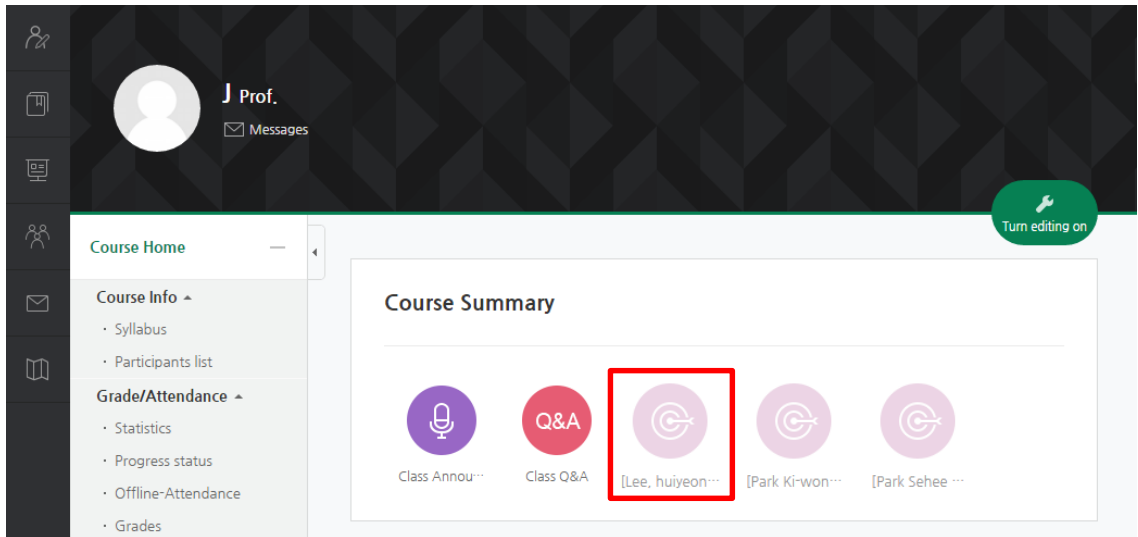




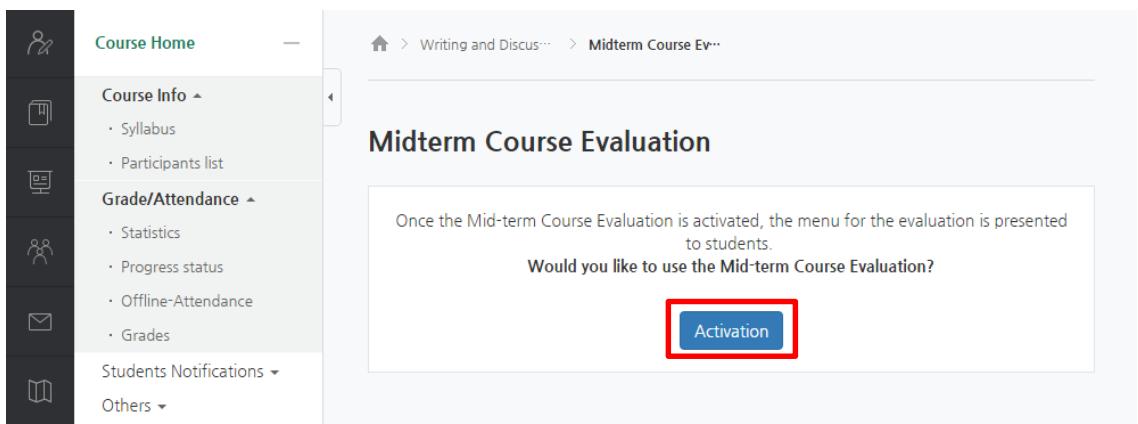
1. Activating the Mid-term Course Evaluation

1. In the main activity, click on the icon, “[Name of professor] Midterm Evaluation”.
 (In case of team-teaching, when there are and less 4 instructors, evaluations will be conducted for each instructor.)

In this stage, students cannot see the evaluation menu because it is not activated.



