INSTRUCTIONS FOR THE ADMINISTERING COURSE EVALUATIONS  
(except online courses)

8.7.18

As you may know, in Fall 2017 the College went to a web-based course evaluation process, first with a Moodle-supported survey and now using the EvaluationKIT platform, also accessed through Moodle. These instructions are taken from those previously approved by the faculty for paper surveys. FAQs are available in the Teaching & Learning section of the Faculty Resources web pages.

(1) It is expected that all instructors will administer course evaluations and provide appropriate class time and instructions for doing so. Results will be available to you approximately three weeks after grades are due for that term. The time window for administering the course evaluation surveys depends on the term. Currently these are set as follows:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>EVALUATION WINDOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Undergrad and Graduate – Fall and Spring</td>
<td>Last 2 weeks of class</td>
</tr>
<tr>
<td>Traditional Undergrad and Graduate – Interim and Summer</td>
<td>Last week of class</td>
</tr>
<tr>
<td>SPS Undergraduate*</td>
<td>1 week before to 1 week after course end date</td>
</tr>
</tbody>
</table>

*Note: any changes to SPS course end dates must be changed in PowerCampus.

(2) Once the window is open, the course evaluation link will be visible one one’s Moodle home page (not the course sites), even if you have not used your Moodle sites – typically on the right side of the page, toward the bottom. Once visible, the evaluation can be accessed by the students, so prior to the evaluation period announce a specific day for doing the survey in class and ask students not to access the survey beforehand. This is especially important if you plan to use instructor-defined optional questions (see item 5 below) – custom questions must be supplied to the students before they click through to the evaluation survey. You may decide to supply these questions before the evaluation window even opens.

(3) In the class before you intend to administer the evaluation, if your class is not in a computer lab, remind students that they should bring a laptop or smart phone to the next class to do the evaluation, and that if they are unable to, they will still be able outside of class to complete an evaluation, which is expected of all students. At this time (as well as the day of the evaluation), reinforce in your own words the importance and value of students’ input on their course experience. Communicating institutional buy-in to the evaluation process has proven to be key in getting student participation.

(4) Administer the evaluations at the beginning of class, unless you have reason to do otherwise.

(5) Students can access the evaluation form on any computer, tablet, or “smart” phone by using a web browser to enter their Moodle account (they should not use a downloaded app for Moodle or EvaluationKIT).
(6) You may include, if you wish or your department requires it, up to four optional custom questions at the end of the form (questions #27-30). If you do, provide the class with a handout of the questions they are to answer. Any custom questions should be in the same format as the other quantitative questions, i.e., a 5-point scale (blank=N/A, 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree). The handout will allow students who cannot complete the evaluation in class to do so later.

(7) Read the following statement to the students before allowing them time to complete the evaluation:

Course evaluations are confidential and anonymous and are an important way for your instructor and the College to understand and improve your experience as a student. Also, evaluations are not available to instructors until after grades have been turned in for the course. Instructors use your feedback to evaluate and improve their course and their approach to teaching. Evaluations are also considered as part of faculty promotion, tenure and/or salary processes. Therefore, please make your responses candid, thoughtful, fair, constructive, and independent. To preserve that independence, do not discuss your responses with your classmates.

You will have at least 15 minutes to complete an evaluation of this course using an online survey accessed through Moodle. You can access the evaluation from a computer or mobile device, including “smart” phones by using a web browser, like Explorer, Chrome, Firefox, or Safari, not a downloaded app, to enter Moodle. If you do not have a “smart” device with you, the evaluation will be open until the day before final exams begin, and you may complete it outside of class on your device or in a campus computer lab. All students are expected to evaluate each of their courses.

[if relevant]-- I am also including some customized questions particular to this class for the blank questions numbered 27-30. Those questions are on the sheet handed out. Please answer them as well. [hand out the sheet]]

I will leave the room for the duration of the evaluation. You will have at least 15 minutes to complete it. While you do so, you must not talk or otherwise communicate among yourselves. To begin, go to your Moodle home page, find the course evaluation block (usually on the right side toward the bottom), and click the “Go To Evaluation Survey” button for this course and complete and submit the survey. You will get a message confirming your submission, which will be anonymous.

(8) LEAVE THE ROOM and allow the students at least fifteen minutes to complete the evaluations.