Evalytics Teaching Evaluations
Course coordinator manual

Version 1.6, November 2026

Introduction

This manual is intended for course coordinators. It explains how the evaluation process works, how the evaluations of modules can be edited, how the results can be viewed, and how feedback on the results can be given.

The course coordinator's role differs from that of the evaluation coordinator. The faculty evaluation coordinator manages the process of evaluating throughout the faculty. This individual is also the first point of contact for course coordinators who have questions. Course coordinators are teachers who are able to modify the evaluations of their modules in Evalytics. The identity of the course coordinator is registered in SAP.

Course evaluations are used for evaluating courses scheduled via SAP. This document gives details of how course evaluations can be modified and published.

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1. Overview of process

The SAP source system indicates which modules need to be evaluated. Which modules these are exactly is determined by the faculty. The details of those students who are allowed to evaluate the module in question are also imported via SAP.

The course coordinator receives an email notification 25 days before the exam date or, if no exam is scheduled, before the course end date. From that moment onwards, the evaluations are available for review and can be supplemented.
Two evaluations are created for each course:

- **Course Evaluation**
- **Exam Evaluation**

Evaluations can be modified until the evaluation starts. The start date differs for each evaluation type:

- The **Course Evaluation** starts 14 days before the exam date or course end date.
- The **Exam Evaluation** starts on the exam date or course end date.

As a result, the period during which the Course Evaluation can be modified is 14 days shorter than the modification period for the Exam Evaluation.

Evaluation Methods
Evaluations can be conducted in three ways:

- By Invitation
- In Class
- Combined

Combined Evaluation (default for Course Evaluations)
The combined evaluation consists of two consecutive periods.
1. In-Class Period

- Starts 14 days before the exam date or course end date.
- Lasts for 14 days.
- During this period, a QR code is available and can be shared with students during class.

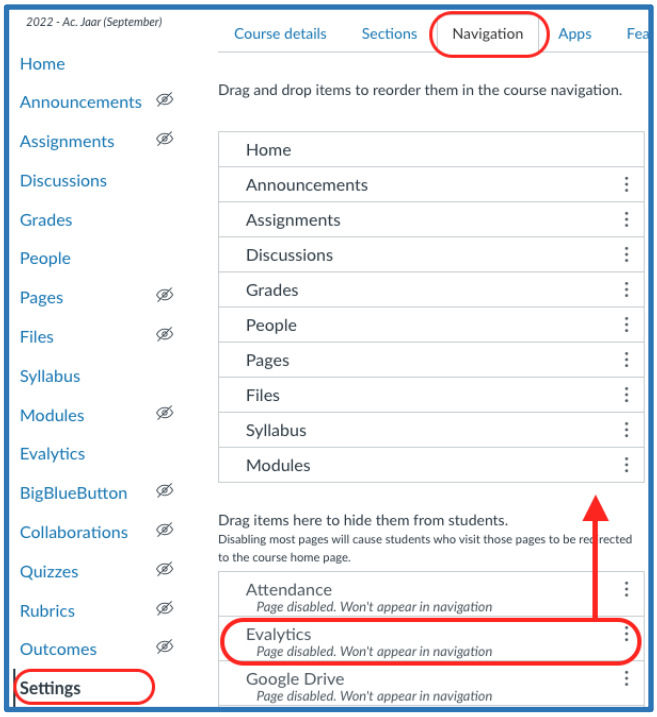
2. Invitation Period

- Starts on the exam date or course end date.
- Lasts for 14 days.
- Students who have not yet completed the evaluation automatically receive an email invitation.
- After one week, these students automatically receive a reminder.

Invitation Evaluation (default for Exam Evaluations)
On the exam date or course end date, students automatically receive an email at their VU email address containing a link to the questionnaire.

- Students have 14 days to complete the evaluation.
- After one week, students who have not yet completed the evaluation automatically receive a reminder.

The evaluation can also be added to the Canvas course for that specific course by adding the Evalytics page. You can add the Evalytics menu item as follows:



- In the Canvas course menu, click Settings
- Choose the Navigation tab
- Drag the Evalytics menu item and place it where you want it to be visible in the course menu
- Click Save
- Create an Announcement in Canvas indicating that the evaluation can be completed from the Canvas course. Also indicate that these evaluations are important to the quality of teaching.

Please note! The evaluation will be visible for the students after the exam date (unless the start date has been changed). Moreover the evaluation will only be accessible by students who registered for the course and who have been added to the evaluation in Evalytics. Other students will receive an error when trying to click the link.

When adding the Evalytics menu item in the Canvas course menu, it is wise to indicate in an Announcement, for example, that the evaluation is not available until exam date or course end date.

Do you need a direct link to your evaluation, e.g. to share it with students in your Canvas announcement?

1. Make sure the evaluation is set to Combined or By Invitation.
2. Open the evaluation and find your evaluation ID number (six digits) in the address bar. For example:

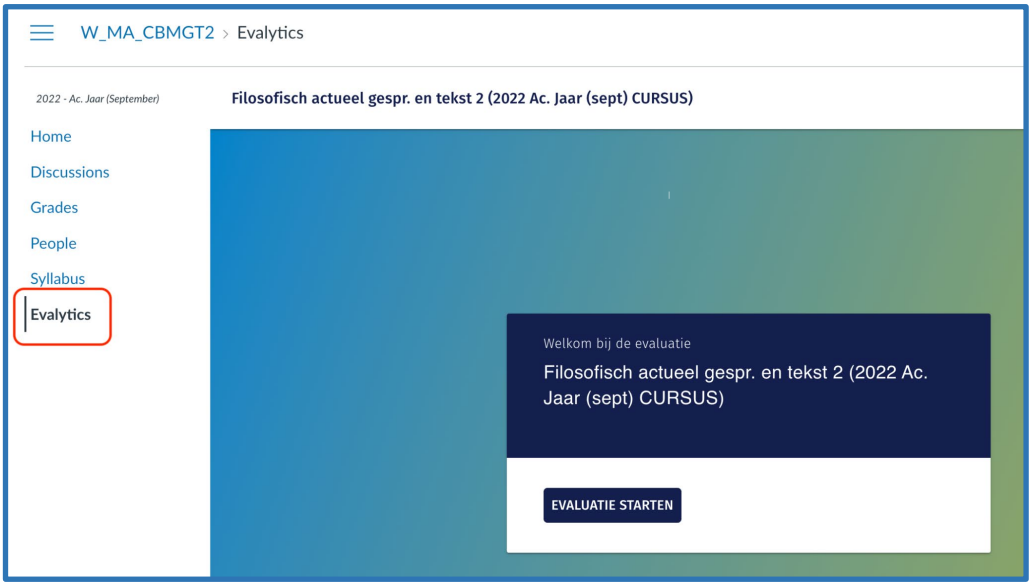


3. Add the evaluation ID after this link: *https://student.evalytics.vu.nl/#/login?evaluationId=*
   For example: *https://student.evalytics.vu.nl/#/login?evaluationId=*153713
4. Share the link via Canvas, or email.