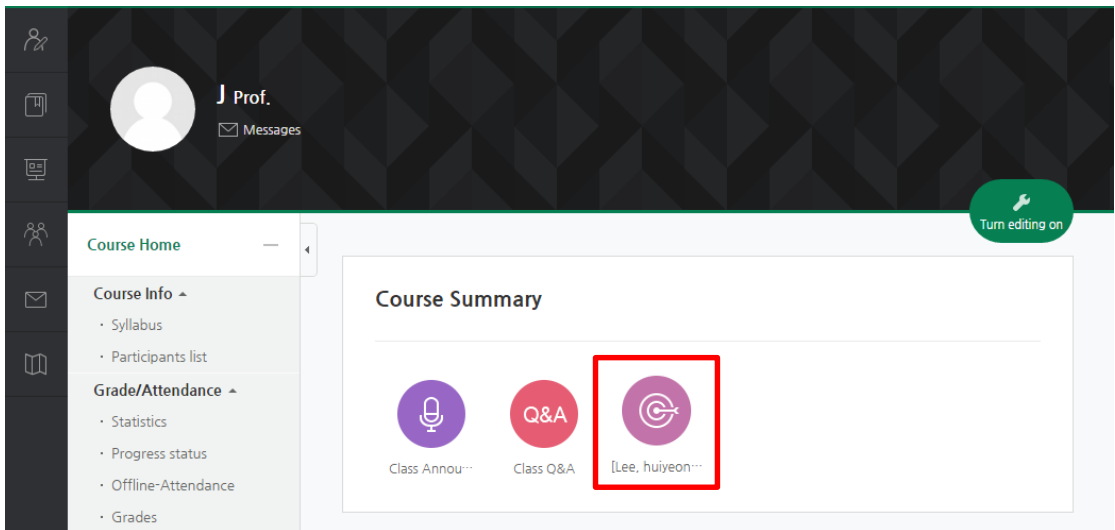
2. If you would like to implement the Mid-term Course Evaluation, click the "Activation" button.



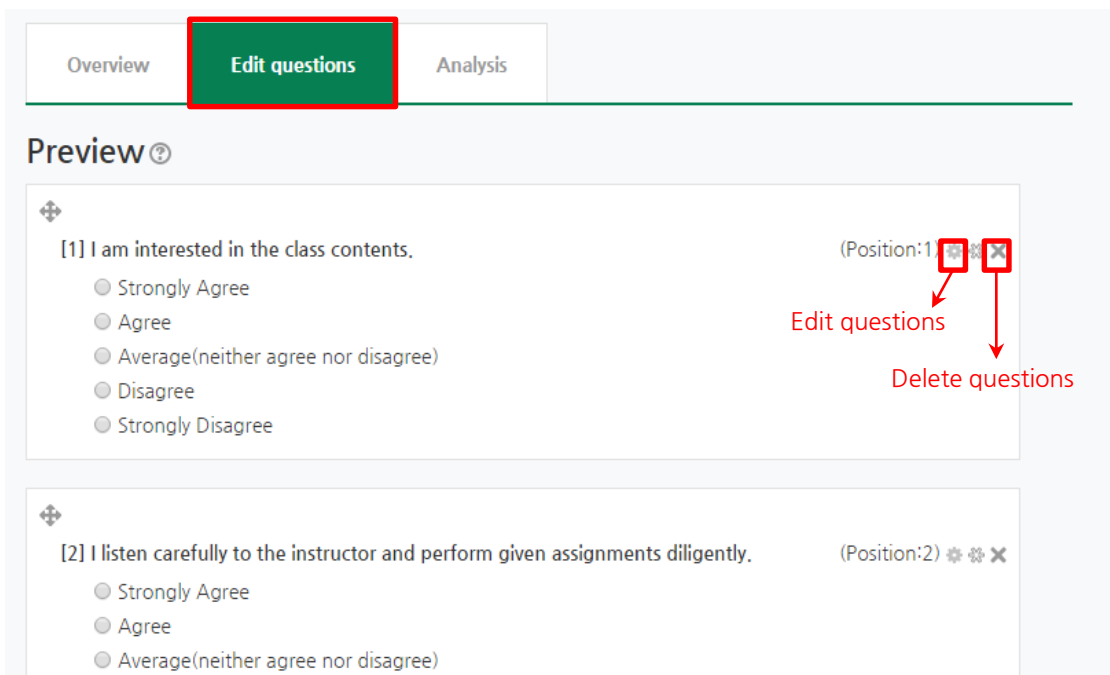


2. Editing the Mid-term Course Evaluation Questions

1. In the main activity, click on the icon “[Name of professor] Midterm Evaluation”.



2. Once in the Midterm Evaluation section, select the tab, “**Edit Questions**”.
Using the icons on the right of each question, the question can be edited or deleted.





