

Change evaluation start and end dates

Step-by-step guide

- [Step 1: Locate the course](#)
- [Step 2: Filter the results by semester](#)
- [Step 3: Select the course evaluations you want to alter the start or end date for](#)
- [Related articles](#)

Step 1: Locate the course

To view all courses, click the "Course List" link. See below:



Step 2: Filter the results by semester

Click the drop down box that says "All Semesters". Choose the semester you are interested in and click the "Apply Filter" button. See below:

COURSE Evaluations

powered by
Franklin College
Office of Information Technology

Main Menu Logout

Course Evaluation - Admin Interface

Choose Evaluation Type: ANTH Change view

Admin: List Courses

Filter by:

- All semesters
- All semesters
- Fall 2011
- Fall Midterm 2011
- SSII/Thru/Extended 2011
- Summer Short II 2011
- Summer Short I 2011
- Summer Thru 2011
- Summer Extended 2011
- Maymester 2011
- Spring 2011
- Spring Midterm 2011
- Fall 2010
- Fall Midterm 2010
- Summer Short II 2010
- Summer Short I 2010
- Summer Thru 2010
- Summer Extended 2010
- Maymester 2010
- Spring 2010

reminders for all course evaluations (classes)

Step 3: Select the course evaluations you want to alter the start or end date for

First check off the courses you want to change the dates for. You can pick a single course, multiple courses, or all course. To choose a single or multiple courses, just check the checkboxes for the ones you want to change. If you want to select all courses there is a button right above the Checkbox column that says "Select". Click that and all courses will be checked. The button will change to say "Clear" once you have all checkboxes selected. Clear will just uncheck all the courses.

Next enter the new dates in the area titled "Limit Selections by Date". You can enter a different start date if you want your evaluations to start earlier if they have not yet started. You can enter a different end date to make them close sooner or later.

Lastly, click the "Apply dates to selected" button to process your change.

See screen below outlining the steps.

Course Evaluation - Admin Interface

Choose Evaluation Type:

Admin: List Courses

Filter by:

General Activities & Tools

[Create New Course](#)

[Create New Instructor](#)

[View All Instructors](#)

[Generate e-mail list for reminders](#)

[Evaluation Turnout \(all classes\)](#)

Selective Tools

The tools in this area are all based on courses being selected below. Select the courses using the individually selecting the checkboxes for the evaluations you are targeting or click the "Select" button to check all checkboxes and then run these tools.

Export selected records to: Tab Separated Values

Export selected records to: Extensible Markup Language

Export selected records to: University-Wide Common Question

Generate e-mail list for reminders:

Delete selected courses: (Only do if you're *sure*, as there's no undo and no confirmation)

Limit selections by date

Start date for checked courses: 2015-02-17 00:00

End date for checked courses: 2014-12-30 00:00

STEP 2: Enter in the new dates

STEP 3: Apply changes

Current courses (40):

STEP 1: Check the courses you want to alter dates for

<input type="button" value="Clear"/>	Course	Call #	Period	Semester	Instructor	Eval Start Date	Eval End Date	# enrolled	# completed	Stats	Roll	Edit	Delete
<input checked="" type="checkbox"/>	ANTH1102: Intro Anthropology	85-586	10:10A-11:00A MWF	Fall 2014	Jason Gonzalez	17 Nov 2014 12:00AM	17 Dec 2014 11:59PM	296	106	Stats	Roll	Edit	Delete
<input checked="" type="checkbox"/>	ANTH1102: Intro Anthropology	85-592	12:20P-01:10P MWF	Fall 2014	Jason Gonzalez	17 Nov 2014 12:00AM	17 Dec 2014 11:59PM	297	100	Stats	Roll	Edit	Delete
<input checked="" type="checkbox"/>	ANTH1102: Intro Anthropology	85-595	09:30A-10:45A TR	Fall 2014	Joseph Lanning	17 Nov 2014 12:00AM	17 Dec 2014 11:59PM	289	119	Stats	Roll	Edit	Delete
<input type="checkbox"/>	ANTH1102: Intro Anthropology	85-597	12:30P-01:45P TR	Fall 2014	Joseph Lanning	17 Nov 2014 12:00AM	17 Dec 2014 11:59PM	289	119	Stats	Roll	Edit	Delete

Related articles

- [Send E-mail Reminders to Students](#)
- [Loading Courses to be evaluated](#)
- [E-mail Reminders](#)
- [Change evaluation start and end dates](#)
- [Add/edit/delete students from evaluation](#)