Note: Students do need to log in to access the evaluation.

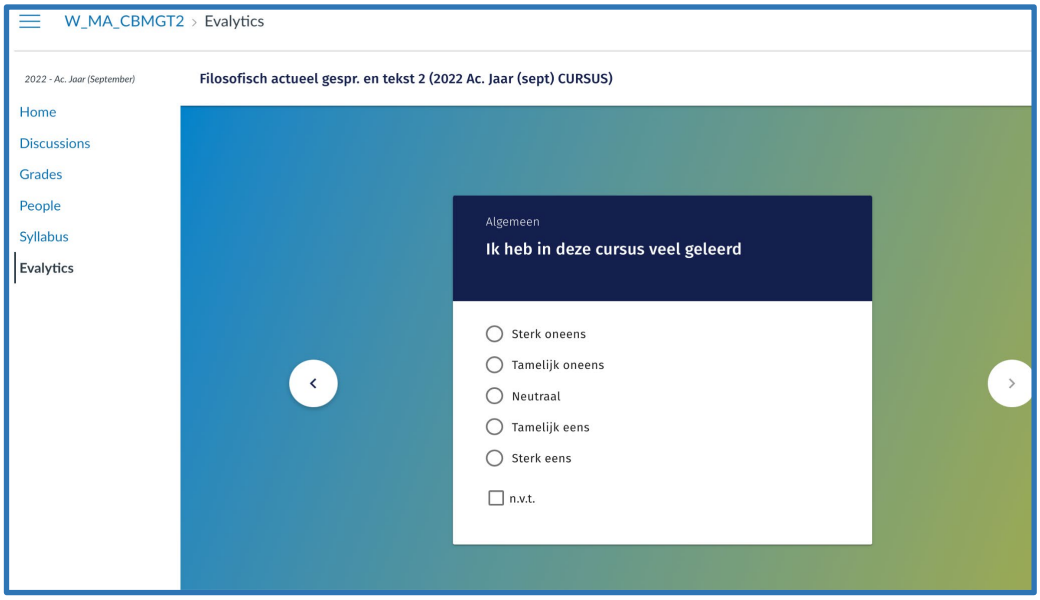
Start the evaluation (students):

Once available, students can launch the course and exam evaluation of the respective course when they click on the Evalytics menu item:



Completing the questionnaire (students):

Each question appears within the Canvas course and can be answered here:



The Evalytics page in the Canvas course can only be accessed by students who are enrolled as students in the respective Canvas course as well as have (automatically) been added to the course in Evalytics to the respective course and exam evaluation of the course.

Please note: Evaluating in Canvas only works in Canvas modules created by the system (SAP) and not in custom Canvas modules. You can recognize a custom Canvas module because students must be added manually, whereas in system-created Canvas modules, all enrolled students are automatically added.

When an evaluation is not available (yet),
students will see the message
"There are no evaluations available for this subject."

For course coordinators and teachers of the Canvas course, these evaluations are never accessible and they always get the message, "You are not a student, therefore you cannot complete evaluations.



In the classroom
In addition to the standard Course and Exam evaluations, an additional evaluation can be administered live in class. This can be used, for example, to evaluate specific topics or sections of the course and discuss the results directly with the students. During the lecture, students will receive a link and code from the instructor to complete the questionnaire on the spot on their own smartphone or laptop.

Results
Once the evaluation has been completed by the students, the course coordinator is notified that the results are available in Evalytics. The results can be viewed directly in Evalytics; alternatively, Evalytics can generate a report containing all or part of the results. The course coordinator then has two weeks in which to give feedback on the results. Students are then notified that they can view a summary of the results and the course coordinator's feedback.

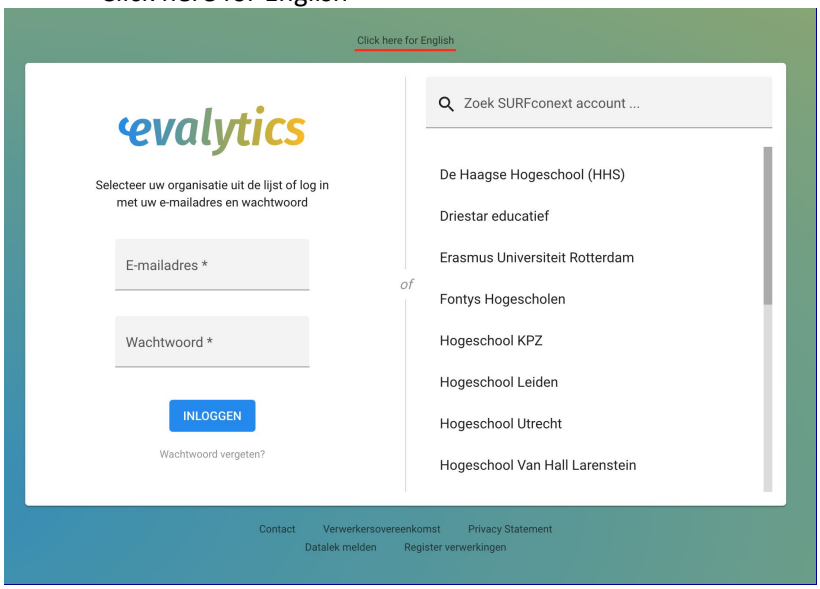
For questions (for example about adding lecturers, students or teaching methods to an evaluation) about an evaluation or Evalytics, please contact the faculty evaluation coordinator (FEC). An overview with contact details of the FECs can be found on vu.nl.

