Setting Up an Administration

Log on to https://nova.campuslabs.com/ce/ using your NSU credentials and click on Administrations. You may need to copy and paste the link into a new browser window.

1. Select term for administration

2. Select "Create Administration"

3. Select college or department from Institutional Unit

4. Select Part of term to further refine selection if needed (half-terms, etc.)

5. Leave all available checked for now

For additional online help visit http://courseevaluationsupport.campuslabs.com/hc/en-us

6. Select what evaluation form and then name the administration (Please start the name with your college code) see examples of forms at http://courseevaluationsupport.campuslabs.com/hc/en-us/articles/204024368-Types-of-IDEA-Forms-and-When-to-Use-Them

7. Select dates for when the course evaluations will be available

8. Select dates for when faculty and administration reports are sent. Faculty reports should be set for after final grades are due. Administrative reports should be set at least 1 day before faculty reports

9. Once it is created you will see it under scheduled administrations. You will need to right click on the screen and click refresh to get rid of the hour glass if it does not disappear after a few minutes. Then click on the administration to set up mailings (faculty and student).

10. Choose which mailing you wish to set up. I chose Students for this example. Faculty mailings are related to notifications and completing the "Objectives Selection Form" and will be discussed later


11. Next you can either modify a template for the type of mailing (course eval, reminder for course eval, etc.) or create a new one (additional screenshot document). Give the mailing a name and the dates you wish for it to be administered. *Make sure you select those templates related to the mailing you are setting up. Student mailings need to be setup under the student tab and faculty mailings need to be set up under the faculty tab.*

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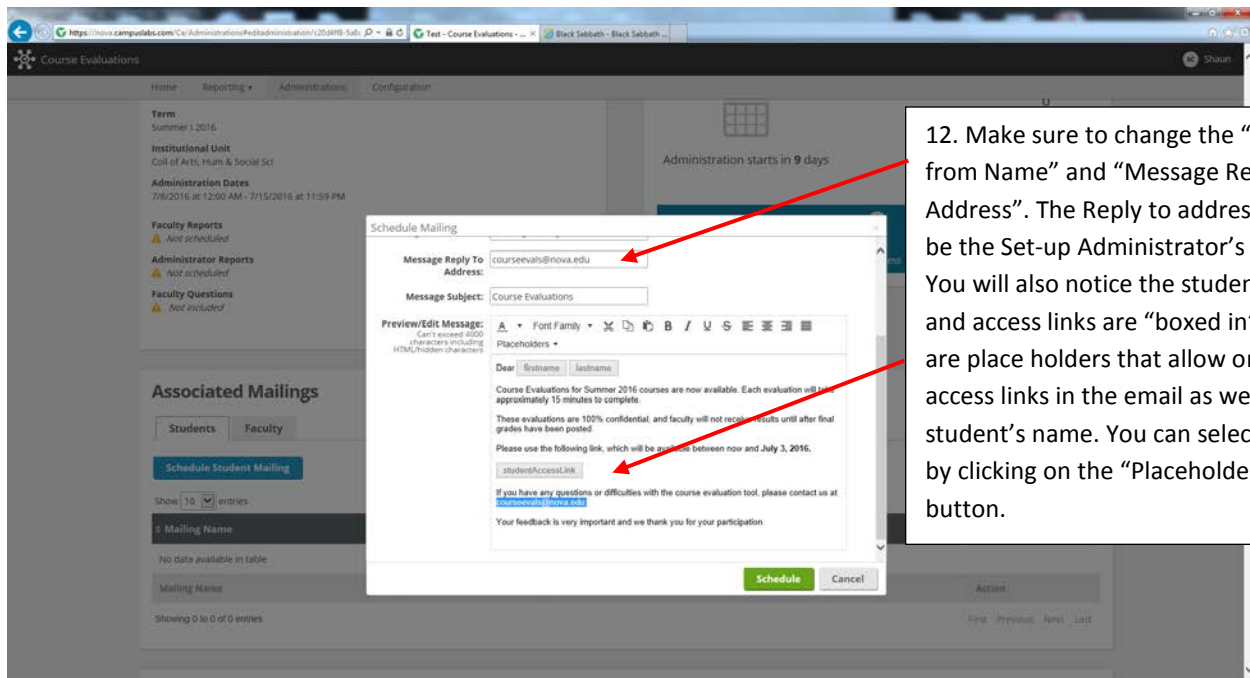
12. Make sure to change the "Message from Name" and "Message Reply to Address". The Reply to address should be the Set-up Administrator's email. You will also notice the student's name and access links are "boxed in". These are place holders that allow one to add access links in the email as well as the student's name. You can select these by clicking on the "Placeholders" button.

