

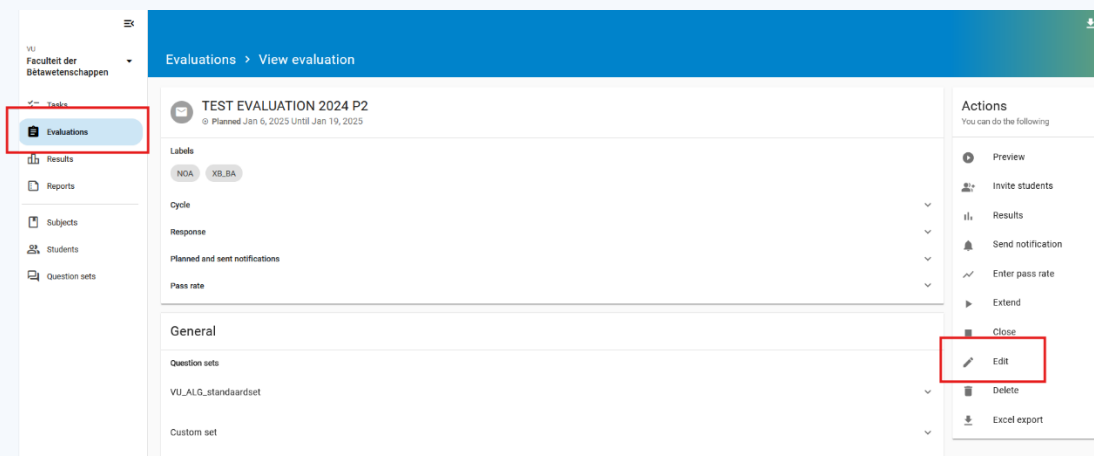
Course Evaluation during the last class

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.

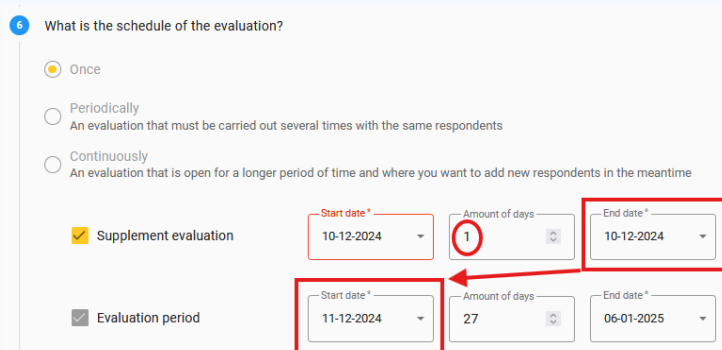
During the editing period of the evaluation, a course coordinator can select '**Combined: Live in Class with Follow-up by Invitation**' option in Evelytics. When students scan a QR code or use an alphanumeric code during the last class, they will be prompted to log in to Evelytics. The system will then 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. In **section 6, 'What is the schedule of the evaluation?'**, you can move the start date of the evaluation forward. Please note: to do this, you must first adjust the end date of the supplementation period, for example, by shortening the number of days.

A screenshot of the 'What is the schedule of the evaluation?' form. The form has two main sections: 'Supplement evaluation' and 'Evaluation period'. The 'Supplement evaluation' section is checked and shows a start date of '10-12-2024', an amount of days of '1' (circled in red), and an end date of '10-12-2024'. The 'Evaluation period' section is also checked and shows a start date of '11-12-2024', an amount of days of '27', and an end date of '06-01-2025'. Red boxes highlight the date fields, and a red arrow points from the '1' day field to the '11-12-2024' start date field, indicating the relationship between the two.

3. Next, 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)**. Please also select the teachers who should receive the QR code.

5 How would you like to make this evaluation available?
For an optimal response, choose a method that matches your education the best.

Live in class

By invitation

Combined (Live in the class with follow-up by invitation)

Which users should be informed of the evaluation in advance?

Select users in bulk Selected users

Select role Selected users

A red arrow points to the 'Select role' dropdown menu.

4. In **section 6, 'What is the schedule of the evaluation?'**, you can now set the evaluation periods for 'Live in the class' and 'By Invitation' methods.
- Please note:** As soon as you select the combined method, the feedback period and results date are automatically unchecked. You can then re-check them and enter the correct dates.

6 What is the schedule of the evaluation?

Once

Periodically
An evaluation that must be carried out several times with the same respondents

Continuously
An evaluation that is open for a longer period of time and where you want to add new respondents in the meantime

Supplement evaluation
Start date: 10-12-2024 Amount of days: 1 End date: 10-12-2024

Evaluation period
Live in the class
Start date: 11-12-2024 Amount of days: 4 End date: 14-12-2024

Evaluation period
By invitation
Start date: 15-12-2024 Amount of days: 10 End date: 24-12-2024

Custom reminder period to students
Amount of days: 14

Feedback
Start date: 25-12-2024 Amount of days: 14 End date: 07-01-2025

Feedback reminder
Notification date:

Results
Notification date: 08-01-2025

A red arrow points to the 'Feedback' checkbox. A red box highlights the evaluation period settings for 'Live in the class' and 'By invitation'.

5. On the start date of the evaluation, at 09:00 AM, the teachers will receive a QR code and an alphanumeric code via email. These can be shared with the students during the lesson. To use the alphanumeric code, the students need to go to app.evalytics.nl and click on "evaluate with code."

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