2. Evaluation: Reviewing and Supplementing

2.1 What needs to be done?

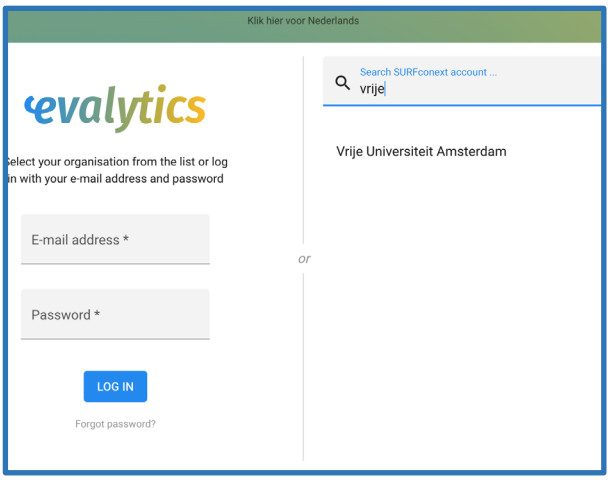
As soon as you have received a notification that your evaluation is ready, you can start editing it. You can click on the link in the email or open your browser and enter the following address: https://evalytics.vu.nl.

- Click here for English



- Click Search SurfConext account
- Choose Vrije Universiteit Amsterdam
- You will be redirected to a VU page. Login using your VU email address and password

- You will then be asked to authenticate yourself using the MFA (Multi Factor Authentication)



This takes you to the dashboard screen, where your evaluations can be found. They can be viewed as of 25 days before the exam or the final date of the course (if there is no examination).

The information about teachers, learning techniques, students, and types of exam are imported from SAP. In principle, therefore, the questionnaire is already fully adapted to your specific module and all you need to do is to check it.
Consider, for example, the following points:

- Are the work formats/learning methods listed in the blue bars (lecture, work-study, etc.) correct?
- Are the student numbers correct?

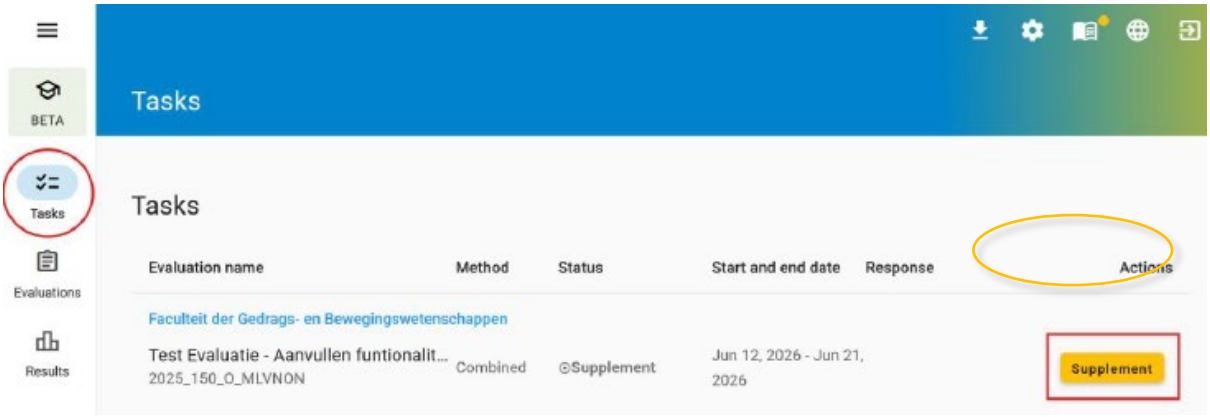
Note: The evaluation includes the standard VU questionnaires. As a course coordinator, you decide which additional questions are relevant and add them to the evaluation.
Teacher questions are not included by default. If you would like to evaluate teachers/lecturers, first add the lecturer(s) by entering their name(s) for the appropriate teaching activities under **Step 2: Evaluation Setup**.

If you take no action, the default questionnaire version in Evalytics will be sent to the students' VU email addresses on the day of the exam or the final date of the course.

2.2 Checking the questionnaire (Supplement)

Open the questionnaire

- From your Tasks, click on the yellow button `**Supplement**`.

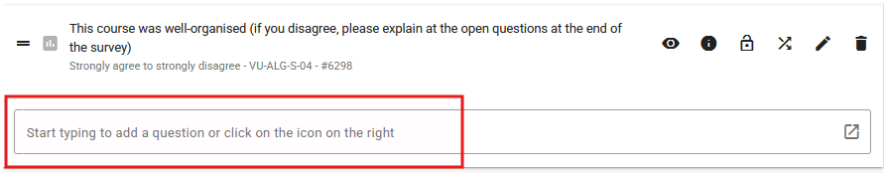


The evaluation questionnaire will appear and can be checked. Through this route, the yellow button `Supplement`, it is possible to **adjust the questions, learning methods and add teachers, and adjust the evaluation period**.

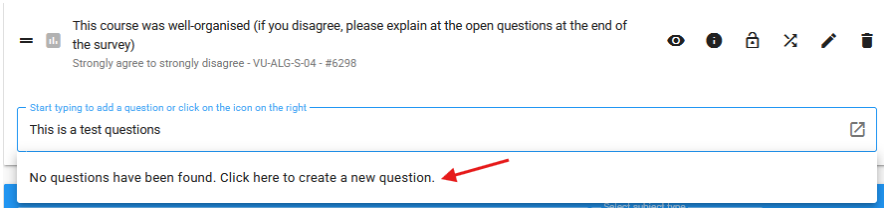
2.3 Editing questionnaires

Adding extra individual questions

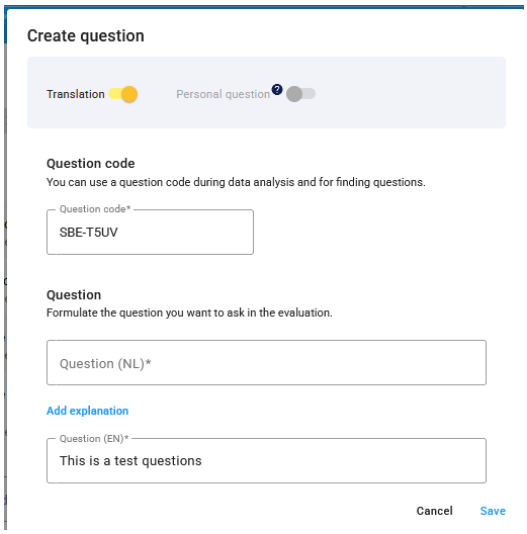
- Navigate to the question block where you want to add a question.
- Start typing your question.A list of previously created questions will appear.



