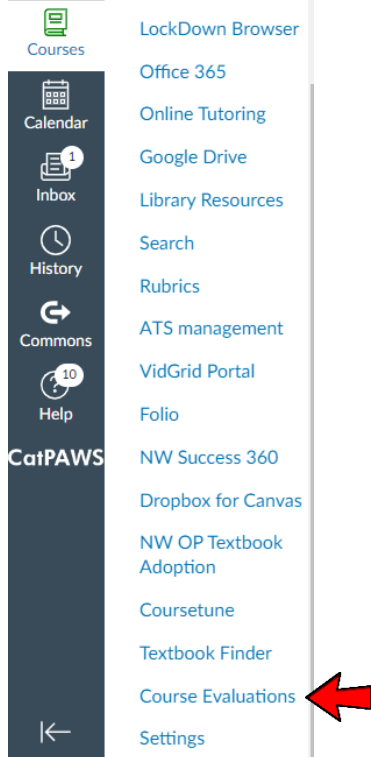
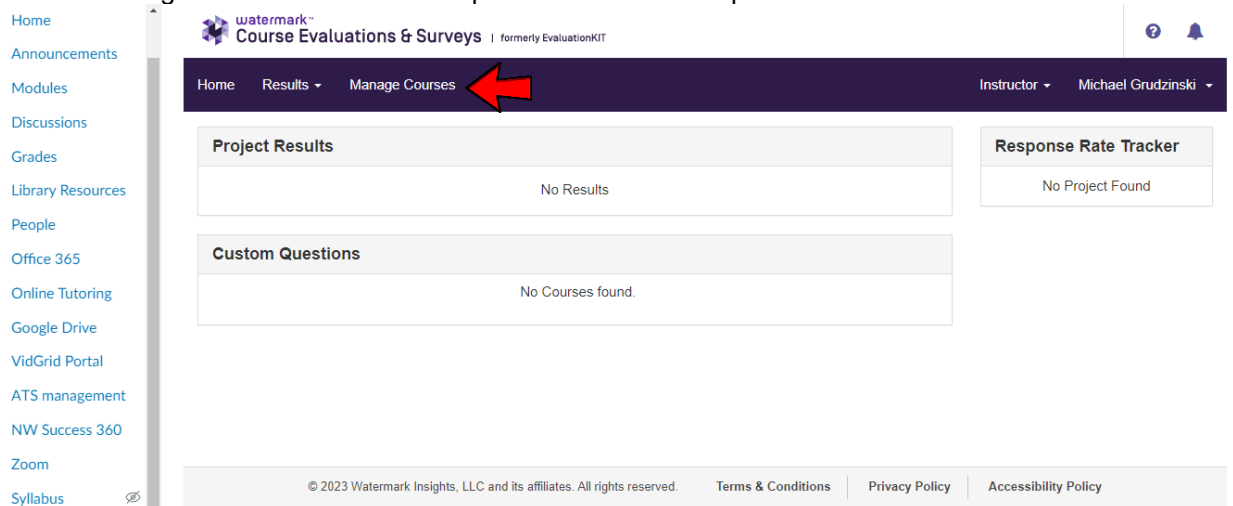


To change the Dates/Times the Student Reflection Form is available for Your Students

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 “Course Evaluations”



4. Select that option and a new page will open.
5. Within the EvaluationKIT window, select the menu item “Manage Courses.” (Hint – you may need to select “Instructor”- if “Student/Respondent” appears as your role at the top right.)
IMPORTANT NOTICE – Depending upon which browser you are using, you MAY need to “right” click on “Manage Courses” and select “Open in new Tab” or “Open in new Window.”



