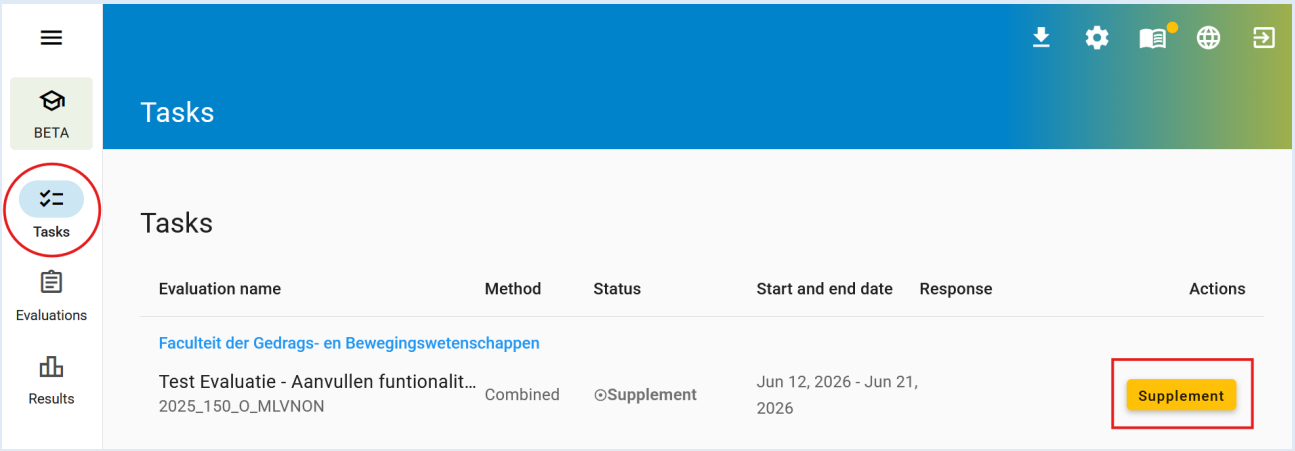
SUPPLEMENTING EVALUATIONS

Click here for the login instructions

1

Supplementing the Evaluations

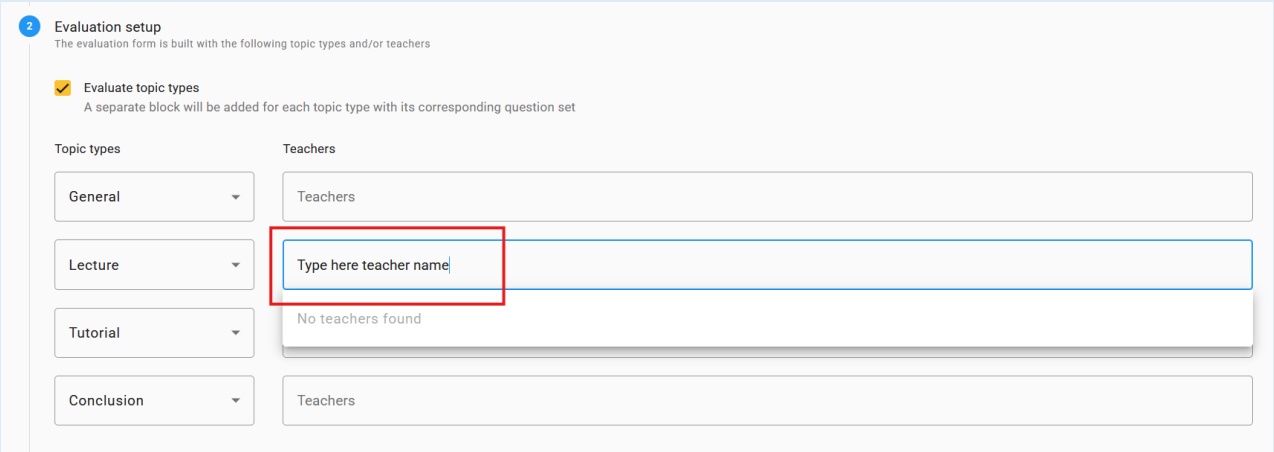
When your evaluation is open for editing, you will see it listed under your `Tasks` in Evalytics. Click on the `Supplement` button highlighted in orange.



2

Evaluation Setup

The evaluation does not include standard questions about teachers (teacher questions). As course coordinator, you determine which questions are relevant and add these yourself. Do you want to evaluate teachers? Then first add the teacher(s) by entering their names next to the relevant Topic type in Step 2: “Evaluation setup.”