- If your question is not listed, select Click here to add a new question.



- A new form will open where you can create and add the question.
- Complete the form. Fields marked with * are required; all other fields are optional.



To make a new question, you have a number of options:

- If you would like to provide additional information about the question, select **Add Explanation**.
- Under **Scale**, select the type of question you would like to create, such as an open-ended question, multiple-choice question, ranking scale, etc. You can choose from existing response scales or create a new scale.
- Enter the question in Dutch under **Question (NL)**. If the course is taught in English, enable the **Translation** button and enter the English version of the question as well.
- If the question does not apply to all students, select the **Not Applicable** option. This will be added as an answer category.
- Under **Not Applicable - Text**, enter a label such as **N/A** or **Not Applicable**.
- It is not recommended to include additional questions in the standard performance indicators. Therefore, do not enable this option. At VU Amsterdam, a single fixed KPI question is used to determine the score.
- Click on **Save**

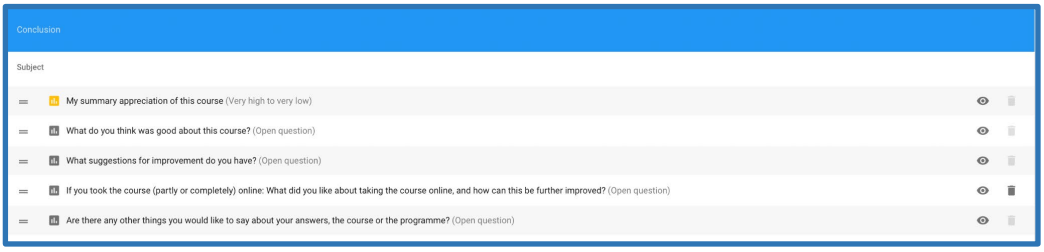
2.4 Edit a Question

Would you like to modify, delete, or otherwise edit a question you have already created? Return to the questionnaire and click the pencil icon next to the relevant question.

From there, you can update the question settings, make changes to the question text, or remove the question from the evaluation.

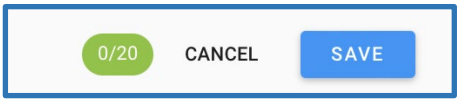
2.5 Deleting individual questions

- Click on the trash can to delete a question 



Please note that core questions cannot be deleted; the trash can will be greyed out.

2.6 Saving



* 0/20 is the number of questions that can be added.

- Click on the blue button to save.
- You can still edit the evaluation until the start date.

3. Evaluation: editing

Because the functionality of the **Supplement** option has been expanded, most parts of an evaluation can now be modified directly through this option. The **Edit** option is therefore no longer available to course coordinators.

Using **Supplement**, course coordinators can add, remove, or modify custom(own) questions. In addition, lecturers and their associated lecturer questions can be added, and evaluation periods can be adjusted. As a result, most changes that were previously made through **Edit** can now be managed within a single, streamlined interface via Supplement button.

In exceptional cases, a specific change may not be possible through **Supplement**. If this occurs, please contact your faculty evaluation coordinator. They can advise on the available options and, if necessary, arrange for additional changes to be made.

4. Evaluating 'live' in the classroom

4.1 Live in the classroom evaluations with Evalytics

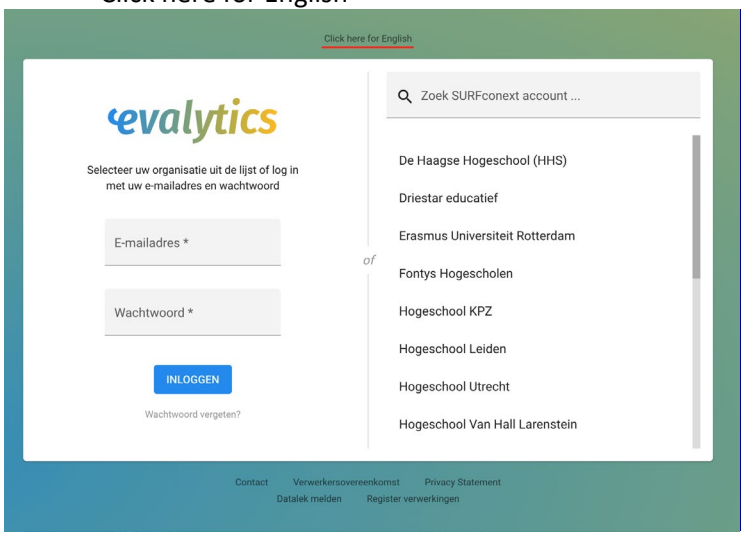
Evalytics offers the possibility to administer an evaluation in different ways. In addition to the standard Course and Exam questionnaires, an additional evaluation can be administered live in the classroom. This document explains how to evaluate the additional questions in class.

4.2.Settings for live in class evaluation

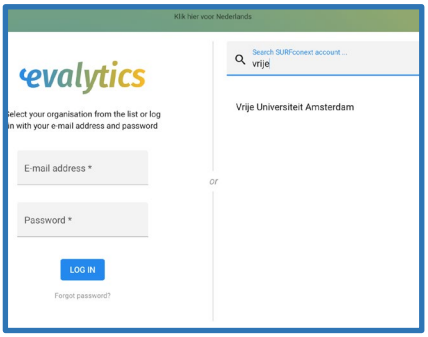
Preparation

Go to https://evalytics.vu.nl

- Click here for English



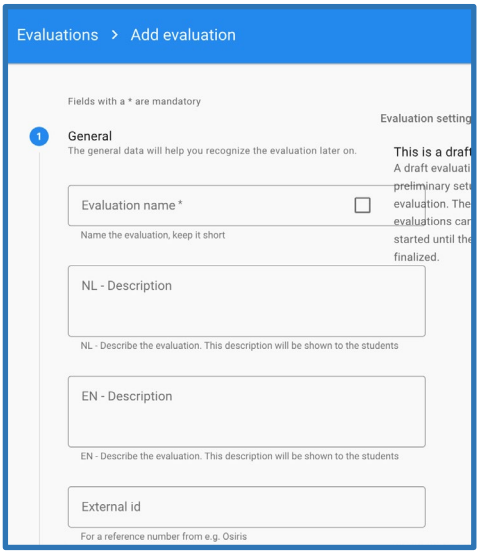
- Click Search SurfConext account
- Choose Vrije Universiteit Amsterdam
- Login using your VUnet-ID and password