- A listing of all Terms (e.g. Block #1, OP #2, Full Term) 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.

watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Manage Courses Instructor Michael Grudzinski

Manage Courses


Manage Courses


Q Search Projects

Name Status Where Between And

Search

Projects

Name	Access Starts	Access Ends	Courses	Students	Instructors	Teaching Assistant	View
Demonstration Project	4/10/2023 12:00 AM	5/7/2023 11:59 PM	1	1	1	0	
Total 1			Records per page	<input type="text" value="25"/>	Page	<input type="text" value="1"/>	of 1



- 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)

watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Manage Courses Instructor Michael Grudzinski

Project Courses


Project Courses Demonstration Project


Q Search Courses

Course Code Title Call#/Unique ID

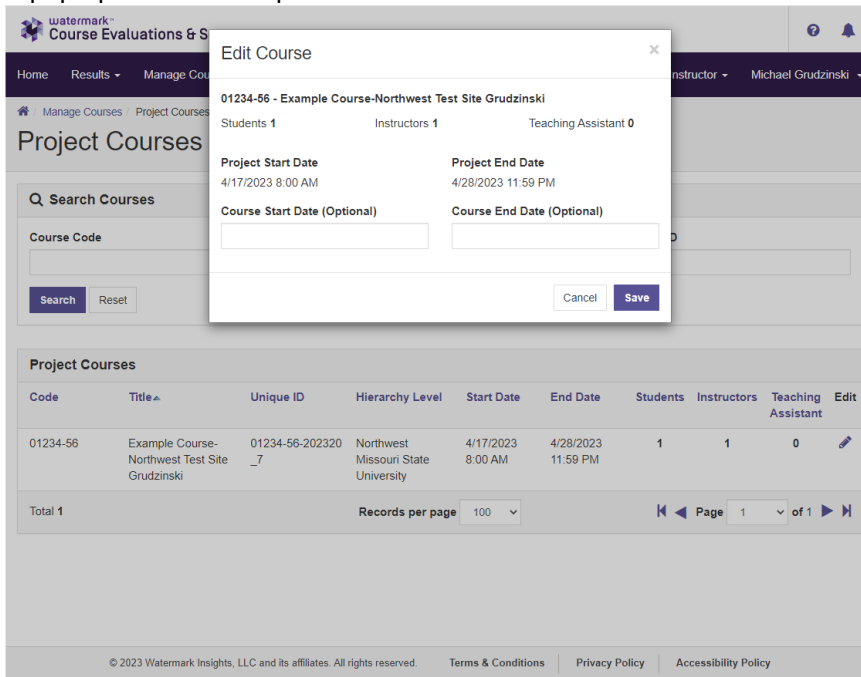
Search Reset

Project Courses

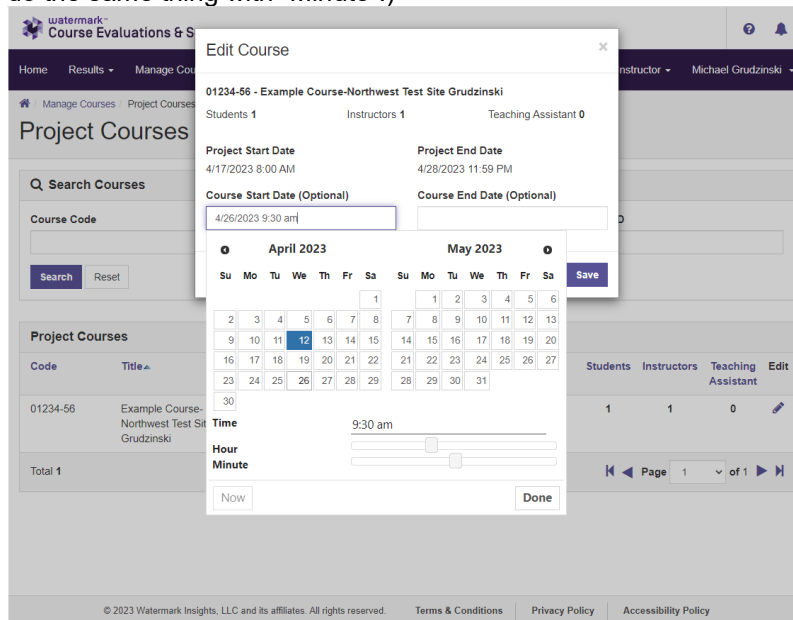
Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Edit
01234-56	Example Course- Northwest Test Site Grudzinski	01234-56-202320_7	Northwest Missouri State University	4/17/2023 8:00 AM	4/28/2023 11:59 PM	1	1	0	
Total 1			Records per page	<input type="text" value="100"/>	Page	<input type="text" value="1"/>	of 1		



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.