Setting up a class and enrolling students

Step 1: To set up a class, click on the “Courses” button. This will allow you to name your course.  
*TIP: Be sure to name your Course ID something that will be unique. Adding a year or semester to your course ID can help if you plan to use the same ID over time.*

Step 2: Enrolling students

- Click the “Enroll” button in the row that your course appears
- To enroll people in your classroom, you need to use the Excel format. A sample spreadsheet is offered to help you set up the proper file in the “MORE INFO” section.
- I typically use 3 columns: Team, name, and email. You can also add comments, or in a large class, enroll sections.

- Once you have your students in the Excel format, copy and paste into the student data box and hit “Enroll Students”
Creating Questions

Step 1: Creating a session
- On the top toolbar, click “Sessions”
- Make sure the course you wish to add a session to is in the dropbox. If you wish to create a new session with all new questions, Choose the dropdown selection “Session with your own questions”
- If you wish to copy a previous session, you can click the blue “Copy from a previous session” button.

- On this screen, you can set the submission criteria as well as add instructions for using the evaluation. The program gives you default instructions, but you can customize this based on your needs.

Step 2: Adding questions
- There are several options of questions you can use with this program.
- Once you choose an option from the dropdown, click “Add New Question.” You also have the option of copying a previous question

- After you chosen your question type, and constructed the question, the next choice you need to make is who can give and receive the feedback.
Lastly, you can choose how the reports are viewed. To adjust these settings, click on “Edit Visibility.” This will bring up the menu pictured below.

If you want to preview how the session will look from a student perspective, you can do this on the bottom of the page. Click the view you wish to see and it will bring up another window that will show you that perspective.

Viewing your responses

Once you’ve saved your session and the session “goes live,” you are ready to begin viewing responses.

Click on “Sessions” and this will bring up all of your current sessions. You can then see how many students have responded, as well as their feedback. You can also remind particular students that have not yet responded.

To see your results, click on the “View Results” button. In this screen, you can see your results in any fashion that is needed.
Once you are in the results section, you can edit the responses (good for if a student is offensive, etc.) and leave comments on their feedback.
- To edit a student’s work, click on “Moderate Responses”
- To leave comments, click on the small blue comment box in the lower right-hand corner.

Once you have viewed the feedback, you then have the option of submitting it so that the students can see it (if you choose). Just go back to the Sessions page, and then click “Publish.” Now your students can see their feedback.