Click on the yellow plus sign at the bottom right of the screen



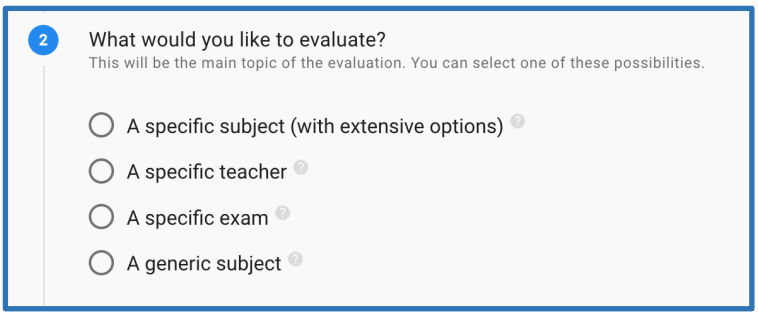
- The following screen opens:



1. General

Fill in the requested data here. For example, you can name the evaluation to the appropriate subject with the addition of additional questions.

2. What would you like to evaluate

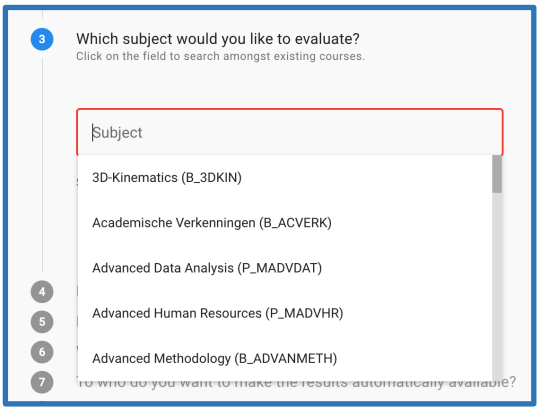


Choose what you want to evaluate here. If you go over the question marks with the cursor you will see a short explanation of the options.

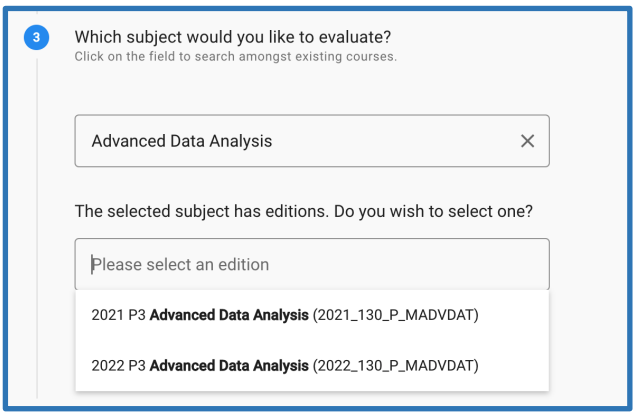
If you choose a specific course, you will be asked if you want to evaluate the instructors, the test and the different teaching methods (if applicable).

3. Which subject would you like to evaluate?

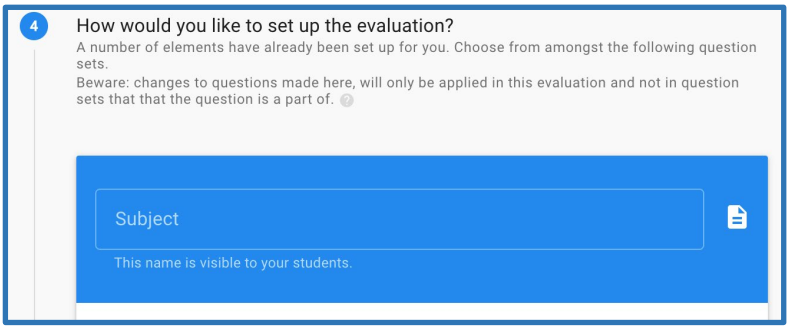
A drop-down menu will appear in which you can select the appropriate course.



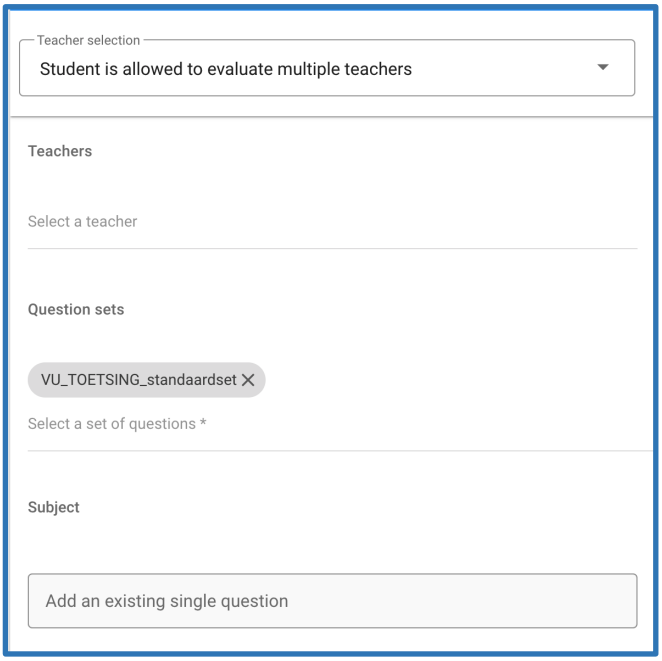
After you have chosen the appropriate course, you will be asked which course edition you want to evaluate. Always choose the course for the current year.



4. How would you like to set up the evaluation?



Automatically an evaluation block Subject will be started. You can customize this to any title you want.



Indicate whether students may evaluate one or more teachers (using dropdown menu). Then, in the teachers field, select the appropriate teachers. Clicking on the field will open a dropdown menu with teachers.

