Evalu8 User Manual

The solution for your grade and survey reporting needs.

## Course Evaluations

From this page, you will be able to manage the course evaluations.

**Import Data from a File**

To import data from a file, select the “Import Course Evaluation File” option. Then select the file you want to import. The file must have the extension .csv to work.

**Importing Data Manually**

To import data manually, select the “Import Evaluations Manually” option. You then need to select the course, semester, and academic year. You will be able to see the current questions at the bottom of the page.

**Editing the Data**

Once you have imported a .csv file, select the “Edit Course Evaluation Data”, and then you will be able to manually edit any of the information.

## Guest Speaker Evaluations

**Import Guest Evaluations from a File**

To import data from a file, select the “Import Guest Eval File” option. Then select the file you want to import. The file must have the extension .csv to work.

**Importing Data Manually**

To import data manually, select the “Import Evaluations Manually” option.

**Editing the Data**

Once you have imported a .csv file, select the “Edit Guest Evaluation Data”, and then you will be able to manually edit any of the information.

## Module Grades

**Importing a File**

To import a file, go to “Import Grade File”. Then select the file you want to import. The file must have the extension .csv to work.

**Grade Metrics**

In the Grade Metrics page, you will be able to run a report on a specific student, course, or year. You can run a report on a specific course or year by selecting it in the drop-down box. Then hit the “Generate Report” button to run the report with the settings selected.

## Courses

**Adding a New Course**

To add a new course, under the section “Create Course” type the course code in the first text box and the course name under the second text box. Then hit the “Create Course” button.

**Updating an Existing Course**

To update a existing course, under the section “Update Course” type the course code of the you want to change in the first textbox and type the replacement course name into the second textbox. Then hit the “Update Course” button.

**Deleting a Course**

To delete a course, type the code of the course to be deleted into the textbox under the “Delete Course” section. Then hit the “Delete Course” button.

## Guest Lectures

**Create a Guest Lecturer**

To add a guest lecturer, type the first name of the guest lecturer in the first textbox and the last name in the second textbox under the “Create Guest Lecturer” section. Then hit the “Save Guest” button.

**Update a Guest Lecturer**

To update a guest lecturer, type the guest ID of the guest lecturer you want to change, then type the first name of the guest lecturer in the second textbox, and the last name in the third textbox under the “Update Guest Lecturer” section. Then hit the “Update Guest” button.

**Delete a Guest Lecturer**

To delete a guest lecturer, type the guest ID of the guest lecturer to delete under the “Delete Guest Lecturer” section. Then hit the “Delete Guest Lecturer” button.

## Academic Year

From this page, you will be able to see the current registered academic years and be able to change the years as needed.

**Add an Academic Year**

To add a year, type the year into the textbox under the “Add Academic Year” section and hit the "Save Year” to register the year.

**Update an Academic Year**

To update a year, type the year ID you want to replace in the first textbox and type the new year in the second textbox, then hit “Update Year” to change the year.

**Delete an Academic Year**

To delete a year, type the year ID you want to delete in the textbox and hit “Delete Year” to remove the year.