

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.



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

Academic Year

[View Evaluations](#)

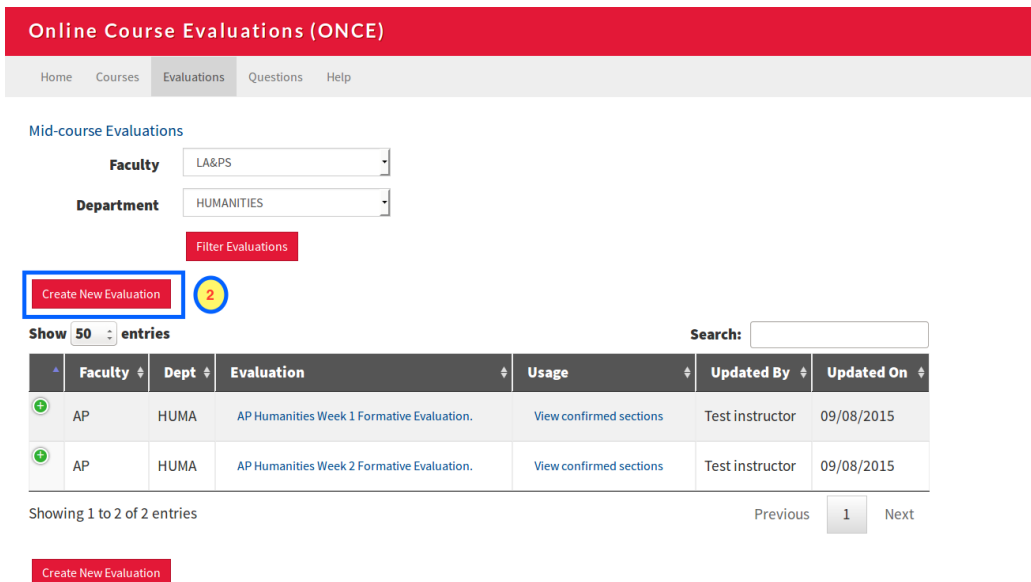
Please take a moment to review your End of Course evaluation(s).

Show entries Search:

Course	Faculty	Period	Sec	Completed / Total	Percent Completed	Results
HUMA 1825	AP	Y	A	0 / 187	0.00%	No Results
GK 3010	AP	F	A	0 / 1	0.00%	No Results
GK 4010	AP	F	A	0 / 2	0.00%	No Results

Showing 1 to 3 of 3 entries Previous Next

2. From the Evaluations Screen, click **Create New Evaluation**



For the following steps, please refer to image below:

Create New Evaluation

Name: **3**

Description:

Faculty: LA&PS **4**

Department: HUMANITIES **5**

6 Show questions in: EN

Note: For preview only. Evaluation language is specified when sections are linked.

Questions

Default

Intro Text:

↑ ↓
Ability to encourage and guide discussion: [Delete](#)

7 Add Question **Create New Question**

8 Add Evaluation

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:

Questions

Default

Intro Text: **1**

↑ ↓

Ability to encourage and guide discussion: [Delete](#)

2

Add Question Create New Question

Add Evaluation **3**

- 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

Faculty	LA&PS	⌵
Department	HUMANITIES	⌵
Question Type		⌵
Used In Any:	-- Select Instructional Format --	⌵
Search Text	<input type="text"/>	

Search

Close

Search for the question template, select the correct template and click on Close

Add Question to Default tab

Question Type

Used In Any:

-- Select Instructional Format --

Search Text

Search

Search Results

Faculty	Dept	Type	Caption
AP	HUMA	Essay	select Ability to encourage and guide discussion:
AP	HUMA	Essay	(select) Ability to explain ideas and concepts clearly:

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.

Questions

Default

Intro Text:

Ability to encourage and guide discussion: [Delete](#)

1

Add Question

Create New Question

Add Evaluation

2

To modify a previously used evaluation:

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



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

Academic Year

[View Evaluations](#)

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

Show entries

Search:

Course	Faculty	Period	Sec	Completed / Total	Percent Completed	Results
HUMA 1825	AP	Y	A	0 / 187	0.00%	No Results
GK 3010	AP	F	A	0 / 1	0.00%	No Results
GK 4010	AP	F	A	0 / 2	0.00%	No Results

Showing 1 to 3 of 3 entries

Previous Next

2. From the **Evaluations** Screen, locate the evaluation you wish to use, click Copy



Mid-course Evaluations

Faculty

Department

[Filter Evaluations](#)

[Create New Evaluation](#)

Show entries

Search:

	Faculty	Dept	Evaluation	Usage	Updated By	Updated On
⊖	AP	HUMA	AP Humanities Week 1 Formative Evaluation.	View confirmed sections	Test instructor	09/08/2015
Action: Copy Confirm Edit Delete						
⊕	AP	HUMA	AP Humanities Week 2 Formative Evaluation.	View confirmed sections	Test instructor	09/08/2015

Showing 1 to 2 of 2 entries

Previous Next

Copy Evaluation

Name	<input type="text" value="AP Humanities Week 1 Formative Evaluation. Copy"/>	3
Description	<input type="text" value="AP Humanities Formative Evaluation."/>	
Faculty	<input type="text" value="LA&PS"/>	4
Department	<input type="text" value="HUMANITIES"/>	5

6

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.

Online Course Evaluations (ONCE)

Home Courses Evaluations Questions Help

• Evaluation copied

Mid-course Evaluations

Faculty LA&PS

Department HUMANITIES

Filter Evaluations

Create New Evaluation

Show 50 entries Search:

	Faculty	Dept	Evaluation	Usage	Updated By	Updated On
+	AP	HUMA	AP Humanities Week 1 Formative Evaluation.	View confirmed sections	Test instructor	09/08/2015
-	AP	HUMA	AP Humanities Week 1 Formative Evaluation. Copy	View confirmed sections	Test instructor	09/08/2015
Action: Copy Confirm Edit Delete						
+	AP	HUMA	AP Humanities Week 2 Formative Evaluation.	View confirmed sections	Test instructor	09/08/2015

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

Edit Evaluation

Name: AP Humanities Week 1 Formative Ev.

Description: AP Humanities Formative Evaluation.

Faculty: LA&PS

Department: HUMANITIES

Show questions in: EN

Note: For preview only. Evaluation language is specified when sections are linked.

Questions

Default

Intro Text:

Ability to encourage and guide discussion: Delete

Add Question Create New Question

Save Evaluation