

All About Online Course Evaluations

How does the system work?

- Students will receive an email from the CoursEval site informing them about the process and providing log-in information. The email will contain a listing of courses that the student is asked to evaluate
- The CoursEval system keeps track of who has not completed evaluations so that reminders may be sent. Reminders are sent every couple of days.
- Once the student has submitted an evaluation, her identity is separated from the evaluation itself. The system notes that she has completed the evaluation.

What do I need to do?

- You will receive an email listing the courses and student enrollment in those courses. If there are errors in the list, email Misty Dumas-Patterson and let her know.
- You will receive an email when the link is sent to students. Encourage your students to complete the evaluations. Tell them why it is important to you.
- If you have included the paragraph about course evaluations being an expected part of the course, remind the students that it is there.
- You may receive an email update after a few days letting you know which students have not completed evaluations (if all of your students complete them right away you won't receive the email). While you shouldn't single out particular students or berate them for not filling out the form, a second reminder from you is certainly appropriate. If you use Blackboard, please consider posting an "Announcement" about course evaluations!
- Turn your grades in on time at the end of the semester so that the results may be released as quickly as possible.

How will I get my results?

- **Course evaluation results can not be released until grades are turned in.**
- Once grades are in, you will receive an email with log-in information directing you to the CoursEval site to retrieve your report.

Can I save a copy of my results on my computer?

- Please don't print your report!
- Once you have logged in to the site, you should see a standard toolbar at the top of the portal. Under 'File' you can do a "Save As." You should save the report as a "Webpage- Html only." This will save the report exactly as it appears on the portal, and you will be able to access it on your desktop offline.