INSTRUCTIONS FOR THE ADMINISTERING COURSE EVALUATIONS
IN 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. 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 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.

The electronic course evaluation will be available to students throughout the evaluation window to anyone who missed that class or did not have appropriate technology in hand that day. Results will be available to you approximately three weeks after grades are due for that term.

(3) When you address this topic with your students, 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) Students can access the evaluation form on any computer, tablet, or “smart” phone by using a web browser (not a downloaded app) to enter their Moodle account.

(5) As noted above, you may include, if you wish or your department requires it, up to four optional custom questions toward the end of the form (questions #27-30). If you do, provide the class with the questions they are to answer prior to the evaluation. Any custom questions
must 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).

(6) Communicate the following to the students when announcing the evaluation and requesting them to complete it, for example by posting the text below or creating a short embedded video reading the text:

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 semester. 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 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 should take approximately 15 minutes to complete an evaluation of this course using an online survey you access through Moodle. Use a web browser such as Explorer, Chrome, Firefox or Safari, not a downloaded app to enter Moodle from a computer or mobile device, including “smart” phones. 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. Please answer them as well. Those questions are as follows:
27. [state the question]
28. [state the question]
29. [state the question]
30. [state the question]

To begin, go to your Moodle home page and find the course evaluation block, usually on the right side toward the bottom – 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.