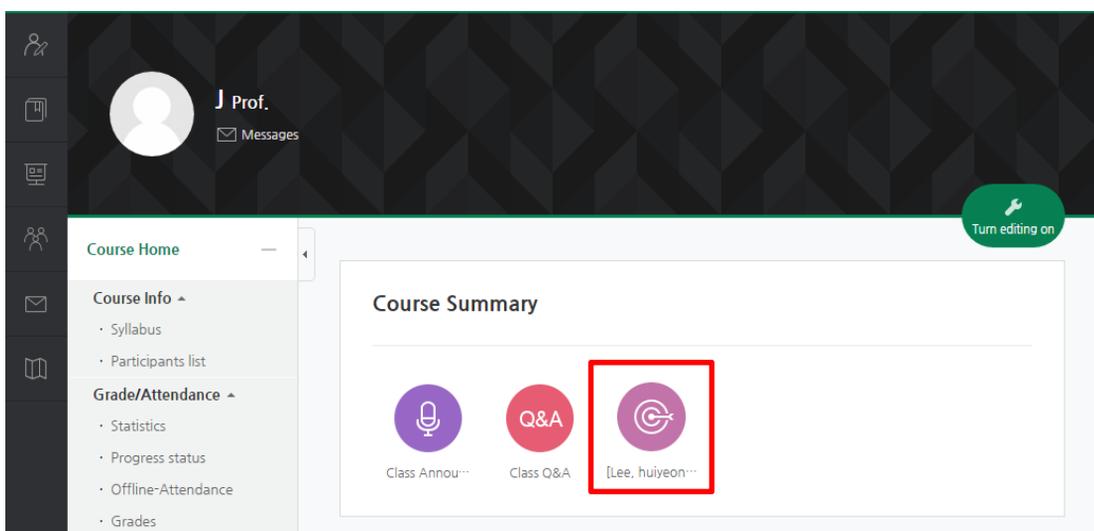


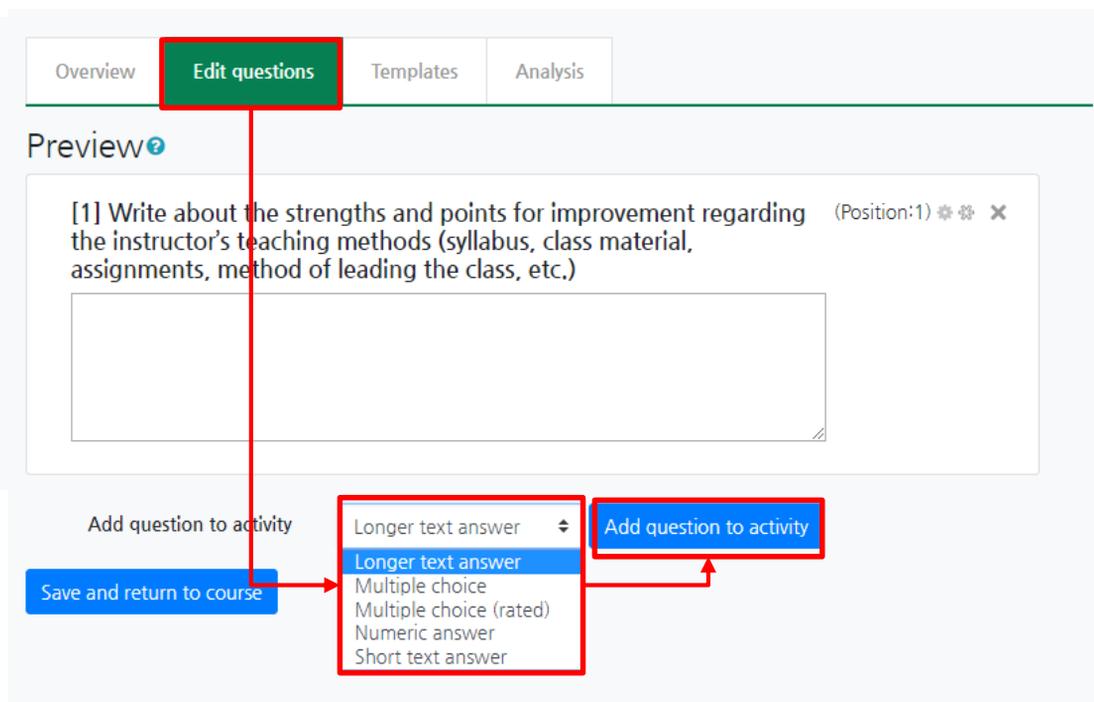


# 1. Adding the Mid-term Course Evaluation Questions

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



2. Once in the Midterm Evaluation section, select the tab, **“Edit Questions”**.  
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”**.





# 1. Adding the Mid-term Course Evaluation Questions

- After adding the problem, Using the icons on the right of each question, the question can be edited or deleted.

The screenshot shows the 'Edit questions' tab in a software interface. At the top, there are three tabs: 'Overview', 'Edit questions' (which is active and highlighted in green), and 'Analysis'. Below the tabs is a 'Preview' section with a question card. The question card contains the text '[1] I am interested in the class contents.' followed by five radio button options: 'Strongly Agree', 'Agree', 'Average(neither agree nor disagree)', 'Disagree', and 'Strongly Disagree'. To the right of