Creating Evaluations in ONCE

Before an evaluation is created or modified, questions need to be created. Please refer to the document Creating Questions in ONCE.

The Evaluations tab in ONCE is used to assemble questions into useable evaluation forms that can be linked to courses.

To create evaluation(s):

1. From the top of the navigation menu, click the EVALUATIONS tab.

2. From the Evaluations Screen, click Create New Evaluation
For the following steps, please refer to image below:

3. Enter the Name and Description for this evaluation. We suggest adding some basic notes to the evaluation title such as “Incomplete” and “Unapproved” in order to deter accidental linking and publishing.
4. Select your Faculty from the Faculty drop down list.
5. Select your Department from the Department drop down list.
6. Show the evaluation either in EN (English) or FR (French) format.
7. Click Add Question, allow you to choose the questions from questions panel and insert into the new evaluation.
8. Click on Add Evaluation once the questions are added to the new evaluation.
Note the image below is an image of the main evaluation section of the page:

1 – This is where you will place your “Introduction Text” for each section, a short blurb to inform the student taking the exam what they are evaluating with the questions contained within.
2 – This is where you can add previously created questions, or create new ones on the spot.
3 – This is the “Add Evaluation” button (first creating an evaluation); this may also display “Update Evaluation” if the evaluation already exists. Click this button to save all changes.

To Add Question(s) in a Evaluation:

Add Question to GENERAL tab
Search for the question template, select the correct template and click on Close

The question has been added to the evaluation. Several questions can be added to this evaluation. Questions also can be moved within the evaluation by using the arrows found on the 1) left hand side / on top on the question. The evaluation can be added by clicking onto 2) Add Evaluation.
To modify a previously used evaluation:

1. From the top of the navigation menu, click the **EVALUATIONS** tab.

   ![Online Course Evaluations (ONCE)](image1)

   End of Course / Mid-Course evaluations provide an opportunity for you to review your students feedback about your courses.

   ![Evaluation Details](image2)

   Please take a moment to review your End of Course evaluation(s).

   ![Mid-course Evaluations](image3)

   2. From the **Evaluations** Screen, locate the evaluation you wish to use, click Copy.
3. Enter a name and description for this evaluation.
   - We suggest adding some basic notes to the evaluation title such as “Incomplete” and “Unapproved” in order to deter accidental linking and publishing.

4. Select your Faculty from the Faculty drop down list.

5. Select your Department from the Department drop down list.

6. Click Submit

The evaluation is now copied.
From the Evaluations Screen, click Edit next to the evaluation you just finished creating.

From the Edit Evaluations Screen, you can now modify the evaluation.