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:

(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):

![Clone Course Interface]

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:

![Edit Clone Interface]
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- Send E-mail Reminders to Students
- E-mail Reminders
- Change evaluation start and end dates
- Add/edit/delete students from evaluation