

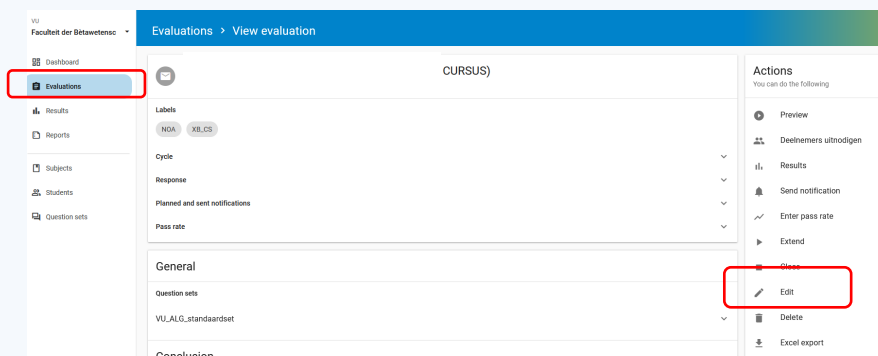
Course Evaluation during the last class

It is recommended to give students the opportunity to complete the course evaluation during a class. This can be easily achieved by using in Evelytics the option '**Combined: Live in class with follow-up by invitation**'. It provides both direct access to the evaluation via a QR code during class, and an email invitation for students who were absent, ensuring that everyone gets the chance to complete the evaluation. Below are the steps to set this up quickly.

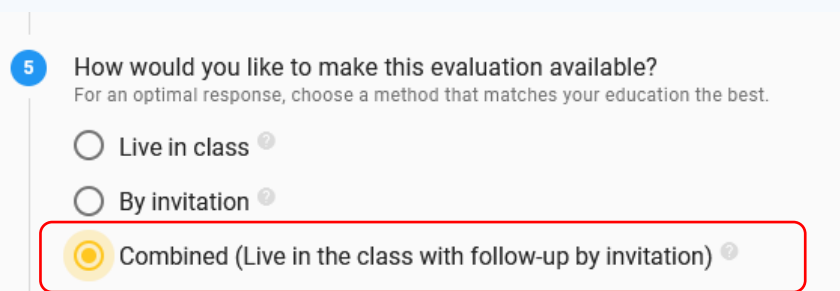
During the editing period of the evaluation, a course coordinator can select '**Combined: Live in Class with Follow-up by Invitation**' option in Evelytics. When students scan a QR code or use an alphanumeric code during the last class, they will be prompted to log in to Evelytics. The system will then track which students have not yet completed the evaluation and automatically send them invitations and reminders via email.

Here`s how you do it:

1. Go to the **Evaluations** tab in the menu on the left, select your evaluation, and click '**Edit**' in the menu on the right.



2. Go to section 5, 'How would you like to make this evaluation available?', and select the option **Combined (Live in the class with Follow-up by invitation)**.



3. In section 6, 'What is the schedule of the evaluation?', set the period for both methods.

6 What is the schedule of the evaluation?

Supplement evaluation Start date * 14-08-2024 Amount of days 17 End date * 30-08-2024

Evaluation period
Live in the class Start date * Amount of days End date *

Evaluation period
By invitation Start date * Amount of days End date *

Custom reminder period to students Amount of days

Feedback Start date * 14-09-2024 Amount of days 14 End date * 27-09-2024

Feedback reminder Notification date *

Results Notification date * 27-09-2024

4. You will receive a QR code and an alphanumeric code by email. Share these with students during the last class. To use the alphanumeric code, students should go to app.evalytics.nl and click on Evaluate with Code.



5. On the scheduled date, the invitation will be sent to the students who have not yet completed the evaluation.