SUPPLEMENTING EVALUATIONS

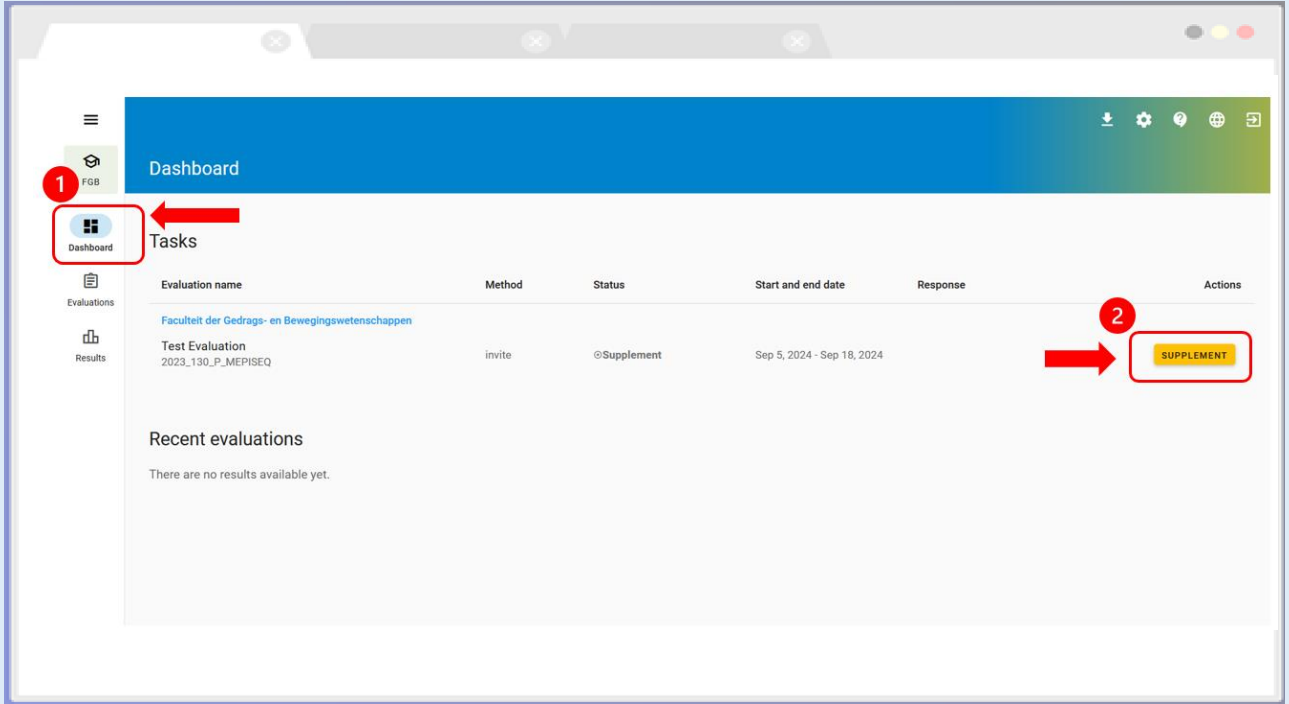*evalytics*

VU — VRIJE UNIVERSITEIT AMSTERDAM

Click here for the login instructions
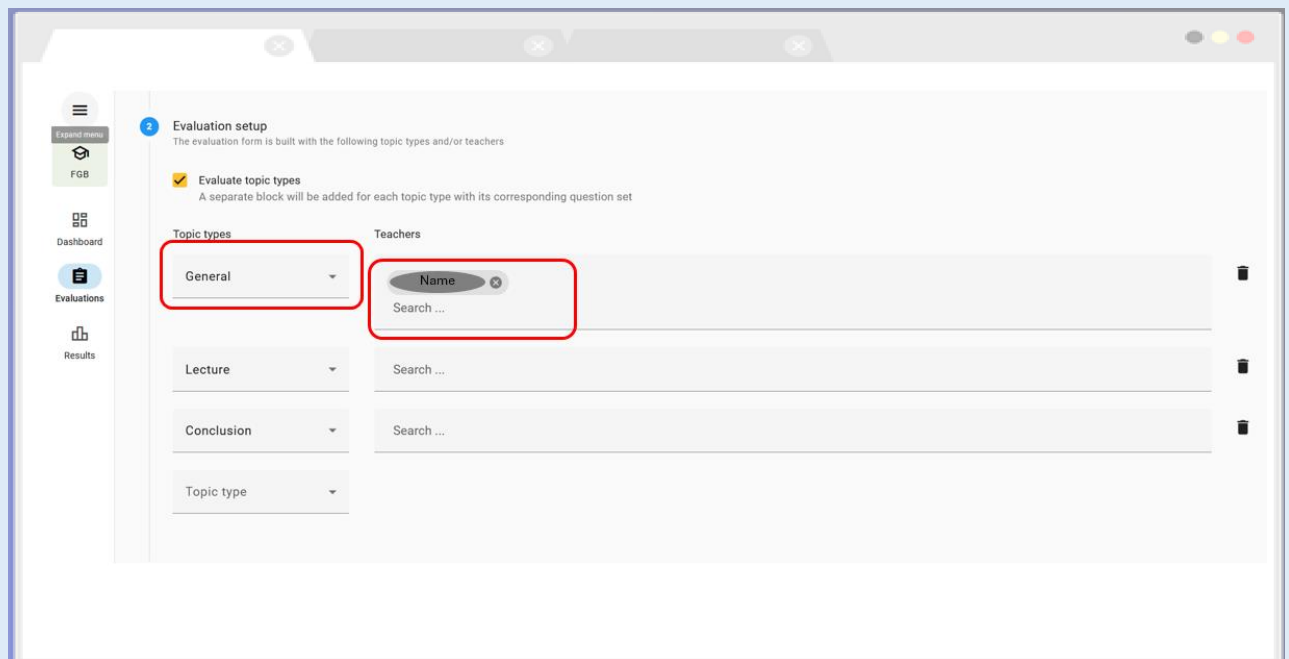

1

Supplementing the Evaluation

