To change the Dates/Times the Student Reflection Form is available for Your Students

1. You will receive an email from the Learning and Teaching Center indicating that the opportunity for you to change the dates is now available (one week prior to the official opening of the evaluation period).
2. Log into any course in Northwest Online which occurs during the term being evaluated.
3. In the Course Navigation Menu, there will be a menu item named “Instructor Course Evaluations”.
4. Select that option and a new page will open.
5. Within the EvaluationKIT window, select the menu item “Manage Courses”.

   ![Course Navigation Menu](image)

   ![EvaluationKIT Window](image)
6. A listing of all Terms (e.g. Block #1, OP #2, Fall 2018) which are currently open will appear. Click on the magnifying glass (under the View menu) after the name of the Term which includes the course you want to change.

7. A new page will open listing all of your courses within that session – click on the pencil icon for the course you want to change (under the Edit menu).
8. A pop-up window will open.

   a. In the first box (Course Start Date) enter the date and time you want the evaluation to open for your students, making sure to click on “Done” when you are through. (Hint – to select the date click on the calendar on the date you want; to change the time, click on the square near “Hour” and slide it to the right until you have the correct hour, and then do the same thing with “Minute”.)

   b. In the second box enter the date and time you want the evaluation to close for your students, again making sure to click “Done” when you are through.

c. Click Save.

9. Click on the “Manage Courses” menu again and repeat these steps for any additional courses which you want to change.

   Reminder – If you are changing the dates/times because you want your students to complete their reflections during class time, you cannot be in the room when they are doing their reflections.