



Online Course Evaluations College of Southern Idaho <http://evaluation.csi.edu>

How to access it?

- Students – <http://evaluation.csi.edu>
- Instructors – <http://evaluation.csi.edu/instructor>

We have added links to the online course evaluation (student login) to **EagleInfo** so students could find it easily, and a link to the instructor login on the **Faculty/Staff** page.

How to log in?

- Students – students use the same login as they do for the network, e-mail and Blackboard (if they have not changed their Blackboard passwords) – we have instructions on the login page
- Faculty – faculty use the same login as the original WebTools login:
 - Username: first initial, last name e.g. jdoe
 - Password: employee ID number (unless you changed it under WebTools)

Evaluations of regular face-to-face courses consist of:

- **Core, common questions** – these questions originally came from paper-based evaluations. This semester the **Online Course Evaluation Review Committee** looked at the instrument, and based on feedback from students and instructors, made the core much shorter (16 questions only instead of the 66 that we had before). These questions were selected from the existing set of questions with help from Dr. Beck (who provided feedback on which questions instructional administration would like to have for all courses across campus) and feedback from members of the committee.
- **Department questions** – each department chair will have the option to add questions that will show up on every evaluation in each course in their department. Department chairs cannot add questions to a specific course only (that is done by the individual instructor; department chairs can request that instructors add certain questions). Department chairs will be able to edit and remove these questions. Questions can be added



from the existing pool of questions (these are questions that were on last semester's long evaluation) or can type in any new questions.

Department chairs should be the first ones to modify the evaluations.

When they are done, they need to notify their faculty so they can go in, view the evaluation, see what questions were added by the department chair and add any other questions they wish.

- **Faculty questions** – faculty will have the option to add questions to their course evaluations (questions can be chosen from the existing pool of questions or typed in). Faculty will be able to edit/delete questions added by them (not questions from the core or department-level questions).

Evaluations of online courses:

Evaluations of **online courses** are based on the current online course evaluation system (designed by Todd Schwarz and the e-Learning Initiative Committee). If a course is marked as an online course at the Records Office, by default it will automatically pull the online course evaluation, but will give the instructor the option to choose the regular evaluation. Although this option is there, we would strongly recommend using the online evaluation as it covers all aspects, while the regular evaluation does not cover every aspect of an online teaching/learning. Important: instructors teaching online courses should log in to check to make sure that the course was marked as an online course in the main system and the correct evaluation shows up (otherwise students will complete the standard evaluation instead of the evaluation designed for online courses). Questions added by department chairs will be added to all courses in that department, including online courses. Faculty can add additional questions to their online course evaluations if they so choose.

The process has several important steps:

- Based on much feedback and discussion, it has been decided that evaluations will be open to students two weeks prior to the end date of the course but NOT after the course ended. The reason behind this decision was some faculty's concern over students being able to fill out evaluations after grades have been posted. Faculty will not be able to see students' answers while the evaluation is open (only the number of students who have taken the evaluation; this way they can encourage their students to fill out the evaluation, but we do not have an issue with the perception that faculty see feedback before they post grades). Many



of these issues are perception-based, but we tried to address them as best as we could.

- Department chairs make sure that if they need additional information that is not covered in the core evaluation, that they add those questions to the evaluation. **IMPORTANT:** please make sure that you select the correct semester before you make any changes. Department chairs will have an important role in letting their faculty know about the department-wide questions (hopefully even asking for faculty input in developing those questions), and encouraging faculty to use the online system.
- Faculty preview the evaluations and add any questions they would like in addition to the core and department-wide questions. These questions will be specific to each course. The system is very self-explanatory and faculty should be able to add questions with no problems. The key is to ask all the information that is needed, yet not to make the evaluation so long that students do not want to fill it out. **IMPORTANT:** please make sure that you select the correct semester before you make any changes.
- Evaluations will become active the last two weeks of the course and stay active until the day after the course ends (last day open is the last day of the course). This has some implications for short courses and those who teach these short courses must watch carefully as in the past if someone was ill and the class was rescheduled, we did not have to worry about evaluations. Faculty teaching short courses must make sure that the necessary paperwork is filled out in case a class was missed the duration of the course was extended. **IMPORTANT: once a course evaluation is open, faculty can no longer modify the evaluation.** Department chairs can add questions at any time, but to be fair to all instructors/students, it would be best if questions are added at the beginning of the semester (so short courses will have the same questions as full-semester courses). We will have the capability to “carry over” questions from one semester to another, so after the first semester it will be much less work.
- Faculty let their students know where, how and when to access and take the online evaluation. This could be done in class (face-to-face courses), in the syllabus, via e-mail, Blackboard announcements, etc. ITC staff can help get the word out to students about how to access the online evaluation system. If students encounter difficulties with login they need to contact Carlos at cbittencourt@csi.edu or 732-6847. Faculty will play a crucial role in encouraging students to take the evaluation. If students truly believe that their comments will be used to further improve the course, most students are more than willing to provide feedback. ITC staff can help with getting the word out about the new online evaluation system (e-mail, Blackboard, Web site, maybe some flyers). Some faculty



already came up with some interesting ideas on how to encourage students to take the evaluation. For example:

- Giving students class time to walk over to the Library, computer classroom or other location to take the evaluation. Just like with paper and pencil evaluations faculty should not be in the room when students are taking the evaluation.
- Those who bring in (or e-mail a copy of) the thank you page they get after submitting the evaluation get extra credit or some points.
- During the time the evaluations are open, students can complete the evaluations at their convenience from any computer with Internet access. Computers in the open lab in the Library are available for students who do not have access to computers at home. Students can even use the computers in the SUB or other locations on campus. Students can only see the courses that they are enrolled in, so they cannot take evaluations that they are not supposed to. Students can only evaluate each course once. They must answer every question. Students should only start the evaluation if they have time to finish it. The system is set up to time out in 15 minutes, so if they start to take the evaluation and then go have dinner or take a long phone call, they will be timed out and will have to start again. After the students complete the evaluation, that particular evaluation will disappear from their list, so they will not be able to go back and re-take the evaluation.
- Faculty will be able to see the results (how many students took the evaluation, averages, percentages, and comments) after the status of the evaluation turns from **Open** to **Completed**. The system is anonymous and confidential so of course faculty will not know who said what. Data will be available instantaneously and can be used right away to make any improvements/changes necessary.
- Department chairs will be able to see the results of course evaluations for faculty/courses in their departments. We are still working on reporting capabilities/features. If you have any suggestions, please let us know.
- The online course evaluation system will not be a static system. We will be able to continually improve it to meet our needs. Additional features can be added over time.

Always remember to log out (this applies to everyone: students, faculty, department chairs).

In case of technical difficulties, contact:

- Carlos Bittencourt at 732-6847 or cbittencourt@csi.edu
- Cory Stone at 732-6897 or cstone@csi.edu