CREATING EVALUATIONS

1. Log into https://evaluations.ufl.edu
2. Click on the Add Sections link
3. Select the term, college, and department
4. Click on the GET SECTIONS button
5. Select the courses that need to be evaluated
6. Click on the NEXT button
7. Ensure the start, stop, and available dates are correct
8. Click on the FINISH button

ADDING ADDITIONAL QUESTIONS /
MODIFYING THE START, STOP,
OR AVAILABLE DATES

1. Click on the Manage Pending Evaluations link
2. Choose the college and department
3. Click on the GET EVALUATIONS button
4. Select the evaluations you want to add the questions to or
   to modify the dates
5. Click on the NEXT button
6. Change the dates if necessary or
7. Select the ‘Manage Questions’ tab to add/delete questions

CREATING MESSAGES

You will need to set up 3 messages: Opening, Follow-up, and Final Notice.

1. Click on the Manage Messages link
2. Click on the Create a New Message link
3. Select the evaluations you want to tie these messages to
4. Select the correct template (opening, follow-up, final)
5. Change the date and time the message is to be sent
6. Click on the CREATE NEW MESSAGE button
7. If necessary make any alterations to the message

DELETING AN EVALUATION

As long as the start date has not passed or no one has submitted an
evaluation you can delete it.

1. Click on the View Evaluations & Results link
2. Enter your search filters if necessary
3. Click on the GET EVALUATIONS button
4. Click on the “Details” link to the left of the evaluation you
   would like to delete
5. In the upper right corner click on the DELETE button

VIEWING RESULTS

1. Click on the View Evaluations & Results link
2. Select the term and status
3. Click on the GET EVALUATIONS button
4. Click on the ‘Details’ link located to the left of the course
5. You will have five options: Combine Results,
   Class Roll, Results, Individual Responses, and Preview