2. Editing the Mid-term Course Evaluation Questions

3. Add a new question after checking all the other questions. At the bottom of the screen, select the type of question from the pull-down list and click on the button “**Add question to activity**”.

[9] Write about the strengths and points for improvement regarding the instructor's teaching methods (syllabus, class material, assignments, method of leading the class, etc.) (Position:9) ⚙️ ⚙️ ✕

- Strongly Agree
- Agree
- Average(neither agree nor disagree)
- Disagree
- Strongly Disagree

Add question to activity

Save and return to course

- Longer text answer ▾
- Longer text answer
- Multiple choice
- Numeric answer
- Short text answer

Add question to activity

4. Once registering all questions, press the button “**Save and return to course**”.

[9] Write about the strengths and points for improvement regarding the instructor's teaching methods (syllabus, class material, assignments, method of leading the class, etc.) (Position:9) ⚙️ ⚙️ ✕

- Strongly Agree
- Agree
- Average(neither agree nor disagree)
- Disagree
- Strongly Disagree

Add question to activity

Save and return to course

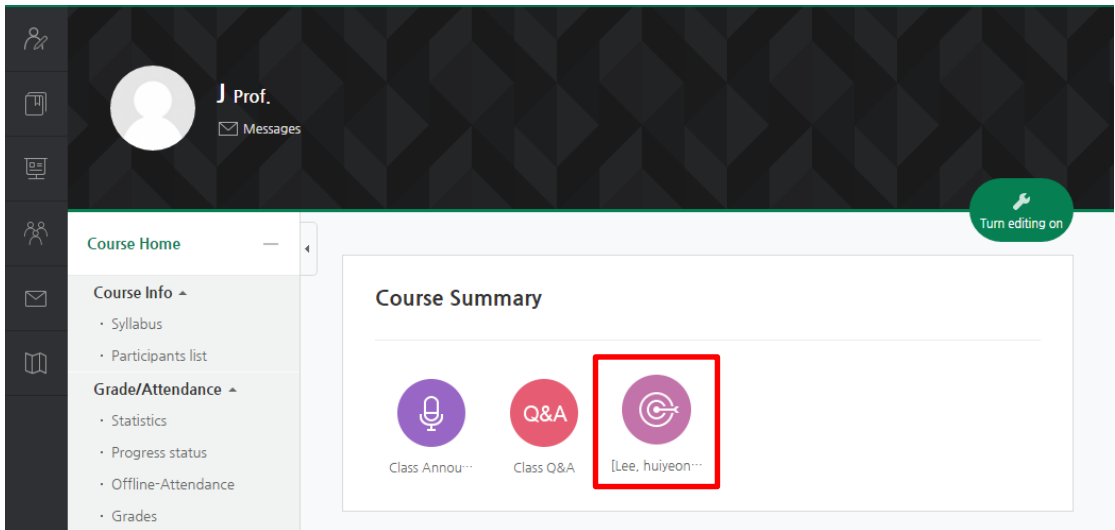
- Longer text answer ▾
- Longer text answer
- Multiple choice
- Numeric answer
- Short text answer