the question text, it says '(Position:1)' followed by two icons: a gear icon and an 'X' icon. Red arrows point from the text 'Edit questions' to the gear icon, and from 'Delete questions' to the 'X' icon.

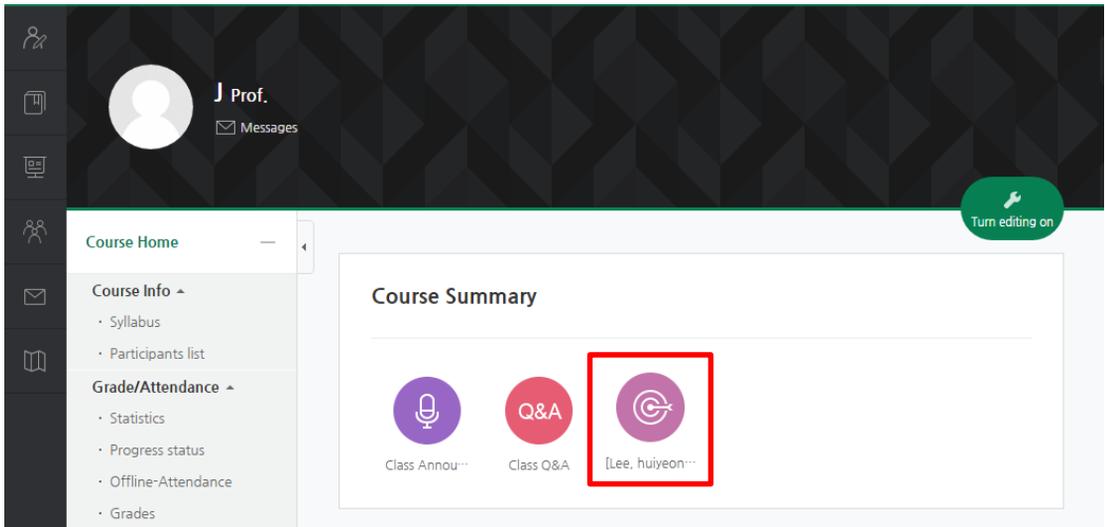
- Once registering all questions, press the button "Save and return to course".

The screenshot shows the 'Add question to activity' interface. It features a question card with the text '[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.)' and '(Position:9)' followed by gear and 'X' icons. Below the question card, there is a dropdown menu with the following options: 'Longer text answer', 'Longer text answer' (highlighted in blue), 'Multiple choice', 'Numeric answer', and 'Short text answer'. To the left of the dropdown is a button labeled 'Add question to activity'. Below the dropdown menu, there is a button labeled 'Save and return to course' which is highlighted with a red border.



## 2. 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.