When your evaluation is open for editing, you will see it listed under your Tasks in your Evalytics Dashboard. Click on the 'Supplement' button which is highlighted.
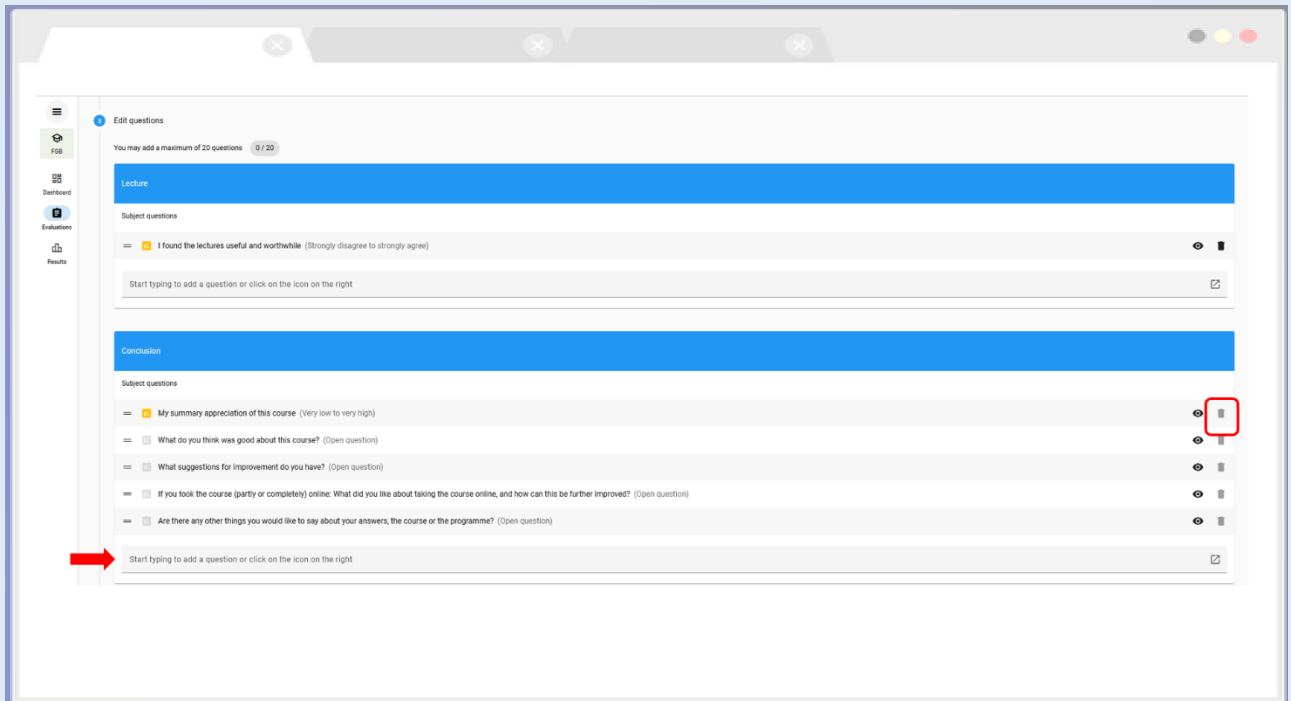

