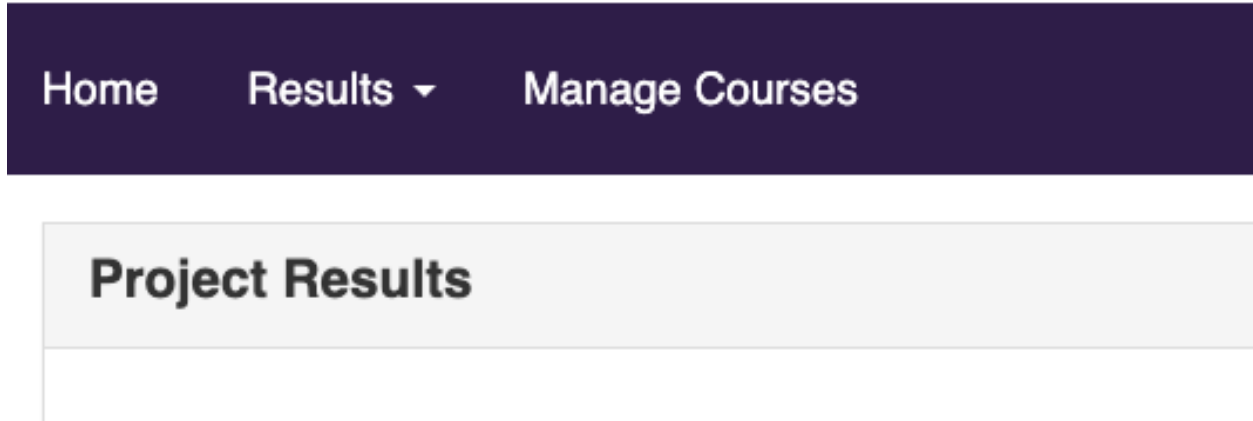



How to Opt Classes and Instructors of Course Ratings

When you login to Course Evaluation Surveys (CES), you will see a screen such as the one below.



Click on Manage Courses.

Projects							
Name	Access Starts	Access Ends	Courses	Students	Instructors	Teaching Assistant	View
Test for Fall 2022 1st 8 Week Classes	9/22/2022 12:00 AM	9/26/2022 11:59 PM	12	187	12	0	
Total 1		Records per page 25		Page 1 of 1			

You will see the current project in this window, which also shows your access period for managing courses.

Click on the view link on the right side. This presents you with all the courses you have been given the rights to manage. To opt a course out of ratings, you must delete it from the project. Click in the box next each course you want to opt out, and then choose Delete Selected Courses at the top

✕ Delete Selected Courses

Project Courses			
<input type="checkbox"/> Code	Title▲	Uniqu	
<input type="checkbox"/> PE104-001Fall2022	P E 104-001 (Weight Training)	53231.	
<input checked="" type="checkbox"/> PE124-002Fall2022	P E 124-002 (Modern Dance)	53233.	
<input type="checkbox"/> PE125-004Fall2022	P E 125-004 (Jazz Dance)	53407.	
<input type="checkbox"/> PE126-002Fall2022	P E 126-002 (Beginning Tap Dance)	53235.	
<input type="checkbox"/> PE132-002Fall2022	P E 132-002 (Badminton)	53237.	
<input type="checkbox"/> PE151-003Fall2022	P E 151-003 (Basketball)	53238.	
<input type="checkbox"/> PE390-001Fall2022	P E 390-001 (Practicum Seminar)	50749.	
<input checked="" type="checkbox"/> RCSM461-302Fall2022	RCSM 461 (FA22 - SPM Independent Study)-RCSM 461-302 (Independent Course of Study)	53254.	
<input type="checkbox"/> SPM320-001Fall2022	SPM 320-001 (Sports Marketing)	52404.	
<input type="checkbox"/> SPM333-001Fall2022	SPM 333-001 (Sport & Human Development)	53257.	
<input type="checkbox"/> SPM475-001Fall2022	SPM 475-001 (Global Development in Sport)	52456.	
<input type="checkbox"/> SPM604-301Fall2022	SPM 604-301 (Assessment in Sport Management)	50564.	

After you click on Delete Selected Courses, you will receive a warning:

indstate.evaluationkit.com says

Confirm Delete Selected Courses?

NOTE: Selected courses, enrollments and responses will be deleted from project. This action cannot be reverted.






This action may take several minutes, you will receive an email notification when completed.

Cancel

OK

If you are sure that these are the courses that you DO **NOT** WANT TO BE RATED, click ok. You will receive an email when the courses have been deleted, and then you will want to refresh the webpage to see your changes.

To eliminate instructors in the system who should not be evaluated, click on the number under the instructor column. In the example below, click on the 1.

	Students	Instructors	Teaching Assistant	Preview
ort	24	1	0	
ort	14	1	0	
ort	5	1	0	
ort	6	1	0	
ort	17	1	0	

This will give you a window that shows all the instructors for the course. Follow the same steps, as with the courses and click in the box next to any name of an instructor that should not be rated by students and then click on Unenroll Selected Instructors.

 Unenroll Selected Instructors

<input type="checkbox"/> First Name	Last Name	Email	Username
<input type="checkbox"/> Emily	Robertson	erobertson4@sycamores.indstate.edu	erobertson4