Next, indicate which question sets should be added to the evaluation. This can be done by clicking on Select a question set. Once again, a dropdown menu will open from which you can select the appropriate question sets.

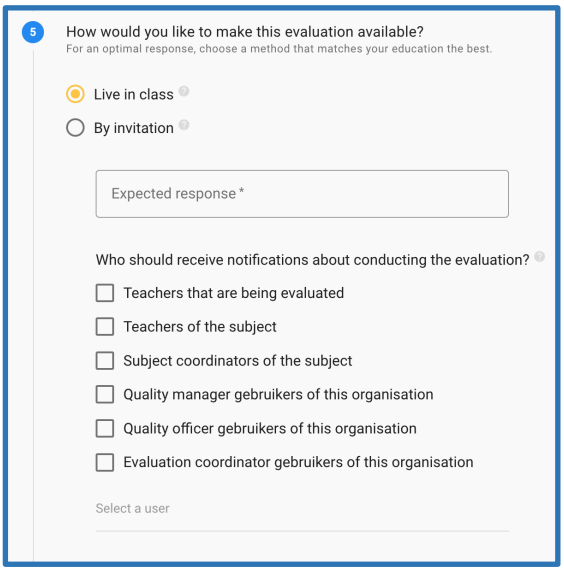
Existing individual questions can also be added to the evaluation. Start typing and the available questions will again appear in a dropdown. If the question you added does not exist, the option: No questions have been found Click here to add a new one! (See chapter 3.3.4. How do you want to set up the evaluation? For the explanation on how to add a new question yourself).

If the evaluation consists of several parts (course, excursion etc.) you can add a new question block after the first one. To do this, click on NEW EVALUATION BLOCK



Then you can fill this evaluation block again as described above.

5. How would you like to make this evaluation available?

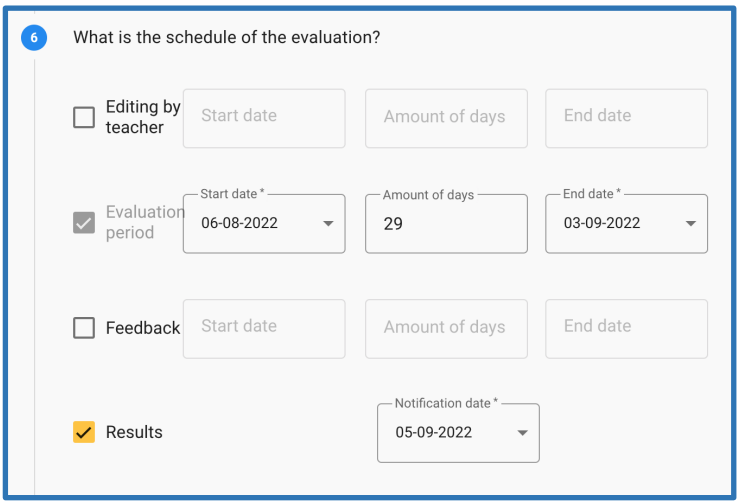


Select Live in class

Under *Expected response*, the number of students that receive the evaluation will be added. The expected response can be adjusted if there are more participants.

Next, fill in who should receive the notifications about conducting the evaluation.

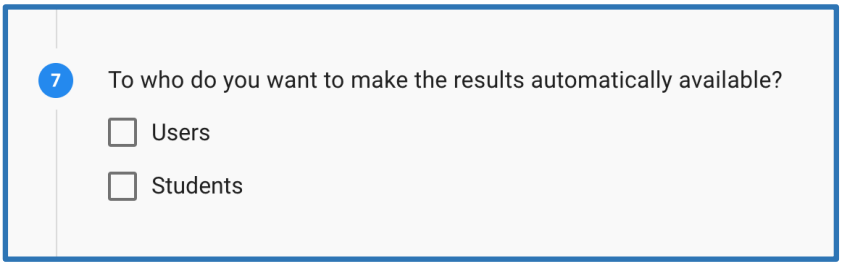
6. What is the schedule of the evaluation?



Next, you can set the schedule for the evaluation. Make sure that the evaluation period includes the time when you want to administer the evaluation in the class. Editing by the teacher can be left blank because this evaluation has already been customized by the teacher.

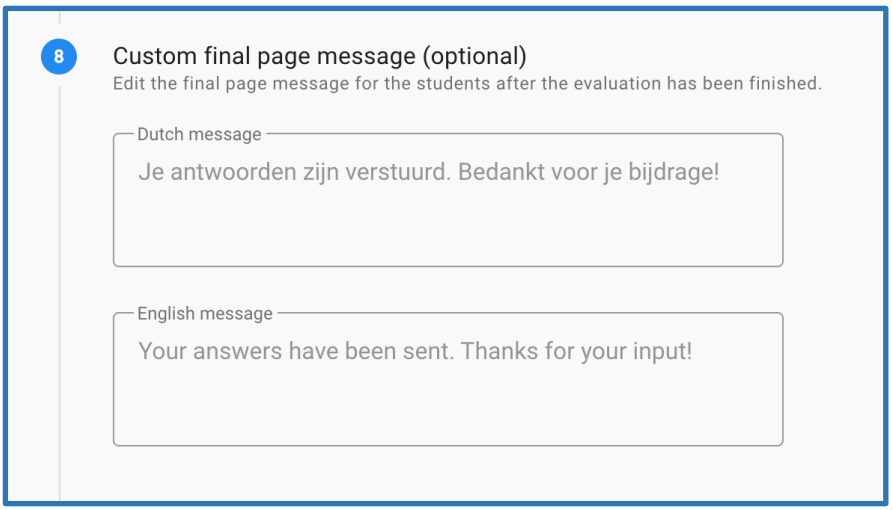
You can add feedback to the evaluation based on the results. For example, you can include the results of the discussion of the results.

7. To whom do you want to make the results automatically available?



Indicate here who may view the results of this interim additional evaluation.

8. Custom final page message (optional)



You can add a personal message here. The student will see this message after completing the evaluation. If you do not enter this then a general VU-wide message will appear.