2

Evaluation setup

Adjust the teaching methods (topic types) if necessary. You can also add or remove individual teachers.


3

Edit Questions
If needed, add or remove questions. Please note that core questions and KPI questions cannot be deleted; the bin icon for these questions is greyed out.


4

Start and end date
Adjust the start date of the evaluation to allow students to complete the evaluation during the last class. The rest of the dates will remain unchanged. Should you need to adjust additional details (such as the end date, feedback period etc.), you can do so through following the `Editing` method. Click on `Save` at the end.
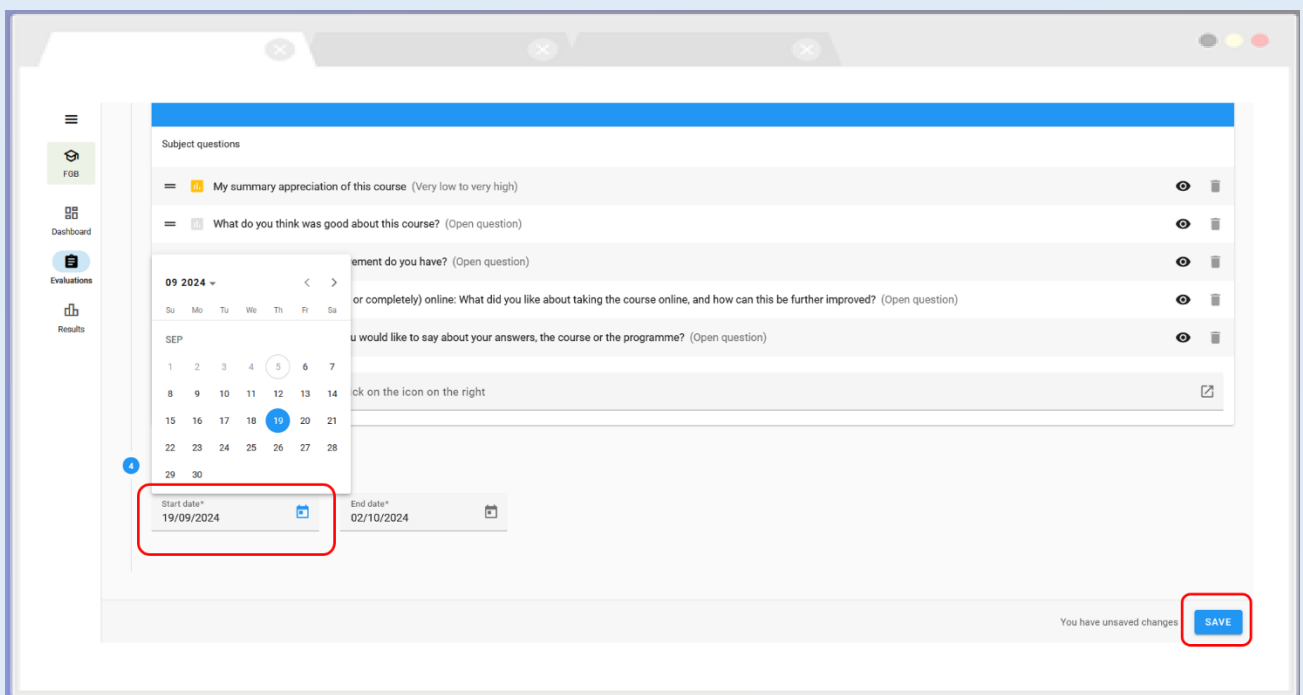
5 Evaluating during the last class