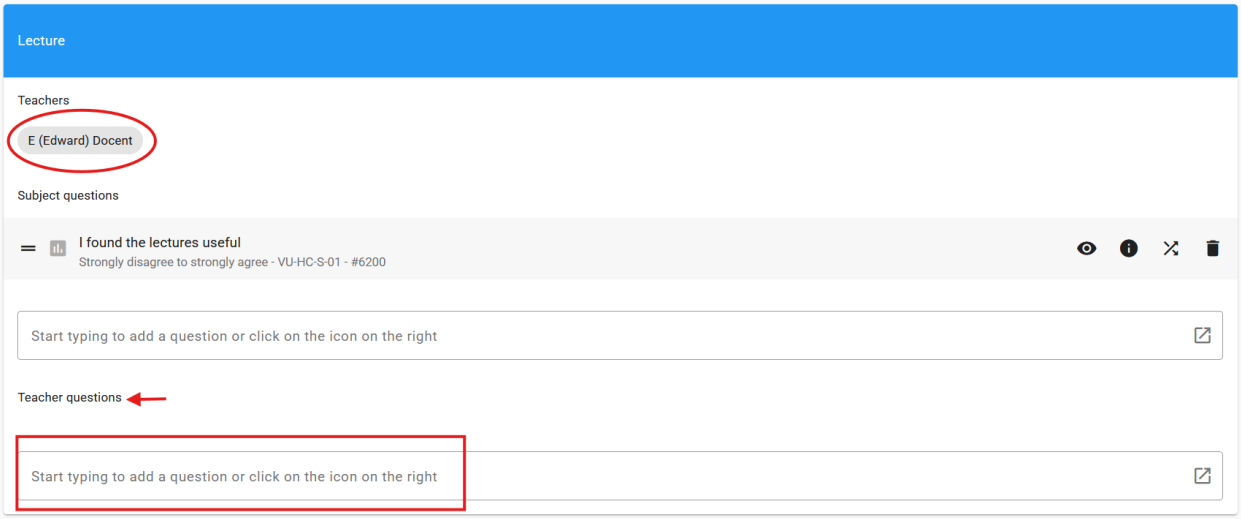


3

Edit Questions

Under Step 3 “Edit questions”, you can add additional questions per topic type. Have you added teacher(s) in Step 2? Then add the teacher questions here under the relevant topic type, under the heading “Teacher questions.”

Please note: Do not add teacher questions under “Subject questions.” These general (non–teacher-specific) questions are not linked to teacher(s).

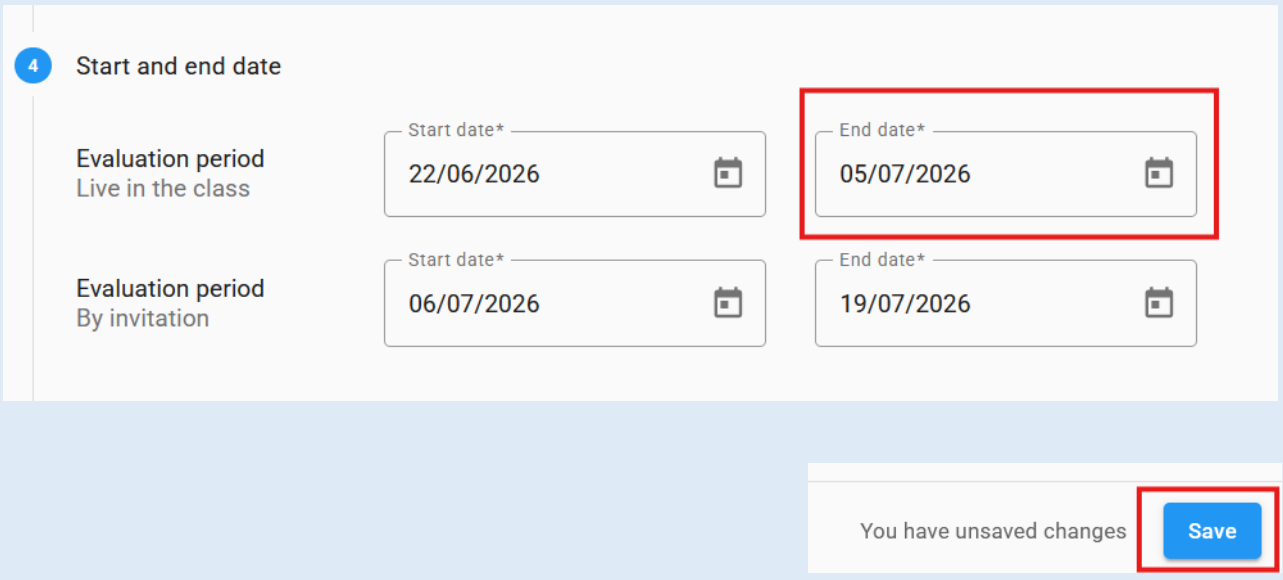


4

Start and end date

Adjust the Evaluation period if needed. Do you want to change the start date of the invitation period? First adjust the end date of the “Live in the class” period (and move this forward as well). After that, you can change the start date of the invitation period.

Then click Save to apply the changes.



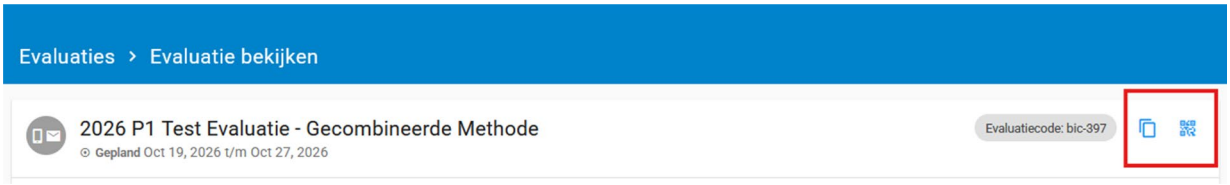
5

Live in-class evaluation

Allow students time to complete the evaluation during the last class.

QR code and evaluation link: Since the course evaluation uses the **Combined method** (Live in class with invitation follow-up), you can access the QR code and evaluation link before the start date. This allows you to prepare them in advance for sharing with students during class.

Open the relevant evaluation in Evalytics. At the top of the page, you will see two icons: one to **download the QR code** and one to **copy the evaluation link**.



Please note: Students can only use the QR code and evaluation link from the **evaluation start date**. On this date, you will also automatically receive an email containing the QR code at 09:00.

Invitation email: On the exam date, only students who have not yet completed the course evaluation during class will automatically receive an email from Evalytics containing a link to the evaluation. This gives them another opportunity to complete it.

How to share the Evaluation via Canvas during 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.
- Post an announcement in Canvas informing students that the evaluation is now open and can be accessed via the Evalytics tab.