Mailings - Faculty
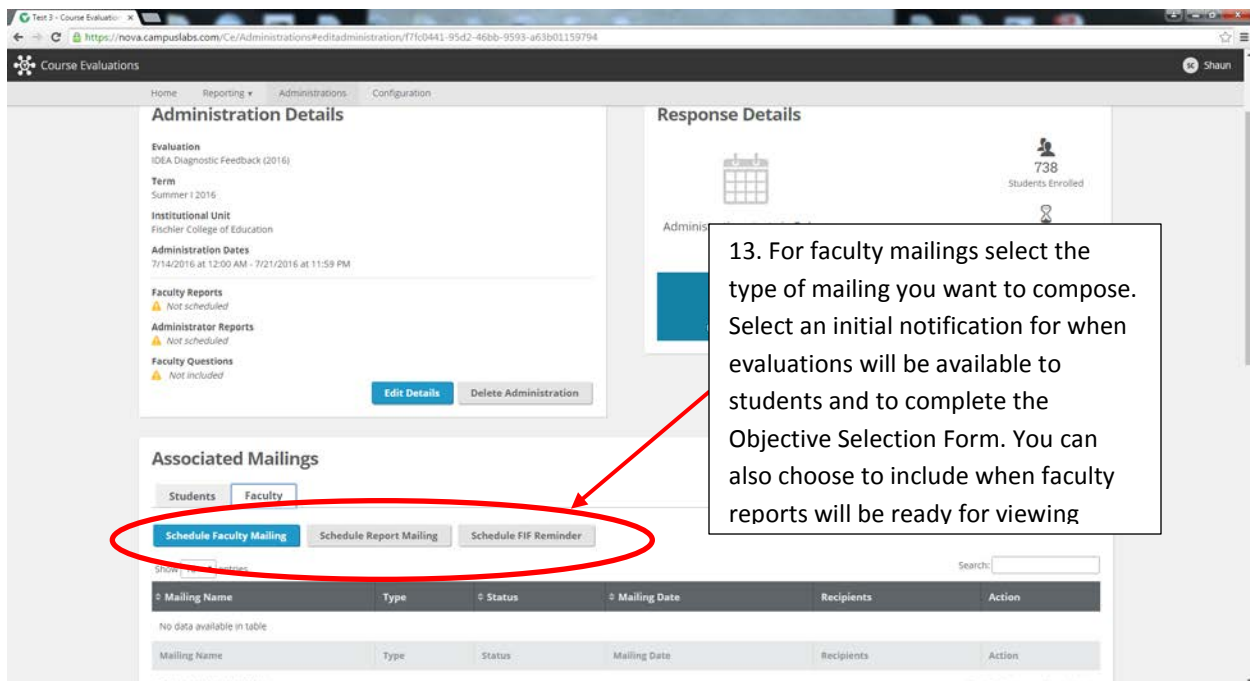
13. For faculty mailings select the type of mailing you want to compose. Select an initial notification for when evaluations will be available to students and to complete the Objective Selection Form. You can also choose to include when faculty reports will be ready for viewing

For additional online help visit http://courseevaluationsupport.campuslabs.com/hc/en-us

Schedule Faculty Evaluation Availability and Objective Selection Form Reminder Mailing

Objective Selection Form Example

Objective Selection Form is a form that faculty complete stating how important listed objectives are to his/her class. Although Setup Administrators or Deans may select specific objectives, faculty can choose to increase the importance of the objectives.

For additional online help visit http://courseevaluationsupport.campuslabs.com/hc/en-us

Schedule Faculty Report Mailing

Adding or Removing individual course sections for an administration

For additional online help visit http://courseevaluationsupport.campuslabs.com/hc/en-us