9. Overige instellingen (optioneel)

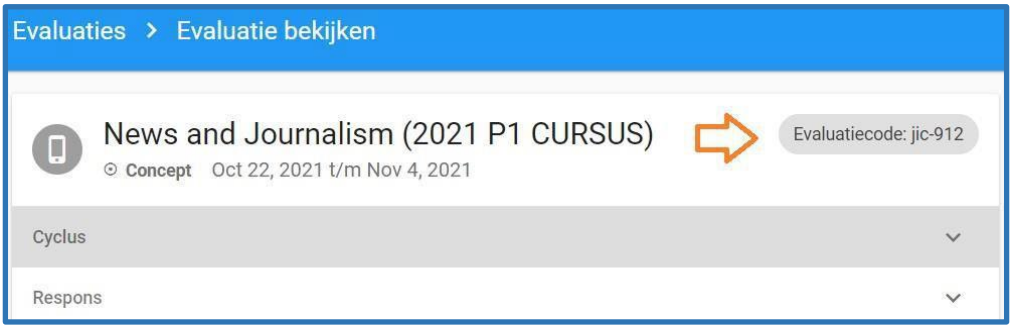
This category is of interest only to faculty evaluation coordinators and should not be edited by course coordinators.

4.3 Save changes

Don't forget to save the changes made at the end. This can be done at the very bottom of the screen.



The code that students need to access the evaluation can be found at the overview screen of the evaluation (the code appears automatically once you've selected the in class option)



4.4 On the day itself

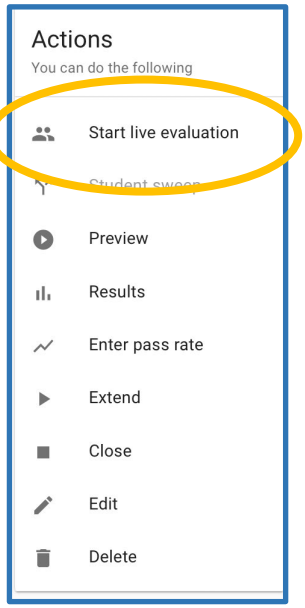
Requisites:

- A laptop or pc with internet connection
- Optional a projector / large screen to show the information to the students

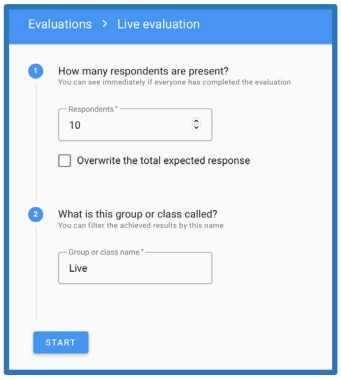
Evalytics sends an email notification on the day of the in class evaluation to the person that is assigned to carry out the evaluation. This email has a direct link to the starting screen of the in class evaluation.

Actions for the teacher?

- Use https://evalytics.vu.nl to log in to Evalytics.
- Select the evaluation of the course.
- Write the name of the group or class
- Click on 'start live evaluation'.



- Enter how many respondents there are at step 1 and at step 2 enter the name of the class. Then click on START



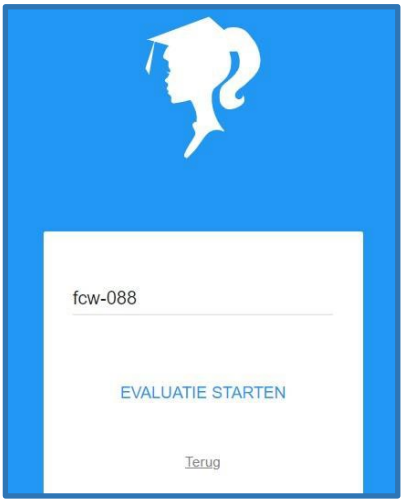
- A QR code will appear which students can use, they will come right out to the evaluation or they can use the code, see explanation below.
- Share the code with the students, they can access the evaluation on their own device.

Actions for the student?

- Students access the site https://app.evalytics.nl
- Click on 'English'
- Click on evaluate with code ('evalueren met code')



- Enter the code which was shared by your teacher.
- Attention: the code for the course remains the same, and can be used as long as the evaluation is open.



Answer the questions of the evaluation.

The screen of the teacher shows the progress. After the students are finished, you can either show the results (to discuss directly with students for example) or close the evaluation. The results are added to your course in Evalytics and are accessible via ‘Menu’ and the option ‘results’.

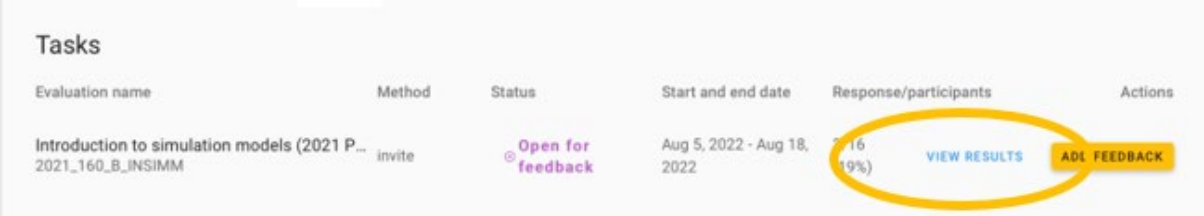
5. Results and feedback

5.1 Introduction

Once the end date of the evaluation has passed, you will receive an email stating that the results of the evaluation are now available. You have two weeks in which to respond to the results of the evaluation. The feedback is aimed at the students, but can also be read by their Director of Studies and Programme Committee.

5.2 Viewing the results

- Go to the *Tasks* menu item.



- Click on VIEW RESULTS you would like to see. Please note that you will see the results for the course or for the examination.

You will be able to see all the results from this evaluation in the overview screen. For each question, there is an arrow on the far right ⌄. Click on these to expand the answer and see more details:

- Bar chart with the distribution of responses
- The mode
- The mean
- The median

If you move your cursor over the bar chart, you will see how often a particular response has been given (in absolute and percentage terms).

5.3 Giving feedback

In the dashboard, you will see the evaluations to which you can give feedback.

- Click on the yellow button *Add Feedback*.
- Under *2. What is your feedback?*, enter your response to the evaluation results.

No action is needed with regard to the other points on this page.

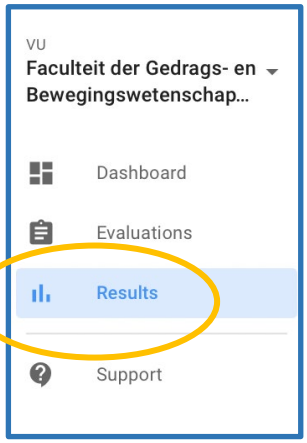
Do not forget to save any changes you have made at the bottom right of the screen.



