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

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:
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: ANTH

Admin: List Courses

Filter by:
- All semesters
- All instructors
- Apply filter

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 TSV: Tab Separated Values
- Export selected records to XM: Extensible Markup Language
- Export selected records to UW: University-Wide Common Question
- Generate e-mail list for reminders: (Only do if you're *sure*, as there's no undo and no confirmation)
- Delete selected records: MultiDelete

Limit selections by date

- Start date for checked courses: 2015-02-17 06:00
- End date for checked courses: 2015-12-30 00:00
- Apply dates to selected

Related courses (40):

<table>
<thead>
<tr>
<th>Clear</th>
<th>Course</th>
<th>Call #</th>
<th>Period</th>
<th>Semester</th>
<th>Instructor</th>
<th>Eval Start Date</th>
<th>Eval End Date</th>
<th># enrolled</th>
<th># completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANTH1102 Intro Anthropology</td>
<td>85-566</td>
<td>MWF</td>
<td>Fall 2014</td>
<td>Jason Gonzalez</td>
<td>17 Nov 2014</td>
<td>12 Nov 2014</td>
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<td>106</td>
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<td>Joseph Lanning</td>
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<td>119</td>
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<td>289</td>
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</tr>
</tbody>
</table>

Related articles

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