Allow students time to complete the evaluation during the last class. Refer students to the link in the Canvas course or the invitation email in their inbox. Note: Evalytics must be activated in the Canvas course for this. Click here to learn how to do that.
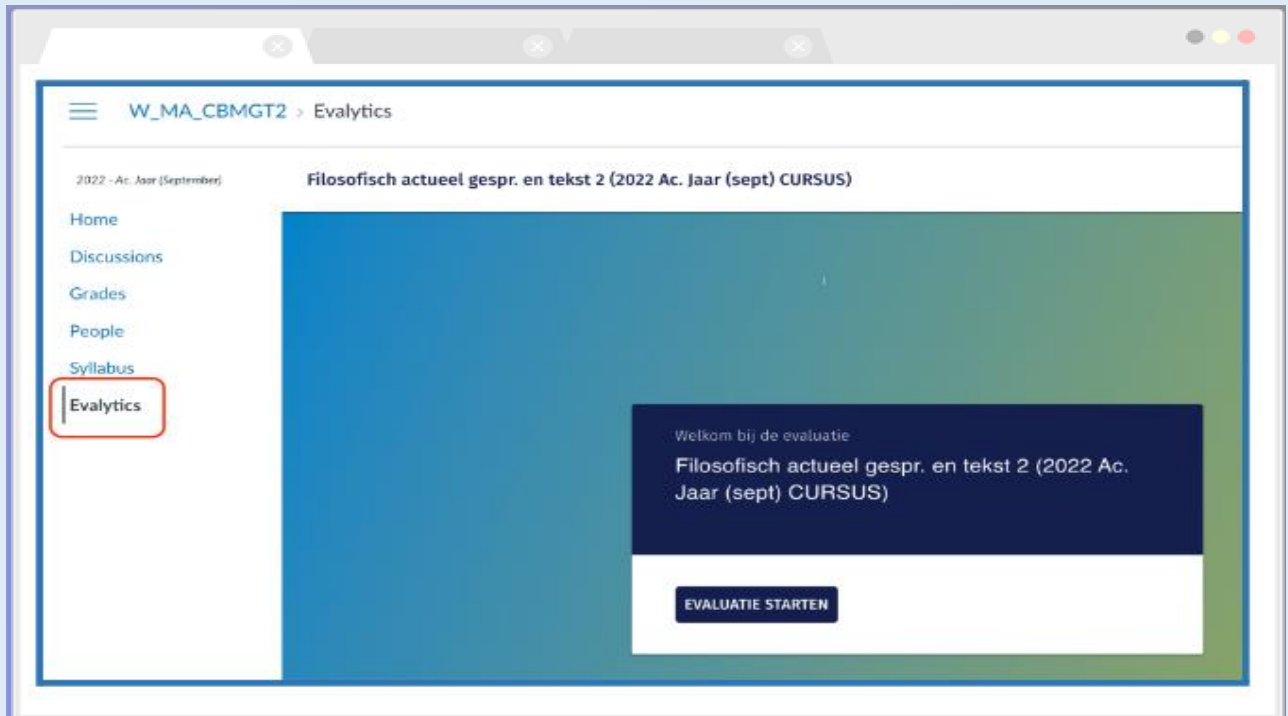
How to share the Evaluation during class:

- **QR code or Access code:** If you selected **`Combined (Live in class with follow-up via invitation)`**, then you will receive a QR code and an Access code by email, which you can share with students by displaying it on the board.
- **Canvas**: Post an announcement in Canvas indicating that the evaluation is open and accessible via the Evalytics tab.
- **Link**: Share a direct link to the Evaluation; click here to learn how to do this.
- **Invitation email**: Refer students to the link in the invitation email automatically sent to their VU-email address by Evalytics.