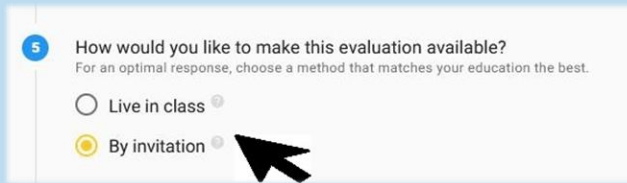


Course evaluation during the last class

If you would like to have the course evaluation to be done during the last class, then you need to keep the evaluation “By Invitation”, but adjust the start date. See the steps below.

1



5 How would you like to make this evaluation available?
For an optimal response, choose a method that matches your education the best.

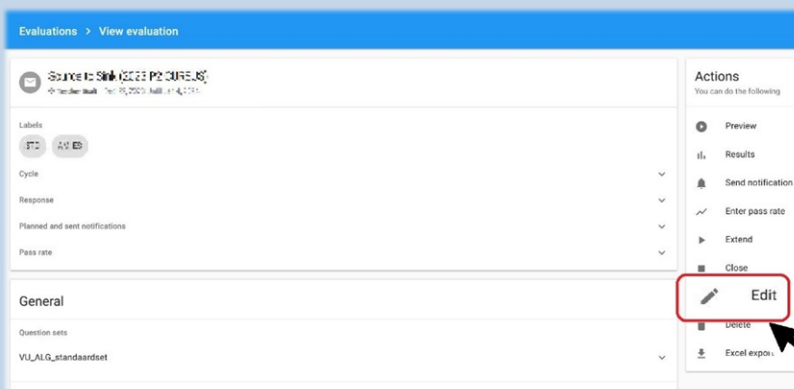
Live in class [?]

By invitation [?]

By Invitation

Keep the method of evaluation set to “By invitation”, so that students receive an invitation email and reminders to fill out the evaluations.

2



Evaluations > View evaluation

Science in Society Procedures

Labels: ST- A- B-

Cycle:
Response:
Planned and sent notifications:
Pass rate:

General

Question sets:
VU_ALG_standardset

Actions

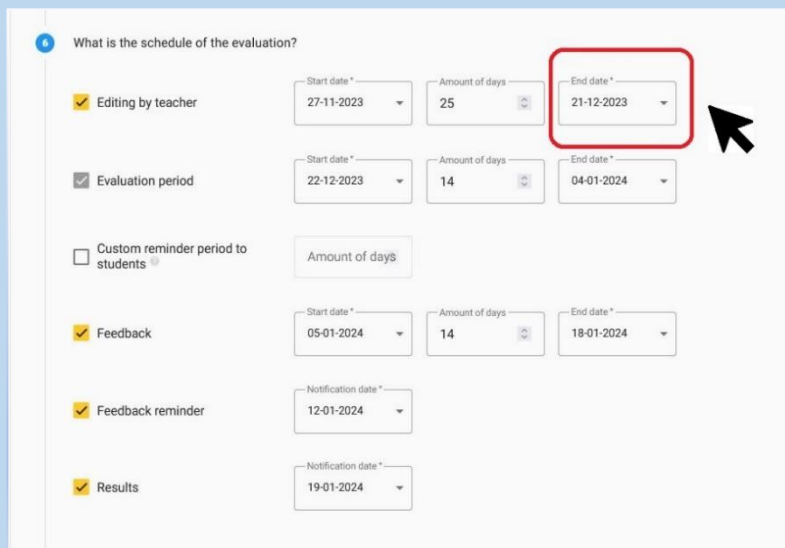
You can do the following

- Preview
- Results
- Send notification
- Enter pass rate
- Extend
- Close
- Edit**
- Delete
- Excel export

2a - Open the course evaluation and click on “Edit” button to open the extended edit menu.

2b - Scroll down to **Section 6** called “What is the schedule of the evaluation?”

3



6 What is the schedule of the evaluation?

Editing by teacher

Start date*: 27-11-2023

Amount of days: 25

End date*: 21-12-2023

Evaluation period

Start date*: 22-12-2023

Amount of days: 14

End date*: 04-01-2024

Custom reminder period to students

Amount of days:

Feedback

Start date*: 05-01-2024

Amount of days: 14

End date*: 18-01-2024

Feedback reminder

Notification date*: 12-01-2024

Results

Notification date*: 19-01-2024

3a – Adjust the end date of the “Editing by Teacher” period, so that it ends **1 day before the desired start date** of the evaluation.

3b – Choose now the desired start date of the evaluation period.

3c - Please note that students need to have a minimum of 14 days to complete the evaluation.

3d - Ensure that the subsequent dates (feedback, reminder, and results) are aligned.

3e – Click the “Save” button to apply your changes.

On the day of the last class, refer students to the invitation email in their VU inbox for the link to the course evaluation. If the evaluation has been enabled in the Canvas class, then students will also be able to complete the evaluation within Canvas.