# Managing Course Activities – Activating Forms and Evaluations

Once you’ve set up your course offerings, you can configure the evaluations your students will complete during their placement.

1. Select Courses from your dashboard or left menu.  
   
2. Select the course you’d like to manage.
   1. Use the search or filter options to quickly find what you’re looking for.
3. Faculty members linked to a course can also set and review the Learning Activities through their loginA screenshot of a computer

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4. Expand the Learning Activities option on the left panel and select Setup.  
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5. Another pathway you can take is by going to Learning Activities from your dashboard or left menu.  
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6. Find and the course you’d like to manage and click Setup from the action column.  
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7. Click on the + icon for Forms/Evaluations.  
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8. A drawer will open showing you all standard and custom-built forms. Click on the arrow for the form you’d like to enable.  
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9. You’ll then set the following preferences. Click Save when done.
   1. Does this form require a placement?
   2. Does the form contribute to the student’s final score.
   3. Publish date: when your students can view the form.
   4. Due date: when the form is due.  
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10. Both the publish and due date are based on anchors, meaning you won’t add an actual date, but rather the number of days before or after a placement start, mid, or end date.  
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11. Upon clicking "Preview," you will find the actual form configured in the system, along with the form workflow mentioned at the top.   
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12. Course Faculty, Placement Faculty and Faculty Advisor access can also be structured from the setup page.
    1. You will also be able to control who will be able to edit and view and who will be able to only view the evaluations that have been activated.  
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13. Your form will now be activated!  
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