

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.

Evaluation name	Method	Status	Start and end date	Response	Actions
Faculteit der Gedrags- en Bewegingswetenschappen					
Test Evaluatie - Aanvullen funtionalit... 2025_150_O_MLVNON	Combined	⊙Supplement	Jun 12, 2026 - Jun 21, 2026		Supplement

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."

2 Evaluation setup
The evaluation form is built with the following topic types and/or teachers

☒ Evaluate topic types
A separate block will be added for each topic type with its corresponding question set

Topic types	Teachers
General	Teachers
Lecture	Type here teacher name
Tutorial	No teachers found
Conclusion	Teachers

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).

The screenshot shows the 'Edit Questions' interface. At the top, there's a blue header labeled 'Lecture'. Below it, the 'Teachers' section lists 'E (Edward) Doцент', which is circled in red. The 'Subject questions' section contains a question 'I found the lectures useful' with a rating bar from 'Strongly disagree' to 'Strongly agree'. The 'Teacher questions' section is highlighted with a red box and a red arrow, showing a placeholder text 'Start typing to add a question or click on the icon on the right'.

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.

The screenshot shows the 'Start and end date' section. It contains two evaluation periods: 'Live in the class' and 'By invitation'. The 'Live in the class' period has a start date of 22/06/2026 and an end date of 05/07/2026. The 'By invitation' period has a start date of 06/07/2026 and an end date of 19/07/2026. The end date for 'Live in the class' is highlighted with a red box.

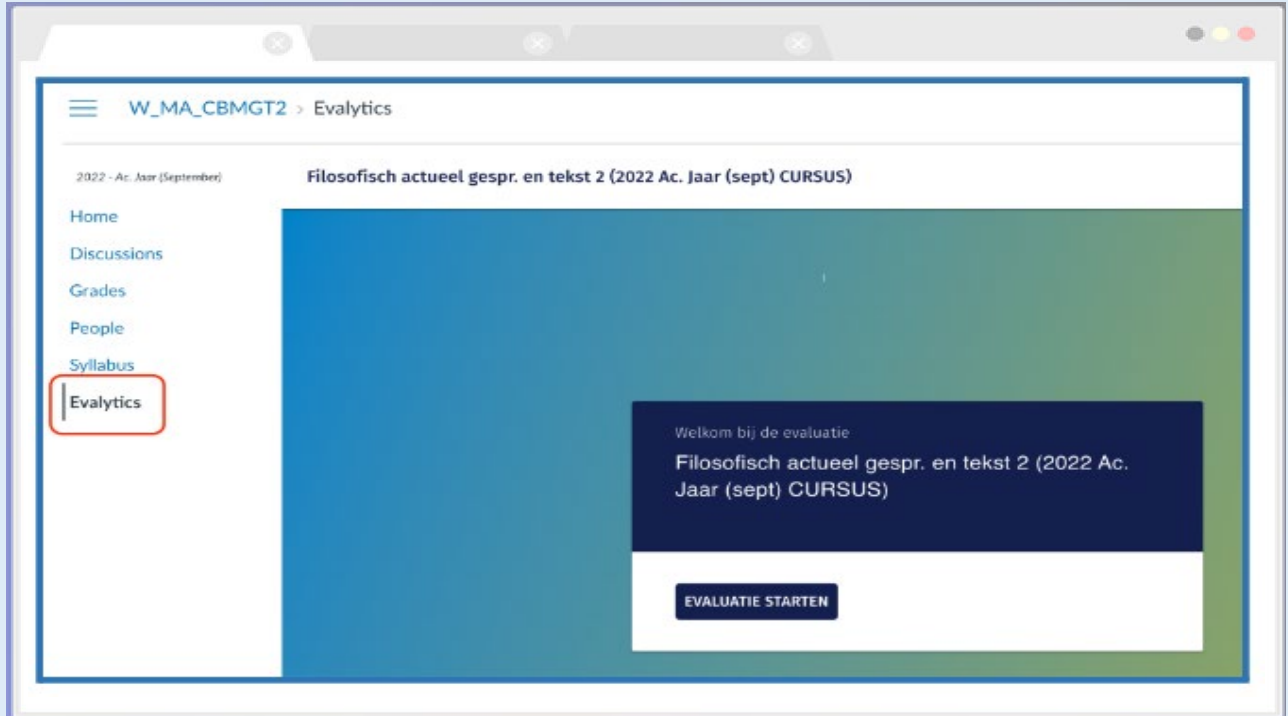
You have unsaved changes

Save

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.

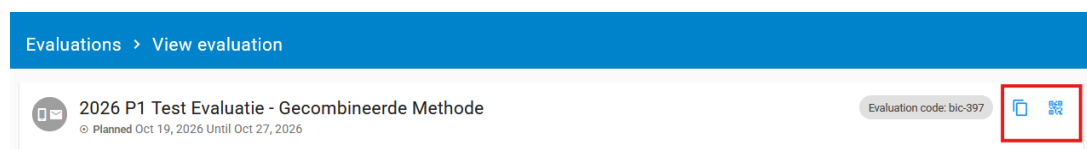


How to share the Evaluation during class:

- **QR Code and Evaluation Link:** When the evaluation is set to the [Combined method \(Live in class with follow-up via invitation\)](#), you can access the **QR code and Evaluation Link** directly from the evaluation. This means you do not have to wait until the start date to download or copy them, allowing you to prepare them in advance for sharing with students.

To do this, go to the **Evaluations** tab in the left-hand menu and open the desired evaluation. 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** onwards. In addition, on the start date at 9:00 AM, you will automatically receive an email containing the **QR code**.



- **Invitation Email:** When the evaluation is set to **Invitation**, students automatically receive an email from Evalytics on the start date containing a link to the evaluation. Direct students to this link in the email to access and complete the evaluation.
- **Canvas:** Post an announcement in Canvas informing students that the evaluation is now open and can be accessed via the Evalytics tab.