

Faculty

With the electronic process, when will results be available?

Results for all evaluations will be available after the deadline for grade submission each term. Instructors will click on the Course and Instructor Evaluation link in their course to view the evaluations.

Department Chairs and Deans – Can I download the results for multiple courses at once?

Yes – you have the option to download the results for each course individually, or you can create a batch report to combine the results for each individual course into one PDF or .zip file. You can select the courses to include in the report by course number or instructor.

Here are some ideas that instructors should consider when working on improving response rates:

- Include the evaluation period (75% of the course completed through the last day of class) in course syllabi.
- Ask students to be on the lookout for emails from course_evaluation@csn.edu.
- Emphasize the significance of course evaluations and let students know that their responses matter.
- Monitor and communicate course response rates to students during class.
- Schedule time in a computer lab during class when students can use laptops or tablets to complete electronic evaluations. Important note: Just as with paper evaluations, if class/lab time is set aside to complete evaluations, instructors must leave the classroom while students complete evaluations.
- During the evaluation period, give an assignment or exam through Canvas so that students are reminded to complete evaluations through Canvas pop-ups.
- Provide incentives for students who complete the evaluations. Or if not for individual students, provide incentives for entire classes that receive a 100% response rate. Each student receives a confirmation email after they have completed each course evaluation. Students print this confirmation email and share it with instructors as proof that they have completed the course evaluations. Or, the Office of eLearning can assist students with verification that evaluations have been completed.
- Have class complete electronic evaluations at the beginning (as opposed to the end) of class. Instructors can show the overall response rate for an entire class by pulling up Canvas using a ceiling mounted project and podium computer in the SmartClassrooms. Response rates are displayed in real time, so, as students complete evaluations, the rates go up. Note: In keeping with the College's long-standing practice with course evaluations, instructors must leave the classroom while evaluations are being completed.

What are the EvaluationKit system requirements?

Evaluation Kit works with Internet Explorer, Firefox, Chrome, and Safari. If you do not currently have one of these browsers, you can [download Firefox](#) for free.

Can faculty ask additional questions on the evaluations?

Not for the fall 2014 implementation. Once we have assessed the effects of moving the evaluations online, we will explore this possibility through Faculty Senate.

Will I be able to monitor response rates while the course evaluation is open for students?

Yes. Instructors may monitor their response rates for each class by clicking on the link for Course and Instructor Evaluation inside your Canvas course shell.

How will I know when my evaluation results are available?

Results are available the day after the last day for submitting grades.

How do I save a copy of my course evaluation results?

When they become available, results may be downloaded as a PDF or Excel file.

Can I see my results from past semesters?

Yes, they are available for one year after the end of a course.

Who will have access to the results of my course evaluations?

The results are available to you, your department chair, and the school Dean.

What if I am an instructor and I am taking courses?

You will be able to complete the evaluation for the course you are taking as a student just like any other student enrolled in the course. You will go to the course you are enrolled in as a student and click on the link in the left menu bar in Canvas for Course and Instructor Evaluation.

What are the advantages for faculty?

Online course evaluations provide faculty members with better-quality feedback in aggregated and easily understood formats. Faculty receive feedback soon after they have turned in their grades for the course, and as students often provide lengthier, more thoughtful responses in online course ratings, faculty members may gain a more comprehensive and nuanced understanding of the strengths and weaknesses of a particular course.

Are there other advantages?

Instituting online evaluations is part of the shift to more sustainable and more user-friendly paperless processes and will save approximately 100,000 sheets of paper every year.

How was the online course evaluation form developed?

The online evaluation form uses the same questions that were used for on-campus paper evaluation.

Can the form be tailored by faculty members to suit their courses?

No, it cannot be changed by individual faculty members.

Are my course ratings made public?

Results are only viewable by the instructor, the department chair and the school dean.

Can a student who has withdrawn from a course fill out a ratings survey?

Students who withdraw from a course during the semester are deleted from the roster in Canvas. As a result, they do not have access to complete the evaluation for a course they dropped.