Cloning a course evaluation

When evaluating teaching assistants, visiting faculty, or additional instructors, you will sometimes need to create copies of existing course evaluations (as the additional instructors may not be listed in Banner/Argos). In our system, this is accomplished by cloning the evaluation; cloning creates an exact duplicate of the course information (including copying the course roll, automatically adding the students to the cloned eval).

Step-by-step guide

1. **Step 1: Make sure the new instructor exists**

   First, make sure the instructor that you are adding is already in the system. Check the Instructor List on the main menu; if the instructor is not listed, you will need to Create New Instructor:

   ![Course Evaluations](image)

   **Courses**
   - Course List
   - Create New Course

   **Instructors**
   - Instructor List
   - Create New Instructor

   **Batch Course Upload Request**
   - Online Request form
     - We will process this form based on the dates provided by you. This does not immediately add the courses to the system.

   **Help Documentation**
   - Common Functions and Tasks

   **Administrators**
   - Import Class Rolls

   (Note: If the instructor is a UGA student, faculty, or staff, please use the 81x number, so that they may check their results online; if not, make up an 81x, using text if necessary to ensure that you are not using a "real" 81x.)
2. **Step 2: Clone the course**

Once the new instructor is in the system, you can then clone the course. Cloning is accessed via editing the course (as described in Edit course evaluation settings):
3. **Step 3: Edit the clone**

After clicking "Clone This Course", the clone will immediately be created and you will be editing the cloned course. Just change the instructor dropdown to the new instructor (and any other necessary changes, such as end date), click "Enter Changes", and you're done:
E’OOL - Sample Eval’ has been cloned; you are now editing the cloned course.

Course List
Create New Course
Clone This Course

Edit the information for this course:

- **Course Name:** OOL - Sample Eval
- **Call Number:** 12:345
- **Period:** 01:00P-02:00P MTWRF
- **Semester:** Fall 2016
- **Instructor:** Sample Instructor
- **Evaluation Start Date:** 1 Nov, 2016
- **Evaluation End Date:** 20 Dec, 2016

Related articles

- Loading Courses to be evaluated
- E-mail Reminders
- Change evaluation start and end dates
- Add/edit/delete students from evaluation
- Edit course evaluation settings