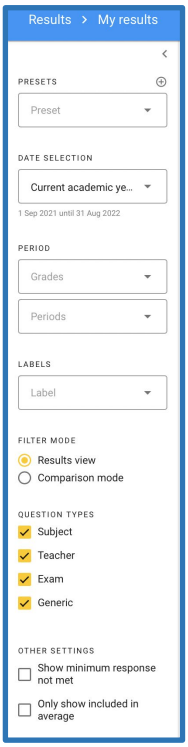
5.4 Jointly downloading the reports on the course and exam

You can also download the results from the evaluation in a report, in a PDF file for example. It is advisable to merge the results from the course and the exam into one report.

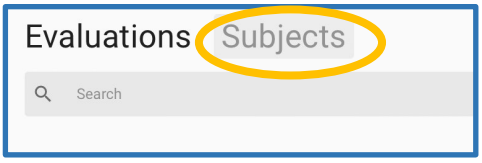
- Select *Results* on the left-hand side of the menu



You can filter through the left menu, this is not necessary



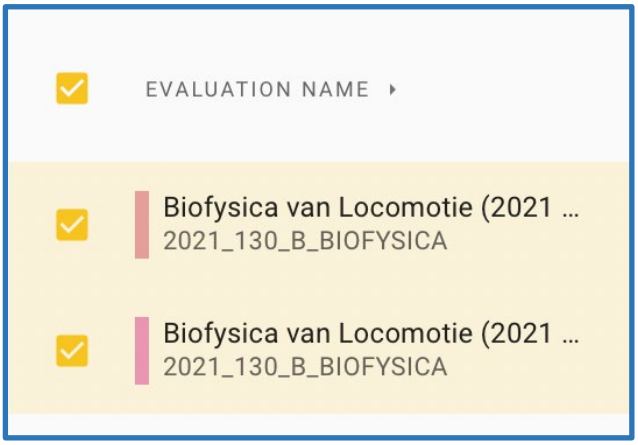
- Click on the *Subjects* tab



- Go to the appropriate course and click on the small arrow on the far right



- Select all evaluations *(cursus and toetsing)*



- In the top-right corner, click on *Download Report*



➢ At the bottom, click on *Download*



When downloading reports, you can choose from a variety of formats:
- PDF
- Word
- Excel
- SPSS
- CSV
- XML

The default setting is PDF.

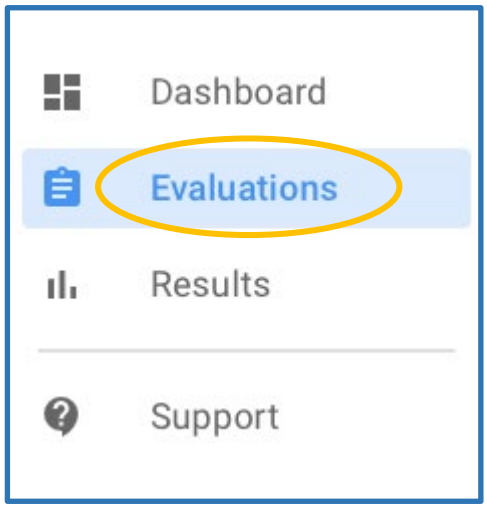
The name of the report can be changed, but this is not advisable.

You may decide yourself which elements to include and which to exclude from the reports. The default setting is that everything is shown.

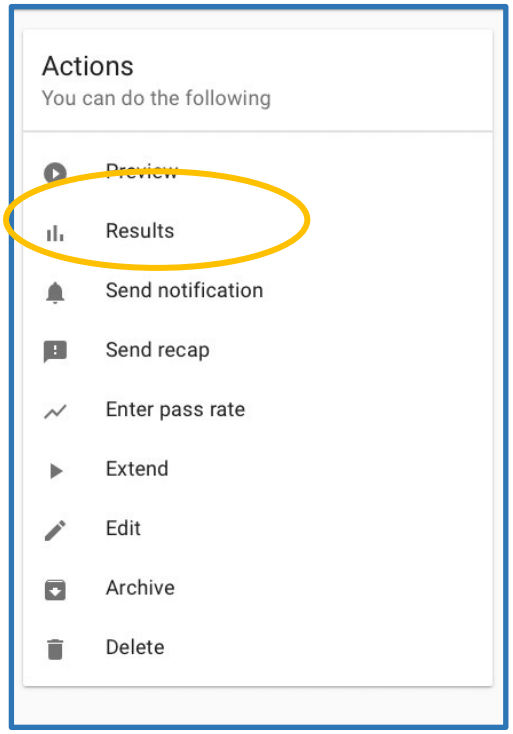
5.5 Other teachers' results in report

If the course coordinator wants to see the complete results of the other teachers in the report, the following steps have to be taken:

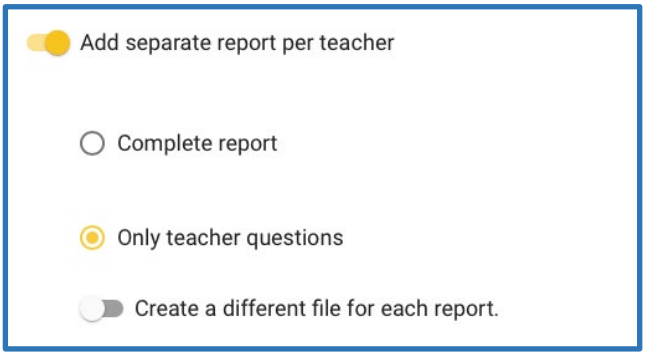
Open the relevant evaluation via the Evaluations tab



Click on Results on the menu on the right side



Then click on Download report and at the bottom tick Add separate report per teacher AND only teacher questions.



Then click on Download.

5.6 Report of the results for students

After the evaluation has been concluded and the feedback period for the course coordinator has ended, the students are notified that they can view the results and the feedback by the course coordinator. They are able to view a summary of the results - in other words, not the same as what the course coordinator, Director of Studies, or Programme Committee get to see. If fewer than five students have completed the evaluation, then only the feedback from the course coordinator is published for the students.