         2         3           7         8         9         10           14         15         16         17           21         22         23         24           28         29         30         30	1         2         3         4           7         8         9         10         11           14         15         16         17         18           21         22         23         24         25           28         29         30         2         3	1         2         3         4         5           7         8         9         10         11         12           14         15         16         17         18         19           21         22         23         24         25         26           28         29         30	1         2         3         4         5           7         8         9         10         11         12         4           14         15         16         17         18         19         11           21         22         23         24         25         26         18           28         29         30	1       2       3       4       5         7       8       9       10       11       12       4       5         14       15       16       17       18       19       11       12         21       22       23       24       25       26       18       19         28       29       30	1       2       3       4       5         7       8       9       10       11       12       4       5       6         14       15       16       17       18       19       11       12       13         21       22       23       24       25       26       18       19       20         28       29       30	1       2       3       4       5         7       8       9       10       11       12       4       5       6       7         14       15       16       17       18       19       11       12       13       14         21       22       23       24       25       26       18       19       20       21         28       29       30	1         2         3         4         5         1           7         8         9         10         11         12         4         5         6         7         8           14         15         16         17         18         19         11         12         13         14         15           21         22         23         24         25         26         18         19         20         21         22           28         29         30	1       2       3       4       5       1       2         7       8       9       10       11       12       4       5       6       7       8       9         14       15       16       17       18       19       11       12       13       14       15       16         21       22       23       24       25       26       18       19       20       21       22       23         28       29       30