Add question to activity

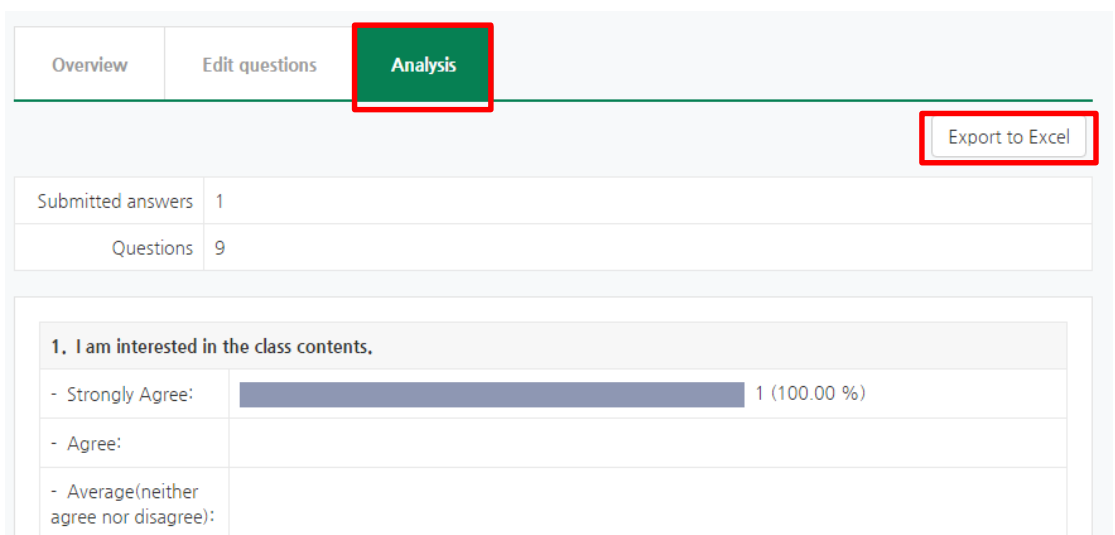


3. Checking the Results of Mid-term Course Evaluation

- To check the results of the course evaluation, click on the “[Name of professor] Midterm Evaluation” icon in the main activity.



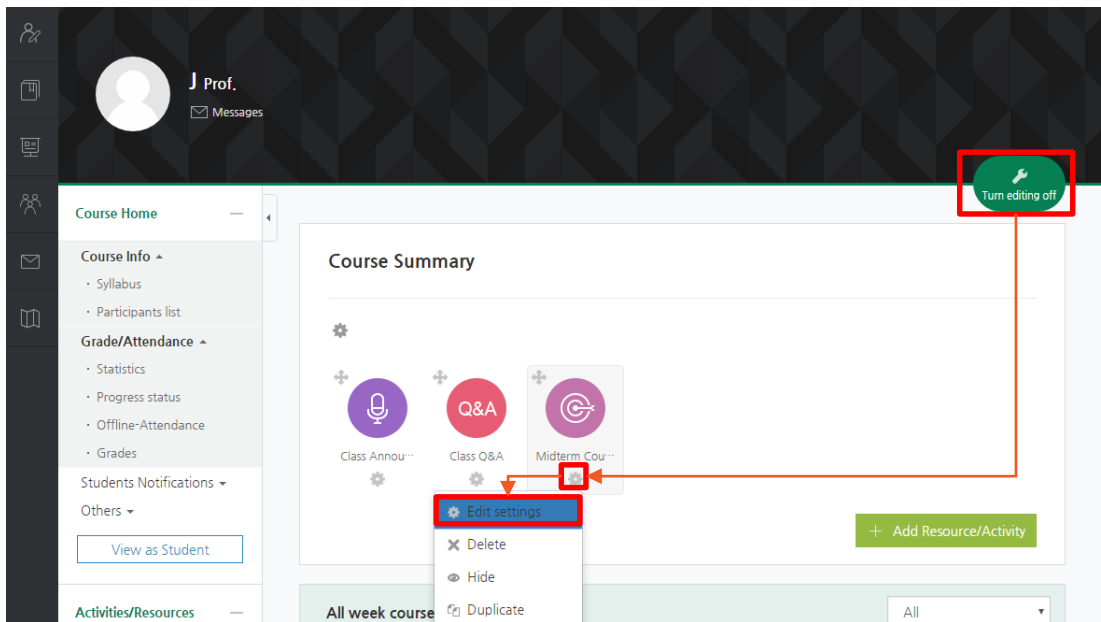
- Click the “**Analysis**” tab to see the analysis results. If you press the “**Export to Excel**”, you may see current status through the excel program.
In case of team-teaching, They can see their own result as well.





4. Editing the Settings of the Mid-term Course Evaluation

1. Click the “Turn editing on” button on the top right and Click on the saw like icon under the “[Name of professor] Midterm Evaluation”. Among the small icons below, click on the “Edit settings” menu.



2. Set up the evaluation periods, start and end dates, of the Midterm Evaluation. Then click the button “Save and return to course”.

▶ General

▶ Template

▼ Timing

Open the midterm evaluation at 2016 | October | 11 | 14 | 16 | Enable

Close the midterm evaluation at 2016 | October | 11 | 14 | 16 | Enable

If the evaluation period is not set, it opens to the student immediately.

▶ Common module settings

▶ Restrict access